



CALIFORNIA DEPARTMENT OF
FOOD & AGRICULTURE

Karen Ross, Secretary

April 8, 2026

**INVITATION FOR BID (IFB)
IFB No. P25-0374A
Uniforms**

NOTICE TO PROSPECTIVE BIDDERS

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

The California Department of Food and Agriculture considers this IFB complete without need of explanation. However, if you have questions or need any clarifying information, please contact the person listed below. Do not contact staff at the Delivery Locations within this IFB.

Submit questions to: CDFA.Acquisitions@cdfa.ca.gov. **Question submissions are due no later than 12 PM PT on April 15, 2026.** Questions will be answered and submitted via an addendum on April 23, 2026, which will be posted to this IFB.

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

Acquisitions Office

CDFA.Acquisitions@cdfa.ca.gov

California Department of Food and Agriculture
1220 "N" Street, Room 126
Sacramento, CA 95814



INVITATION FOR BID (IFB)

IFB No. P25-0374A

Uniforms

A. BID SPECIFICATIONS

1. Purpose:

To provide uniform and related items which are required to be of tactical grade quality only, to the California Department of Food and Agriculture (CDFA) Pest Exclusion (PE) Branch employees' (no substitutions allowed without prior consent). The cost will include uniform items, alterations, shipping and handling as well as any applicable sales tax. The Contractor will be expected to perform a certain degree of accounting activities related to the supply of these uniform items, such as invoicing. The bidding Contractors will need to submit all cost, these must include the uniform items, alterations, as well as shipping and handling for each uniform unit/item specified on form (Attachment B – Uniform Items List). Any substitution must be pre-approved as described in Section 4 of the attached Scope of work, titled 'Substitutions.'

2. General Information:

The PE Branch has approximately 290 employees throughout 16 field offices in California. The annual uniform allowance is \$650 for permanent employees and \$550 for seasonal employees. This cost includes uniforms, alterations, shipping and handling, as well as any applicable sales tax. Attachment D provides the addresses of the PE Branch field offices. The number of employees at each location is subject to change due to operational needs. This is a Term Purchase Order. The term will be effective 5/1/2026 (or the date the purchase order is dispatched), through 6/30/2027 (or until funds have been expended). The previous contract was for \$100,000. The award for this solicitation is anticipated to be up to \$400,000, with up to \$150,000 for the remaining months for Fiscal Year (FY) 25/26 and up to \$250,000 for FY 26/27.

3. Specifications:

Please review the attached Scope of Work.

B. BIDDER MINIMUM QUALIFICATIONS

It is the law. All certified Small Businesses (SB), Micro Businesses (MB), Disabled Veteran Business Enterprises (DVBE), contractors, subcontractors or suppliers must meet the Commercially Useful Function (CUF) requirements under Government Code Section 14837(d)(4) and/or Military and Veterans Code Section 999(b)(5)(B).

The SB/MB or DVBE contractor, subcontractor, or supplier shall perform a commercially useful function relevant to this solicitation and provide services or goods that contribute to the fulfillment of the bid requirements.

To be considered, the following criteria must be met:

- Is responsible for the execution of a distinct element of the work of the contract.
- Carries out the obligation by performing, managing, or supervising the work involved.
- Performs work that is normal for its business services and functions.
- Is subcontracting a portion of the work greater than expected to be subcontracted by normal industry practices.
- Is responsible, with respect to products, inventories, materials, and supplies required for the

contract, for negotiating price, determining quality and quantity, ordering, installing, if applicable, and making payment.

A SB/MB or DVBE contractor, subcontractor, or supplier will not be considered to perform a commercially useful function if their role is limited to that of an extra participant in a transaction, contract, or project through which funds are passed through solely to be qualified to submit a proposal or awarded the contract.

C. BID REQUIREMENTS AND INFORMATION

1. Key Action Dates

It is recognized that time is of the essence. All bidders submitting bids are hereby advised of the following schedule and will be expected to adhere to the required dates and times. CDFA assumes no responsibility for bids not received by the bid due date at the specified location.

- IFB available to prospective bidders 4/8/26
- Written questions must be received no later than 12:00 PM PT 4/15/26
- Responses to questions to be posted to FI\$CAL via addendum..... 4/23/26
- Bids must be received no later than 12:00 PM PT 4/29/26

2. Submission of Bid

- a. Bids shall be submitted via email to CDFA no later than the date and time shown in the above key action dates. Email bids to the CDFA Acquisitions inbox at: CDFA.Acquisitions@cdfa.ca.gov. Subject line must have **IFB # P25-0374A Uniforms – Bidder Name - BID**. Please cc Purchasing Analyst Crystal Dawson at Crystal.Dawson@cdfa.ca.gov.
- b. **All bids shall include the documents identified on Page 7 of this IFB entitled Required Bid Package Documents.** Bids not including the proper required documentation shall be deemed non-responsive and shall be rejected. A non-responsive bid is one that does not meet the basic bid requirements.

3. Evaluation and Selection

- a. At the time of the bid opening, each bid will be checked for the presence or absence of required information in conformance with the submission requirements of this IFB.
- b. The State will evaluate each bid to determine its responsiveness to the published requirements.
- c. Award, if made, will be to the lowest responsive and responsible bid.
- d. If more than one item is specified in this solicitation, the lowest responsible bidder will be determined based on all or nothing basis.
- e. Breaking Tie Bids: Buyers will settle tie bids through a coin toss, performed by the buyer with at least one witness. The witness will assign the tied bidders either heads or tails, while the buyer flips the coin. The date of the coin toss, the vendor assignments, the witness and the result will be documented in the procurement file. In the event of a precise tie between a SB/MB, and a DVBE who is also a SB/MB, the award shall go to the DVBE that is also a SB/MB.

