



DEPARTMENT OF PARKS AND RECREATION

Ruth Coleman, Director

San Diego Coast District
4477 Pacific Highway
San Diego, CA 92110

Bidder's Checklist

Items below must be submitted with your bid. Bids missing this information will be regarded as non-responsive and therefore rejected.

- _____ Bidder's Checklist
- _____ Service Contract Bid Forms (DPR940B)
- _____ Bidder's DVBE Participation Summary (if using Incentive) (DPR 486)
- _____ Disabled Veteran Business Enterprise Declarations (if using incentive) (STD 843)
- _____ Small Bus. Subcontractor Participation Worksheet (if applicable) (DPR 85)
- _____ Darfur Contracting Act Certification (DPR 74)

YOUR RETURN ADDRESS

(REQUIRED)



INVITATION TO BID (IFB)

Park Name:

Tijuana River National Estuarine Research Reserve (TRNERR) San Diego Coast District, San Diego County.

Project Name:

Provide Various Support Services For Tijuana River National Estuarine Research Reserve (TRNERR) – C1147009

Bid Date: @ 2:00 p.m.- Monday, August 29, 2011

DELIVER AND ATTENDING

BID/QUOTE OPENING:

Department of Parks and Recreation
San Diego Coast District Office
4477 Pacific Highway
San Diego, CA 92110

Exhibit B, Attachment 1

SERVICE CONTRACTS BID FORM

DEPARTMENT OF PARKS AND RECREATION

DATE
UNIT Tijuana River National Estuarine Research Reserve (TRNERR)
PROJECT TRNERR - Various Support Services- C1147009
BID OPENING Monday, August 29, 2011 @ 2:00 P.M.

The undersigned hereby proposes to furnish services, materials, or equipment, or to perform all work required in accordance with the bid documents for the foregoing titled project, and such addenda thereto as may be issued prior to bid opening date.

Nondiscrimination Compliance Statement

The prospective contractor's signature affixed hereon and dated shall constitute a certification under penalty of perjury under the laws of the State of California that the bidder has, unless exempted, complied with the nondiscrimination program requirements of Government Code Section 12990 and Title 2, California Code of Regulations Section 8103.

Disabled Veteran Business Enterprise Participation

In accordance with Public Contract Code Section 10115, the Department of Parks and Recreation has established criteria to implement the disabled veteran business enterprise (DVBE) program goal which bidder must meet; provided, however, the DVBE participation requirement is included herein and made part of the bid documents.

Small Business Preference

A five percent preference will be granted to the bidder properly approved as "Small Business" in accordance with Title 2, California Code of Regulations, Section 1896, et seq. A small business firm must have an approved certification form (STD. 813) on file with the Office of Small Business and Disabled Veteran Business Enterprise Certification (OSDC), 707 Third Street, First Floor - Room 400, West Sacramento, CA 95605, by 5:00 p.m. on the bid opening date. ***To assist the Department in a timely evaluation of bids received, any bidder requesting the small business preference is encouraged to submit with the bid a copy of his/her small business certification approval letter from the OSDC.***

FIRM NAME		PHONE NO.	FAX NO.
ADDRESS		CITY/STATE/ZIP CODE	
LICENSE CLASSIFICATION	FEDERAL EMPLOYER ID NO.	ARE YOU CLAIMING PREFERENCE AS A SMALL BUSINESS? <input type="checkbox"/> Yes. Small Business Reference No. _____ <input type="checkbox"/> No	
STATUS OF BUSINESS (<i>check appropriate box.</i>)			
<input type="checkbox"/> Individual.			
<input type="checkbox"/> Corporation. State in which incorporated: _____			
<input type="checkbox"/> Partnership. Full names of partners: _____			
BIDDER'S SIGNATURE (<i>Signature</i>)			DATE
BIDDER'S PRINTED NAME		TITLE	

The bidder hereby proposes to furnish all labor, materials, tools and equipment necessary to provide various support services as outlined in the Scope of Work marked Exhibit A, Attachment 1, to the Tijuana River National Estuarine Research Reserve ("TRNERR"), San Diego County, California.

