



January 7, 2025

INVITATION FOR BID (IFB)

IFB No.: 24-0134

Title: Janitorial Services-Anaheim and Los Alamitos

Type of Contract: Personal Services

NOTICE TO PROSPECTIVE PROPOSERS:

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

Note that all agreements entered into with the State of California will include by reference [General Terms and Conditions](#).

Questions about this solicitation must be submitted to the Contracts Unit email address below with the IFB number in the Subject line. Responses to all questions received will be posted as an official addendum to this solicitation. Reference Page 1 for all Key Action Dates.

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

Contracts Unit
Office of Grants Administration
Administrative Services Division
Cdfa.Contracts@cdfa.ca.gov

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Key Action Dates

All bidders are hereby advised of the following schedule and will be expected to adhere to the required dates and times.

Release of IFB.....	January 7, 2025
Pre-Bid Walk-through	January 28,2025
Written questions must be received by 12:00 PM PT	February 4, 2025
Post Questions and Answers by 5:00 PM PT	February 11, 2025
Emailed bids must be complete and received no later than 2:00 PM PT	February 18, 2025
Estimated Opening of Cost Proposal at 2:00 PM PT.....	February 18, 2025

Notice of Proposed Award Date to occur within five (5) business days after “Opening of Cost Proposal.” Bidders interested in observing the bid opening must email the Contracts Unit at CDFA.Contracts@cdfa.ca.gov. Bid openings will be held virtually.

Avoid late submittals due to computer glitches or other technical issues that may arise by submitting documents early.

Mandatory Pre-Bid Walk-Through

A mandatory walk-through of the facilities where the services are needed is scheduled for Tuesday January 28th, at 11:00AM located at: **location A (2423 East Winston Road, Anaheim, CA 92806)** and for Tuesday February 28th, at 1:00PM located at: **location B (3802 Constitution Avenue, Trailer 48, Los Alamitos, CA 90720)**. Both walk-through times and locations are mandatory. Questions are not allowed during the walk-through. Questions may be submitted in writing to the Contracts Unit email only at CDFA.Contracts@cdfa.ca.gov. (See Key Action Dates for deadline for written questions). **Attendees arriving more than five (5) minutes late will not be allowed to attend.**

In the event a potential prime contractor is unable to attend the walk-through, an authorized representative may attend on their behalf. The representative may only sign-in for one (1) company. Subcontractors may not represent a potential prime contractor at a pre-bid walk-through. If this walk-through is mandatory, no bid will be accepted unless the bidder or their authorized representative was in attendance.

Bidders must email the address listed on the cover page of this IFB no later than five working days prior to the scheduled date and time of the pre-bid conference/walk-through to arrange for a reasonable accommodation for those who need assistance for the walk-through due to physical impairment.

Questions and Answers

To maintain fairness during the bidding process, all questions must be submitted in writing and sent to the Contracts Unit email (CDFA.Contracts@cdfa.ca.gov) **only**. The subject line of the email must contain the **Bid Number**. Bidders must not contact any program staff during the bidding process as this could result in disqualification.

Answers to questions received prior to the submission deadline listed above, will be provided via a formal addendum and will be posted to the contract advertisement on Cal eProcure.

Term of Contract

The term of this contract is May 1, 2025 or upon final approval, whichever is later, through April 30, 2026.

Option to Renew

The CDFA reserves the right to renew this agreement for two (2) additional one year terms, if needed, with the successful bidder at the end of the agreement term, provided funding to do so is appropriated for this purpose in subsequent budgets. Proposed renewals are assessed annually for approval by the California Department of General Services and CDFA according to program direction, funding, consistency of price and scope of work continuity.

Extension of Term

This Agreement may be amended to extend the term, if it is determined to be in the best interest of the State. Upon signing the amendment, Contractor hereby agrees to provide services for the extended period at the rates specified in the original Agreement.

Description of Services

Contractor shall furnish all labor, tools, materials, and equipment necessary to provide janitorial services. The Contractor will be compensated for the services in accordance with the rate(s) specified in the Cost Proposal, which shall include all labor, equipment, parts, devices, materials, tools, licenses, permits, supervision, inspection, insurance, transportation, travel and per diem, and every other item of expense necessary for the California Department of Food and Agriculture (CDFA).

Location A

2423 East Winston Road, Anaheim, CA 92806

Location B

3802 Constitution Avenue, Trailer 48, Los Alamitos, CA 90720

Contractor Responsibilities

Location A

Contractor shall:

1. Provide all supplies, materials, and equipment to include, but not limited to: soap, deodorizers, bleach, disinfectant, polish, wax, floor sealer, waxing pads, low-high

speed buffer machines, window cleaner, carpet cleaner, stain remover, broom, duster, mop, mop bucket, and vacuum cleaner.

2. Provide all consumable items for restrooms. These items shall include liquid hand soap, paper towels, paper seat covers, two-ply toilet tissue, and waste basket liners.
3. Respond within 24 hours to all concerns of the State.
4. Be responsible for completion of a daily checkoff list (Attachment1) as services are provided. At the end of the week, the service crew shall initial and date the list verifying that all services were provided in a professional manner.

Location B

Contractor shall:

1. Service one restroom trailer (12'x52') containing six (6) toilets, two (2) urinals, two (2) shower stalls, and six (6) sinks.
2. Provide supplies, materials, equipment to include: rotary floor machine, wet/dry vacuum, drying fans, stripping pads, polish pads, floor stripper solution, floor sealer, floor finish, baseboard stripper, masking tape, glass cleaner, toilet bowl cleaner, floor cleaner, disinfectant cleaner, stain removers, upright brooms, dust pan, extendable duster, wet mop handle, mop heads, mop bucket with wringer, maid caddy, spray bottles, hand scrub brushes, scraping tools, cleaning towels, appropriate personal protective equipment (PPE), and safety data sheets (SDS) for all products containing chemicals, chemical compounds, or chemical mixtures.
3. Provide CDFA with a copy of the safety data sheets (SDS) for all contractor-supplied products to include, but not limited to: floor stripper solution, floor sealer, floor finish, baseboard stripper, glass cleaner, toilet bowl cleaner, floor cleaner, disinfectant cleaner, and stain removers.
4. Notify the State Agency contact to schedule monthly floor stripping and waxing.
5. Respond within 24 hours to all concerns of the State.
6. Be responsible for completion of a daily checkoff list as services are provided. The service crew shall initial the list upon completion of work each day verifying that all services were provided in a professional manner.
7. Ensure employees assigned to work at the location possess a valid government- issued ID. After May 6, 2025, employees must possess a valid federally compliant ID to access the work location. Federally compliant IDs include: California-issued Real ID Driver License or Identification Card; a US Passport or US Passport Card; a US military ID; and a Permanent Resident Card. Vehicle operators shall have valid Driver License, vehicle registration, and vehicle liability insurance readily available to present to Base guard, upon request.

Cleaning Schedule:

Location A

Janitorial services shall be provided two (2) days per week: Tuesday and Thursday, between the hours of 8:00 p.m. to 4:00 a.m.

Location B

Services shall be performed seven (7) days per week: Sunday through Saturday, any time between the hours of 6:00 pm and 5:00 am. The estimated time required to complete the daily service is approximately two (2) hours.

Floor Stripping and waxing can commence as early as 4:45 p.m., on condition that Contractor provides a minimum of 24-hours advance notice to State Agency contact of intent to commence cleaning prior to 6:00 p.m.

Daily Service:

Location A

- a) Empty all waste receptacles and return to assigned areas.
- b) Replace receptacle liners as needed.
- c) Dispose of all trash and rubbish in designated areas.
- d) Vacuum all carpeted areas and spot clean as needed.
- e) Dust all listed office furniture excluding desk and computers. Dusting limited to: file cabinets, baseboards, window sills, window blinds, library books and shelves, printers, copy machine, and picture frames.
- f) Sweep and sanitize with a damp mop all tile, vinyl, and concrete floor surfaces in the lobby, breakroom and two (2) warehouse offices.
- g) Clean, scrub, sanitize, and service all restrooms. A germicidal cleaner is to be used in disinfecting washbasins, toilets, urinals, partitions, and floors.
- h) Clean and disinfect restroom tile and splash walls.
- i) Refill all restroom supplies including paper towels, liquid hand soap, paper seat covers, and two-ply toilet tissue.
- j) Treat stainless steel and porcelain sinks to eliminate stains and mineral deposits.
- k) Clean all entrance door glass, clean fingerprints, from all doors and door jams.
- l) Spot clean walls and switch plates.
- m) Clean and disinfect all telephone instruments.

