CALIFORNIA DEPARTMENT *of*
CORRECTIONS AND REHABILITATION

Request for Quotation

(Non-IT Goods)

Division of Administrative Services
Office of Business Services
Procurement Section

Revised 05/2025

CALIFORNIA DEPARTMENT of CORRECTIONS AND REHABILITATION

REQUEST FOR QUOTATION

Notice to Prospective Bidders

OBS 4007(A) - SB/DVBE OPTION

Solicitation #:	CDCR-1795-PODO
Release Date:	06-26-2026

The California Department of Corrections and Rehabilitation (CDCR), Office of Business Services (OBS) invites you to review and respond to this Request for Quote (RFQ) for Toilet Paper and Paper Towels

In submitting your bid, you shall comply with the instructions found herein.

Bid responses must be delivered via email, on or before 2:00 p.m. on 07/10/2026

RETURN BID TO: CDCR-OBS-Non-IT-Goods-Bids@cdcr.ca.gov

For technical questions regarding this solicitation package, please contact designee:

Procurement Analyst:	Michelle Pantoja
Email:	michelle.pantoja@cdcr.ca.gov
Phone Number:	(279) 210-3766

Analyst Signature: Michelle Pantoja

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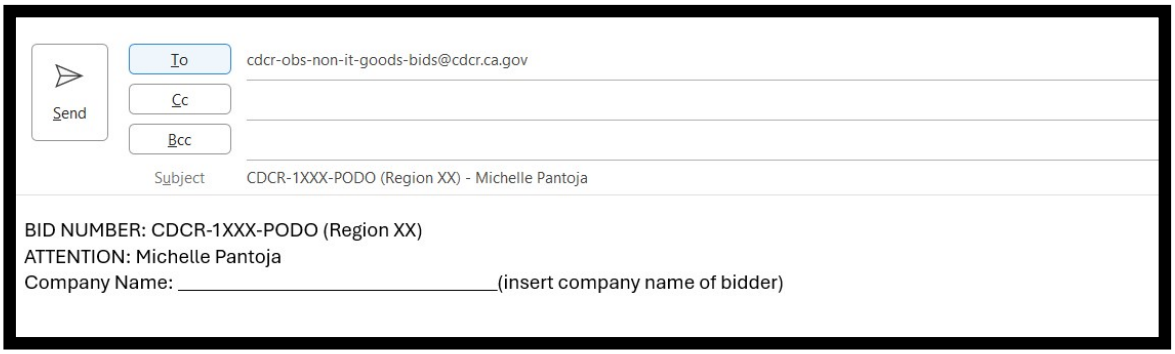
Bid Submittal Instructions

Bids must be submitted electronically, with all necessary documents in a clear, legible, Portable Document Format (PDF) attachment, to: cdcr-obs-non-it-goods-bids@cdcr.ca.gov, no later than the time and date specified in the RFQ Notice to Prospective Bidders.

Any bid received in any other manner will **NOT** be considered. Bid submission time will be recorded using the electronic time stamp associated with receipt of the email submission. CDCR will provide an automated email response confirming receipt of each submission received showing the date and time the submission was received. If a confirmation receipt is not received, please contact cdcr-obs-non-it-goods-bids@cdcr.ca.gov to confirm your bid was received. Confirmation receipt is not a representation by CDCR that the submitted bid is responsive and complete.

Any electronic bid received after the Submission of Bid date and time specified in the RFQ 4007 will **NOT** be considered. Bidders are ultimately responsible for ensuring timely receipt of their bid. ***It is recommended that Bidders submit bids at least one (1) hour in advance of the bid submission deadline to allow for confirmation of bid submission.*** Bid submissions with attached PDF documents more than forty (40) Megabytes in size risk being undeliverable. The State's mail server may automatically reject excessively large emails. Bidder may submit multiple emails if file size exceeds forty (40) Megabytes. Multiple emails should be identified as follows: 1 of 3, 2 of 3, 3 of 3, etc. Links to files stored on the internet (e.g., Google Drive, Dropbox) in lieu of attachments are not acceptable, and any documents stored at such links will not be reviewed.

***NOTE* The subject line of the electronic bid must be titled with the solicitation number and analyst name. The body of the email of the electronic bid must only contain the following**: See example below



In submitting a bid, the bidder accepts the terms and conditions expressed herein. Costs incurred for developing bids and in anticipation of award of the Agreement are the responsibility of the bidder and shall not be charged to the State. Only an individual who is legally authorized to bind the proposing firm contractually shall sign all documents requiring a signature, and each document must bear one of the following (1) DocuSign, (2) Adobe Acrobat Sign signature, or (3) a scanned document of an original ink signature. An unsigned bid may be rejected.

A bidder may modify a bid after its submission by withdrawing the original bid and resubmitting a new bid prior to the bid submission deadline. Bidder modifications offered in any other manner, oral or written, will not be considered. A bid may be withdrawn from consideration by submitting a written withdrawal request to CDCR via email to cdcr-obs-non-it-goods-bids@cdcr.ca.gov, signed by the bidder or an authorized agent. All documents submitted in response to this RFQ will become the property of the State and will be regarded as public records under the California Public Records Act (Government Code Section 6250 et seq.) and subject to review by the public.

REQUEST FOR QUOTATION: NON-IT GOODS
SB/DVBE Option REGION 1

Solicitation Number: CDCR-1795-PODO Release Date: 06/26/2026 Due Date: 07/10/2026

Bid responses must be delivered via email, or fax if applicable, to the state official listed herein on or before 2:00 p.m. on the due date above.

BIDDER INFORMATION

Business Name: _____ Address: _____

Contact Person: _____ _____

Title: _____ _____

Phone: _____ _____

Email: _____ _____

Federal Employer Identification Number (FEIN): _____

Retailer's CA Seller's Permit Number: _____

Small Business (SB) ☐ Micro Business (MB) ☐ Disabled Veteran Business Enterprise (DVBE) ☐

SB/MB/DVBE Certification #: _____ Certification Expiration Date: _____

Are you the manufacturer? Yes ☐ No ☐

*Payment discount offered on invoices to be paid within _____ days of receipt = _____%.

X_____ _____

Bidder Signature Date

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

ADDITIONAL SOLICITATION DETAILS

(this page to be completed by State official conducting the solicitation only)

Deliveries must be completed within DELIVERY SCHEDULE calendar days after receipt of order (ARO).

METHOD OF AWARD:

The lowest responsive and responsible bidder meeting all administrative and technical requirements, terms, and conditions of this solicitation will be awarded. For the purposes of this solicitation, requested items shall be awarded based on the option selected below:

☑ All or none – the lowest overall bid price for all items will be awarded.

☐ On the basis of individual items – the lowest bid on each line item will be awarded. The State may accept and choose to award any single line item or any combination of line items as specified in this solicitation.

FREE ON BOARD (F.O.B.) DESTINATION:

For the purposes of this solicitation, only bid responses quoting F.O.B. Destination to the ordering organization's receiving point will be accepted. Responsibility and liability for loss or damage for all orders shall remain with the contractor until final inspection and acceptance, when all responsibility shall pass to the ordering organization, except the responsibility for latent defects, fraud, and any warranty obligations. Acceptable freight payment terms shall be defined based on the selected option below:

☑ Only bids offering Freight Prepaid by the contractor will be accepted. All shipping costs must be included in the cost of the goods. Shipping costs may NOT be listed as a separate stand-alone cost.

☐ Bids offering either Freight Prepaid/ADD or Freight Prepaid by the contractor will be accepted.

SB/DVBE OPTION - GOVERNMENT CODE SECTION 14838.5:

This solicitation is utilizing the SB/DVBE Option procurement method as set forth in Government Code Section 14838.5. SB preferences and DVBE requirements and/or incentives are not applicable to this solicitation.

For this solicitation the CDCR is specifically seeking offers from *only* CA certified:

☑ SBs ☐ DVBEs

STATE OFFICIAL / REQUESTOR CONTACT INFORMATION

Name: Michelle Pantoja

Email: michelle.pantoja@cdcr.ca.gov

Phone: (279) 210-3766

**Fax: NA

Shipping Address:

SEE ATTACHED DELIVERY SCHEDULE

**Only enter fax number if bids may be submitted via fax. See fax bid submittals disclaimer below.

***PAYMENT DISCOUNT OFFERS**

Discounts will not be considered when evaluating bid responses for award purposes. However, discounts may be offered and taken by the State when processing invoices within the timeframe specified. Whenever possible, the CDCR will accept the offer of cash discounts for payment terms other than those specified in the General Provisions section 10.2 (i.e., Net 45). *Please do not reference or include payment terms that conflict with the provisions of the California Prompt Payment Act, Government Code Section 927 et. seq. The Act requires state agencies to pay properly submitted, undisputed invoices not more than 45 days after (i) the date of acceptance of goods or performance of services; or (ii) receipt of an undisputed invoice, whichever is later.*

DELIVERY

Final delivery, inspection, and acceptance shall be at the shipping address location(s) described herein.

PRICES

Prices shall be all inclusive. Only the prices submitted in the bid response shall be accepted and included in the awarded purchase order.

SUBSTITUTIONS

Substitutions for like items may be accepted at the State's discretion if the requested item is not available and the substitute item is equivalent to, or exceeds the standards, of the original request. The State reserves the right to determine whether a substitute offer is equivalent to and meets the standards of quality required.

