



DEPARTMENT OF RESOURCES RECYCLING AND RECOVERY

Notice to Prospective Bidders

April 3, 2018

You are invited to review and respond to this **Invitation for Bids (IFB), entitled DRR17111 “EEI Curriculum Printing, Storage, & Fulfillment Project”**. In submitting your bid, you must comply with the instructions herein.

Note that all Agreements entered into with the State of California shall 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 can be provided by contacting the person listed below.

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

Melissa Mojonnier
contracts@calrecycle.ca.gov
Phone: 916.341.6048
Fax: 916.319.7345

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

Melissa Mojonnier
Contract Administrator

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Section I Overview

General Information

CalRecycle promotes a zero waste California in partnership with local government, industry, and the public. This means managing the estimated 76 million tons of waste generated each year by reducing waste whenever possible, promoting the management of all materials to their highest and best use, and protecting public health and safety and the environment.

CalRecycle Contact Information

Department of Resources Recycling and Recovery

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

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

Phone: (916) 341-6048
FAX: (916) 319-7345
EMAIL: contracts@calrecycle.ca.gov

Any documents delivered in person must be received in the Visitor and Environmental Services Center located in the lobby of the CalEPA Headquarters Building at 1001 I Street, Sacramento, CA 95814.

Service Needed

While CalRecycle encourages digital use of the Education and the Environment Initiative (EEI) Curriculum, surveyed teachers throughout California have consistently conveyed the need for the EEI Curriculum in print form. Even though today's classrooms are becoming more technologically equipped, there is still a need for students to use printed materials for effective learning, especially in the early grades. The purpose of this Agreement is to print, store, package, and prepare for shipping EEI materials to educators. Fulfillment and shipments may include as few as one Teacher Kit of a curriculum unit. The Contractor shall provide all services associated with being a printing and fulfillment house for the EEI Curriculum. The Contractor shall NOT be responsible for shipping costs.

Contract Budget

This Agreement is valid and enforceable only if sufficient funds are made available by the Budget Act of the appropriate fiscal year for the purposes of this program. In addition, this Agreement is subject to any additional restrictions, limitations, or conditions enacted by the Legislature, which may affect the provisions, terms, or funding of this Agreement in any manner.

Subject to availability of funds and approval by CalRecycle, there is a current maximum budget of \$847,839.84 for this Agreement. Furthermore, CalRecycle is currently seeking additional funding for these materials and reserves the right to amend the budget for this Contract to add up to an additional \$1,629,000 (for a total budget of \$2,476,839.84) if funding becomes available during the Agreement term.

Contract Term

The term of this Agreement is expected to begin in June 2018 and shall span approximately 16 months. This Agreement may be extended at the sole option of CalRecycle up to an additional 24 months, subject to future fiscal year budget allocations and the granting of a waiver from the Office of State Publishing.

Process Type

Invitation for Bid (IFB).

Process Schedule

This process shall be conducted to the following tentative schedule where all times are Pacific Time.

Advertisement Date	April 3, 2018
Written Questions Due by 5:00 pm	April 10, 2018
Submittal's Due by 2:00 pm	April 17, 2018
Bid Opening at 2:15 pm	April 17, 2018

Section II Rules and Conditions

Introduction

There are conditions that this IFB, submitting Bidders, bids and resulting Agreements are subject to and/or required to comply with.

Commitment

Upon submittal of a Bid, the Contractor has committed to comply with the following requirements:

- All items noted in IFB documents.
- Special Terms and Conditions are included in the sample Agreement attached.
- General Terms and Conditions (GTCs) and or Certification Clauses (CCCs) are both available for viewing at <http://www.dgs.ca.gov/ols/Resources/StandardContractLanguage.aspx>

The above terms, conditions, and/or requirements are not subject to negotiation. Any Bidder that reserves a right to negotiate or expresses any exception to the above terms, conditions, and/or requirements shall 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 shall only be made under very limited circumstances in which the revisions apply to all Bidders and benefit or enhance the Agreement.

If the Bidder fails to meet any of the requirements or comply with CalRecycle requests, CalRecycle can reject, disqualify, or remove the firm from the process. CalRecycle is not committed to award an Agreement resulting from this IFB.

Antitrust Claims

In submitting a Bid Package to a public purchasing body, the Bidder offers and agrees that if the Bid Package is accepted, it shall 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 Bidder for sale to the purchasing body pursuant to the Bid Package. Such assignment shall be made and become effective at the time the purchasing body tenders final payment to the Bidder. (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 Bid 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.)

Contractor's Cost

All costs resulting from the Contractor's participation in the IFB process are at the firm's expense. No costs incurred by the Contractor participating in the IFB process shall be reimbursed by CalRecycle.

Information

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

Any information 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 must so be marked by the Bidder 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 shall hold information deemed confidential or trade secret(s) by the Bidder to the extent allowable by the California Public Records Act and the Public Contract Code.

Written Questions

Bidders needing clarification of the requirements of this solicitation may submit questions to CalRecycle's Contracts Unit. All inquiries must be received no later than 5:00 pm on April 10, 2018 regardless of postmark. If the inquiries are faxed, then the time and dated on the fax must not be later than the due date and time.

Questions, suggestions or objections regarding the content of this solicitation, including but not limited to the purpose, scope of work, etc., not submitted by the deadline for questions shall be deemed waived and may not be raised at a later time.

Oral communications with CalRecycle officers and employees shall be non-binding on the State and shall in no way exclude the Bidder of any obligations as set forth in this package.

All questions or inquiries regarding this solicitation shall be submitted using the contact information provided in Section I.

E-mails and/or faxes shall be clearly marked "**Questions Relating to SOLICITATION DRR17111**".

The questions and answers shall be published in an Addendum to the IFB (see below, Addenda).

Addenda

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

Any ambiguity, conflict, discrepancy, omission, or other error discovered in the IFB shall immediately be reported to CalRecycle prior to the deadline for submission of written questions. CalRecycle shall issue addenda to address such issues. Addenda shall be available on the CalRecycle webpage for this particular solicitation at www.calrecycle.ca.gov/contracts.

Modification of Submittals

A Bid submitted prior to the submittal deadline, can be withdrawn or modified by the submitting Bidder. The Bidder must:

- Provide a written request.
- Identify the requesting individual and their association to the Bidder.

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

Errors in Submittals

An error in a Bid package may be cause for rejection of that Bid.

CalRecycle may make certain corrections, if the Bidder's intent is clearly established based on review of the complete Bid.

Unreliable List

Any Contractor or Subcontractor currently on the CalRecycle Unreliable list is ineligible to apply for or participate in this Agreement.

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 Agreement, the Contractor shall 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.

Small Business (SB) Preference

The following information shall apply to both SBs and MBs.

Any Bidder competing in this process as a California Certified Small Business (SB) or Micro Business (MB), or as a non-SB certifying to subcontract a minimum of 25% of the

total Agreement services to a California Certified SB or MB, shall receive a five percent (5%) preference. Certification must be provided by the Department of General Services (DGS), Procurement Division (PD), Office of Small Business and DVBE Services (OSDS). CalRecycle shall apply the preference per State law and as described on the DGS website at <http://www.dgs.ca.gov/pd/Programs/OSDS.aspx>

A five percent (5%) bid preference is available to a non-small business claiming twenty-five percent (25%) California certified small business subcontractor participation. If claiming the non-small business subcontractor preference, the bid response must include a list of the small business(es) with which you commit to subcontract in an amount of at least twenty-five percent (25%) of the net bid price with one or more California certified small businesses. Each listed certified small business must perform a "commercially useful function" in the performance of the Agreement as defined in Government Code Section 14837(d)(4).

The required list of California certified small business subcontracts must be attached to the bid response and must include the following: 1) subcontractor name, 2) address, 3) phone number, 4) a description of the work to be performed and/or products supplied, 5) and the dollar amount or percentage of the net bid price (as specified in the solicitation) per subcontractor. Use the Bidder Declaration form (Attachment G) to report this information.

Bidders claiming the five percent (5%) preference must commit to subcontract at least twenty-five percent (25%) of the net bid price with one or more California certified small businesses. Completed certification applications and required support documents must be submitted to the office of Small Business and DVBE Certification (OSDC) no later than 5:00 p.m. on the bid due date, and the OSDC must be able to approve the application as submitted. Questions regarding certification shall be directed to the OSDC at (916) 375-4940. In no event shall the SB preference or non-SB subcontracting preference exceed \$50,000 in any single bid.

The incentive is applied during the evaluation process and is only applied for responsive bids from responsible bidders proposing the percentage of SB participation for the incentive specified above. The SB preference shall be applied when a responsible bidder that is not a CA certified SB or a non-SB claiming 25% CA certified SB subcontractor participation submits the lowest responsive bid.

For award based on low price, the incentive is applied by reducing the bid price by the amount of incentive as computed from the lowest responsive and responsible bid price. The computation is for evaluation purposes only. Application of the incentive shall not displace an award to a small business with a non-small business.

A copy of the Bidder's SB certification shall be included with the Bid Package.

If the Bidder makes a commitment to achieve small business participation, then the Bidder, if awarded this Agreement, must within 60 days of receiving final payment (or

within such other time period as may be specified elsewhere in this Agreement) report to the awarding department the actual percentage of small business participation that was achieved (Govt. Code § 14841). Refer to Attachment H to fulfill this requirement.

Disabled Veterans Business Enterprise (DVBE) Incentive

Any Bidder competing in this process as a California Certified Disabled Veterans Business Enterprise, or as a non-DVBE certifying to subcontract a minimum of 3% of the total Agreement services to a California Certified DVBE, shall receive an incentive as shown below:

1. Five (5%) and above participation level = bid shall receive five percent (5%) incentive.
2. Four (4%) participation level = bid shall receive two percent (2%) incentive.
3. Three (3%) participation level = bid shall receive one percent (1%) incentive.

Certification must be provided by the Department of General Services (DGS), Procurement Division (PD), Office of Small Business and DVBE Services (OSDS).

A three to five percent (3-5%) bid incentive is available to a non-DVBE claiming a minimum of three percent (3%) California certified DVBE subcontractor participation. If claiming the non-DVBE subcontractor incentive, the bid response must include a list of the DVBE(s) with which you commit to subcontract in an amount of at least three percent (3%) of the net bid price with one or more California certified DVBEs. Each listed certified DVBE must perform a "commercially useful function" in the performance of the Agreement as defined in Government Code Section 14837(d)(4).

The required list of California certified DVBE subcontracts must be attached to the bid response and must include the following: 1) subcontractor name, 2) address, 3) phone number, 4) a description of the work to be performed and/or products supplied, 5) and the dollar amount or percentage of the net bid price (as specified in the solicitation) per subcontractor. Use the Bidder Declaration form (Attachment G) to report this information.

Bidders claiming an incentive must commit to subcontract at least three percent (3%) of the net bid price with one or more California certified DVBEs. Completed certification applications and required support documents must be submitted to the office of Small Business and DVBE Certification (OSDC) no later than 5:00 p.m. on the bid due date, and the OSDC must be able to approve the application as submitted. Questions regarding certification shall be directed to the OSDC at (916) 375-4940.

The incentive is applied during the evaluation process and is only applied for responsive bids from responsible bidders proposing the percentage(s) of DVBE participation for the incentive(s) specified above.

For award based on low price, the incentive is applied by reducing the bid price by the amount of incentive as computed from the lowest responsive and responsible bid price.

The computation is for evaluation purposes only. Application of the incentive shall not displace an award to a small business with a non-small business.

A copy of the Bidder's DVBE certification shall be included with the Bid Package. For information on locating DVBE resources please go to the following website <http://www.dgs.ca.gov/pd/Programs/OSDS.aspx>

A copy of the Bidder's DVBE certification shall be included with the Bid Package.

If awarded, the Bidder who has made a commitment to achieve disabled veteran business enterprise (DVBE) participation, must within 60 days of receiving final payment under this Agreement (or within such other time period as may be specified elsewhere in this Agreement) certify in a report to the awarding department: (1) the total amount the prime contractor received under the Agreement; (2) the name and address of the DVBE(s) that participated in the performance of the Agreement; (3) the amount each DVBE received from the prime contractor; (4) that all payments under the Agreement have been made to the DVBE(s); and (5) the actual percentage of DVBE participation that was achieved. A person or entity that knowingly provides false information shall be subject to a civil penalty for each violation (Military & Veterans Code (M&VC) § 999.5(d)). Refer to Attachment H to fulfill this requirement.