Location B

- a) Empty all waste receptacles and return to assigned area.
- b) Replace trash receptacle liners as needed.
- c) Dispose of all trash and rubbish in designated areas
- d) Sweep and sanitize with a damp mop all vinyl tile floors.
- e) Clean, scrub, sanitize, and service all restrooms. Disinfect sinks, showers, toilets, partition handles, and floors.
- f) Refill all restroom supplies including paper towels, liquid hand soap, paper seat covers, two-ply toilet tissue, wax paper bags, and urinal screens.
- g) Disinfect partition handles, door handles, and light switches.
- h) Clean all fixtures and mirrors.

Every Two Weeks (Location B Only)

- a) Wash and wipe down all restroom walls

Monthly Service (Location A Only)

- a) Thoroughly dust all railings, ledges, and air vent.

- b) Recondition (deep clean) 12" x 12" tile/vinyl floors and stone tile floors by machine scrubbing and waxing.
 1. Floor wax finish and floor sealer shall be removed thoroughly from the floors.
 2. Thoroughly mop to remove all stripper solution after the floors have been completely stripped.
 3. Floors shall be completely dry before applying floor sealer.
 4. Apply five (5) coats of floor sealer; allow to dry after each coat.
 5. Apply five (5) coats of floor finish wax.
 6. Clean floor finish wax off any non-target surfaces (walls, baseboards, toilets, etc.).
- c) Clean exterior and interior window surfaces of building.

Quarterly Service:

1st Quarter- March, April, May 2nd

Quarter - June, July, August

3rd Quarter - September, October, November 4th

Quarter - December, January, February

Location A

Indoor carpet shall be steam cleaned throughout the office building on a quarterly basis. Carpet cleaning dates are to be arranged with the contracted vendor.

Location B

- a) Strip and wax 12"x12" vinyl tile floors.
- b) Floor wax finish and floor sealer shall be removed thoroughly from the floors.
- c) Thoroughly mop to remove all stripper solution after floors have been completely stripped.
- d) Floors shall be completely dry before applying floor sealer.
- e) Apply five coats of floor sealer; allow each coat to dry after each coat.
- f) Apply five coats of floor finish wax.
- g) Clean floor finish wax off any non-target surfaces (walls, baseboards, toilets, toilet or shower stalls, etc).
- h) Use plastic sheeting as necessary outside of restrooms to prevent wax from getting on outdoor decking

Holidays and Absences

1. If service falls on a holiday, the contractor will deduct the daily amount from the monthly service.

No service will be required on the following days:

- New Years Day
 - President's Day
 - Memorial Day
 - The Fourth of July
 - Labor Day
 - Thanksgiving Day and the Day after Thanksgiving,
 - December 24, December 25, or December 31.
2. If the contractor is not able to provide service on any given day, the contractor shall inform the Program Contract Manager and deduct the daily amount from the monthly invoice.
 3. The Program Contract Manager will determine if a make-up day is necessary and

provide authorization to the contractor.

CDFA Responsibilities

Location A

CDFA shall:

- a) Approve and process invoices for services satisfactorily rendered.
- b) Notify the contractor of all concerns related to service or invoicing.
- c) Provide the daily checklist and where it will be posted.
- d) Coordinate with contractor to provide keys for gate, building, paper towel dispensers, soap dispensers, and feminine product dispensers.

Location B

CDFA shall:

- a) Provide the following consumables: liquid hand soap, roll paper towels, coreless two-ply toilet tissue, urinal screens with block, ½-fold paper seat covers, waxed paper sanitary napkin bags, light bulbs, air freshener, batteries for dispensers, and trash can liners for both 10 gallon and 42-gallon cans.
- b) Provide a small storage closet with lock. The storage closet is furnished with shelving to store supplies and equipment. It is also furnished with a sink to wash and dump mop bucket contents.
- c) Coordinate with contractor to provide keys to the storage closet.
- d) Provide the daily checklist and where it will be posted.
- e) Approve and process invoices for services satisfactorily rendered.
- f) Contact the contractor if there are any concerns regarding the services being provided or the invoices.
- g) Furnish the contractor with safety data sheets (SDS) for the liquid hand soap and the urinal screens with block.

Recycled Product Content Requirement

The State requires that all paper products supplied under this contract be made of recycled content papers. Recycled-content papers are defined as papers containing a minimum of thirty (30) percent postconsumer fiber by weight. All paper products supplied in the performance of this contract shall be made of recycled-content paper.

Cost Proposal

Contractor shall include the cost of providing rights under the Labor Code, Unemployment Insurance Code, and Industrial Welfare Commission in their proposed budgets.

The Employment Development Department's (EDD) "2022 California Employer's Guide" at https://edd.ca.gov/pdf_pub_ctr/de44.pdf and the [Department of Industrial Relation's](#) website are two references that Contractors can access for assistance with determining the costs and methods of paying for these benefits to include in their proposal.

Travel costs shall be reimbursed at the rates in effect at the time of travel as established by the California Department of Human Resources (CalHR), which can be accessed at:

Generative Artificial Intelligence (GenAI) Disclosure Notification Clause

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.

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 void 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.

Submission of Bid

1. Bids must be submitted via email to CDFA.Contracts@cdfa.ca.gov. The subject line of the email must read as follows: **Bid Number, Your Organization's Name**. All bid documents must be in PDF format. As the identified point of contact, please obtain acceptable e-signature(s) from your company's authorized representative. Acceptable forms of e-signature include:
 - a. Scanned "Wet" Signature: Print and sign document(s) in ink, then scan an electronic copy in PDF format.
 - b. "Typed" Signature: If the signature field of the document is editable (e.g., the signature feature in Adobe Acrobat), then a typed signature is acceptable.

No late submittals will be accepted.

2. Bids will not be accepted from Expatriate Corporations, and bids from primes subcontracting with Expatriate Corporations.
3. If the bid is made under a business title (dba), the actual legal name of the proposer must be provided.
4. All bids shall include the documents identified on the attached checklist entitled "Required Documents." Proposals not including the required documents shall be deemed non-responsive.
5. 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.

6. A bid may be rejected if it is conditional or incomplete, or if it contains any alterations of form or other irregularities of any kind. The CDFA may waive any immaterial deviation in a bid. The waiver of immaterial defect shall in no way modify the IFB document or excuse the bidder from full compliance with all requirements, if awarded.
7. The CDFA does not accept alternate contract language from a prospective contractor. A proposal with such language will be considered a counter proposal and will be rejected. The State's [General Terms and Conditions](#) are not negotiable.
8. Costs incurred for developing bids and in anticipation of award are entirely the responsibility of the bidder and shall not be charged to the CDFA.
9. A bidder may modify a bid after its submission by withdrawing its original bid and resubmitting a new bid prior to the bid submission deadline. Bidder modifications offered in any other manner, oral or written, will not be considered.
10. A bidder may withdraw its bid by submitting a written request to the CDFA, signed by the bidder or an authorized agent of their firm. Bids may not be withdrawn without cause after the bid submission deadline.
11. The CDFA may modify this IFB prior to the bid's submission due date by posting an addendum with the original advertisement on [Cal eProcure](#).
12. The CDFA reserves the right to reject any and all bids. The CDFA is not required to award an agreement.
13. Before submitting a response to this solicitation, bidders should review, proofread and confirm compliance with the IFB requirements.
14. Where applicable, bidder should carefully examine work sites and specifications. Bidder shall investigate conditions, character, and quality of surface or subsurface materials or obstacles that might be encountered. No additions or increases to the agreement amount will be made due to a lack of careful examination of work sites and specifications.
15. No oral understanding or agreement shall be binding on either party.

Evaluation and Selection

1. At the time of bid opening, each bid will be checked for the presence or absence of required information in conformance with the submission requirements.
2. The CDFA will evaluate each bid to determine its responsiveness to the published requirements.
3. Bids 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.
4. Award, if made, will be to the lowest responsive and responsible bid

Award and Protest

1. 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 five (5) business days prior to the award.

2. Upon written request by any bidder, notice of the proposed award shall be posted in a public place in the lobby of the CDFA Headquarters at least five (5) business days prior to awarding the agreement.
3. If any bidder, prior to the award, files a protest with the Department of General Services (DGS), Office of Legal Services, and the CDFA on the grounds that the (protesting) bidder is the lowest responsible bidder, the agreement shall not be awarded until either the protest has been withdrawn or the DGS has decided the matter ([Public Contract Code §10345](#)).
4. **Within five (5) calendar days** after filing the initial protest, the protesting bidder shall file with the DGS and the CDFA a detailed written statement specifying the grounds for the protest. The written protest must be sent to:

Department of General Services
Office of Legal Services
Attention Bid Protest Coordinator
707 Third Street, 7th Floor, Suite 7-330,
West Sacramento, California 95605
OLSProtests@dgs.ca.gov

A copy of the detailed written protest should be emailed to CDFA.Contracts@cdfa.ca.gov or via mail to CDFA, Contracts Unit, 1220 N Street, Room 120, Sacramento, California 95814. If mailing, it is suggested that proposers submit any protest by certified or registered mail.

