



**DEPARTMENT OF RESOURCES RECYCLING AND RECOVERY**

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**Notice to Prospective Bidders**

May 3, 2013

You are invited to review and respond to this Invitation for Bids (IFB), entitled "Used Oil Laboratory Testing Services, DRR12088". In submitting your bid, you must comply with the instructions herein.

Note that all agreements entered into with the State of California will include by reference General Terms and Conditions, Special Terms and Conditions and Contractor Certification Clauses which are referenced in Section II of this package. If you do not have internet access, a hard copy can be provided by contacting the person listed below.

In the opinion of the Department of Resources Recycling and Recovery (CalRecycle) this IFB is complete and without need of explanation. However, if you have questions, or should you need any clarifying information, the contact person for this IFB is:

Colleen Rubens  
[contracts@calrecycle.ca.gov](mailto:contracts@calrecycle.ca.gov)  
Phone: 916.341.6124  
Fax: 916.319.7432

Please note that no *verbal* information given will be binding upon the State unless such information is issued in writing as an official addendum.

Colleen Rubens  
Contract Administrator

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## Section 1 Overview

### General Information

CalRecycle promotes a zero waste California in partnership with local government, industry, and the public. This means managing the estimated 76 million tons of waste generated each year by reducing waste whenever possible, promoting the management of all materials to their highest and best use, and protecting public health and safety and the environment.

### CalRecycle Contact Information

Department of Resources Recycling and Recovery (CalRecycle)

Physical Address: 1001 I Street,  
Sacramento, CA 95814  
CalRecycle Contracts Unit, MS-19A

Mailing Address: PO Box 4025,  
Sacramento, CA 95812-4025  
Attn: Contracts Unit, MS-19A

Phone: (916) 341-6124

FAX: (916) 319-7432

EMAIL: [contracts@calrecycle.ca.gov](mailto:contracts@calrecycle.ca.gov)

Any documents delivered in person must be received in the Visitor`s & Environmental Service Center located in the lobby of the CalEPA Headquarters Building at 1001 I Street, Sacramento, CA 95814.

### Service Needed

Perform laboratory testing services according to established methodology and provide analytical reports describing the finding of the testing for used oil or petroleum fuel samples.

### Contract Budget

Subject to the availability of funds and approval by CalRecycle, there is a current maximum budget of \$250,000.00. CalRecycle reserves the right to amend the budget for this Agreement as needs arise.

### Contract Term

The term of this Agreement will span approximately 18 months and is expected to begin in June 1, 2013. CalRecycle reserves the right to amend the term of this Agreement as needs arise.

### Process Type

Invitation for Bid (IFB).

### Process Schedule

This process will be conducted according to the following tentative schedule where all times are Pacific Time

Advertisement Date:	5/3/2013
Written Questions Due By 2:00 p.m.	5/9/2013
Submittal's Due by 2:00 p.m.	5/16/2013
Bid Opening at 2:10 p.m.	5/16/2013

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## Section II Rules and Conditions

### Introduction

There are conditions that this IFB, submitting Bidders, bids and resulting Agreements are subject to and/or required to comply with.

### Commitment

Upon submittal of a Bid, the Contractor has committed to comply with the following requirements:

- All items noted in IFB documents
- Special Terms and Conditions available for viewing at [www.calrecycle.ca.gov/Contracts/Forms/SpeTermsCond.pdf](http://www.calrecycle.ca.gov/Contracts/Forms/SpeTermsCond.pdf)
- General Terms and Conditions (GTCs) available for viewing at [www.ols.dgs.ca.gov/Standard+Language](http://www.ols.dgs.ca.gov/Standard+Language).
- Contractor Certification Clauses (CCCs) available for viewing at [www.ols.dgs.ca.gov/Standard+Language](http://www.ols.dgs.ca.gov/Standard+Language).

If the Bidder fails to meet any of the requirements or comply with CalRecycle requests, CalRecycle can reject, disqualify, or remove the firm from the process. CalRecycle is not committed to award an Agreement resulting from this IFB.

### Antitrust Claims

In submitting a Bid Package to a public purchasing body, the Bidder offers and agrees that if the Bid Package is accepted, it will assign to the purchasing body all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act (Chapter 2 [commencing with Section 16700] of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, materials, or services by the Bidder for sale to the purchasing body pursuant to the Bid Package. Such assignment shall be made and become effective at the time the purchasing body tenders final payment to the Bidder. (See Government Code Section 4552.)

If an awarding body or public purchasing body receives, either through judgment or settlement, a monetary recovery for a cause of action assigned under this chapter, the assignor shall be entitled to receive reimbursement for actual legal costs incurred and may, upon demand, recover from the public body any portion of the recovery, including treble damages, attributable to overcharges that were paid by the assignor but were not paid by the public body as part of the Bid Package price, less the expenses incurred in obtaining that portion of the recovery. (See Government Code Section 4553.)

Upon demand in writing by the assignor, the assignee shall, within one year from such demand, reassign the cause of action assigned under this part if the assignor has been or may have been injured by the violation of law for which the cause of action arose and (a) the assignee has not been injured thereby, or (b) the assignee declines to file a court action for the cause of action. (See Government Code Section 4554.)

### Contractor's Cost

All costs resulting from the contractor's participation in the IFB process are at the firm's expense. No costs incurred by the contractor participating in the IFB process will be reimbursed by CalRecycle.

### Information

All information obtained or produced during the course of the Agreement will be made available to CalRecycle.

Any information that qualifies as confidential or a trade secret(s) under the Public Records Act (PRA) or the Public Contract Code (PCC) and is thus exempt from disclosure under those statutes must so be marked by the Bidder prior to submission to CalRecycle. Any claims of confidentiality or trade secret(s) except as to information that qualifies as such under the PRA or PCC may result in disqualification.

CalRecycle will hold information deemed confidential or trade secret(s) by the Bidder to the extent allowable by the California Public Records Act and the Public Contract Code.

### **Written Questions**

Bidders needing clarification of the requirements of this solicitation may submit questions to CalRecycle's Contracts Unit. All inquiries must be received no later than **2:00 p.m. on 5/9/13**, regardless of postmark. If the inquiries are faxed, then the time and dated on the fax must not be later than the due date and time.

Questions, suggestions or objections regarding the content of this solicitation, including but not limited to the purpose, scope of work, etc., not submitted by the deadline for questions shall be deemed waived and may not be raised at a later time.

Oral communications with CalRecycle officers and employees shall be non-binding on the State and shall in no way exclude the Bidder of any obligations as set forth in this package.

All questions or inquiries regarding this solicitation shall be submitted using the contact information provided in Section I.

E-mails and/or faxes should be clearly marked "**Questions Relating to SOLICITATION DRR12088**"

The questions and answers will be published in an Addendum to the IFB (see below, Addenda).

### **Addenda**

CalRecycle reserves the right to amend, alter, or change the rules and conditions of this IFB.