Target Area Contract Preference Act (TACPA)

If the budget for services outlined in this announcement, exceeds \$100,000, CalRecycle shall grant a preference for TACPA qualified Bidders. The Bidder must provide reasonable demonstration of Agreement labor hours and certify that they shall comply with the requirements of the TACPA. If the Bidder is qualified for this preference, the TACPA Preference Request Form must be included in the Bid submittal. The form may be downloaded at www.calrecycle.ca.gov/contracts/forms.

Maximum Combined Preferences and Rules for Award

In combination with any other preferences (TACPA, SB or DVBE, participation), the maximum limit of the combined preferences is 15% of the bid amount and, in no case, more than \$100,000.00 per solicitation.

Preference programs for TACPA or the non-SB subcontracting preference cannot displace a direct award to a certified SB. In the event of a tie between a SB/MB and a firm that is SB/MB and DVBE, the award shall be made to the firm that is SB/MB and DVBE.

Subcontractors

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

If awarded the Agreement, the Contractor **must** use all of the SB/MB and DVBE firms identified on the Bidder Declaration (Attachment G).

Contractor understands and agrees that should award of this Agreement be based in part on their commitment to use the Disabled Veteran Business Enterprise (DVBE) subcontractor(s) identified in their proposal, per Military and Veterans Code 999.5 (e), a DVBE subcontractor may only be replaced by another DVBE subcontractor and must be approved by the Department of General Services (DGS). Changes to the scope of work that impact the DVBE subcontractor(s) identified in the proposal and approved DVBE substitutions shall be documented by Agreement amendment.

Failure of Contractor to seek substitution and adhere to the DVBE participation level identified in the proposal may be cause for Agreement 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 Bid Submittal Requirements

Introduction

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

CalRecycle may reject any Bid if it is conditional, incomplete or contains irregularities.

CalRecycle may waive an immaterial deviation in a Bid, if deemed in the best interest of CalRecycle.

Deadline

The Bid package must be received by CalRecycle, at the address listed in Section I, Overview by 2:00 p.m. on April 17, 2018.

Bids received after the deadline shall be considered late and returned to the Bidder unopened.

Addressing

The Bid package must clearly state that it is in response to this IFB and note the IFB number listed with the direction of "Mailroom – do not open."

Number of Copies

The Bidder is required to submit all required documents in the following format:

- One original, non-bound hard copy marked "Original" (do not include bid sheet in this copy).
- One electronic copy on compact disc or USB flash drive viewable by Adobe Acrobat Reader (do not include bid sheet in this copy).
- One complete, signed bid sheet in a sealed envelope marked "Bid – Do Not Open".

It is the submitting Bidder'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 with a minimum of 100% post-consumer recycled content fiber.

Cover Letter

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

- a. Name and address of the Bidder submitting qualifications;
- b. Bidder's Headquarters for purposes of this Agreement, 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 execute a binding Agreement on behalf of the Bidder;
- e. Statement that the bidder shall have qualified personnel available to meet the service needs;
- f. Statement attesting to the fact of the percentage of post-consumer recycled content fiber paper used in the compilation of the IFB package; and
- g. Statement stating that the Contractor and any Subcontractors to be used during the performance of the Agreement are eligible to contract with the State of California, pursuant to PCC 10286.

Qualifications and Resources

The prospective contractor must have the experience, qualifications, and resources to perform the required tasks of the project.

Each Bid must include a description of the resources to be used on the project while demonstrating an individual or team members' abilities to perform the work. The Bid must include resumes for the Project Manager, Personnel and Subcontractors, that include:

- Experience
- Knowledge
- Educational Background
- Appropriate Licensing (if applicable)

Each Bid must include a detailed response, outlining information as to how the prospective contractor meets each of the following minimum qualifications.

1. At least five (5) years of experience successfully providing digital and offset printing services.
2. At least five (5) years of experience successfully providing fulfillment services that meet all of the following criteria:
 - Fulfillment of small orders and of one hundred (100) or more orders per day from a single client within five business days.
 - Assembly of multiple print materials into multiple distinctive, and complex kits on a per order basis.
 - Inventory tracking.
 - Ordering and inventory analysis.
 - Maintenance of sufficient stock to avoid backorders.
 - Maintaining an effective Quality Assurance and Quality Control program.
 - Implementing contingency plans for immediate repair of any backorder situation.
 - Packaging, shipping, and tracking orders.
3. Must have the ability to:
 - Receive and interpret Excel spreadsheets with order information sent via email.
 - Access the internet in order to interface with CalRecycle's web-based order management system.

- Provide a minimum of 20,000 sq. ft. of available working/storage space to house inventory and perform fulfillment services.
- Maintain an organized and labeled inventory of 500+ different curriculum components.
- Compile components into 170 distinct kits.
- Distribute kits as ordered.
- Receive hundreds of pallets of curriculum materials without special packaging or delivery requirements.
- Produce relevant, comprehensible inventory reports and detailed invoices.

Organization

Provide a brief description of the organization's services and activities, including:

- Date of establishment
- History
- Location
- Any known conflicts of interest

References

The Bidder's team must provide a minimum of three (3) verifiable references and/or experience that support the above qualifications.

CalRecycle reserves the right to seek references in addition to the client references provided by the Bidder, as it deems necessary.

If a reference or project experience is unable to be verified, it shall be disregarded.

Contractor Eligibility

The Bidder must include a written declaration, stating that the Contractor and any Subcontractors to be used during the performance of the Agreement are eligible to contract with the State of California, pursuant to PCC 10286.1. Statement may be included in the cover letter.

Contractor Licenses and Certifications

The Contractor shall be an individual or firm qualified to do business in California. Bids from business entities whose Business Entity Status with the California Secretary of State is anything other than "Active" shall be rejected. Required documentation includes the following as applicable:

- A copy of the Bidder's registration with the Secretary of State.
- Additionally, pursuant to the California Business and Professions Code, for services of a "professional" nature requiring a professional license issued by the CA Department of Consumer Affairs, Bidders must submit a copy of the appropriate license(s) for each team member who shall provide "professional" services under the Agreement.

Disabled Veteran Business Enterprise (DVBE) Participation

The DVBE participation requirement is being waived for this solicitation, however the DVBE incentive is available to those bidders meeting participation goals.

Cost Breakdown

The bid must specify the total cost and include detailed project costs, as required in the Cost Bid Sheet (Attachment A). The costs identified, shall take into consideration the length of the Agreement, rise in salaries and administrative overhead costs.

Failure to include on the Cost Bid Sheet budgeted costs for all tasks included in the Scope of Work shall be grounds for disqualification.

The Cost Bid Sheet is a self-contained document for purposes of calculating cost points and evaluating whether all information required by the IFB has been submitted. Therefore, all information (such as explanations of \$0 instead of itemized costs) must be included on the Cost Bid Sheet. Reference by incorporation to the Bid is not acceptable.

The amount identified on the cost breakdown may not be changed and shall remain in effect for the life of the Agreement.

Section IV Evaluation and Selection

Introduction

CalRecycle shall perform a Pre-Qualification Evaluation process to ensure that the Bidder has included all required documentation in the Bid submittal. The bid sheet must be in a separate sealed envelope marked "Bid – Do Not Open".

If a Bid package does not meet all of the requirements set forth in this IFB, it shall be considered non-responsive and rejected from further competition.

Grounds for Rejection

All bids may be rejected whenever the determination is made that the bids received are not competitive, when the cost is not reasonable, or when the cost exceeds the amount expected.

Additionally, a bid may be rejected if:

- It is received after the due date and time for submittal.
- The bid submittal is unsigned.
- The bid cost is not prepared as required by the IFB.
- The Bidder has been prohibited from contracting with the State by the Department of Fair Employment and Housing.
- The Bidder has received a substantive negative contract performance from the State.
- Any items required by the IFB are not included with the submittal.

No bid may be rejected arbitrarily or without reasonable cause.

Bid Opening

The qualified bids (sealed) shall be opened publicly at the time set in Section I, Process Schedule, in Room 240 of the CalEPA building located at 1001 I Street, Sacramento, CA 95814.

Award of Agreement

Award of this Agreement shall be to the lowest responsive responsible Bidder meeting all of the IFB requirements after preferences are applied as indicated in Section II Rules and Conditions.

In the event of a tie, CalRecycle shall utilize a tiebreaker to determine the winning Bidder. The tiebreaker shall be determined based on which bidder has the most SB and DVBE participation identified in the bid package.

CalRecycle reserves the right to not award an Agreement.

Rejection of Award

If the Bidder fails to enter into a satisfactory Agreement within a reasonable timeframe after the award is made, CalRecycle may deem that the Bidder has rejected the award.

CalRecycle reserves the right to disqualify the awardee and award the Agreement to the next lowest responsive responsible Bidder.

CalRecycle shall notify the rejected lowest responsive Bidder, at least five (5) days prior to the award being made, of the decision not to award the Agreement.

Notice of Intent to Award

CalRecycle shall post a notice of intent to award the Agreement resulting from this IFB, only upon written request of any Bidder.

The request must be submitted to the contact contained in Section I, Overview.

If requested, the notice of intent to award shall be posted on CalRecycle's contract website at www.calrecycle.ca.gov/contracts and at the headquarters address noted in Section I, Overview five days prior to award of the Agreement.

Protest of Award

A Bidder may protest the proposed award by filing an official protest with the Department of General Services. The protest must be filed after the notice of intent to award the Agreement, but before the actual award.

Within five (5) **working** days of the initial protest filing, the Bidder must submit a detailed written statement with information that supports that the Bidder shall have been awarded the Agreement and the grounds for that position.

The Agreement shall not be awarded until a decision has been made on the filed protest.

The protest documents shall be sent via registered mail to the following parties:

Department of General Services
Office of Legal Services
Attn: Protest Coordinator
707 Third Street, 7th floor
Sacramento, CA 95605
Fax (916) 376-6226

Department of Resources Recycling and Recovery
Attn: Contracts Unit
1001 I Street, MS-19A
Sacramento, CA 95814
Fax (916) 319-7390
Email contracts@calrecycle.ca.gov

Section V Description of Work

Background

California is currently leading the nation in environmental literacy as a result of the Education and the Environment Initiative (EEI), a landmark environment-based education effort. Pursuant to California law (Chapter 665, Statutes of 2003 [AB1548; Pavley], and Chapter 581, Statutes of 2005 [AB1721; Pavley]), the California Environmental Protection Agency developed a Kindergarten through 12th grade curriculum that teaches students about their relationship with the environment while simultaneously instructing them on required academic content standards.

The EEI Curriculum is now in use in California schools and CalRecycle and its partners share the vision that successful implementation of EEI materials in our classrooms will increase the environmental literacy of our citizens and promote a sustainable and prosperous future for our State.

CalRecycle oversees distribution of the 85 EEI curriculum units that teach Science and History/Social Science using the environment as a context for learning. The State Board of Education approved all 85 units of the EEI Curriculum in early 2010.

Contractor Responsibilities

The awarded Contractor shall be responsible for the printing, storage, and order fulfillment of the curriculum units. As orders are submitted, the Contractor shall assemble the required components as per the order, and ship them to the order address. The Contractor shall be responsible for tracking inventory of print materials and maintaining a minimum level of inventory in stock.

The EEI Curriculum consists of 85 instructional units (with over 500 components) for Kindergarten through 12th grade (See Table 4). Every curriculum unit includes one Teacher's Edition (TE) book, one Visual Aids (VA) book, and one Teacher's Masters (TM) book. In addition, each unit may have additional components, such as a Student Edition, Student Workbook, Dictionary, Reader(s), Word Wall Cards, etc. The Contractor must compile a total of 170 distinct kits (one Teacher Kit and one Student Kit for each unit). All 85 instructional units can be found online at www.CaliforniaEEI.org. The TE books are password protected. The password to open those documents is: "teacheei".

Control of Work

CalRecycle's Contract Manager (Contract Manager) has the authority to determine the quality and acceptability of the following:

- The work that was performed
- The rate and progress of the work that was performed

The determination of quality and acceptability shall be deemed final and enforceable by the Contract Manager.

