



April 18, 2017

**INVITATION FOR BID RFX16-19  
Addendum 1**

**Property Management Services  
Construction Package 4  
1 mile north of Kern-Tulare County line (Allensworth) to Poplar Avenue (Wasco)**

You are invited to review and respond to this Invitation for Bid (IFB) RFX16-19, Property Management Services. In submitting your bid, you must comply with the instructions found herein.

Note that all Agreements entered into with the State of California will include by reference General Terms and Conditions (GTC 610) and Contractor Certification Clauses (CCC 307) that may be viewed and downloaded at the following Internet site:

<http://www.dgs.ca.gov/ols/resources/standardcontractlanguage.aspx>.

If you do not have Internet access, a hard copy can be provided by contacting the person listed below.

This Addendum 1 changes the Contractor License requirements. See Sections C1 of the IFB and Exhibit A, Sections 1.4 and 2.6.1 of the sample agreement for these changes.

In the opinion of the California High-Speed Rail Authority (Authority), 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:

Thomas McBride  
California High-Speed Rail Authority  
(916) 330-5646  
[thomas.mcbride@hsr.ca.gov](mailto:thomas.mcbride@hsr.ca.gov)

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

Thomas McBride  
Contract Analyst

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Sample Standard Agreement

- 1) Exhibit A - Scope of Work
- 2) Exhibit B - Budget Detail and Payment Provisions
- 3) Exhibit B - Attachment 1, Cost Worksheet
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- 5) Exhibit D - Special Terms and Conditions

- 6) Exhibit E – Additional Provisions
- 7) Attachment 2 – CP4 Property Management Inventory
- 8) Attachment 3 – CP4 Map

## **A) Background Information**

The California High-Speed Rail Authority (Authority) is responsible for planning, designing, building, and operation of the first high-speed rail system in the nation. California High-Speed Rail will connect the mega-regions of the State, contribute to economic development and a cleaner environment, create jobs and preserve agricultural and protected lands. By 2029, the system will run from San Francisco to the Los Angeles basin in under three hours at speeds capable of over 200 miles per hour. The system will eventually extend to Sacramento and San Diego, totaling 800 miles with up to 24 stations. In addition, the Authority is working with regional partners to implement a state-wide rail modernization plan that will invest billions of dollars in local and regional rail lines to meet the State's 21st century transportation needs.

Any services or work performed must be consistent and/or compliant with the conditions set forth within the following:

- California State Budget Act 2012-13, SB1029 (Chapter 152, Statutes of 2012)  
[http://www.leginfo.ca.gov/pub/11-12/bill/sen/sb\\_1001-1050/sb\\_1029\\_bill\\_20120718\\_chaptered.pdf](http://www.leginfo.ca.gov/pub/11-12/bill/sen/sb_1001-1050/sb_1029_bill_20120718_chaptered.pdf)
- California High-Speed Rail Program 2016 Business Plan (2016)  
[http://www.hsr.ca.gov/About/Business\\_Plans/2016\\_Business\\_Plan.html](http://www.hsr.ca.gov/About/Business_Plans/2016_Business_Plan.html)

## **B) Purpose and Description of Services**

The Authority is seeking a Contractor to provide Property Management Services. The Contractor will maintain and manage lands owned by the Authority and located in Construction Package 4 (CP 4) between 1 mile north of Kern-Tulare County line (Allensworth) and Poplar Avenue (Wasco). A map of this area is attached as Sample Standard Agreement Attachment 3. The total contract amount for any Agreement resulting from this IFB is not to exceed \$1,000,000. The successful Bidder will be compensated on a time and materials basis for actual costs. The Authority does not guarantee the amount of work that will be assigned.

See Sample Standard Agreement (STD 213), Exhibit A, Scope of Work, for a complete description of services.

The estimated start date of the Agreement resulting from this IFB is June 7, 2017. The term will end January 30, 2021.

Bidders are cautioned that no work may begin until the Agreement has been fully executed. If work is performed prior to Agreement execution and the Agreement, for any reason, is not executed, all previous work performed by the Contractor is considered donated to the State and no payment shall be made for that work.

**Note: All times listed in this IFB are Pacific Standard Time (PST)**

## **C) Bidder Minimum Qualifications**

In order to be responsive to this IFB, the following bidding requirements must be met. Bidders who do not meet all of these qualifications will be eliminated from the competition. Bidders

must meet all of the following mandatory qualifications to the Authority’s satisfaction to be given further consideration. Bidders that fail to meet all these qualifications will not be considered or evaluated further.