Work will be accomplished complete and ready for use in accordance with the contract documents, therefore, for the following stipulated sums which prices include all applicable taxes and other expenses:

<u>Item</u>	<u>Description</u>	<u>Quantity</u>	<u>Item Total</u>
Variable Rate Costs			
1.	Coastal Training Program - Coordinator	1733 Hours	\$ _____
2.	Administrative (Indirect Costs on 1 & 3) Items 1 through 2	17.9004 % Sub-Total	 \$ _____
Fixed Rate Costs			
3.	Coastal Training Program – Supplies, Subcontracts Operational Costs and Travel	Set Bid	\$ <u>7,700.00</u>
Grand Total Sum of Items 1 through 3 GRAND TOTAL BID			\$ _____

The variable rate costs are the contractors competitive bid costs. The fixed rate costs are a set budget and are incorporated into each bidder's bid as listed and therefore are not considered competitive. The low bidder will be determined by comparing the grand total bid (variable plus fixed rate costs) of each prospective bidder. In case of discrepancy between the stipulated item totals and the actual sum of the totals, the actual sum of all item totals shall prevail.

The term of this contract will run from October 1, 2011 through June 30, 2012.

To be considered a "qualified bidder", bidder must meet, and submit with this bid, the minimum qualifications set forth in the attached Contractor Qualifications, Exhibit A, Attachment II.

BIDDER'S DVBE PARTICIPATION

PART 1 — SUMMARY OF DISABLED VETERAN BUSINESS ENTERPRISE (DVBE) PARTICIPATION

COMPLETION INSTRUCTIONS

COMPANY INFORMATION: List the information (**Company Name, Contact information**) of subcontractor(s) and supplier(s) proposed for DVBE. If prime contractor is a DVBE, the name must be listed for participation.

CONTRACTING WITH: Show the name of the department or company with which the company listed is contracting.

NATURE OF WORK: Identify the proposed work (or materials or equipment) to be provided.

DVBE CERTIFICATION NO.: Provide the DVBE Certification Number assigned to company.

TIER: Bidder may count toward its participation goal the dollar value of work and supplies to be obtained by its primary subcontractors and suppliers from DVBE firms as second and third level tier subcontractors/suppliers. Contracting tier should be indicated with the following designations:

DVBE company listed for participation.

0 = Prime or Joint Contractor

1 = Primary Subcontractor or Supplier

2 = Subcontractor/Supplier of Level 1 Subcontractor/Supplier

3 = Subcontractor/Supplier of Level 2 Subcontractor/Supplier

DOLLAR VALUE: The dollar amount of the bid to be performed by the listed company's own forces.

PERCENTAGE OF BID: The percentage of the total bid amount the dollar value represents.

PRINT OUT: In order to claim DVBE participation credit, a printout from the eProcurement system showing their supplier ID and the status of their certification must be furnished with the bidder's bid or upon the signing of contract documents. Check mark if a copy of the printout is included.

COMPANY INFORMATION							
1	COMPANY NAME	CONTRACTING WITH		NATURE OF WORK			PRINT-OUT
	CONTACT	CONTACT PHONE ()	DVBE CERTIFICATION NO.	TIER	DOLLAR VALUE	PERCENT OF BID	<input type="checkbox"/>
2	COMPANY NAME	CONTRACTING WITH		NATURE OF WORK			PRINT-OUT
	CONTACT	CONTACT PHONE ()	DVBE CERTIFICATION NO.	TIER	DOLLAR VALUE	PERCENT OF BID	<input type="checkbox"/>
3	COMPANY NAME	CONTRACTING WITH		NATURE OF WORK			PRINT-OUT
	CONTACT	CONTACT PHONE ()	DVBE CERTIFICATION NO.	TIER	DOLLAR VALUE	PERCENT OF BID	<input type="checkbox"/>
4	COMPANY NAME	CONTRACTING WITH		NATURE OF WORK			PRINT-OUT
	CONTACT	CONTACT PHONE ()	DVBE CERTIFICATION NO.	TIER	DOLLAR VALUE	PERCENT OF BID	<input type="checkbox"/>

PART 2 — BIDDER'S CERTIFICATION

I hereby certify that I have made a diligent effort to ascertain the facts with regard to the representations made herein. In making this certification, I am aware of Section 12650 et seq. of the Government Code providing for the imposition of treble damages for making false claims against the State and Section 10115.10 of the Public Contract Code making it a crime for intentionally making an untrue statement in this certificate.