Any ambiguity, conflict, discrepancy, omission, or other error discovered in the IFB should immediately be reported to CalRecycle prior to the deadline for submission of written questions. CalRecycle will issue addenda to address such issues. Addenda will be available on the CalRecycle webpage for this particular solicitation at [www.calrecycle.ca.gov/contracts](http://www.calrecycle.ca.gov/contracts).

### **Modification of Submittals**

A Bid submitted prior to the submittal deadline, can be withdrawn or modified by the submitting Bidder. The Bidder must:

- Provide a written request
- Identify the requesting individual and their association to the Bidder

A Bid cannot be withdrawn for modification after the submittal deadline has passed.

### **Errors in Submittals**

An error in a Bid package may be cause for rejection of that Bid.

CalRecycle may make certain corrections, if the Bidder's intent is clearly established based on review of the complete Bid.

### **Unreliable List**

Any contractor or subcontractor currently of CalRecycle Unreliable list is ineligible to apply for or participate in this contract.

### **Negotiating State Contracts**

This solicitation and any resulting contract or amendments are subject to the conditions set forth in PCC 6611.

If any of the conditions identified in PCC 6611 exist, the Department of General Services may perform contract negotiations, if it is determined to be in the best interest of the State.

### **Electronic Waste Recycling**

If the Contractor or any subcontractors participate in activities that result in the disposition of electronic components, they will comply with the provisions of PRC Chapter 8.5.

### **Use Tax**

If, during the course of the agreement, the Contractor will be involved in the re-sale of goods to the State, they must comply with the requirements of Section 6452.1, 6487, 6487.3, 7101, and 18510 of the Revenue and Taxation Code, in addition to Section 10295.1 of the Public Contract Code.

### **Small Business (SB) Preference**

The following information shall apply to both SBs and MBs.

Any Bidder competing in this process as a California Certified Small Business (SB) or Micro Business (MB), or as a non-SB certifying to subcontract a minimum of 25% of the total contract services to a California Certified SB or MB, will receive a five percent (5%) preference. Certification must be provided by the Department of General Services (DGS), Procurement Division (PD), Office of Small Business and DVBE Services (OSDS). CalRecycle will apply the preference per State law and as described on the DGS website at <http://www.pd.dgs.ca.gov/smbus/sbpref.htm>.

A five percent (5%) bid preference is available to a non-small business claiming twenty-five percent (25%) California certified small business subcontractor participation. If claiming the non-small business subcontractor preference, the bid response must include a list of the small business(es) with which you commit to subcontract in an amount of at least twenty-five percent (25%) of the net bid price with one or more California certified small businesses. Each listed certified small business must perform a "commercially useful function" in the performance of the contract as defined in Government Code Section 14837(d)(4).

The required list of California certified small business subcontracts must be attached to the bid response and must include the following: 1) subcontractor name, 2) address, 3) phone number, 4) a description of the work to be performed and/or products supplied, 5) and the dollar amount or percentage of the net bid price (as specified in the solicitation) per subcontractor. Use the SB/DVBE participation form to report this information.

Bidders claiming the five percent (5%) preference must commit to subcontract at least twenty-five percent (25%) of the net bid price with one or more California certified small businesses. Completed certification applications and required support documents must be submitted to the office of Small Business and DVBE Certification (OSDC) no later than 5:00 p.m. on the bid due date, and the OSDC must be able to approve the application as submitted. Questions regarding certification should be directed to the OSDC at (916) 375-4940. In no event shall the SB preference or non-SB subcontracting preference exceed \$50,000 in any single bid.

The incentive is applied during the evaluation process and is only applied for responsive bids from responsible bidders proposing the percentage of SB participation for the incentive specified above. The SB preference will be applied when a responsible bidder that is not a CA certified SB or a non-SB claiming 25% CA certified SB subcontractor participation submits the lowest responsive bid.

For award based on low price, the incentive is applied by reducing the bid price by the amount of incentive as computed from the lowest responsive and responsible bid price. The computation is for evaluation purposes only. Application of the incentive shall not displace an award to a small business with a non-small business.

A copy of the Bidder's SB certification should be included with the Bid Package.

If the Bidder makes a commitment to achieve small business participation, then the Bidder, if awarded this contract, must within 60 days of receiving final payment (or within such other time period as may be specified elsewhere in this Contract) report to the awarding department the actual percentage of small business participation that was achieved (Govt. Code § 14841). Refer to Attachment C to fulfill this requirement.

### **Disabled Veterans Business Enterprise (DVBE) Preference**

Any Bidder competing in this process as a California Certified Disabled Veterans Business Enterprise, or as a non-DVBE certifying to subcontract a minimum of 3% of the total contract services to a California Certified DVBE, will receive a preference as shown below:

1. Five (5%) and above participation level = bid will receive five percent (5%) preference.
2. Four (4%) participation level = bid will receive two percent (3%) preference.
3. Three (3%) participation level = bid will receive one percent (1%) preference.

Certification must be provided by the Department of General Services (DGS), Procurement Division (PD), Office of Small Business and DVBE Services (OSDS).

A five percent (3-5%) bid preference is available to a non-DVBE claiming a minimum of three percent (3%) California certified DVBE subcontractor participation. If claiming the non-DVBE subcontractor preference, the bid response must include a list of the DVBE(s) with which you commit to subcontract in an amount of at least three percent (3%) of the net bid price with one of more California certified DVBEs. Each listed certified DVBE must perform a "commercially useful function" in the performance of the contract as defined in Government Code Section 14837(d)(4).

The required list of California certified DVBE subcontracts must be attached to the bid response and must include the following: 1) subcontractor name, 2) address, 3) phone number, 4) a description of the work to be performed and/or products supplied, 5) and the dollar amount or percentage of the net bid price (as specified in the solicitation) per subcontractor. Use the SB/DVBE participation form to report this information.

Bidders claiming a preference must commit to subcontract at least three percent (3%) of the net bid price with one or more California certified DVBEs. Completed certification applications and required support documents must be submitted to the office of Small Business and DVBE Certification (OSDC) no later than 5:00 p.m. on the bid due date, and the OSDC must be able to approve the application as submitted. Questions regarding certification should be directed to the OSDC at (916) 375-4940.

The incentive is applied during the evaluation process and is only applied for responsive bids from responsible bidders proposing the percentage(s) of DVBE participation for the incentive(s) specified above.

For award based on low price, the incentive is applied by reducing the bid price by the amount of incentive as computed from the lowest responsive and responsible bid price. The computation is for evaluation purposes only. Application of the incentive shall not displace an award to a small business with a non-small business.

A copy of the Bidder's DVBE certification should be included with the Bid Package. For information on locating DVBE resources please go to the following website <http://www.pd.dgs.ca.gov/Publications/resource.htm>.

A copy of the Bidder's DVBE certification should be included with the Bid Package.