CDCR SPECIAL TERMS AND CONDITIONS

If delivering to a CDCR institution, special terms and conditions apply. Suppliers must observe all institution security rules and regulations. Delivery drivers may be required to obtain gate clearance prior to delivery. Suppliers shall contact the institution regarding specific requirements prior to attempting delivery. All persons entering institution grounds must have a valid state driver's license or photo identification card on their person. Clothing restrictions apply. See CDCR Special Terms and Conditions attachment for more details.

TOBACCO-FREE ENVIRONMENT

Pursuant to Penal Code § 5030.1, the possession or use of tobacco products by any person on the grounds of any institution or facility under the jurisdiction of CDCR is prohibited.

FACSIMILE (FAX) BID SUBMITTALS

Faxed bid submittals will be considered only if they are sent to NA. Bids sent to any other fax number will not be considered. To be considered, all pages of a faxed bid must be completely received prior to the due date and time specified in this solicitation. The State assumes no responsibility if a supplier cannot transmit their bid via fax, or if the entire bid is not received prior to the due date and time.

BIDDER DECLARATION (GSPD-05-105)

All suppliers must complete the Bidder Declaration GSPD-05-105 and submit it with the bid response. When completing the declaration, suppliers must identify all subcontractors proposed for participation in the contract; this includes equipment manufacturers, equipment distributors and resellers. A subcontractor is any person, firm, corporation, or organization contracting to perform any part of the prime's contract. Suppliers awarded a contract are contractually obligated to use the subcontractors for

the corresponding work identified unless the State agrees to a substitution, and it is incorporated by amendment to the contract. All certified small businesses (SBs) and/or Disabled Veteran Business Enterprises (DVBEs) must perform a "commercially useful function" in the performance of the contract as defined in Government Code Section 14837 (d)(4).

SB / DVBE CERTIFICATION

Suppliers must be certified by California as a small business/DVBE to participate in this solicitation. The DGS Procurement Division, Office of Small Business and DVBE Services (OSDS) is the state's certifying agency. Suppliers claiming preferences/incentives must provide their California SB/MB/DVBE certification number on page 1 of this RFQ. Completed certification applications and required support documents must be submitted to the OSDS no later than 5:00 p.m. on the bid due date and the OSDS must be able to approve the application as submitted. SB/Nonprofit Veteran Service Agencies (NVSA's) must possess certification by California prior to the day and time bids are due. Online applications are located on the Cal eProcure website. Questions regarding certification should be directed to the OSDS at OSDSHelp@dgs.ca.gov or (916) 375-4940.

DVBE DECLARATIONS (DGS PD 843)

Per the Military and Veterans Code Section 999.2, the DVBE Declarations (DGS PD 843) must be completed and signed by all disabled veteran business owner(s) and disabled veteran business manager(s) when a DVBE contractor or subcontractor will provide materials, supplies, services or equipment. When applicable, the completed form must be included with the bid response.

DVBE SUBCONTRACTING – REPORTING REQUIREMENTS

Contractor understands and agrees to comply with the requirements set forth in Military and Veterans Code Section 999 et seq. Should award of this contract be based in part on their commitment to use the Disabled Veteran Business Enterprise (DVBE) subcontractor(s) identified in their bid or offer, per Military and Veterans Code section 999.5 (g), a DVBE subcontractor may only be replaced by another DVBE subcontractor and must be approved by both the awarding department and the Department of General Services (DGS) prior to the commencement of any work by the proposed subcontractor. Changes to the scope of work that impact the DVBE subcontractor(s) identified in the bid or offer and approved DVBE substitutions will be documented by contract amendment. Failure of Contractor to seek substitution and adhere to the DVBE participation level identified in the bid or offer may be cause for contract termination, recovery of damages under rights and remedies due to the State, and penalties as outlined in MVC Section 999.9; Public Contract Code (PCC) Section 10115.10 Upon completion of this Contract, the department requires the prime contractor to certify information using the Prime Contractor's Certification – DVBE Subcontracting Report (STD 817). If for this Contract, the Contractor made a commitment to achieve the DVBE participation goal by subcontracting to a DVBE, the Department will withhold $10,000 from the final payment, or the full final payment if less than $10,000, until the Contractor complies with the certification requirements above. A Contractor that fails to comply with the certification requirement shall, after written notice, be allowed to cure the defect. Notwithstanding any other law, if, after 30 calendar days from the date of written cure notice, the prime contractor refuses to comply with the certification requirements, the department shall permanently deduct $10,000 from the final payment, or the full payment if less than $10,000. (MVC § 999.7)

A person or entity that knowingly provides false information shall be subject to a civil penalty for each violation. (MVC § 999.5(d); Govt. Code § 14841)

Contractor agrees to comply with the rules, regulations, ordinances, and statutes that apply to the DVBE program as defined in Section 999 of the MVC, including, but not limited to, the requirements of Section 999.5(d). (PCC Code § 10230)

DVBE subcontractors will be notified at the time of award that their firm has been listed for participation in an agreement. Upon request, the prime contractor shall also provide proof of payment to the DVBE for subcontractor work.

TIRE-DERIVED PRODUCTS PREFERENCE

Per Public Resources Code (PRC) section 42890 et seq., a 5 percent (5%) recycle preference is available for recycled tire products (also known as tire-derived products). When evaluating bids, application of the tire recycle preference is only applicable if both virgin products and recycled content products (RCP) are acceptable for a line item. Should only recycled content products be bid, then the preference is not calculated. Should a solicitation include a mix of line items containing both qualified and non-qualified tire-derived RCPs, the preference shall only apply to qualified line items. If line-item awards are made, the preference shall be applied, to the extent possible, so as to maximize award to bidders proposing recycled tire products (PRC section 42892).

Target Area Contract Preference Act (TACPA) Preference (STD. 830)

This solicitation provides for the optional TACPA preference. Bidders are not required to apply for this preference. Denial of the TACPA preference request is not a basis for rejection of the bid/offer.

The TACPA workplace and workforce preferences will be evaluated for this solicitation. California-based companies seeking TACPA preferences will need to complete and submit preference request forms with the bid/offer. The following webpage contains required preference request forms and an interactive map to determine if a business is located within a TACPA qualified zone: *Request-a Target-Area-Contract-Preference*

By submitting TACPA forms, a bidder given a TACPA preference agrees to the TACPA contract provisions required by Government Code section 4535 and provided in section 1896.40 of Title 2 of the California Code of Regulations (CCR) in addition to requirements specified on the TACPA form STD 830.

CALIFORNIA CIVIL RIGHTS LAWS CERTIFICATION

Pursuant to Public Contract Code 2010, a person that submits a bid to, or otherwise proposes to enter into or renew a contract with, a state agency with respect to any contract in the amount of one hundred thousand dollars ($100,000) or more shall certify, under penalty of perjury, at the time the bid is submitted, or the contract is renewed, 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).

RECYCLED CONTENT PRODUCTS

State agencies are required to report purchases in many product categories. In order to comply with those requirements, suppliers are required to complete and return the attached Postconsumer Recycled-Content Certification form (CalRecycle 74) with their bid response. Failure to complete and return the form may disqualify your bid from consideration. More information is located at: http://www.calrecycle.ca.gov/BuyRecycled/StateAgency/.

PAYEE DATA RECORD (STD. 204) AND CDCR SUPPLEMENT

The successful bidder ***may*** be required to submit a Payee Data Record, STD. 204, and/or a CDCR Supplement Vendor Payee Data form listing payee information and their Taxpayer Identification Number (upon request prior to award if currently not on file with CDCR or if there are business information updates needed).

PROHIBITION ON TAX DELINQUENTS

Persons or companies identified as the largest tax delinquents by the Franchise Tax Board (FTB) or the California Department of Tax and Fee Administration (CDTFA) under authority of Sections 7063 or 19195 of the Revenue and Taxation Code, shall be disqualified from the bidding process. PCC §10295.4. Contractors included on tax delinquency lists; contracts void and unenforceable; (a) Notwithstanding any other law, a state agency shall not enter into any contract for the acquisition of goods or services with a contractor whose name appears on either list of the 500 largest tax delinquencies pursuant to Section 7063 or 19195 of the Revenue and Taxation Code. Any contract entered into in violation of this subdivision is void and unenforceable. (b) This section shall apply to any contract executed on or after July 1, 2012.

DARFUR CONTRACTING ACT

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

CALIFORNIA SELLER’S PERMIT

If applicable, award will be contingent upon providing your company’s California retailer’s seller’s permit number or certification of registration and, if applicable, the permit or certification of all participating affiliates, issued by the California Department of Tax and Fee Administration (CDTFA), pursuant to all requirements as set forth in §§ 6487, 7101 and sections 6452.1, 6487.3, 18510 of the Revenue and Taxation Code, and Section 10295.1 of the Public Contract Code. In order to expedite the process of verifying the validity of the permit, provide the CDTFA issued seller’s permit number on page 1 of this RFQ or attach a copy of the permit with your bid response.

RESPONSIVE BID

A bid that clearly substantiates compliance, without material deviation, with all specifications, requirements, and the terms and conditions of the solicitation. If a bidder has been determined to be non-responsive, the bid shall be rejected.

RESPONSIBLE BIDDER

Bidders may be required to submit further evidence of their qualifications at such times and under conditions, as it may deem necessary. If a bidder has been determined to be non-responsible, the bid shall be rejected.

BID EVALUATION – TIE BETWEEN BIDDERS

In the event of a precise tie between bidders, the CDCR procurement official will conduct a coin toss. At least one witness must observe and document the coin toss. Affected bidders will be given the opportunity to attend the tie breaker coin toss. An email notification will be sent to the affected bidders at least 24 hours before the coin toss is conducted.