4. Protests

A protest of proposed award is a challenge conducted under Public Contract Code 10306 by a participating bidder against the proposed contract award of a non-IT goods contract. During the protest period, any participating bidder may protest the proposed award on the grounds that the protesting bidder's bid or proposal should have been selected in accordance with the selection criteria in the solicitation document. A written Notice of Intent to Protest the proposed award of this solicitation must

be received before the close of business at 4 p.m. PST/PDT on the first working day after issuing the notice of intent, as specified in the solicitation. Failure to submit a timely written Notice of Intent to Protest waives bidder's right to protest.

Bidder must send the notice of intent to protest to the following:

CDFA Acquisition Office: cdfa.acquisitions@cdfa.ca.gov

Dispute Resolution Unit: PDProtest@dgs.ca.gov

5. Preference Programs and Participation Requirements

Information, requirements, and forms for the preference programs listed below can be found on the internet web sites listed. These documents may not be required in all bid packages. **See Page 7 for documentation required by this IFB.**

- a. This solicitation provides for the optional Target Area Contract Preference Act (TACPA) preference. Bidders are not required to apply for this preference. Denial of the TACPA preference request is not a basis for rejection of the bid/offer.

The TACPA workplace and workforce preferences will be evaluated for this solicitation. California-based companies seeking TACPA preferences will need to complete and submit preference request forms with the bid/offer. The following webpage contains required preference request forms and an interactive map to determine if a business is located within a TACPA qualified zone: [Request-a Target-Area-Contract-Preference](#).

By submitting TACPA forms, a bidder given a TACPA preference agrees to the TACPA contract provisions required by Government Code Section 4535 and provided in Title 2 of the California Code of Regulations Section 1896.40 in addition to requirements specified on the TACPA form STD-830.

- b. Certified SB and MB Benefits – Certified SB and MB can claim the five percent (5%) Preference when submitting a bid on a state contract. You must provide a copy of the official Certification letter along with your bid.
- c. DVBE Benefits – Certified DVBE can claim up to five percent (5%) Incentive when submitting a bid on a state contract. You must provide a copy of the official Certification letter along with your bid.

For information on this topic, go to the California Department of General Services website at:

[Apply For or Re-apply as Small Business, Disabled Veteran Business Enterprise](#)

- d. DVBE Bid Incentive – **The DVBE Program Requirements have been waived for this solicitation**, however the following DVBE Incentive Scale will apply when evaluating bids:

Confirmed DVBE Participation	Incentive Amount
5% or Over	5%
4% to 4.99% inclusive	4%
3% to 3.99% inclusive	3%
2% to 2.99% inclusive	2%
1% to 1.99% inclusive	1%

If for this agreement contractor made a commitment to achieve DVBE participation, then contractor 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 and Veterans Code (MVC) § 999.5(d))

Contractor understands and agrees that should award of this contract be based in part on their commitment to use the DVBE subcontractor(s) identified in their bid or offer, per MVC Section 999.5(e), a DVBE subcontractor may only be replaced by another DVBE subcontractor and must be approved by CDFA and the Office of Small Business and Disabled Veteran Business Enterprise Services (OSDS) in writing prior to the commencement of any work by the proposed DVBE. The substitution must be to perform the same work and maintain the minimum level of DVBE participation stated in the original bid.

DVBE Subcontractor Reporting

Bidders awarded a contract with a commitment to use DVBE subcontractors must certify, upon completion of contract, that all payments have been made to the DVBE subcontractors by submitting the [Prime Contractor's DVBE Subcontracting Report \(STD-817\)](#). CDFA will withhold \$10,000 from the final payment, or the full payment if the final payment is less than \$10,000 from prime contractors, until the complete and accurate [STD-817](#) is received. Failure to submit this certification after giving the opportunity to cure, will result in the department permanently deducting \$10,000 from the final payment or the full payment if less than \$10,000 (MVC Section 999.7).

Prime contractor shall provide proof of payments made to DVBE subcontractors at the request of the department. The department shall keep all information provided by the prime contractor regarding the DVBE program requirements in the procurement file for six (6) years (MVC Section 999.55).

Commercially Useful Function (CUF) Definition

A SB/DVBE certified firm performs CUF when doing all of the following:

1. Executes a distinct element of the contract scope of work including supplying of goods/services.
2. Performs, manages, or supervises the work including supplying of goods/services.
3. Performs work that is normal for the firm's business services and functions.
4. Is responsible, with respect to products, inventories, materials, and supplies required for the subcontract, negotiating price, determining quality and quantity, ordering, installing (if applicable), and paying for the material.
5. Does not subcontract a portion of the work greater than expected by industry practices.

A SB/DVBE certified firm does NOT perform CUF when:

1. The firm is an extra participant involved in a transaction, contract, or project through which funds are passed through in order to obtain the appearance of SB/DVBE participation.
2. The firm is not being used to perform the work as stipulated in the bid.
3. The firm is no longer used to provide goods/services listed in initial bid response.

e. Recycled Content Certification

The State of California is required to purchase recycled content products (RCPs) rather than non-recycled products whenever price, quality, and availability are comparable. Furthermore, each state agency is required to purchase RCPs in sufficient quantities to ensure that mandated

RCP procurement goals are attained within 11 product categories. These 11 product categories and their respective minimum recycled content requirements are outlined in Attachment F. Therefore, if two bidders quote the same bid cost amount for services, the State will award the contract to the RCP certified contractor.