If awarded, the Bidder who has made a commitment to achieve disabled veteran business enterprise (DVBE) participation, must within 60 days of receiving final payment under this agreement (or within such other time period as may be specified elsewhere in this agreement) certify in a report to the awarding department: (1) the total amount the prime contractor received under the contract; (2) the name and address of the DVBE(s) that participated in the performance of the contract; (3) the amount each DVBE received from the prime contractor; (4) that all payments under the contract have been made to the DVBE(s); and (5) the actual percentage of DVBE participation that was achieved. A person or entity that knowingly provides false information shall be subject to a civil penalty for each violation (Military & Veterans Code (M&VC) § 999.5(d)). Refer to Attachment C to fulfill this requirement

### **Enterprise Zone Act (EZA)**

If the budget for services outlined in this announcement, exceeds \$100,000, CalRecycle will grant a preference for EZA qualified Bidders.

The Bidder must provide reasonable demonstration of contract labor hours and certify that they will comply with the requirements of the EZA.

If the Bidder is qualified for this preference, the EZA Preference Request Form must be included in the Bid submittal.

The form may be downloaded at [www.calrecycle.ca.gov/contracts/forms](http://www.calrecycle.ca.gov/contracts/forms).

### **Target Area Contract Preference Act (TACPA)**

If the budget for services outlined in this announcement, exceeds \$100,000, CalRecycle will grant a preference for TACPA qualified Bidders.

The Bidder must provide reasonable demonstration of contract labor hours and certify that they will comply with the requirements of the TACPA.

If the Bidder is qualified for this preference, the TACPA Preference Request Form must be included in the Bid submittal.

The form may be downloaded at [www.calrecycle.ca.gov/contracts/forms](http://www.calrecycle.ca.gov/contracts/forms).

### **Local Agency Military Base Recovery Act (LAMBRA)**

If the budget for services outlined in this announcement, exceeds \$100,000, CalRecycle will grant a preference for LAMBRA qualified Bidders.

The Bidder must provide reasonable demonstration of contract labor hours and certify that they will comply with the requirements of the LAMBRA.

If the Bidder is qualified for this preference, the LAMBRA Preference Request Form must be included in the Bid submittal.

The form may be downloaded at [www.calrecycle.ca.gov/contracts/forms](http://www.calrecycle.ca.gov/contracts/forms).

### **Maximum Combined Preferences and Rules for Award**

In combination with any other preferences (TACPA, EZA, LAMBRA, SB, , DVBE, participation, etc), the maximum limit of the combined preferences is 15% of the bid amount and, in no case, more than \$100,000.00 per solicitation.

Preference programs for TACPA, EZA, LAMBRA, or the non-SB subcontracting preference cannot displace a direct award to a certified SB. In the event of a tie between a SB/MB and a firm that is SB/MB and DVBE, the award shall be made to the firm that is SB/MB and DVBE.

### **Subcontractors**

All subcontractors identified in the Bid, must be experts in their respective disciplines and capable of performing the tasks for which they are hired.

If awarded the agreement, the contractor **must** use all of the SB/MB and Disabled Veteran Business Enterprise firms identified on the Small Business/DVBE Participation Summary.

Contractor understands and agrees that should award of this contract be based in part on their commitment to use the Disabled Veteran Business Enterprise (DVBE) subcontractor(s) identified in their proposal, per Military and Veterans Code 999.5 (e), a DVBE subcontractor may only be replaced by another DVBE subcontractor and must be approved by the Department of General Services (DGS). Changes to the scope of work that impact the DVBE subcontractor(s) identified in the proposal and approved DVBE substitutions will be documented by contract amendment.

Failure of Contractor to seek substitution and adhere to the DVBE participation level identified in the proposal may be cause for contract termination, recovery of damages under rights and remedies due to the State, and penalties as outlined in M&VC § 999.9; Public Contract Code (PCC) § 10115.10, or PCC § 4110 (applies to public works only).

CalRecycle reserves the right to approve substitutions of subcontractors, as long as, certified business participation levels remain unchanged

## **Section III Bid Submittal Requirements**

### **Introduction**

Failure to follow the instructions contained in this document may be grounds for rejection of a Bid.

CalRecycle may reject any Bid if it is conditional, incomplete or contains irregularities.

CalRecycle may waive an immaterial deviation in a Bid, if deemed in the best interest of CalRecycle.

### **Deadline**

The Bid package must be received by CalRecycle, at the address listed in Section I, Overview by **2:00 p.m.** on **5/16/2013**

Bids received after the deadline, will be considered late and returned to the Bidder unopened.

### **Addressing**

The Bid package must clearly state that it is in response to this IFB and note the IFB number listed with the direction of "Mailroom – do not open."

### **Number of Copies**

The Bidder is required to submit all required documents in the following format:

- One original, non-bound hard copy marked "Original" (do not include bid sheet in this copy)
- One electronic copy on disc or compact disc viewable by Adobe Acrobat Reader. (do not include bid sheet in this copy)
- One complete, signed bid sheet in a sealed envelope marked "Bid – Do Not Open".

It is the submitting Bidder's responsibility to ensure that the electronic copy is formatted in Adobe Acrobat Reader and viewable by CalRecycle.

### **Document Printing**

All documents must be submitted double-sided on paper with a minimum of 100% post-consumer recycled content fiber.

### **Cover Letter**

The cover letter shall be signed by an individual who is authorized to bind the Bidder and shall indicate that person's title or position. The cover letter must be on the Bidder's company letterhead and contain the following information:

- a. Name and address of the Bidder submitting qualifications;
- b. Bidder's Headquarters for purposes of this agreement, if awarded;
- c. Name, telephone number, and e-mail address of a person who can be contacted if further information is required;
- d. Name, title, address, telephone number, and e-mail address of individual(s) with authority to negotiate and execute a binding Agreement on behalf of the Bidder;
- e. Statement that personnel who will provide services under the agreement will have the required certifications and that bidder will have qualified personnel available to meet the service needs; and
- f. Statement attesting to the fact of the percentage of post-consumer recycled content fiber paper used in the compilation of the IFB package.
- g. Statement stating that the Contractor and any Subcontractors to be used during the performance of the contract are eligible to contract with the State of California, pursuant to PCC 10286.

### **Qualifications and Resources**

The prospective contractor must have the experience, qualifications, and resources to perform the required tasks of the project.

Each Bid must include a description of the resources to be used on the project while demonstrating an individual or team members' abilities to perform the work. The Bid must include resumes for the Project Manager, Personnel and Subcontractors, that include:

- Experience
- Knowledge

- Educational Background
- Appropriate licensing
- The laboratory must be accredited by the California Environmental Laboratory Accreditation Program in the areas appropriate to test required (E114, E115, E116, E117, and E120).

### **Organization**

Provide a brief description of the organization's services and activities, including:

- Date of establishment
- History
- Location
- Any known conflicts of interest

### **References**

The Bidder's team must provide a minimum of three (3) verifiable references and/or experience that support the above qualifications.

CalRecycle reserves the right to seek references in addition to the client references provided by the Bidder, as it deems necessary.

If a reference or project experience is unable to be verified, it will be disregarded.

### **Contractor Eligibility**

The Bidder must include a written declaration, stating that the Contractor and any Subcontractors to be used during the performance of the contract are eligible to contract with the State of California, pursuant to PCC 10286.1. Statement may be included in the cover letter.

