



DEPARTMENT OF RESOURCES RECYCLING AND RECOVERY

Notice to Prospective Proposers

February 22, 2024

You are invited to review and respond to this Request for Qualifications (RFQ), entitled "SB 54 Regulations California Environmental Quality Act, DRR23058". In submitting your Statement of Qualifications package, you must comply with the instructions herein.

Note that all agreements entered into with the State of California will include by reference General Terms and Conditions, Special Terms and Conditions, and Contractor Certification Clauses, which are referenced in Section II of this package. If you do not have internet access, a hard copy will be provided by contacting the person listed below.

In the opinion of the Department of Resources Recycling and Recovery (CalRecycle) this RFQ is complete and without need of explanation. However, if you have questions, or should you need any clarifying information, the contact person for this RFQ is:

Felix Valencia
contracts@calrecycle.ca.gov
Phone: (916) 341-6779

Please note that no *verbal* information given will be binding upon the State unless such information is issued in writing as an official addendum, see Section II, Rules and Conditions, *Written Questions*.

Felix Valencia
Contract Administrator

Table of Contents

Section 1 Overview.....	5
General Information	5
CalRecycle Contact Information	5
Service Needed	5
Contract Budget.....	5
Right to Amend.....	5
Payment Withhold.....	6
Contract Term.....	6
Process Type.....	6
Process Schedule.....	6
Section II Rules and Conditions.....	7
Introduction.....	7
Commitment	7
Antitrust Claims.....	7
Participation Costs.....	8
Information.....	8
Written Questions	9
Addenda	9
Modification of Submittals.....	9
Errors in Submittals	9
Unreliable List.....	9
Governance	9
Electronic Waste Recycling	10
Use Tax	10
Subcontractors	10
Section III Statement of Qualifications Submittal Requirements	12
Introduction.....	12
Deadline	12
Addressing.....	12
Number of Copies.....	12
Document Printing	12
Contractor Eligibility	12
Cover Letter.....	12
Table of Contents	13
Statement of Qualifications.....	13
Qualifications and Licenses	14
Required Certifications	15
Small Business (SB) Participation	15
Disabled Veteran Business Enterprise (DVBE) Participation.....	15
SB/DVBE Reporting Requirement	16
SB/DVBE Resources	17
Section IV Evaluation and Selection	18
Introduction.....	18
Grounds for Rejection.....	18
Selection Process.....	19
Oral Interview	20
Negotiating of Contracts	20
Award of Contract.....	21

Execution of Contract	21
Insurance	21
Start of Work.....	21
Protest of Award	21
Section V Cost and Payment Provisions	22
Payment	22
Labor Rates	22
Travel and Per Diem.....	23
Office Support Employees	25
Contractor-owned Equipment (if applicable)	25
Rental Equipment (if applicable)	26
Small Equipment and Tools (if applicable).....	26
Materials (if applicable).....	27
Communication.....	27
Subcontractors	27
Non-Hazardous Material Transport and Disposal	27
Hazardous Material Transport and Disposal (if applicable)	27
Other Services and Material	28
Non-compensable Services.....	28
Records	28
State Income Tax Withholding	28
Damages Due to Errors And Omissions	29
Section VI Definition and Terms	30
Section VII Required Forms	32
Statement of Qualifications	33
Client References	43
Compliance With Government Code, Section 87100.....	45
Public Contract Code Section 10162 – Questionnaire.....	46
Public Contract Code Section 10285.1 Statement.....	46
Noncollusion Affidavit	46
Bidder Declaration	47
Disabled Veteran Business Enterprises Declarations (DGS PD 843).....	47
Contractor Certification Clauses (CCC 04/2017)	47
Iran Contracting Act (PCC 2202-2208)	47
Darfur Contracting Act	48
California Civil Rights Laws Certification	48
Attachments	49
Attachment A - Small Business Subcontractor Payment Certification	50
Attachment B - Disabled Veteran Business Subcontractor Payment Certification	51
Attachment C - Scoring Criteria	52
Attachment E - Sample Standard Agreement.....	53
Attachment F - SOQ Completion Checklist.....	77

Section 1 Overview

General Information

CalRecycle's mission is to protect California's environment and climate for the health and prosperity of future generations through the reduction, reuse and recycling of California resources, environmental education, disaster recovery and the transition from a disposable to a fully circular economy.

"Firm" as used herein refers to the party submitting a Statement of Qualifications.

"Contractor" as used herein refers to the firm awarded the Contract resulting from the Request for Qualifications.

CalRecycle Contact Information

Department of Resources Recycling and Recovery

Physical Address: 1001 I Street, MS 19-A
Sacramento, CA 95814
CalRecycle Contracts Unit, MS-19A

Mailing Address: PO Box 4025,
Sacramento, CA 95812-4025
Attn: Contracts Unit, MS-19A

Phone: (916) 341-6779

EMAIL: contracts@calrecycle.ca.gov

Any documents delivered in person must be received by 2:00 p.m. (PST) on March 21, 2024 in the Visitor's & Environmental Service Center located in the lobby of the CalEPA Headquarters Building at 1001 I Street, Sacramento, CA 95814.

Service Needed

CalRecycle is seeking a Contractor to prepare an analysis of the potential environmental impacts of implementing Senate Bill (SB) 54 (Allen, Chapter 75, Statutes of 2022) regulations and prepare a Draft Environmental Impact Report (EIR) and a Final EIR in compliance with the California Environmental Quality Act (CEQA).

For a complete description of the services needed during the term of the Agreement, refer to the Scope of Work (SOW) in the Sample Standard Agreement in this document.

Contract Budget

This contract will ultimately encumber funding from Fiscal Year (FY) 2023/24 and is subject to the passage of the respective Budget Act and approval by CalRecycle. There is a current maximum budget of \$400,000.00 (Four hundred thousand dollars and zero cents).

Right to Amend

CalRecycle reserves the right to amend the Agreement for additional time as required for completion of work, or to increase funding, in accordance with Exhibit B, Budget Detail and Payment Provisions of the resulting Agreement.

Payment Withhold

The provisions for payment under this contract will be subject to a ten percent (10%) withhold per task and/or deliverable. The withheld payment amount will be included in the final payment to the Contractor and will only be released when all required work has been completed to the satisfaction of CalRecycle.

Contract Term

The term of this Contract will span approximately nine (9) months and is expected to begin in April, 2024.

Process Type

Request for Qualifications (RFQ)

Process Schedule

This process will be conducted according to the following tentative schedule where all times are Pacific Standard Time (PST).

Advertisement Date	February 22, 2024
Written Questions Due by 5:00 p.m. (PST)	March 4, 2024
Statement of Qualifications (SOQ) Due by 2:00 p.m. (PST)	March 21, 2024
Oral Interviews Conducted with Highest Ranked Firms	April 8, 2024
Negotiations begin with Most Qualified Firm	April 15, 2024

Section II Rules and Conditions

Introduction

The information below sets out the conditions that this RFQ, the submitting firm's Statement of Qualifications (SOQ or SOQ package) and the resulting Contract are subject to and/or the requirements with which the firm must comply. Any concerns or issues with any of the conditions or requirements, including those referenced below under *Commitment* must be addressed during the question and answer period of this RFQ.

Commitment

The following documents and the SOQ package will comprise the Contract:

- Special Terms and Conditions available for viewing in Exhibit D of the Sample Standard Agreement (Attachment E)
- General Terms and Conditions (GTCs) and Contractor Certification Clauses (CCCs) are both available for viewing at <https://www.dgs.ca.gov/OLS/Resources>
- CalTrans Standard Specifications [DOT Standard Plans and Specifications](#)
- Work Orders
- Supplemental agreements which may be required to complete the work in a substantial and acceptable manner.

The above terms, conditions, and/or requirements are not subject to negotiation. Any SOQ that reserves a right to negotiate or expresses any exception to the above terms, conditions, and/or requirements will be disqualified. However, requests to revise any of the above terms, conditions, and/or requirements may be submitted during the formal question and answer period. Any such requests must include the current language, the proposed revised language, and the justification for the proposed revision. Any revisions are at the sole discretion of CalRecycle and will only be made under very limited circumstances in which the revisions apply to all firms and benefit or enhance the Contract.

By submitting a SOQ, the firm commits to accepting these terms, conditions and requirements.

CalRecycle is not committed to award a Contract resulting from this RFQ. In addition, award of this Contract does not obligate CalRecycle to issue any work orders and the Contractor shall have no claim for damages or compensation for anticipated profits should CalRecycle not issue any work orders.

Antitrust Claims

In submitting a SOQ Package to a public purchasing body, the firm offers and agrees that if the SOQ Package is accepted, it will assign to the purchasing body all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act

(15 U.S.C. Sec. 15) or under the Cartwright Act (Chapter 2 [commencing with Section 16700] of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, materials, or services by the firm for sale to the purchasing body pursuant to the SOQ Package. Such assignment shall be made and become effective at the time the purchasing body tenders final payment to the Contractor. (See Government Code Section 4552.)

If an awarding body or public purchasing body receives, either through judgment or settlement, a monetary recovery for a cause of action assigned under this chapter, the assignor shall be entitled to receive reimbursement for actual legal costs incurred and may, upon demand, recover from the public body any portion of the recovery, including treble damages, attributable to overcharges that were paid by the assignor but were not paid by the public body as part of the SOQ Package price, less the expenses incurred in obtaining that portion of the recovery. (See Government Code Section 4553.)

Upon demand in writing by the assignor, the assignee shall, within one year from such demand, reassign the cause of action assigned under this part if the assignor has been or may have been injured by the violation of law for which the cause of action arose and (a) the assignee has not been injured thereby, or (b) the assignee declines to file a court action for the cause of action. (See Government Code Section 4554.)

Participation Costs

All costs resulting from the firm's participation in the RFQ process are at the firm's expense. No costs incurred by a firm participating in the RFQ process will be reimbursed by CalRecycle.

Information

All materials submitted in response to this RFQ will become the property of CalRecycle and, as such, are subject to the Public Records Act (Government Code Sections 7920.000 et seq.). CalRecycle will disregard any language purporting to render all of portions of any SOQ package confidential.

All information obtained or produced during the course of the Agreement will be made available to CalRecycle.

Any information obtained or produced during the course of the Agreement that qualifies as confidential or a trade secret(s) under the Public Records Act (PRA) or the Public Contract Code (PCC), and is thus exempt from disclosure under those statutes, shall be so marked by the firm prior to submission to CalRecycle. Any claims of confidentiality or trade secret(s) except as to information that qualifies as such under the PRA or PCC may result in disqualification.

CalRecycle will hold information obtained or produced during the course of the Agreement deemed confidential or trade secret(s) by the firm to the extent allowable by the California PRA and the PCC.

Written Questions

This RFQ includes a formal question and answer period in which firms have the opportunity to submit questions regarding the RFQ. All questions must be submitted in writing by email to the CalRecycle contact as listed in Section I. Correspondence must be marked "Questions Relating to RFQ SB 54 Regulations California Environmental Quality Act, DRR23058". The questions and answers will be published in an Addendum to the RFQ (see below-Addenda). The addenda will not divulge the source of the request.

Addenda

CalRecycle reserves the right to amend, alter, or change the rules and conditions of this RFQ.

Any ambiguity, conflict, discrepancy, omission, or other error discovered in the RFQ should immediately be reported to CalRecycle prior to the deadline for submission of written questions. Firm's seeking clarification of the RFQ requirements must submit questions during the written question and answer period. CalRecycle will issue addenda to address all written questions submitted during the question and answer period.

Receipt of Addenda must be acknowledged as indicated in Statement of Qualifications, section H, "Acknowledgment/Authorization Form". All addenda to this RFQ can be viewed on the Contracts Unit website at <https://www.calrecycle.ca.gov/contracts>.

Modification of Submittals

A SOQ submitted prior to the submittal deadline, can be withdrawn or modified per written request by the submitting firm.

A SOQ package cannot be withdrawn for modification after the submittal deadline has passed.

Errors in Submittals

An error in a SOQ package may be cause for rejection of that SOQ. However, rejection may not be required and CalRecycle may make certain corrections if the error is of a minor nature and/or the firm's intent is clearly established based on a review of the complete SOQ package as determined by CalRecycle.

Unreliable List

Any firm currently on the CalRecycle Unreliable list is ineligible to apply for or participate in this contract.

Governance

If any provisions of the Contract are found to be unlawful or unenforceable, such provisions will be voided and severed from the Contract without affecting any other provision of the Contract. To the full extent, however, that the provisions of such applicable law may be waived, they are hereby waived to the end that the Contract be deemed to be a valid and binding agreement enforceable in accordance with its terms.

This Contract is governed by and shall be interpreted in accordance with the laws of the State of California.

All proceedings concerning the validity and operation of the Contract and the performance of the obligations imposed upon the parties hereunder shall be held in Sacramento County, California. The parties hereby waive any right to any other venue. The place where the Contract is entered into and place where the obligation is incurred is Sacramento County, California.

The person signing the Contract on behalf of the Contractor shall certify under penalty of perjury under the laws of California, that the Contractor is not an expatriate corporation or subsidiary of an expatriate corporation within the meaning of Public Contract Code Section 10286 and 10286.1 and is eligible to contract with the State of California. This statement may be included on the cover letter of the SOQ.

Electronic Waste Recycling

If the Contractor or any subcontractors participate in activities that result in the disposition of electronic components, they shall comply with the provisions of PRC Chapter 8.5.

Use Tax

If, during the course of the Contract, the Contractor will be involved in the re-sale of goods to the State, they must comply with the requirements of Section 6452.1, 6487, 6487.3, 7101, and 18510 of the Revenue and Taxation Code, in addition to Section 10295.1 of the Public Contract Code.

Subcontractors

All subcontractors identified in the SOQ, must be experts in their respective disciplines and capable of performing the tasks for which they are hired.

The Department of General Services (DGS), Office of Small Business and Disabled Veteran Business Enterprise Services (OSDS) oversees the Small Business (SB) and Disabled Veteran Business Enterprise (DVBE) certification programs. If awarded the Contract, the Contractor must use all of the certified SB and DVBE firms identified on the Bidder Declaration form (under Section VII Required Forms).

Contractor understands and agrees that should award of this contract be based in part on their commitment to use the DVBE subcontractor(s) identified in their SOQ, per Military and Veterans Code (M&VC) Section 999.5 (e), a DVBE subcontractor may only be replaced by another DVBE subcontractor and must be approved by the DGS. Changes to the Scope of Work that impact the DVBE subcontractor(s) identified in the SOQ and approved DVBE substitutions will be documented by contract amendment.

Failure of the Contractor to seek substitution and adhere to the DVBE participation level identified in the SOQ may be cause for contract termination, recovery of damages under

rights and remedies due to the State, and penalties as outlined in M&VC § 999.9; Public Contract Code (PCC) § 10115.10, or PCC § 4110 (applies to public works only).

CalRecycle reserves the right to approve substitutions of subcontractors, as long as, certified business participation levels remain unchanged.

Section III Statement of Qualifications Submittal Requirements

Introduction

Failure to follow the instructions contained in this document may be grounds for rejection of a Statement of Qualifications package.

CalRecycle may reject any SOQ if it is conditional, incomplete or contains irregularities. CalRecycle may waive an immaterial deviation in a SOQ, if deemed in the best interest of CalRecycle.

Deadline

The SOQ package must be received by CalRecycle, at the address listed in Section I, Overview and by the "Submittals Due by 2:00 PST" date in Section I, Overview. SOQ's received after the deadline, will be considered late and returned to the firm unopened.

Addressing

The SOQ package must clearly state on the front of the envelope: 1) that it is in response to this RFQ; 2) the number of this RFQ; and 3) the direction: "Mailroom – do not open."

Number of Copies

The firm must submit all required documents in the following format:

- One original, non-bound hard copy marked "Original"
- One electronic copy on USB viewable by Adobe Acrobat Reader. The entire SOQ, including any attachments, must be saved as a single document.