The Contractor shall designate a Project Manager who holds the following authority:

- Act as the Contractor's Representative for work to be provided under this Agreement
- Act as the Contractor's Representative regarding contractual matters relating to this Agreement

If during the course of the Agreement, it is deemed necessary to replace the Project Manager, the Contract Manager's approval is required.

Tasks

The Contractor shall perform the following tasks:

Task 1 – Print EEI Curriculum Materials as Directed by CalRecycle

CalRecycle shall provide the Contractor with periodic printing orders of EEI Curriculum units. Printing turnaround times shall be according to the chart below from the time the printing order is submitted to the printer by CalRecycle.

Table 1: Print Turnaround Times

Description	# of different EEI Units	Total # of kits	# of weeks to complete
Teacher Kits	1-10	1-20	1
Teacher Kits	11-20	1-20	1
Teacher Kits	21+	1-20	2
Teacher Kits	1-10	21-50	1
Teacher Kits	11-20	21-50	2
Teacher Kits	21+	21-50	2
Teacher Kits	1-10	50+	1
Teacher Kits	11-20	50+	2
Teacher Kits	21+	50+	3

**When a print order includes a variety of units, kits, and quantities that do not match the chart, the Contractor shall develop a comparable production schedule for the print run and submit to CalRecycle for approval.*

Description	# of different EEI Units	Total # of kits	# of weeks to complete
Student Kits	1-5	1-500	2
Student Kits	6-15	1-500	2
Student Kits	16-25	1-500	3
Student Kits	25+	1-500	4
Student Kits	1-5	501-1000	2
Student Kits	6-15	501-1000	3
Student Kits	16-25	501-1000	3

Student Kits	25+	501-1000	4
Student Kits	1-5	1001+	3
Student Kits	6-15	1001+	4
Student Kits	16-25	1001+	5
Student Kits	25+	1001+	6

Description	# of different National Geographic Society (NGS) wall maps	# of copies	# of weeks to complete
NGS wall maps	1-4	1-400	2
NGS wall maps	1-4	400+	2
NGS wall maps	5+	1-400	3
NGS wall maps	5+	400+	3

Contractor shall print order(s) according to the following specifications:

- Ink Color: Full color, full bleeds
- Paper Stock: Recycled content for all paper stocks (minimum 30% post-consumer)

Table 2: Teacher's Kit specifications, by component

Component	Page Size/Trim Size	Binding	Paper Weight
Teacher's Edition	8.5" x 11"	Wire-O or Plasticcoil	80 lb. Book with 100 lb. Cover
Big Books	11" x 17" and 17" x 11"	Wire-O or Plasticcoil	80 lb. Cover
Word Wall Cards	4.25" x 11"	Trim and Collate	80 lb. Cover
Posters	12.75" x 18.75"	Trim	80 lb. Book; Dull Coated
Information Cards	8.5" x 11"	Trim and Collate	80 lb. Cover
NGS Wall Maps	26.75" x 35.5" folded to 13 3/8" x 8.875"	Trim and fold	80 lb. recycled gloss text
Common Core Correlation Guide	8.5" x 11" double sided	Stapled upper left corner	50 lb. Book
Fact Sheet	8.5" x 11"	Folded	70 lb. Text
Alphabet Cards	14 x 11	Trim and Collate	80 lb. Cover

**Not all Teacher Kits include each of the components in Table 2. For specific unit components, refer to <http://californiaeei.org/curriculum/>*

Table 3: Student Kit specifications, by component

Component	Page Size/Trim Size	Binding	Paper Weight
Student edition	8.5" x 11"	Saddle Stitched	50 lb. Book
Student workbook	8.5" x 11"	Saddle Stitched	50 lb. Book
Dictionary	5.25" x 8.25"	Saddle Stitched	50 lb. Book
Readers	5.25" x 8.25"	Saddle Stitched	50 lb. Book
Reader-CA Natural Regions	8.5" x 11"	Saddle Stitched	80 lb. text/80 lb gloss cover
Student Map	11" x 17"	Trim and Collate	80 lb. Cover
Game boards	11" x 17"	Trim and Collate	80 lb. Cover
Newspaper	8.5" x 11"	Folded in half	50 lb. 100% recycled Aged Newsprint Durotone text

**Not all Student Kits include each of the components in Table 3. For specific unit components, refer to <http://californiaeei.org/curriculum/>*

CalRecycle will provide the Contractor with a set of the press ready files. For the purposes of bidding on this IFB, the bidder may download PDF versions directly from the www.CaliforniaEEI.org website. Note: Teacher's Masters books and Visual Aid books will not be printed and therefore do not appear on the above chart.

Task 2– Inventory Control and Storage of Curriculum

- A. Contractor is responsible for receiving and storing an estimated 150-200 pallets of existing inventory that are components of some of the 85 curriculum units, including boxes of National Geographic Society (NGS) wall maps.
- B. Contractor shall properly store and protect from damage (using industry standards) all EEI Curriculum printed materials until fulfillment is requested by CalRecycle as described in Task 3.
- C. Contractor may receive and store large quantities of unit specific Next Generation Science Standards Correlations Guides from CalRecycle on a regular basis for incorporation into select Teacher's Kits for each fulfillment order.
- D. Contractor is responsible for maintaining an accurate balance of all inventory at all times.
- E. Contractor shall maintain accurate inventory information of EEI Curriculum, by unit kits, NGS maps, and Common Core Correlations Guides.
- F. Contractor shall report inventory status to CalRecycle on a weekly basis as specified in Task 3, B.2.
- G. Contractor shall provide ordering trend reports and successfully forecast and report re-order quantities for each curriculum unit upon request by the Contract Manager. See Task 3, B.3. for more details.

- H. At the end of the Agreement, and upon notice by the Contract Manager, the Contractor shall assemble and prepare in an organized fashion all remaining inventory for shipment to the location identified by CalRecycle. Contractor shall not be responsible for shipping costs.
- I. CalRecycle may occasionally ship Teacher Kits to the Contractor. Contractor shall store this material, include it in inventory reports, and use it to fulfill orders.

Task 3 – Fulfillment, Shipping, and Communications

A. Fulfillment and Shipping

1. Contractor shall regularly receive fulfillment order requests from the Contract Manager, or designee.
2. Fulfillment orders shall be submitted to the Contractor either by an Excel spreadsheet sent via email or by a web-based fulfillment order submittal system if such a system is implemented by CalRecycle during the course of the Agreement.
3. Contractor must be willing to adapt to the possible use of a web-based fulfillment ordering system which would require the Contractor to access the internet daily to retrieve the fulfillment orders. In such a case, any required software license and/or training for the specific purpose of retrieving the fulfillment orders electronically, will be provided to the Contractor by CalRecycle.
4. A fulfillment order may consist of as few as one unit-specific kit to as many as a pallet of materials going to one shipping address.
5. For each fulfillment order, the Contractor shall have access to the recipient's name, unit kit(s) ordered, and mailing address.
6. Upon receipt of fulfillment order requests from the Contract Manager or designee, Contractor shall pull and package fulfillment orders in unit-specific kits and quantities according to the specific fulfillment order requests. Fulfillment of orders shall be done within five business days of when CalRecycle submitted the order, unless given prior written approval from the Contract Manager.
7. Contractor shall create a web-based special orders fulfillment system. This system would be accessed solely by CalRecycle staff and would not be accessed directly by CalRecycle's EEI customers. The Contractor must retrieve special orders daily and ship the order within 2 business days. The special order fulfillment system must:
 - a. Allow CalRecycle to assign multiple users.
 - b. Be password protected.
 - c. Upon shipment of order, send an email notification to the Contract Manager or designee and recipient of special order and include the tracking number/information.
8. A Teacher's Kit shall include components specified in Table 2 and a Student Kit shall include components specified in Table 3. In addition to components noted in the respective tables, each EEI fulfillment order shipped shall include:
 - a. One (1) CalRecycle approved cover letter (which specifies content of shipment).
 - b. Unit specific NGS wall map(s).
9. Any additional letter or materials included in the shipments other than approved cover letter insert must be pre-approved by CalRecycle.

10. Contractor shall ship to recipient identified by CalRecycle as indicated on each fulfillment order.
11. Contractor is not responsible for direct payment of shipping costs. CalRecycle shall specify the shipping vendor and provide the Contractor with shipping vendor account information and any special instructions.
12. Contractor shall input each tracking number and shipping date into CalRecycle's order management/tracking system within 24 hours from the time and date the order is picked up by the shipping vendor.
13. Contractor shall provide and use 100% recyclable packaging materials for shipment of EEI Curriculum components.
14. Contractor shall consolidate shipping of units to the same address, when feasible, to minimize shipping costs (e.g., box 1 of 5).
15. For bulk fulfillment orders going to the same address, the Contractor shall palletize and inform CalRecycle's shipping vendor of shipment size in advance of pick up by vendor.
16. Backlogs and Backorder Procedures:
 - a. Contractor shall promptly notify CalRecycle whenever there is a backlog of fulfillment orders and the reason for the backlog and an estimated date of when the backlog shall be processed.
 - b. Contractor shall immediately notify CalRecycle of any out-of-stock inventory and shall begin implementing a backorder process in concert with CalRecycle.
 - c. Contractor shall work with CalRecycle when alternative printing methods are implemented to fulfill backorders.
 - d. Contractor shall perform overtime or hire additional employees as needed to keep up with fulfillment and printing workloads.
17. Contractor shall put in place quality assurance and control mechanisms to ensure each fulfillment order shipped is accurate. See Task 3, C. for more details.

B. Communications

1. On a weekly basis, the Contractor shall provide a brief written summary of the week's activities. This report shall contain:
 - a. The order numbers received from CalRecycle.
 - b. The order numbers fulfilled by Contractor.
 - c. The order numbers pending for next week's fulfillment.
 - d. The order numbers on backorder, if applicable.
2. Contractor must provide the following inventory data as specified below:
 - a. Provide CalRecycle access to real-time inventory data (web-based).
 - b. Issue immediate email alerts when any unit's inventory levels drop below the critical point as determined by the Contract Manager.
3. Provide ordering and inventory analytics within 24 hours of request by the Contract Manager, to include:
 - a. Trending reports of most popular units ordered with quantity ordered, for a time frame specified by the Contract Manager.
 - b. Projection of orders for upcoming month by unit, based on past ordering trends.
 - c. Recommendation on quantities of specific unit kits to print and when to print them.

C. Quality Assurance & Quality Control (QA/QC)

1. Contractor shall respond to any inquiries made by the Contract Manager or support staff regarding orders fulfillment discrepancies and inventory within 24 hours of the inquiry.
2. Contractor shall establish and implement QA/QC strategies to assure the highest level of accuracy with fulfilling curriculum orders. The strategies shall be communicated to CalRecycle for concurrence. CalRecycle reserves the right to recommend additional strategies for implementation by the Contractor.
3. Contractor shall immediately notify CalRecycle of any problems occurring such as with printing of materials, assembly and maintenance of stock, kitting of orders, or shipping deliveries.
4. Contractor shall repair and correct the identified problem(s) within 24 hours of notification by CalRecycle or self-identification by the Contractor, and shall keep CalRecycle apprised of the situation as it evolves.
5. In the event of a problem determined to be the fault of the Contractor, the Contractor shall assume any cost to remedy the issue. For example, the Contractor shall pay to retrieve erroneous shipments from recipients and to re-ship to the proper recipient.
6. Contractor shall absorb any additional print costs that are the result of error on the Contractor's part, such as lost materials, and poor print quality materials. Poor print quality materials include, but are not limited to, those that are too light, off-center, off-color, have dog-eared corners, smudges, or inconsistent ink coverage.
7. Contractor shall track and document all QA/QC issues and provide explicit information on how the issues are being addressed. The Contractor shall keep CalRecycle apprised of issues as they are identified and provide CalRecycle with periodic updates on the effectiveness of implemented QA/QC processes.

Table 4: List of 85 EEI Units

For specific unit components and page counts refer to <http://californiaeei.org/curriculum/>.