1) Mandatory Pass/Fail

The Bidder must submit documentation in narrative form describing, in detail, how the Bidder meets each of the identified requirements/qualifications listed in the Mandatory Qualifications Table. The Bidder will include any necessary supporting documentation (references, certifications, etc.) necessary to validate the Bidder’s qualifications.

| <b>MANDATORY QUALIFICATIONS TABLE</b> |  |      |      |
|---------------------------------------|--|------|------|
| <b>Scoring Criteria</b>               |  | Pass | Fail |
| 1.                                    | A minimum of five years of experience in real property management.   |      |      |
| 2.                                    | A minimum of three client references that validate Bidder’s experience.  |      |      |
| 3.                                    | A professional resume from the Project Manager indicating a minimum of five years of experience involved with real property management.  |      |      |
| 4.                                    | Bidder’s main office is located within one hour travel time of any and all locations of the Project within the designated Construction Package limits.   |      |      |
| 5.                                    | Bidder’s team includes individuals with California Real Estate broker or agent’s license and either: 1) a Class A General Engineering Contractor license; or 2) a Class B General Building Contractor license and all applicable Class C Specialty Contractor licenses to perform the services described in the Scope of Work. |      |      |
| 6.                                    | Written documentation that Bidder meets all licensing and permit requirements listed in the Scope of Work and insurance requirements identified in Exhibit E, Additional Provisions  |      |      |
| 7.                                    | Disabled Veteran Business Enterprise three percent participation (see section F)   |      |      |
| Pass Marks out of 7 Scoring Criteria: |  |      |      |
| Fail Marks out of 7 Scoring Criteria: |  |      |      |

## D) Bid Requirements and Information

### 1) Key Action Dates

It is recognized that time is of the essence. All Bidders are hereby advised of the following schedule and will be expected to adhere to the required dates and times.

| <b>Event</b>                         | <b>Date</b>                             |
|--------------------------------------|---|
| IFB available to Prospective Bidders | March 24, 2017                          |
| Final Date to Submit Questions       | April 6, 2017                           |
| Final Date to Post Responses         | April 14, 2017                          |
| Final Date for Bid Submission        | April 28, 2017 by 4:00pm                |
| *Cost Opening                        | May 1, 2017 at 10:00am                  |
| Notice of Intent to Award            | May 2, 2017                             |
| Proposed Award Date                  | June 1, 2017                            |
| Estimated Notice to Proceed Date     | June 7, 2017 or upon Contract execution |

\*Dates after Bid Submission are approximations and may be changed, as needed, by the Authority without issuing an addendum.

### 2) Written Questions/Answers

- a) Questions regarding this IFB must be submitted in writing to the email address of the individual identified on the first page of this document. Questions must be submitted on or before the date stated in Section D) Bid Requirements and Information, 1) Key Action Dates.
- b) Questions and Answers will be provided without identifying the submitter. At the sole discretion of the Authority, questions may be paraphrased by the Authority for clarity.
- c) Written responses to all questions will be collectively compiled and posted, as an Addendum, on Cal eProcure and the HSR website in accordance with the dates specified in Section D) Bid Requirements and Information, 1) Key Action Dates. It is the responsibility of the Bidder to access the website for any changes or addenda that may be posted.

### 3) Submission of Bid

- a) All Bids must be submitted under **sealed** cover and sent to the Authority by the date and time shown in Section D) Bid Requirements and Information, 1) Key Action Dates. The sealed cover must be plainly marked with the IFB number and title, must show your firm name and address, and must be marked with "DO NOT OPEN," as shown in the following example:

**(Bidder Name)**

**IFB #RFX16-19  
Property Management Services  
DO NOT OPEN**

If the Bid is made under a fictitious name or business title, the actual legal name of the Bidder must be provided.

**The Bid price (Attachment 3, Bid Worksheet) and all cost information must be submitted in a separate sealed envelope. The envelope should be affixed to the outside of the Bid Package and marked “IFB RFX#16-19 Sealed Cost Bid – DO NOT OPEN.”**

Bids not submitted under sealed cover and marked as indicated may be rejected.

A minimum of one printed original, one printed copy, and one electronic PDF version on CD/DVD of the Bid must be submitted. The PDF version must be printable and searchable, and shall not be password protected. **The Bid Worksheet must not be included on the PDF version of the Bid.**

- b) All Bids shall include the documents identified in Attachment 1, Required Attachment Checklist. Bids not including the required attachments shall be deemed non-responsive. A non-responsive Bid is one that does not meet the basic Bid requirements. A non-responsive Bid may be rejected with reasonable cause.
- c) All documents requiring a signature must bear an original ink signature of a person legally authorized to bind the bidding firm contractually.
- d) Mail or deliver Bids to the following address:

**California High-Speed Rail Authority  
Contracts and Procurement Branch  
Thomas McBride  
770 L Street, Suite 620  
Sacramento, CA 95814**

Bids received after the Final Date for Bid Submission identified in Section D) Bid Requirements and Information, 1) Key Action Dates, will be rejected. Postmarks will not be accepted as meeting this requirement. The Bidder accepts sole responsibility for the timely arrival of the bid. If mailing your bid, please allow sufficient time for internal Authority routing, in addition to United States Postal Service time. **THERE ARE NO EXCEPTIONS FOR ACCEPTANCE OF A LATE BID.**

- e) Bids must be submitted for the performance of all the services described herein. Any deviation from the work specifications will not be considered and will cause a bid to be rejected.