In order to help state agencies identify all reportable purchases and all the reportable RCP purchases, suppliers are mandated by the Public Contract Codes to certify the minimum, if not the exact, recycled content, both secondary and post-consumer material, in the products, materials, goods, and supplies offered or sold to the State. A Recycled Content Certification Form (CalRecycle 74) is provided in Attachment F for this purpose. Additional information regarding this program can be obtained at the following web site: www.calrecycle.ca.gov (search State Agency Buy Recycled Campaign)

D. ATTACHMENTS

The following documents are attached, or attached by reference and part of this solicitation:

1. Bid Form
2. Specification Compliance Questionnaire
3. Disabled Veteran Business Enterprise Declaration Form
4. Commercially Useful Function (CUF) Statement
5. Bidder Declaration Form (GSPD-05-105 REV 08/09) of two (2) pages
6. Postconsumer-Content Certification Form (CalRecycle 74) of two (2) pages, dated 01/20
7. Darfur Contracting Act Certification of two (2) pages (if applicable)
8. California Civil Rights Laws Certification
9. Bidder's Instructions (GSPD-451) of six (6) pages, dated 11/09/2011**
<https://www.documents.dgs.ca.gov/dgs/FMC/GS/PD/DGSPD%20451.pdf>
10. General Provisions (GSPD-401) of twenty (20) pages, dated 02/20/2025** [NonIT-General-ProvisionsGoods-DGS-PD-401NITGP-Revised-02202025 \(1\).pdf](https://www.documents.dgs.ca.gov/dgs/FMC/GS/PD/DGSPD%20401NITGP-Revised-02202025%20(1).pdf)
11. Payee Data Record (STD. 204), of two (2) pages**
<http://www.documents.dgs.ca.gov/dgs/fmc/pdf/std204.pdf>
12. Generative Artificial Intelligence (GenAI) Disclosure

** These documents are incorporated by reference and located at the link provided.

E. Executive Order N-6-22 – Russia Sanctions:

On March 4, 2022, Governor Gavin Newsom issued Executive Order N-6-22 (the EO) regarding Economic Sanctions against Russia and Russian entities and individuals. "Economic Sanctions" refers to sanctions imposed by the U.S. government in response to Russia's actions in Ukraine, as well as any sanctions imposed under state law. The EO directs state agencies to terminate contracts with, and to refrain from entering any new contracts with, individuals or entities that are determined to be a target of Economic Sanctions. Accordingly, should the State determine Contractor is a target of Economic Sanctions or is conducting prohibited transactions with sanctioned individuals or entities, that shall be grounds for termination of this agreement. The State shall provide Contractor with advance written notice of such termination, allowing Contractor at least 30 calendar days to provide a written response. Termination shall be at the sole discretion of the State.

REQUIRED BID PACKAGE DOCUMENTS

INSTRUCTIONS:

The following documents must be submitted with your bid to be considered responsive. When a form is not applicable to complete, write N/A on the form and return with the other documents.

Questions regarding these documents must be submitted to CDFA.Acquisitions@cdfa.ca.gov **no later than 12:00 PM PT on April 15, 2026**. Questions submitted will be answered via an addendum and posted to this IFB.

DOCUMENTATION CHECKLIST:

- Attachment A, Bid Form
- Attachment B, Specification Compliance Questionnaire
- Attachment C, DVBE Declaration Form
- Attachment D, CUF Statement
- Attachment E, Bidder Declaration
- Attachment F, Postconsumer Recycled-Content Certification
- Attachment G, Darfur Contracting Act Certification
- Attachment H, California Civil Rights Laws Certification
- Attachment I, Gen AI
- If you are claiming SB Certification submit the certification* _____
- If claiming DVBE submit the certification** _____
- California Sellers/Resellers Permit or Certificate of Registration*** _____

NOTES:

*If you are not claiming SB write N/A next to this box.

**If you are not claiming DVBE write N/A next to this box.

***If your company is outside of California but possesses a California Permit, submit the California permit with the bid package. Otherwise, write N/A next to this box above.

BID FORM
IFB No. P25-0374A
Uniforms

Complete bid package responses must be received at CDFA
no later than 12:00 PM PT on April 29, 2026

BID PACKAGE DUE DATE 04/29/2026	SOLICITATION NUMBER P25-0374A
SUPPLIER NAME AND ADDRESS:	SUBMIT BID TO: EMAIL: CDFA.Acquisitions@cdfa.ca.gov CC: Crystal.Dawson@cdfa.ca.gov DEPARTMENT OF FOOD AND AGRICULTURE PURCHASING UNIT – ATTN: Crystal Dawson
CONTACT PERSON: ➤	PURCHASING UNIT CONTACT: PURCHASING ANALYST NAME Crystal.Dawson@cdfa.ca.gov
TITLE: ➤	DELIVERY LOCATION: DEPARTMENT OF FOOD AND AGRICULTURE <i>Various Locations</i> <i>See Attachment D</i>
SIGNATURE: ➤	DELIVERY REQUIREMENTS: DELIVERY SHALL BE FOB DESTINATION ONLY. PRICE MUST INCLUDE FREIGHT, SHIPPING AND HANDLING.
TELEPHONE and FAX NUMBER: ➤ ➤ Email:	CA RESELLERS/SELLERS NUMBER: ➤
FEDERAL TAX IDENTIFICATION NUMBER: ➤	BIDDER DISCOUNT: _____ % CASH DISCOUNT FOR PAYMENT WITHIN _____ DAYS. (SEE REQUIRED PAYMENT DATE OF THE GENERAL PROVISIONS PARAGRAPH 30 ATTACHED TO THIS IFB.)