Note: In the event of a precise tie between the bid of an SB/MB and the bid of a DVBE that is also a SB/MB, the award shall go to the DVBE that is also an SB/MB. (Reference GC section 14838 (f) and 2 CCR section 1896.8(f)).

Note**:** Recycled tire product contracts will be awarded to the bidder whose product has the greatest percentage of recycled tire content if the fitness, quality, and price are equal. (PRC section 42894) "Recycled tire product" means a product with not less than 50 percent of its total content derived from recycled used tires. (PRC section 42890).

SUPPLIER TERMS AND CONDITIONS / QUOTATION ATTACHMENTS

Quote responses that reference a supplier's own terms and conditions, legal terms, or provisions that conflict with the State's General Provisions shall be considered non-responsive and will be rejected. The state objects to and will not evaluate or consider any additional terms or conditions submitted by a bidder.

CONFIDENTIALITY

During the evaluation of bids received in response to a competitive solicitation and prior to contract award information relating to bid evaluation is confidential. Any disclosure of confidential information by the bidder during the procurement process is a basis for rejecting the bidder's proposal and finding the bidder ineligible. Total confidentiality during the procurement process is vital to preserve the integrity of the process.

LOSS LEADER

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

CHANGE ORDERS/AMENDMENTS

Any purchase order resulting from this quote may be amended, modified (within the scope of the original agreement), or terminated at any time by mutual agreement of the parties in writing. Change orders amending, modifying, or terminating the purchase order, including modifications of compensation payable, may only be issued by an authorized State Procurement Official. All such change orders shall be in writing and issued only upon written concurrence of the supplier.

EXECUTIVE ORDER N-6-22 – RUSSIA SANCTIONS

On March 4, 2022, Governor Gavin Newsom issued Executive Order N-6-22 (the EO) regarding Economic Sanctions against Russia and Russian entities and individuals. "Economic Sanctions" refers to sanctions imposed by the U.S. government in response to Russia's actions in Ukraine, as well as

any sanctions imposed under state law. By submitting a bid or proposal, Contractor represents that it is not a target of Economic Sanctions. Should the State determine Contractor is a target of Economic Sanctions or is conducting prohibited transactions with sanctioned individuals or entities, that shall be grounds for rejection of the Contractor's bid/proposal any time prior to contract execution, or, if determined after contract execution, shall be grounds for termination by the State.

Assembly Bill 418: The California Food Safety Act

The California Food Safety Act, chapter 17 (commencing with Section 109025) is added to Part 3 of Division 104 of the Health and Safety Code Bill Text - AB-418 The California Food Safety Act.:

Commencing January 1, 2027, a person or entity shall not manufacture, sell, deliver, distribute, hold, or offer for sale, in commerce a food product for human consumption that contains any of the following substances:

(1) Brominated vegetable oil (CAS no. 8016-94-2)
(2) Potassium bromate (CAS no. 7758-01-2)
(3) Propylparaben (CAS no. 94-13-3)
(4) Red dye 3 (CAS no. 16423-68-0)

Generative Artificial Intelligence (GenAI)

The State of California seeks to realize the potential benefits of GenAI, through the development and deployment of GenAI tools, while balancing the risks of these new technologies.

Bidder/Offeror/Contractor shall immediately notify the State in writing if it: (1) intends to provide GenAI as a Deliverable to the State; or (2) intends to utilize GenAI, including GenAI from third parties, to complete all or a portion of any Deliverable that materially impacts: (i) functionality of the System, (ii) risk to the State, or (iii) Contract performance. For avoidance of doubt, the term "materially impacts" as used in this section shall have the same meaning set forth in State Administrative Manual (SAM) 4986.2 Definitions for GenAI

The GenAI Reporting and Factsheet (OBS 1000) must be completed by the Bidder/Offeror/ Contractor.

Failure to submit the GenAI Reporting and Factsheet (OBS 1000) will result in disqualification of the Bidder/Offeror/Contractor. Failure to report GenAI to the State may void any resulting contract. The State reserves its right to seek any and all relief to which it may be entitled to as a result of such non-disclosure. Upon receipt of a Bidder/Offeror/Contractor GenAI Reporting and Factsheet (OBS 1000), the state reserves the right to incorporate GenAI Special Provisions into the final contract or reject bids/offers that present an unacceptable level of risk to the State.

Assembly Bill 778 – Purchase of California-Grown Agricultural Food Products

Assembly Bill 778, Institutional Purchasers: Purchase of California-Grown Agricultural Food Products (2021-2022) amended Section 58595 of the Food and Agricultural Code, requiring a California state-owned or state-run institution that purchases agricultural food products to ensure at least 60% of the agricultural food products that it purchases in a calendar year are grown or produced in the state by December 31, 2025. If a bidder is offering agricultural food products, the OBS 1600 form is required for the state's data collection and reporting towards the 60% goal. Bidder must identify if the agricultural food product is grown or produced in California or not.

SOLICITATION ATTACHMENTS

The following documents are attached, or are incorporated by reference, and are considered part of this solicitation:

- **Line-Item Cost Worksheet** (Commodity Descriptions/Specifications/Quantities)
- **Bidder Declaration (GSPD-05-105)**
- **Darfur Contracting Act Certification (OBS 1500)**
- **California Civil Rights Laws Certification (OBS 1510)** (only if applicable)
- **Postconsumer Content Certification (CalRecycle 74)**
- **Generative Artificial Intelligence (GenAI) Reporting & Factsheet (OBS 1000)**
- **Disabled Veteran Business Enterprise Declarations (DGS PD 843)**
- **Payee Data Record (STD 204)**
- **Supplement Vendor Payee Data Record Form**
- **General Provisions – Non-Information General Provision Goods (DGS PD-401 NITGP Goods)(Revised and Effective 02/20/2025)**
- **Bidder Instructions (DGS PD 451) (Revised and Effective 11/09/2011)**
- **CDCR Special Terms and Conditions**
- **Special Provisions such as Warranty Agreement** (if applicable)
- **Distribution List/Delivery Schedule (**for multiple shipping locations or multiple delivery dates, if applicable)
- **California Grown/Produced Agricultural Food Products Vendor Certification (OBS 1600)**
- Other: _____

RESPONSE LIST

Mandatory Documents - The following list identifies the items that must be completed and returned (when applicable) in order to be evaluated for award:

- Request for Quotation (OBS 4007(A)) (all pages) including:
  - Signed/dated front page
  - Seller's Permit Information (or a copy of the CA Seller's Permit)
  - FEIN #
  - SB/MB/DVBE Certification Number
- Line-Item Cost Worksheet or Business Letterhead Itemized Quote (if allowable)
- Bidder Declaration (GSPD-05-105)
- Darfur Contracting Act Certification (OBS 1500)
- Postconsumer-Content Certification (CalRecycle 74)
- Generative Artificial Intelligence (GenAI) Reporting & Factsheet (OBS 1000)
- California Civil Rights Laws Certification (OBS 1510) (only if applicable)
- Disabled Veteran Business Enterprise Declarations (DGS PD 843) (only if applicable)
- Payee Data Record (STD 204) and CDCR Supplemental Payee Data Record (if applicable upon request)
- TACPA preference request forms (only applicable if claiming the TACPA preference)
- California Grown/Produced Agricultural Food Products Vendor Certification (OBS 1600) (if applicable)

Failure to return any applicable item in the above list with the bid response may result in your bid being considered non-responsive and may be rejected

DESCRIPTION

*This RFQ is for the purchase of **Paper Towels and Toilet Paper** in accordance with the attached Quote Worksheet line-item descriptions. See attached Statement of Work for additional technical, administrative, and delivery requirements.*

SCOPE

This solicitation is one time acquisition conducted by the CDCR for the purchase and distribution of Paper Towels and Toilet Paper.

Key Action Dates

Release Date:	**June 26, 2026**
Last day for Questions:	**July 09, 2026**
Bid Due Date:	**July 10, 2026**
Estimated Award Date:	**July 31-August 15, 2026**
1st Delivery Date:	**October 1, 2026**
2nd Delivery Date:	**November 2, 2026**
3rd Delivery Date:	**December 1, 2026**

The key action dates stated above are important dates by which the actions must be taken or completed. If the State finds it necessary to change any of these dates, it will be accomplished via an addendum to this Request for Quotation (RFQ).

INCREASING/DECREASING PURCHASE QUANTITIES

The State reserves the right to increase or decrease up to 30% of the original total quantity at the awarded price for up to 90 days.

AWARD AND PURCHASE ORDER DELIVERY DATES

All award dates mentioned above are estimated. Delivery dates are specified in the RFQ on the spreadsheet indicated "California Department of Corrections and Rehabilitation, Toilet Paper and Paper Towels, Delivery Schedule" for **"FY 26/27 2nd QTR Region 1"**. ***Delivery dates are critical***. If the quantities specified for each location cannot be delivered in full by the required date(s), the awarded vendor must notify the procurement analyst no later than seven calendar days prior to the scheduled delivery date and request a change in delivery. Approval of changes to delivery schedules are at the sole discretion of the CDCR. All changes must be agreed upon in writing with the procurement analyst. If any delivery is not completed in full, as scheduled or agreed upon, within 14 days of required delivery date, the state reserves the right to immediately terminate the agreement in part or in full due to default.