Grade	Title of Unit
K	K.3.a. The World Around Me
K	K.3.c. A Day in My Life
K	K.4.5.-K.6.3. Some Things Change Some Things Stay the Same
1	1.2.a. Surviving and Thriving
1	1.2.c. Finding Shelter
1	1.2.d. Open Wide! Look Inside!
1	1.2.4. People and Places
1	1.4.2. On the Move
2	2.2.4. California Lands – Then and Now
2	2.2.a.-2.2.b. Cycle of Life
2	2.2.c.-2.2.d. Alike and Different
2	2.2.e.-2.2.f. Flowering Plants in Our Changing Environment
2	2.3.a.-2.3.b. The Earth Rocks
2	2.4.1. From Field to Table
2	2.4.2.-2.4.3. Dollars and Sense of Food Production
3	3.1.1.3.1.2. The Geography of Where We Live
3	3.2.2. California Indian People: Exploring Tribal Regions
3	3.3.a. Structuring for Survival in a Healthy Ecosystem
3	3.3.c.-3.3.d. Living Things in Changing Environments
3	3.5.1./3.5.2./3.5.2. California's Economy – Natural Choices
4	4.1.3.-4.1.5. Reflections of Where We Live
4	4.2.1. California Indian Peoples and Management of Natural Resources
4	4.2.6. Cultivating California
4	4.2.a. Plants: the Ultimate Energy Resource
4	4.2.b. The Flow of Energy Through Ecosystems
4	4.2.c. Life and Death of Decomposers
4	4.3.3. Witnessing the Gold Rush
4	4.3.d. Microorganisms and the Human World
5	5.3.a. Earth's Water
5	5.3.b. Changing States: Water, Natural Systems and Human Communities
5	5.3.c. Precipitation, People and the Natural World
5	5.3.d. Our Water: Sources and Uses
5	5.4.1. Human Settlement and the Natural Regions of the Eastern Seaboard
5	5.8.4. Nature and Newcomers

Grade	Title of Unit
6	6.1.1. Paleolithic People: Tools, Tasks, and Fire
6	6.1.2. Paleolithic People: Adapting to Change
6	6.2.1. River Systems and Ancient Peoples
6	6.2.2. Agricultural Advances in Ancient Civilizations
6	6.2.6.-6.2.8. Egypt and Kush: A Tale of Two Kingdoms
6	6.2.b. The Dynamic Nature of Rivers
6	6.5.1.-6.6.1. The Rivers and the Ancient Empires of China and India
6	6.5.c. Energy: Pass it on!
6	6.5.d. Playing the Same Role
6	6.6.a. Energy: It's Not All the Same to You!
6	6.6.b. Energy and Material Resources: Renewable or Not?
6	6.6.c. Made from Earth: How Natural Resources Become Things We Use
7	7.2.5. Arabic Trade Networks: Growth and Expansion in the Middle Ages
7	7.3.5. Genius Across the Centuries
7	7.3.a. Shaping Natural Systems through Evolution
7	7.3.e. Responding to Environmental Change
7	7.4.g. Extinction: Past and Present
7	7.6.3. Managing Nature's Bounty: Feudalism in Medieval Europe
7	7.7.1. Sun Gods and Jaguar Kings
7	7.7.3. Broken Jade and Tarnished Gold
8	8.4.1. Land, Politics, and Expansion in the Early Republic
8	8.6.3. America Grows
8	8.8.4. Struggles with Water
8	8.12.1. Agricultural and Industrial Development in the United States (1877-1914)
8	8.12.5. Industrialization, Urbanization and the Conservation Movement
HS Biology	B.5.c. High Tech Harvest: Genetic Engineering and the Environment
HS Biology	B.6.a. Biodiversity: The Keystone to Life on Earth
HS Biology	B.6.b. Ecosystem Change in California
HS Biology	B.8.a. Differential Survival of Organisms
HS Biology	B.8.b. Biological Diversity: The World's Riches
HS Biology	B.8.d. The Isolation of Species
HS Earth Science	E.4.c. The Greenhouse Effect on Natural Systems
HS Earth Science	E.5.d. Ocean Currents and Natural Systems
HS Earth Science	E.5.e. Rainforests and Deserts: Distribution, Uses, and Human Influences

Grade	Title of Unit
HS Earth Science	E.7.b. The Life and Times of Carbon
HS Earth Science	E.8.c. Living Under One Roof
HS Earth Science	E.9.c. Liquid Gold: California's Water
10	10.3.1.-10.3.5. Britain Solves a Problem and Creates the Industrial Revolution
10	10.3.3. Growth of Population, Cities and Demands
10	10.4.1. New Imperialism: The Search for Natural Resources
10	10.4.3. New Imperialism: The Control of India's and South Africa's Resources
11	11.5.7. Mass Production, Marketing, and Consumption in the Roaring Twenties
11	11.8.6. Postwar Industries and the Emerging Environmental Movement
11	11.9.7 The United States and Mexico: Working Together
11	11.11.5. Many Voices, Many Visions: Analyzing Contemporary Environmental Issues
12	12.1.4. Private Property and Resource Conservation
12	12.2.2.-12.2.5. This Is Our Land
12	12.2.2.-12.2.7 Sustaining Economies and the Earth's Resources
12	12.3.1. Government and the Economy: An Environmental Perspective
12	12.3.2. Active Voices: Civil Society and the Environment
12	12.7.6 Making and Implementing Environmental Laws

Section VI Definition and Terms

General

Unless the context otherwise requires, wherever in this IFB 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
IFB	Invitation for Bid
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

The written Agreement covering performance of the work and furnishing of labor, materials, tools, and equipment in providing the work. The Agreement shall include the IFB, Bid, 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.

Cal EPA

The California Environmental Protection Agency

CalRecycle

Department of Resources Recycling and Recovery

CalRecycle Staff

Staff of the CalRecycle involved in the implementation of this Agreement or representatives of Consultant to CalRecycle as designated in the Work Orders.

Consultant

The person or persons, firm, partnership, corporation, or combination thereof, which may enter into this Agreement with CalRecycle to provide work pursuant to this IFB or his or their legal representatives

Contract

A legally binding Agreement between the state & another entity, public or private, for the provision of goods or services

Contract Manager

A person designated by the responsible state agency or department to manage performance under an Agreement.

Contractor

A party contracting with the awarding agency. Vendor is often used synonymously with Contractor.

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 meets all of the following criteria: (1) at least 51% of the business is owned by one or more disabled veterans or, in a business whose stock is publicly held, at least 51% or more of the stockholders are disabled veterans (2) the management and control of the business are exercised by one or more disabled veterans; (3) the business is domestically owned and its home office is in the United States; and (4) the business has been certified as a DVBE by the State of California, Department of General Services (DGS), Procurement Division (PD), Office of Small Business and DVBE Services (OSDS).

Legal Holiday

Those days designated as State holidays in the Government Code.

Project Manager

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

Scope of Work

The description of work required of a contractor by the awarding agency.

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 Agreement 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.

Attachments

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Cost Bid Sheet
EEI Curriculum Printing, Storage, & Fulfillment Project
DRR17111

Contractor/Company Name: _____

Complete all portions of the Cost Bid Sheet. **All costs must include packing materials and tax on any taxable services or products.** For purposes of determining the low bid, quantities are estimated and weighted below. Costs indicated in the Price per Page/Pallet/Kit column shall be used as the basis for billing after award of the Agreement and shall be fixed for the term of the Agreement. The bidder is responsible for the accuracy of all arithmetic on the Cost Bid Sheet. In the case of an arithmetic error, CalRecycle will rely on the prices in the Price per Page/Pallet/Kit column.

An Excel version of this table is available as a “miscellaneous” document (available on CalRecycle’s website on the same page as this IFB) for convenience during the bidder’s estimating process only. The spreadsheet is not a substitute for the Cost Bid Sheet and shall not be accepted if submitted as such.

Component	Final Dimensions	Finish	Paper	Weighting Factor (Total pages)	Price per Page (ppp)	Total (ppp x weighting)
Teacher’s Edition (Qty: 1-9)	8.5 x 11	Wire-O or Plasticoil	80 lb. Book/100 lb. Cover	145,590		
Teacher’s Edition (Qty: 10+)	8.5 x 11	Wire-O or Plasticoil	80 lb. Book/100 lb. Cover	436,770		
Big Book (Qty: 1-9)	11 x 17 and 17 x 11	Wire-O or Plasticoil	80 lb. Cover	1,784		
Big Book (Qty: 10+)	11 x 17 and 17 x 11	Wire-O or Plasticoil	80 lb. Cover	5,353		
Word Wall Cards (Qty: 1-9)	8.5 x 11	Trim to 4.25" x 11" and Collate	80 lb. Cover	7,365		
Word Wall Cards (Qty: 10+)	8.5 x 11	Trim to 4.25" x 11" and Collate	80 lb. Cover	22,095		
Poster (Qty: 1-9)	12.75 x 18.75	Trim	80 lb. Book, Dull Coated	171		
Poster (Qty: 10+)	12.75 x 18.75	Trim	80 lb. Book, Dull Coated	514		
Information Cards (Qty: 1-9)	8.5 x 11	Trim and Collate	80 lb. Cover	9,421		
Information Cards (Qty: 10+)	8.5 x 11	Trim and Collate	80 lb. Cover	28,262		
National Geographic Wall Map (Qty: 100-400)	26.75" x 35.5" folded to 13 3/8" x 8.875"	Trim and fold	80 lb recycled gloss text	2,427		

National Geographic Wall Map (Qty: 401+)	26.75" x 35.5" folded to 13 3/8" x 8.875"	Trim and fold	80 lb recycled gloss text	2,427		
Common Core Correlation Guide (Qty: 1-9)	8.5 x 11	Stapled upper left corner	50 lb. Book	24,265		
Common Core Correlation Guide (Qty: 10+)	8.5 x 11	Stapled upper left corner	50 lb. Book	72,795		
Fact Sheet (Qty: 1-9)	8.5 x 11	Folded	70 lb. Text	856		
Fact Sheet (Qty: 10+)	8.5 x 11	Folded	70 lb. Text	2,569		
Alphabet Cards (Qty: 1-9)	14 x 11	Trim and Collate	80 lb. Cover	257		
Alphabet Cards (Qty: 10+)	14 x 11	Trim and Collate	80 lb. Cover	771		
Student Edition (Qty: 1-49)	8.5 x 11	Saddle Stitched	50 lb. Book	569,913		
Student Edition (Qty: 50-299)	8.5 x 11	Saddle Stitched	50 lb. Book	1,017,703		
Student Edition (Qty: 300+)	8.5 x 11	Saddle Stitched	50 lb. Book	2,483,194		
Student Workbook (Qty: 1-49)	8.5 x 11	Saddle Stitched	50 lb. Book	772,141		
Student Workbook (Qty: 50-299)	8.5 x 11	Saddle Stitched	50 lb. Book	1,378,823		
Student Workbook (Qty: 300+)	8.5 x 11	Saddle Stitched	50 lb. Book	3,364,328		
Dictionary (Qty: 1-49)	5.25 x 8.25	Saddle Stitched	50 lb. Book	237,158		
Dictionary (Qty: 50-299)	5.25 x 8.25	Saddle Stitched	50 lb. Book	423,496		
Dictionary (Qty: 300+)	5.25 x 8.25	Saddle Stitched	50 lb. Book	1,033,329		
Reader (Qty: 1-49)	5.25 x 8.25	Saddle Stitched	50 lb. Book	71,699		
Reader (Qty: 50-299)	5.25 x 8.25	Saddle Stitched	50 lb. Book	128,034		
Reader (Qty: 300+)	5.25 x 8.25	Saddle Stitched	50 lb. Book	312,402		
California Natural Regions Reader (Qty: 1-49)	8.5 x 11	Saddle Stitched	80 lb text/80 lb gloss cover	102,952		
California Natural Regions Reader (Qty: 50-299)	8.5 x 11	Saddle Stitched	80 lb text/80 lb gloss cover	183,843		

California Natural Regions Reader (Qty: 300+)	8.5 x 11	Saddle Stitched	80 lb text/80 lb gloss cover	448,577		
Student Map (Qty: 1-49)	11 x 17	Trim and Collate	80 lb. Cover	2,206		
Student Map (Qty: 50-299)	11 x 17	Trim and Collate	80 lb. Cover	3,939		
Student Map (Qty: 300+)	11 x 17	Trim and Collate	80 lb. Cover	9,612		
Game Board (Qty: 1-49)	11 x 17	Trim and Collate	80 lb. Cover	1,471		
Game Board (Qty: 50-299)	11 x 17	Trim and Collate	80 lb. Cover	2,626		
Game Board (Qty: 300+)	11 x 17	Trim and Collate	80 lb. Cover	6,408		
Newspaper (Qty: 1-49)	8.5 x 11	Folded in half	50 lb 100% recycled Aged Newsprint Durotone text	1,471		
Newspaper (Qty: 50-299)	8.5 x 11	Folded in half	50 lb 100% recycled Aged Newsprint Durotone text	2,626		
Newspaper (Qty: 300+)	8.5 x 11	Folded in half	50 lb 100% recycled Aged Newsprint Durotone text	6,408		
					Task 1	

Description of Work	Weighting	Cost	Total (cost x weighting)
Monthly per pallet fee (average pallet size 42"x48" and 1200 pounds each) to either store or assemble and prepare for shipment	3078		
Task 2			

Product Kitting and Packaging	Weighting	Price per Kit (ppk)	Total (ppk x weighting)
Unit Teacher Kit	4853		
Unit Student Kit	223238		

Task 3	
Task	Costs
Total Task 1 - Printing	
Total Task 2- Inventory Control and Storage of Curriculum	
Total Task 3 - Fulfill and Ship Orders and Communication	
TOTAL BID	

The bid shall be rejected if the “Total Bid” exceeds the “Maximum Bid Amount” of \$847,839.84.