Disposition of Bids

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.

Agreement Execution and Performance

1. Service shall be available no later than 30 days, or on the expressed date set by the CDFA and the Contractor, after all approvals have been obtained and the agreement is fully executed. Should the Contractor fail to commence work at the agreed upon time, the CDFA, upon (five) days written notice to the Contractor, reserves the right to terminate the agreement. In addition, the Contractor shall be liable to the CDFA for the difference between Contractor's bid price and the actual cost of performing work by the second lowest bidder or by another contractor.
2. All performance under the agreement shall be completed within the agreement's terms.

Termination

The CDFA has the authority and expressed right to terminate any Agreement awarded under this IFB at any time during the term of the Agreement for any reason or if the CDFA finds that the Contractor's work is negligent, not satisfactory, or not in accordance with the Agreement requirements.

Preference and Incentive Programs

Information, requirements and forms for the preference programs listed below can be found at the Internet web sites and/or weblinks below.

Note: These documents may not be required in all bid packages. Refer to Required Documents for documentation required by this IFB.

1. Certified Small Businesses and Microbusinesses Certification Benefits

Certified Small Businesses or Microbusinesses can claim the five percent (5%) preference when submitting a proposal on a state contract. You must provide a copy of the official Certification letter along with your proposal.

For information on small business and microbusiness certification benefits refer to the following DGS Website – <https://www.dgs.ca.gov/PD/Services/Page-Content/Procurement-Division-Services-List-Folder/Certify-or-Re-apply-as-Small-Business-Disabled-Veteran-Business-Enterprise>

2. Target Area Contract Preference Act (TACPA)

This solicitation provides for the optional 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 with a TACPA qualified zone: [Request a Target Area Contract Preference](#).

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

3. 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 eleven product categories. 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 postconsumer material, in the products, materials, goods, and supplies offered or sold to the State. The Public Contract Codes require every supplier to certify the minimum, if not the exact recycled content, both secondary and postconsumer material, in the products, materials, goods, and supplies offered or sold to the State. Additional information regarding this program can be obtained at the following web site: <https://www.calrecycle.ca.gov/StateAgency/>.

4. DVBE Participation

Please look carefully at boxes (a) and (b) in this section. Please note that regardless of DVBE participation requirements the DVBE deductions still apply to all bidders providing DVBE participation (further information is listed below under DVBE Incentive).

(a) DVBE Participation is **Required**

(b) DVBE Participation has been Waived, however there is a DVBE Incentive.

If box (a) is checked:

You must respond accordingly to the instructions outlined in “California Disabled Veteran Business Enterprise (DVBE) Program Requirements – for Non-IT Services” on the following page for your bid to be considered responsive.

This IFB has participation goals for the Disabled Veteran Business Enterprise (DVBE) Program of three (3%) percent of the total bid cost. Bidders must meet the DVBE requirements in order to be considered a responsive bidder and be considered for contract award. Failure to meet the three (3%) percent minimum will result in your bid being rejected. A copy of the DGS DVBE Certification letter must be included with your bid.

If box (b) is checked, bidders are not required to provide DVBE participation, but may choose to for the Incentive. Please refer to the DVBE Incentive below:

Unless stated elsewhere in the solicitation that the DVBE incentive has been waived, in accordance with Section 999.5(a) of the Military and Veterans Code an incentive will be given to bidders who provide DVBE participation. For evaluation purposes only, the State shall apply an incentive to bids that propose California certified participation as identified on the Bidder Declaration, DGS PD-05-105, and confirmed by the State. The incentive amount for awards based on low price will vary in conjunction with the percentage of DVBE participation.

Awards based on low price – the net bid price of responsive bids will be reduced (for evaluation purposes only) by the amount of DVBE incentive as applied to the lowest responsive net bid price. If the #1 ranked responsive, responsible bid is a California certified small business, the only bidders eligible for the incentive will be California certified small businesses. The incentive adjustment for awards based on low price cannot exceed 5% or \$100,000, whichever is less, of the #1 ranked net bid price. When used in combination with a preference adjustment, the cumulative adjustment amount cannot exceed \$100,000.

The following percentages will apply for awards based on low price.

Confirmed DVBE Participation of:	DVBE Incentive:
5% or Over	5%
4% to 4.99% Inclusive	4%
3% to 3.99% Inclusive	3%

CALIFORNIA DISABLED VETERAN BUSINESS ENTERPRISE (DVBE) - PROGRAM
REQUIREMENTS - FOR NON-IT SERVICES

(Revision Date 1-2022)

Please read the requirements and instructions carefully.

AUTHORITY

The Disabled Veteran Business Enterprise (DVBE) Participation Goal Program for State contracts is established in Public Contract Code (PCC), §10115 et seq., Military and Veterans Code (MVC), §999 et seq., and California Code of Regulations (CCR), Title 2, §1896.61 et seq.

DVBE PARTICIPATION

The **minimum** DVBE participation is 3% for this solicitation *unless* another percentage is specified in the solicitation, or the solicitation is exempt from DVBE participation.

DVBE INCENTIVE

An incentive will be given to bidders who provide DVBE participation, unless stated elsewhere in the solicitation that the DVBE Incentive has been waived.

INTRODUCTION

The bidder must complete the form(s) identified below and fully document that the mandatory minimum percent of DVBE participation will be met in order to comply with this solicitation's DVBE program requirement or the bid may be considered non-responsive.

Information submitted by the Bidder to comply with this solicitation's DVBE requirements will be verified by the State. If evidence of an alleged violation is found during the verification process, the State shall initiate an investigation, in accordance with the requirements of PCC §10115 et seq. and MVC §999 et seq., and follow the investigatory procedures required by 2 CCR §1896.91. Contractors found to be in violation of these provisions may be subject to suspension from doing business with the State of California, contract termination, civil penalties, and loss of State certifications.

Only State of California, Office of Small Business and DVBE Services (OSDS), certified Veteran Business Enterprises (hereafter called "DVBE") shall be used to satisfy the DVBE requirements. The term "DVBE contractor, subcontractor or supplier" means any person or entity that satisfies the ownership (or management) and control requirements of 2 CCR §1896.1, is certified in accordance with 2 CCR §1896.84, and provides services or goods that contribute to the fulfillment of the contract requirements by performing a commercially useful function as required in MVC §999(B). Bidders must verify each DVBE subcontractor's certification status with OSDS to ensure participation eligibility prior to submitting bids. A DVBE that is not certified at the time of award or does not meet and maintain certification cannot count towards an awarding department's three (3) percent goal (MVC §999.5(c)).

COMMERCIALLY USEFUL FUNCTION 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 good/services listed in initial bid response.

DVBE SUBSTITUTION

Bidders must use the DVBE subcontractors or suppliers proposed in the bid. Any substitutions must be requested in writing to the awarding department and approved by the awarding department and OSDS in writing prior to the commencement of any work by the proposed DVBE. The substitution must be to perform the same work and shall maintain the minimum level of DVBE participation stated in original bid (MVC §999.5(g)).

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 \(STD 817\)](#). For such contractors awarded on or after January 1, 2021, the department 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 given 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 §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 §999.55).

PLEASE READ ALL INSTRUCTIONS CAREFULLY

These instructions contain information about the DVBE program requirements, bidder responsibilities, and the DVBE Bid Incentive. Bidders are responsible for thorough review and compliance with these instructions.

To meet the DVBE program requirements, bidders must complete and fully document compliance with the following:

PARTICIPATION COMMITMENT

Bidders must commit to meet or exceed the DVBE participation requirement in this solicitation by either [Method A1 \(bidder is a California certified DVBE\)](#) or [A2 \(bidder is not a California certified DVBE\)](#). Bidders must document DVBE participation commitment by completing and submitting all forms and documentation necessary to support meeting CUF. Forms include

the Bidder Declaration ([DGS PD-05-105](#)) and DVBE Declarations ([DGS PD 843](#)) located elsewhere in the solicitation, the Confirmation Letter/Form as described below, and any other requested documentation. Failure to complete and submit the required form(s) as instructed will render the bid non-responsive.

