

*Note: All informational text in italics should be removed prior to release to suppliers. Use only for IT goods formal competitive over \$500K. Lowest cost evaluation only. See PAM Chapter 4.*

**STATE OF CALIFORNIA**

Department of \_\_\_\_\_

**INVITATION FOR BID  
INFORMATION TECHNOLOGY GOODS ONLY**

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

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

ITEM NO.	QTY	UNIT	COMMODITY/PRODUCT CODE	DESCRIPTION	UNIT PRICE	EXTENSION
1.	200	EA	Model 9500	<b>EXAMPLE</b> COLOR PRINTER, Printer speed (black and color) 24 ppm Duty cycle: 200,000 Paper trays 3/3 (std/max) Input capacity Up to 1100 IEEE Standards 160 MB/416 MB memory (std/max)	\$ 5,537.00	\$,1384,250.00
				Proposed Brand: _____		
				Model: _____		
					Total Bid Price \$ _____	

**INVITATION FOR BID  
 CONTINUATION**

Supplier Name:	Solicitation No.	Rev.
----------------	------------------	------

Item No	Qty.	Unit	Commodity Code	Description	Unit Price	Extension
---------	------	------	----------------	-------------	------------	-----------

(Use additional lines as necessary)

2.  
3.

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

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

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

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

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

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

**Payee Data Record:** The successful bidder will be required to submit a Payee Data Record, Std. Form 204 listing their Taxpayer Identification Number, see Exhibit 2.

**Seller's Permit: Seller's Permit:** If applicable, please note that award will be conditional on providing the following document prior to award: You must provide your company's California retailer's seller's permit or certification of registration and, if applicable, the permit or certification of all participating affiliates, issued by California's State Board of Equalization (BOE), pursuant to all requirements as set form in Sections 6487, 7101 and sections 6452.1, 6487.3, 18510 of the Revenue and Taxation Code, and Section 10295.1 of the Public Contract code. In order to expedite the process of verifying the validity of the permit, provide the BOE permit number in the space provided below (or attach a copy of the permit with your bid.)

Retailer's Seller's Permit Number: \_\_\_\_\_

**INVITATION FOR BID  
 CONTINUATION**

Supplier Name:	Solicitation No.	Rev.
----------------	------------------	------

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

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

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

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

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

For solicitations released after March 1, 2006 the following link directs you to the CA DVBE Participation Requirement packet dated 12/30/05 that includes the DVBE Incentive table.

<http://www.documents.dgs.ca.gov/pd/delegations/DVBEPckt2.doc>

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

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

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

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

**Small Business Certification:** Bidders claiming the small business preference must be certified by California as a small business or must commit to subcontract at least 25% of the net bid price with one or more California certified small businesses. Completed certification applications and required support documents must be submitted to the Office of Small Business and DVBE Services (OSDS) no later than 5:00 p.m. on the bid due date, and the OSDS must be able to approve the application as submitted.

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

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

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

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

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

**INVITATION FOR BID  
 CONTINUATION**

Supplier Name:	Solicitation No.	Rev.
----------------	------------------	------

**Award of Contract:** Award of contract, if made, will be in accordance with the IFB information on Evaluation to a responsible bidder whose bid complies with all the requirements of the IFB documents and any addenda thereto, except for such immaterial defects as may be waived by the State. Award, if made, will be made within forty-five (45) days after the scheduled date for Contract Award as specified in the IFB; however, a bidder may extend the offer beyond 45 days in the event of a delay of contract award.

The State reserves the right to determine the successful bidder(s) either on the basis of individual items or on the basis of all items included in its IFB, unless otherwise expressly provided in the State's IFB. Unless the bidder specifies otherwise in its bid, the State may accept any item or group of items of any bid. The State reserves the right to modify or cancel in whole or in part its IFB.

Written notification of the State's intent to award will be made to all bidders. If a bidder, having submitted a bid, can show that its bid, instead of the bid selected by the State, should be selected for contract award, the bidder will be allowed five (5) working days to submit a protest to the Intent to Award, according to the instructions contained in the paragraph titled "Protests" of this IFB.

**Protests:** Any bidder's issues regarding solicitation requirements must be resolved (or attempts to resolve them must have been made) before a protest may be submitted according to the procedure below. These issues will first be resolved by the department contact for the solicitation or if they result in a protest the department will submit to the DGS Procurement Division Deputy Director will be hear and resolve issues and whose decision will be final.

If a bidder has submitted a bid which it believes to be totally responsive to the requirements of the IFB and to be the bid that should have been selected according to the evaluation procedure in the solicitation section on Evaluation and the bidder believes the State has incorrectly selected another bidder for award, the bidder may submit a protest of the selection as described below. Protests regarding selection of the "successful vendor" will be heard and resolved by the State Board of Control whose decision will be final.

All protests of award must be made in writing, signed by an individual authorized to bind the bidder contractually and financially, and contain a statement of the reason(s) for protest; citing the law, rule, regulation or procedures on which the protest is based. The protester must provide facts and evidence to support the claim. Protests must be mailed or delivered to:

**Street and Mailing Address:**  
 Deputy Director  
 Procurement Division  
 707 Third Street, Second Floor South  
 West Sacramento, CA 95605

All protests to the IFB or protests concerning the evaluation, recommendation, or other aspects of the selection process must be received by the Deputy Director of the Procurement Division as promptly as possible, but not later than the date indicated in the Notification of Intent to Award. Certified or registered mail must be used unless delivered in person, in which case the protester should obtain a receipt of delivery.

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

1. Specifications
2. Bidder Instructions (Form 451)
3. General Provisions (Form 4011T)
4. CA DVBE Program Requirement, Attachment 1\*
5. Bidder Declaration form GSPD-05-105\*, Attachment 2\*
6. Recycled Content Certification \*
7. Payee Data Record, Attachment 3\*
8. Target Area Preferences Act Request \*
9. Local Agency Military Base Recovery Area Preference Request \*
10. Enterprise Zone Act Preferences Request \*
11. Seller's Permit
12. Special Provisions such as Warranty Agreement \*
13. Other special provisions such as "Optional" equipment \*
14. etc.

## Attachment 1

### CALIFORNIA DISABLED VETERAN BUSINESS ENTERPRISE PROGRAM REQUIREMENT PACKET

The bidder's response to this solicitation must contain the completed forms depending on the option chosen for DVBE participation.

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

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

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

For solicitations released after March 1, 2006 the following link directs you to the CA DVBE Participation Requirement packet dated 12/30/05 that includes the DVBE Incentive table.

<http://www.documents.dgs.ca.gov/pd/delegations/DVBEPckt2.doc>

**Attachment 2**

**BIDDER DECLARATION FORM GSPD-05-105**

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

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

**Attachment 3**

**Payee Data Record, STD. 204**

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

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