It is the submitting firm's responsibility to ensure that the electronic copy is formatted in Adobe Acrobat Reader and viewable by CalRecycle.

Document Printing

All documents must be submitted double-sided on paper containing 100% post-consumer recycled content fiber.

Contractor Eligibility

The firm must include a written declaration in the cover letter (see below), stating that the Contractor and any Subcontractors to be used during the performance of the contract are eligible to contract with the State of California, pursuant to PCC 10286 et seq.

Cover Letter

The cover letter shall be signed by an individual who is authorized to bind the firm and shall indicate that person's title or position. The cover letter must be on the firm's company letterhead and contain the following information:

- a. Name and address of the firm submitting qualifications;
- b. Firm's Headquarters for purposes of this Contract, if awarded;
- c. Name, telephone number, and e-mail address of a person who can be contacted if further information is required.

- d. Name, title, address, telephone number, and e-mail address of individual(s) with authority to negotiate and execute a binding Contract on behalf of the firm.
- e. Statement that the submission is a firm and irrevocable offer for a Ninety (90) day period.
- f. Statement attesting to the fact of the percentage of post-consumer recycled content fiber paper used in the compilation of the SOQ package.
- g. Statement acknowledging the receipt of all issued Addenda pertaining to this RFQ.
- h. Statement stating that the Contractor and any Subcontractors to be used during the performance of the contract are eligible to contract with the State of California, pursuant to PCC 10286; and
- i. List of Contractor's and any subcontractor(s)' business names, identification of certified Small Business (SB) or Disabled Veteran Business Enterprise (DVBE) status, if applicable, and corresponding Office of Small Business and Disabled Veteran Business Enterprise Services (OSDS) Reference number(s) issued by DGS.

Table of Contents

The information must be organized as presented in conformance with the Statement of Qualifications questionnaire format listed in Section VII, Required Forms with corresponding page references (i.e., General Information, Licensing/Health and Safety Information, etc.). Supporting documentation must also be included.

Statement of Qualifications

Firms shall respond to all items in the SOQ questionnaire (Section VII, Required Forms). If the answer to any item is "Not Applicable" or "None" so state in the designated space on the SOQ form. If there is no response for an item, the SOQ package may be considered non-responsive, and the submittal may be rejected. The following information is provided as clarification of the requirements of some subjects contained within the SOQ but is not a complete list of all information required for inclusion in the firm's submittal:

References: Firms must provide the name and current phone number of references who can confirm the accuracy of the experience and qualifications listed in the SOQ. References who are employees of the firm submitting the SOQ or employees of entities legally associated with the firm submitting the SOQ will not be considered as valid references. Experience or qualifications that cannot be confirmed by CalRecycle staff (e.g., inappropriate contact person or incorrect telephone number) will be disregarded (under Section VII Required Forms).

Organizational Chart: Firms must provide an organizational chart identifying the Project Manager, all subcontractors, all key personnel of the firm and subcontractors who will be providing services under the contract, and all primary employees of the firm and subcontractors who will or may be involved with projects during the course of the Contract. The organizational chart shall indicate whether the individual works for the firm or a subcontractor (Statement of Qualifications Form, Section G).

Résumé: A résumé for each of the individuals identified in the Organization Chart must be submitted with the SOQ. The same person may be responsible for multiple

tasks, but their experience in each task must be indicated in their résumé. Each person's résumé must identify experience related to task(s) that he/she will perform under the Scope of Work.

Additional Information: Firms may provide additional information that demonstrates their ability in performing projects of similar nature of work identified in the Scope of Work section in the Sample Standard Agreement (Attachment D).

Partners/Subcontractors: The variety of work may require resources beyond the capabilities of some firms. If other firms are proposed as partners or subcontractors, the experience of those firms, in addition to the experience of the prime firm, shall be indicated on the appropriate forms in the SOQ. All experience documented on the forms shall be clearly marked to show which firm was responsible for the specific work.

Qualifications and Licenses

The Contractor shall be an individual or firm qualified to do business in California. Required documentation includes the following as applicable:

- Experience and knowledge in performing evaluations of potential environmental impacts of proposed projects in accordance with CEQA, which shall include, but not be limited to, the following elements:
 1. The consulting firm must have a proven track record in guiding and completing CEQA compliance processes, including conducting Initial Studies (IS), drafting Negative Declarations (ND), Mitigated Negative Declarations (MND), and Environmental Impact Reports (EIR) within the last five (5) years.
 2. The Contractor shall have expertise regarding the collection, hauling, processing, diversion, recovery and disposal of solid waste and extensive knowledge of solid waste or recycling activities, including diversion of organic materials from landfills.
 3. The Contractor shall have one qualified Program Manager, a minimum of three (3) qualified Project Managers/Environmental Planning Staff, and an adequate number of personnel within specific disciplines to complete the work required in the RFQ and meet SB 54 formal rulemaking deadlines. The team should have experience in environmental impact assessment, particularly in areas relevant to waste management and recycling regulations.
 4. Deep understanding of Senate Bill 54, its implications for single-use packaging and plastic food service ware, and any other related environmental and recycling law and policies, including Extended Producer Responsibility in California. Familiarity with federal and local environmental laws and regulations, ensuring that all compliance aspects are thoroughly addressed.
 5. Experience in facilitating meetings, public hearings, and other community engagement activities as part of the CEQA process.

6. Experience in collecting, analyzing, and interpreting environmental data to inform the CEQA process.
7. Ability to prepare clear, concise, and comprehensive CEQA documents that meet all statutory and regulatory requirements.
8. The firm should have the capacity to undertake projects throughout California, ensuring statewide coverage and understanding of regional environmental variations.
9. Experience in collaborating with various government agencies, including state and/or local entities to ensure cohesive project execution.

Required Certifications

Contractors submitting an SOQ package for this RFQ are required to complete and submit several certifications with their SOQ. Links to the required fillable forms are located under Section VII – Required Forms.

Small Business (SB) Participation

Small Business participation is not mandatory. CalRecycle encourages a minimum of twenty-five percent (25%) of the project services be contracted to a California Office of Small Business and DVBE Services (OSDS) certified SB that performs a commercially useful function.

If the awarded firm is able to use OSDS certified SBs, as defined in Section VI Definitions and Terms, the Bidder Declaration (Section VII Required Forms) form must be completed and submitted with the Work Plan for each Work Order.

Upon receipt of a Work Order for services provided in the resulting Contract, the Contractor shall, provide CalRecycle's Contract Manager with a cost estimate and a Bidder Declaration form reporting how Small Business usage will be achieved for work to be performed in that particular Work Order.

Disabled Veteran Business Enterprise (DVBE) Participation

The DVBE participation requirement is being waived for this solicitation. However, CalRecycle encourages integration of DVBE participation of the expected work to be performed to be contracted to a California OSDS Certified DVBE that performs a commercially useful function. This information may be detailed in the SOQ package and on the Bidder Declaration (Section VII Required Forms) form.

If the awarded firm is able to use California OSDS Certified DVBE, as defined in Section VI Definitions and Terms, the Bidder Declaration form (under Section VII Required Forms) shall be completed and submitted with the SOQ package.

Upon receipt of a Work Order for services provided in the resulting Contract, the Contractor shall, provide CalRecycle's Contract Manager with a cost estimate and a Bidder Declaration form reporting how DVBE usage will be achieved for work to be performed in that particular Work Order.

SB/DVBE Reporting Requirement

In compliance with GC § 14841, awarded Contractor shall, upon completion of an awarded contract for which a commitment to small business subcontractors, report to CalRecycle the actual percentage of small business participation that was achieved.

In compliance with M&VC §§ 999.5(d) and 999.7, awarded Contractor shall, upon completion of an awarded contract for which the Contractor entered into a subcontract with a DVBE, certify to CalRecycle all of the following:

1. The total amount the prime contractor received under the contract.
2. The name and address of the DVBEs that participated in the performance of the contract and the contract number.
3. The amount and percentage of work the prime contractor committed to provide to one or more DVBEs under the requirements of the contract and the amount each DVBE received from the prime contractor.
4. That all payments under the contract have been made to the DVBE. Upon request by the awarding department, the prime contractor shall provide proof of payment for the work.

After being awarded, Contractor shall use the DVBE subcontractors or suppliers proposed in the bid to the state unless a substitution is requested and approved. Contractor shall request the substitution in writing to CalRecycle and receive approval from both the CalRecycle and DGS in writing prior to the commencement of any work by the proposed subcontractor or supplier. A DVBE subcontractor may only be replaced by another DVBE subcontractor. Changes to the scope of work that impact the DVBE subcontractor(s) identified in the bid or offer and approved DVBE substitutions will be documented by contract amendment.

If for this contract, Contractor made a commitment to achieve the DVBE participation goal, CalRecycle will withhold \$10,000 from the final payment, or the full final payment if less than \$10,000, until the Contractor complies with the certification requirements above. A Contractor that fails to comply with the certification requirement shall, after written notice, be allowed to cure the defect. Notwithstanding any other law, if, after at least fifteen (15) calendar days but not more than thirty (30) calendar days from the date of notice, the prime Contractor refuses to comply with the certification requirements, the CalRecycle shall permanently deduct \$10,000 from the final payment, or the full payment if less than \$10,000.

A person or entity that knowingly provides false information shall be subject to a civil penalty for violation (M&VC § 999.5(d); GC § 14841). Contractor agrees to comply with the rules, regulations, ordinances, and statutes that apply to the DVBE program as defined in Section 999 of the M&VC, including, but not limited to, the requirements of Section 999.5(d). (PCC § 10230.)

Refer to the Small Business and Disabled Veteran Business Enterprise Subcontractor Payment Certification form (Attachment D) to fulfill this requirement.

SB/DVBE Resources

The following may be used to locate DVBE Suppliers.

STATE: State of California, Department of General Services, Procurement Division, Office of Small Business and DVBE Services (OSDS) offers many services that assist contractor/business owners with a variety of information designed to streamline the State contracting process. OSDS also certifies DVBE contractors. For more information, please contact OSDS to find out more:

Office of Small Business and DVBE Services
Department of General Services
Procurement Division
707 Third Street
West Sacramento, CA 95605
Phone: (916) 375-4940
Email: OSDSHelp@dgs.ca.gov

Access the list of Focus-Trade Papers and Referral Organizations at:
<https://www.dgs.ca.gov/PD/Resources/Page-Content/Procurement-Division-Resources-List-Folder/Commercially-Useful-Function-for-Certified-Firms> or
SB.DVBECompliance@dgs.ca.gov

Access the list of all certified DVBEs by using the Department of General Services, Procurement Division (DGS-PD) online certified firm database at:
<https://caleprocure.ca.gov/pages/PublicSearch/supplier-search.aspx>

Search by “Keywords” or United Nations Standard Products and Services Codes (UNSPSC) that apply to the elements of work you want to subcontract to a DVBE.

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: <https://www.caleprocure.ca.gov/pages/index.aspx>

Remember to verify each firm’s status as a California certified DVBE.

AWARDING DEPARTMENT: Contact the department’s contracting official named in this solicitation 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.

Section IV Evaluation and Selection

Introduction

CalRecycle will perform a Pre-Qualification Evaluation process to ensure that the SOQ includes all required documentation and information. Upon completion of the SOQ evaluation a short list will be developed, and oral interviews will be held with the three (3) highest scoring firms to determine the best qualified professional firm for the contract.

If an SOQ package does not meet all of the requirements set forth in this RFQ, it will be considered non-responsive and rejected from further competition.

SOQ packages that pass this review will be forwarded to the Selection Committee for Evaluation.

Grounds for Rejection

CalRecycle may reject any SOQ package if it is conditional, incomplete, or contains irregularities. CalRecycle may waive immaterial deviations and the SOQ package may be evaluated based on the information provided when considered to be in the best interest of CalRecycle. Waiver of an immaterial deviation shall in no way modify the RFQ requirements or excuse the firm from full compliance with the Contract requirements. Grounds for rejection of a SOQ package include, but are not limited to, the following:

- It is received after the due date and time for submittal
- It does not include a reproducible master and the required number of copies.
- All responses to an item are not completed.
- Required license information is not submitted with the SOQ package.
- Required authorizations and certifications for the SOQ package are not properly completed and signed.
- The firm has received a substantive negative contract performance from the State
- Any items required by the RFQ are not included with the submittal

No SOQ package will be rejected arbitrarily or without reasonable cause.

Selection Process

SOQs that pass the Pre-Qualification Evaluation identified on the SOQ Completion Checklist (Attachment E) will be submitted to a Selection Committee.

The Selection Committee members will, individually and/or as a team, review, evaluate and numerically score SOQs based on the adequacy, thoroughness, and the degree to which they comply with the RFQ requirements, utilizing the Scoring Criteria identified in this RFQ (Attachment C).

Points	Interpretation	General basis for point assignment
0	Inadequate	SOQ response (i.e., content and/or explanation offered) is inadequate or does not meet CalRecycle's needs/requirements or expectations. The omission(s), flaw(s), or defect(s) are significant and unacceptable.
1	Barely Adequate	SOQ response (i.e., content and/or explanation offered) is barely adequate or barely meets CalRecycle's needs/requirements or expectations. The omission(s), flaw(s), or defect(s), are inconsequential and acceptable.
2	Fully Adequate	SOQ response (i.e., content and/or explanation offered) is fully adequate or fully meets CalRecycle's needs/requirements or expectations. The omission(s), flaw(s), or defect(s), if any, are inconsequential and acceptable.
3	Excellent or Outstanding	SOQ response (i.e., content and/or explanation offered) is above average or exceeds CalRecycle's needs/requirements or expectations. Minimal weaknesses are acceptable. Firm offers one or more enhancing feature, method, or approach that will enable performance to exceed our basic expectations.

In assigning points for individual rating factors, Selection Committee members may consider issues including, but not limited to, the extent to which an SOQ response:

- Is lacking information, lacking depth or breadth or lacking significant facts and/or details, and/or;
- Is fully developed, comprehensive and has few if any weaknesses, defects or deficiencies, and/or;
- Demonstrates that the Contractor understands CalRecycle's need's, the services sought, and/or the Contractor's responsibilities, and/or;
- Illustrates the Contra's capability to perform all services and meet all scope of work requirements, and/or;
- If implemented, will contribute to the achievement of CalRecycle's goals and objectives, and/or;
- Demonstrates the Firm's capacity, capability and/or commitment to exceed regular service needs (i.e., enhanced features, approaches, or methods; creative or innovative business solutions).

Scores assigned based on evaluation criteria will then be converted to a ranking score. For purposes of identifying the firms to be interviewed, staff will determine the ranking hierarchy based on the cumulative ranking score received by each firm. At a minimum, the top three ranked firms will be invited to interview. In the event that less than three firms are qualified, all qualified firms will be invited to interview.

Information obtained from references, client contacts, project inspectors and regulators significantly influences the ranking of responsive firms. Firms shall provide the name and current telephone number of references that can confirm the accuracy of experience and qualifications listed in the SOQ. Employees of firms, or employees of entities legally associated with the firm, shall not be considered valid references. References that are inaccurately listed (e.g., inappropriate contact person or incorrect telephone number) shall be disregarded. Experience that cannot be confirmed by CalRecycle staff shall be disregarded.

Oral Interview

Firms selected for interviews will be notified in advance of the time and place that the interviews will be conducted. Interviews will address the information provided in the SOQ including, but not limited to, evaluation of qualifications and methods for furnishing the required services.

Failure to appear at the interview will be considered non-responsive and the firm may be eliminated from any further consideration.

Each committee member will independently score the interviewees' qualifications based on the criteria identified in the Scoring Criteria Attachment C, and when appropriate, supplemental questions. Scores assigned will then be converted to a ranking score. For purposes of identifying the most qualified firm, staff will determine the ranking hierarchy based on the cumulative ranking score received by each interviewed firm. In the event of a tie, the Selection Committee will be reconvened to review the scores and identify the firm deemed most highly qualified to provide the services required.