- f) A Bid may be rejected if it is conditional, incomplete, or if it contains any alterations of form or other irregularities of any kind. The Authority may reject any Bid on the basis that it is not responsive or from a non-responsive Bidder, and may waive any immaterial deviation in a Bid. The Authority's waiver of an immaterial deviation or defect shall in no way modify the IFB document or excuse the Bidder from full compliance with all requirements if awarded the Agreement.
- g) Costs incurred for developing Bids and in anticipation of award of an Agreement are entirely the responsibility of the Bidder and shall not be charged to the State of California.
- h) An individual who is authorized to bind the Bidder contractually shall sign the Bid/Bidder Certification Sheet, Attachment 2. The signature must indicate the title or position that the individual holds in the firm. An unsigned Bid may be rejected.
- i) A Bidder may modify a Bid after its submission by first withdrawing the original Bid and then resubmitting a new Bid prior to the Bid Submission Deadline. Bidder modifications offered in any other manner, oral or written, will not be considered.
- j) A Bidder may withdraw its Bid by, prior to Bid opening, submitting a written withdrawal request to the Authority, signed by the Bidder or an authorized agent. A Bidder may thereafter submit a new Bid prior to the Bid Submission Deadline. Bids may not be withdrawn without cause after the Bid Submission Deadline.
- k) The Authority may modify the IFB prior to the date fixed for submission of bids by the issuance of an addendum made available to all parties who received a Bid Package by posting the addendum on Cal eProcure and the HSR website.
- l) The Authority reserves the right to reject all Bids for reasonable cause. The Authority is not required to award an Agreement.
- m) Bidders are cautioned not to rely on the Authority during its evaluation process to discover and report to the Bidder any defects and/or errors in the submitted documents. Before submitting a response to this solicitation, Bidders should carefully review, correct all errors, and confirm full adherence with the IFB requirements.
- n) Where applicable, the Bidder should carefully examine work sites and specifications. Bidders shall investigate conditions, character, and quality of surface or subsurface of materials or obstacles that might be encountered during the term of any Agreement resulting from this IFB. No additions or increases to the Agreement amount will be made due to lack of careful examination of work sites and specifications.
- o) The Authority does not accept alternate contract language from Bidders. A Bid with such language will be considered a counter proposal and will be rejected. The State's General Terms and Conditions (GTC 610) are not negotiable.
- p) No oral understanding or agreement shall be binding on either party.



- q) Bid opening will be held at the address listed on page 7 at 10:00 AM on the date specified in Section D) Bid Requirements and Information, 1) Key Action Dates. Bidders may participate in person or via teleconference by calling 1-877-989-2926 and entering the pass code 7743538. Calls will be accepted beginning at 9:50 AM until the conclusion of the bid opening. Bids will be read in Agreement numeric order; questions will not be allowed; and information will not be repeated. Bid opening results will be posted online on the Authority's website on the day following the bid opening. The Agreement will be awarded to the lowest responsible bidder meeting the requirements outlined in the IFB.

#### 4) Evaluation and Selection

This section explains how the bid responses will be evaluated. Bid responses will be evaluated for compliance with administrative requirements and completeness.

- a) At the time of bid opening, each bid proposal's total and any small business and/or micro business information will be read aloud. Bids are considered preliminary pending review and verification of applicable Bid requirements such as: small business preference, DVBE, DBE, licensing, bonding, qualifications, or other requirements as stated in the IFB. An Agreement will be awarded to the lowest responsive responsible Bidder.
- b) Each bid will be checked for the presence or absence of required information in conformance with the submission requirements of this IFB. The Authority will check the Bid Submittal Package to verify that all required documents were received. Positive verification of required documents will be performed to determine its responsiveness to the State's needs.
- c) The Authority will evaluate each bid response to determine its responsiveness to the published requirements.
- d) Bid responses that contain false or misleading statements, or which provide references which do not support an attribute or condition claimed by the Bidder, may be rejected.
- e) Bids which fail to meet all of the requirements identified in Section C) Bidder Minimum Qualifications will not proceed to the Cost Opening.
- f) Award, if made, will be to the lowest responsive and responsible Bidder.
- g) If a discrepancy exists between the sum of the Bid item amounts and the total Bid amount, the sum of the Bid item amounts prevails. If a Bid item amount is illegible or omitted, the Bid may be determined nonresponsive.