Method A1. Certified DVBE bidder:

- A. Commit to perform the participation goal percentage of the contract bid amount with its own resources or in combination with another DVBE(s).
- B. Document DVBE participation on the Bidder Declaration [DGS PD-05-105](#) for the Prime and all subcontractors (any person, firm, and/or corporation that will participate in fulfilling any part of the contract).
- C. Submit a written Confirmation Letter/Form from each DVBE subcontractor identified on the Bidder Declaration. The written confirmation must include the solicitation number and be signed by the Bidder and the DVBE subcontractor(s). The written confirmation shall include, but is not limited to, the DVBE scope of work, work to be performed by the DVBE, term of the intended subcontract with the DVBE, anticipated dates the DVBE will perform required work, rate and conditions of payment and total amount to be paid to the DVBE. Failure to submit signed confirmations with the bid may render the bid non-responsive. If further verification is necessary, the State will obtain additional information to verify compliance with the above requirements.
- D. Submit DVBE Declarations Form, [DGS PD 843](#), for all DVBE participants (prime or sub).

Method A2. Non-DVBE bidder:

- A. Commit to using DVBE(s) to perform the participation goal percentage of the contract bid amount.
- B. Document DVBE participation on the Bidder Declaration, [DGS PD-05-105](#).
- C. A Submit a written Confirmation Letter/Form from each DVBE subcontractor identified on the Bidder Declaration. The written confirmation must include the solicitation number and be signed by the Bidder and the DVBE subcontractor(s). The written confirmation shall include, but is not limited to, the DVBE scope of work, work to be performed by the DVBE, term of the intended subcontract with the DVBE, anticipated dates the DVBE will perform required work, rate and conditions of payment and total amount to be paid to the DVBE. Failure to submit signed confirmations with the bid may render the bid non-responsive. If further verification is necessary, the State will obtain additional information to verify compliance with the above requirements.
- D. Submit [DGS PD 843](#), DVBE Declarations Form, for all DVBE participants (prime or sub).

RESOURCES AND INFORMATION TO LOCATE DVBE SUPPLIERS

Awarding Department

Contact the department at CDFA.Contracts@cdfa.ca.gov for any DVBE suppliers who may have identified themselves as potential subcontractors, and to obtain suggestions for search criteria to possibly identify DVBE suppliers for the solicitation. You may also contact the department's SB/DVBE Advocate for assistance.

Department of General Services, Procurement Division (DGS-PD) OFFICE OF SMALL BUSINESS AND DVBE SERVICES (OSDS)

The department's Small Business (SB/DVBE) Advocate can also provide assistance with identifying DVBEs. For a directory of SB/DVBE Advocates for each department go to [Find-a-SB DVBE-Advocate](#).

For assistance with this directory, contact the DGS-PD SB/DVBE Advocate at (916) 375-4940 or Advocate@dgs.ca.gov.

For assistance with SB/DVBE search, certification applications and information, certification information, certification status or concerns and general DVBE program info, you may use any of the following methods:

1. From 8:00 a.m. – 5:00 p.m., Monday through Friday: Call OSDS at (916) 375-4940
2. Visit the DGS website at: [Apply For or Re-apply as Small Business, Disabled Veteran Business Enterprise \(ca.gov\)](#); or
3. Email: OSDSHelp@dgs.ca.gov

DGS PD E-Procurement

Access the list of all certified DVBEs by using the DGS-PD online certified firm database at www.caleprocure.ca.gov. To begin your search, click on "Quicklinks" and then click on "Find Certified Firms (SB/DVBE)". Search by one "keyword" or "United Nations Standard Products and Services Code (UNSPSC)" at a time that apply to the elements of work you want to subcontract.

Check for subcontractor ads that may be placed on the California State Contracts Register (CSCR) for this solicitation prior to the closing date. You may access the CSCR at www.caleprocure.ca.gov, click on Resources and then on "Find Public Procurement Information." For questions regarding the CSCR, please call (916) 375-2000 or send an email to eprocure@dgs.ca.gov.

For eProcurement Training Modules, including the SB/DVBE Search, click on "Resources" then on "Training and Resources."

California Department of Veterans Affairs

Visit www.calvet.ca.gov, Click on CalVet Programs tab, click on Veterans Services, and then click on Disabled Veterans Business Enterprise (DVBE Program) or email: DVBE@calvet.ca.gov.

SPECIAL BID REQUIREMENTS
Government Code 19130 – 19134

[Government Code \(GC\) §19134](#) states the following:

“Personal Service Contracts” entered into by a state agency in accordance with [GC §19130](#) for persons providing janitorial and housekeeping services, custodians, food service workers, laundry workers, window cleaners, and security guard services shall include provisions for employee wages and benefits that are valued at least 85 percent of the state employer costs of wages and benefits provided to state employees for performing similar duties.”

Based on the above the following is applicable for this **JANITORIAL CONTRACT**:

1. Hourly Wage Requirement

Based on the current wage requirement as identified in GC §19134 and by the California Department of Human Resources (CalHR), as of *February 2024, the Contractor is required to pay an hourly wage of \$15.37.

Reference: [CalHR Mandatory Benefits Rates](#)

*These rates are updated annually by the CalHR by February 1st of every year and is effective until January 31st of the following year. If the rates should change during a contract period, contracts will be amended to reflect the rate change with an effective date retroactive to the date the rate changed.

2. Benefits Requirement

Based on the benefit requirement as identified in GC §19134, the Contractor is also required to provide benefits which include health, dental, retirement, vision, *holiday, sick and vacation pay.

Compliance with this benefit provision may be accomplished by either:

- a. providing a health benefit plan to employees
- b. cash payment in lieu of a plan
- c. or a combination of health benefit plan and cash payment

*Holiday pay shall be provided to employees of contractors providing services on any state holiday that the state facility in which the services are being provided is closed.

3. General Provisions of GC §19134:

- a. The GC applies to all contracts exceeding ninety (90) days.
- b. Failure to provide benefits or cash-in-lieu to employees as required under this section shall be deemed to be a material breach for any contract for personal services covered by this section.
- c. Failure to comply with the benefits requirement in any given contract billing cycle will result in payment suspension to the contractor until such compliance by the Contractor.

- d. Contracts and documents relating to the implementation of GC §19134 are subject to audit by the Department, the California Department of General Services, and the Bureau of State Audits.
- e. These provisions also apply to employees of subcontractors providing services in state-leased facilities where the facility is at least 50,000 square feet in areas and the state leases all the occupied floor-space of the facility.
- f. There is no minimum number of hours during the week that must be worked in order to qualify for the benefits. However, the benefit rate only applies to a forty (40) hour work week and does not include overtime.

4. Exemption

Administrative, supervisory, other support personnel and owner operated are not covered and therefore are exempt from this provision.

5. Reporting Requirements

The Contractor will be required to submit a monthly report that clearly documents the following information:

- a. The number of covered employees who received Employee Benefits and/or Cash Payments in the preceding month.
- b. The name of each Covered Employee who received Employee Benefits and/or Cash Payments in the preceding month.
- c. The number of hours each Covered Employee worked on the qualifying Contract in the preceding month.
- d. The amount paid to each Covered Employee for Employee Benefits and/or Cash Payments in the preceding month.
- e. The total monthly cost of Employee Benefits and/or Cash Payments in the preceding month, excluding any administrative cost.
- f. The number of employees working on a Qualifying Contract and the hourly wage paid to each in the preceding month.

The reporting information must be included with monthly invoices and sent to the CDFA Program Contract Manager.

GOVERNMENT CODE - SECTION 19130-19134

19130. The purpose of this article is to establish standards for the use of personal services contracts.

(a) Personal services contracting is permissible to achieve cost savings when all the following conditions are met:

(1) The contracting agency clearly demonstrates that the proposed contract will result in actual overall cost savings to the state, provided that:

(A) In comparing costs, there shall be included the state's additional cost of providing the same service as proposed by a contractor. These additional costs shall include the salaries and benefits of additional staff that would be needed, and the cost of additional space, equipment, and materials needed to perform the function.

(B) In comparing costs, there shall not be included the state's indirect overhead costs unless these costs can be attributed solely to the function in question and would not exist if that function was not performed in state service. Indirect overhead costs shall mean the pro rata share of existing administrative salaries and benefits, rent, equipment costs, utilities, and materials.

(C) In comparing costs, there shall be included in the cost of a contractor providing a service any continuing state costs that would be directly associated with the contracted function. These continuing state costs shall include, but not be limited to, those for inspection, supervision, and monitoring.

(2) Proposals to contract out work shall not be approved solely on the basis that savings will result from lower contractor pay rates or benefits. Proposals to contract out work shall be eligible for approval if the contractor's wages are at the industry's level and do not significantly undercut state pay rates.

