

Note: All informational text in italics should be removed prior to release to suppliers. Use for goods informal competitive. Non-IT up to \$100K and IT up to \$1M. IT over \$100K must be advertised, must include protest language and 5-day intent to award language. See Management Memo 08-05 (until retired) and SCM Vol. 2 Chapter 4.

STATE OF CALIFORNIA
Department of _____

Request for Quotation Goods

QUOTE DUE DATE: QUOTE OPENING: Supplier name and address: Contact: Phone: _____ Fax: _____	Responses must be delivered to _____ _____ before 2:00PM on the due date Delivery Date _____ # Days ARO _____ REQUISITION OR CONTROL # _____ SOLICITATION NO. _____ REV. # _____ DATE _____ For further information contact: ARE YOU CLAIMING PREFERENCE AS A SMALL BUSINESS: YES _____ NO _____ IF YES, MANUFACTURER? YES _____ NO _____ ARE YOU A NON-SMALL BUSINESS CLAIMING AT LEAST 25% SMALL BUSINESS SUBCONTRACTOR PREFERENCE? YES _____ NO _____ Ship To: (see below or quotation document) _____ \$ _____
Name (Print): ▶ _____ Title: ▶ _____ Signature: ▶ _____ Date: _____ Federal Employer Identification Number: ▶ _____	Return quote to: Department of _____ (Show address here) SECTION 14838 ET SEQ. OF THE CALIFORNIA GOVERNMENT CODE REQUIRES THAT A 5% PREFERENCE BE GIVEN TO BIDDERS WHO QUALIFY AS A SMALL BUSINESS AS A NON-SMALL BUSINESS CLAIMING AT LEAST 25% CALIFORNIA CERTIFIED SMALL BUSINESS PARTICIPATION FOR REQUIREMENTS SEE TITLE 2, CALIFORNIA CODE OF REGULATIONS SECTION 1896 ET SEQ. THE REQUIREMENTS FOR NONPROFIT VETERAN SERVICE AGENCIES QUALIFYING AS A SMALL BUSINESS ARE CONTAINED IN SECTION 999.50 ET SEQ. OF THE MILITARY AND VETERANS CODE.

Bidder offers and agrees if this response is accepted within 45 calendar days following the date the response is due to furnish all the items upon which prices are quoted, at the prices set opposite each item, delivered at the designated point(s) by the method of delivery and within the times specified and subject to the attached General Provisions. DELCARATIONS UNDER PENALTY OF PERJURY; By signing above, with inclusion of the date of signature, the above signed bidder DECLARES UNDER PENALTY OF PERJURY under the laws of the State of California as follows: (1) (STATEMENT OF COMPLIANCE). The above signed as complied with the non-discrimination program requirements of Government Code 12990 and Title 2, California Administrative Code Section 8103, and such declaration is true and correct. (2) The National Labor Relations Board declaration set forth in Paragraph 48 of the General Provisions is true and correct. (3) If a claim is made for the Small Business or Disabled Veterans Business preference, the information set forth within is true and correct.

ITEM NO.	QTY	UNIT	COMMODITY/PRODUCT CODE	DESCRIPTION	UNIT PRICE	EXTENSION
1.	2	EA	Model #1234	<i>EXAMPLE</i> Golf Carts, electric starter, back-up signal, Dark Forest Green, with windscreen	\$ 30,000.00	\$ 60,000.00

Proposed Brand: _____

Model: _____

Total Proposed Price \$ _____

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(Use additional lines as necessary)
2.
3.

Bid Requirements (select the appropriate paragraph from those listed below and/or add modified requirements as necessary:

1. **Delivery** – Final delivery, inspection and acceptance shall be at the location described herein. xxxxxxxxxxxxxxxxxxxx
 2. **Late Delivery:** This solicitation contains a "Late Delivery" charge clause. See the specifications attached...xxxxxxxxxxxxx
 3. **Quotation Award:** For the purposes of this solicitation, contract award will be made on the basis of "All or None".
 4. **Cash Discounts:** Cash discounts will not be considered when evaluating bid responses for award purposes. However, cash discounts may be offered and taken by departments processing invoices within the timeframe specified.
 5. **Shipment:** For the purposes of this solicitation, only bid responses quoting F.O.B Destination will be accepted.
 6. **Inquiries/questions:** Written questions must be received by xxxxxxxxxxxxxxxxxxxxxxxxxxxx
 7. **Bidder's Instructions and General Provisions:** The attached Bidder's Instructions and General Provisions have recently been revised. Please read carefully.
 8. **Quotation attachments:** Bid responses that reference a supplier's own terms and conditions or provisions will be considered non-responsive and will be rejected.
9. **Important Note:** Only bids quoted on the State's own quotation forms will be considered. Bids shall be submitted in a sealed envelope/package with the solicitation number and the bid due date and time clearly marked on the outside of the envelope/package.