#### 5) Tie-Breaker

- a) In the event of a tie, a permissible tie-breaker is a coin toss. If such an event is necessary, all Bidders that had their cost opened will be invited to attend.

#### 6) Award and Protest

- a) Whenever an Agreement is awarded under a procedure which provides for competitive bidding but the Agreement is not to be awarded to the low Bidder, the low Bidder shall be notified by email, overnight courier, or personal delivery five working days prior to the award of the Agreement.
- b) Notice of the proposed award shall be posted in a public place in the California High-Speed Rail Authority, 770 L Street, 6<sup>th</sup> Floor reception area, Sacramento, CA 95814, for five working days prior to awarding the Contract. In addition, the Notice of Proposed Award (NOPA) will be delivered to the Authority's External Affairs Department for posting onto the Authority's website. The NOPA will also be emailed to each qualifying Contractor.
- c) If any Bidder, prior to the award of an Agreement, files a protest with the Department of General Services (DGS), Office of Legal Services, 707 Third Street, 7<sup>th</sup> Floor, Suite 7-330, West Sacramento, CA 95605 and the Authority on the grounds that the (protesting) Bidder is the lowest responsive responsible Bidder, the Agreement shall not be awarded until either the protest has been withdrawn or the DGS has decided the matter.
- d) Within five days after filing the initial protest, the protesting Bidder shall file with the DGS and the Authority a detailed written statement specifying the grounds for the protest. The written protest must be sent to DGS, Office of Legal Services, 707 Third Street, 7<sup>th</sup> Floor, Suite 7-330, West Sacramento, CA 95605. A copy of the detailed written statement should be mailed to the Authority, 770 L Street, Suite 620, MS 3, ATTN: Thomas McBride. It is suggested that protests are submitted by certified or registered mail.

#### 7) Disposition of Bids

- a) Upon bid opening, all documents submitted in response to this IFB will become the property of the State of California, and will be regarded as public records under the California Public Records Act (Government Code Section 6250 et seq.) and subject to review by the public.
- b) Bid packages may be returned only at the Bidder's expense, unless such expense is waived by the Authority.

#### 8) Agreement Execution and Performance

- a) Service shall start on the express date set by the Authority's Contract Manager after all approvals have been obtained and the Agreement is fully executed.
- b) All performance under the Agreement shall be completed on or before the termination date of the Agreement.
- c) If the Bidder is awarded the Agreement and refuses to sign the Agreement presented for signature within the time and manner required, the Bidder will be liable to the Authority for actual damages resulting to the Authority therefrom or 10 percent of the amount Bid, whichever is less.

9) Costs Included in Bid Rates

Bid prices/rates shall include the cost of employer payments to, or on behalf of, employees, subsistence, travel, compensation insurance premiums, unemployment contributions, social security taxes, contract bond premiums, and any other taxes or assessments, including, but not limited to, sales and use taxes required by law or otherwise, and no additional allowance will be paid unless separate payment provisions in the Agreement should specifically provide otherwise.

10) Payment Bond Requirement

The successful Bidder will be required to provide, prior to commencement of work under a Work Request, a Payment Bond for 100 percent of the Work Request, if the Work Request is over \$25,000 and is for public work (see California Public Contract Code Section 7103). The Payment Bond is not required at the time of Bid submittal; however, it is required, as applicable, prior to the start date of the Work Request. This Payment Bond requirement will likely only apply to demolition services.

**E) Small Business Preference**

A Small Business Preference will be granted on this IFB. Certified small businesses or microbusinesses can claim a 5% preference when submitting a bid on a State contract. A non-small business may receive a preference of 5% if the business commits to subcontract at least 30% of its net bid price with one or more small businesses or microbusinesses.

The preference is calculated by reducing the total bid amount by 5%. The resulting amount is the new total bid amount for the bidder claiming the preference. However, the 5% preference is used only for computation purposes to determine the winning bidder and does not alter the amounts of the resulting contract. A contract awarded on the basis of the 5% preference is awarded to the small business, microbusiness or non-small business for the actual amount of its bid. The value of the preference is limited to \$50,000 when a contract award is based upon award to the lowest compliant bid.