Acknowledgement/Authorization

The undersigned acknowledges the submittal of this Bid constitutes an irrevocable offer for a ninety (90) day period for CalRecycle to award an Agreement. Additional acknowledgement is made of receipt of all competitive documents, including Addenda, relating to this Agreement.

The undersigned acknowledges that the Bidder has read all of the requirements set forth in CalRecycle documents and shall comply with said provisions.

The undersigned hereby authorizes and requests any person, firm, agency, or corporation to furnish any information requested by CalRecycle in verification of the recitals comprising this Bid and authorizes CalRecycle to contact such persons, firms, etc., in order to obtain information regarding the undersigned.

I declare under penalty of perjury that the foregoing is true and correct.

Signature of Authorized Representative:

Date Signed:

Name & Title of Authorized Representative:

Contractor Name:

Address:

City, State Zip:

Telephone:

Email:

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Darfur Contracting Act

Pursuant to Public Contract Code section 10478, if a bidder or proposer currently or within the previous three years has had business activities or other operations outside of the United States, it must certify that it is not a "scrutinized" company as defined in Public Contract Code section 10476.

Therefore, to be eligible to submit a bid or proposal, please complete only one of the following three paragraphs (via initials for Paragraph # 1 or Paragraph # 2, or via initials and certification for Paragraph # 3):

1. _____
 Initials We do not currently have, or we have not had within the previous three years, business activities or other operations outside of the United States.

OR

2. _____
 Initials We are a scrutinized company as defined in Public Contract Code section 10476, but we have received written permission from the Department of General Services (DGS) to submit a bid or proposal pursuant to Public Contract Code section 10477(b). A copy of the written permission from DGS is included with our bid or proposal.

OR

3. _____
 Initials
 + certification
 below We currently have, or we have had within the previous three years, business activities or other operations outside of the United States, but we certify below that we are not a scrutinized company as defined in Public Contract Code section 10476.

CERTIFICATION For # 3.

I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that I am duly authorized to legally bind the prospective proposer/bidder to the clause listed above in # 3. This certification is made under the laws of the State of California.

<i>Proposer/Bidder Firm Name (Printed)</i>	<i>Federal ID Number</i>
<i>By (Authorized Signature)</i>	
<i>Printed Name and Title of Person Signing</i>	
<i>Date Executed</i>	<i>Executed in the County and State of</i>

YOUR BID OR PROPOSAL SHALL BE DISQUALIFIED UNLESS YOUR BID OR PROPOSAL INCLUDES THIS FORM WITH EITHER PARAGRAPH # 1 OR # 2 INITIALED OR PARAGRAPH # 3 INITIALED AND CERTIFIED.

California Civil Rights Laws Certification

Pursuant to Public Contract Code section 2010, if a bidder or proposer executes or renews a contract over \$100,000 on or after January 1, 2017, the bidder or proposer hereby certifies compliance with the following:

1. CALIFORNIA CIVIL RIGHTS LAWS: For contracts over \$100,000 executed or renewed after January 1, 2017, the contractor certifies compliance with the Unruh Civil Rights Act (Section 51 of the Civil Code) and the Fair Employment and Housing Act (Section 12960 of the Government Code); and
2. EMPLOYER DISCRIMINATORY POLICIES: For contracts over \$100,000 executed or renewed after January 1, 2017, if a Contractor has an internal policy against a sovereign nation or peoples recognized by the United States government, the Contractor certifies that such policies are not used in violation of the Unruh Civil Rights Act (Section 51 of the Civil Code) or the Fair Employment and Housing Act (Section 12960 of the Government Code).

CERTIFICATION

I, the official named below, certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct. <i>Proposer/Bidder Firm Name (Printed)</i>		<i>Federal ID Number</i>
<i>By (Authorized Signature)</i>		
<i>Printed Name and Title of Person Signing</i>		
<i>Date Executed</i>	<i>Executed in the County and State of</i>	

Iran Contracting Act
Public Contract Code Sections 2202-2208

Prior to bidding on, submitting a proposal or executing a contract or renewal for a State of California contract for goods or services of \$1,000,000 or more, a vendor must either: a) certify it is **not** on the current list of persons engaged in investment activities in Iran created by the California Department of General Services ("DGS") pursuant to Public Contract Code section 2203(b) and is not a financial institution extending twenty million dollars (\$20,000,000) or more in credit to another person, for 45 days or more, if that other person will use the credit to provide goods or services in the energy sector in Iran and is identified on the current list of persons engaged in investment activities in Iran created by DGS; or b) demonstrate it has been exempted from the certification requirement for that solicitation or contract pursuant to Public Contract Code section 2203(c) or (d).

To comply with this requirement, please insert your vendor or financial institution name and Federal ID Number (if available) and complete **one** of the options below. Please note: California law establishes penalties for providing false certifications, including civil penalties equal to the greater of \$250,000 or twice the amount of the contract for which the false certification was made; contract termination; and three-year ineligibility to bid on contracts. (Public Contract Code section 2205.)

OPTION #1 – CERTIFICATION

I, the official named below, certify I am duly authorized to execute this certification on behalf of the vendor/financial institution identified below, and the vendor/financial institution identified below is **not** on the current list of persons engaged in investment activities in Iran created by DGS and is not a financial institution extending twenty million dollars (\$20,000,000) or more in credit to another person/vendor, for 45 days or more, if that other person/vendor will use the credit to provide goods or services in the energy sector in Iran and is identified on the current list of persons engaged in investment activities in Iran created by DGS.

<i>Vendor Name/Financial Institution (Printed)</i>	<i>Federal ID Number (or n/a)</i>
<i>By (Authorized Signature)</i>	
<i>Printed Name and Title of Person Signing</i>	
<i>Date Executed</i>	<i>Executed in</i>

OPTION #2 – EXEMPTION

Pursuant to Public Contract Code sections 2203(c) and (d), a public entity may permit a vendor/financial institution engaged in investment activities in Iran, on a case-by-case basis, to be eligible for, or to bid on, submit a proposal for, or enters into or renews, a contract for goods and services.

If you have obtained an exemption from the certification requirement under the Iran Contracting Act, please fill out the information below, and attach documentation demonstrating the exemption approval.

<i>Vendor Name/Financial Institution (Printed)</i>	<i>Federal ID Number (or n/a)</i>
<i>By (Authorized Signature)</i>	
<i>Printed Name and Title of Person Signing</i>	<i>Date Executed</i>

Contractor Status Form

Contractor's Name: _____ County: _____

Address: _____ Phone Number: _____

Federal Employer Identification Number: _____ Fax Number: _____

STATUS OF CONTRACTOR PROPOSING TO DO BUSINESS

☐ Individual Corporation ☐ Other ☐ Limited Partnership ☐ General Partnership ☐

If Individual or sole proprietorship, state the true name of sole proprietor: _____

If a Limited or General Partnership, list each partner and state their true name and interest in the partnership:

If a Corporation, state place and date of incorporation: _____

President: _____ **Vice President:** _____

Secretary: _____ **Treasurer:** _____

Other Officer: _____ **Other Officer:** _____

Provide explanation if claiming Other:

SMALL BUSINESS PREFERENCE

Are you claiming preference for small/micro business?

☐ YES – Attach approval letter from Office of Small Business Certification and Resources
☐ NO

Are you claiming incentive for DVBE?

☐ YES – Attach approval letter from Office of Small Business Certification and Resources
☐ NO

NOTE: THIS FORM MUST BE COMPLETED OR YOUR BID MAY BE REJECTED

Client References

List at least three (3) client references that can attest to the Bidder'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 the Bidder's response. Duplicate and attach additional pages as necessary.

ER / 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			le
Contact Person	one Number		
Dates of Service	Service		
Brief Description of Service Provided			

If three references cannot be provided, explain why:

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Bidder Declaration

State of California—Department of General Services,
Procurement Division GSPD-05-105 (EST 8/09)

Solicitation Number_____

BIDDER DECLARATION

Prime bidder information (Review attached Bidder Declaration Instructions prior to completion of this form):

- a. Identify current California certification(s) (MB, SB, NVSA, DVBE): _____ or None_____
- b. Will subcontractors be used for this contract? Yes _____ No _____ (If yes, indicate the distinct element of work your firm will perform in this contract e.g., list the proposed products produced by your firm, state if your firm owns the transportation vehicles that will deliver the products to the State, identify which solicited services your firm will perform, etc.). Use additional sheets, as necessary.
- c. If you are a California certified DVBE:

(1) Are you a broker or agent? Yes _____ No _____

(2) If the contract includes equipment rental, does your company own at least 51% of the equipment provided in this contract (quantity and value)? Yes _____ No _____ N/A _____

2. If no subcontractors will be used, skip to certification below. Otherwise, list all subcontractors for this contract. (Attach additional pages if necessary):

Subcontractor Name, Contact Person, Phone Number & Fax Number	Subcontractor Address & Email Address	CA Certification (MB, SB, DVBE or None)	Work performed or goods provided for this contract	Corresponding % of bid price	Good Standing?	51% Rental?

CERTIFICATION: By signing the bid response, I certify under penalty of perjury that the information provided is true and correct

BIDDER DECLARATION Instructions

All prime bidders (the firm submitting the bid) must complete the Bidder Declaration.

1.a. Identify all current certifications issued by the State of California. If the prime bidder has no California certification(s), check the line labeled "None" and proceed to Item #2. If the prime bidder possesses one or more of the following certifications, enter the applicable certification(s) on the line:

- Microbusiness (MB)
- Small Business (SB)
- Small Business Nonprofit Veteran Service Agency (SB/NVSA)
- Disabled Veteran Business Enterprise (DVBE)

1.b. Mark either "Yes" or "No" to identify whether subcontractors will be used for the contract. If the response is "No," proceed to Item #1.c. If "Yes," enter on the line the distinct element of work contained in the contract to be performed or the goods to be provided by the prime bidder. Do not include goods or services to be provided by subcontractors.

Bidders certified as MB, SB, SB/NVSA, and/or DVBE must provide a commercially useful function as defined in Military and Veterans Code Section 999(e)(2)(A) for DVBEs and Government Code Section 14837(d)(4)(A) for small/microbusinesses. For questions regarding commercially useful function determinations made in conjunction with certification approval, contact the Department of General Services, Procurement Division, Office of Small Business and DVBE Certification (OSDC), OSDCCertification and Compliance Unit via email at: osdchelp@dgs.ca.gov

Bids must propose that certified bidders provide a commercially useful function for the resulting contract or the bid will be deemed non-responsive and rejected by the State. For questions regarding the solicitation, contact the procurement official identified in the solicitation.

Note: A subcontractor is any person, firm, corporation, or organization contracting to perform part of the prime's contract.

1.c. This item is only to be completed by businesses certified by California as a DVBE.

(1) Declare whether the prime bidder is a broker or agent by marking either "Yes" or "No." The Military and Veterans Code Section 999.2 (b) defines "broker" or "agent" as a certified DVBE contractor or subcontractor that does not have title, possession, control, and risk of loss of materials, supplies, services, or equipment provided to an awarding department, unless one or more of the disabled veteran owners has at least 51-percent ownership of the quantity and value of the materials, supplies, services, and of each piece of equipment provided under the contract.