### **Qualification/Licenses**

The Contractor shall be an individual or firm qualified to do business in California. Required documentation includes the following as applicable:

- A copy of the Bidder's registration with the Secretary of State.
- Additionally, pursuant to the California Business and Professions Code, for services of a "professional" nature requiring a professional license issued by the CA Department of Consumer Affairs, Bidders must submit a copy of the appropriate license(s) for each team member who will provide "professional" services under the contract.

### **Cost Breakdown**

The Cost Bid must specify the total cost and include detailed project costs, as required in the Cost Bid Sheet. The winning Bidder's invoices must be itemized as shown in the submitted Cost Bid Sheet.

The subcontractor commitments must be identified, by task and dollar amount, and included in the task by task cost Bid submittal.

The costs identified, should take into consideration the length of the contract, rise in salaries and administrative overhead costs.

Failure to include on the Cost Bid Sheet budgeted costs for all tasks included in the Scope of Work will be grounds for disqualification.

The Cost Bid Sheet is a self-contained document for purposes of calculating cost points and evaluating whether all information required by the IFB has been submitted. Therefore, all information (such as explanations of \$0 instead of itemized costs) must be included on the Cost Bid sheet. Reference by incorporation to the Bid is not acceptable.

The amount identified on the cost breakdown may not be changed and will remain in effect for the life of the agreement.

## **Section IV Evaluation and Selection**

### **Introduction**

CalRecycle will perform a Pre-Qualification Evaluation process to ensure that the Bidder has included all required documentation in the Bid submittal. The bid sheet must be in a separate sealed envelope marked "Bid – Do Not Open".

If a Bid package does not meet all of the requirements set forth in this IFB, it will be considered non-responsive and rejected from further competition.

### **Grounds for Rejection**

All bids may be rejected whenever the determination is made that the bids received are not really competitive, when the cost is not reasonable, or when the cost exceeds the amount expected.

Additionally, a bid may be rejected if:

- It is received after the due date and time for submittal
- The bid submittal is unsigned
- The bid cost is not prepared as required by the IFB
- The Bidder has been prohibited from contracting with the State by the Department of Fair Employment and Housing
- The Bidder has received a substantive negative contract performance from the State
- Any items required by the IFB are not included with the submittal

No bid may be rejected arbitrarily or without reasonable cause.

### **Bid Opening**

The qualified bids (sealed) will be opened publicly at the time set in Section I, Process Schedule.

### **Award of Agreement**

Award of this Agreement will be to the lowest responsive responsible Bidder meeting all of the IFB requirements after preferences are applied as indicated in Section II Rules and Conditions.

In the event of a tie, CalRecycle shall utilize a tie breaker to determine the winning Bidder. The tie breaker will be determined based on which bidder has the most SB and DVBE participation identified in the bid package.

CalRecycle reserves the right to not award an Agreement.

### **Rejection of Award**

If the Bidder fails to enter into a satisfactory Agreement within a reasonable timeframe after the award is made, CalRecycle may deem that the Bidder has rejected the award.

CalRecycle reserves the right to disqualify the awardee and award the Agreement to the next lowest responsive responsible Bidder.

CalRecycle will notify the rejected lowest responsive Bidder, at least five (5) days prior to the award being made, of the decision not to award the agreement.

### **Notice of Intent to Award**

CalRecycle will post a notice of intent to award the agreement resulting from this IFB, only upon written request of any Bidder.

The request must be submitted to the contact contained in Section I, Overview.

If requested, the notice of intent to award will be posted on CalRecycle's contract website at [www.calrecycle.ca.gov/contracts](http://www.calrecycle.ca.gov/contracts) and at the headquarters address noted in Section I, Overview five days prior to award of the contract.

**Protest of Award**

A Bidder may protest the proposed award by filing an official protest with the Department of General Services. The protest must be filed after the notice of intent to award the contract, but before the actual award.

Within five (5) **working** days of the initial protest filing, the Bidder must submit a detailed written statement with information that supports that the Bidder would have been awarded the contract and the grounds for that position.

The Agreement will not be awarded until a decision has been made on the filed protest.

The protest documents should be sent via registered mail to the following parties:

Department of General Services  
Office of Legal Services  
Attn: Protest Coordinator  
707 Third Street, 7<sup>th</sup> floor  
Sacramento, CA 95605  
Fax (916) 376-5088

Department of Resources Recycling and Recovery  
Attn: Contracts Unit  
1001 I Street, MS-19A  
Sacramento, CA 95814  
Fax (916) 319-7582  
Email [contracts@calrecycle.ca.gov](mailto:contracts@calrecycle.ca.gov)

## Section V Description of Work

### Work to be Performed

As part of Senate Bill (SB) 546 of 2009, CalRecycle was directed to 1) Contract with a third-party consultant with recognized expertise in “ Life Cycle Assessments” (LCA) to coordinate a comprehensive life cycle analysis of used lubricating and industrial oil management process, from generation through collection, transportation, and re-use alternatives; 2) solicit input from representatives of all used oil stakeholders in defining the scope and design of the LCA; 3) evaluate the impacts of certain components of SB 546; and 4) submit a report to the Legislature on the results and “any recommendations for statutory changes that may be necessary to promote increased collection and responsible management of used oil.”

In order to perform a robust and complete LCA, certain data must be gathered. This SOW represents the work necessary to gather certain data necessary to support the work of the LCA Contractor.

1. The Contractor will perform laboratory testing services according to established methodology and provide analytical reports describing the findings of the testing for each used oil or petroleum fuel (fuels to be analyzed will be similar to Diesel or Heavy Fuel Oil) sample provided and delivered by CalRecycle.
2. Task 1:
  - A. Analyze used oil or petroleum fuel samples provided by CalRecycle. Utilize analytical methodology necessary to determine the following in the used oil or petroleum fuel samples.

<b>Matrix</b>	<b>Parameters</b>	<b>Method</b>
Petroleum	ICP Scan (all requested metals included – see bloew)	SW846 EPA 6010
Petroleum	Viscosity Index	ASTM D2270
Petroleum	Anions (Fluoride and Chloride)	EPA 300.0
Petroleum	Mercury, Hg	SW846 EPA 7471A
Petroleum	Polychlorinated Biphenyls (PCBs)	SW846 EPA 8082
Petroleum	Organic Chloride Compounds	SW846 EPA 8260B
Petroleum	Glycols (EG, PG, DEG, TEG)	SW846 EPA 8015B
Petroleum	Ash Content in Petroleum	ASTM D482
Petroleum	Sulfur, X-Ray Fluorescence	ASTM D 4294
Petroleum	Water Content in Petroleum by Karl Fischer (OEC)	ASTM D6869
Petroleum	Nitrogen (Columbia)	ASTM D5291
Petroleum	Phosphorus	SM 4500 P E