Negotiating of Contracts

Once the highest ranked firm is identified, CalRecycle staff will notify the firm and request the firm's Detailed Fee Schedule. The firm's Detailed Fee Schedule shall include appropriate wage rates for office support personnel and appropriate markup rates to be utilized in the performance of the Contract.

CalRecycle staff will attempt to negotiate an agreement with the highest ranked firm. If an agreement is reached, staff will recommend award of the Contract to the firm. If an agreement cannot be reached, negotiations will formally be terminated with that firm. Negotiations will then begin with the next highest ranked firm. Failing accord, negotiations shall be terminated. This process will be repeated as necessary until negotiations have been terminated with all interviewed firms. Should CalRecycle staff be unable to negotiate a satisfactory agreement with all of the interviewed firms, CalRecycle staff may select additional firms in the manner prescribed above and continue the negotiation procedure until an agreement is reached, or negotiations on this RFQ are terminated by CalRecycle.

Award of Contract

Award of the Contract shall be to the highest-ranking firm meeting all the requirements of this RFQ after successful negotiations have been completed.

CalRecycle reserves the right to not award the Contract.

The following forms and information shall be required prior to CalRecycle's execution of the Contract:

1. Payee Data Record (Standard Form 204);
2. Verification of Worker's Compensation Insurance; and
3. Certificate(s) of Insurance

Execution of Contract

The proposed awardee must sign and return the Contract to CalRecycle within ten (10) days, not including Saturdays, Sundays, and legal holidays. If the proposed awardee fails to return the signed Contract within this time period, CalRecycle may deem the proposed awardee to have rejected the Contract. At that point, CalRecycle may disqualify that firm and negotiate and award the Contract to the next most qualified firm.

Insurance

The awarded contractor shall furnish to the State, concurrently with Award of the Contract, evidence of the required insurance meeting the conditions set forth in the Sample Standard Agreement (Attachment D), Exhibit D, Insurance Provisions.

Start of Work

When the Contract has been signed by CalRecycle, a fully executed copy of the Contract will be provided to the Contractor. Upon receipt of the executed Contract, CalRecycle staff may provide the Contractor with Work Orders for work described in this RFQ.

Protest of Award

This RFQ process is not subject to Protest pursuant to GC § 4525.

Section V Cost and Payment Provisions

Payment

The Contractor will be reimbursed in arrears for services satisfactorily rendered and approved by CalRecycle's Contract Manager, as promptly as fiscal procedures will permit upon receipt by CalRecycle's Contract Manager of itemized invoices submitted electronically, with one set of supporting documentation. Separate invoices itemizing all costs are required for all work performed under each Work Order (in accordance with the Work Authorization clause in Exhibit D).

Labor Rates

During Contract fee negotiations, labor and equipment rates will be determined for the Contractor and subcontractors as required by law. If a rate is not listed for a required service, the Contractor agrees to accept a fair and reasonable rate for that service subject to applicable legal requirements.

The Contractor will be compensated for the cost of workers used in the actual and direct performance of the work. To the total of the direct costs computed as provided in the following subsection "Actual Wages," there will be added a markup to be negotiated, but not to exceed 33 percent. No markup shall be added to costs computed as provided in the following subsections, "Labor Surcharge" and "Subsistence and Travel Allowance." Compensation for prevailing wage employees shall be made at the appropriate rate for each classification as determined by the Director of Industrial Relations pursuant to California Labor Code Part 7, Chapter 1, Article 2, Sections 1770, 1773 and 1773.1 (rates available at <http://www.dir.ca.gov>). Contractor shall be responsible for any future adjustments to prevailing wage rates including but not limited to, base hourly rates and employer payments as determined by the Department of Industrial Relations. The Contractor is responsible for paying the appropriate rate, including escalations that take place during the term of the Agreement.

A mistake, inadvertence, or neglect by the Contractor in failing to pay the legally required prevailing wage rate will be remedied solely by the Contractor and will not, under any circumstances, be considered as the basis of a claim against CalRecycle.

The cost of labor will be the sum of the following:

1. Actual Wages: The actual wages paid shall include any employer payments to or on behalf of the workers for health and welfare, pension, vacation and similar purposes.
2. Labor Surcharge: To the actual wages, as defined in the above subsection, "Actual Wages," a labor surcharge will be added as set forth in the Department of Transportation publication entitled Labor Surcharge and Equipment Rental Rates, which is in effect on the date upon which the work is accomplished. Said labor surcharge shall constitute full compensation for all payments imposed by State and federal laws and for all other payments made to, or on behalf of, the workers, other than actual wages as defined above and subsistence and travel allowance as follows.

A mistake, inadvertence, or neglect by the Contractor in failing to pay the legally required wage rates will be remedied solely by the Contractor and will not, under any circumstances, be considered as the basis of a claim against CalRecycle.

Travel and Per Diem

Only the least costly travel method (for example, personal car, rental car, or air travel) will be reimbursed. When determining the least costly travel method, the Contractor should take into consideration not only direct expenses, but also the time billed. If the Contractor is unsure what least costly method may be, he or she shall consult with the Contract Manager. All travel will be reimbursed at the excluded employee travel rates in accordance with the California Code of Regulations Title 2, Division 1, Chapter 3, Subchapter 1, Article 2, Section 599.615.1 et seq. At the time of the RFQ release, the rates listed below apply. However, they are subject to change and the Contractor will be held to the State per diem rates in effect at the time of travel. Per diem (lodging, meals and incidentals) will not be reimbursed for travel within 50 miles of Contractor's headquarters. Readable receipts with sufficient detail (date, time and expense description and amount) are required for all expenses. Credit card receipts are generally not sufficient documentations for travel expenses.

- Lodging (receipts required) per day:

All counties/cities located in California (except as noted below):

Actual lodging expense, supported by a receipt, up to \$107 per night, plus tax and mandatory fees.

Alameda:

Actual lodging expense, supported by a receipt, up to \$189 per night, plus tax and mandatory fees.

City of Santa Monica:

Actual lodging expense, supported by a receipt, up to \$270 per night, plus tax and mandatory fees.

Los Angeles:

Actual lodging expense, supported by a receipt, up to \$169 per night, plus tax and mandatory fees.

Marin:

Actual lodging expense, supported by a receipt, up to \$166 per night, plus tax and mandatory fees.

Monterey:

Actual lodging expense, supported by a receipt, up to \$184 per night, plus tax and mandatory fees.

Napa:

Actual lodging expense, supported by a receipt, up to \$195 per night, plus tax and mandatory fees.

Orange:

Actual lodging expense, supported by a receipt, up to \$169 per night, plus tax and mandatory fees.

Riverside:

Actual lodging expense, supported by a receipt, up to \$142 per night, plus tax and mandatory fees.

Sacramento:

Actual lodging expense, supported by a receipt, up to \$145 per night, plus tax and mandatory fees.

San Diego Counties:

Actual lodging expense, supported by a receipt, up to \$194 per night, plus tax and mandatory fees.

San Francisco:

Actual lodging expense, supported by a receipt, up to \$270 per night, plus tax and mandatory fees.

San Mateo:

Actual lodging expense, supported by a receipt, up to \$222 per night, plus tax and mandatory fees.

Santa Clara:

Actual lodging expense, supported by a receipt, up to \$245 per night, plus tax and mandatory fees.

Ventura and Edwards AFB, excluding the City of Santa Monica:

Actual lodging expense, supported by a receipt, up to \$169 per night, plus tax and mandatory fees

- Meals (actual expense) (up to \$13 for breakfast, \$15 for lunch and \$26 for dinner) – up to a maximum of \$59 per day
- Incidentals – up to a maximum of \$5 per day.
- Coach airfare, mid-size/economy rental cars, parking and fuel – actual costs verified by bills or receipts. Expenses for rental car insurance, fuel for rental cars purchased from the rental car company, and additional air travel expenses such as preferred boarding, will not be reimbursed. First Class or Business Class air travel is not allowed. Airport parking must be at the most economical rate. Expenses for one way rental car expense (i.e. charges for returning a rental car to a location other

than that from which it was rented) will only be reimbursed if preapproval is given by the Contract Manager prior to the expense being incurred.

Personal Vehicle Use for travel is reimbursed at \$0.67 per mile; however, fuel will not be reimbursed if a personal vehicle is used.

If the Contractor is unable to obtain lodging at the excluded employee rate, the Contractor shall request preapproval from the Contract Manager for lodging rates that exceed the allowable rates. Preapproval of excess lodging rates requires the Contractor to complete and submit CalRecycle form 151. The form requires a written justification and supporting documentation, including a minimum of three lodging quotes to validate the excess lodging rate. The Contract Manager will notify the Contractor of their decision. Excess lodging that is not preapproved will not be reimbursed.

Office Support Employees

Compensation for various project management categories shall be determined during Contract negotiations. This compensation shall be the actual wages, plus any employer payments to or on behalf of the employees for health and welfare, pension, vacation and similar purposes, and include overhead and profit. Compensation for employees not previously identified shall be negotiated between the Contract Manager and the Contractor.

Contractor-owned Equipment (if applicable)

Contractor-owned equipment will be paid for at the rates listed for such equipment in the Department of Transportation publication entitled Labor Surcharge and Equipment Rental Rates, which is in effect on the date upon which the work is accomplished, plus a markup to be negotiated, but not to exceed 15 percent. Rates paid for equipment shall include the cost of fuel, oil, lubrication, supplies, small tools, necessary attachments, repairs and maintenance of any kind, depreciation, storage, insurance, and all incidentals.

Payment for equipment identified in a Work Plan and approved as necessary for the timely completion of a project, that will not be operated on a continuous basis throughout the project (e.g., water trucks and haul trucks), will be paid for in accordance with Table VI-1.

Equipment operated for overtime hours will be paid for in accordance with provisions specified in the Labor Surcharge and Equipment Rental Rates.

The hours to be paid for equipment that is operated less than 8 hours due to breakdowns shall not exceed 8 less the number of hours the equipment is inoperative due to breakdowns.

More than or equal to 30 minutes of operation shall be considered a full hour of operation. Less than 30 minutes of operation will not be considered as operated.

Table VI-1

Hours Equipment is in Operation	Hours to be Paid
1	4.5
2	5
3	5.5
4	6
5	6.5
6	7
7	7.5
8	8

If it is deemed necessary to use equipment not listed in the Labor Surcharge and Rental Equipment Rates, a suitable rate for such equipment will be established by CalRecycle's Contract Manager. The Contractor may furnish any cost data that might assist in the establishment of such rate.

After commencement of work, should it become necessary to suspend work for more than two (2) working days for reasons beyond control of the Contractor, the Contractor shall immediately notify CalRecycle staff in writing. CalRecycle staff will promptly investigate and determine whether or not to compensate the Contractor for idle equipment. If CalRecycle staff determines compensation is warranted, CalRecycle staff will determine whether to maintain the Contractor's equipment on site and compensate the Contractor for idle equipment charges in accordance with provisions of Section 8-1.09, "Right of Way Delays" in the Standard Specifications or direct the Contractor to demobilize the equipment. Contractor will be compensated for demobilization charges or idle equipment charges approved in writing by CalRecycle staff but shall not have claim to anticipated profit and overhead costs for work not performed.

Rental Equipment (if applicable)

Payment for rental equipment at invoice rates may be allowed by Contract Manager after review of pertinent information provided by the Contractor. This information includes a minimum of three (3) quotes from rental firms. A separate allowance may be permitted for fuel and lube of rental equipment if those costs are not included in the rental agreement. This information shall be included in the Work Plan. A markup to be negotiated, but not to exceed 15 percent, will be allowed for this equipment. If allowed by the Contract Manager, acceptable equipment rates and agreement conditions will be included in the Work Order for site remediation.

Small Equipment and Tools (if applicable)

Individual pieces of equipment or tools, such as disposable items or items that may be used on other projects, and having a replacement value of less than \$500, whether or not consumed by use, shall be considered to be small tools and not eligible for compensation under this Agreement.

Specialty equipment and tools, such as personal protective equipment (PPE), sampling containers, and safety equipment may be eligible for reimbursement if requested in the Work Plan and approved by the Work Order.

Materials (if applicable)

Based on the total direct costs of purchased materials a markup may be negotiated, but shall not exceed 15 percent. Cost of materials will be the cost to the Contractor. Only materials furnished by the Contractor and required for the performance of work will be considered for payment. CalRecycle staff reserves the right to furnish such materials as it deems advisable, and the Contractor shall have no claim for costs and markup on such materials.

Communication

CalRecycle may reimburse the Contractor for project-related cellular charges made by the Project Manager while on a project if approved by the Work Order. A weekly rate of \$25.00 may be approved for these purposes only. All other phone charges by the Contractor or subcontractors are considered part of overhead costs and will not be reimbursed.

Subcontractors

When subcontractors are required in performance of the work and have been approved in the Work Order, the Contractor will be compensated for invoiced cost of the services plus a markup to be negotiated, but not to exceed ten (10) percent. This markup shall reimburse the Contractor for profit and additional administrative costs, and no other additional payment for performance of work by a subcontractor will be made under this Contract.

Non-Hazardous Material Transport and Disposal

When required by the Work Order, non-hazardous materials designated for removal shall be excavated, minimizing unnecessary over-excavation or removal of clean material. Screening or other approved methods may be utilized to separate soil from refuse. The Work Plan shall include rates from licensed haulers for removal of material. Non-hazardous material removed from a site shall be disposed of at appropriately permitted facilities. Disposal costs shall be identified in the Work Plan. Markup to be negotiated, but not to exceed 10 percent, will be allowed for approved transport and disposal charges.

Hazardous Material Transport and Disposal (if applicable)

If any material encountered during the work is determined or is suspected to be a hazardous substance as previously defined, the Contractor shall notify CalRecycle's Staff. If required by CalRecycle's Staff or a Work Order any cleanup, packaging, transportation and disposal or recycling of that material shall follow all prescribed health and safety procedures. Haulers must have appropriate license to transport these materials, and the disposal site shall have permits appropriate for the types and volumes of these materials. Markup to be negotiated, but not to exceed 10 percent, will be allowed for approved transport and disposal charges for these materials.

Other Services and Material

CalRecycle will reimburse the Contractor for other services, if authorized in the Work Order. Examples of other services include: obtaining permits and licensing fees for site remediation to comply with state and local regulatory agency laws, codes, regulations and ordinances, surveys, sampling and testing, report reproduction, over-night mail, materials and supplies; and other such costs determined reimbursable by CalRecycle staff. Markup to be negotiated, but not to exceed 5 percent, will be allowed other services and materials.

Non-compensable Services

Compensation for overhead costs, office fax and telephone charges, pagers, miscellaneous incidentals and supplies will be deemed to be included in the mark-up percentages applied to labor, equipment, and material charges as noted above. Charges not reimbursable include such items as invoice preparation, project accounting, billing, photocopying invoices and billing information, and administrative overhead. Examples of non-reimbursable expenses are direct or indirect overhead incidental to providing the contracted services and cost of business and professional licenses and permits.

Records

The Contractor shall furnish completed daily work reports on acceptable forms to CalRecycle's Contract Manager for each day's work. Daily work reports shall itemize the materials used, labor and equipment hours of both Contractor and subcontractor employees and equipment.

A separate report will be maintained by CalRecycle's Staff. At the end of each workday the work reports shall be compared and any discrepancies resolved. Resolved work reports shall be signed by the Contractor's site superintendent and a copy shall be provided to CalRecycle's Staff. When these daily work reports are agreed upon and signed by both parties, they shall become the basis of payment for the work performed, but shall not preclude subsequent adjustment based on audits or reviews.

Material charges shall be substantiated by valid copies of vendors' invoices, which shall be submitted with Contractor's billings and as applicable shall include vehicle weight or load slips or record of measurement by vehicle number.

State Income Tax Withholding

Pursuant to California Revenue and Taxation Code Section 18806.1, independent contractors may be subject to one (1) percent State Income Tax withholding.

An independent contractor, as defined in Black's Law Dictionary, is:

"One who, in the exercise of independent employment, contracts to do a piece of work according to their own methods and is subject to their employer's control only as the end product or final result of work."