DISBARRED, SUSPENDED, OR INACTIVE REGISTRATION:

Is any portion of this procurement funded as a whole or part by federal funds? No Yes

If Yes, Vendor must provide Unique Entity Identification (UEI) number. A UEI number is twelve characters replacing the DUNS. If your entry does not have a UEI and would like to participate in this solicitation, please use the following link to obtain one: [SAM.gov](https://sam.gov) | [Entity Registrations](#).

Entries that are debarred, suspended, or have an inactive registration may not be awarded.

UEI Number: _____

BIDDER SIGNATURE: _____ **Date:** _____

By signing above, the bidder agrees to comply with the Bidder Instructions GSPD-451 (Revised 11/09/2011) attached to this IFB. Bidders must comply with the terms and conditions of the [General Provisions GSPD-401](#) (effective 02/20/2025) attached to this IFB.

BID FORM – PRODUCTS & DETAILS

ITEM NO.	QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENSION
1	1	Lot	One year and two-month Purchase Order for Uniforms; Uniforms Allowance: \$650 for permanent employees and \$550 for seasonal employees.		
			Uniforms items are only to be sent to the attention of employees that are on the “approved authorized list” provided by program managers of the PE Branch		
			**This order will be on an “as needed basis”		
			**This is a Term Purchase Order. The term will start 5/1/2026 (or the date the purchase order is dispatched) and will end 6/30/2027 (or until funds have been expended).		
			See attachments A-F.		
			Delivery as requested by the PE Branch		
			Freight: FOB Destination Only. Include all freight, shipping and/handling fees in the unit price.		
			Detailed Quote: Please fill out and submit Attachment B Cost Sheet – quantity 1 per line item of items that could be requested.		
			Please attach a workplan		
			TOTAL BID COST (Subtotal):		

**SPECIFICATION COMPLIANCE
QUESTIONNAIRE**

The bidder must indicate below if the product or products offered on this bid complies in all respects with the specifications included in this solicitation.

YES _____ NO _____

If the bidder has indicated that the product offered does not comply in all respects with the attached specifications, bidder is to list below, in detail, any and all deviations.

LIST DEVIATIONS:

Instructions: The disabled veteran (DV) owner(s) and DV manager(s) of the Disabled Veteran Business Enterprise (DVBE) must complete this declaration when a DVBE contractor or subcontractor will provide materials, supplies, services or equipment [Military and Veterans Code Section 999.2]. Violations are misdemeanors and punishable by imprisonment or fine and violators are liable for civil penalties. All signatures are made under penalty of perjury.

SECTION 1: Name of certified DVBE: _____ DVBE Ref. Number: _____

Description (materials/supplies/services/equipment proposed): _____

Solicitation/Contract Number: _____ SCPRS Ref. Number: _____
(FOR STATE USE ONLY) (FOR STATE USE ONLY)

SECTION 2: APPLIES TO ALL DVBE'S. Check only one box in Section 2 and provide original signatures.

- I (we) declare that the DVBE is not a broker or agent, as defined in Military and Veterans Code Section 999.2 (b), of materials, supplies, services or equipment listed above. Also complete Section 3 below if renting equipment.
- Pursuant to Military and Veterans Code Section 999.2 (f), I (we) declare that the DVBE is a broker or agent for the principal(s) listed below or on an attached sheet(s). (Pursuant to Military and Veterans Code 999.2 (e), State funds expended for equipment rented from equipment brokers pursuant to contracts awarded under this section shall not be credited toward the 3-percent DVBE participation goal).

All DV owners and managers of the DVBE (**attach additional pages with sufficient signature blocks for each person to sign**):

(Printed Name of DV Owner/Manager) (Signature of DV Owner/Manager) (Date Signed)

(Printed Name of DV Owner/Manager) (Signature of DV Owner/Manager) (Date Signed)

Firm/Principal for whom the DVBE is acting as a broker or agent: _____
(If more than one firm, list on extra sheets) (Print or Type Name)

Firm/Principal Phone: _____ Address: _____

SECTION 3: APPLIES TO ALL DVBEs THAT RENT EQUIPMENT AND DECLARE THE DVBE IS NOT A BROKER.

- Pursuant to Military and Veterans Code Section 999.2 (c), (d) and (g), I am (we are) the DV(s) with at least 51% ownership of the DVBE, or a DV manager(s) of the DVBE. The DVBE maintains certification requirements in accordance with Military and Veterans Code Section 999 et. seq.
- The undersigned owner(s) own(s) at least 51% of the quantity and value of each piece of equipment that will be rented for use in the contract identified above. I (we), the DV owners of the equipment submitted to the administering agency my (our) personal federal tax return(s) at time of certification and annually thereafter as defined in *Military and Veterans Code 999.2, subsections (c) and (g)*. Failure by the disabled veteran equipment owner(s) to submit their personal federal tax return(s) to the administering agency as defined in *Military Veterans Code 999.2, subsections (c) and (g)*, will result in the DVBE being deemed an equipment broker.