QUESTIONS REGUARDING THE RFQ

Bidders requiring clarification of the intent or content of this RFQ or on procedural matters regarding the competitive RFQ process may request clarification by submitting questions by the date(s) identified in the key action dates to the Procurement Official identified in this RFQ. If a Bidder submits a question after the scheduled date(s), the State will attempt to answer but does not guarantee that the answer will be prior to the bid due date.

Note: Questions must be submitted to michelle.pantoja@cdcr.ca.gov and answers will be provided via email.

Paper Towels & Toilet Paper

Quote Worksheet

CDCR-1795-PODO (REGION 1)

Do not change the format of this spreadsheet

Vendor Name (Please place the vendor name in the space below):

ITEM #	DESCRIPTION	TOTAL CASES	Unit/Case Cost	Extended Cost
A-1	TOWEL, ECONOMY SINGLEFOLD, SHEET SIZE 9-1/4 X 10-1/4 INCHES, 1 PLY, COUNT 250, 16 PACKS, PACKAGE OF 4000 NATURAL OR WHITE COLOR	2304		
D-4	ECONOMY MULTIFOLD TOWEL, SHEET SIZE 9 1/4 X 9 1/2 INCHES, COUNT 250, 16 PACKS, PACKAGE OF 4000 NATURAL OR WHITE COLOR	960		
E-5	ROLL TOWEL, HARDWOUND, 1 PLY, WHITE COLOR, SHEET WIDTH 10 INCHES, ROLL LENGTH 800 FT, CORE 1 3/4 INCHES, EPA COMPLIANT, USES DISPENSER 3EB48 OR 3EB49, PACKAGE OF 6	150		
F-6	TOILET PAPER, 1 PLY WHT 1000 SHEETS, 96 RL/CS 4"x4.05" INDIV. WRAP	1275		
G-7	TOILET PAPER 2 PLY WHT 500 SHEETS, 96 RL/CS 4"x4.05" INDIV WRAP	2425		
	TOTAL	7114		

Location Name	INST	Address	ITEM NUMBER	Description	TOTAL QTY.	UNIT	DELIVERY SCHEDULE OCTOBER 1, 2026	DELIVERY SCHEDULE NOVEMBER 2, 2026	DELIVERY SCHEDULE DECEMBER 1, 2026
California Medical Facility	CMF	1600 California Dr.Vacaville, CA 95687	A-1	TOWEL, ECONOMY SINGLEFOLD, SHEET SIZE 9-1/4 X 10-1/4 INCHES, 1 PLY, COUNT 250, 16 PACKS, PACKAGE OF 4000 NATURAL OR WHITE COLOR	1296	CASE	432	432	432
California Medical Facility	CMF	1600 California Dr.Vacaville, CA 95687	G-7	TOILET PAPER 2 PLY WHT 500 SHEETS, 96 RL/CS 4"x4.05" INDIV WRAP	825	CASE	275	275	275
Correctional Training Center	RAM (CTC)	9850 Twin Cities Road Galt, CA 95632	D-4	ECONOMY MULTIFOLD TOWEL, SHEET SIZE 9 1/4 X 9 1/2 INCHES, COUNT 250, 16 PACKS, PACKAGE OF 4000 NATURAL OR WHITE COLOR	100	CASE	100		
Correctional Training Center	RAM (CTC)	9850 Twin Cities Road Galt, CA 95632	E-5	ROLL TOWEL, HARDWOUND, 1 PLY, WHITE COLOR, SHEET WIDTH 10 INCHES, ROLL LENGTH 800 FT, CORE 1 3/4 INCHES, EPA COMPLIANT, USES DISPENSER 3EB48 OR 3EB49, PACKAGE OF 6	150	CASE	150		
Correctional Training Center	RAM (CTC)	9850 Twin Cities Road Galt, CA 95632	G-7	TOILET PAPER 2 PLY WHT 500 SHEETS, 96 RL/CS 4"x4.05" INDIV WRAP	100	CASE	100		
Folsom State Prison	FSP	300 Prison RoadRepresa, CA 95671	A-1	TOWEL, ECONOMY SINGLEFOLD, SHEET SIZE 9-1/4 X 10-1/4 INCHES, 1 PLY, COUNT 250, 16 PACKS, PACKAGE OF 4000 NATURAL OR WHITE COLOR	432	CASE	144	144	144
Folsom State Prison	FSP	300 Prison RoadRepresa, CA 95671	D-4	ECONOMY MULTIFOLD TOWEL, SHEET SIZE 9 1/4 X 9 1/2 INCHES, COUNT 250, 16 PACKS, PACKAGE OF 4000 NATURAL OR WHITE COLOR	144	CASE	48	48	48
Folsom State Prison	FSP	300 Prison RoadRepresa, CA 95671	G-7	TOILET PAPER 2 PLY WHT 500 SHEETS, 96 RL/CS 4"x4.05" INDIV WRAP	750	CASE	250	250	250
High Desert State Prison	HDSP	475-750 Rice Canyon Rd.Susanville, CA 96127	D-4	ECONOMY MULTIFOLD TOWEL, SHEET SIZE 9 1/4 X 9 1/2 INCHES, COUNT 250, 16 PACKS, PACKAGE OF 4000 NATURAL OR WHITE COLOR	72	CASE	72		
High Desert State Prison	HDSP	475-750 Rice Canyon Rd.Susanville, CA 96127	F-6	TOILET PAPER, 1 PLY WHT 1000 SHEETS, 96 RL/CS 4"x4.05" INDIV. WRAP	625	CASE	200	200	225
North Coast Warehouse	NCW	711-045 Center Road, Susanville, CA 96130	F-6	TOILET PAPER, 1 PLY WHT 1000 SHEETS, 96 RL/CS 4"x4.05" INDIV. WRAP	150	CASE	150		
Pelican Bay State Prison	PBSP	5905 Lake Earl DriveCrescent City, CA 95531	D-4	ECONOMY MULTIFOLD TOWEL, SHEET SIZE 9 1/4 X 9 1/2 INCHES, COUNT 250, 16 PACKS, PACKAGE OF 4000 NATURAL OR WHITE COLOR	500	CASE	500		
Pelican Bay State Prison	PBSP	5905 Lake Earl DriveCrescent City, CA 95531	F-6	TOILET PAPER, 1 PLY WHT 1000 SHEETS, 96 RL/CS 4"x4.05" INDIV. WRAP	500	CASE	500		
California State Prison, Sacramento	SAC	100 Prison RoadRepresa, CA 95671	A-1	TOWEL, ECONOMY SINGLEFOLD, SHEET SIZE 9-1/4 X 10-1/4 INCHES, 1 PLY, COUNT 250, 16 PACKS, PACKAGE OF 4000 NATURAL OR WHITE COLOR	576	CASE	192	192	192
California State Prison, Sacramento	SAC	100 Prison RoadRepresa, CA 95671	D-4	ECONOMY MULTIFOLD TOWEL, SHEET SIZE 9 1/4 X 9 1/2 INCHES, COUNT 250, 16 PACKS, PACKAGE OF 4000 NATURAL OR WHITE COLOR	144	CASE	48	48	48
California State Prison, Sacramento	SAC	100 Prison RoadRepresa, CA 95671	G-7	TOILET PAPER 2 PLY WHT 500 SHEETS, 96 RL/CS 4"x4.05" INDIV WRAP	750	CASE	250	250	250

Scope of Work

STATE OF CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION (CDCR) QUOTE SPECIFICATIONS/ADMINISTRATIVE REQUIREMENTS

PAPER TOWELS AND TOILET PAPER

1. SCOPE
   - 1.1 These bid specifications and administrative requirements establish the requirements for paper towels and toilet paper to be used by the California Department of Corrections and Rehabilitation (CDCR) at statewide institutions.
   - 1.2 This purchase will be utilizing the department's consolidated purchasing capacity to leverage lowest price based on large quantity discounts.

2. SPECIFICATIONS AND STANDARDS
   - 2.1 Specifications, standards, and administrative requirements referenced in this document shall be in effect on the date and at the time of quote submittal and are a part of the solicitation. The minimum requirements for this request for quotation are detailed in the Quote Worksheet showing size, quantities, and unit of measure**. CDCR is allowing for a .05" (+or-) dimensional tolerance.**

3. TECHNICAL REQUIREMENTS
   - 3.1 Standard Items;
     Product shall be a typical and continuing item(s) in the manufacturing line and shall be identified by general style, type and size in the manufacturer's catalog.
   - 3.2 Size;
     Various sizes and colors as specified on the Quote Worksheet.
   - 3.3 Materials and Construction;
     Product shall be new and/or recycled content, first quality, no irregulars or seconds and suitable for the intended use.

4. ADMINISTRATIVE REQUIREMENTS
   - 4.1 All deliveries shall be F.O.B. Destination, Freight Pre-Paid.
   - 4.2 Deliveries will be made to various locations throughout the State of California (see attached Delivery Schedule)
   - 4.3 Prior delivery arrangements shall be made for all deliveries whether for complete or partial orders, no exceptions. Shipments of incorrect items shall be returned to the supplier at no cost to the State.

5. SUPPLIER RESPONSIBILITIES
   - 5.1 Clothing -See attached Special Terms and Conditions.
   - 5.2 Reporting -See attached Special Terms and Conditions
   - 5.3 License to do business - Suppliers must be licensed to do business with the State of California and shall possess and maintain throughout the term of this agreement all necessary licenses, permits, and/or certifications required by law, commercial general, automobile liability and worker's compensation insurance and must be presented, upon demand by CDCR staff.
   - 5.4 Compliance - Supplier is responsible for compliance with all applicable laws, codes, rules and regulations. Supplier shall ensure that all employees have been informed of all rules and regulations.