Petroleum	Polycyclic Aromatic Hydrocarbons	SW846 8270C
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- B. Metals, to include Antimony, Aluminum, Arsenic, Barium, Beryllium, Boron, Cadmium, Calcium, Chromium, Cobalt, Copper, Iron, Lead, Lithium, Magnesium, Manganese, Molybdenum, Nickel, Potassium, Selenium, Silica (SiO<sub>2</sub>), Silicon, Silver, Sodium, Thallium, Tin, Titanium, Vanadium, Zinc, Mercury
- C. Contractor shall report within the lower and upper range of the minimum reporting limits (MRL) as described in the table below:

Method	Analyte	Lower MRL	Upper MRL	Units
<b>General Chemistry</b>				
SM 4500 P E	Phosphorus-Total	0.10	1	mg/kg
SM 4500-N C	Total Nitrogen	10	50	mg/kg

<b>Metals in Petroleum</b>				
% Calculation	Antimony	5	20	mg/kg
SW846 6010B	Aluminum	0.50	2	mg/kg
SW846 6010B	Arsenic		2	mg/kg
SW846 6010B	Barium	5	10	mg/kg
SW846 6010B	Beryllium	1.0	5	mg/kg
SW846 6010B	Boron	5	1000	mg/kg
SW846 6010B	Cadmium	0.050	0.1	mg/kg
SW846 6010B	Calcium	5	500	mg/kg
SW846 6010B	Chromium	0.050	4	mg/kg
SW846 6010B	Cobalt	5	10	mg/kg
SW846 6010B	Copper	0.25	5	mg/kg
SW846 6010B	Iron	0.50	5	mg/kg
SW846 6010B	Lead	0.25	5	mg/kg
SW846 6010B	Lithium	10	1000	mg/kg
SW846 6010B	Magnesium	5	500	mg/kg
SW846 6010B	Manganese	3.0	5	mg/kg
SW846 6010B	Molybdenum	5	10	mg/kg
SW846 6010B	Nickel	0.25	5	mg/kg
SW846 6010B	Potassium	100	5000	mg/kg
SW846 6010B	Selenium		5	mg/kg
SW846 6010B	Silica (SiO <sub>2</sub> )	5	40000	mg/kg
SW846 6010B	Silicon	5	20000	mg/kg
SW846 6010B	Silver	0.10	2	mg/kg
SW846 6010B	Sodium	5	35000	mg/kg
SW846 6010B	Thallium	5	50	mg/kg
SW846 6010B	Tin	0.50	1	mg/kg
SW846 6010B	Titanium	2.0	5	mg/kg
SW846 6010B	Vanadium	0.50	1	mg/kg
SW846 6010B	Zinc		5	mg/kg
SW846 7471A	Mercury		0.5	mg/kg

<b>Pesticides and PCBs in Petroleum</b>				
SW846 8082	2,4,5,6 Tetrachloro-m-xylene			Surrogate
SW846 8082	Decachlorobiphenyl			Surrogate
SW846 8082	PCB-1016	1	2.0	mg/kg
SW846 8082	PCB-1221	1	2.0	mg/kg
SW846 8082	PCB-1232	1	2.0	mg/kg
SW846 8082	PCB-1242	1	2.0	mg/kg
SW846 8082	PCB-1248	1	2.0	mg/kg
SW846 8082	PCB-1254	1	2.0	mg/kg
SW846 8082	PCB-1260	1	2.0	mg/kg

<b>Semivolatile Organic Compounds in Solid</b>				
SW846 8270C	Acenaphthene	1	330	ug/kg
SW846 8270C	Acenaphthylene	1	330	ug/kg
SW846 8270C	Anthracene	1	330	ug/kg
SW846 8270C	Benzo(a)anthracene	1	330	ug/kg
SW846 8270C	Benzo(a)pyrene	1	330	ug/kg
SW846 8270C	Benzo(b)fluoranthene	1	330	ug/kg
SW846 8270C	Benzo(ghi)perylene	1	330	ug/kg
SW846 8270C	Benzo(k)fluoranthene	1	330	ug/kg
SW846 8270C	Chrysene	1	330	ug/kg
SW846 8270C	Dibenz(a,h)anthracene	1	330	ug/kg
SW846 8270C	Fluoranthene	1	330	ug/kg
SW846 8270C	Fluorene	1	330	ug/kg
SW846 8270C	Indeno(1,2,3-cd)pyrene	1	330	ug/kg
SW846 8270C	Naphthalene	1	330	ug/kg
SW846 8270C	Phenanthrene	1	330	ug/kg
SW846 8270C	Pyrene	1	330	ug/kg
SW846 8270C	2-Fluorophenol			Surrogate
SW846 8270C	Phenol-d6			Surrogate
SW846 8270C	Nitrobenzene-d5			Surrogate
SW846 8270C	2-Fluorobiphenyl			Surrogate
SW846 8270C	2,4,6-Tribromophenol			Surrogate
SW846 8270C	Terphenyl-dl4			Surrogate
SW846 8270C	Phenol		5	ug/kg
SW846 8270C	2-Chlorophenol		5	ug/kg
SW846 8270C	1,4-Dichlorobenzene		1	ug/kg
SW846 8270C	N-Nitrosodi-n-propylamine		5	ug/kg
SW846 8270C	1,2,4-Trichlorobenzene		1	ug/kg
SW846 8270C	4-Chloro-3-methylphenol		5	ug/kg
SW846 8270C	2,4-Dinitrotoluene		5	ug/kg
SW846 8270C	4-Nitrophenol		5	ug/kg
SW846 8270C	Pentachlorophenol		5	ug/kg