Disabled Veteran Owner(s) of the DVBE (**attach additional pages with signature blocks for each person to sign**):

(Printed Name) (Signature) (Date Signed)

(Address of Owner) (Telephone) (Tax Identification Number of Owner)

Disabled Veteran Manager(s) of the DVBE (**attach additional pages with signature blocks for each person to sign**):

Printed Name of DV Manager) (Signature of DV Manager) (Date Signed)

Commercially Useful Function (CUF) Statement

Only Certified SB/MB or DVBE must complete this form

It is the law. All certified Small Businesses (SB), Micro Businesses (MB), Disabled Veteran Business Enterprises (DVBE), subcontractors or suppliers must meet the CUF requirements under Government Code Section 14837(d)(4) and/or Military and Veterans Code Section 999(b)(5)(B). If, as the prime contractor, you declare your business is a certified SB, MB and/or DVBE, please fill out the enclosed Commercially Useful Function (CUF) Statement.

A. Prime Contractor Information:

1. Prime Contractor Name: _____

2. Provide current certification(s) and number(s); and answer the following questions:

SB # _____ MB # _____ DVBE # _____

1	Will your business be responsible for the execution of a distinct element of the resulting State contract?	Yes or No
2	Will your business carry out the obligation by actually performing, managing or supervising the work involved?	Yes or No
3	Will your business perform work that is normal for your business, services and function?	Yes or No
4	Will your business be responsible, with respect to products, inventories, materials, and supplies required for the contract, for negotiating price, determining quality and quantity, ordering, installing, if applicable, and making payment.	Yes or No
5	Explain how your business will not further subcontract a portion of the work that is greater than that expected to be subcontracted by normal industry practices:	

3. Indicate the **distinct element** of work your company will perform.

<p>Work to be Performed and Materials to be Provided (Please be specific, especially if managing or supervising work)</p>

B. Subcontractor Information: Will subcontractor(s) be used for this contract? Yes _____ or No _____
 If YES, please identify all subcontractors on the Bidder Declaration, Form GSPD-05-105 (Rev 08/09).

I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that I am duly authorized to legally bind the prospective Contractor to the CUF statement above. This certification is made under the laws of the State of California.

_____ (Authorized Signature) Date

_____ (Printed Name and Title)

COMMERCIALLY USEFUL FUNCTION (CUF)

INSTRUCTIONS

On January 1, 2004, Chapter 623, Statutes of 2003, became effective and requires all certified Small Businesses (SB), Microbusinesses (MB) and/or Disabled Veteran Business Enterprises (DVBE) to perform a commercially useful function (CUF) in any contract with the State.

If, as the prime contractor, you declare your business is a certified SB, MB and/or DVBE, please fill out the enclosed Commercially Useful Function (CUF) Statement.

The information your business provides will be critical in determining whether your business will be considered for award or not. Please return the completed forms with your bid/proposal package. Failure to provide the information required will result in the decision that your business is non-responsive in complying with the submission of proposal documents outlined in the solicitation.

A business performing a CUF is one that does all five (5) of the following functions:

1. Is responsible for the execution of a distinct element of the work of the contract.
2. Carries out its obligation by actually performing, managing or supervising the work involved.
3. Performs work that is normal for its business, services and function.
4. Is responsible with respect to products, inventories, materials and supplies required for the contract, for negotiating price, determining quality and quantity, ordering, installing, if applicable, and making payment.
5. Is not further subcontracting a portion of the work that is greater than that expected to be subcontracted by normal industry practices.

A certified SB, MB and/or DVBE contractor, subcontractor or supplier will not be considered to perform a CUF if the contractor's, subcontractors' or suppliers' role is limited to that of an extra participant in a transaction, contract or project through which funds are passed in order to obtain the appearance of certified SB, MB or DVBE participation, and will result in elimination of consideration for award.

BIDDER DECLARATION

All prime bidders (the firm submitting the bid) must complete the Bidder Declaration.

1. Prime bidder information (Review attached Bidder Declaration Instructions prior to completion of this form):

a. Identify current California certification(s) (MB, SB, SB/NVSA, DVBE): _____ or None _____
 (If "None", go to Item #2)

b. Will subcontractors be used for this contract? **Yes** ___ **No** ___ (If yes, indicate the distinct element of work your firm will perform in this contract e.g., list the proposed products produced by your firm, state if your firm owns the transportation vehicles that will deliver the products to the State, identify which solicited services your firm will perform, etc.). Use additional sheets, as necessary.

c. If you are a California certified DVBE: (1) Are you a broker or agent? **Yes** ___ **No** ___

(2) If the contract includes equipment rental, does your company own at least 51% of the equipment provided in this contract (quantity and value)? **Yes** ___ **No** ___ **N/A** ___

2. If no subcontractors will be used, skip to certification below. Otherwise, list all subcontractors for this contract. (Attach additional pages if necessary):

Subcontractor Name, Contact Person, Phone Number & Fax Number	Subcontractor Address & Email	CA Certification (MB, SB, DVBE or None)	Work performed or goods provided for this contract	Corresponding % of bid price	Good standing?	51 % of rental?

CERTIFICATION: By signing the bid response, I certify under penalty of perjury that the information provided is true and correct.

X _____

BIDDER DECLARATION INSTRUCTIONS

All prime bidders (the firm submitting the bid) must complete the Bidder Declaration.