(3) The contract does not cause the displacement of civil service employees. The term "displacement" includes layoff, demotion, involuntary transfer to a new class, involuntary transfer to a new location requiring a change of residence, and time base reductions. Displacement does not include changes in shifts or days off, nor does it include reassignment to other positions within the same class and general location.

(4) The contract does not adversely affect the state's affirmative action efforts.

(5) The savings shall be large enough to ensure that they will not be eliminated by private sector and state cost fluctuations that could normally be expected during the contracting period.

(6) The amount of savings clearly justify the size and duration of the contracting agreement.

(7) The contract is awarded through a publicized, competitive bidding process.

(8) The contract includes specific provisions pertaining to the qualifications of the staff that will perform the work under the contract, as well as assurance that the contractor's hiring practices meet applicable nondiscrimination, affirmative action standards.

(9) The potential for future economic risk to the state from potential contractor rate increases is minimal.

(10) The contract is with a firm. A "firm" means a corporation, partnership, nonprofit organization, or sole proprietorship.

(11) The potential economic advantage of contracting is not outweighed by the public's interest in having a particular function performed directly by state government.

(b) Personal services contracting also shall be permissible when any of the following conditions can be met:

(1) The functions contracted are exempted from civil service by Section 4 of Article VII of the California Constitution, which describes exempt appointments.

(2) The contract is for a new state function and the Legislature has specifically mandated or authorized the performance of the work by independent contractors.

(3) The services contracted are not available within civil service, cannot be performed satisfactorily by civil service employees, or are of such a highly specialized or technical nature that the necessary expert knowledge, experience, and ability are not available through the civil service system.

(4) The services are incidental to a contract for the purchase or lease of real or personal property. Contracts under this criterion, known as "service agreements," shall include, but not be limited to, agreements to service or maintain office equipment or computers that are leased or rented.

(5) The legislative, administrative, or legal goals and purposes cannot be accomplished through the utilization of persons selected pursuant to the regular civil service system. Contracts are permissible under this criterion to protect against a conflict of interest or to insure independent and unbiased findings in cases where there is a clear need for a different, outside perspective. These contracts shall include, but not be limited to, obtaining expert witnesses in litigation.

(6) The nature of the work is such that the Government Code standards for emergency appointments apply. These contracts shall conform with Article 8 (commencing with Section 19888) of Chapter 2.5 of Part 2.6.

(7) State agencies need private counsel because a conflict of interest on the part of the Attorney General's office prevents it from representing the agency without compromising its position. These contracts shall require the written consent of the Attorney General, pursuant to Section 11040.

(8) The contractor will provide equipment, materials, facilities, or support services that could not feasibly be provided by the state in the location where the services are to be performed.

(9) The contractor will conduct training courses for which appropriately qualified civil service instructors are not available, provided that permanent instructor positions in academies or similar settings shall be filled through civil service appointment.

(10) The services are of such an urgent, temporary, or occasional nature that the delay incumbent in their implementation under civil service would frustrate their very purpose.

(c) All persons who provide services to the state under conditions the board determines constitute an employment relationship shall, unless exempted from civil service by Section 4 of Article VII of the California Constitution, be retained under an appropriate civil service appointment.

19131. Any state agency proposing to execute a contract pursuant to subdivision (a) of Section 19130 shall notify the State Personnel Board of its intention. All organizations that represent state employees who perform the type of work to be contracted, and any person or organization which has filed with the board a request for notice, shall be contacted immediately by the State Personnel Board upon receipt of this notice so that they may be given a reasonable opportunity to comment on the proposed contract. Departments or agencies submitting proposed contracts shall retain and provide all data and other information relevant to the contracts and necessary for a specific application of the standards set forth in subdivision (a) of Section 19130. Any employee organization may request, within 10 days of notification, the State Personnel Board to review any contract proposed or executed pursuant to subdivision (a) of Section 19130. The review shall be conducted in accordance with

subdivision (b) of Section 10337 of the Public Contract Code. Upon such a request, the State Personnel Board shall review the contract for compliance with the standards specified in subdivision (a) of Section 19130.

19132. The State Personnel Board, at the request of an employee organization that represents state employees, shall review the adequacy of any proposed or executed contract which is of a type enumerated in subdivision (b) of Section 19130. The review shall be conducted in accordance with subdivision (c) of Section 10337 of the Public Contract Code. However, a contract that was reviewed at the request of an employee organization when it was proposed need not be reviewed again after its execution.

19133. (a) Any state agency may enter into an agreement with any public or private institution of higher education in California, nonprofit campus foundation, or state higher education foundation to provide part-time employment to students attending a public or private institution of higher education that contracts with the state agency, or to students attending a public or private institution which is affiliated with a nonprofit campus foundation, or a state higher education foundation, that contracts with a state agency, in work related to the field of study of the student.

(b) Notwithstanding any other provision of law to the contrary, no student employed pursuant to this section shall do any of the following:

(1) Accrue state civil service status.

(2) Be employed for more than 194 days in the 365 days following the initial date of employment.

(3) Cause the displacement of civil service employees. (c) "Displacement," for the purposes of this section, includes layoffs, demotions, involuntary transfers to a new class, involuntary transfers to a new location requiring a change of residence, and time-based reductions.

"Displacement," for the purposes of this section, shall not include changes in shifts or days off nor shall it include reassignment to other positions within the same class and general location.

19134. (a) Personal services contracts entered into by a state agency in accordance with Section 19130 for persons providing janitorial and housekeeping services, custodians, food service workers, laundry workers, window cleaners, and security guard services shall include provisions for employee wages and

benefits that are valued at least 85 percent of the state employer cost of wages and benefits provided to state employees for performing similar duties.

(b) For purposes of this section, "benefits" includes "health, dental, retirement, and vision benefits, and holiday, sick, and vacation pay."

(c) (1) The Department of Personnel Administration shall establish annually the state employer wage and benefit costs for workers covered pursuant to this section.

(2) Benefit costs shall be established using rates based on single employee, employee plus one dependent, and employee plus two or more dependents, or the costs may be based on a blended rate, subject to the determination of the Department of Personnel Administration.

(d) In lieu of providing actual benefits, contractors may comply with this section by a cash payment to employees equal to the applicable determination under subdivision (c).

(e) Failure to provide benefits or cash-in-lieu to employees as required under this section shall be deemed to be a material breach for any contract for personal services covered by this section.

(f) The Department of General Services and the Department of Personnel Administration may adopt guidelines and regulations to implement the requirements of this section.

(g) This section applies to all contracts exceeding 90 days.

(h) Holiday pay shall be provided to employees of contractors providing services specified in subdivision (a) on any state holiday that the state facility in which the services are being provided is closed.

(i) This section also applies to wages and benefits of employees of subcontractors providing services specified in subdivision (a) in state-leased facilities where the facility is at least 50,000 square feet in area and the state leases all of the occupied floorspace of the facility.

(j) With the exception of subdivision (h), this section does not apply to personal services contracts for the services described in subdivision (a) performed by employees of nonprofit organizations that are employed in accordance with any of the following:

(1) A special license issued pursuant to Section 1191.5 of the Labor Code.

(2) A special certificate issued pursuant to Section 214 of Title 29 of the United States Code.

(3) A community rehabilitation plan described in Sections 19152 and 19404 of the Welfare and Institutions Code.

(4) A habilitation services program as described in Sections 19352 and 19356.6 of the Welfare and Institutions Code.

Personal Services Contracts

Authority - Government Code §19134 requires the California Department of Human Resources to set the minimum rates that departments must pay if they employ individuals through personal service contracts for the services listed in the chart.

These rates reflect the employee wages and benefits that are valued at least 85 percent of the state employer cost of wages and benefits provided to state employees for performing similar duties.

Benefits include health, dental, vision, holidays, sick leave, vacation, and retirement.

The holiday calculation is based on 11 holidays per Government Code §19853.

For FY 2022-23, the Employer Contribution Retirement Rate for State Miscellaneous members is 32.00% (Source CalPERS).