<b>Volatile Organic Compounds in Petroleum</b>				
SW846 8260B	Bromochloromethane		1	mg/kg
SW846 8260B	Bromodichloromethane		1	mg/kg
SW846 8260B	Carbon Tetrachloride		1	mg/kg
SW846 8260B	Chlorobenzene		1	mg/kg
SW846 8260B	Chloroethane		1	mg/kg
SW846 8260B	2-Chloroethyl vinyl ether		1	mg/kg
SW846 8260B	Chloroform		1	mg/kg
SW846 8260B	Chloromethane		1	mg/kg
SW846 8260B	2-Chlorotoluene		1	mg/kg
SW846 8260B	4-Chlorotoluene		1	mg/kg
SW846 8260B	Dibromochloromethane		1	mg/kg
SW846 8260B	1,2-Dibromo-3-chloropropane		1	mg/kg
SW846 8260B	1,2-Dibromoethane		1	mg/kg
SW846 8260B	1,2-Dichlorobenzene		1	mg/kg
SW846 8260B	1,3-Dichlorobenzene		1	mg/kg
SW846 8260B	1,4-Dichlorobenzene		1	mg/kg
SW846 8260B	Dichlorodifluoromethane		1	mg/kg
SW846 8260B	1,1-Dichloroethane		1	mg/kg
SW846 8260B	1,2-Dichloroethane		1	mg/kg
SW846 8260B	1,1-Dichloroethene		1	mg/kg
SW846 8260B	cis-1,2-Dichloroethene		1	mg/kg
SW846 8260B	trans-1,2-Dichloroethene		1	mg/kg
SW846 8260B	1,2-Dichloropropane		1	mg/kg
SW846 8260B	1,3-Dichloropropane		1	mg/kg
SW846 8260B	2,2-Dichloropropane		1	mg/kg
SW846 8260B	1,1-Dichloropropene		1	mg/kg
SW846 8260B	cis-1,3-Dichloropropene		1	mg/kg
SW846 8260B	trans-1,3-Dichloropropene		1	mg/kg
SW846 8260B	Hexachlorobutadiene		1	mg/kg
SW846 8260B	Methylene Chloride		1	mg/kg
SW846 8260B	1,1,1,2-Tetrachloroethane		1	mg/kg
SW846 8260B	1,1,2,2-Tetrachloroethane		1	mg/kg
SW846 8260B	Tetrachloroethene		1	mg/kg
SW846 8260B	1,2,3-Trichlorobenzene		1	mg/kg
SW846 8260B	1,2,4-Trichlorobenzene		1	mg/kg
SW846 8260B	1,1,1-Trichloroethane		1	mg/kg
SW846 8260B	1,1,2-Trichloroethane		1	mg/kg
SW846 8260B	Trichloroethene		1	mg/kg
SW846 8260B	Trichlorofluoromethane		1	mg/kg
SW846 8260B	1,2,3-Trichloropropane		1	mg/kg
SW846 8260B	Vinyl chloride		1	mg/kg
SW846 8260B	1,1,2-Trichloro-1,2,2-Trifluoroethane		1	mg/kg
SW846 8260B	1,2-Dichloroethane-d4			Surrogate
SW846 8260B	4-Bromofluorobenzene			Surrogate
SW846 8260B	Toluene-d8			Surrogate

<b>Glycol Testing</b>				
<b>in Petroleum</b>				
SW846 8015B	Diethylene Glycol	10	50	mg/kg
SW846 8015B	Ethylene Glycol	10	50	mg/kg
SW846 8015B	Propylene Glycol	10	50	mg/kg
SW846 8015B	Triethylene Glycol	10	100	mg/kg

<b>Petroleum Chemistry</b>				
<b>in Petroleum</b>				
ASTM D 4294	Sulfur, Total		0.10%	Wt. %
ASTM D 482	Ash		0.01%	Wt. %
ASTM D 95	Water by Distillation		%	%

<b>Hexavalent Chromium</b>				
EPA 7196A	Chromium (+VI)		5	mg/kg

- D. Contractor shall provide sampling containers suitable to collect, store, and transport the used oil or petroleum fuel samples from their point of origin (various locations in California – mostly from Compton, CA or Newark, CA) to the lab for testing. Contractor shall also ship the samples from their point of origin to the lab for testing using packaging material and shipping times appropriate to maintain the samples in a condition that allows an accurate analysis and prevents against spillage and accidents in transport.
3. Task 2 – Disposal of used oil or petroleum fuel samples
    - A. The Contractor is expected to dispose of any unused samples or unused portions of samples according to all applicable Federal, State, and local laws.
  4. Turnaround Times: All samples must be analyzed in a timely manner so as to maintain the required quality of analytical results.
    - A. The sample turnaround time is the time elapsed between the receipt of the sample by the contractor and the analysis of the sample;
    - B. The sample turnaround time shall be within the limits defined by the specific methodology used;
    - C. Standard Turnaround time shall be 10 days
    - D. Expedited Turnaround time shall be 2 days
    - E. No payment will be made for analysis of samples if the agreed upon sample turnaround time is exceeded, so as to compromise the sample integrity or timeliness of the results, as determined by CalRecycle' Contract Manager
  5. Report Turnaround Time
    - A. Laboratory must be capable of supplying CalRecycle with reports of analysis within the turnaround times as follows:
    - B. Routine Priority: Two (2) working days from completion of analysis for preliminary spreadsheet results (submitted via email), 5 working days for final written report.
    - C. Urgent Priority: Same-day as completion of analysis for preliminary spreadsheet results (submitted via email), written report to follow as soon as possible, but no later than 3 working days.
  6. All written deliverables are subject to CalRecycle's Project Manager's written approval. Approval will be based on completeness and fulfillment of the task objectives. If written deliverables are deemed insufficient, payment will be withheld until contractor submits an acceptable report.

7. If the Primary Contractor is not able to perform a particular analysis, the analysis may be subcontracted to another laboratory that is able to perform that particular analysis.
8. Subcontract Administration. Any subcontracted analysis on a routine basis (i.e., the inability of the primary contractor to perform routine analyses in-house), the subcontractor must meet the specifications for accreditation, Quality Assurance Program, and turnaround times. There must be adequate sample custody procedures on the part of both the primary contractor and the subcontractor. The following must be included in the bid if the subcontractor will be used routinely:
  - A. Identification of analyses to be subcontracted;
  - B. Identification of subcontracting laboratory; and
  - C. Outline of quality assurance procedures used by the subcontractor, outline of quality assurance controls for sample and/or extract transportation.
9. Quality Assurance. The laboratory must have in effect a quality assurance program, at the minimum, consisting of the elements listed below:
  - A. Specifications of responsibilities of personnel;
  - B. Chain of custody procedures;
  - C. Data feedback and review procedures;
    - i. computation rechecks
    - ii. assessment of systematic errors and methods of correction:
      1. sample spikes by sample matrix
      2. reagent blanks
      3. method blanks
    - iii. assessment of precision and accuracy:
      1. sample replication by sample matrix
      2. determination of warning and control limits
      3. procedures for re-analysis
      4. regular external audits
    - iv. records maintained for at least five years from the time of completion of the analysis
    - v. regular and appropriate equipment calibration and maintenance
    - vi. chemical inventory control
    - vii. personnel training and evaluation
10. Task Timeframe:

<b>Task</b>	<b>Begin</b>	<b>End</b>
1. Oil Sample testing	June 2013	November 2014
2. Remaining sample disposal	June 2013	November 2014

**Control of Work**

1. CalRecycle Contract Manager has the authority to determine the quality and acceptability of the following:
  - Work to be performed
  - Rate and progress of the work
  - Fulfillment of the services provided by the Contractor
  - Compensation for services provided by the Contractor

These decisions will be deemed final and enforceable by CalRecycle Contract Manager when the Contractor fails to complete orders required by this Agreement.

2. The Contractor will designate a Project Manager who holds the following authority:
  - Act as the Contractor's Representative for work to be provided under this Agreement
  - Act as the Contractor's Representative regarding contractual matters relating to this Agreement

If during the course of the Agreement, it is deemed necessary to replace the Project Manager, CalRecycle Contract Manager approval is required.

## Section VI Definition and Terms

### General

Unless the context otherwise requires, wherever in this IFB or addenda, the following abbreviations and terms, or pronouns in place of them, are used, the intent and meaning shall be interpreted as provided in this Section.

Working titles having a masculine gender, such as “draftsman” and “journeyman” and the pronoun “he”, are utilized in these provisions for the sake of brevity, and are intended to refer to persons of either sex.