1.a. Identify all current certifications issued by the State of California. If the prime bidder has no California certification(s), check the line labeled “None” and proceed to Item #2. If the prime bidder possesses one or more of the following certifications, enter the applicable certification(s) on the line:

- Microbusiness (MB)
- Small Business (SB)
- Nonprofit Veteran Service Agency (NVSA)
- Disabled Veteran Business Enterprise (DVBE)

1.b. Mark either “Yes” or “No” to identify whether subcontractors will be used for the contract. If the response is “No”, proceed to Item #1.c. If “Yes”, enter on the line the distinct element of work contained in the contract to be performed or the goods to be provided by the prime bidder. Do not include goods or services to be provided by subcontractors. Bidders certified as MB, SB, NVSA, and/or DVBE must provide a commercially useful function as defined in Military and Veterans Code Section 999 for DVBEs and Government Code Section 14837(d)(4)(A) for small/microbusinesses.

Bids must propose that certified bidders provide a commercially useful function for the resulting contract or the bid will be deemed non-responsive and rejected by the State. For questions regarding the solicitation, contact the procurement official identified in the solicitation.

Note: A subcontractor is any person, firm, corporation, or organization contracting to perform part of the prime’s contract.

1.c. This item is only to be completed by businesses certified by California as a DVBE.

(1) Declare whether the prime bidder is a broker or agent by marking either “Yes” or “No”. The Military and Veterans Code Section 999.2 (b) defines “broker” or “agent” as a certified DVBE contractor or subcontractor that does not have title, possession, control, and risk of loss of materials, supplies, services, or equipment provided to an awarding department, unless one or more of the disabled veteran owners has at least 51-percent ownership of the quantity and value of the materials, supplies, services, and of each piece of equipment provided under the contract.

(2) If bidding rental equipment, mark either “Yes” or “No” to identify if the prime bidder owns at least 51% of the equipment provided (quantity and value). If **not** bidding rental equipment, mark “N/A” for “not applicable.”

2. If no subcontractors are proposed, do not complete the table. Read the certification at the bottom of the form and complete “Page ___ of ___” on the form.

If subcontractors will be used, complete the table listing all subcontractors. If necessary, attach additional pages and complete the “Page ___ of ___” accordingly.

Column Labels:

Subcontractor Name, Contact Person, Phone Number & Fax Number—List each element for all subcontractors.

Subcontractor Address & Email Address—Enter the address and if available, an Email address.

CA Certification (MB, SB, NVSA, DVBE or None)—If the subcontractor possesses a current State of California certification(s), verify on this website (www.eprocure.pd.dgs.ca.gov).

Work performed or goods provided for this contract—Identify the distinct element of work contained in the contract to be performed or the goods to be provided by each subcontractor. Certified subcontractors must provide a commercially useful function for the contract. (See paragraph 1.b above for code citations regarding the definition of commercially useful function.) If a certified subcontractor is further subcontracting a greater portion of the work or goods provided for the resulting contract than would be expected by normal industry practices, attach a separate sheet of paper explaining the situation.

Corresponding % of bid price—Enter the corresponding percentage of the total bid price for the goods and/or services to be provided by each subcontractor. Do not enter a dollar amount.

Good Standing?—Provide a response for each subcontractor listed. Enter either “Yes” or “No” to indicate that the prime bidder has verified that the subcontractor(s) is in good standing for all of the following:

- Possesses valid license(s) for any license(s) or permits required by the solicitation or by law
- If a corporation, the company is qualified to do business in California and designated by the State of California Secretary of State to be in good standing
- Possesses valid State of California certification(s) if claiming MB, SB, NVSA, and/or DVBE status

51% Rental?—This pertains to the applicability of rental equipment. Based on the following parameters, enter either “N/A” (not applicable), “Yes” or “No” for each subcontractor listed.

Enter “**N/A**” if the:

- Subcontractor is NOT a DVBE (regardless of whether or not rental equipment is provided by the subcontractor) or
- Subcontractor is NOT providing rental equipment (regardless of whether or not subcontractor is a DVBE)

Enter “**Yes**” if the subcontractor is a California certified DVBE providing rental equipment and the subcontractor owns at least 51% of the rental equipment (quantity and value) it will be providing for the contract.

Enter “**No**” if the subcontractor is a California certified DVBE providing rental equipment but the subcontractor does NOT own at least 51% of the rental equipment (quantity and value) it will be providing.

Read the certification at the bottom of the page and complete the “Page ___of ___” accordingly.

To be completed by the State agency		Attachment F
State Agency: CDFA		
Purchasing Agent: Crystal Dawson	PO #: P25-0374A	
Email : Crystal.Dawson@cdfa.ca.gov	Phone : 916.247.8542	

Postconsumer Recycled-Content Certification

The State Agency Buy Recycled Campaign (SABRC) is a state-mandated program that requires the reporting of all purchases made within 16 specified product categories. All state agencies are required to verify the recycled content of all products purchased within each of these categories.

All businesses shall certify the minimum percentage in writing to the contracting officer or his or her representative, if not the exact percentage, of postconsumer recycled-content (PCRC) material in the products, materials, goods, or supplies offered or sold to the State regardless of whether the product meets the minimum content requirements specified in law (see reverse side). The certification shall be furnished under penalty of perjury. The certification shall be provided regardless of content, even if the product contains no recycled material. A State agency may waive the certification requirement if the percentage of postconsumer material in the products, materials, goods, or supplies can be verified in a written advertisement, including, but not limited to, a product label, a catalog, or a manufacturer or vendor Internet website.