Damages Due to Errors And Omissions

1. Architectural and Engineering (A&E) Consultants shall be responsible for the professional quality, technical accuracy, and coordination of all services required under this Agreement. A firm may be liable for CalRecycle's costs resulting from errors or deficiencies in designs furnished under its Agreement.
2. When a modification to a remediation Contract is required because of an error or deficiency in the services provided under this A&E Agreement, CalRecycle's Contract Manager (with the advice of technical personnel and legal counsel) shall consider the extent to which the A&E Consultant may be reasonably liable.

The CalRecycle Contract Manager shall enforce the liability and collect the amount due, if the recoverable cost will exceed the administrative cost involved or is otherwise in CalRecycle's interest. The Contract Manager shall include in the Agreement file a written statement of the reasons for the decision to recover or not to recover the costs from the firm.

Section VI Definition and Terms

General

Unless the context otherwise requires, wherever in this RFQ or addenda, the following abbreviations and terms, or pronouns in place of them, are used, the intent and meaning shall be interpreted as provided in this Section.

Working titles having a masculine gender, such as “draftsman” and “journeyman” and the pronoun “he”, are utilized in these provisions for the sake of brevity and are intended to refer to persons of either sex.

Abbreviations

ADA	Americans with Disabilities Act
CAL EPA	California Environmental Protection Agency
CalRecycle	Department of Resources Recycling and Recovery
CCR	California Code of Regulations
DVBE	Disabled Veteran Business Enterprise
EPA	Environmental Protection Agency (Federal Government)
GC	Government Code
PCC	Public Contract Code
RFQ	Request for Qualifications
SB	Small Business
SOW	Scope of Work
OSDS	The Department of General Services (DGS), Procurement Division (PD), Office of Small Business and DVBE Services (OSDS)

Agreement

Interchangeable with Contract. See Contract.

Cal EPA

The California Environmental Protection Agency

CalRecycle Staff

Staff of the Department of Resources Recycling and Recovery involved in the implementation of this Contract.

Contract

The written agreement covering the performance of the work and furnishing of labor, materials, tools, and equipment in providing the work. The Agreement shall include the STD213, RFQ, Exhibits, SOQ submittal, general and specific terms and conditions, Work Orders, and supplemental agreements, which may be required to complete the work in a substantial and acceptable manner..

Interchangeable with Agreement.

Contract Manager

A person designated by CalRecycle to manage performance under a contract.

Contractor (may also be referred to as “Consultant”)

The person or persons, firm, partnership, corporation, or combination thereof that contracts with CalRecycle to provide work pursuant to this RFQ.

Director

The Director of CalRecycle, or his/her designees. Any references to Executive Officer shall mean the Director and/or designated officer.

Disabled Veteran Business Enterprise (DVBE Certified)

A business that has been certified by the State of California, Department of General Services, Procurement Division (PD), Office of Small Business and DVBE Services (OSDS), as Disabled Veteran Business Enterprise (DVBE) as defined in Military and Veterans Code 999 et. seq. and 2 California Code of Regulation (CCR) 1896.60.

Firm

A party submitting a SOQ.

Legal Holiday

Those days designated as State holidays in the Government Code.

Project Manager

Contractor's representative for all work performed under this Contract. All official correspondence, reports, submittals, billings, and other work done under this Contract shall be reviewed and signed by the Project Manager prior to submittal to CalRecycle.

Scope of Work

The description of work required of the Contractor by CalRecycle.

Small Business (Certified)

A business that has been certified by the Department of General Services (DGS), Procurement Division (PD), Office of Small Business and DVBE Services (OSDS), as a small business as defined in GC 14837 and 2 CCR 1896.

State

The State of California.

State Contract Law

The Public Contract Code and other applicable laws that form and constitute a part of the provisions of this Contract to the same extent as if set forth herein in full.

Subcontractor

A person or entity which contracts with the Contractor to perform all or a portion of the work as specified in the Scope of Work.

Section VII Required Forms

This section contains both required forms and links to additional required forms that shall be completed and submitted as stated in Section III Statement of Qualifications Submittal Requirements. Firms are advised that this is not an inclusive list of supporting documentation that must be submitted. As a courtesy, a checklist of required items is provided in the Attachments section of this document.

Statement of Qualifications Questionnaire

Client References

Compliance With Government Code, Section 87100

Compliance with PCCs 10162

Compliance with PCC 10285.1

Non-Collusion Affidavit

Bidder Declaration Form

Disabled Veteran Business Enterprises Declarations (DGS PD 843)

Contractor Certification Clauses

Iran Contracting Act Certification

Darfur Contracting Act Certification

California Civil Rights Laws Certification

Statement of Qualifications**SB 54 Regulations California Environmental Quality Act,
DRR23058****A. GENERAL INFORMATION**

1. Identification of company submitting this Statement of Qualifications:

Name of firm: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone No: _____ Fax No.: _____

2. Person authorized to execute an agreement for the company:

Name: _____

Title: _____

3. Type of company (must be one of the following, check applicable):

☐ Corporation ☐ Partnership ☐ Individual ☐ Joint Venture

Are you a Certified Small Business? _____

If "YES" attach approval letter from Office of Small Business and Disabled Veteran's Business Enterprise Services.

And list your SB Reference No. _____

Are you a Certified Disabled Veteran's Business Enterprise? _____

If "YES" attach approval letter from Office of Small Business and Disabled Veteran's Business Enterprise Services.

And list your DVBE Reference No. _____

4. Taxpayer federal employer identification number: _____

5. Year organized: _____

6. Under what other or former names has your company operated:

Name of former company: _____

Dates of operation: _____

7. Identify total number of current permanent employees: _____

Construction: _____

Administration: _____

Engineering: _____

Highest manpower level in past five years: _____

Lowest manpower level in past five years: _____

8. Identify parent company, if applicable:

Name of firm: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone No: _____ Fax No.: _____

State in which incorporated: _____

9. Agent for Service of Process in California:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone No: _____ Fax No.: _____

10. If a corporation, complete the following:

Date of incorporation: _____

State(s) in which incorporated: _____

11. If a partnership, complete the following:

Date of organization: _____

Type of partnership: ☐ General ☐ Limited

List names and addresses of all partners:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

12. If a joint venture, list names and addresses of all partners in the joint venture (attach additional sheets if necessary):

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

B. HEALTH & SAFETY INFORMATION

1. Do you have a written company Illness and Injury Prevention Program? ☐ Yes ☐ No
If yes, is it signed by a certified Industrial Hygienist? ☐ Yes ☐ No
Do you employ a full-time certified Industrial Hygienist? ☐ Yes ☐ No
2. What is your OSHA lost-time injury/illness incidence rate for the last 3 years? _____
3. What is your OSHA recordable injury/illness incidence for the last 3 years? _____
4. What is your Workers Compensation Insurance Experience Modification Rate (EMR) for the past 3 years? _____

C. FINANCIAL INFORMATION

1. Submit a notarized written statement from your financial institution(s) on letterhead stating the following information:
 - A. Name of company;
 - B. Date account(s) were opened;
 - C. Line of credit? ☐ Yes ☐ No
 - D. Does the company keep a well-balanced financial position at the bank? ☐ Yes ☐ No
2. Submit an audited or reviewed financial statement, including the Firm's latest balance sheet and income and expense statement dated within the last 12 months showing the following items (annual reports will not be accepted and will be considered unresponsive):
 - A. Current assets (e.g., cash, joint venture accounts, accounts receivable, notes receivable, accrued income, deposits, materials inventory and prepaid expenses).
 - B. Net fixed assets.
 - C. Other assets.
 - D. Current liabilities (e.g., accounts payable, notes payable, accrued expenses, provision for income taxes, advances, accrued salaries and accrued payroll taxes).
 - E. Other liabilities (e.g., capital, capital stock, authorized and outstanding share par values, earned surplus and related earnings).
 - F. Name of firm preparing financial statement and date thereof.
 - G. Is this financial statement for the proposing organization? If not, explain the relationship and financial responsibility of the organization whose financial statement is provided (e.g., parent-subsidiary).
3. Has your company or any of its principals petitioned for bankruptcy within the last 7 years?

☐ Yes ☐ No

 If yes, enter the date(s): _____

D. PROJECT EXPERIENCE

Include appropriate experience for both the submitting entity and any proposed Subcontractors in this part of the Statement of Qualifications. Reproduce this page for each project listed and add a supplemental numbering system at the bottom of the page (e.g., six projects listed, first page would be SOQ-6, Sheet 1 of 6).

To be considered in the evaluation, projects must meet the following requirements:

1. Involves types of work listed in the Work to be Performed section of the Sample Standard Agreement (Attachment D).
2. Be successfully completed within the last 5 years.
3. Be of a minimum Contract amount of \$100,000 for the submitting entity or \$25,000 for Subcontractors.

Include the name and current telephone number of a client representative who is familiar with the project and can attest to the participation, quality of work, and timeliness of the Firm or Subcontractor in performing the work.

Name of entity claiming experience: _____

Project name/location: _____

Name of client (owner or prime Contractor): _____

Client contact and current telephone number: _____

Contract amount (listed entity only): _____

Percent of work performed with your entity's resources: _____

Type of work (mark all that apply):

- | | |
|--|--|
| <input type="checkbox"/> CEQA/NEPA document preparation | <input type="checkbox"/> Best Management Practices |
| <input type="checkbox"/> Solid waste recycling/removal/disposal | <input type="checkbox"/> Facility siting issues |
| <input type="checkbox"/> Solid waste and recycling collection and process methods, especially, organic materials | <input type="checkbox"/> Air Quality |
| <input type="checkbox"/> Mitigation monitoring | |
| <input type="checkbox"/> Extended Producer Responsibility | <input type="checkbox"/> Transportation/Hauling |
| <input type="checkbox"/> Water Quality | |

Brief description of the project and your entity's participation: _____

Were liquidated damages applied to the project?

☐ Yes☐ No

If yes, explain: _____

E. BONDING INFORMATION

All construction activities require a Performance Bond which unconditionally guarantees the Contractor's and its Subcontractor's performance in all respects of the terms, conditions and provisions of the Contract. A Performance Bond is required for every Work Order that involves construction activities and shall be provided to CalRecycle's Contract Manager on or before the signed Work Order is returned to CalRecycle's Contract Manager. This bond must guarantee Contractor's and its Subcontractors' compliance with the terms of the Agreement and Work Order. In no event shall Contractor or its Subcontractors commence any construction activities unless and until Contractor provides a complete and valid Performance Bond to CalRecycle's Contract Manager.

F. LITIGATION/CLAIMS INFORMATION

1. List any projects in which your entity or any of its principals is *currently* involved in litigation. Identify lawsuits by name, number, parties, and your claim or participation. (Attach additional copies of this page if required)

Project name: _____

Project location: _____

Lawsuit name: _____

Lawsuit number: _____ Date of lawsuit: _____

County/state where filed: _____

Parties involved: _____

Lawsuit claim: _____

2. List any projects *within the last five years* in which your entity or any of its principals has been involved in litigation. Identify lawsuits by name, number, parties, and your claim or participation. (Attach additional copies of this page if required)

Project name: _____

Project location: _____

Lawsuit name: _____

Lawsuit number: _____ Date of lawsuit: _____

County/state where filed: _____

Parties involved: _____

Lawsuit claim: _____

3. Has your company ever been terminated or unilaterally elected to terminate from a project before completion? If so, complete the following adding additional pages as necessary:

Project name: _____

Project location: _____

Client: _____

Address: _____

Contact name/current telephone no.: _____

Date of termination: _____

Reason for termination: _____

Project name: _____

Project location: _____

Client: _____

Address: _____

Contact name/current telephone no.: _____

Date of termination: _____

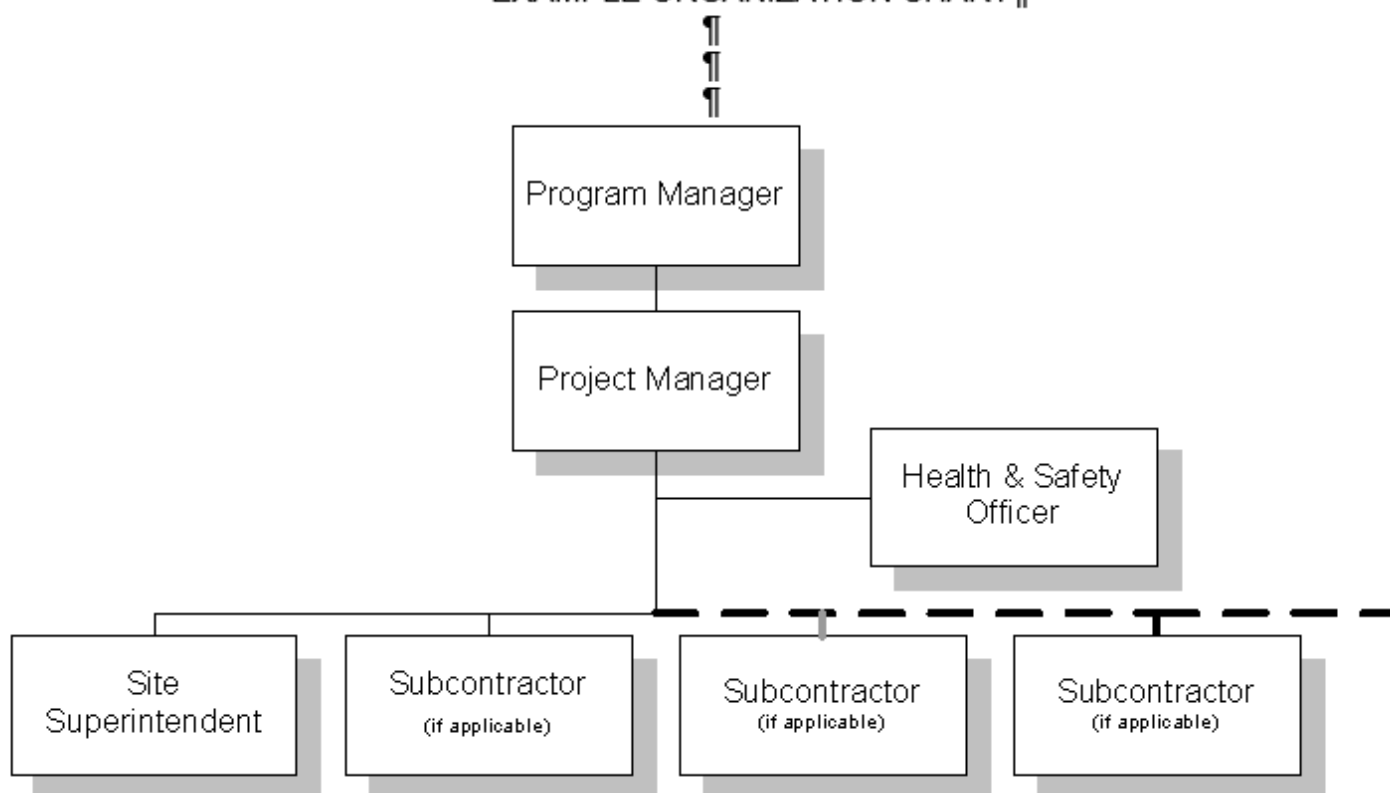
Reason for termination: _____

G. PERSONNEL & ORGANIZATIONAL INFORMATION

Attach an organization chart indicating the Project Manager and other staff designations as required by the RFQ. Other personnel may be included in the organization chart. A resume is required for each person shown on the organization chart. Only personnel listed on the organizational chart may attend interviews and negotiation meetings. Each resume shall include, at a minimum, the following:

1. Current position in the firm.
2. Experience for at least the last five (5) years.
3. Major projects and accomplishments.
4. Education and special training.
5. Professional Registrations, include certificate number(s).
6. Professional affiliations.

EXAMPLE ORGANIZATION CHART



H. ACKNOWLEDGMENT/AUTHORIZATION FORM

The undersigned represents that (s)he is authorized to legally bind the firm submitting this Statement of Qualifications.