### Abbreviations

ADA	Americans with Disabilities Act
CAL EPA	California Environmental Protection Agency
CALRECYCLE	Department of Resources Recycling and Recovery
CCR	California Code of Regulations
DVBE	Disabled Veteran Business Enterprise
EPA	Environmental Protection Agency (Federal Government)
GC	Government Code
PCC	Public Contract Code
IFB	Invitation for Bid
SB	Small Business
SOW	Scope of Work
OSDS	The Department of General Services (DGS), Procurement Division (PD), Office of Small Business and DVBE Services (OSDS)

### Agreement

The written agreement covering performance of the work and furnishing of labor, materials, tools, and equipment in providing the work. The Agreement shall include the IFB, Bid, general and specific terms and conditions, Work Orders, and supplemental agreements which may be required to complete the work in a substantial and acceptable manner.

### Cal EPA

The California Environmental Protection Agency

### CALRECYCLE

Department of Resources Recycling and Recovery

### CALRECYCLE Staff

Staff of the CalRecycle involved in the implementation of this contract or representatives of Consultant to CalRecycle as designated in the Work Orders.

### Consultant

The person or persons, firm, partnership, corporation, or combination thereof, which may enter into this Agreement with CalRecycle to provide work pursuant to this IFB or his or their legal representatives

### Contract

A legally binding agreement between the state & another entity, public or private, for the provision of goods or services

### Contract Manager

A person designated by the responsible state agency or department to manage performance under a contract.

### Contractor

A party contracting with the awarding agency. Vendor is often used synonymously with contractor.

### Director

The Director of CalRecycle, or his/her designees. Any references to Executive Officer shall mean the Director and/or designated officer.

### Disabled Veteran Business Enterprise (DVBE Certified)

A business that meets all of the following criteria: (1) at least 51% of the business is owned by one or more disabled veterans or, in a business whose stock is publicly held, at least 51% or more of the stockholders are disabled veterans (2) the management and control

of the business are exercised by one or more disabled veterans; (3) the business is domestically owned and its home office is in the United States; and (4) the business has been certified as a DVBE by the State of California, Department of General Services (DGS), Procurement Division (PD), Office of Small Business and DVBE Services (OSDS).

**Legal Holiday**

Those days designated as State holidays in the Government Code.

**Project Manager**

Contractor's representative for all work performed under this Agreement. All official correspondence, reports, submittals, billings, and other work done under this Agreement shall be reviewed and signed by the Project Manager prior to submittal to CalRecycle.

**Scope of Work**

The description of work required of a contractor by the awarding agency.

**Small Business (Certified)**

A business that has been certified by the Department of General Services (DGS), Procurement Division (PD), Office of Small Business and DVBE Services (OSDS), as a small business as defined in GC 14837 and 2 CCR 1896.

**State**

The State of California.

**State Contract Law**

The Public Contract Code and other applicable laws that form and constitute a part of the provisions of this Agreement to the same extent as if set forth herein in full.

**Subcontractor**

A person or entity which contracts with the Contractor to perform all or a portion of the work as specified in the Scope of Work.

## **Attachments**

**Cost Bid  
Used Oil Laboratory Testing Services  
DRR12088**

Complete this form and submit one copy in accordance with the requirements of this IFB.

Bidder/Company Name: \_\_\_\_\_

**PROVIDE ALL COSTS ON A PER SAMPLE BASIS:**

Total Bid Price to Perform All Required Analyses \$ \_\_\_\_\_

Additional Cost to Expedite (5 day TAT) \$ \_\_\_\_\_

Additional Cost to Provide Containers and Shipping \$ \_\_\_\_\_

**TOTAL COST** \$ \_\_\_\_\_

**Small Business/Disabled Veteran Business Enterprises (DVBE) Participation Summary**

MARK ONE FOR EACH FIRM USED			NAME OF FIRM	NATURE OF WORK	TOTAL AMOUNT OF WORK (Mark one for each firm used)		IS CERTIFICATION FORM ATTACHED?
PRIME BIDDER	SUBCONTRACTOR	SUPPLIER			SMALL	DVBE	
					\$	\$	
					\$	\$	
					\$	\$	
					\$	\$	
					\$	\$	
					\$	\$	
					\$	\$	
					\$	\$	

The appropriate certification letter issued by the Office of Small Business and Disabled Veteran Business Enterprise Services (OSDS) can be attached for each Small and DVBE business identified.

**Small Business (SB) and Disabled Veteran Business Enterprise (DVBE) Subcontractor Payment Certification**

As Contractor of record for the Department of Resources Recycling and Recovery, Contract number \_\_\_\_\_, I certify, in accordance with Government Code 14841 and Military and Veteran Code § 999.5, that pursuant to the terms and conditions of the contract, all payments have been made to the SB or DVBE firm(s) listed below for commodities or services rendered as the SB or DVBE subcontractor(s) of record. I understand certification must be made to the Department of Resources Recycling and Recovery within 60 days of receiving final payment under this Agreement. I further understand and acknowledge that falsification of this Certification may result in the imposition of civil or criminal penalties for not less than \$2,500 or more than \$25,000 for each violation.

*Please copy this form to include as many SB or DVBE firms as necessary. Authorized signatures and information are required on each separately submitted form. Return to: Department of Resources Recycling and Recovery, Contracts Unit- MS 19-A, Attn: Colleen Rubens, SB/DVBE Advocate, P.O. Box 4025, Sacramento, CA 95812-4025*

**SB/MB/DVBE SUBCONTRACTOR INFORMATION**

<b>Contract Firm Name</b>			
Name of Firm Representative			
Title			
	Phone:	Fax:	
Firm Address	Street:		
	City:	State:	Zip:
Contract Number			
Total Amount Received Under this Contract	\$	Date Final Payment Received: / /	

**SB/DVBE SUBCONTRACTOR INFORMATION**

SB/DVBE Subcontractor	Street Address	City	State	Zip	Amount Paid	Participation Achieved
						%
						%
						%
						%

<b>Printed Name</b>		<b>Signature:</b>	
<b>Title:</b>		<b>Report Date:</b>	

**Darfur Contracting Act**

Pursuant to Public Contract Code section 10478, if a bidder or proposer currently or within the previous three years has had business activities or other operations outside of the United States, it must certify that it is not a "scrutinized" company as defined in Public Contract Code section 10476.

Therefore, to be eligible to submit a bid or proposal, please complete only one of the following three paragraphs (via initials for Paragraph # 1 or Paragraph # 2, or via initials and certification for Paragraph # 3):

1. \_\_\_\_\_ We do not currently have, or we have not had within the previous  
 Initials three years, business activities or other operations outside of the United States.

**OR**

2. \_\_\_\_\_ We are a scrutinized company as defined in Public Contract Code  
 Initials section 10476, but we have received written permission from the Department of General Services (DGS) to submit a bid or proposal pursuant to Public Contract Code section 10477(b). A copy of the written permission from DGS is included with our bid or proposal.