Public Contract Code sections 12205(a)(1), (2), (3) and (b)(1), (2), and (3)

Contractor/Company Name _____

Address _____ Phone _____

Purchase Order # RFQ # RFP # IFB # Cal Card Order #	Item #	Product or Services Description	¹ Percent Postconsumer Recycled-Content Material	² SABRC Product Category Code	Meets SABRC

Pursuant to Public Contract Code 12205(b)(1), I certify under penalty of perjury under the laws of the State of California that the above information is true and correct.

Print Name _____ Signature _____ Title _____ Date _____

FOOTNOTES:

1. "Postconsumer recycled-content material" is defined as products that were bought, used, and recycled by consumers. For example, a newspaper that has been purchased, recycled, and used to make another product would be considered postconsumer material.
2. "Product category" refers to one of the categories listed below, into which the reportable purchase is best placed.
3. If the product does not belong in any of the product categories, enter "N/A." Common "N/A" products include wood products, aggregate, concrete, and electronics such as computers, TV, software on a disk or CD, and telephones.
4. For reused or refurbished products, there is no minimum content requirement. (PCC 12209(l))

Code*	Product Categories	Product Subcategories	Product Examples in each SABRC Category (PCC 12207) Examples include, but are not limited to, these individual products/materials.	Minimum Post-Consumer Content Requirement per Statute (PCC 12209)
1A	Paper Products	Toilet Paper	Toilet paper.	45 percent by fiber weight post-consumer fiber.
1B	Paper Products	Paper Towels	Paper towels.	40 percent by fiber weight post-consumer fiber.
1C	Paper Products	Facial Tissues	Facial tissue.	10 percent by fiber weight post-consumer fiber.
1D	Paper Products	Toilet Seat Covers	Toilet seat covers.	20 percent by fiber weight post-consumer fiber.
1E	Paper Products	General Purpose Paper Wipes	General purpose paper wipes.	40 percent by fiber weight post-consumer fiber.
1F	Paper Products	Food Service ware	Napkins, plates, bowls, food trays, takeout boxes, and placemats.	40 percent by fiber weight post-consumer fiber.
1G	Paper Products	Miscellaneous Paper Products	Cartons, wrapping, packaging, file folders, hanging folders, building insulation and panels, corrugated boxes.	30 percent by fiber weight post-consumer fiber.
2	Printing and Writing Papers	Printing and Writing Papers	Copy, xerographic, watermark, cotton fiber, offset, forms, computer printout paper, white wove envelopes, manila envelopes, book paper, note pads, writing tablets, newsprint, and other uncoated writing papers, posters, index cards, calendars, brochures, reports, magazines, and publications.	30 percent by fiber weight post-consumer fiber.
3A	Soil Amendments and Toppings	Compost	Soil amendments, soil conditioner for potting or plant mix, organic materials used for water conservation; organic materials such as biosolids or other comparable substitutes such as livestock, horse, or other animal manure, food residues or fish processing byproducts; mechanical breakdown of materials.	80 percent recovered material that would otherwise be normally disposed of in a landfill.
3B	Soil Amendments and Toppings	Mulch	Ground covers, weed suppressants.	80 percent recovered material that would otherwise be normally disposed of in a landfill.
4A	Glass Products	Glass Products	Windows, test tubes, beakers, laboratory or hospital supplies, reflective beads, tiles, construction blocks, desktop accessories, flat glass sheets, loose- grain abrasives, deburring media, liquid filter media, and containers.	25 percent post-consumer, by weight.
4B	Glass Products	Fiberglass	Fiberglass (insulation).	30 percent post-consumer, by weight.
5	Lubricating Oils		Intended for use in a crankcase, transmission, engine, power steering, gearbox, differential chainsaw, transformer dielectric, fluid, cutting, hydraulic, industrial, or automobile, bus, truck, vessel, plane, train, heavy equipment, or machinery powered by an internal combustion engine.	70 percent re-refined base oil.
6	Plastic Products		Printer or duplication cartridges, diskette, carpet, office products, plastic lumber, buckets, wastebaskets, containers, benches, tables, fencing, clothing, mats, packaging, signs, posts, binders, sheet, buckets, building products, garden hose, and trays.	20 percent postconsumer, by weight; is remanufactured or has a take back program.
7A	Paint:	Low-VOC: < 50 grams/liter	Water-based paint, graffiti abatement, interior and exterior, and maintenance.	50 percent post-consumer paint.
7B	Paint:	Other VOC: > 50 grams/liter	Water-based paint, graffiti abatement, interior and exterior, and maintenance.	50 percent post-consumer paint.
8	Antifreeze		Recycled antifreeze, and antifreeze containing a bittering agent or made from polypropylene or other similar non-toxic substance.	70 percent post-consumer material.
9	Tires (Retreaded tires)		Truck and bus tires, and those used on fleet vehicles (and passenger cars where available).	Retreaded: Must use an existing casing that has undergone retreading or recapping process in accordance with Public Resource Code (commencing with section 42400).
10	Tire- Derived Products		Flooring, mats, wheelchair ramps, playground surfacing, sports surfacing, parking bumpers, bullet traps, hoses, bumpers, truck bedliners, pads, walkways, tree ties, wheel chocks, rollers, traffic-related products, mudflaps, accessibility ramps, paths and sidewalks, animal care products, including, but not limited to, horse arena surfacing, stall mats, cow mats, and equestrian barn and breezeway flooring, artificial turf, landscaping and rubber mulch, outdoor surfacing, pavers and tiles, and posts.	50 percent recycled used tires.
11A	Metal Products	Metal Products	Staplers, paper clips, steel furniture, desks, pedestals, scissors, jacks, rebar, pipe, plumbing fixtures, chairs, ladders, file cabinets, shelving, containers, lockers, sheet metal, girders, building and construction products, bridges, braces, nails, and screws.	10 percent post-consumer material, by weight.
11B	Metal Products	Vehicles	Vehicles.	10 percent post-consumer material, by weight.
12	Building Finishes	Open Office Panel Systems	Open office panel systems.	Middle range of state contracts.
13	Carpet		Carpet	Determined by DGS and Posted in SCM.
14A	Erosion Control Products	Compost Filter Socks	Compost filter sock.	100 percent post-consumer material.
14B	Erosion Control Products	Compost Blanket	Compost blanket, layer of compost protecting bare soil surfaces.	100 percent post-consumer material.
14C	Erosion Control Products	Hydraulic Mulch	Hydraulic mulch or erosion control process that uses fiber slurry and tackifier.	100 percent post-consumer material.
15A	Textiles	Textiles		0 percent post-consumer material.
15B	Textiles	General Textile Wipes	General purpose wipes.	100 percent post-consumer material.
16A	Pavement Surfacing	Rubberized Pavement Surfaces	Rubberized asphalt concrete and chip seal.	15 percent post-consumer material.
16B	Pavement Surfacing	Recycled Asphalt Pavement	Recycled Asphalt Pavement	25 percent post-consumer material.

