

STATE OF CALIFORNIA  
Department of \_\_\_\_\_

**INVITATION FOR BID**

<b>BID DUE DATE:</b> <b>BID OPENING:</b>	Responses must be delivered to _____ _____ before 2:00PM on the due date	Delivery Date _____ # Days ARO
<b>Supplier name and address:</b>       <b>Contact:</b>  <b>Phone:</b> _____ <b>Fax:</b> _____	SOLICITATION NO. _____ REV. # _____ DATE _____	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 OR BIDDERS WHO QUALIFY AS A NON-SMALL BUSINESS CLAIMING AT LEAST 25% CALIFORNIA CERTIFIED SMALL BUSINESS PARTICIPATION. THE RULES AND REGULATIONS OF THIS LAW, INCLUDING THE DEFINITION OF A SMALL BUSINESS, OR QUALIFYING NON-SMALL BUSINESS, ARE CONTAINED IN TITLE 2, CALIFORNIA ADMINISTRATIVE CODE, SECTION 1896 ET SEQ.

Bidder offers and agrees if this response is accepted within 45 calendar days from the date of opening 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
<i>EXAMPLE</i>						
1.	2	EA	Model #1234	Golf Carts, electric starter, back-up signal, Dark Forest Green, with windscreen	\$ 30,000.00	\$ 60,000.00
				Proposed Brand: _____		
				Model: _____		
					Total Proposed Price \$ _____	

**INVITATION FOR BID  
CONTINUATION**

Supplier Name:	Solicitation No.	Rev.
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Item No	Qty.	Unit	Commodity Code	Description	Unit Price	Extension
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(Use additional lines as necessary)

2.  
3.

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

1. **Delivery** – Final delivery, inspection and acceptance shall be at the location described herein. 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.

**Small Business Preference:** Bidders claiming the small business preference must be certified as a small business and the certification must be obtained no later than 5:00p.m. on the bid due date. Questions regarding this certification should be directed to the Office of Small and Disabled Veteran Business Certification at (916) 323-5478 or at [www.osmb.dgs.ca.gov](http://www.osmb.dgs.ca.gov) .

**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.

Suppliers offering a product meeting the requirement of a recycled content product will receive a preference as follows: fine printing and writing paper receive a 10% preference, other paper products receive a 5% preference and tire-derived products receive a 5% preference.

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

**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. Bidders Instructions (Form 451)
3. General Provisions (Form 401)
4. Recycled Content Certification \*
5. Enterprise Zone Act Preferences Request \*
6. Local Agency Military Base Recovery Area Preference Request \*
7. Target Area Preferences Act Request \*
8. Special Provisions such as Warranty Agreement \*
9. Other special provisions such as “Optional” equipment \*
10. etc.