**OR**

3. \_\_\_\_\_ We currently have, or we have had within the previous three years,  
 Initials business activities or other operations outside of the United States,  
 + certification but we certify below that we are not a scrutinized company  
 below as defined in Public Contract Code section 10476.

**CERTIFICATION For # 3.**

I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that I am duly authorized to legally bind the prospective proposer/bidder to the clause listed above in # 3. This certification is made under the laws of the State of California.

<i>Proposer/Bidder Firm Name (Printed)</i>		<i>Federal ID Number</i>
<i>By (Authorized Signature)</i>		
<i>Printed Name and Title of Person Signing</i>		
<i>Date Executed</i>	<i>Executed in the County and State of</i>	

**YOUR BID OR PROPOSAL WILL BE DISQUALIFIED UNLESS YOUR BID OR PROPOSAL INCLUDES THIS FORM WITH EITHER PARAGRAPH # 1 OR # 2 INITIALED OR PARAGRAPH # 3 INITIALED AND CERTIFIED.**

**Contractor Status Form**

Contractor's Name: \_\_\_\_\_ County: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Federal Employer Identification Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

**STATUS OF CONTRACTOR PROPOSING TO DO BUSINESS**

- Individual       Limited Partnership       General Partnership       Corporation       Other

If Individual or sole proprietorship, state the true name of sole proprietor: \_\_\_\_\_

If a Limited or General Partnership, list each partner and state their true name and interest in the partnership:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If a Corporation, state place and date of incorporation: \_\_\_\_\_

President: \_\_\_\_\_ Vice President: \_\_\_\_\_

Secretary: \_\_\_\_\_ Treasurer: \_\_\_\_\_

Other Officer: \_\_\_\_\_ Other Officer: \_\_\_\_\_

Provide explanation if claiming Other:

\_\_\_\_\_

\_\_\_\_\_

**SMALL BUSINESS PREFERECE**

- Are you claiming preference for small/micro business?       YES – Attach approval letter from Office of Small Business Certification and Resources  
 NO
- Are you claiming preference for DVBE?       YES – Attach approval letter from Office of Small Business Certification and Resources  
 NO

**NOTE: THIS FORM MUST BE COMPLETED OR YOUR BID MAY BE REJECTED**

**Client References**

List at least three (3) client references that can attest to the Bidder's qualifications to fulfill the requirements of the Scope of Work. List the most recent first. Client references must also be provided for any subcontractors identified in the Bidder's response. Duplicate and attach additional pages as necessary.

**BIDDER / SUBCONTRACTOR'S NAME:****REFERENCE 1**

Name of Firm			
Street Address	City	State	Zip Code
Contact Person		Telephone Number	
Dates of Service		Cost of Service	
Brief Description of Service Provided			

**REFERENCE 2**

Name of Firm			
Street Address	City	State	Zip Code
Contact Person		Telephone Number	
Dates of Service		Cost of Service	
Brief Description of Service Provided			

**REFERENCE 3**

Name of Firm			
Street Address	City	State	Zip Code
Contact Person		Telephone Number	
Dates of Service		Cost of Service	
Brief Description of Service Provided			

If three references cannot be provided, explain why:



1. *Postconsumer material comes from products that were bought by consumers, used, then recycled. For example: a newspaper that has been purchased and read, next recycled, and then used to make another product would be postconsumer material.*

*If the product does not fit into any of the product categories, enter "N/A." Common N/A products include wood products, natural textiles, aggregate, concrete, electronics such as computers, TV, software on a disk or CD, telephone*

2. *Product category refers to one of the product categories listed below, into which the reportable purchase falls. For products made from multiple materials, choose the category that comprises most of the product by weight, or volume.*

Note: For reused or refurbished products, there is no minimum content requirement.

For additional information visit [www.calrecycle.ca.gov/BuyRecycled/](http://www.calrecycle.ca.gov/BuyRecycled/).

<b>Code</b>	<b>Description</b>	<b>Minimum content requirement</b>
<b>Product Categories (11)</b>		
1	Paper Products - Recycled	30 percent postconsumer fiber, by fiber weight
2	Printing and Writing - Recycled	30 percent postconsumer fiber, by fiber weight
3	Compost, Co-compost, and Mulch - Recycled	80 percent recovered materials. i.e., material that would otherwise be normally disposed of in a landfill
4	Glass - Recycled	10 percent postconsumer, by weight
5	Rerefined Lubricating Oil - Recycled	70 percent re-refined base oil
6a	Plastic - Recycled	10 percent postconsumer, by weight
6b	Printer or duplication cartridges	a. Have 10 percent postconsumer material, or b. Are purchased as remanufactured, or c. Are backed by a vendor-offered program that will take back the printer cartridges after their useful life and ensure that the cartridges are recycled and comply with the definition of recycled as set forth in Section 12156 of the Public Contract Code.
7	Paint - Recycled	50 percent postconsumer paint (exceptions when 50 % postconsumer content is not available or is restricted by a local air quality management district, then 10% postconsumer content may be substituted)
8	Antifreeze - Recycled	70 percent postconsumer material
9	Retreated Tires - Recycled	Use existing casing that has undergone retreading or recapping process in accordance with Public Resource Code (commencing with section 42400).
10	Tire- Derived - Recycled	50 percent postconsumer tires
11	Metals - Recycled	10 percent postconsumer, by weight

### Bid Completion Checklist

Please use this checklist to assist in the preparation of your Bid package to ensure that all required items are included.

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- Cover Letter with contact information and statements as required in the IFB.
  - Organizational information and Personnel Information (Resumes)
  - Cost Bid Sheet (Attachment A)
  - Samples of Written Work
  - Client References (Attachment F)
  - Copy of Required License(s) (Secretary of State)
  - Contractor Status Form (Attachment E)
  - Small Business/Disabled Veteran Business Enterprise (DVBE) Participation Summary *Form must be submitted even if participation levels are zero (write zero participation on form).* (Attachment B)
  - Darfur Contracting Act Certification (Attachment D)
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The following number of BID packages must be submitted as the Contractor's response to this IFB:

- One (1) unbound reproducible original Bid package marked "Original" (Do not include bid sheet in this copy).
  - One (1) Electronic copy of Bid Package in Adobe Acrobat format (Do not include bid sheet in this copy).
  - One complete, signed bid sheet in a separate sealed envelope marked "Bid – Do Not Open".
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The following form is only required upon submittal as applicable pursuant to the provisions outlined in Section II, Rules and Conditions:

- Certification of Enterprise Zone Act Preference
  - Certification of Target Area Contract Preference Act
  - Certification of Local Military Base Recovery Area Act Preference
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The following forms are not required at the time of the Bid submission but will be required by the successful contractor during the contract period:

- Recycled Content Certification (Attachment G)
  - Small Business (SB) and Disabled Veteran Business Enterprise (DVBE) Subcontractor Payment Certification (Attachment C)
  - Payee Data Record (Standard Form 204)
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***Please note that if any of the items are missing from the Bid package, the package will be considered incomplete and will be disqualified from the process***