BIDDING COMPANY'S NAME

SOLICITATION NUMBER

SIGNATURE

PRINTED NAME

DATE

TITLE (e.g. BUSINESS OWNER/CHIEF EXECUTIVE OFFICER, ETC.)

DISABLED VETERAN BUSINESS ENTERPRISE DECLARATIONS

STD. 843 (Rev. 11/2005)

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: _____

PO/Contract Description (materials/supplies/services/equipment): _____

Solicitation/Contract Number: _____ SCPRS Ref. Number: _____

(FOR STATE USE ONLY)

SECTION 2

APPLIES TO ALL DVBEs. 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, have 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 and 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 Number of Owner) (Tax Identification Number of Owner)

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

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

SMALL BUSINESS SUBCONTRACTOR PARTICIPATION WORKSHEET

Non-small business contractors can receive a 5% Small Business Preference based on subcontracting their work to Certified Small Businesses. To receive the Small Business Preference contractors must subcontract a minimum of 25% of the total monetary amount of their bid to Certified Small Businesses.

CONTRACTOR NAME	DATE
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COMPLETION INSTRUCTIONS

COMPANY NAME: List the names of the subcontractors and suppliers proposed for the 25% Small Business (SB) subcontractor participation.

CONTRACTING WITH: Enter the name of the company with which the company listed is contracting.

NATURE OF WORK: Identify the proposed work (or materials or equipment) to be provided.

TIER: The Bidder may count toward its 25% Small Business participation goal the dollar value of work and supplies to be obtained by its primary subcontractors and suppliers from SB subcontractor firms as second and third level tier subcontractors/suppliers. Using the following codes, indicate the contracting tier for each SB company listed for participation:

- 0 = Prime or Joint Contractor
- 1 = Primary Subcontractor or Supplier
- 2 = Subcontractor/Supplier of Level 1 Subcontractor/Supplier
- 3 = Subcontractor/Supplier of Level 2 Subcontractor/Supplier

DOLLAR VALUE: Enter the dollar amount of the bid to be performed by the listed company's own forces.

PERCENTAGE OF BID: Enter the percentage of the total bid amount the dollar value represents.

CERTIFICATION: In order to claim the 25% Small Business participation credit, a printout from the Office of Small Business and DVBE Services (OSDS) website for each SB listed for participation must be furnished with the bidder's bid. Check the appropriate column below if a printout from the OSDS website is attached. If a printout is not included, the State will verify certification via the internet to facilitate the contract award.

COMPANY NAME	CONTRACTING WITH	NATURE OF WORK	TIER	DOLLAR VALUE	% OF BID	CERT. ATTACHED
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>

Total Small Business Subcontractor Dollar Value	<input style="width: 80%;" type="text"/>
Total Amount of Bid	<input style="width: 80%;" type="text"/>
TOTAL % OF BID FOR ALL SMALL BUSINESS SUBCONTRACTORS	<input style="width: 80%;" type="text"/>

FOR DEPARTMENT USE ONLY
AGREEMENT/PAPO NO.
C1147009

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.

COMPANY/VENDOR NAME <i>(Printed)</i>	FEDERAL ID NUMBER
BY <i>(Authorized Signature)</i>	
▶	
PRINTED NAME AND TITLE OF PERSON SIGNING	
DATE EXECUTED	EXECUTED IN THE COUNTY AND STATE OF

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.

COMPANY/VENDOR NAME <i>(Printed)</i>	FEDERAL ID NUMBER
INITIALS OF SUBMITTER	
PRINTED NAME AND TITLE OF PERSON INITIALING	