The undersigned acknowledges that submittal of this Statement of Qualifications package constitutes an irrevocable offer for a 90-day period for CalRecycle to award the Contract.

The undersigned acknowledges that (s)he has read this Request for Qualifications, and the documents identified under Section II, Rules and Conditions, *Commitment*, which with this SOQ package shall comprise the Contract, and that, if awarded the Contract the firm shall accept the provisions therein.

The undersigned hereby authorizes and requests any person, firm, agency, or corporation, etc. to furnish any information requested by CalRecycle regarding any information referenced or contained in this Statement of Qualifications package.

I certify under penalty of perjury that the foregoing is true and correct. This certification is made under the laws of the State of California.

Print Name of Authorized Representative

Name of Organization

Signature of Authorized Representative

Location Where Signed

Title of Authorized Representative

Date Signed

Telephone Number

Acknowledgment of Addenda:

Addendum No.

Signature

Client References

List at least three (3) client references that can attest to the firm's qualifications to fulfill the requirements of the Scope of Work. List the most recent first. Client references must also be provided for any subcontractors identified in your submittal. Duplicate and attach additional pages as necessary.

FIRM'S / SUBCONTRACTOR'S NAME:

REFERENCE 1

Name of Firm

Street Address	City	State	Zip Code
----------------	------	-------	----------

Contact Person	Telephone Number
----------------	------------------

Dates of Service	Cost of Service
------------------	-----------------

Brief Description of Service Provided

REFERENCE 2

Name of Firm

Street Address	City	State	Zip Code
----------------	------	-------	----------

Contact Person	Telephone Number
----------------	------------------

Dates of Service	Cost of Service
------------------	-----------------

Brief Description of Service Provided

REFERENCE 3

Name of Firm

Street Address	City	State	Zip Code
----------------	------	-------	----------

Contact Person	Telephone Number
----------------	------------------

Dates of Service	Cost of Service
------------------	-----------------

Brief Description of Service Provided

If three references cannot be provided, explain why:

Compliance With Government Code, Section 87100

Government Code § 87100 provides: No public official at any level of state or local government will make, participate in making or in any way attempt to use his official position to influence a governmental decision in which he knows or has reason to know he or she has a financial interest. Contractors that provide recommendations and advice that may influence decision-making are required to comply with the disclosure requirements of the conflict-of-interest laws promulgated under the Political Reform Act.

The prospective contractors and subcontractors, if any, shall disclose any present or prior (within the last two years) financial, business, or other relationship with CalRecycle. These disclosures will be made under penalty of perjury.

In addition to the disclosures required above, list current clients subject to any discretionary action by CalRecycle, or who may have a financial interest in the policies and programs of CalRecycle and describe any current or planned work activities the contractor is performing for such clients. These disclosures will be made under penalty of perjury. The Firm and its subcontractors (if any) will be required to file statements of economic interests with CalRecycle upon award of the Contract. CalRecycle will keep copies of the statements of economic interest and forward the originals to the Fair Political Practices Commission.

CURRENT CLIENTS MEETING ABOVE CRITERIA			
<u>Client Name</u>	<u>Contract</u>	<u>Address</u>	<u>Phone</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

A determination by CalRecycle that a conflict of interest exists as a result of the disclosed relationships will be grounds for disqualifying a Firm.

Public Contract Code Section 10162 – Questionnaire

In accordance with Public Contract Code Section 10162, the Bidder shall complete, under penalty of perjury, the following questionnaire:

Has the Bidder, any officer of the Bidder, or any employee of the Bidder who has a proprietary interest in the Bidder, ever been disqualified, removed, or otherwise prevented from bidding on, or completing a federal, state or local government project because of a violation of law or safety regulation? If the answer is yes, attach an explanation.

☐ Yes

☐ No
Public Contract Code Section 10285.1 Statement

In accordance with Public Contract Code Section 10285.1, Bidder shall complete, under penalty of perjury, the following statement:

Has the Bidder been convicted within the preceding three years of any offenses referred to in Public Contract Code Section 10285.1, including any charge of fraud, bribery, collusion, conspiracy, or any other act in violation of any state or federal antitrust law in connection with the bidding upon, award of or performance of, any public works contract, as defined in Public Contract Code Section 1101, with any public entity as defined in Public Contract Code Section 1100, including the Regents of the University of California or the Trustees of the California State University? The term "Bidder" is understood to include any partner, member officer, director, responsible officer, or responsible managing employee thereof, as referred to in Section 10285.1.

☐ Yes

☐ No
Noncollusion Affidavit

In accordance with Title 23, United States Code, Section 112, and Public Contract Code 7106 if federally funded, or Public Contract Code 7106 if state funded, the Bidder declares that the bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the bid is genuine and not collusive or sham; that the Bidder has not directly or indirectly induced or solicited any other Bidder to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any Bidder or anyone else to put in a sham bid, or that anyone shall refrain from bidding; has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the Bidder or any other Bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other Bidder, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the bid are true; and, further, that the Bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.

Note: The above Noncollusion Affidavit is part of the Statement of Qualifications. Signing this Statement of Qualifications on the signature portion thereof shall also constitute signature of the Noncollusion Affidavit. Bidders are cautioned that making a false certification may subject the certifier to criminal prosecution.

 Signature of Authorized Representative

 Printed Name and Title

Below are the links to additional required forms to be completed and submitted as part of the SOQ package.

Bidder Declaration

Bidder must complete and submit the Bidder Declaration form available at:

<https://www.documents.dgs.ca.gov/dgs/fmc/gspd/gspd05-105.pdf>

Bidders shall list the name and location of all subcontractors who will be employed, the kind of work which each will perform, and the percentage of the total bid that will be paid to each in the completion of the work.

For Bidders who are Certified SB and/or DVBE, Bidder shall indicate their certification by completing item 1(a).

For Bidders using subcontractors to meet the SB and DVBE requirements the Bidder shall complete item 2(b) and include the listed subcontractor's Office of Small Business and DVBE Services (OSDS) certification number and certify that the subcontractor will perform a commercially useful function.

Failure to submit this form with the Statement of Qualifications will result in the Statement of Qualifications being considered non-responsive..

Disabled Veteran Business Enterprises Declarations (DGS PD 843)

Bidders must complete and submit the DGS PD 843 available for download at:

https://www.documents.dgs.ca.gov/dgs/fmc/gspd/pd_843.pdf

Contractor Certification Clauses (CCC 04/2017)

Bidders must complete and submit CCC's included by reference and available for download at:

<https://www.dgs.ca.gov/OLS/Resources/Page-Content/Office-of-Legal-Services-Resources-List-Folder/Standard-Contract-Language>.

An Agreement entered into by the State of California will include by reference the Contractor Certification Clauses (CCC).

Failure to submit this form with the Statement of Qualifications will result in the Statement of Qualifications being considered non-responsive..

Iran Contracting Act (PCC 2202-2208)

Bidders must complete and submit the Iran Contracting Act Certification included by reference and available for download at: http://www.documents.dgs.ca.gov/dgs/FMC/GS/PD/PD_3.pdf

Pursuant to the Iran Contracting Act of 2010 (PCC sections 2200 through 2208, "the Act"), a Person, as defined in the Act, is ineligible to bid on, submit a proposal for, enter into, or renew any contract with the state for goods or services of one million dollars (\$1,000,000) or more if the Person engages in investment activities in Iran, as defined in the Act. Prior to submitting a bid or proposal and prior to executing any state contract or renewal for goods or services of one million dollars (\$1,000,000) or more, a person must complete and return the attached IRAN Contract Act Certification form with its proposal certifying that it is not on the list of ineligible vendors prohibited from doing business with the State of California.

Failure to submit this form with the Statement of Qualifications will result in the Statement of Qualifications being considered non-responsive.

Darfur Contracting Act

Bidder must complete, as instructed, and submit the Darfur Contracting Act included by reference and available at: http://www.documents.dgs.ca.gov/dgs/FMC/GS/PD/PD_1.pdf

PCC section 10475 through 10481 apply to any company that currently or within the previous three (3) years has had business activities or other operations outside of the United States. For such a company to bid on or submit a proposal for a State of California contract, the company must certify that it is either: a) not a scrutinized company or b) a scrutinized company that has been granted permission by the DGS to submit a proposal.

A scrutinized company is a company doing business in Sudan, as defined in PCC section 10476. Scrutinized companies are ineligible to, and cannot, bid on or submit a proposal for a contract with a State agency for goods or services (PCC section 10477(a)) unless written permission from the Director of DGS to bid on this procurement has been granted (PCC section 10477(b)).

Failure to submit this form with the Statement of Qualifications will result in the Statement of Qualifications being considered non-responsive.

California Civil Rights Laws Certification

Bidders must complete and submit the California Civil Rights Laws Attachment included by reference and available at: https://www.dgs.ca.gov/-/media/divisions/pd/acquisitions/solicitation_document_attachments/California_civil_rights_law.pdf

Pursuant to PCC section 2010, any Bidder entering into or renewing a contract over one hundred thousand dollars (\$100,000) on or after January 1, 2017, must certify that they are in compliance with:

- the Unruh Civil Rights Act (Section 51 of the Civil Code).
- the California Fair Employment and Housing Act (Chapter 7 (commencing with section 12960) of Part 2.8 of Division 3 of Title 2 of the Government Code).

Failure to submit this completed form with the Statement of Qualifications will result in the Statement of Qualifications being considered non-responsive.

Attachments

Attachment A - Small Business Subcontractor Payment Certification

As Contractor of record for the Department of Resources Recycling and Recovery, Contract number _____, I certify, in accordance with Government Code 14841, upon completion of a public contract for which a commitment to achieve small business participation goals was made, the contractor shall report to the awarding department the actual percentage of small business (SB) participation that was achieved. I understand certification must be made to the Department of Resources Recycling and Recovery within 60 days of receiving final payment under this Agreement. I further understand and acknowledge that falsification of this Certification may result in the imposition of civil or criminal penalties for not less than \$2,500 or more than \$25,000 for each violation.

Please copy this form to include as many SB firms as necessary. Authorized signatures and information are required on each separately submitted form. Return to: Department of Resources Recycling and Recovery, Contracts Unit- MS 19-A, Attn: SB/DVBE Advocate, P.O. Box 4025, Sacramento, CA 95812-4025 or to contracts@calrecycle.ca.gov with "Attn: SB/DVBE Advocate" and the RFP number in the Subject line.

State Department Name	Department of Resources Recycling and Recovery 1001 I Street, Sacramento, CA 95814		
Department Contact Name, Title and Phone Number			
Prime Contractor Name			
FEIN Number:			
Prime Contractor Contact Name, Title, Address, Phone Number and Email)			
Date Contract Entered:		Date Contract Completed:	
Total Amount Received Under this Contract	\$	Date Final Payment Received:	

List all Certified Small Business Subcontractor firms involved with this contract.

SB Subcontractor	Street Address, City, State, Zip	Amount Paid	Participation Achieved
			%
			%
			%

Printed Name		Signature:	
Title:		Report Date:	

Attachment B - Disabled Veteran Business Subcontractor Payment Certification

The Contractor is required to use the DGS Standard Form 817 (STD817) located at: <https://www.documents.dgs.ca.gov/dgs/fmc/pdf/std817.pdf> to fulfill the reporting and certification of requirement. List all Disabled Veteran Business Enterprise (DVBE) Subcontractor firms involved with this contract. *Upon contract completion, return to: Department of Resources Recycling and Recovery, Contracts Unit- MS 19-A, Attn: SB/DVBE Advocate, P.O. Box 4025, Sacramento, CA 95812-4025 or to contracts@calrecycle.ca.gov with "Attn: SB/DVBE Advocate" and the RFQ number in the Subject line.*

Attachment C - Scoring Criteria**SB 54 Regulations California Environmental Quality Act
DRR23058**

Contractor/Company Name: _____

Pursuant to Title 14, California Code of Regulations (14 CCR), Section 17022, CalRecycle shall select firms utilizing the following criteria and relative weightings based on their ability to perform the specific functions outlined in the Request for Qualifications (RFQ). Each criteria can be awarded between 0 to 3 points. A total of 39 points is possible.

CRITERIA	Points	Weight	Score
Overall professional experience, reliability, and continuity of the firm as related to the tasks described in the RFQ. (0-3 points)		3	
Professional experience of the firm in executing Contracts of a similar nature. (0-3 points)		2	
Adequacy of personnel numbers within specific disciplines required to complete the work required by the RFQ and the adequacy of number of principal(s) which are intended to be assigned to the Contract. (0-3 points)		1	
Experience and training of key personnel as related to the work described in the RFQ and knowledge of applicable regulations and technology associated with the Contract. (0-3 points)		2	
Quality and timeliness of recently completed or nearly completed projects, which were similar to the work described in the RFQ. (0-3 points)		1	
Specialized qualifications for the services to be performed. (0-3 points)		2	
Knowledge of applicable regulations and technology associated with the Contract. (0-3 points)		2	
(Total Possible Score = 39)		Total Score	

Explanation of Point Assignment

(Details can be found in Section IV Evaluation and Selection of the RFQ)

Points	Interpretation	General basis for point assignment
0	Inadequate	Significantly and unacceptably inadequate proposal content and explanation.
1	Barely Adequate	Barely adequate proposal content and explanation, but inconsequential and acceptable.
2	Fully Adequate	Fully adequate proposal content and explanation.
3	Excellent or Outstanding	Above average proposal content and explanation.

Attachment E - Sample Standard Agreement

STATE OF CALIFORNIA-DEPARTMENT OF GENERAL SERVICES STANDARD AGREEMENT STD 213 (Rev. 04/2020)	AGREEMENT NUMBER DRR23058	PURCHASING AUTHORITY NUMBER (If Applicable)
1. This Agreement is entered into between the Contracting Agency and the Contractor named below: CONTRACTING AGENCY NAME: Department of Resources Recycling and Recovery		
CONTRACTOR NAME: TBD		
2. The term of this Agreement is: START DATE: April 23, 2024 or Upon Approval, whichever is later THROUGH DATE: October 31, 2024		
3. The maximum amount of this Agreement is: \$400,000.00 (Four hundred thousand dollars and zero cents)		
4. The parties agree to comply with the terms and conditions of the following exhibits, which are by this reference made part of this Agreement:		
Exhibits	Title	Pages
Exhibit A	Scope of Work	
Exhibit B	Budget Detail and Payment Provisions	
Exhibit B.1	Attachment 1, Rate Sheet	TBD
Exhibit C*	General Terms and Conditions	Online
Exhibit D	Special Terms and Conditions	
	Attachment 1, Recycled Content Certification	
Exhibit E**	Request for Qualifications (RFQ), DRR23058	
Exhibit F**	Proposal from TBD, in response to RFQ, DRR23058 Items shown with double asterisks (**), are hereby incorporated by reference and made part of this agreement as if attached hereto.	
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.) TBD		
CONTRACTOR BUSINESS ADDRESS:	CITY	STATE ZIP
PRINTED NAME OF PERSON SIGNING	TITLE	
CONTRACTOR AUTHORIZED SIGNATURE	DATE SIGNED	
STATE OF CALIFORNIA		
CONTRACTING AGENCY NAME Department of Resources Recycling and Recovery		

Attachment E – Sample Standard Agreement

STATE OF CALIFORNIA-DEPARTMENT OF GENERAL SERVICES STANDARD AGREEMENT STD 213 (Rev. 04/2020)	AGREEMENT NUMBER DRR23058	PURCHASING AUTHORITY NUMBER (If Applicable)		
CONTRACTING AGENCY ADDRESS	CITY	STATE	ZIP	
PRINTED NAME OF PERSON SIGNING Brandy Hunt	TITLE Deputy Director, Administration			
CONTRACTING AGENCY AUTHORIZED SIGNATURE	DATE SIGNED			
CALIFORNIA DEPARTMENT OF GENERAL SERVICES APPROVAL	EXEMPTION (If Applicable) PCC 10430(d)			

EXHIBIT A
SCOPE OF WORK

1. TBD (Contractor) agrees to provide the Department of Resources Recycling and Recovery (CalRecycle), with consulting services as described herein.
2. The Project Coordinators during the term of this Agreement will be:

CalRecycle Contract ManagerContractor

Name: Fidan Aghayarova

Phone: (916) 341-6518

Email: fidan.aghayarova@calrecycle.ca.gov

Name:

Phone: () -

Email: @

Direct all Agreement inquiries to:

CalRecycle Contract AnalystContractor

Contracts Unit

Attention: Felix Valencia

Address: 1001 I St., MS 19-A

Sacramento, CA 95814

Phone: (916) 341-6779

Email: felix.valencia@calrecycle.ca.gov

Attention: TBD

Address:

Phone: () -

Email: @

3. Background

- A. The Department of Resources Recycling and Recovery (CalRecycle) is promulgating regulations for the implementation of Senate Bill 54 (Allen, Chapter 75, Statutes of 2022). As the lead agency, CalRecycle is conducting an Initial Study (IS) pursuant to the California Environmental Quality Act (CEQA) (Pub. Resources Code Section 21000 et seq) and the State CEQA Guidelines (Guidelines) (California Code of Regulations, Title 14, Section 15000 et seq.) to evaluate the potential environmental effects of the proposed regulations. SB 54 aims to enhance the management and recycling of covered materials, particularly, single-use plastic packaging containers and single-use food service ware in the State of California. Based on the results of the IS, a Negative Declaration (ND), Mitigated Negative Declaration (MND), or Environmental Impact Report (EIR) will be prepared and circulated consistent with the requirements of CEQA.
- B. SB 54 sets the following targets in California:
 1. Plastic covered materials achieve the following recycling rates:
 - a. 30% by 2028
 - b. 40% by 2030
 - c. 65% by 2032
 2. Plastic covered material is source reduced by 25% by 2032
 3. Covered material is recyclable or compostable by 2032

4. SB 54 requires a producer responsibility organization (PRO) to raise \$5 billion in ten (10) years to reduce the environmental, environmental justice, and public health impacts of plastics. The PRO shall also pay the costs necessary to meet the required performance standards, to properly collect and manage covered materials in existing programs (e.g., curbside programs) and alternative collection systems (e.g., reverse vending machines or mail back).