To obtain the preference, firms must be certified as a Small Business or Microbusiness with the Department of General Services (DGS), Office of Small Business and DVBE Service (OSDS) at the time the Bid is submitted or commit to subcontracting a minimum of 30 percent of their net bid price to Small Businesses or Microbusinesses in the categories most appropriate to accomplish the prescribed services. Bidders MUST include updated copies of Small Business or Microbusiness Certificates in order to obtain the preference and include a Small Business Performance Plan describing the contract value and scope of work that will be used to meet the 30 percent goal. The narrative shall also include a description of the approach and processes to be utilized to ensure that the Authority's small business goals continue to be met throughout the term of the Agreement. Bidders can learn more about Small Business Preference at <http://www.dgs.ca.gov/pd/Programs/OSDS.aspx>.

**F) Disabled Veteran Business Enterprise (DVBE) Program Requirement:**

There is a mandatory three (3) percent DVBE requirement for this Agreement. Proposers are responsible for ensuring that Attachment 11, DVBE Declarations (STD 843), reporting DVBE participation, is completed fully as this requirement is considered a pass/fail element.

A qualifying DVBE for this procurement is defined as a person or entity that has 1) been certified by the Department of General Services' Office of Small Business and Disabled Veteran Business Enterprise Services; and 2) that performs a commercially useful function, as defined herein, in providing services or goods that contribute to the fulfillment of the contract requirements for this procurement.

**G) Prevailing Wage Rates**

State General Prevailing Wage Rates

State General Prevailing Wage Rates will apply for the Counties of Kern and Tulare as described in the attached Sample Standard Agreement. The predetermined general prevailing wage rates published by the Director of Industrial Relations may be obtained via the Internet:

<http://www.dir.ca.gov>. It is the Bidder's responsibility to use the correct classification determination published by the Department of Industrial Relations.

**H) Iran Contracting Act**

Pursuant to the Iran Contracting Act of 2010 (Public Contract Code Sections 2200 et seq., hereinafter "the Act"), persons identified on the list established under Public Contract Code Section 2202.5 (hereinafter, "List") are ineligible to bid on, submit a proposal for, enter into, or renew any contract with the State for goods or services of one million dollars or more (see Attachment 5, Iran Contracting Act).

Any person who submits a bid or proposal must complete and submit to the Authority with its bid or proposal the Iranian Contracting Act Certification certifying that it is not on the most current List unless the person is exempted from the certification requirement by Public Contract Code Section 2203 (c) or (d). If claiming an exemption, the person shall provide written evidence that supports an exemption under Public Contract Code Section 2203(c) or (d) with its bid or proposal.

**I) Darfur Contracting Act**

The Darfur Contracting Act, PCC section 10475-10481, applies to any company that currently or within the previous three years has had business activities or other operations outside of the United States. The Act was passed by the California Legislature and signed into law by the Governor to preclude State agencies generally from contracting with "scrutinized" companies that do business in the African nation of Sudan (of which the Darfur region is a part) for the reasons

described in PCC section, 10475. All Bidders shall complete the Darfur Contracting Act Certification form, Attachment 6, and submit with Bid.

If your company has not, within the previous three years, had any business activities or other operations outside of the United States, complete Option 1 on the Darfur Contracting Act Certification form, Attachment 6.

A scrutinized company is a company doing business in Sudan as defined in PCC section 10476. Scrutinized companies are ineligible to, and cannot bid on, or submit a proposal for an Agreement with a State agency for goods or services. (PCC section 10477(a)).

Therefore, PCC section 10478 (a) requires a company that currently has (or within the previous three (3) years has had business activities or other operations outside of the United States to certify that it is not a “scrutinized” company when it submits a Bid to a State agency.

A scrutinized company may still, however, submit a Bid for an Agreement with a State agency for goods or services if the company first obtains permission from the Department of General Services (DGS) according to the criteria set forth in PCC section 10477(b).

#### **J) Unruh Civil Rights Act and the Fair Employment and Housing Act**

Pursuant to Public Contract Code section 2010, all Bidders must complete Attachment 9, California Civil Rights Laws Certification, certifying compliance with the following:

California Civil Rights Laws: For contracts over \$100,000 executed or renewed after January 1, 2017, the contractor certifies compliance with the Unruh Civil Rights Act (Section 51 of the Civil Code) and the Fair Employment and Housing Act (Section 12960 of the Government Code); and

Employer Discriminatory Policies: For contracts over \$100,000 executed or renewed after January 1, 2017, if a Contractor has an internal policy against a sovereign nation or peoples recognized by the United States government, the Contractor certifies that such policies are not used in violation of the Unruh Civil Rights Act (Section 51 of the Civil Code) or the Fair Employment and Housing Act (Section 12960 of the Government Code).