6. PACKAGING REQUIREMENTS

6.1 The paper towels and toilet paper will be delivered in the unit of measure of CASES, not by EACH

6.2 Cases shall contain only 1 size of paper towels and one size for toilet paper

6.3 Cases are to be secured to the pallet with shrink wrap.

6.4 Toilet Paper pallets are not to be stacked more than 5 cases high, 25 cases to a pallet (unless otherwise specified by the individual institution).

6.5 Paper Towel pallets (singlefold & multifold) are not to be stacked more than 9 cases high, 72 cases to a pallet.(unless otherwise specified by the individual institution).

6.6 Paper Towel pallets (rolls/hardwound) are not to be stacked more than 8 cases high, 64 cases to a pallet.(unless otherwise specified by the individual institution).

6.7 All shipping Cases/Pallets shall be marked on the outside in large black letters with the following information:

- Quantity
- Size(s)
- Purchase Order (PO) number

6.8 Open or damaged cases shall not be accepted and will be returned to the supplier at no cost to the State.

CDCR Special Terms and Conditions

1. Clothing Restrictions: For security reasons, while on institution grounds, suppliers and all its agents and/or representatives must not wear clothing that in any way resembles state issued inmate or ward clothing. Specifically, blue denim pants and blue chambray shirts, orange/yellow/white/chartreuse jumpsuits and/or yellow rainwear. Suppliers should contact the institution regarding clothing restrictions prior to requiring access to the institution to assure the supplier and their employees are in compliance.

2. Prison Rape Elimination Policy: CDCR maintains a zero tolerance for sexual misconduct in its institutions, community correctional facilities, camps, and for all offenders under its jurisdiction. All sexual misconduct is strictly prohibited. CDCR is committed to providing a safe, humane, secure environment, free from sexual misconduct. This will be accomplished by maintaining a program to ensure education/prevention, detection, response, investigation, and tracking of sexual misconduct. All suppliers are expected to ensure compliance with this policy as described in Department Operations Manual, Chapter 5, Article 44 which can be located at: www.cdcr.ca.gov/regulations/cdcr-regulations/dom-toc/. As a supplier, you and your staff are required to adopt and comply with the PREA standards, 28 Code of Federal Regulations Part 115. As a supplier for CDCR, you shall not assign an employee to a CDCR facility or assign an employee to duties if that employee will have contact with CDCR inmates, if that employee has 1) engaged in sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility, or other institution (as defined in 42 U.S.C. 1997); 2) been convicted of engaging or attempting to engage in sexual activity in the community facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refuse; or 3) has been civilly or administratively adjudicated to have engaged in the activity described herein. By signing below the supplier agrees to ensure that all of the mandates referenced herein are complied with.

3. Security Regulations: Suppliers shall observe all security rules and regulations and comply with all instructions given by institutional authorities while on institution grounds.
    a. Due to security procedures, suppliers may by delayed at vehicle/pedestrian gates and sally ports. Any loss of time checking in and out of the institution grounds shall be borne by the supplier.
    b. Delivery drivers may be required to obtain gate clearance prior to entry. Suppliers shall contact the institution regarding specific gate clearance regulations prior to attempting deliveries. If gate clearance is required, the supplier will be required to complete a Request for Gate Clearance for all persons entering the facility a minimum of ten (10) working days prior to commencement of delivery and/or service. The gate clearance check will include Department of Motor Vehicles check, Wants and Warrants check, and Criminal History Check. All persons entering the facilities must have a valid state driver's license or photo identification card on their person.
    c. Per PC Sections 5054 and 5058; CCR, Title 15, Section 3304 and 4603; and WIC Section 1712, CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy.
    d. All persons entering onto institution/facility/camp grounds consent to search of their person, property, or vehicle at any time. Refusal by individuals to submit to a search may be cause for denial of access to the premises.
    e. It is illegal for an individual who has been previously convicted of a felony offense and confined in any State prison in this state to enter into CDCR adult institutions/facilities or camps, or youth institutions/facilities or camps, without the prior approval of the Warden or officer in charge. It is also illegal for an individual to enter onto these premises for unauthorized purposes or to refuse to leave said premises when requested to do so. Failure to comply with this provision could lead to prosecution.
    f. Encouraging and/or assisting prison inmates to escape, is a crime. It is illegal to bring firearms, deadly weapons, explosives, tear gas, drugs or drug paraphernalia on CDCR institutions/facilities or camp premises. It is illegal to give prison inmates or wards firearms, explosives, alcoholic beverages, narcotics, or any drug or drug paraphernalia, including cocaine or marijuana. It is illegal to give wards sex oriented objects or devices, and written materials and pictures whose sale is prohibited to minors.
    g. It is illegal to give or take letters from inmates or wards without the authorization of the Warden or officer in charge. It is also illegal to give or receive any type of gift and/or gratuities from prison inmates or wards.
    h. Electronic and communicative devices such as pagers, cell phones and cameras/micro cameras are not permitted on institution grounds.
    i. Unless otherwise directed by the entrance gate officer and/or contact manager, suppliers shall enter the premises through the main entrance gate. Keys shall be removed from the ignition when outside the vehicle and all unattended vehicles shall be locked and secured while on institution grounds.

CERTIFICATION: By signing the bid response, supplier acknowledges the receipt and understanding of the CDCR Special Terms and Conditions list above.

BIDDER DECLARATION

1. 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** ☐ (If "None", go to Item #2)

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, NVSA, 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)
- Nonprofit Veteran Service Agency (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, NVSA, and/or DVBE must provide a commercially useful function as defined in Military and Veterans Code Section 999 for DVBEs and Government Code Section 14837(d)(4)(A) for small/microbusinesses.

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.

(2) 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."

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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, NVSA, DVBE or None)—If the subcontractor possesses a current State of California certification(s), verify on this website (www.eprocure.pd.dgs.ca.gov).

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, NVSA, and/or DVBE status

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 "**N/A**" 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.

DARFUR CONTRACTING ACT

Bid/Agreement Number OR Request for Quote Number: CDCR-1795-PODO

Public Contract Code Sections 10475 -10481 applies to any company that currently or within the previous three years has had business activities or other operations outside of the United States. For such a company to bid on or submit a proposal for a State of California contract, the company must certify that it is either a) not a scrutinized company, or b) a scrutinized company that has been granted permission by the Department of General Services to submit a proposal.

Select only one of the following options:

OPTION #1 – NO ACTIVITIES OUTSIDE THE US

If your company has not, within the previous three years, had any business activities or other operations outside of the United States, print your company name, date and signature below:

Company/Vendor Name (Printed)	*Date*
By (Authorized Signature)	

OPTION #2 - CERTIFICATION

If your company, within the previous three years, has had business activities or other operations outside of the United States, in order to be eligible to submit a bid or proposal, please insert your company name and Federal ID Number and complete the certification below.

I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that a) the prospective proposer/bidder named below is **not** a scrutinized company per Public Contract Code 10476; and b) I am duly authorized to legally bind the prospective proposer/bidder named below. This certification is made under the laws of the State of California.

Company/Vendor Name (Printed)	*Federal ID Number*
By (Authorized Signature)	
Printed Name and Title of Person Signing	
Date Executed	*Executed in the County and State Of:*

OPTION #3 – WRITTEN PERMISSION FROM DGS

Pursuant to Public Contract Code Section 10477(b), the Director of the Department of General Services may permit a scrutinized company, on a case-by-case basis, to bid on or submit a proposal for a contract with a state agency for goods or services, if it is in the best interests of the state. If you are a scrutinized company that has obtained written permission from the DGS to submit a bid or proposal, complete the information below.

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 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.

Company/Vendor Name (Printed)	*Federal ID Number*
By (Authorized Signature)	
Printed Name and Title of Person Signing	

STATE OF CALIFORNIA
Department of Resources Recycling and Recovery (CalRecycle)
CalRecycle 74 (Revised 01/23)

Postconsumer Recycled-Content Certification

To be completed by the State agency	
State Agency:	
Purchasing Agent:	PO #:
Phone:	E-mail:

The State Agency Buy Recycled Campaign (SABRC) is a state mandated program that requires the reporting of all purchases made within 16 specified product categories. All state agencies are required to verify the recycled-content of all products purchased within each of these categories.

All businesses shall certify the minimum percentage in writing to the contracting officer or his or her representative, if not the exact percentage, of postconsumer recycled-content (PCRC) material in the products, materials, goods, or supplies offered or sold to the State regardless of whether the product meets the minimum content requirements specified in law (see reverse side). The certification shall be furnished under penalty of perjury. The certification shall be provided regardless of content, even if the product contains no recycled material. A State agency may waive the certification requirement if the percentage of postconsumer material in the products, materials, goods, or supplies can be verified in a written advertisement, including, but not limited to, a product label, a catalog, or a manufacturer or vendor Internet website.

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

Contractor/Company Name_____

Address_____**Phone**_____

Purchase Order # **RFQ #** **RFP #** **IFB #** **Cal Card Order #**	**Item #**	**Product or Services Description**	**[1]Percent Postconsumer Recycled-Content Material**	**[2]SABRC Product Category Code**	**Meets SABRC**
					☐
					☐
					☐
					☐
					☐
					☐

Pursuant to Public Contract Code 12205(b)(1), I certify under penalty of perjury under the laws of the State of California that the above information is true and correct.