4. Work to be Performed

The Contractor shall:

- A. Prepare an analysis of the potential environmental impacts of implementing SB 54 regulations and prepare a Draft Environmental Impact Report (EIR) and a Final EIR in compliance with the California Environmental Quality Act (CEQA).
- B. DEVELOP A WORK PLAN: The Contractor shall develop a Work Plan that thoroughly communicates to CalRecycle how the Contractor shall execute each of the required tasks and meet the objectives of the contract. The Work Plan shall include, but not be limited to, how the Contractor shall perform the following:
 1. CONDUCT AN INITIAL STUDY: The Contractor shall conduct an IS consistent with CEQA to identify the potentially significant environmental impacts of SB 54 implementation. This includes a detailed timeline for completing the IS.
 2. PREPARE ND or MND: The Contractor shall prepare an ND, MND, or draft EIR depending on the outcome of the IS consistent with the requirements of CEQA. This includes a detailed timeline for completing the ND or MND, and drafting any necessary Mitigation Monitoring and Reporting Program (MMRP).
 3. CONDUCT PUBLIC REVIEWS: The Contractor shall ensure the public review process complies with CEQA.
 4. PREPARE PUBLIC NOTICES: The Contractor is responsible for and shall produce all the applicable public notices required by CEQA. CalRecycle's Contract Manager shall approve all necessary Contractor-produced public notices prior to being finalized. Public Notices shall be drafted and filed in a timely manner as described in section 7 Tasks 1 through 8 and Section 8 CONTRACT/TASK TIMEFRAME.
 5. PREPARE DRAFT and FINAL EIR: If applicable, the Contractor shall prepare the Draft and the Final EIR. This includes a detailed timeline for preparing the EIR, drafting any necessary Mitigation Monitoring and Reporting Program (MMRP), any required Statement of Overriding Considerations (SOC), and findings to support approval of the project.
 6. PREPARE AND FILE A NOTICE OF DETERMINATION: The Contractor shall prepare and file a Notice of Determination (NOD) based on the adoption of an ND, MND, or EIR. This includes a detailed timeline for preparing and filing a NOD.

5. Project Task Expectations

Project task expectations are applicable and required to be fulfilled by the Contractor when performing Tasks 1 through 8.

A. Meetings with CalRecycle

- 1) The Contractor shall participate in monthly teleconference check-in meetings with the Contract Manager, which will begin no later than forty-five (45) calendar days after the work planning

meeting under Task 3. CalRecycle will host the meetings. The meetings will be used to provide updates and discuss logistics, data, and any other relevant topics.

The Contractor shall:

- a) At least seven (7) calendar days before the monthly meeting, submit to the Contract Manager a meeting agenda that includes topics to be discussed. The Contract Manager shall review the agenda and respond to the Contractor with any changes.
 - b) Within seven (7) calendar days after the occurrence of each monthly meeting, the Contractor shall provide written meeting minutes to the Contract Manager. The Contract Manager will review the meeting minutes and submit any changes to the Contractor. The Contractor shall make the identified changes and resubmit the meeting minutes to the Contract Manager within seven (7) calendar days.
- 2) Monthly meetings shall only be canceled or rescheduled upon mutual agreement between CalRecycle and the Contractor. The Contractor shall submit requests to cancel or reschedule monthly meetings to the Contract Manager via email at least ten (10) calendar days before the next scheduled monthly meeting.

B. Electronic Updates

- 1) The Contractor shall send electronic updates via email to the Contractor Manager by the timeframe outlined in the approved Work Plan (specified in Task 3).
- 2) These updates shall include but not limited to:
 - a) A brief overview of the work completed during the week.
 - b) Status of milestones due or achieved in the reporting period.
 - c) Any challenges or issues encountered, along with proposed or taken actions to address them.
 - d) A preview of planned activities for the subsequent week.

C. Participation in Public Meetings

- 1) The Contractor shall participate in public meetings that the Contract Manager deems necessary throughout the contracting period.
- 2) The location and date of these public meetings shall be determined and approved by the Contract Manager and will be communicated to the Contractor. The Contractor shall provide a meeting summary to the Contract Manager via email no more than seven (7) calendar days after the public meeting.
- 3) The Contractor shall provide public meeting transcription services for each meeting that shall document every oral or written public comment received at the meeting. The transcription of each public meeting shall be provided to the Contract Manager within seven (7) calendar days of the public meeting.
 - a) Unless otherwise requested by the Contract Manager, the Contractor shall provide and deliver certified verbatim transcripts, including electronic copy or disk (original certified transcript and one certified copy) produced from the proceeding as reported by the Certified Shorthand Reporter and within the timeframe requested by CalRecycle, excluding state holidays and weekends.
 - b) Transcripts shall be produced in the current state of the art software, with the latest virus control software.

- c) The Contractor's office shall be reachable by e-mail, telephone, or voicemail between the hours of 8:00 A.M. and 5:00 P.M., Monday through Friday.
- d) The Contractor must have an e-mail address available to receive and send documents. If Contractor's office is not staffed full-time, a cell phone number or another reliable method of contact for last-minute calendar changes must be provided to CalRecycle by Contractor.
- e) Unless otherwise requested, the completed transcript order shall be delivered at the same time, as one package. A transcript order is considered complete when all volumes ordered have been completed and delivered.

- 4) Within fourteen (14) calendar days of the Public Meeting the Contractor shall review and catalogue all public comments and provide a written report to the Contract Manager. The Contractor shall work with the Contract Manager to determine how and when comments are going to be addressed.
- 5) The public comments will be deemed addressed by the Contractor upon the Contract Manager's review and approval.

D. Public Meeting Documents or Presentation Materials

- 1) The Contractor shall work with the Contract Manager to determine logistics or materials required for the public meetings. This may include but not be limited to slide decks, agendas, listserv messages or other documents necessary to conduct the meetings.
- 2) The Contractor shall provide any materials identified to the Contract Manager at least fourteen (14) calendar days before the scheduled meeting.

E. Preparation and Submission of Deliverables

- 1) In preparation of the deliverables, the Contractor shall:
 - a) Ensure prepared deliverables are properly circulated for public review following specific procedures outlined in the most recent requirements of CEQA.
 - b) Address public comments and make revisions based on public and Contract Manager feedback.
- 2) Prior to submission to the Contract Manager, the Contractor shall conduct thorough quality assurance and quality control (QA/QC) on all deliverables detailed herein. This shall include, but is not limited to, the following steps:
 - a) Ensure that each deliverable strictly adheres to the guidelines and specifications outlined in this contract.
 - b) Verify the accuracy of all data, calculations, and content within the deliverables.
 - c) Maintain consistency in format, style, and language as per the standards outlined in this contract.
 - d) Identify and correct any errors or omissions in the deliverables.
 - e) Ensure deliverables are drafted and produced in accordance with CalRecycle Contractor Publication Guide at <https://calrecycle.ca.gov/Contracts/PubGuide/> per Exhibit D Special Terms and Conditions.
- 3) Upon receipt of a deliverable from the Contractor, the Contract Manager will review and provide written notification, either accepting the deliverable or identifying necessary refinements.
- 4) If the Contract Manager specifies refinements, the Contractor must revise and resubmit the deliverable within seven (7) calendar days.

- 5) This cycle of submission, review, and refinement will continue until the Contract Manager issues written acceptance of the deliverable.
- 6) No subsequent tasks shall commence without the explicit written approval of the Contract Manager for the preceding deliverable.

6. Tasks

A. Task 1 – Project Initiation & Work Plan

- 1) Within fourteen (14) calendar days of the contract's execution, the Contractor shall schedule a kickoff meeting and meet with CalRecycle's staff to review and refine the approach presented in the Proposal.
- 2) The Contractor shall work with the Contract Manager to determine whether the initial meeting must be held in person at CalRecycle's Sacramento Office, or via the web or teleconference, at the Contract Manager's final approval.
- 3) The Contractor shall develop and submit an initial Work Plan indicating the steps that will be taken in completing Task 2, including the personnel involved, and projected timeframe. Work shall not commence on any subsequent subtask without written approval of the Work Plan from the Contract Manager.

B. Task 2 – Conduct Initial Study

- 1) The Contractor shall prepare the IS consistent with the requirements of CEQA, utilizing the most current Initial Study checklist and communicate its findings to CalRecycle. In the IS, the Contractor shall research, identify, and analyze the potentially significant environmental impacts of implementing SB 54 regulations. The IS shall be submitted to the Contract Manager via email.
- 2) All documents produced by the Contractor must adhere to Section 5, Project Task Expectations and as otherwise outlined in this Scope of Work.

C. Task 3 - Refine Work Plan Details

- 1) Within fourteen (14) calendar days of completing the IS, the Contractor shall schedule a work planning meeting with CalRecycle's staff to review and refine the approach presented in the Work Plan.
- 2) The Contractor shall work with the Contract Manager to determine whether this meeting must be held in person at CalRecycle's Sacramento Office, or via the web or teleconference, at the Contract Manager's final approval.
- 3) Depending on the outcome of the IS, the Contractor shall develop and submit a detailed Work Plan indicating the steps that will be taken in completing project milestones, including specific tasks for an ND, MND, or EIR as applicable, including the personnel involved, and projected timeframe. Work shall not commence on any subsequent task without written approval of the Work Plan from the CalRecycle Contract Manager.

D. Task 4 – ND (if required)

- 1) The Contractor shall submit the ND, Notice of Intent (NOI) and Notice of Completion (NOC) to the Contract Manager by the timeframe outlined in the approved Work Plan (specified in Task 3), via email. The ND, NOI and NOC must meet CalRecycle's publication guidelines found in Exhibit D Special Terms and Conditions.

- 2) Upon Contract Manager approval, the Contractor shall provide a notice of intent to adopt a ND in accordance with CEQA guidelines, file a NOC, prepare for circulation of the ND, and assist with conducting any public meetings to solicit comments on the ND to ensure sufficient public input. The circulation of the ND, including NOC, shall follow specific procedures outlined in accordance with CEQA.
 - a) Within seven (7) calendar days of adoption of the ND, the Contractor shall file a NOD on behalf of CalRecycle following CEQA.
 - b) Upon the Contract Manager's approval, the Contractor shall file a NOD on behalf of CalRecycle and submit the ND with all required documents.
 - c) The Contractor shall file a NOD and submit the ND before October 31, 2024.

E. Task 5 – MND (if required)

- 1) The Contractor shall additionally draft a Mitigation Monitoring and Reporting Program (MMRP).
- 2) The Contractor shall submit the MND, MMRP, NOI and NOC to the Contract Manager by the timeframe outlined in the approved Work Plan (specified in Task 3), via email. The MND, MMRP, NOI and NOC must meet CalRecycle's publication guidelines found in Exhibit D Special Terms and Conditions.
- 3) Upon approval by the Contract Manager, the Contractor shall provide a notice of intent to adopt a ND in accordance with CEQA guidelines, file a NOC, prepare for circulation of the MND, and assist with conducting any public meetings to solicit comments on the MND to ensure sufficient public input.
- 4) Circulation of the MND, including NOC, shall follow specific procedures outlined in the most recent CEQA. The Contractor shall participate in public meetings regarding SB 54 MND during the public comment period and provide a summary of each meeting to the Contract Manager within seven (7) calendar days of the meeting. The Contractor shall provide transcription services for each meeting which will include every oral or written public comment provided at the meeting.
- 5) Following the public comment period, the Contractor shall make any necessary revisions and submit the MND and MMRP to the Contract Manager on or before June 1, 2024, via e-mail for review.
- 6) If a substantial revision to the MND and recirculation is necessary, the Contractor shall prepare for recirculation of the MND, make any necessary revisions in response to comments, and submit the revised MND to the Contract Manager via e-mail for review.
- 7) Upon adoption of the MND and MMRP, seven (7) calendar days, the Contractor shall file a NOD on behalf of CalRecycle following CEQA.
- 8) The Contractor shall participate in other public meetings organized by CalRecycle pertaining to CEQA during the contract period. The Contractor shall provide transcription services for each meeting which will include every oral or written public comment provided at the meeting. The contractor shall provide a summary of each meeting to the Contract Manager within seven (7) calendar days of the meeting along with any public comments.

F. Task 6 – EIR (if required)

- 1) The Contractor shall assist in developing a Notice of Preparation (NOP) of an EIR and consistent with CEQA, assist with scheduling and coordinating at least one (1) scoping meeting in accordance with CEQA, in Sacramento, with CalRecycle staff, government agencies, interested parties, and the general public regarding the SB 54 EIR.
- 2) The Contractor shall participate in the scoping meeting regarding SB 54 EIR and provide a summary of each meeting to the Contract Manager within seven (7) calendar days of the meeting. The Contractor shall provide transcription services for each meeting which will include every oral or written public comment provided at the meeting.
- 3) The Contractor shall prepare a Draft EIR following CEQA for the SB 54 regulations and submit it to the Contract Manager for review and approval. The Draft EIR must meet CalRecycle's publication guidelines found in Exhibit D Special Terms and Conditions.
- 4) The Contractor shall submit the draft EIR to the Contract Manager by the timeframe outlined in the approved Work Plan (specified in Task 3), via e-mail for review.
- 5) Upon approval by the Contract Manager, the Contractor shall file a NOC, Notice of Availability (NOA) and prepare for circulation of the Draft EIR, and assist with conducting any public meetings to solicit comments on the Draft EIR to ensure sufficient public input.
 - a) The circulation of the Draft EIR [including NOC and NOA] shall follow specific procedures outlined in the most recent CEQA.
 - b) The Contractor shall ensure sufficient public notice of the NOA, including but not limited to, circulation in public newspapers statewide, which shall include at a minimum, but not limited to the Sacramento Bee, San Francisco Chronicle, LA Times, Mercury News, San Diego Union-Tribune and Mid Valley Times.
- 6) The Contractor shall participate in public meetings regarding SB 54 EIR during the public comment period and provide a summary of each meeting to the Contract Manager within seven (7) calendar days of the meeting. The Contractor shall provide transcription services for each meeting which will include every oral or written public comment provided at the meeting.
- 7) The Contractor shall seek the Contract Manager's approval to prepare the Final EIR. Upon receipt of said approval, the Contractor shall prepare the Final EIR in compliance with CEQA:
 - a) Organize and assist in responding to Draft EIR comments and incorporation into the Final EIR
 - b) Prepare revisions to the Draft EIR in response to comments.
 - c) Prepare a Mitigation Monitoring and Reporting Program, if required
 - d) Draft Findings and SOC, if necessary, to support the approval of the Final EIR
 - e) Assist in the presentation of the Final EIR. The Final EIR must meet CalRecycle's publication guidelines found in Exhibit D Special Terms and Conditions.
- 8) The Contractor shall submit the Final EIR to the Contract Manager within the timeframe outlined in the approved Work Plan (specified in Task 3), via e-mail for review.
 - a) Upon receipt of the Final EIR from the Contractor, the Contract Manager will review and provide written notification either accepting the deliverable or identifying necessary refinements.
 - b) If the Contract Manager specifies refinements, the Contractor must revise and resubmit the Final EIR within fourteen (14) calendar days of receiving such notice.
 - c) This cycle of submission, review, and refinement will continue until the Contract Manager issues written acceptance of the Final EIR.