#### **K) Motor Carrier Permit**

If required by law, the lowest responsive responsible Bidder must provide evidence before contract award that it possesses and maintains in good standing a Motor Carrier Permit (MCP) issued by the California Department of Motor Vehicles (DMV). The Authority will verify that the Bidder has met this requirement prior to Agreement award and may check periodically throughout the term of the Agreement to ensure that the bidder's MCP is in effect and in good standing. Failure to meet this requirement will result in rejection of that Bidder's Bid or termination of the Agreement for default, as applicable.

If the MCP is required, the Bidder shall pay any fees required to obtain and maintain in good standing all necessary licenses and permits to accomplish the work. For more information the Bidder may call its local DMV permit office or the Sacramento DMV Motor Carrier Services

Branch at (916) 657-8153. Prior to obtaining a Motor Carrier Permit the bidder must have a California "CA Number" issued by the California Highway Patrol (CHP).

To request a CA Number, the bidder may call its local CHP office or the Sacramento CHP Commercial Records Unit at (916) 375-2810. DMV:

[https://www.dmv.ca.gov/portal/dmv/?1dmy&urile=wcm:path:/dmv\\_content\\_en/dmv/vehindustry/mcp/mcpinfo](https://www.dmv.ca.gov/portal/dmv/?1dmy&urile=wcm:path:/dmv_content_en/dmv/vehindustry/mcp/mcpinfo)

#### **L) Subcontractors**

Bidder may subcontract portions of the work as defined in the attached Sample Standard Agreement. If subcontractors are to be used they must be included on the Bidder Declarations form GSPD-05-105 (Attachment 10). Bidders must ensure that the subcontractor will have all necessary licenses, permits, and/or certifications to accomplish its portion of the work. Failure of a subcontractor to have the proper licenses, permits, and/or certifications, shall be cause for rejection of bid.

#### **M) Insurance**

The Bidder that receives the Agreement award must submit a Certificate of Insurance providing proof of insurance to the Contracts and Procurement Branch within 10 working days from the date of notification of award. The State's Office of Risk and Insurance Management will review insurance certificates and/or proof of self-insurance documentation before execution of the Agreement. Refer to Exhibit E in the Sample Standard Agreement for the applicable and specific insurance requirements and coverage limits.

The insurance carrier shall provide an endorsement for the additional insured statement as follows:

"The State of California, its officers, agents, employees, and servants shall be included as additional insured, but only with respect to work performed for the State of California under this Agreement."

#### **N) Required Attachments**

This bid package requires completion of all Attachments referenced on the Required Attachment Checklist, Attachment 1 of this document.

**ATTACHMENT 1**  
**REQUIRED ATTACHMENT CHECKLIST**

A complete bid or bid response package will consist of the items identified below. Complete this checklist to confirm the items in your bid. Place a check mark or "X" next to each item that you are submitting to the Authority. For your bid to be responsive, all required attachments must be returned. If submitting bids on more than one Construction Package, each bid package shall be submitted separately and each bid package must include all the items. This checklist should also be returned with your bid package.

| <b><u>Attachment</u></b> | <b><u>Name/Description</u></b>   |
|--------------------------|--|
| _____                    | Attachment 1 Required Attachment Checklist   |
| _____                    | Attachment 2 Bid/Bidder Certification Sheet  |
| _____                    | Attachment 3 Bid Worksheet (Submit in a separate sealed envelope. See Section D, Bid Requirements and Information)   |
| _____                    | Attachment 4 Bidder References   |
| _____                    | Attachment 5 Iran Contracting Act  |
| _____                    | Attachment 6 Darfur Contracting Act Certification  |
|                          | <input type="checkbox"/> <i>Check here if you are <b>not</b> required to complete the above attachment.</i>  |
| _____                    | Attachment 7 Payee Data Record (STD 204) *   |
| _____                    | Attachment 8 Contractor Certification Clauses (CCC-307) *  |
| _____                    | Attachment 9 California Civil Rights Laws Certification  |
| _____                    | Attachment 10 Bidder Declaration (GSPD-05-105)   |
| _____                    | Attachment 11 DVBE Declarations (STD 843)  |
| _____                    | Bidder Minimum Qualifications Documentation (Narrative & backup)<br>(See Section C, Bidder Minimum Qualifications of this IFB)   |
| _____                    | Business License (see Sample Agreement, Exhibit E, Additional Provisions)  |
| _____                    | Real Estate License  |
| _____                    | Contractor's License   |
| _____                    | Insurance Coverage (Standard Agreement, Exhibit E, Additional Provisions)<br><i>Acknowledgement of ability to meet insurance requirements required with bid response; certificates of coverage must be provided upon contract execution.</i> |

\* Submittal required upon notice of Contract award.