If bidding rental equipment, mark either "Yes" or "No" to identify if the prime bidder owns at least 51% of the equipment provided (quantity and value). If **not** bidding rental equipment, mark "N/A" for "not applicable."

2. If no subcontractors are proposed, do not complete the table. Read the certification at the bottom of the form and complete "Page _____ of _____" on the form.
If subcontractors will be used, complete the table listing all subcontractors. If necessary, attach additional pages and complete the "Page of _____" accordingly.

2. (continued) Column Labels

Subcontractor Name, Contact Person, Phone Number & Fax Number—List each element for all subcontractors.

Subcontractor Address & Email Address—Enter the address and if available, an Email address.

CA Certification (MB, SB, DVBE or None)—If the subcontractor possesses a current State of California certification(s), verify on the OSDC website (www.pd.dgs.ca.gov/smbus) that it is still valid and list all current certifications here. Otherwise, enter "None." [Note: A SB/NVSA should not be participating as a subcontractor]

Work performed or goods provided for this contract—Identify the distinct element of work contained in the contract to be performed or the goods to be provided by each subcontractor. Certified subcontractors must provide a commercially useful function for the contract. (See paragraph 1.b above for code citations regarding the definition of commercially useful function.) If a certified subcontractor is further subcontracting a greater portion of the work or goods provided for the resulting contract than would be expected by normal industry practices, attach a separate sheet of paper explaining the situation.

Corresponding % of bid price—Enter the corresponding percentage of the total bid price for the goods and/or services to be provided by each subcontractor. Do not enter a dollar amount.

Good Standing?—Provide a response for each subcontractor listed. Enter either "Yes" or "No" to indicate that the prime bidder has verified that the subcontractor(s) is in good standing for all of the following:

- Possesses valid license(s) for any license(s) or permits required by the solicitation or by law
- If a corporation, the company is qualified to do business in California and designated by the State of California Secretary of State to be in good standing
- Possesses valid State of California certification(s) if claiming MB, SB, and/or DVBE status
- Is **not** listed on the OSDC website as ineligible to transact business with the State

51% Rental?—This pertains to the applicability of rental equipment. Based on the following parameters, enter either "N/A" (not applicable), "Yes" or "No" for each subcontractor listed.

Enter "**NA**" if the:

- Subcontractor is NOT a DVBE (regardless of whether or not rental equipment is provided by the subcontractor) or
- Subcontractor is NOT providing rental equipment (regardless of whether or not subcontractor is a DVBE)

Enter "**Yes**" if the subcontractor is a California certified DVBE providing rental equipment and the subcontractor owns at least 51% of the rental equipment (quantity and value) it will be providing for the contract.

Enter "**No**" if the subcontractor is a California certified DVBE providing rental equipment but the subcontractor does NOT own at least 51% of the rental equipment (quantity and value) it will be providing.

Read the certification at the bottom of the page and complete the "Page _____ of _____" accordingly.

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Small Business (SB) and Disabled Veteran Business Enterprise (DVBE) 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 and Military and Veteran Code § 999.5, that pursuant to the terms and conditions of the contract, all payments have been made to the SB or DVBE firm(s) listed below for commodities or services rendered as the SB or DVBE subcontractor(s) of record. 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 or DVBE 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*

SB/MB/DVBE SUBCONTRACTOR INFORMATION

Contract Firm Name			
Name of Firm Representative			
Title			
	Phone:	Fax:	
Firm Address	Street:		
	City:	State:	Zip:
Contract Number			
Total Amount Received Under this Contract	\$	Date Final Payment Received: / /	

SB/DVBE SUBCONTRACTOR INFORMATION

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

Printed Name		Signature:	
Title:		Report Date:	

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 #:

Recycled-Content Certification

- ☐ 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 the 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 _____ Phone _____
 Fax _____ E-mail _____ Web site _____

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, and 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 Product Categories (11)	Minimum content requirement
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

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SAMPLE Standard Agreement (STD 213)

STATE OF CALIFORNIA

STANDARD AGREEMENT

STD 213 (Rev 06/03)

AGREEMENT NUMBER

DRR17111

REGISTRATION NUMBER

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

STATE AGENCY'S NAME

Department of Resources Recycling and Recovery (CalRecycle)

CONTRACTOR'S NAME

(Contractor)

2. The term of this Agreement is: April 4, 2018 through October 31, 2019 (with the option to extend through October 31, 2021)
Or upon DGS approval, whichever is later

3. The maximum amount of this Agreement is: \$847,839.84
(Eight hundred forty-seven thousand eight hundred thirty-nine dollars and eighty four cents)

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

Exhibit A – Scope of Work	10 page(s)
Exhibit B – Budget Detail and Payment Provisions	3 page(s)
Exhibit C* – General Terms and Conditions	GTC 04/2017
Exhibit D – Special Terms and Conditions	6 page(s)
Attachment 1 – Recycled Content Certification	2 page(s)
Exhibit E** – Invitation for Bid DRR17111	X page(s)
Exhibit F** – Proposal from (Awarded Contractor) in response to Invitation for Bid DRR17111	X page(s)

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 www.dgs.ca.gov/ols/Resources/StandardContractLanguage.aspx

Items shown with double Asterisks (**) are hereby incorporated by reference and made part of this Agreement as if attached hereto.

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

CONTRACTOR

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

TO BE DETERMINED

BY (Authorized Signature)

DATE SIGNED(Do not type)

PRINTED NAME AND TITLE OF PERSON SIGNING

ADDRESS

STATE OF CALIFORNIA

AGENCY NAME

Department of Resources Recycling and Recovery

BY (Authorized Signature)

DATE SIGNED(Do not type)

PRINTED NAME AND TITLE OF PERSON SIGNING

Tiffany Donohue, Administrative Services Branch Chief

ADDRESS

1001 I Street, Sacramento, CA 95814

**California Department of General
Services Use Only**☐ Exempt per:

EXHIBIT A**SCOPE OF WORK**

1. The Contractor agrees to provide the Department of Resources Recycling and Recovery (CalRecycle), with EEI Curriculum Printing, Storage, and Fulfillment services as described herein.
2. The Project Coordinators during the term of this Agreement shall be:

CalRecycle Contract Manager**<<Contractor>>**

Name: Kami Wong
 Phone: (916) 319-9939
 Fax: (916) 319-7659
 Email: kami.wong@calrecycle.ca.gov

Name: <<Contractor Project Manager>>
 Phone: (XXX) XXX-XXXX
 Fax: (916) XXX-XXXX
 Email: <<Contact Name>>@<<Contractor>>

Direct all Agreement inquiries to:

CalRecycle Contract Analyst**<<Contractor>>****Contracts Unit**

Attention: Melissa Mojonnier
 Address: 1001 I St., MS 19-A
 Sacramento, CA 95814
 Phone: (916) 341-6048
 Fax: (916) 319-7390
 Email: melissa.mojonnier@calrecycle.ca.gov

Attention: <<Contractor Contact Name>>
 Address: <<Contractor Street Address
 <<Contractor City, ST, zip>>
 Phone: (XXX) XXX-XXXX
 Fax: (XXX) XXX-XXXX
 Email: <<Contact Name>>@<<Contractor>>

3. Background

California is currently leading the nation in environmental literacy as a result of the Education and the Environment Initiative (EEI), a landmark environment-based education effort. Pursuant to California law (Chapter 665, Statutes of 2003 [AB1548; Pavley], and Chapter 581, Statutes of 2005 [AB1721; Pavley]), the California Environmental Protection Agency developed a Kindergarten through 12th grade curriculum that teaches students about their relationship with the environment while simultaneously instructing them on required academic content standards.

The EEI Curriculum is now in use in California schools and CalRecycle and its partners share the vision that successful implementation of EEI materials in our classrooms will increase the environmental literacy of our citizens and promote a sustainable and prosperous future for our State.

CalRecycle oversees distribution of the 85 EEI curriculum units that teach Science and History/Social Science using the environment as a context for learning. The State Board of Education approved all 85 units of the EEI Curriculum in early 2010.

4. Contractor Responsibilities

The Contractor shall be responsible for the printing, storage, and order fulfillment of the curriculum units. As orders are submitted, the Contractor shall assemble the required components as per the order, and ship them to the order address. The Contractor shall be responsible for tracking inventory of print materials and maintaining a minimum level of inventory in stock.

The EEI Curriculum consists of 85 instructional units (with over 500 components) for Kindergarten through 12th grade (See Table 4). Every curriculum unit includes one Teacher's Edition (TE) book, one Visual Aids (VA) book, and one Teacher's Masters (TM) book. In addition, each unit may have additional components, such as a Student Edition, Student Workbook, Dictionary, Reader(s), Word Wall Cards, etc. The Contractor must compile a total of 170 distinct kits (one Teacher Kit and one Student Kit for each unit). All 85 instructional units can be found online at www.CaliforniaEEI.org. The TE books are password protected. The password to open those documents is: "teacheei".

5. Tasks

Task 1 – Print EEI Curriculum Materials as Directed by CalRecycle

CalRecycle shall provide the Contractor with periodic printing orders of EEI Curriculum units. Printing turnaround times shall be according to the chart below from the time the printing order is submitted to the printer by CalRecycle. *

Table 1: Print Turnaround Times

Description	# of different EEI Units	Total # of kits	# of Week/s to complete
Teacher Kits	1-10	1-20	1
Teacher Kits	11-20	1-20	1
Teacher Kits	21+	1-20	2
Teacher Kits	1-10	21-50	1
Teacher Kits	11-20	21-50	2
Teacher Kits	21+	21-50	2
Teacher Kits	1-10	50+	1
Teacher Kits	11-20	50+	2
Teacher Kits	21+	50+	3

**When a print order includes a variety of units, kits, and quantities that do not match the chart, the Contractor shall develop a comparable production schedule for the print run and submit to CalRecycle for approval*

Description	# of different EEI Units	Total # of kits	# of Week/s to complete
Student Kits	1-5	1-500	2
Student Kits	6-15	1-500	2
Student Kits	16-25	1-500	3
Student Kits	25+	1-500	4
Student Kits	1-5	501-1000	2
Student Kits	6-15	501-1000	3
Student Kits	16-25	501-1000	3

Student Kits	25+	501-1000	4
Student Kits	1-5	1001+	3
Student Kits	6-15	1001+	4
Student Kits	16-25	1001+	5
Student Kits	25+	1001+	6

Description	# of different National Geographic Society (NGS) wall maps	# of copies	# of Week/s to complete
NGS wall maps	1-4	1-400	2
NGS wall maps	1-4	400+	2
NGS wall maps	5+	1-400	3
NGS wall maps	5+	400+	3

Contractor shall print order(s) according to the following specifications:

- Ink Color: Full color, full bleeds.
- Paper Stock: Recycled content for all paper stocks (minimum 30% post-consumer).

Table 2: Teacher's Kit specifications, by component

Component	Page Size/Trim Size	Binding	Paper Weight
Teacher's Edition	8.5" x 11"	Wire-O or Plasticcoil	80 lb. Book 100 lb. Cover
Big Books	11" x 17" and 17" x 11"	Wire-O or Plasticcoil	80 lb. Cover
Word Wall Cards	4.25" x 11"	Trim and Collate	80 lb. Cover
Posters	12.75" x 18.75"	Trim	80 lb. Book, Dull Coated
Information Cards	8.5" x 11"	Trim and Collate	80 lb. Cover
NGS Wall Maps	26.75" x 35.5" folded to 13 3/8" x 8.875"	Trim and fold	80 lb. recycled gloss text
Common Core Correlation Guide	8.5" x 11" double sided	Stapled upper left corner	50 lb. Book
Fact Sheet	8.5" x 11"	Folded	70 lb. Text
Alphabet Cards	14 x 11	Trim and Collate	80 lb. Cover

**Not all Teacher Kits include each of the components in Table 2.*

For specific unit components refer to <http://californiaeei.org/curriculum/>

Table 3: Student Kit specifications, by component

Component	Page Size/Trim Size	Binding	Paper Weight
Student edition	8.5" x 11"	Saddle Stitched	50 lb. Book
Student workbook	8.5" x 11"	Saddle Stitched	50 lb. Book
Dictionary	5.25" x 8.25"	Saddle Stitched	50 lb. Book
Readers	5.25" x 8.25"	Saddle Stitched	50 lb. Book
Reader-CA Natural Regions	8.5" x 11"	Saddle Stitched	80 lb. text/80 lb gloss cover
Student Map	11" x 17"	Trim and Collate	80 lb. Cover
Game boards	11" x 17"	Trim and Collate	80 lb. Cover
Newspaper	8.5" x 11"	Folded in half	50 lb 100% recycled Aged Newsprint Durotone text

**Not all Student Kits include each of the components in Table 3. For specific unit components refer to <http://californiaeei.org/curriculum/>*

CalRecycle will provide the Contractor with a set of the press ready files.