- d) No subsequent tasks shall commence without the explicit written approval of the Contract Manager for the preceding Final EIR.
- 9) Upon approval of the Final EIR, within seven (7) calendar days, the Contractor shall file a NOD on behalf of CalRecycle following CEQA.
- 10) The Contractor shall participate in other public meetings organized by CalRecycle pertaining to CEQA during the contract period. The Contractor shall provide transcription services for each meeting which will include every oral or written public comment provided at the meeting. The contractor shall provide a summary of each meeting to the Contract Manager within seven (7) calendar days of the meeting along with any public comments.

G. Task 7 – Project Completion and CEQA Compliance Assurance

- 1) The Contractor shall organize and conduct a formal closeout meeting with CalRecycle to review the completed project, discuss the final CEQA Compliance Report, and address any remaining concerns. The final closeout meeting shall occur on or before October 31, 2024. The final closeout meeting must be held in person at CalRecycle's Sacramento Office unless CalRecycle agrees to meet via the web or teleconference. During this meeting, the Contractor shall demonstrate:
 - a) Final CEQA Compliance Report summarizing the completion of the CEQA process, including the fulfillment of all mitigation measures, monitoring programs, and any conditions of project approval related to CEQA.
 - b) Complete project closeout package to the Contract Manager, including all required documentation such as ND, MND, Final EIR, proof of NOD filing, and the Final CEQA Compliance Report.
- 2) The Contractor shall obtain written approval from CalRecycle within thirty (30) calendar days after the closeout meeting, confirming that the project complies with CEQA and that all required documents have been satisfactorily completed and submitted.
- 3) Upon obtaining CalRecycle's written approval, the Contractor shall file a NOC with the appropriate entities, signaling the official closure of the project.

7. Contract/Task Time Frame

Task Number	Task Description	Start Date	End Date
Task 1	Project Initiation & Work Plan	On or after March 31, 2024	On or before April 30, 2024
Task 2	Refine Work Plan Details	On or after March 31, 2024	On or before April 30, 2024

Task 3	Conduct the Initial Study	Upon the completion of Task 2 or sooner	Within thirty (30) calendar days of the start date of Task 3
Task 4	ND (if required)	Upon the completion of Task 3	On or before October 31, 2024
Task 5	MND (if required)	Upon the completion of Task 3	On or before October 31, 2024
Task 6	EIR (if required)	Upon the completion of Task 3	On or before October 31, 2024
Task 7	Project Completion and CEQA Compliance Assurance	Upon the completion of Task 5, 6 or 7	Within thirty (30) calendar days of the start date of Task 8

8. Location of Services

Services will be provided state-wide. The location for meetings with the Contract Manager will be determined by the Contract Manager. Meetings will be held via teleconference, at the California Environmental Protection Agency Headquarters in Sacramento (1001 I Street, Sacramento, CA 95814), or by other appropriate means such as webinar.

9. Control of Work

- A. The Contract Manager has the authority to determine the quality and acceptability of the following:
 - Work to be performed
 - Rate and progress of the work
 - Fulfillment of the services provided by the Contractor
 - Compensation for services provided by the Contractor
- B. Decisions of the Contract Manager will be deemed final and enforceable if the Contractor fails to complete deliverables required by this Contract.
- C. The Contractor shall immediately bring any unanticipated issues to the attention of the Contract Manager. The Contract Manager will confer with appropriate CalRecycle staff, if necessary, and the Contractor to resolve the issue.

- D. The Contractor will designate a Project Manager to:
- Oversee all work performed under the Contract.
 - Ensure compliance with all Contract terms.
 - Act as the Contractor's primary representative, responsible for discussing all contract-related matters with CalRecycle.
- E. If during the course of the Contract, it is deemed necessary to replace the Project Manager, Contract Manager approval is required.

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 for actual expenditures incurred in accordance with the rates specified herein.

B. Itemized invoices shall be submitted electronically, with one set of supporting documentation (i.e., receipts, timesheets, etc.), not more frequently than monthly in arrears to:

contractpayment@calrecycle.ca.gov

C. Each invoice submitted to CalRecycle must include the following information:

- Invoice Number
- Contract Number
- Description of Rendered Activities/Services
- Submitting Contractor's Address
- Invoice Period

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 the Contractor or to furnish any other considerations under this Agreement and the 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 the Contractor to reflect the reduced amount.

3. **PROMPT PAYMENT CLAUSE:** Payment will be made in accordance with and within the time specified in Government Code, Chapter 4.5 (commencing with Section 927).

4. **TAXES:** 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 or use tax imposed by another state.

5. **COST BREAKDOWN:** See Exhibit B1

6. **TRAVEL CLAUSE:** All travel will be reimbursed at the excluded employee travel rates in accordance with the California Code of Regulations Title 2, Division 1, Chapter 3, Subchapter 1, Article 2, Section 599.615.1 et seq. The Contractor will be held to the State per diem rates in effect at the time of travel. For specific per diem (lodging, meals and incidentals) reimbursement rates, see California Code of Regulations Title 2, Division 1, Chapter 3, Subchapter 1, Article 2, Section 599.619. For this agreement, the Contractor's

headquarters are located at <Enter Address>. Per diem will not be reimbursed for travel within 50 miles of Contractor's headquarters.

If the Contractor is unable to obtain lodging at the excluded employee rate, the Contractor shall request preapproval from the Contract Manager for lodging rates that exceed the allowable rates. Preapproval of excess lodging rates requires the Contractor to complete and submit CalRecycle form 151. The form requires a written justification and supporting documentation, including a minimum of three lodging quotes to validate the excess lodging rate. The Contract Manager will notify the Contractor of their decision. Excess lodging that is not preapproved will not be reimbursed.

7. PAYMENT WITHHOLD: The provisions for payment under this contract will be subject to a ten percent (10%) withholding per invoice. The withheld payment amount will be included in the final payment to the Contractor and will only be released when all required work has been completed to the satisfaction of CalRecycle. The Contractor agrees to comply with the requirements of Public Contract Code (PCC), Section 10346. The provisions for payment under this contract will be subject to a ten thousand dollars (\$10,000.00) withhold in accordance with Military and Veterans Code sections 999.5 and 999.7.
8. DVBE WITHHOLD: This contract is subject to final payment withholding in accordance with Military & Veterans Code § 999.7 until the Contractor complies with the certification requirements of subdivision (d) of § 999.5. CalRecycle will withhold \$10,000 from the final payment, or the full final payment if less than \$10,000, until the Contractor complies with the certification requirements and submits the Prime Contractors Certification – DVBE Subcontracting Report (STD 817) form to CalRecycle.

Exhibit B-1
Cost Sheet

EXHIBIT D

SPECIAL TERMS AND CONDITIONS

1. **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, CalRecycle 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.
2. **AMENDMENT:** No amendment or variation of the terms of this Agreement shall be valid unless made in writing, signed by the parties and approved as required. No oral understanding or agreement not incorporated in this Agreement is binding on any of the parties. CalRecycle reserves the right to amend this Agreement through a formal written amendment signed by both parties, for additional time and/or funding.
3. **CALIFORNIA WASTE TIRES:** Unless otherwise provided for in this contract, in the event the Contractor and/or Subcontractor(s) purchases waste tires or waste-tire derived products for the performance of this Agreement, only California waste tires and California waste tire-derived products shall be used. As a condition of payment under this Agreement, the Contractor must provide documentation substantiating the source of the tire materials used during the performance of this Agreement to the Contract Manager.

All formal notices required by this Agreement must be given in writing and sent by prepaid certified mail, fax, personal delivery or telex.

4. **CONTRACT MANAGEMENT:** The Contractor and the agents and employees of the Contractor, in the performance of this Agreement, shall act in an independent capacity and not as officers or employees or agents of the State of California. The Contractor may change the designated Project Director, but CalRecycle reserves the right to approve any substitution of the Project Director. The Contractor's key personnel may not be substituted without CalRecycle's Contract Manager's prior written approval. CalRecycle may change the Contract Manager by notice given to the Contractor at any time. CalRecycle staff will be permitted to work side-by-side with the Contractor's staff to the extent and under conditions that may be directed by the Contract Manager. In this connection, CalRecycle's staff will be given access to all required data, working papers, etc. The Contractor will not be permitted to utilize CalRecycle's staff for the performance of services, which are the responsibility of the Contractor unless the Contract Manager previously agreed to such utilization in writing, and any appropriate adjustment in price is made. No charge will be made to the Contractor for the services of CalRecycle's staff for coordination or monitoring functions.
5. **CONTRACTOR EVALUATIONS:** CalRecycle will evaluate the Contractor's performance within sixty days of the completion of this Agreement and shall remain on file by CalRecycle for a period of thirty-six months. If the Contractor does not satisfactorily perform the work or service specified in this Agreement, CalRecycle will submit a copy of the negative evaluation to the Department of General Services (DGS), Office of Legal Services, within five (5) working days of the completion of the evaluation. Upon filing an unsatisfactory evaluation with the DGS, CalRecycle shall notify and send a copy of the evaluation to the Contractor within fifteen (15) days. The Contractor shall have thirty days to prepare and

send a written response to CalRecycle and the DGS. CalRecycle and the DGS shall file the Contractor's statement with the evaluation. (Public Contract Code, § 10369).

6. **CONFIDENTIALITY/PUBLIC RECORDS**: The Contractor and CalRecycle 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. Such information or data may be subject to disclosure under the California Public Records Act, commencing with Government Code § 7920.000, or the Public Contract Code (PCC). CalRecycle agrees not to disclose such information or data furnished by the Contractor and to maintain such information or data as confidential when so designated by Contractor in writing at the time it is furnished to CalRecycle, only to the extent that such information or data is exempt from disclosure under the California Public Records Act and the PCC.
7. **CONFLICT-FUTURE BIDDING LIMITATION**: Pursuant to PCC § 10365.5:
 - (a) No person, firm, or subsidiary thereof who has been awarded a consulting services contract may submit a bid for, nor be awarded a contract for, the provision of services, procurement of goods or supplies, or any other related action that is required, suggested, or otherwise deemed appropriate in the end product of the consulting services contract.
 - (b) Subdivision (a) does not apply to any person, firm, or subsidiary thereof who is awarded a subcontract of a consulting services contract that amounts to no more than ten (10) percent of the total monetary value of the consulting services contract.
 - (c) Subdivisions (a) and (b) do not apply to consulting services contracts subject to Chapter 10 (commencing with Section 4525) of Division 5 of Title 1 of the Government Code.
8. **CONSULTING SERVICES**: If this Agreement is for consulting services, the Contractor is hereby advised of its duties, obligations and rights under PCC §§ 10335 through 10381.
9. **DELIVERABLES**: All documents and/or reports drafted for publication by or for CalRecycle in accordance with this contract shall adhere to CalRecycle's Contractor Publications Guide at www.calrecycle.ca.gov/Contracts/PubGuide/ and shall be reviewed by CalRecycle's Contract Manager in consultation with a CalRecycle editor.

For contracts of \$5,000 or more, any document or written report prepared for or under the direction of CalRecycle, shall include a notation on the inside cover as follows:

"Prepared as part of CalRecycle contract number DRR[Insert], Total Contract Amount [Insert], pursuant to Government Code § 7550."
10. **ENTIRE AGREEMENT**: This Agreement supersedes all prior agreements, oral or written, made with respect to the subject hereof and, together with the Attachments and/or Exhibits hereto, contains the entire Agreement of the parties.
11. **ENVIRONMENTAL JUSTICE**: In the performance of this Agreement, the Contractor shall conduct its programs, policies, and activities that substantially affect human health or the environment in a manner that ensures the fair treatment of people of all races, cultures, and income levels, including minority populations and low-income populations of the State. (Gov. Code, § 65040.12(e).)
12. **EXECUTIVE ORDER N-6-22 – RUSSIA SANCTIONS**: On March 4, 2022, Governor Gavin Newsom issued Executive Order N-6-22 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, the Contractor represents that it is not a target of Economic Sanctions. Should the State determine that the 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.

13. **FORCE MAJEURE**: Neither CalRecycle nor the Contractor, including the Contractor's subcontractor(s), if any, will be responsible hereunder for any delay, default or nonperformance of this Agreement, to the extent that such delay, default or nonperformance is caused by an act of God, weather, accident, labor strike, fire, explosion, riot, war, rebellion, sabotage, or flood, or any other cause beyond the reasonable control of such party.
14. **GRATUITIES**: CalRecycle may terminate this Agreement if gratuities were offered or given by the Contractor, or any agent or representative of the Contractor, to any employee of CalRecycle, with a view toward securing a contract or securing favorable treatment with respect to awarding or amending or making a determination with respect to performance of this Agreement.
15. **IMPRACTICABILITY OF PERFORMANCE**: This Agreement may be suspended or cancelled, without notice at the option of the Contractor, if the Contractor's or CalRecycle's premises or equipment is destroyed by fire or other catastrophe or is so substantially damaged that it is impractical to continue service or in the event the Contractor is unable to render service as a result of any action by any governmental authority.
16. **INSURANCE**: When required, the Contractor must provide: 1) a Certificate of Insurance insuring CalRecycle, and/or 2) verification of Worker's Compensation insurance. The Contractor must provide said Certificate of Insurance and/or verification to CalRecycle within ten (10) days after notification of CalRecycle's intent to award the Agreement. The Agreement will not be executed, nor can work begin, unless said Certificate of Insurance and/or verification is provided to CalRecycle.

The Certificate of Insurance must be in effect for the duration of the Agreement and shall include the following terms and conditions:

- (a) CalRecycle, its officers, agents, employees, and servants shall be included as additional insured.
- (b) The dates of inception and expiration of coverage shall be specified.
- (c) A minimum liability coverage of not less than \$1,000,000 per occurrence for bodily injury and property damage liability combined shall be specified. The coverage shall not include a deductible feature.
- (d) The insurer will not cancel the insured's coverage without thirty days prior written notice to CalRecycle.
- (e) CalRecycle is not liable for the payment of premiums or assessments on said policy.
- (f) The insurance coverage shall be on an occurrence basis only.

In the event the Certificate of Insurance should expire or be cancelled during the term of this Agreement, the Contractor agrees to provide, at least thirty days prior to said expiration or cancellation, a new Certificate of Insurance evidencing coverage, as provided for herein, for not less than one (1) year or for the remainder of the contractual agreement, whichever is greater. In the event the Contractor fails to keep in effect at all times insurance coverage

as herein provided, CalRecycle may, in addition to any other remedies it may have, terminate this Agreement upon occurrence of such event.