**ATTACHMENT 2**  
**BID/BIDDER CERTIFICATION SHEET**

This Bid/Bidder Certification Sheet must be signed and returned along with all the required attachments as an entire package with original signatures. The bid must be submitted in a sealed envelope in accordance with section D, Bid Requirements and Information. If submitting bids on more than one Construction Package, each bid package must include a separate Certification Sheet, each must have original signatures, and each bid must be submitted separately.

- A. Our all-inclusive bid is submitted as detailed in Attachment 3, Bid Worksheet.
- B. All required attachments are included with this certification sheet.
- C. The signature affixed hereon and dated certifies compliance with all the requirements of this bid document. The signature below authorizes the verification of this certification.

**An unsigned Bid/Bidder Certification Sheet may be Cause for rejection.**

|  |   |   |
|--|---|---|
| 1. Company Name  | 2. Telephone Number<br>(   )  | 2a. Fax Number<br>(   )                 |
| 3. Address   |   |   |
| Indicate your organization type:   |   |   |
| 4. <input type="checkbox"/> Sole Proprietorship  | 5. <input type="checkbox"/> Partnership   | 6. <input type="checkbox"/> Corporation |
| Indicate the applicable employee and/or corporation number:  |   |   |
| 7. Federal Employee ID No. (FEIN)  | 8. California Corporation No.   |   |
| Indicate applicable license and/or certification information:  |   |   |
| 9.   |   |   |
| 10. Bidder's Name (Print)  | 11. Title   |   |
| 12. <b>Signature</b>   | 13. Date  |   |
| 14. Are you certified with the Department of General Services, Office of Small Business and Disabled Veteran Business Enterprise Services (OSDS) as:   |   |   |
| a. California Small Business<br>Yes <input type="checkbox"/> No <input type="checkbox"/><br>If yes, enter certification number:<br>_____   | b. Disabled Veteran Business Enterprise Yes <input type="checkbox"/> No <input type="checkbox"/><br>If yes, enter your service code below:<br>_____ |   |
| <b>NOTE:</b> A copy of your Certification is required to be included if either of the above items is checked "Yes".<br>Date application was submitted to OSDS, if an application is pending: |   |   |



### Completion Instructions for Bid/Bidder Certification Sheet

Complete the numbered items on the Bid/Bidder Certification Sheet by following the instructions below.

| Item Numbers   | Instructions  |
|----------------|---|
| 1, 2, 2a, 3    | Must be completed. These items are self-explanatory.  |
| 4              | Check if your firm is a sole proprietorship. A sole proprietorship is a form of business in which one person owns all the assets of the business in contrast to a partnership and corporation. The sole proprietor is solely liable for all the debts of the business.  |
| 5              | Check if your firm is a partnership. A partnership is a voluntary agreement between two or more competent persons to place their money, effects, labor, and skill, or some or all of them in lawful commerce or business, with the understanding that there shall be a proportional sharing of the profits and losses between them. An association of two or more persons to carry on, as co-owners, a business for profit. |
| 6              | Check if your firm is a corporation. A corporation is an artificial person or legal entity created by or under the authority of the laws of a state or nation, composed, in some rare instances, of a single person and his successors, being the incumbents of a particular office, but ordinarily consisting of an association of numerous individuals.   |
| 7              | Enter your federal employee tax identification number.  |
| 8              | Enter your corporation number assigned by the California Secretary of State's Office. This information is used for checking if a corporation is in good standing and qualified to conduct business in California.   |
| 9              | Complete if your firm holds a California Contractor's license. This information will be used to verify possession of a Contractor's license for public works agreements.  |
| 10, 11, 12, 13 | Must be completed. These items are self-explanatory.  |
| 14             | If certified as a California Small Business, place a check in the "Yes" box, and enter your certification number on the line. If certified as a Disabled Veterans Business Enterprise, place a check in the "Yes" box and enter your service code on the line. If your certification is pending, enter the date your application was submitted to OSDS.   |