Note: Teacher's Masters books and Visual Aid books will not be printed and therefore do not appear on the above charts.

Task 2– Inventory Control and Storage of Curriculum

- A. Contractor is responsible for receiving and storing an estimated 150-200 pallets of existing inventory that are components of some of the 85 curriculum units, including boxes of National Geographic Society (NGS) wall maps.
- B. Contractor shall properly store and protect from damage (using industry standards) all EEI Curriculum printed materials until fulfillment is requested by CalRecycle, as described in Task 3.
- C. Contractor may receive and store large quantities of unit specific Next Generation Science Standards Correlations Guides from CalRecycle on a regular basis for incorporation into select Teacher's Kits for each fulfillment order.
- D. Contractor is responsible for maintaining an accurate balance of all inventory at all times.
- E. Contractor shall maintain accurate inventory information of EEI Curriculum, by unit kits, NGS maps, and Common Core Correlations Guides.
- F. Contractor shall report inventory status to CalRecycle on a weekly basis as specified in Task 3, B.2.
- G. Contractor shall provide ordering trend reports and successfully forecast and report re-order quantities for each curriculum unit upon request by the CalRecycle Contract Manager (Contract Manager). See Task 3, B.3. for more details.
- H. At the end of the Agreement, and upon notice by the Contract Manager, the Contractor shall assemble and prepare in an organized fashion all remaining inventory for shipment to the location identified by CalRecycle. Contractor shall not be responsible for shipping costs.
- I. CalRecycle may occasionally ship Teacher Kits to the Contractor. Contractor shall store this material, include it in inventory reports, and use it to fulfill orders.

Task 3 – Fulfillment, Shipping, and Communications

- A. Fulfillment and Shipping
 1. Contractor shall regularly receive fulfillment order requests from the Contract Manager, or designee.

2. Fulfillment orders shall be submitted to the Contractor either by an Excel spreadsheet sent via email or by a web-based fulfillment order submittal system if such a system is implemented by CalRecycle during the course of the Agreement.
3. Contractor must be willing to adapt to the possible use of a web-based fulfillment ordering system which would require the Contractor to access the internet daily to retrieve the fulfillment orders. In such a case, any required software license and/or training for the specific purpose of retrieving the fulfillment orders electronically, will be provided to the Contractor by CalRecycle.
4. A fulfillment order may consist of as few as one unit-specific kit to as many as a pallet of materials going to one shipping address.
5. For each fulfillment order, the Contractor shall have access to the recipient's name, unit kit(s) ordered, and mailing address.
6. Upon receipt of fulfillment order requests from the Contract Manager or designee, Contractor shall pull and package fulfillment orders in unit-specific kits and quantities according to the specific fulfillment order requests. Fulfillment of orders shall be done within five business days of order submission by CalRecycle, unless given prior written approval from the Contract Manager.
7. Contractor shall create a web-based special orders fulfillment system. This system would be accessed solely by CalRecycle staff and would not be accessed directly by CalRecycle's EEI customers. The Contractor must retrieve special orders daily and ship the order within 2 business days. The special order fulfillment system must:
 - a. Allow CalRecycle to assign multiple users
 - b. Be password protected
 - c. Upon shipment of order, send email notification to the Contract Manager or designee and recipient of special order and include tracking number/information.
8. A Teacher's Kit shall include components specified in Table 2 and a Student Kit shall include components specified in Table 3. In addition to components noted in the respective tables, each EEI fulfillment order shipped shall include:
 - a. One (1) CalRecycle approved cover letter (which specifies content of shipment)
 - b. Unit specific NGS wall map(s)
9. Any additional letter or materials included in the shipments other than approved cover letter insert must be pre-approved by CalRecycle.
10. Contractor shall ship to recipient identified by CalRecycle as indicated on each fulfillment order.
11. Contractor is not responsible for direct payment of shipping costs. CalRecycle shall specify the shipping vendor and provide the Contractor with shipping vendor account information and any special instructions.
12. Contractor shall input each tracking number and shipping date into CalRecycle's order management/tracking system within 24 hours from the time and date the order is picked up by the shipping vendor.
13. Contractor shall provide and use 100% recyclable packaging materials for shipment of EEI Curriculum components.
14. Contractor shall consolidate shipping of units to the same address, when feasible, to minimize shipping costs (e.g., box 1 of 5).
15. For bulk fulfillment orders going to the same address, the Contractor shall palletize and inform CalRecycle's shipping vendor of shipment size in advance of pick up by vendor.
16. Backlogs and Backorder Procedures:
 - a. Contractor shall promptly notify CalRecycle whenever there is a backlog of fulfillment orders and the reason for the backlog and an estimated date of when the backlog shall be processed.
 - b. Contractor shall immediately notify CalRecycle of any out-of-stock inventory and shall begin implementing a backorder process in concert with CalRecycle.

- c. Contractor shall work with CalRecycle when alternative printing methods are implemented to fulfill backorders.
 - d. Contractor shall perform overtime or hire additional employees as needed to keep up with fulfillment and printing workloads.
- 17. Contractor shall put in place quality assurance and control mechanisms to ensure each fulfillment order shipped is accurate. See Task 3, C. for more details.
- B. Communications
 - 1. On a weekly basis, the Contractor shall provide a brief written summary of the week's activities. This report shall contain:
 - a. The order numbers received from CalRecycle.
 - b. The order numbers fulfilled by Contractor.
 - c. The order numbers pending for next week's fulfillment.
 - d. The order numbers on backorder, if applicable.
 - 2. Contractor must provide the following inventory data as specified below:
 - a. Provide CalRecycle access to real-time inventory data (web-based).
 - b. Issue immediate email alerts when any unit's inventory levels drop below the critical point as determined by the Contract Manager.
 - 3. Provide ordering and inventory analytics within 24 hours of request by the Contract Manager, to include:
 - a. Trending reports of most popular units ordered with quantity ordered, for a time frame specified by the Contract Manager.
 - b. Projection of orders for upcoming month by unit, based on past ordering trends.
 - c. Recommendation on quantities of specific unit kits to print and when to print them.
- C. Quality Assurance & Quality Control (QA/QC)
 - 1. Contractor shall respond to any inquiries made by the Contract Manager or support staff regarding orders fulfillment discrepancies and inventory within 24 hours of the inquiry.
 - 2. Contractor shall establish and implement QA/QC strategies to assure the highest level of accuracy with fulfilling curriculum orders. The strategies shall be communicated to CalRecycle for concurrence. CalRecycle reserves the right to recommend additional strategies for implementation by the Contractor.
 - 3. Contractor shall immediately notify CalRecycle of any problems occurring such as with printing of materials, assembly and maintenance of stock, kitting of orders, or shipping deliveries.
 - 4. Contractor shall repair and correct the identified problem(s) within 24 hours of notification by CalRecycle or self-identification by the Contractor, and shall keep CalRecycle apprised of the situation as it evolves.
 - 5. In the event of a problem determined to be the fault of the Contractor, the Contractor shall assume any cost to remedy the issue. For example, the Contractor shall pay to retrieve erroneous shipments from recipients and to re-ship to the proper recipient.
 - 6. Contractor shall absorb any additional print costs that are the result of error on the Contractor's part, such as lost materials, and poor print quality materials. Poor print quality materials include, but are not limited to, those that are too light, off-center, off-color, have dog-eared corners, smudges, or inconsistent ink coverage.
 - 7. Contractor shall track and document all QA/QC issues and provide explicit information on how the issues are being addressed. The Contractor shall keep CalRecycle apprised of issues as they are

identified and provide CalRecycle with periodic updates on the effectiveness of implemented QA/QC processes.

Table 4: List of 85 EEI Units

For specific unit components and page counts refer to <http://californiaeei.org/curriculum/>.

Grade	Title of Unit
K	K.3.a. The World Around Me
K	K.3.c. A Day in My Life
K	K.4.5.-K.6.3. Some Things Change Some Things Stay the Same
1	1.2.a. Surviving and Thriving
1	1.2.c. Finding Shelter
1	1.2.d. Open Wide! Look Inside!
1	1.2.4. People and Places
1	1.4.2. On the Move
2	2.2.4. California Lands – Then and Now
2	2.2.a.-2.2.b. Cycle of Life
2	2.2.c.-2.2.d. Alike and Different
2	2.2.e.-2.2.f. Flowering Plants in Our Changing Environment
2	2.3.a.-2.3.b. The Earth Rocks
2	2.4.1. From Field to Table
2	2.4.2.-2.4.3. Dollars and Sense of Food Production
3	3.1.1.3.1.2. The Geography of Where We Live
3	3.2.2. California Indian People: Exploring Tribal Regions
3	3.3.a. Structuring for Survival in a Healthy Ecosystem
3	3.3.c.-3.3.d. Living Things in Changing Environments
3	3.5.1./3.5.2./3.5.2. California's Economy – Natural Choices
4	4.1.3.-4.1.5. Reflections of Where We Live
4	4.2.1. California Indian Peoples and Management of Natural Resources
4	4.2.6. Cultivating California
4	4.2.a. Plants: the Ultimate Energy Resource
4	4.2.b. The Flow of Energy Through Ecosystems
4	4.2.c. Life and Death of Decomposers
4	4.3.3. Witnessing the Gold Rush
4	4.3.d. Microorganisms and the Human World
5	5.3.a. Earth's Water
5	5.3.b. Changing States: Water, Natural Systems and Human Communities
5	5.3.c. Precipitation, People and the Natural World
5	5.3.d. Our Water: Sources and Uses
5	5.4.1. Human Settlement and the Natural Regions of the Eastern Seaboard
5	5.8.4. Nature and Newcomers

Grade	Title of Unit
6	6.1.1. Paleolithic People: Tools, Tasks, and Fire
6	6.1.2. Paleolithic People: Adapting to Change
6	6.2.1. River Systems and Ancient Peoples
6	6.2.2. Agricultural Advances in Ancient Civilizations
6	6.2.6.-6.2.8. Egypt and Kush: A Tale of Two Kingdoms
6	6.2.b. The Dynamic Nature of Rivers
6	6.5.1.-6.6.1. The Rivers and the Ancient Empires of China and India
6	6.5.c. Energy: Pass it on!
6	6.5.d. Playing the Same Role
6	6.6.a. Energy: It's Not All the Same to You!
6	6.6.b. Energy and Material Resources: Renewable or Not?
6	6.6.c. Made from Earth: How Natural Resources Become Things We Use
7	7.2.5. Arabic Trade Networks: Growth and Expansion in the Middle Ages
7	7.3.5. Genius Across the Centuries
7	7.3.a. Shaping Natural Systems through Evolution
7	7.3.e. Responding to Environmental Change
7	7.4.g. Extinction: Past and Present
7	7.6.3. Managing Nature's Bounty: Feudalism in Medieval Europe
7	7.7.1. Sun Gods and Jaguar Kings
7	7.7.3. Broken Jade and Tarnished Gold
8	8.4.1. Land, Politics, and Expansion in the Early Republic
8	8.6.3. America Grows
8	8.8.4. Struggles with Water
8	8.12.1. Agricultural and Industrial Development in the United States (1877-1914)
8	8.12.5. Industrialization, Urbanization and the Conservation Movement
HS Biology	B.5.c. High Tech Harvest: Genetic Engineering and the Environment
HS Biology	B.6.a. Biodiversity: The Keystone to Life on Earth
HS Biology	B.6.b. Ecosystem Change in California
HS Biology	B.8.a. Differential Survival of Organisms
HS Biology	B.8.b. Biological Diversity: The World's Riches
HS Biology	B.8.d. The Isolation of Species
HS Earth Science	E.4.c. The Greenhouse Effect on Natural Systems
HS Earth Science	E.5.d. Ocean Currents and Natural Systems
HS Earth Science	E.5.e. Rainforests and Deserts: Distribution, Uses, and Human Influences