_____ _____

Print Name Signature **Title** Date

FOOTNOTES:

1. "Postconsumer recycled-content material" is defined as products that were bought, used, and recycled by consumers. For example, a newspaper that has been purchased, recycled, and used to make another product would be considered postconsumer material.
2. "Product category" refers to one of the categories listed below, into which the reportable purchase is best placed.
3. If the product does not belong in any of the product categories, enter "N/A." Common "N/A" products include wood products, aggregate, concrete, and electronics such as computers, TV, software on a disk or CD, and telephones.
4. For reused or refurbished products, there is no minimum content requirement. (PCC 12209(l))

Code*	Product Categories	Product Subcategories	Product Examples in each SABRC Category (*PCC 12207*) Examples include, but are not limited to, these individual products/materials.	Minimum Post-Consumer Content Requirement per Statute (*PCC 12209*)
1A	Paper Products	Toilet Paper	Toilet paper.	45 percent by fiber weight post-consumer fiber.
1B	Paper Products	Paper Towels	Paper towels.	40 percent by fiber weight post-consumer fiber.
1C	Paper Products	Facial Tissues	Facial tissue.	10 percent by fiber weight post-consumer fiber.
1D	Paper Products	Toilet Seat Covers	Toilet seat covers.	20 percent by fiber weight post-consumer fiber.
1E	Paper Products	General Purpose Paper Wipes	General purpose paper wipes.	40 percent by fiber weight post-consumer fiber.
1F	Paper Products	Food Serviceware	Napkins, plates, bowls, food trays, takeout boxes, and placemats.	40 percent by fiber weight post-consumer fiber.
1G	Paper Products	Miscellaneous Paper Products	Cartons, wrapping, packaging, file folders, hanging folders, building insulation and panels, corrugated boxes.	30 percent by fiber weight post-consumer fiber.
2	Printing and Writing Papers	Printing and Writing Papers	Copy, xerographic, watermark, cotton fiber, offset, forms, computer printout paper, white wove envelopes, manila envelopes, book paper, note pads, writing tablets, newsprint, and other uncoated writing papers, posters, index cards, calendars, brochures, reports, magazines, and publications.	30 percent by fiber weight post-consumer fiber.
3A	Soil Amendments and Toppings	Compost	Soil amendments, soil conditioner for potting or plant mix, organic materials used for water conservation; organic materials such as biosolids or other comparable substitutes such as livestock, horse, or other animal manure, food residues or fish processing byproducts; mechanical breakdown of materials.	80 percent recovered material that would otherwise be normally disposed of in a landfill.
3B	Soil Amendments and Toppings	Mulch	Ground covers, weed suppressants.	80 percent recovered material that would otherwise be normally disposed of in a landfill.
4A	Glass Products	Glass Products	Windows, test tubes, beakers, laboratory or hospital supplies, reflective beads, tiles, construction blocks, desktop accessories, flat glass sheets, loose- grain abrasives, deburring media, liquid filter media, and containers.	25 percent post-consumer, by weight.
4B	Glass Products	Fiberglass	Fiberglass (insulation),	30 percent post-consumer, by weight.
5	Lubricating Oils		Intended for use in a crankcase, transmission, engine, power steering, gearbox, differential chainsaw, transformer dielectric, fluid, cutting, hydraulic, industrial, or automobile, bus, truck, vessel, plane, train, heavy equipment, or machinery powered by an internal combustion engine.	70 percent re-refined base oil.
6	Plastic Products		Printer or duplication cartridges, diskette, carpet, office products, plastic lumber, buckets, wastebaskets, containers, benches, tables, fencing, clothing, mats, packaging, signs, posts, binders, sheet, buckets, building products, garden hose, and trays.	20 percent postconsumer, by weight, is remanufactured or has a take back program.
7A	Paint:	Low-VOC: < 50 grams/liter	Water-based paint, graffiti abatement, interior and exterior, and maintenance.	50 percent post-consumer paint.
7B	Paint:	Other VOC: > 50 grams/liter	Water-based paint, graffiti abatement, interior and exterior, and maintenance.	50 percent post-consumer paint.
8	Antifreeze		Recycled antifreeze, and antifreeze containing a bittering agent or made from polypropylene or other similar non-toxic substance.	70 percent post-consumer material.
9	Tires (Retreaded tires)		Truck and bus tires, and those used on fleet vehicles (and passenger cars where available).	Retreaded: Must use an existing casing that has undergone retreading or recapping process in accordance with Public Resource Code (commencing with section 42400).
10	Tire- Derived Products		Flooring, mats, wheelchair ramps, playground surfacing, sports surfacing, parking bumpers, bullet traps, hoses, bumpers, truck bedliners, pads, walkways, tree ties, wheel chocks, rollers, traffic-related products, mudflaps, accessibility ramps, paths and sidewalks, animal care products, including, but not limited to, horse arena surfacing, stall mats, cow mats, and equestrian barn and breezeway flooring, artificial turf, landscaping and rubber mulch, outdoor surfacing, pavers and tiles, and posts.	50 percent recycled used tires.
11A	Metal Products	Metal Products	Staplers, paper clips, steel furniture, desks, pedestals, scissors, jacks, rebar, pipe, plumbing fixtures, chairs, ladders, file cabinets, shelving, containers, lockers, sheet metal, girders, building and construction products, bridges, braces, nails, and screws.	10 percent post-consumer material, by weight.
11B	Metal Products	Vehicles	Vehicles.	10 percent post-consumer material, by weight.
12	Building Finishes	Open Office Panel Systems	Open office panel systems.	Middle range of state contracts.
13	Carpet		Carpet	Determined by DGS and Posted in SCM.
14A	Erosion Control Products	Compost Filter Socks	Compost filter sock.	100 percent post-consumer material.
14B	Erosion Control Products	Compost Blanket	Compost blanket, layer of compost protecting bare soil surfaces.	100 percent post-consumer material.
14C	Erosion Control Products	Hydraulic Mulch	Hydraulic mulch or erosion control process that uses fiber slurry and tackifier.	100 percent post-consumer material.
15A	Textiles	Textiles		0 percent post-consumer material.
15B	Textiles	General Textile Wipes	General purpose wipes.	100 percent post-consumer material.
16A	Pavement Surfacing	Rubberized Pavement Surfaces	Rubberized asphalt concrete and chip seal.	15 percent post-consumer material.
16B	Pavement Surfacing	Recycled Asphalt Pavement	Recycled Asphalt Pavement	25 percent post-consumer material.

*It is each agency's prerogative to assign internal codes/object codes for post-consumer recycled content products based on their internal paper or computer tracking systems.

For additional information, please visit www.CalRecycle.ca.gov/BuyRecycled/StateAgency/

Generative Artificial Intelligence (GenAI) Reporting and Factsheet

Section 1: Bidder/ Offerer / Contractor Information

Solicitation / Contract	**Number Bidder ID/ Vendor ID (optional)**
CDCR-1795-PODO	
Business Name	**Business Telephone Number**

Business Address	**City**	**State**	**Zip Code**

Contract / Description of Purchase

Section 2: Bidder/ Disclosure and Factsheet

Will you and/or your subcontractor(s) provide GenAI as a deliverable or intend to utilize GenAI, including GenAI from third parties, to complete all, or a portion of any deliverable that materially impacts: (i) functionality of a State system, (ii) risk to the State, or (iii) Contract performance?

☐ **Yes** ☐ **No**

If no, skip to Signature section of this form. If yes, provide details regarding the GenAI system.

See GenAI Reporting and Factsheet Instructions at the end of this form for more information. Failure to provide information requested on this form may result in disqualification or may void any resulting contract.

1. Provide a brief overview of the workload that is being performed.

2. Which aspects of the workflow will the GenAI support and how will you use GenAI?

3. How is the GenAI solution delivered?

4. How will users access the solution?

5. What types of data will this business process use?

6. Will there be tailored training and specific rules of engagement for stakeholders to ensure proper usage of the system, with adherence required for each use case?

☐ **Yes** ☐ **No**

Section 3: Signature

By signing this document, I have identified and reported any GenAI use in the performance of this contract. If any new or previously unreported GenAI use is identified in the future in the performance of this contract, we will complete and submit to the State an updated OBS 1000.

Signature **Date**

GenAI Reporting and Factsheet Instructions

Please use the following definitions and instructions to complete the GenAI Reporting and Factsheet:

1. **Provide a brief overview of the workload that is being performed.**
   Instruction: Briefly describe what this workflow does, who performs it, and the tasks involved.
   Example: Evergreen Health provides drug counseling to the incarcerated. The Evergreen Health clinicians meet with patients on a weekly basis. During the intake process, clinicians ask their patients a suite of questions about their medical and personal history. This information is input into the Evergreen Health patient platform. Throughout the patient's recovery, the clinician will input their notes into the patient portal.

2. **Which aspects of the workflow will the GenAI support and how will you use GenAI?**
   Instruction: Briefly describe what steps involved in the workflow GenAI will augment or replace. Specify exactly what GenAI will do and what steps of the workflow humans will still perform.
   Example: The Evergreen Health patient portal uses GenAI to generate recommendations and an overall patient plan for each patient based on the collected patient data. As clinicians add notes from their weekly sessions, the portal will modify the plan or recommendations with the new data. The clinicians use the information provided by the patient portal to guide their patients to a successful recovery.

3. **How is the GenAI solution delivered?**
   Instruction: Specify exactly how GenAI solution will be delivered *(Software Installation (end-user or server), Web Browser, Infrastructure as a Service, Platform as a Service, Software as a Service, or Other and explain how it will be delivered).*
   Example: Evergreen Health has GenAI software installed on their servers that connect to the patient portal to generate recommendations and overall patient plans.