Responsible Bidder: The Department xxxxxxxxxxxxxxx may require bidder(s) to submit evidence of their qualifications at such times and under conditions, as it may deem necessary. The question of whether a particular bidder is a responsible bidder may involve an evaluation of the bidder's experience, type of facility, expertise or financial resources regarding the particular items requested by the pertinent solicitation. If a bidder has been determined to be non-responsible, the bid shall be rejected.

New Equipment: All equipment to be provided in response to a State of California solicitation shall be new and latest model in current production. USED, SHOPWORN, DEMONSTRATOR, PROTOTYPE OR DISCONTINUED MODELS ARE NOT ACCEPTABLE.

Facsimile (FAX) Bids: Facsimile machine (fax) bids will be considered only if they are sent to (xxx) xxx-xxxx. Bids sent to any other fax number will not be considered. To be considered, all pages of a faxed bid must be completely received prior to the bid due date and time specified in this solicitation. Please be advised that there is a heavy demand placed on the fax machine receiving bids, and the State assumes no responsibility if a bidder cannot transmit their bid via fax, or if the entire bid is not received prior to the bid due date and time.

Recycled Content Products: State agencies are required to report purchases in many product categories. In order to comply with those requirements, contractors are required to complete and return the attached Recycled Content Certification form with your bid response. Failure to complete and return the form may disqualify your bid from consideration.

Payee Data Record: The successful bidder will be required to submit a Payee Data Record, STD. Form 204 listing their Taxpayer Identification Number, see Attachment 3.

Seller's Permit: **Seller's Permit:** If applicable, please note that award will be conditional on providing the following document prior to award:

You must provide your company's California retailer's seller's permit or certification of registration and, if applicable, the permit or certification of all participating affiliates, issued by California's State Board of Equalization (BOE), pursuant to all requirements as set forth in Sections 6487, 7101 and sections 6452.1, 6487.3, 18510 of the Revenue and Taxation Code, and Section 10295.1 of the

State of California

Department of _____

Public Contract code. In order to expedite the process of verifying the validity of the permit, provide the BOE permit number in the space provided below (or attach a copy of the permit with your bid.)

Retailer's Seller's Permit Number: _____

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California Disabled Veteran Business Enterprise (DVBE) Program Requirements: The State has established goals for Disabled Veteran Business Enterprises (DVBE) participating in State contracts. Please review the attached DVBE program requirements package. Bidders must complete and return all the appropriate pages in order for the bid to be considered responsive.

(Note: If this requirement is waived add the following statement "For the purposes of this solicitation, the DVBE program requirements are waived due to (i.e. time constraints." The procurement file must include the DVBE Program Requirements and DVBE Incentive Waiver (GSPD-07-04) form signed by the department's director or his/her designee.)

The CA DVBE Participation Requirements packet can be found at: http://www.documents.dgs.ca.gov/pd/poliproc/Master-DVBEIncentiveRequireGoodIT11_1215.pdf.

Small Business Regulations: The Small Business regulations, located in the California Code of Regulations (Title 2, Division 2, Chapter 3, Subchapter 8, Section 1896 et. seq.), concerning the application and calculation of the small business preference, small business certification, responsibilities of small business, department certification, and appeals are revised, effective 09/09/04. The new regulations can be viewed at (www.pd.dgs.ca.gov/smbus). Access the regulations by Clicking on "Small Business Regulations" in the right sidebar. For those without Internet access, a copy of the regulations can be obtained by calling the Office of Small Business and DVBE Services at (916) 375-4940.

Non-Small Business Subcontractor Preference: A 5% bid preference is now available to a non-small business claiming 25% California certified small business subcontractor participation. If applicable, claim the preference in the box on the right hand side of the first page of this solicitation.