17. **INTELLECTUAL PROPERTY**: CalRecycle shall exclusively own all intellectual property rights in and to all work product, including, but not limited to, writings, ideas, inventions (whether patentable or not), discoveries, research, proposals, and all other results and work product of any nature whatsoever, that is created, authored, produced, conceived, or reduced to practice in the course of the performance of this Agreement. Such intellectual property rights, whether registered or unregistered, and including all applications for and renewals or extensions thereof, shall include, but are not necessarily limited to copyrights; trademarks, service marks, trade dress, trade names, logos, and domain names, together with all of the goodwill associated therewith; and patents. The Contractor agrees, and shall cause all of its relevant personnel, including all employees, agents, subcontractors, and other personnel participating in any way in the creation or achievement of such work product, to agree, that any such work product that may qualify as “work made for hire” pursuant to 17 U.S.C. § 101 is hereby deemed a “work made for hire” for CalRecycle. To the extent that any of the work product does not constitute a “work made for hire” for CalRecycle, Contractor hereby irrevocably assigns to CalRecycle, and shall cause such personnel to irrevocably assign to CalRecycle, in each case without additional consideration, all rights, title, and interest throughout the world in and to the work product, including all intellectual property rights therein. Upon request of CalRecycle, the Contractor shall promptly take, and shall cause its relevant personnel to promptly take, such further actions, including execution and delivery of all appropriate instruments of conveyance, as may be necessary to assist CalRecycle to prosecute, register, perfect, or record its rights in or to any such work product.
18. **LIABILITY FOR NONCONFORMING WORK**: The Contractor will be fully responsible for ensuring the completed work conforms to the agreed upon terms. If nonconformity is discovered prior to the Contractor’s deadline, the Contractor will be given a reasonable opportunity to cure the nonconformity. If the nonconformity is discovered after the deadline for the completion of the project, CalRecycle, in its sole discretion, may use any reasonable means to cure the nonconformity. The Contractor shall be responsible for reimbursing CalRecycle for any additional expenses incurred to cure such defects.
19. **LICENSES OR PERMITS**: The Contractor shall be an individual or firm licensed to do business in and with 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.

In the event the Contractor fails to keep in effect at all times all required license(s) and permit(s), CalRecycle may, in addition to other remedies it may have, terminate this Agreement upon occurrence of such event.
20. **ORDER OF PRECEDENCE**: In the event of conflict or inconsistency between the articles, exhibits, attachments, specifications or provisions that constitute this Agreement, the following order of precedence shall apply: STD 213; GTC 04/2017 – General Terms and Conditions (incorporated by reference); Exhibit A – Scope of Work; Exhibit B – Budget Detail and Payment Provisions; Exhibit B-1 Cost Sheet; Exhibit D – Special Terms and Conditions; Other exhibits in alphabetical order, beginning with E; Attachments in numerical order, beginning with 1.
21. **OWNERSHIP OF DRAWINGS, PLANS AND SPECIFICATIONS**: CalRecycle will have separate and independent ownership of all drawings, design plans, specifications,

notebooks, tracings, photographs, negatives, reports, findings, recommendations, data and memoranda of every description or any part thereof, prepared under this Agreement. The originals and all copies thereof will be delivered to CalRecycle upon request. CalRecycle will have the full right to use said originals and copies in any manner when and where it may determine without any claim on the part of the Contractor, its vendors or subcontractors to additional compensation.

22. **PUBLICITY AND ACKNOWLEDGEMENT**: The Contractor shall acknowledge CalRecycle's support whenever projects funded, in whole or in part, by this Agreement are publicized in any news media, brochures, or other type of promotional material.

23. **RECYCLED-CONTENT PRODUCT PURCHASING**: In the performance of this Agreement, the Contractor shall purchase used and/or recycled-content products as set forth on the back of the Recycled-Content Certification Form (Exhibit D, Attachment 1). For assistance in locating recycled-content products, please search the recycled-content product database available at: www.calrecycle.ca.gov/rcpm. If after searching the database, contractors are unable to find the recycled-content products they are looking for, please notify CalRecycle's Contract Manager. All recycled content products purchased or charged/billed to CalRecycle that are printed upon such as promotional items, publications, written materials, and other educational brochures shall have both the total recycled content (TRC) and the post-consumer (PC) content clearly printed on them.

In addition, any written documents such as, publications, letters, brochures, and/or reports shall be printed double-sided on 100% post-consumer (PC) paper. Specific pages containing full-color photographs or other ink-intensive graphics may be printed on photographic paper. The paper should identify the post-consumer recycled content of the paper (i.e., "printed on 100% post-consumer paper"). When applicable, the Contractor shall provide the Contract Manager with an electronic copy of the document and/or report for CalRecycle's uses. When appropriate, only an electronic copy of the document and/or report shall be submitted and no hard copy shall be provided.

24. **REMEDIES**: The Contractor shall perform all work pursuant to the Agreement in a safe, satisfactory, professional, efficient, and expeditious manner to the satisfaction of CalRecycle. Unless otherwise expressly provided herein, the rights and remedies hereunder are in addition to, and not in limitation of, other rights and remedies under the Agreement, at law or in equity, and exercise of one right or remedy will not be deemed a waiver of any other right or remedy. In the event of the Contractor's default under this Agreement, CalRecycle shall be entitled to all remedies available at law including, but not limited to, termination of this Agreement, withholding of any amount billed, and/or recovery of funds disbursed.
25. **SETTLEMENT OF DISPUTES**: In the event of a dispute, the Contractor shall file a "Notice of Dispute" with CalRecycle's Director or his/her designee with ten (10) days of discovery of the problem. Within ten (10) days, the Director or his/her designee shall meet with the Contractor and CalRecycle Project Manager for the purpose of solving the dispute.
26. **STOP WORK NOTICE**: Immediately, upon receiving a written notice to stop work, the Contractor shall cease all work under this Agreement.
27. **SUBCONTRACTORS**: All Subcontractors previously identified in the bid/proposal submitted are considered to be acceptable to CalRecycle. Any change or addition of Subcontractors will be subject to the prior written approval of the Contract Manager or the Director or his/her designee. Upon termination of any Subcontract, the Contractor shall notify the Contract Manager or the Executive Director immediately. If CalRecycle or the

Contractor determines that the level of expertise or the services required are beyond that provided by the Contractor or its routine Subcontractors, the Contractor shall be required to employ additional Subcontractors. Nothing contained in this Agreement or otherwise, shall create any contractual relation between CalRecycle and any Subcontractors, and no Subcontract shall relieve the Contractor of its responsibilities and obligations hereunder. The Contractor agrees to be as fully responsible to CalRecycle for the acts and omissions of its Subcontractors and of persons either directly or indirectly employed by any Subcontractor 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 CalRecycle's obligation to make payments to the Contractor. As a result, CalRecycle shall have no obligation to pay or to enforce the payment of any moneys to any Subcontractor.

28. **SUCCESSORS:** The provisions of this Agreement will be binding upon and inure to the benefit of CalRecycle, the Contractor, and their respective successors.
29. **TERMINATION:** CalRecycle shall have the right to terminate this Agreement at its sole discretion at any time upon thirty (30) days written notice given to the Contractor. In the case of early termination, a final payment will be made to the Contractor upon approval by the Contract Manager of a financial report, invoices for costs incurred to date of termination and a written report describing all work performed by the Contractor to date of termination.
30. **UNRELIABLE LIST:** Prior to authorizing a Subcontractor(s) to commence work under this Agreement, the Contractor shall submit to CalRecycle a declaration from the Subcontractor(s), signed under penalty of perjury, stating that within the preceding three years, none of the events listed in Section 17050 of Title 14, California Code of Regulations, Natural Resources, Division 7, have occurred with respect to the subcontractor(s).

Placement of the Contractor on CalRecycle's Unreliable List at any time after award of this Agreement may be grounds for termination of Agreement. If a Subcontractor is placed on CalRecycle's Unreliable List after award of this Agreement, the Contractor may be required to terminate the Subcontract.

31. **WASTE REDUCTION:** In the performance of this Agreement, the Contractor shall take all reasonable steps to ensure that materials purchased or consumed in the course of the project are utilized both effectively and efficiently to minimize the generation of waste. The steps should include, but not necessarily be limited to, the use of reusable products, the use of recyclable and compostable products, discretion in the amount of materials used, the provision of alternatives to disposal for materials consumed, and the practice of other waste reduction measures where feasible and appropriate.
32. **WORK AUTHORIZATION:** If this Agreement is for services as needed, or has clearly specified sub-categories a work authorization will be required before work can begin pursuant to this Agreement. The Contract Manager will make this determination, when work authorizations are required, the Contract Manager will prepare a work authorization for each item of work. Each work authorization, as appropriate, will consist of a detailed statement of the purpose, objectives or goals to be undertaken by the Contractor, identification of the Contractor/subcontractor team, all significant material to be developed and delivered by the Contractor, all materials to be furnished by CalRecycle to the Contractor, the Contractor's estimated time schedule and person hours, billing rates and total cost of the work authorization.
 - (a) All work authorizations will be in writing, negotiated and approved by the Contract Manager and the Contractor's Project Director prior to beginning work. However, in situations where

expedience is of the utmost importance, the Contract Manager may verbally authorize the Contractor to begin work following up with written authorization.

- (b) The level of effort required for each work authorization will vary for each proposed project. Therefore, the Contract Manager will establish the time lines for completion of duties to be performed at the time of assignment.
- (c) CalRecycle reserves the right to require the Contractor to stop or suspend work on any work authorization. The Contract Manager will provide, in writing to Contractor's Project Director, notice of the date work is to be halted or suspended. Approved costs incurred to that date shall be reimbursed in accordance with this Agreement's provision.
- (d) Each work authorization will be numbered sequentially.
- (e) The actual costs of a completed, approved work authorization will not exceed the authorized amount, except if, in the performance of the work, the Contractor determines that the actual cost will exceed the estimated costs; the Contractor will immediately notify the Contract Manager. Upon such notification, the Contract Manager may:
 - 1. Alter the scope of the work authorization to accomplish the work within the estimated costs; or
 - 2. Augment the work authorization budget; or
 - 3. Authorize the Contractor to complete the work for the actual costs; or
 - 4. Terminate the work authorization.

Prior to exceeding the approved budget, approval must be secured in writing from the Contract Manager and the work authorization must be modified to reflect the change. If the problem occurs because the Contractor is in fault, the Contractor will absorb the additional costs.

Recycled-Content Certification

STATE OF CALIFORNIA
 Department of Resources Recycling and
 Recovery (CalRecycle)
 CalRecycle 74C (Rev. 06/10 for Contracts)

To be completed by Contractor	
Name of Contractor:	
Contract #:	Work Order #:

☐ Check this box if no products, materials, goods, or supplies were purchased with contract dollars and submit to the CalRecycle Contract Manager.

This form to be completed by contractor. The form must be completed and returned to CalRecycle with a row completed for each product purchased with contract dollars. Attach additional sheets if necessary. **Information must be included, even if the product does not contain recycled-content material.** Product labels, catalog/website descriptions, or bid specifications may be attached to this form as a method of providing that information. Add additional rows as needed.

Contractor's Name _____ Date _____
 Address _____
 Fax _____ Phone _____
 E-mail _____ Website _____

Product Manufacturer	Product Description / Brand	Purchase Amount (\$)	¹ Percent Postconsumer Material	² SABRC Product Category Code	Meets SABRC

Public Contract Code sections 12205 (a) (1) (2) (3) (b) (1) (2) (3).

I certify that the above information is true. I further certify that these environmental claims for recycled content regarding these products are consistent with the Federal Trade Commission's Environmental Marketing Guidelines in accordance with PCC Section 12205.

 Print name Signature Company Date
 (See footnotes on the back of this page.)

1. Postconsumer material comes from products that were bought by consumers, used, then recycled. For example: a newspaper that has been purchased and read, next recycled, and then used to make another product would be postconsumer material.

If the product does not fit into any of the product categories, enter "N/A." Common N/A products include wood products, natural textiles, aggregate, concrete, electronics such as computers, TV, software on a disk or CD, telephone

2. Product category refers to one of the product categories listed below, into which the reportable purchase falls. For products made from multiple materials, choose the category that comprises most of the product by weight, or volume.

Note: For reused or refurbished products, there is no minimum content requirement.

For additional information visit www.calrecycle.ca.gov/BuyRecycled/.

Code	Description	Minimum content requirement
Product Categories (11)		
1	Paper Products - Recycled	30 percent postconsumer fiber, by fiber weight
2	Printing and Writing - Recycled	30 percent postconsumer fiber, by fiber weight
3	Compost, Co-compost, and Mulch - Recycled	80 percent recovered materials. i.e., material that would otherwise be normally disposed of in a landfill
4	Glass - Recycled	10 percent postconsumer, by weight
5	Rerefined Lubricating Oil - Recycled	70 percent re-refined base oil
6a	Plastic - Recycled	10 percent postconsumer, by weight
6b	Printer or duplication cartridges	a. Have 10 percent postconsumer material, or b. Are purchased as remanufactured, or c. Are backed by a vendor-offered program that will take back the printer cartridges after their useful life and ensure that the cartridges are recycled and comply with the definition of recycled as set forth in Section 12156 of the Public Contract Code.
7	Paint - Recycled	50 percent postconsumer paint (exceptions when 50 % postconsumer content is not available or is restricted by a local air quality management district, then 10% postconsumer content may be substituted)
8	Antifreeze - Recycled	70 percent postconsumer material
9	Retreated Tires - Recycled	Use existing casing that has undergone retreading or recapping process in accordance with Public Resource Code (commencing with section 42400).
10	Tire- Derived - Recycled	50 percent postconsumer tires
11	Metals - Recycled	10 percent postconsumer, by weight

Attachment F - SOQ Completion Checklist

Use the Required SOQ Completion Checklist to prepare and submit your SOQ Package.

Firms MUST submit on provided forms and/or forms included by reference.

SOQ Package must be submitted in the sequential order listed below:

- ☐ Signed cover letter printed on company letterhead.
 - ☐ All documents submitted double sided on 100% post-consumer recycled content fiber paper, attested to in the cover letter.
 - ☐ Copy of all Required Professional Licenses per Section III, Qualifications/Licenses
 - ☐ Copy of Required Secretary of State License(s)
 - ☐ Notarized Statement from Financial Institution
 - ☐ Audited or Reviewed Financial Statement
 - ☐ Resumes of all required parties
 - ☐ Statement of Qualifications, including any required supporting documentation
 - ☐ Client References
 - ☐ Compliance with Government Code, Section 87100
 - ☐ Compliance with PCCs 10162 and 10285.1 and Non-Collusion Affidavit
 - ☐ Bidder Declaration Form, if applicable
 - ☐ Disabled Veteran Business Enterprises Declarations (DGS PD 843), if applicable
 - ☐ Contractor Certification Clauses (CC04/2017)
 - ☐ Iran Contracting Act (PCC 2202-2208)
 - ☐ Darfur Contracting Act
 - ☐ California Civil Rights Laws Certification
-

The following number of SOQ packages must be submitted as the Contractor's response to this RFQ:

- ☐ One (1) unbound reproducible original SOQ package marked "Original"
 - ☐ One (1) Electronic copy of SOQ Package in Adobe Acrobat format on a USB with all documents in a single file, including all attachments.
-

The following forms are not required at the time of the SOQ package submission but will be required by the successful contractor during the contract period:

- ☐ Small Business (SB) Subcontractor Payment Certification (Attachment A)
 - ☐ Disabled Veteran Business Enterprise (DVBE) Subcontractor Payment Certification (Attachment B)
 - ☐ Recycled Content Certification (end of Attachment D)
 - ☐ Payee Data Record (Standard Form 204) viewable at <https://www.calrecycle.ca.gov/Contracts/Forms/default.htm>
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Please note that if any of the items are missing from the Bid package, the package will be considered incomplete and will be disqualified from the process.