4. **How will users access the solution?**
   Instruction: Describe how end users, including your staff or CDCR staff, will access the GenAI features. If users do not directly interact with the GenAI, describe how their inputs or data interact with the solution.
   Example: Evergreen Health clinicians access their patient management portal via a web browser on Evergreen Health devices. No CDCR staff access the platform.

5. **What types of data will this business process use?**
   Instruction: Identify the type of data that will be processed, stored, or transmitted by this solution.
   Example: Medical history, social security number, name, phone, address, education history

6. **Will there be tailored training and specific rules of engagement for stakeholders to ensure proper usage of the system, with adherence required for each use case?**
   Example: Yes

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

STATE OF CALIFORNIA – DEPARTMENT OF GENERAL SERVICES PROCUREMENT DIVISION

DISABLED VETERAN BUSINESS ENTERPRISE DECLARATIONS

DGS PD 843 (Rev. 9/2019)
Formerly STD. 843

Instructions: The disabled veteran (DV) owner(s) and DV manager(s) of the Disabled Veteran Business Enterprise (DVBE) must complete this declaration when a DVBE contractor or subcontractor will provide materials, supplies, services or equipment [Military and Veterans Code Section 999.2]. Violations are misdemeanors and punishable by imprisonment or fine and violators are liable for civil penalties. All signatures are made under penalty of perjury.

SECTION 1

Name of certified DVBE: _____ DVBE Ref. Number: _____

Description (materials/supplies/services/equipment proposed): _____

Solicitation/Contract Number: CDCR-1795-PODO SCPRS Ref. Number: _____
(FOR STATE USE ONLY)

SECTION 2

APPLIES TO ALL DVBEs. Check only one box in Section 2 and provide original signatures.

☐ I (we) declare that the DVBE is not a broker or agent, as defined in Military and Veterans Code Section 999.2 (b), of materials, supplies, services or equipment listed above. Also, complete Section 3 below if renting equipment.

☐ Pursuant to Military and Veterans Code Section 999.2 (f), I (we) declare that the DVBE is a broker or agent for the principal(s) listed below or on an attached sheet(s). *(Pursuant to Military and Veterans Code 999.2 (e), State funds expended for equipment rented from equipment brokers pursuant to contracts awarded under this section shall not be credited toward the 3-percent DVBE participation goal.)*

All DV owners and managers of the DVBE **(attach additional pages with sufficient signature blocks for each person to sign)**:

(Printed Name of DV Owner/Manager)	(Signature of DV Owner/ Manager)	(Date Signed)
(Printed Name of DV Owner/Manager)	(Signature of DV Owner/Manager)	(Date Signed)

Firm/Principal for whom the DVBE is acting as a broker or agent: _____
(If more than one firm, list on extra sheets.) (Print or Type Name)

Firm/Principal Phone: _____ Address: _____

SECTION 3

APPLIES TO ALL DVBEs THAT RENT EQUIPMENT AND DECLARE THE DVBE IS NOT A BROKER.

☐ Pursuant to Military and Veterans Code Section 999.2 (c), (d) and (g), I am (we are) the DV(s) with at least 51% ownership of the DVBE, or a DV manager(s) of the DVBE. The DVBE maintains certification requirements in accordance with Military and Veterans Code Section 999 et. seq.

☐ The undersigned owner(s) own(s) at least 51% of the quantity and value of each piece of equipment that will be rented for use in the contract identified above. I (we), the DV owners of the equipment, have submitted to the administering agency my (our) personal federal tax return(s) at time of certification and annually thereafter as defined in *Military and Veterans Code 999.2,* subsections (c) and (g). *Failure by the disabled veteran equipment owner(s) to submit their personal federal tax return(s) to the administering agency as defined in Military and Veterans Code 999.2, subsections (c) and (g), will result in the DVBE being deemed an equipment broker.*

Disabled Veteran Owner(s) of the DVBE **(attach additional pages with signature blocks for each person to sign)**:

(Printed Name)	(Signature)	(Date Signed)
(Address of Owner)	(Telephone)	(Tax Identification Number of Owner)

Disabled Veteran Manager(s) of the DVBE **(attach additional pages with sufficient signature blocks for each person to sign)**:

(Printed Name of DV Manager)	(Signature of DV Manager)	(Date Signed)

Page ____ of ____

PRINT CLEAR

STATE OF CALIFORNIA
DEPARTMENT OF CORRECTIONS AND REHABILITATION
Rev. 05/1/2021

SUPPLEMENT VENDOR PAYEE DATA RECORD FORM

Form to be completed by Vendor.

LEGAL NAME OF BUSINESS	
DBA	
FEIN OR SSN NUMBER	
BUSINESS PHYSICAL ADDRESS	
STREET	
CITY	
STATE	ZIP
REMIT TO INFORMATION (WHERE YOU WANT YOUR PAYMENTS SENT. ADDRESS MUST MATCH REMIT TO ADDRESS ON INVOICE.)	
COMPANY NAME	
STREET (P.O. Box)	
CITY	
STATE	ZIP
CONTACT INFORMATION	
SALES CONTACT PERSON	ACCOUNTING CONTACT PERSON
TITLE	TITLE
PHONE	PHONE
FAX	FAX
SALES E-MAIL ADDRESS	
WEB SITE ADDRESS:	

PURCHASING INFORMATION

☐ SERVICE TYPE OF SERVICE PROVIDED: _____

☐ COMMODITY TYPE OF PRODUCT PROVIDED: _____

STATE OF CALIFORNIA
DEPARTMENT OF CORRECTIONS AND REHABILITATION
Rev. 05/1/2021

SUPPLEMENT VENDOR PAYEE DATA RECORD FORM

BUSINESS DESIGNATION (Fill out only if registered with the Dept. of General Services)		
☐ SMALL BUSINESS (SB) (Certified by DGS)	CERTIFICATION - #	EXPIRATION DATE
☐ MICRO BUSINESS (MB) (Certified by DGS)	CERTIFICATION - #	EXPIRATION DATE
☐ DVBE BUSINESS	CERTIFICATION - #	EXPIRATION DATE
☐ SMALL BUSINESS PUBLIC WORK	CERTIFICATION - #	EXPIRATION DATE
☐ NP VETERAN SERVICE AGENCY	CERTIFICATION - #	EXPIRATION DATE
☐ NON-PROFIT RECOGNITION	CERTIFICATION - #	EXPIRATION DATE

TAX INFORMATION

WITHHOLDING TAX INFORMATION	TYPE OF RECIPIENT (PLEASE SELECT ONE/ SHOULD MATCH SECTION 2 OF STD 204)
☐ RENTS	☐ CORPORATION (REGULAR)---------- **(SELECT "ALL OTHERS" ON 204)**
☐ ROYALTIES	☐ MEDICAL CORPORATION --------- **(SELECT "MEDICAL" ON 204)**
☐ OTHER INCOME (PRIZED, AWARDS)	☐ LEGAL CORPORATION---------- **(SELECT "LEGAL" ON 204)**
☐ FISHING BOAT PROCEEDS	☐ NON-PROFIT CORP ----- **(SELECT "EXEMPT(N. PROF)" ON 204)**
☐ MEDICAL AND HEALTHCARE PAYMENTS	☐ LLC C-CORPORATION--------- **(SELECT "ALL OTHERS" ON 204)**
☐ NONEMPLOYEE COMPENSATION	☐ LLC S-CORPORATION--------- **(SELECT "ALL OTHERS" ON 204)**
☐ SUBSTITUTE PAYMENTS (DIVIDENDS/INTEREST)	☐ LLC PARTNERSHIP ---------- **(SELECT "PARTNERSHIP" ON 204)**
☐ DIRECT SALES	☐ SINGLE MEMBER LLC ----- **(SELECT "SOLE PROP, INDIV LLC" ON 204)**
☐ CROP INSURANCE PROCEEDS	☐ TAX EXEMPT ORG---------- **(OTHER THAN NON PROFIT CORP.)**
☐ EXCESS GOLDEN PARACHUTE PAYMENTS	☐ INDIVIDUAL/ SOLE PROP-- **(SELECT "SOLE PROP, INDIV LLC" ON 204)**
☐ GROSS PROCEEDS PAID TO AN ATTORNEY	☐ ESTATE---------- **(SELECT "ESTATE" ON 204)**
☐ STATE TAX WITHHELD	☐ QUALIFIED INTERMEDIARY
	☐ ARTIST OR ATHLETE
	☐ GOVERNMENT OR INT. ORGANIZATION
	☐ NOMINEE
	☐ FIDUCIARY
	☐ AUTHORIZES FOREIGN AGENT
	☐ TYPE OF RECIPIENT UNKNOWN
	☐ PRIVATE FOUNDATION

STOP! Only fill out this section if your company has sold their receivables to another company

FACTORING VENDOR (WHEN A VENDOR SELLS RECEIVABLES TO A THIRD PARTY) ATTACH COPY OF THE LETTER FROM VENDOR NOTIFIYING CDCR OF THE ASSIGNMENT

COMPANY NAME & DBA

STREET(P.O. Box)

CITY

STATE

ZIP

Print Form | Reset Form

STATE OF CALIFORNIA – DEPARTMENT OF FINANCE

PAYEE DATA RECORD

(Required when receiving payment from the State of California in lieu of IRS W-9 or W-7)

STD 204 (Rev. 03/2021)

Section 1 – Payee Information

NAME (This is required. Do not leave this line blank. Must match the payee's federal tax return)

BUSINESS NAME, DBA NAME or DISREGARDED SINGLE MEMBER LLC NAME (If different from above)

MAILING ADDRESS (number, street, apt. or suite no.) (See instructions on Page 2)

CITY, STATE, ZIP CODE	**E-MAIL ADDRESS**

Section 2 – Entity Type

Check one (1) box only that matches the entity type of the Payee listed in Section 1 above. (See instructions on page 2)

- ☐ **SOLE PROPRIETOR / INDIVIDUAL**
- ☐ **SINGLE MEMBER LLC** *Disregarded Entity owned by an individual*
- ☐ **PARTNERSHIP**
- ☐ **ESTATE OR TRUST**

CORPORATION (see instructions on page 2)

- ☐ **MEDICAL** *(e.g., dentistry, chiropractic, etc.)*
- ☐ **LEGAL** *(e.g., attorney services)*
- ☐ **EXEMPT** *(e.g., nonprofit)*
- ☐ **ALL OTHERS**

Section 3 – Tax Identification Number

Enter your Tax Identification Number (TIN) in the appropriate box. The TIN must **match** the name given in Section 1 of this form. Do not provide more than one (1) TIN. The TIN is a 9-digit number. **Note:** Payment will not be processed without a TIN.

- For **Individuals**, enter SSN.
- If you are a **Resident Alien**, and you do not have and are not eligible to get an SSN, enter your ITIN.
- Grantor Trusts (such as a Revocable Living Trust while the grantors are alive) may not have a separate FEIN. Those trusts must enter the individual grantor's SSN.
- For **Sole Proprietor or Single Member LLC (disregarded entity), in which the sole member is an individual**, enter SSN (ITIN if applicable) or FEIN (FTB prefers SSN).
- For **Single Member LLC (disregarded entity), in which the sole member is a business entity**, enter the owner entity's FEIN. Do not use the disregarded entity's FEIN.
- For all other entities including LLC that is taxed as a corporation or partnership, estates/trusts (with FEINs), enter the entity's FEIN.

Social Security Number (SSN) or Individual Tax Identification Number (ITIN)

___ ___ ___ -___ ___ - ___ ___ ___ ___

OR

Federal Employer Identification Number (FEIN)

___ ___ - ___ ___ ___ ___ ___ ___ ___

Section 4 – Payee Residency Status (See instructions)

☐ **CALIFORNIA RESIDENT** – Qualified to do business in California or maintains a permanent place of business in California.

☐ **CALIFORNIA NONRESIDENT** – Payments to nonresidents for services may be subject to state income tax withholding.

- ☐ No services performed in California
- ☐ Copy of Franchise Tax Board waiver of state withholding is attached.

Section 5 – Certification

I hereby certify under penalty of perjury that the information provided on this document is true and correct. Should my residency status change, I will promptly notify the state agency below.

NAME OF AUTHORIZED PAYEE REPRESENTATIVE	**TITLE**	**E-MAIL ADDRESS**

SIGNATURE	**DATE**	**TELEPHONE** *(include area code)*

Section 6 – Paying State Agency

Please return completed form to:

STATE AGENCY/DEPARTMENT OFFICE	**UNIT/SECTION**

MAILING ADDRESS	**FAX**	**TELEPHONE** *(include area code)*

CITY	**STATE**	**ZIP CODE**	**E-MAIL ADDRESS**

STATE OF CALIFORNIA – DEPARTMENT OF FINANCE

PAYEE DATA RECORD

(Required when receiving payment from the State of California in lieu of IRS W-9 or W-7)

STD 204 (Rev. 03/2021)

GENERAL INSTRUCTIONS

Type or print the information on the Payee Data Record, STD 204 form. Sign, date, and return to the state agency/department office address shown in Section 6. Prompt return of this fully completed form will prevent delays when processing payments.

Information provided in this form will be used by California state agencies/departments to prepare Information Returns (Form1099).
NOTE: Completion of this form is optional for Government entities, i.e. federal, state, local, and special districts.

A completed Payee Data Record, STD 204 form, is required for all payees (non-governmental entities or individuals) entering into a transaction that may lead to a payment from the state. Each state agency requires a completed, signed, and dated STD 204 on file; therefore, it is possible for you to receive this form from multiple state agencies with which you do business.

Payees who do not wish to complete the STD 204 may elect not to do business with the state. If the payee does not complete the STD 204 and the required payee data is not otherwise provided, payment may be reduced for federal and state backup withholding. Amounts reported on Information Returns (Form 1099) are in accordance with the Internal Revenue Code (IRC) and the California Revenue and Taxation Code (R&TC).

Section 1 – Payee Information

Name – Enter the name that appears on the payee's federal tax return. The name provided shall be the tax liable party and is subject to IRS TIN matching (when applicable).

- Sole Proprietor/Individual/Revocable Trusts – enter the name shown on your federal tax return.
- Single Member Limited Liability Companies (LLCs) that is disregarded as an entity separate from its owner for federal tax purposes - enter the name of the individual or business entity that is tax liable for the business in section 1. Enter the DBA, LLC name, trade, or fictitious name under Business Name.
- Note: for the State of California tax purposes, a Single Member LLC is not disregarded from its owner, even if they may be disregarded at the Federal level.
- Partnerships, Estates/Trusts, or Corporations – enter the entity name as shown on the entity's federal tax return. The name provided in Section 1 must match to the TIN provided in section 3. Enter any DBA, trade, or fictitious business names under Business Name.

Business Name – Enter the business name, DBA name, trade or fictitious name, or disregarded LLC name.
Mailing Address – The mailing address is the address where the payee will receive information returns. Use form STD 205, Payee Data Record Supplement to provide a remittance address if different from the mailing address for information returns, or make subsequent changes to the remittance address.

Section 2 – Entity Type

If the Payee in Section 1 is a(n)…	THEN Select the Box for…
Individual ● Sole Proprietorship ● Grantor (Revocable Living) Trust disregarded for federal tax purposes	Sole Proprietor/Individual
Limited Liability Company (LLC) owned by an individual and is disregarded for federal tax purposes	Single Member LLC-owned by an individual
Partnerships ● Limited Liability Partnerships (LLP) ● and, LLC treated as a Partnership	Partnerships
Estate ● Trust (other than disregarded Grantor Trust)	Estate or Trust
Corporation that is medical in nature (e.g., medical and healthcare services, physician care, nursery care, dentistry, etc. ● LLC that is to be taxed like a Corporation and is medical in nature	Corporation-Medical
Corporation that is legal in nature (e.g., services of attorneys, arbitrators, notary publics involving legal or law related matters, etc.) ● LLC that is to be taxed like a Corporation and is legal in nature	Corporation-Legal
Corporation that qualifies for an Exempt status, including 501(c) 3 and domestic non-profit corporations.	Corporation-Exempt
Corporation that does not meet the qualifications of any of the other corporation types listed above ● LLC that is to be taxed as a Corporation and does not meet any of the other corporation types listed above	Corporation-All Other

Section 3 – Tax Identification Number

The State of California requires that all parties entering into business transactions that may lead to payment(s) from the state provide their Taxpayer Identification Number (TIN). The TIN is required by R&TC sections 18646 and 18661 to facilitate tax compliance enforcement activities and preparation of Form 1099 and other information returns as required by the IRC section 6109(a) and R&TC section 18662 and its regulations.

Section 4 – Payee Residency Status

Are you a California resident or nonresident?

- A corporation will be defined as a "resident" if it has a permanent place of business in California or is qualified through the Secretary of State to do business in California.
- A partnership is considered a resident partnership if it has a permanent place of business in California.
- An estate is a resident if the decedent was a California resident at time of death.
- A trust is a resident if at least one trustee is a California resident.
  - For individuals and sole proprietors, the term "resident" includes every individual who is in California for other than a temporary or transitory purpose and any individual domiciled in California who is absent for a temporary or transitory purpose. Generally, an individual who comes to California for a purpose that will extend over a long or indefinite period will be considered a resident. However, an individual who comes to perform a particular contract of short duration will be considered a nonresident.

For information on Nonresident Withholding, contact the Franchise Tax Board at the numbers listed below:

Withholding Services and Compliance Section: 1-888-792-4900 E-mail address: wscs.gen@ftb.ca.gov
For hearing impaired with TDD, call: 1-800-822-6268 Website: www.ftb.ca.gov

Section 5 – Certification

Provide the name, title, email address, signature, and telephone number of individual completing this form and date completed. In the event that a SSN or ITIN is provided, the individual identified as the tax liable party must certify the form. Note: the signee may differ from the tax liable party in this situation if the signee can provide a power of attorney documented for the individual.

Section 6 – Paying State Agency

This section must be completed by the state agency/department requesting the STD 204.

Privacy Statement

Section 7(b) of the Privacy Act of 1974 (Public Law 93-579) requires that any federal, state, or local governmental agency, which requests an individual to disclose their social security account number, shall inform that individual whether that disclosure is mandatory or voluntary, by which statutory or other authority such number is solicited, and what uses will be made of it. It is mandatory to furnish the information requested. Federal law requires that payment for which the requested information is not provided is subject to federal backup withholding and state law imposes noncompliance penalties of up to $20,000. You have the right to access records containing your personal information, such as your SSN. To exercise that right, please contact the business services unit or the accounts payable unit of the state agency(ies) with which you transact that business.

All questions should be referred to the requesting state agency listed on the bottom front of this form.