Small Business Nonprofit Veteran Service Agencies (SB/NVSA): SB/NVSA prime bidders meeting requirements specified in the Military and Veterans Code Section 999.50 et seq. and obtaining a California certification as a small business are eligible for the 5% small business preference. If applicable, claim the preference in the box on the right hand side of the first page of this solicitation.

Attachment with bid required if claiming the Small Business Preference: All bidders must complete and include the Bidder Declaration form GSPD-05-105. If claiming the non-small business subcontractor preference, the form must list all of the California certified small businesses with which you commit to subcontract in an amount of at least twenty-five percent (25%) of the net bid price. All certified small businesses must perform a "commercially useful function" in the performance of the contract as defined in Government Code Section 14837(d)(4).

Small Business Certification: Bidders claiming the small business preference must be certified by California as a small business or must commit to subcontract at least 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 Services (OSDS) no later than 5:00 p.m. on the bid due date, and the OSDS must be able to approve the application as submitted.

Small business nonprofit veteran service agencies (SB/NVSA) claiming the small business preference must possess certification by California prior to the day and time bids are due.

Questions regarding certification should be directed to the OSDS at (916) 375-4940.

Declaration Forms: All bidders must complete the Bidder Declaration GSPD-05-105 and include it with the bid response. When completing the declaration, bidders must identify all subcontractors proposed for participation in the contract. Bidders awarded a contract are contractually obligated to use the subcontractors for the corresponding work identified unless the State agrees to a substitution and it is incorporated by amendment to the contract.

Bidders who have been certified by California as a DVBE (or who are bidding rental equipment and have obtained the participation of subcontractors certified by California as a DVBE) must also submit a completed form(s) STD. 843 (Disabled Veteran Business Enterprise Declaration). All disabled veteran owners and disabled veteran managers of the DVBE(s) must sign the form(s). Should the form not be included with the solicitation, contact the State contracting official or obtain a copy online from the Department of General Services Procurement Division, Office of Small Business and DVBE Services (OSDS) website at www.pd.dgs.ca.gov/smbus. The completed form should be included with the bid response.

At the State's option prior to award, bidders may be required to submit additional written clarifying information. Failure to submit the required written information as specified may be grounds for bid rejection.

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Attachments: The following documents are considered part of this solicitation and those ***d** must be returned with the bid response or the bid may be considered invalid and be rejected.

1. Specifications
2. Bidder Instructions (Form 451)
3. General Provisions (Form 401)
4. CA DVBE Requirement, Attachment 1
5. Bidder Declaration form GSPD-05-105, Attachment 2*
6. Recycled Content Certification *
7. Payee Data Record, Attachment 3*
8. Target Area Preferences Act Request *
9. Local Agency Military Base Recovery Area Preference Request *
10. Enterprise Zone Act Preferences Request *
11. Seller's Permit
12. Special Provisions such as Warranty Agreement *
13. Other special provisions such as "Optional" equipment
14. Etc.

Attachment 1

CALIFORNIA DISABLED VETERAN BUSINESS ENTERPRISE PROGRAM REQUIREMENT PACKET

The State has established goals for Disabled Veteran Business Enterprises (DVBE) participating in State contracts. Bidders must complete and return all the appropriate pages in order for the bid to be considered responsive.

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Attachment 2

BIDDER DECLARATION FORM GSPD-05-105

All bidders must complete the Bidder Declaration GSPD-05-105 and include it with the bid response.

<http://www.documents.dgs.ca.gov/pd/poliproc/MASTER-BidDeclar08-09.pdf>

Attachment 3

Payee Data Record, STD. 204

The successful bidder as a result of this RFQ will be required to sign the Payee Data Record, STD. 204, before contract award. Refer to the following website link for more details:

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

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(Note: If this requirement is waived add the following statement "For the purposes of this solicitation, the DVBE program requirements are waived due to (i.e. time constraints." The procurement file must include a letter signed for the department's director in support of the DVBE requirement being waived.)

Note to Buyer: You must select which version of the CA DVBE Program Requirements Packet you are including in your solicitation and delete reference to the link that is not being used.

For solicitations released through March 1, 2006 the following link directs you to the CA DVBE Participation Requirement packet dated 02/28/05.

<http://www.documents.dgs.ca.gov/pd/delegations/STD840.doc>

For solicitations released after March 1, 2006 the following link directs you to the CA DVBE Participation Requirement packet dated 12/15/11 that includes the DVBE Incentive table.

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