**ATTACHMENT 3**  
**BID WORKSHEET**

| Item No.                               | Item  | Unit of Measure          | Unit Price <sup>1</sup> |
|--|---|--------------------------|-------------------------|
| 1                                      | Contract Manager  | Per Hour                 | \$                      |
| 2                                      | Tenant Services Manager   | Per Hour                 | \$                      |
| 3                                      | On-Site Security Guard  | Per Hour                 | \$                      |
| 4                                      | Licensed Plumber (Normal Business Hours)  | Per Hour                 | \$                      |
| 5                                      | Licensed Plumber (Outside Normal Business Hours)                                    | Per Hour <sup>2</sup>    | \$                      |
| 6                                      | Licensed Electrician (Normal Business Hours)  | Per Hour                 | \$                      |
| 7                                      | Licensed Electrician (Outside Normal Business Hours)                                | Per Hour <sup>2</sup>    | \$                      |
| 8                                      | Administrative Support  | Per Hour                 | \$                      |
| 9                                      | Board Up (per prototype <sup>3</sup> )  | Each                     | \$                      |
| 10                                     | Weekly Scheduled Services (per Prototype <sup>3,4</sup> )                           | Weekly Rate per Property | \$                      |
| 11                                     | Rental Rate Survey <sup>5</sup>   | Each                     | \$                      |
| 12                                     | Irrigation crew (cutting, capping, rerouting, testing, etc.)                        | Half Day                 | \$                      |
| 13                                     | Landscape Maintenance   | Per Acre                 | \$                      |
| 14                                     | Weed Abatement "Tractor Disking"(agricultural) for areas less than one acre in size | Per Square Foot          | \$                      |
| 15                                     | Weed Abatement "Tractor Disking"(agricultural) for areas one acre or more in size   | Per Acre                 | \$                      |
| <b>TOTAL PRICE (Sum of lines 1-15)</b> |   |                          | \$                      |

Rates for additional services must be approved by ACM prior to starting work. Rates for additional emergency services should be approved by ACM prior to starting work, but in cases where this is not possible rates must be reasonable and based on industry standards.

<sup>1</sup>Rates are caps; actual charges may be less but shall not exceed the rate cap. Rates are fully loaded.

<sup>2</sup>Not to exceed 150% of normal business hours rate.

<sup>3</sup>Prototype unit is a vacant, 1200 sq ft single family detached house with 14 openings (2 exterior doors, attached garage, 11 3'x5' windows). It is located in a rural setting on a half-acre lot with irrigated landscaping.

<sup>4</sup>Weekly services include visual and security inspection, trash pickup and hauling, graffiti abatement, grass cutting, and weed clearing.

<sup>5</sup>Described in Section 2.5.8.1 of the Scope of Work

**ATTACHMENT 4**  
**BIDDER REFERENCES**

Submission of this attachment is mandatory. Failure to complete and return this attachment with your bid will cause your bid to be rejected and deemed nonresponsive. Bidder must provide references from business engagements other than the Authority for this bid process. The table below should indicate which references, if any, are government or public agency clients. See Section C) Bidder Minimum Qualifications for reference requirements.

List below three references of similar types of services performed within the last five years.

**REFERENCE 1**

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

**ATTACHMENT 5**  
**IRAN CONTRACTING ACT**

Any person who submits a bid or proposal must complete and submit to the Authority with its bid or proposal the Iranian Contracting Act Certification certifying that it is not on the most current list of persons engaged in investment activities in Iran. Complete and submit the form available at the link below:

<https://www.documents.dgs.ca.gov/pd/poliproc/IranActCert.doc>

**ATTACHMENT 6**  
**DARFUR CONTRACTING ACT CERTIFICATION**

Public Contract Code Sections 10475 -10481 applies to any company that currently or within the previous three years has had business activities or other operations outside of the United States. For such a company to bid on or submit a proposal for a State of California contract, the company must certify that it is either a) not a scrutinized company; or b) a scrutinized company that has been granted permission by the Department of General Services to submit a proposal. Complete and submit the form available at the link below:

<https://www.documents.dgs.ca.gov/pd/poliproc/darfurcert072010.doc>

**ATTACHMENT 7**  
**PAYEE DATA RECORD**

Complete and submit the form available at the link below:

<http://www.documents.dgs.ca.gov/dgs/fmc/pdf/std204.pdf>

**ATTACHMENT 8**  
**CONTRACTOR CERTIFICATION CLAUSES**

Complete and submit the form available at the link below:

<http://www.dgs.ca.gov/ols/resources/standardcontractlanguage.aspx>

Contractor Certification Clauses (CCC – 307) is located under “Standard Contract Language”.

**ATTACHMENT 9**  
**CALIFORNIA CIVIL RIGHTS LAWS CERTIFICATION**

For contracts that exceed \$100,000.00, complete and print the form at the link provided below:

<https://www.documents.dgs.ca.gov/pd/poliproc/CALIFORNIA%20CIVIL%20RIGHTS%20LAWS%20ATTACHMENT.docx>

**ATTACHMENT 10**  
**BIDDER DECLARATION (GSPD-05-105)**

Complete and submit the form available at the link below:

<http://www.documents.dgs.ca.gov/pd/delegations/GSPD105.pdf>

**ATTACHMENT 11**  
**DVBE DECLARATIONS (STD 843)**

The DVBE Declaration shall be submitted for each DVBE that will be a Proposer or subcontractor.

This fill and print form and instructions are available at the link below:

<http://www.documents.dgs.ca.gov/pd/poliproc/STD-843FillPrintFields.pdf>