Grade	Title of Unit
HS Earth Science	E.7.b. The Life and Times of Carbon
HS Earth Science	E.8.c. Living Under One Roof
HS Earth Science	E.9.c. Liquid Gold: California's Water
10	10.3.1.-10.3.5. Britain Solves a Problem and Creates the Industrial Revolution
10	10.3.3. Growth of Population, Cities and Demands
10	10.4.1. New Imperialism: The Search for Natural Resources
10	10.4.3. New Imperialism: The Control of India's and South Africa's Resources
11	11.5.7. Mass Production, Marketing, and Consumption in the Roaring Twenties
11	11.8.6. Postwar Industries and the Emerging Environmental Movement
11	11.9.7 The United States and Mexico: Working Together
11	11.11.5. Many Voices, Many Visions: Analyzing Contemporary Environmental Issues
12	12.1.4. Private Property and Resource Conservation
12	12.2.2.-12.2.5. This Is Our Land
12	12.2.2.-12.2.7 Sustaining Economies and the Earth's Resources
12	12.3.1. Government and the Economy: An Environmental Perspective
12	12.3.2. Active Voices: Civil Society and the Environment
12	12.7.6 Making and Implementing Environmental Laws

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 completed deliverables in accordance with the rates specified herein.
- B. Itemized invoices shall be submitted in triplicate, with two sets of supporting documentation (i.e., receipts, timesheets, etc), not more frequently than monthly in arrears to:

Accounts Payable
 Department of Resources Recycling and Recovery
 Fiscal Services Branch
 U.S. Postal Correspondence:
 P.O. Box 4025, MS-19A
 Sacramento, CA 95812-4025
 Federal Express Correspondence:
 1001 I Street, MS-19A
 Sacramento, CA 95814

- C. Each invoice submitted to CalRecycle shall 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 shall 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 shall 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:**Printing Pricing**

Component/Order Quantity	Dimensions in inches	Finish	Paper	Price Per Page (ppp)
Teacher's Edition (Qty: 1-9)	8.5 x 11	Wire-O or Plasticcoil	80 lb. Book/100 lb. Cover	\$TBD
Teacher's Edition (Qty: 10+)	8.5 x 11	Wire-O or Plasticcoil	80 lb. Book/100 lb. Cover	\$TBD
Big Book (Qty: 1-9)	11 x 17 and 17 x 11	Wire-O or Plasticcoil	80 lb. Cover	\$TBD
Big Book (Qty: 10+)	11 x 17 and 17 x 11	Wire-O or Plasticcoil	80 lb. Cover	\$TBD
Word Wall Cards (Qty: 1-9)	8.5 x 11	Trim to 4.25" x 11" and Collate	80 lb. Cover	\$TBD
Word Wall Cards (Qty: 10+)	8.5 x 11	Trim to 4.25" x 11" and Collate	80 lb. Cover	\$TBD
Poster (Qty: 1-9)	12.75 x 18.75	Trim	80 lb. Book, Dull Coated	\$TBD
Poster (Qty: 10+)	12.75 x 18.75	Trim	80 lb. Book, Dull Coated	\$TBD
Information Cards (Qty: 1-9)	8.5 x 11	Trim and Collate	80 lb. Cover	\$TBD
Information Cards (Qty: 10+)	8.5 x 11	Trim and Collate	80 lb. Cover	\$TBD
National Geographic Wall Map (Qty:100-400)	26.75" x 35.5" folded to 13 3/8" x 8.875"	Trim and fold	80 lb recycled gloss text	\$TBD
National Geographic Wall Map (Qty: 401+)	26.75" x 35.5" folded to 13 3/8" x 8.875"	Trim and fold	80 lb recycled gloss text	\$TBD
Common Core Correlation Guide (Qty: 1-9)	8.5 x 11	Stapled upper left corner	50 lb. Book	\$TBD
Common Core Correlation Guide (Qty: 10+)	8.5 x 11	Stapled upper left corner	50 lb. Book	\$TBD
Fact Sheet (Qty: 1-9)	8.5 x 11	folded	70 lb. Text	\$TBD
Fact Sheet (Qty: 10+)	8.5 x 11	folded	70 lb. Text	\$TBD

Alphabet Cards (Qty: 1-9)	14 x 11	Trim and Collate	80 lb. Cover	\$TBD
Alphabet Cards (Qty: 10+)	14 x 11	Trim and Collate	80 lb. Cover	\$TBD
Student Edition (Qty: 1-49)	8.5 x 11	Saddle Stitched	50 lb. Book	\$TBD
Student Edition (Qty: 50-299)	8.5 x 11	Saddle Stitched	50 lb. Book	\$TBD
Student Edition (Qty: 300+)	8.5 x 11	Saddle Stitched	50 lb. Book	\$TBD
Student Workbook (Qty: 1-49)	8.5 x 11	Saddle Stitched	50 lb. Book	\$TBD
Student Workbook (Qty: 50-299)	8.5 x 11	Saddle Stitched	50 lb. Book	\$TBD
Student Workbook (Qty: 300+)	8.5 x 11	Saddle Stitched	50 lb. Book	\$TBD
Dictionary (Qty: 1-49)	5.25 x 8.25	Saddle Stitched	50 lb. Book	\$TBD
Dictionary (Qty: 50-299)	5.25 x 8.25	Saddle Stitched	50 lb. Book	\$TBD
Dictionary (Qty: 300+)	5.25 x 8.25	Saddle Stitched	50 lb. Book	\$TBD
Reader (Qty: 1-49)	5.25 x 8.25	Saddle Stitched	50 lb. Book	\$TBD
Reader (Qty: 50-299)	5.25 x 8.25	Saddle Stitched	50 lb. Book	\$TBD
Reader (Qty: 300+)	5.25 x 8.25	Saddle Stitched	50 lb. Book	\$TBD
California Natural Regions Reader (Qty: 1-49)	8.5 x 11	Saddle Stitched	80 lb text/80 lb gloss cover	\$TBD
California Natural Regions Reader (Qty: 50-299)	8.5 x 11	Saddle Stitched	80 lb text/80 lb gloss cover	\$TBD
California Natural Regions Reader (Qty: 300+)	8.5 x 11	Saddle Stitched	80 lb text/80 lb gloss cover	\$TBD
Student Map (Qty: 1-49)	11 x 17	Trim and Collate	80 lb. Cover	\$TBD

Student Map (Qty: 50-299)	11 x 17	Trim and Collate	80 lb. Cover	\$TBD
Student Map (Qty: 300+)	11 x 17	Trim and Collate	80 lb. Cover	\$TBD
Game Board (Qty: 1-49)	11 x 17	Trim and Collate	80 lb. Cover	\$TBD
Game Board (Qty: 50-299)	11 x 17	Trim and Collate	80 lb. Cover	\$TBD
Game Board (Qty: 300+)	11 x 17	Trim and Collate	80 lb. Cover	\$TBD
Newspaper (Qty: 1-49)	8.5 x 11	folded in half	50 lb 100% recycled Aged Newsprint Durotone text	\$TBD
Newspaper (Qty: 50-299)	8.5 x 11	folded in half	50 lb 100% recycled Aged Newsprint Durotone text	\$TBD
Newspaper (Qty: 300+)	8.5 x 11	folded in half	50 lb 100% recycled Aged Newsprint Durotone text	\$TBD

Storage Pricing

Description of Work	Cost
Monthly per pallet fee (average pallet size 42"x48" and 1200 pounds each) to either store or assemble and prepare for shipment	\$TBD

Fulfillment Pricing

Product Kitting and Packaging	Price per Kit (ppk)
Unit Teacher Kit	\$TBD
Unit Student Kit	\$TBD

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. 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 the 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:** If this Agreement is for consulting services, 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 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. (PCC §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 GC § 6250, or the PCC. CalRecycle agrees not to disclose such information or data furnished by Contractor and to maintain such information or data as confidential when so designated by Contractor in writing at the time it is furnished to 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 Public Contracts Code Section 10365.5:
 - (a) No person, firm, or subsidiary therefore 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. COPYRIGHTS AND TRADEMARKS: The Contractor shall assign to CalRecycle any and all rights, title and interests to any copyrightable material or trademarkable material created or developed in whole or in any part as a result of this Agreement, including the right to register for copyright or trademark of such materials. The Contractor shall require that its subcontractors agree that all such materials shall be the property of CalRecycle. Such title will include exclusive copyrights and trademarks in the name of CalRecycle.

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 DRR17111, Total Contract Amount \$847,839.84, pursuant to Government Code Section 7550."
10. 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 CalRecycle editor.
11. 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.
12. 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. (Government Code Section 65040.12(e)).

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 premises or equipment is destroyed by fire or other catastrophe, or 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 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. 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.

18. LICENSE OR PERMITS: The Contractor shall be an individual or firm licensed to do business in 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.
19. 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.
20. PATENTS: The Contractor assigns to CalRecycle all rights, title, and interest in and to each invention or discovery that may be capable of being patented, that is conceived of or first actually reduced to practice in the course of or under this Agreement.
21. PUBLICITY AND ACKNOWLEDGEMENT: The Contractor agrees that it will 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.
22. 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.
23. REMEDIES: 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.
24. 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 Contract Manager for the purpose of solving the dispute.
25. STOP WORK NOTICE: Immediately, upon receiving a written notice to stop work, the Contractor shall cease all work under this Agreement.

26. **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 will 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 of them as it is for the acts and omissions of persons directly employed by the Contractor. The Contractor's obligation to pay its Subcontractors is an independent obligation from CalRecycle 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.
27. **SUCCESSORS:** The provisions of this Agreement will be binding upon and inure to the benefit of CalRecycle, the Contractor, and their respective successors.
28. **TERMINATION:** CalRecycle shall have the right to terminate this Agreement at its sole discretion at any time upon thirty 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.
29. **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 Contractor on CalRecycle Unreliable List anytime after award of this Agreement may be grounds for termination of Agreement. If a Subcontractor is placed on CalRecycle Unreliable List after award of this Agreement, the Contractor may be required to terminate the Subcontract.
30. **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.

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

Recycled-Content Certification

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 _____ Phone _____
Fax _____ E-mail _____ Web site _____

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

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.)

Postconsumer material comes from products that were bought by consumers, used, and 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, or telephone.

1. 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 Product Categories (11)	Minimum content requirement
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	d. Have 10 percent postconsumer material, or e. Are purchased as remanufactured, or f. 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

Bid Completion Checklist

Please use this checklist to assist in the preparation of your Bid package to ensure that all required items are included.

-
- ☐ Cover Letter with contact information and statements as required in the IFB.
 - ☐ Organizational information and Personnel Information (Resumes)
 - ☐ Copy of Required License(s) (Secretary of State)
 - ☐ Samples of Written Work (if applicable)
 - ☐ Cost Bid Sheet (Attachment A)
 - ☐ Darfur Contracting Act Certification (Attachment B)
 - ☐ California Civil Rights Laws Certification (Attachment C)
 - ☐ Iran Contracting Act Certification (Attachment D)
 - ☐ Contractor Status Form (Attachment E)
 - ☐ Client References (Attachment F)
 - ☐ Bidder Declaration (Attachment G) *Form must be submitted. If participation levels are zero, write zero participation on form.*
-

The following number of BID packages must be submitted as the bidder's response to this IFB:

- ☐ One (1) unbound reproducible original Bid package marked "Original" (Do not include bid sheet in this copy).
 - ☐ One (1) Electronic copy of Bid Package in Adobe Acrobat format (Do not include bid sheet in this copy).
 - ☐ One complete, signed bid sheet in a separate sealed envelope marked "Bid – Do Not Open".
-

The following form is only required upon submittal as applicable pursuant to the provisions outlined in Section II, Rules and Conditions:

- ☐ Certification of Target Area Contract Preference Act (The form may be downloaded at www.calrecycle.ca.gov/contracts/forms.)
-

The following forms are not required at the time of the Bid submission but shall be required by the successful bidder during the contract period:

- ☐ Small Business (SB) and Disabled Veteran Business Enterprise (DVBE) Subcontractor Payment Certification (Attachment H)
 - ☐ Recycled Content Certification (Attachment I)
 - ☐ Payee Data Record (Standard Form 204)
-

Please note that if any of the items are missing from the Bid package, the package shall be considered incomplete and shall be disqualified from the process.