

## Request for Quotation- Goods

Check this box if utilizing "Department of General Services (DGS) Rule 14838.5 Small Business Regulations, California Code of Regulations soliciting bids from small business vendors only".

### QUOTE INFORMATION

Quote due date: Responses must be delivered to before 2:00 P.M. on  
the quote due date. Delivery Date: # days after receipt of order  
Solicitation Number: Revision Number: Date:

### SUPPLIER INFORMATION

Supplier Name: Address:  
Federal Employer Identification Number:  
Phone Number:  
Fax Number:  
Contact Name: Email Address:  
Title:

Signature: Date:

### SMALL BUSINESS/MICRO BUSINESS/DISABLED VETERANS BUSINESS ENTERPRISE INFORMATION

Are you claiming preference as a 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   
SB/MB/DVBE Certification Number: Expiration Date:

### REQUESTOR INFORMATION (Return Quote to the following):

Name of Requestor: Email address:  
Location/Facility/Institution: Address:  
Phone Number:  
Fax number:

Signature: Date:

**California Government Code (GC) § 14838 et seq. requires that a 5% preference be given to suppliers who qualify as a small business or a non-small business claiming at least 25% California certified small business participation (For requirements see Title 2, California Code of Regulations § 1896 et seq.). The requirements for nonprofit veteran service agencies qualifying as small business are contained in § 999.50 et seq. of the Military and Veterans Code (MVC).**

### QUOTATION AWARD INFORMATION

Select one of the following options from this pull down menu:

- A. For the purposes of this solicitation, award will be made on the basis of "All or None".
- B. For the purposes of this solicitation, award will be made on the basis of individual items.

Unless otherwise specified in the solicitation, the State may accept any item or combination of items as specified in the solicitation, of any bid unless the bidder expressly objects and conditions its response on receiving all items for which it provided a bid. In the event that the bidder so objects, the State may consider the bidder's objection and evaluate whether the award on such basis will result in the lowest price to the State or may determine in its sole discretion that such an objection is non-responsive and renders the bidder ineligible for award.

ITEM NO.	QTY.	UNIT	COMMODITY/PRODUCT CODE	DESCRIPTION	UNIT PRICE	EXTENSION
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\*SEE ATTACHED ITEM LISTING\*

It is unlawful for any person engaged in business within this state to sell or use any article or product as a "loss leader" as defined in § 17030 of the Business and Professions Code. A "loss leader" is any article or product sold at less than cost: (a) where the purpose is to induce, promote or encourage the purchase of other merchandise; or (b) where the effect is a tendency or capacity to mislead or deceive purchasers or prospective purchasers; or (c) where the effect is to divert trade from or otherwise injure competitors.

#### **Quote Requirements:**

1. **Delivery** – Final delivery, inspection and acceptance shall be at the location described herein.
2. **Substitutions:** Substitution for like items may be accepted only if the requested item is not available and the substitution item is identical to the original request.
3. **Cash Discounts:** Cash discounts will not be considered when evaluating quote responses for award purposes. However, cash discounts may be offered and taken by departments processing invoices within the timeframe specified.
4. **Bidder's Instructions and General Provisions:** These documents have recently been revised. Please read carefully.
5. **Quotation attachments:** Quote responses that reference a supplier's own terms and conditions or provisions will be considered non-responsive and will be rejected.

Solicitation Number: \_\_\_\_\_

**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) Quotes:** Facsimile machine (fax) quotes will be considered only if they are sent to (\_\_\_\_) \_\_\_\_-\_\_\_\_. Quotes sent to any other fax number will not be considered. To be considered, all pages of a faxed quote must be completely received prior to the due date and time specified in this solicitation. The State assumes no responsibility if a supplier cannot transmit their quote via fax, or if the entire quote is not received prior to the 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, suppliers are required to complete and return the attached Recycled Content Certification form with your response. Failure to complete and return the form will disqualify your quote from consideration.

**Payee Data Record:** The successful supplier will be required to submit a Payee Data Record, STD. Form 204 listing their Taxpayer Identification Number (TIN) only if a TIN is not currently on file with the CDCR.