REQUIRED DOCUMENTS

The following documents must be submitted with your proposal to be considered responsive:

- Attachment A, Bid Cost Sheet(s)
- [Contractor Status Form](#)
- Disabled Veterans Business Enterprise Participation Declarations, DGS PD 843
https://www.documents.dgs.ca.gov/dgs/fmc/gspd/pd_843.pdf
- Bidder Declarations, GSPD-05-105
<https://www.documents.dgs.ca.gov/dgs/fmc/gspd/gspd05-105.pdf>
- Commercially Useful Function (CUF), DGS OBAS 201
<https://www.documents.dgs.ca.gov/dgs/fmc/dgs/obas201.pdf>
- Generative Artificial Intelligence (GenAI) Reporting & Factsheet, STD 1000
<https://www.documents.dgs.ca.gov/dgs/fmc/pdf/std1000.pdf>
- If corporation, proof that business is in good standing and qualified to conduct business in California
- If a nonprofit organization, proof of nonprofit status

The following forms will be required of the winning proposer upon award of the contract:

- Contractor Certification Clauses – CCC 4/2017
<https://www.dgs.ca.gov/OLS/Resources/Page-Content/Office-of-Legal-Services-Resources-List-Folder/Standard-Contract-Language>
- Recycled Content Certification Form, CalRecycle 74
<https://www2.calrecycle.ca.gov/Docs/Web/111480>
- Darfur Contracting Act Certification, DGS PD 1
https://www.documents.dgs.ca.gov/dgs/FMC/GS/PD/PD_1.pdf
- California Civil Rights Laws Attachment, DGS OLS 04
<https://www.documents.dgs.ca.gov/dgs/fmc/dgs/ols004.pdf>
- Iran Contracting Act Verification Form, DGS PD 3 (If \$1,000,000 or more)
https://www.documents.dgs.ca.gov/dgs/FMC/GS/PD/PD_3.pdf

SAMPLE CONTRACT

Reset Form

Print Form

SCO ID: _____

STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

STANDARD AGREEMENT

STD 213 (Rev. 03/2019)

AGREEMENT NUMBER

PURCHASING AUTHORITY NUMBER (If Applicable)

1. This Agreement is entered into between the Contracting Agency and the Contractor named below:

CONTRACTING AGENCY NAME

CONTRACTOR NAME

2. The term of this Agreement is:

START DATE

THROUGH END DATE

3. The maximum amount of this Agreement is:

4. The parties agree to comply with the terms and conditions of the following exhibits, which are by this reference made a part of the Agreement.

Exhibits	Title	Pages
Exhibit A	Scope of Work	
Exhibit B	Budget Detail and Payment Provisions	
Exhibit C *	General Terms and Conditions	
+		
-		

Items shown with an asterisk (*), are hereby incorporated by reference and made part of this agreement as if attached hereto.

These documents can be viewed at <https://www.dgs.ca.gov/OLS/Resources>

IN WITNESS WHEREOF, THIS AGREEMENT HAS BEEN EXECUTED BY THE PARTIES HERETO.

CONTRACTOR

CONTRACTOR NAME (if other than an individual, state whether a corporation, partnership, etc.)

CONTRACTOR BUSINESS ADDRESS

CITY

STATE

ZIP

PRINTED NAME OF PERSON SIGNING

TITLE

CONTRACTOR AUTHORIZED SIGNATURE

DATE SIGNED

STATE OF CALIFORNIA

CONTRACTING AGENCY NAME

CONTRACTING AGENCY ADDRESS

CITY

STATE

ZIP

PRINTED NAME OF PERSON SIGNING

TITLE

CONTRACTING AGENCY AUTHORIZED SIGNATURE

DATE SIGNED

CALIFORNIA DEPARTMENT OF GENERAL SERVICES APPROVAL

EXEMPTION (If Applicable)

EXHIBIT A - SCOPE OF WORK

1. Contractor agrees to provide to the California Department of Food and Agriculture (CDFA) as described herein:
2. The services shall be performed at .
3. The services shall be provided during .
4. The project representatives during the term of this agreement will be:

State Agency

Name

Unit/Branch

Address

Phone Number

Email Address

Contractor

Name

Unit/Branch

Address

Phone Number

Email Address

5. See Attachment 1 in Scope of Work for a detailed description of work to be performed and the duties of all parties.

All contractors are expected to comply with the latest guidance of the [California Department of Public Health](#).”

EXHIBIT B - BUDGET DETAIL AND PAYMENT PROVISIONS**1. Invoicing and Payment**

- A. For services satisfactorily rendered, and upon receipt and approval of the invoices, the State agrees to compensate the Contractor, Grant, Sub-Grant or Agreement recipient for actual expenditures incurred in accordance with this Agreement and stated herein, which is attached hereto and made a part of this Agreement or Grant.

Original invoices shall include the agreement/contract number, dates of service, type of work performed, and when applicable, a breakdown of the costs of parts and materials, labor charges, and any other relevant information required to ensure proper invoices are submitted for payment. Invoices shall be itemized to follow the allowed expenses outlined in the agreement/contract budget and Scope of Work documents.

- B. Unless mutually agreed, monthly invoices must be submitted within 30 calendar days from the end of each month in which services were rendered. Invoices must include the Agreement number and submitted to the Program Contract Manager listed in this contract.

- C. Any travel and subsistence payments authorized under this agreement shall be paid as needed to execute the work. The maximum travel rates allowable are the rates in effect at the time of travel as established by the California Department of Human Resources. www.calhr.ca.gov/employees/Pages/travel-reimbursements.aspx

2. Budget Contingency Clause

- A. It is mutually agreed that if the Budget Act of the current year and/or any subsequent years covered under this Agreement does not appropriate sufficient funds for the program, this Agreement shall be of no further force and effect. In this event, the State shall have no liability to pay any funds whatsoever to Contractor or to furnish any other considerations under this Agreement and Contractor shall not be obligated to perform any provisions of this Agreement.

- B. If funding for any fiscal year is reduced or deleted by the Budget Act for purposes of this program, the State shall have the option to either cancel this Agreement with no liability occurring to the State or offer an agreement amendment to Contractor to reflect the reduced amount.

3. Prompt Payment Clause

- A. Payment will be made in accordance with, and within the time specified in, Government Code Chapter 4.5, commencing with Section 927.

EXHIBIT D - SPECIAL TERMS AND CONDITIONS**1. Excise Tax**

The State of California is exempt from federal excise taxes and no payment will be made for any taxes levied on employees' wages. The State will pay for any applicable State of California or local sales or use taxes on the services rendered or equipment or parts supplied pursuant to this Agreement. California may pay any applicable sales and use tax imposed by another state.

2. Settlement of Disputes

Any dispute concerning a question of fact arising under the terms of this agreement, Contractor shall file a "Notice of Dispute" with the CDFA within ten (10) business days of discovery of the problem. Such Notice of Dispute shall contain the Agreement number. Within ten (10) business days of receipt of such Notice of Dispute, the Agency Secretary, or Designee, shall meet with the Contractor and the CDFA project manager for the purpose of resolving the dispute. The decision of the Agency Secretary or Designee shall be final. In the event of a dispute, the language contained within this Agreement shall prevail over any other language including that of the bid proposal.

3. Agency Liability

The Contractor warrants by execution of this Agreement, that no person or selling agency has been employed or retained to solicit or secure this Agreement upon agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by the Contractor for the purpose of securing business. For breach or violation of this warranty, the State shall, in addition to other remedies provided by law, have the right to annul this Agreement without liability, paying only for the value of the work actually performed, or otherwise recover the full amount of such commission, percentage, brokerage, or contingent fee.

5. Right to Terminate

The State reserves the right to terminate this agreement subject to 30 days written notice to the Contractor. Contractor may submit a written request to terminate this agreement only if the State should substantially fail to perform its responsibilities as provided herein. However, the agreement can be immediately terminated for cause

EXHIBIT E - ADDITIONAL PROVISIONS

CONTRACT AND SUBCONTRACT COMPLIANCE REQUIREMENTS

The Contractor shall ensure its officers, agents and employees will fully cooperate with any/all investigations conducted by the Department of Food and Agriculture's Equal Employment Opportunity and Human Resources Offices and will require the same of any subcontractors or consultants used pursuant to this agreement.

UNFAIR PRACTICES ACT

Contractor hereby certifies that he/she will comply with the requirements of [Section 17200 of the Business and Professions Code](#).

GENERATIVE ARTIFICIAL INTELLIGENCE (GEN AI) TECHNOLOGY USE AND REPORTING

During the term of the contract, Contractor must notify the State in writing if their services or any work under this contract includes, or makes available, any previously unreported GenAI technology, including GenAI from third parties or subcontractors. Contractor shall immediately complete the GenAI Reporting and Factsheet (STD 1000) to notify the State of any new or previously unreported GenAI technology. At the direction of the State, Contractor shall discontinue the use of any new or previously undisclosed GenAI technology that materially impacts functionality, risk or contract performance, until use of such GenAI technology has been approved by the State.

Failure to disclose GenAI use to the State and submit the GenAI Reporting and Factsheet (STD 1000) may be considered a breach of the contract by the State at its sole discretion and the State may consider such failure to disclose GenAI and/or failure to submit the GenAI Reporting and Factsheet (STD 1000) as grounds for the immediate termination of the contract. The State is entitled to seek any and all relief it may be entitled to as a result of such non-disclosure.

The State reserves the right to amend the contract, without additional cost, to incorporate GenAI Special Provisions into the contract at its sole discretion and/or terminate any contract that presents an unacceptable level of risk to the State.

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. By submitting a bid or proposal, Contractor represents that it is not a target of Economic Sanctions. 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 rejection of the Contractor's bid/proposal any time prior to contract execution, or, if determined after contract execution, shall be grounds for termination by the State.

LICENSE AND PERMIT REQUIREMENTS

The Contractor shall be an individual or firm properly licensed to do business in California in accordance with the laws of the State of California and shall obtain at his/her expense all license(s) and permit(s) required by law for accomplishing any work required in connection with this agreement.

If you are a Contractor located within the State of California, a business license from the city/county in which you are headquartered is necessary; however, if you are a corporation, a copy of your incorporation documents/letter from the Secretary of State's Office can be submitted. If you are a Contractor outside the State of California, you will need to submit to the CDFA a copy of your business license or incorporation papers for your respective state showing that your company is in good standing in that state.

In the event any license(s) and/or permit(s) expire at any time during the term of this contract, Contractor agrees to provide agency a copy of the renewed license(s) and/or permit(s) within 30 days following the expiration date. In the event the Contractor fails to keep in effect at all times all required license(s) and permit(s), the State may, in addition to any other remedies it may have, terminate this agreement upon occurrence of such event.

Licensed contractors must observe professional standards for quality of work, or the California Contractors State License Board will invoke disciplinary action.

Should the State of California determine that the work or materials provided vary materially from the specifications, or that defective work when completed was not performed in a workmanlike manner, then the Contractor warrants that he/she shall perform all necessary repairs, replacement and corrections needed to restore the property according to the agreement plans and specifications, all at no further or additional cost to the State of California.

INSURANCE REQUIREMENTS

Contractor shall comply with all requirements outlined in the (1) General Provisions section and (2) Contract Insurance Requirements outlined in this section. No payments will be made under this contract until contractor fully complies with all requirements.

General Provisions Applying to All Policies

- A. **Coverage Term** – Coverage needs to be in force for the complete term of the contract. If insurance expires during the term of the contract, a new certificate must be received by the State at least ten (10) days prior to the expiration of this insurance. Any new insurance must still comply with the original terms of the contract.
- B. **Policy Cancellation or Termination & Notice of Non-Renewal** – Contractor and/or Permittee is responsible to notify the State within five business days before the effective date of any cancellation, non-renewal, or material change that affects required insurance coverage. In the event Contractor and/or Permittee fails to keep in effect at all times the specified insurance coverage, the State may, in addition to any other remedies it may have, terminate this Contract upon the occurrence of such event, subject to the provisions of this Contract.

- C. **Deductible** – Contractor and/or Permittee is responsible for any deductible or self-insured retention contained within their insurance program.
- D. **Primary Clause** – Any required insurance contained in this contract shall be primary, and not excess or contributory, to any other insurance carried by the State.
- E. **Insurance Carrier Required Rating** – All insurance companies must carry a rating acceptable to the Office of Risk and Insurance Management. If the Contractor and/or Permittee is self-insured for a portion or all of its insurance, review of financial information including a letter of credit may be required.
- F. **Endorsements** – Any required endorsements requested by the State must be physically attached to all requested certificates of insurance and not substituted by referring to such coverage on the certificate of insurance.
- G. **Inadequate Insurance** – Inadequate or lack of insurance does not negate the contractor and/or Permittee's obligations under the contract.
- H. **Satisfying an SIR** - All insurance required by this contract must allow the State to pay and/or act as the contractor's agent in satisfying any self-insured retention (SIR). The choice to pay and/or act as the contractor's agent in satisfying any SIR is at the State's discretion.
- I. **Available Coverages/Limits** - All coverage and limits available to the contractor shall also be available and applicable to the State, regardless of the minimum limits required in Section 2. Insurance Requirements below.
- J. **Subcontractors** - In the case of Contractor and/or Permittee's utilization of subcontractors to complete the contracted scope of work, contractor and/or Permittee shall include all subcontractors as insureds under Contractor and/or Permittee's insurance or supply evidence of insurance to The State equal to policies, coverages and limits required of Contractor and/or Permittee.
- K. **Premiums** – The contractor/Permittee shall be responsible for any premium, deductible or self-insured retention in connection with any Required Insurance.
- L. **Required Insurance** - By requiring the insurance herein, the Department does not represent that the insurance coverage and limits will necessarily be adequate to protect the Contractor/Permittee and such coverage and limits shall not be deemed as a limitation on the contractor's/Permittee's liability under the indemnities granted to the Department in this Contract.
- M. **Insurance Certificate** - Contractor shall provide an insurance certificate evidencing the required insurance coverage before work commences under this Agreement.

Contractor Insurance Requirements

Contractor shall display on an Acord certificate of insurance evidence of the following coverages:

A. Commercial General Liability

Contractor shall maintain general liability on an occurrence form with limits not less than \$1,000,000 per occurrence and \$2,000,000 aggregate for bodily injury and property damage liability. The policy shall include coverage for liabilities arising out of premises, operations, independent contractors, products, completed operations, personal and advertising injury, and liability assumed under an insured Agreement. This insurance shall apply separately to each insured against which claim is made, or suit is brought subject to the Contractor's limit of liability. **The policy must be endorsed to name The State of California, its officers, agents, and employees as additional insured, but only with respect to work performed under the contract.**

B. Automobile Liability

Contractor shall maintain motor vehicle liability with limits not less than \$1,000,000 combined single limit per accident. Such insurance shall cover liability arising out of a motor vehicle including owned, hired, and non-owned motor vehicles. **The policy must be endorsed to name The State of California, its officers, agents, and employees as additional insured, but only with respect to work performed under the contract.**

C. Workers' Compensation and Employer's Liability

Contractor shall maintain statutory worker's compensation and employer's liability coverage for all its employees who will be engaged in the performance of the Contract. In addition, employer's liability limits of \$1,000,000 are required. By signing this contract, Contractor acknowledges compliance with these regulations. **A Waiver of Subrogation or Right to Recover endorsement in favor of the State of California must be attached to certificate.**

LIABILITY AND DAMAGES

The Contractor shall be liable for any damages by the Contractor or his employees to portions of buildings, premises equipment, furniture, material, or other CDFA property. Damage resulting from the services provided will be repaired or items will be replaced by the Contractor to the satisfaction of the CDFA at no expense to the CDFA. Any items lost or stolen while in the Contractor's custody will be replaced by the Contractor at no expense to the CDFA.

RIGHT TO BAR

The CDFA reserves the right to bar any Contractor's or subcontractor's employee from the worksite.

SECURITY

Contractor employees are not authorized to open, use, access, look, read, remove, or copy any documents or records. Contractor shall not use, access or disturb cabinets, files, desks, computers, photocopiers, folders, papers, books, telephones, calculators, kitchen appliances or CDFA employee's personal property. Contractor employees are

not authorized to use any State equipment for personal gain. Failure to adhere to this security policy may result in immediate termination of the contract.

Contractor will not let visitors come into the building (including CDFA employees) after the CDFA Project Manager has locked the doors. Building admittance is restricted to employees of the Contractor who have been assigned to this location and previously introduced to the CDFA Project Manager. Individuals who have not been assigned to perform services at this location (i.e. children, family members or friends of the Contractor or Contractor's employees) are strictly forbidden from entering the building and secured areas (including secured vehicle compounds) when cleaning the building. Failure to adhere to this requirement will result in immediate termination.

SECURITY BREACH

Any security breach by the Contractor or the Contractor's employees such as leaving the facility without fully securing all entrances or exits and arming the alarm system (if one exists) or allowing unauthorized access to the premises may result in immediate termination of the contract. The Contractor will be notified by telephone by the CDFA Project Manager, immediately followed by written notification. Building keys in the Contractor's possession at the termination of the contract shall be returned to the CDFA Project Manager within twenty-four (24) hours from the termination of this contract. Contractor agrees that the costs for unreturned keys and consequential costs shall be deducted from any sums owed the Contractor against this or any other active contract with the CDFA. For example, a Contractor's failure to return keys will result in an assessment of costs for the re-keying of the office and the cost of reissuing keys.

STAFF EXPENSES

The Contractor represents that it has or shall secure at its own expense, all staff required to perform the services described in this Agreement. Such personnel shall not be employees of or have any contractual relationship with any government entity.

The Contractor shall indemnify CDFA against any failure of Contractor to pay into funds providing rights under the Labor Code, Unemployment Insurance Code, and Industrial Welfare Commission Order, or failure to pay such amount into these funds as required by law.

REPORTING REQUIREMENTS

The Contractor will be required to submit a monthly report that clearly documents the following information:

- a. The number of covered employees who received Employee Benefits and/or Cash Payments in the preceding month.
- b. The name of each Covered Employee who received Employee Benefits and/or Cash Payments in the preceding month.
- c. The number of hours each Covered Employee worked on the qualifying Contract in the preceding month.
- d. The amount paid to each Covered Employee for Employee Benefits and/or Cash Payments in the preceding month.
- e. The total monthly cost of Employee Benefits and/or Cash Payments in the preceding month, excluding any administrative cost.

- f. The number of employees working on a Qualifying Contract and the hourly wage paid to each in the preceding month.

The reporting information must be included with monthly invoices and sent to the CDFA Program Contract Manager.

QUALIFICATIONS

The prospective contractor must have the experience, qualifications, and resources to perform the work required by this agreement.

MULTIPLE CONTRACTORS

The CDFA may undertake or award other contractors for additional work and the Contractor shall fully cooperate with other contractors and State employees.

SMALL BUSINESS PREFERENCE

California [Government Code Sections 14835 et seq.](#) requires that a five percent preference be given to bidders who qualify as a small business. The rules and regulations of this law, including the definition of a small business, are contained in [Title 2, California Code of Regulations, Sections 1896 et seq.](#) Additional information is available from the DGS, Office of Small Business Certification and Resources (OSBCR) at (916) 323-5478 or <https://www.dgs.ca.gov/PD/Search-Results?search=small%20business%20preference&divisionid=7bce8ca3ed8a4aedbdeaf52f5e77df36&activeFilters=division-or-office-facets>.

All bidders claiming the Small Business preference must submit proof of small business status with their bid submittal. In addition, bidder shall identify any subcontractors that are certified small business and include a copy of their OSBCR certification approval letter(s) with your submittal of the bid.

A qualified bidder who claims the small business preference will be granted a preference consisting of five percent of the lowest responsive bid only if the lowest bid is submitted by a business that is not a certified small business. The five percent preference is used only for computation purposes to a maximum of \$50,000 to determine the lowest responsive bidder and does not alter the amounts of the resulting Agreement. An Agreement awarded by reason of the five percent preference is awarded for the amount of the small business firm's actual cost proposal.

SUBCONTRACTORS

All subcontractors identified shall be experts in their respective disciplines and capable of performing the tasks for which they were hired. Subcontractors shall have extensive experience in their area of expertise, with particular emphasis on prior experience on similar programs or projects that clearly illustrate their expertise in areas essential to the CDFA.

The Contractor must use the Small business and/or Disabled Veterans Business Enterprise (DVBE) subcontractor(s) identified in the Small Business/DVBE Participation Summary submitted with the bid unless the Contractor requests substitution in writing to the CDFA prior to the subcontractor performing any work and the CDFA approves such substitution.

POTENTIAL SUBCONTRACTORS

If Contractor subcontracts out a portion of the work required by this agreement, nothing contained in this Agreement or otherwise, shall create any contractual relation between the State and any subcontractors, and no subcontract shall relieve the Contractor of his responsibilities and obligations hereunder. The Contractor agrees to be as fully responsible to the State for the acts and omissions of its subcontractors and of persons either directly or indirectly employed by any of them as it is for the acts and omissions of persons directly employed by the Contractor. The Contractor's obligation to pay its subcontractors is an independent obligation from the State's obligation to make payments to the Contractor. As a result, the State shall have no obligation to pay or to enforce the payment of any moneys to any subcontractor.

SUBSTITUTION OF SUBCONTRACTORS

The Contractor may not substitute a subcontractor listed in the awarded bid except as allowed under [Public Contract Code \(PCC\) §4107.5](#) and [Military and Veterans Code \(MVC\) §999.10](#) and a hearing has been held, if required.

DVBE SUBCONTRACTOR REPORTING

Contractors 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 \(STD 817\)](#). For such contractors awarded on or after January 1, 2021, the department 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 given 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 §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 §999.55).

AMENDMENTS

This contract may be amended for additional funds if Mandatory Benefit Rates for personal services contracts are increased by the California Department of Human Resources in February of each contract year.

CONFIDENTIALITY AND PUBLIC RECORDS

Contractor and CDFA understand that each party may come into possession of information and/or data which may be deemed confidential or proprietary by the person or organization furnishing the information or data. The Contractor shall maintain the confidentiality of all records furnished by CDFA that are deemed confidential and at the end of the term of the contract shall return all confidential information to CDFA. Such confidential or proprietary information or data provided by the Contractor to CDFA may be subject to disclosure

under the California Public Records Act, commencing with [Government Code, Section 6250 et seq.](#) The CDFA agrees not to disclose such information or data furnished by contractor and to maintain such information or data as confidential when so designated by contractor in writing at the time it is furnished to the CDFA, only to the extent that such information or data is exempt from disclosure under the California Public Records Act and the Public Contract Code.

FORCED, CONVICT, AND INDENTURED LABOR

No foreign-made equipment, materials, or supplies furnished to the State pursuant to this contract may be produced in whole or in part by forced labor, convict labor, or indentured labor.

TARGET AREA CONTRACT PREFERENCE ACT

Contractor agrees to comply with the requirements of the Target Area Contract Preference Act ([Government Code Section 4530, et seq.](#)) and attendant rules and regulations ([Title 2, California Administrative Code, Section 1896.30, et Seq.](#)). Contractor agrees that the State will have the right to inspect its facilities and operations and to inspect review, obtain, and copy all records pertaining to performance of the contract or compliance with requirements of the Act and attendant rules and regulations. Contractor further agrees that such records shall be maintained for a period of three (3) years after final payment under the contract.

Contractor agrees with respect to a certification to hire persons with risk of unemployment to act in good faith for the purposes of maintain such persons as employees for the duration of contract performance and make a reasonable effort to replace such persons who are no longer on the payroll with other persons with high risk of unemployment.

Contractor shall report to the State and thereafter confirm in writing within seven (7) days the names of any such persons who have been terminated or absent from work for more than three (3) consecutive days and to communicate the reasons for the termination or absence. Contractor agrees to consult the State and the Employment Development Department with respect to replacement of such persons.

FORCE MAJEURE

Except for defaults of any subcontractors, neither party shall be responsible for any delay in or failure of performance from acts beyond the control of the either party. Such acts shall include, but shall not be limited to, acts of God, fire, flood, earthquake, pandemic, other natural disaster, nuclear accident, strike, lockout, riot, freight embargo, public regulated utility, pandemics, or governmental statutes or regulations superimposed after the fact. If a delay or failure in performance by the Contractor arises out of a default of its subcontractor, and if such default of its subcontractor, causes beyond the control of both the Contractor and subcontractor, and without the fault or negligence of either of them, the Contractor shall not be liable for damages of such delay or failure, unless the supplies or services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit the Contractor to meet the required performance schedule.

The California Department of Food and Agriculture agrees to comply with Federal requirements for procurement of recovered materials per 2.C.F.R §§200.317, 200.322, 200.326 and Appendix II to part 200, if applicable.

AMERICAN DISABILITIES ACT

By signing this contract, the contractor assures the State that it complies with the American Disabilities Act (ADA) of 1990 ([42 USC § 12101 et seq.](#)), which prohibits discrimination on the basis of disability, as well as with all applicable regulations and guidelines issued pursuant to the ADA.

NATIONAL LABOR RELATIONS CERTIFICATION

By signing the contract, the Contractor swears under penalty of perjury that no more than one final unappealable finding of contempt of court by a Federal court has been issued against the contractor within the immediately preceding two (2) year period because of the Contractor's failure to comply with an order of a Federal court, which orders the Contractor to comply with an order of the National Labor Relations Board.

AGREEMENT EXECUTION

Unless otherwise prohibited by state law, regulation, or Department or Contractor policy, the parties agree that an electronic copy of a signed contract, or an electronically signed contract, has the same force and legal effect as a contract executed with an original ink signature. The term "electronic copy of a signed contract" refers to transmission by facsimile, electronic mail, or other electronic means of a copy of an original signed contract in a portable document format. The term "electronically signed contract" means a contract that is executed by applying an electronic signature using technology approved by all parties.