*It is each agency's prerogative to assign internal codes/object codes for post-consumer recycled content products based on their internal paper or computer tracking systems.
For additional information, please visit www.CalRecycle.ca.gov/BuyRecycled/StateAgency/.

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.

If your company has not, within the previous three years, had any business activities or other operations outside of the United States, you do **not** need to complete this form.

OPTION #1 - CERTIFICATION

If your company, within the previous three years, has had business activities or other operations outside of the United States, in order to be eligible to submit a bid or proposal, please insert your company name and Federal ID Number and complete the certification below.

I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that a) the prospective proposer/bidder named below is **not** a scrutinized company per Public Contract Code 10476; and b) I am duly authorized to legally bind the prospective proposer/bidder named below. This certification is made under the laws of the State of California.

<i>Company/Vendor 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>	

OPTION #2 – WRITTEN PERMISSION FROM DGS

Pursuant to Public Contract Code section 10477(b), the Director of the Department of General Services may permit a scrutinized company, on a case-by-case basis, to bid on or submit a proposal for a contract with a state agency for goods or services, if it is in the best interests of the state. If you are a scrutinized company that has obtained written permission from the DGS to submit a bid or proposal, complete the information below.

We are a scrutinized company as defined in Public Contract Code section 10476, but we have received written permission from the Department of General Services 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.

<i>Company/Vendor Name (Printed)</i>	<i>Federal ID Number</i>
<i>Initials of Submitter</i>	
<i>Printed Name and Title of Person Initialing</i>	

CALIFORNIA CIVIL RIGHTS LAWS CERTIFICATION

Pursuant to Public Contract Code section 2010, if a bidder or proposer executes or renews a contract over \$100,000 on or after January 1, 2017, the bidder or proposer hereby certifies compliance with the following:

1. 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
2. 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).

CERTIFICATION

I, the official named below, certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.		<i>Federal ID Number</i>
<i>Proposer/Bidder Firm Name (Printed)</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>	

GENERATIVE ARTIFICIAL INTELLIGENCE (GenAI) Disclosure

The State of California seeks to realize the potential benefits of GenAI, through the development and deployment of GenAI tools, while balancing the risks of these new technologies.

Bid responses may or may not include a GenAI disclosure notification. Bidders/contractors are required to disclose when providing GenAI as a Deliverable or when GenAI is used to complete all or a portion of a Deliverable that materially impacts: (i) functionality of the System, (ii) risk to the State, or (iii) Contract performance, including GenAI from third parties. "Materially impacts" shall have the meaning set forth in State Administrative Manual (SAM) [4986.2](#).

Procurement professionals are encouraged to work with their Chief Information Officer (CIO) and programs on how bidders/contractors notify the department if they are providing GenAI as noted above.

If GenAI is disclosed in a bid response, procurement professionals must engage their CIO prior to proceeding with a GenAI purchase or approving a contract that includes GenAI or use of GenAI in performance of a contract.

Confirmation must be kept in the procurement/contract file, which can be an email, or a form created by the department.

The above guidance is applicable to contracts exempt from competition and require the GenAI language solicitation. Refer to "Procurement Approach for Exempt and NCB Contract Activities" - SCM vol. 2, Chapter 15, section [1508](#) for a reminder about the use of a solicitation when making these purchases.

Bidder / Offeror / Contractor must notify the State in writing if their solution or service includes, or makes available, any GenAI including GenAI from third parties or subcontractors.

The State has developed a GenAI Reporting and Factsheet (STD 1000) to be completed by the Bidder / Offeror / Contractor.

Failure to submit the GenAI Reporting and Factsheet (STD 1000) will result in disqualification of the Bidder / Offeror / Contractor.

Failure to report GenAI to the State may avoid any resulting contract. The State reserves its right to seek any and all relief it may be entitled to as a result of such non-disclosure.

Upon receipt of a Bidder / Offeror / Contractor GenAI Reporting and Factsheet (STD 1000), the state reserves the right to incorporate GenAI Special Provisions into the final contract or reject bids/offers that present an unacceptable level of risk to the state.