**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 forth in §§ 6487, 7101, 6452.1, 6487.3, and 18510 of the Revenue and Taxation Code, and § 10295.1 of the Public Contract Code (PCC). 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 quote. *Retailer's Seller's Permit Number:* \_\_\_\_\_

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

**Small Business Nonprofit Veteran Service Agencies (SB/NVSA):** SB/NVSA prime suppliers meeting requirements specified in the MVC § 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 on the first page of this solicitation.

**Attachment with quote required if claiming the Small Business Preference:** All suppliers 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 quote price. All certified small businesses must perform a "commercially useful function" in the performance of the contract as defined in GC § 14837(d)(4).

**Small Business Certification:** Suppliers 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 quote 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 quote due date, and the OSDS must be able to approve the application as submitted. SB/NVSA's claiming the small business preference must possess certification by California prior to the day and time quotes are due. Questions regarding certification should be directed to the OSDS at (916) 375-4940.

**Declaration Forms:** All suppliers must complete the "Bidder Declaration" GSPD-05-105 and include it with the quote response. When completing the declaration, suppliers must identify all subcontractors proposed for participation in the contract. Suppliers 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.

Suppliers who have been certified by California as a DVBE (or who are quoting on rental equipment and have obtained the participation of subcontractors certified by California as a DVBE) must also submit a completed form(s) STD. 843 (DVBE Declaration). All disabled veteran business owners and disabled veteran business managers 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 DGS Procurement Division, OSDS website at [www.pd.dgs.ca.gov/smbus](http://www.pd.dgs.ca.gov/smbus). The completed form will be included with the quote response. At the State's option prior to award, suppliers may be required to submit additional written clarifying information. Failure to submit the required written information as specified will be grounds for quote rejection.

**TACPA, EZA and LAMBRA preferences:** Departments granted purchasing authority to conduct any type of competitive solicitation for non-IT goods are required to include the following preference program attachments in solicitations valued at more than \$100,000.00:

- Target Area Contract Preference Act (TACPA) <http://www.pd.dgs.ca.gov/edip/tacpa.htm>
- Enterprise Zone Act (EZA) <http://www.pd.dgs.ca.gov/edip/eza.htm>
- Local Agency Military Base Recover Act (LAMBRA) <http://www.pd.dgs.ca.gov/edip/lambra.htm>

Bidders wishing to take advantage of these preferences will need to review the websites and submit the appropriate response with the bid.

**Tobacco-Free Environment:** Pursuant to Penal Code § 5030.1, the use of tobacco products by any person on the grounds of any institution or facility under the jurisdiction of CDCR is prohibited.

**Darfur Contracting Act:** Effective January 1, 2009, CDCR generally cannot contract with "scrutinized" companies that do business in the African nation of Sudan, as described in PCC §§ 10475 -10478. A company that currently has (or within the previous three years has had) business activities or other operations outside of the United States must certify that it is not a "scrutinized" company when it submits a bid or proposal to CDCR. A scrutinized company may still submit a bid or proposal for a contract with CDCR if the company first obtains permission from the DGS. All bidders must submit a completed OBS 1500 verifying status, with their bid proposal, *if applicable*.

**Attachments:** The following documents are considered part of this solicitation and **must** be returned with the quote response.

1. Specifications
2. Bidder Instructions (Form 451), Attachment 1\* (<http://www.documents.dgs.ca.gov/pd/modellang/BidderInstructions070110.pdf>)
3. General Provisions (Form 401), Attachment 2\* (<http://www.documents.dgs.ca.gov/pd/modellang/GPnonit060810.pdf>)
4. Bidder Declaration Form GSPD-05-105, Attachment 3\* (<http://www.documents.dgs.ca.gov/pd/poliproc/MASTER-BidDeclar08-09.pdf>)
5. Recycled Content Certification \*
6. Seller's Permit \*
7. Special Provisions such as Warranty Agreement
8. Other special provisions such as "Optional" equipment
9. Other: