

Minimum Qualifications Certification

As required in the IFB, Bidder must complete and return this Certification, along with written evidence of how each qualification is met. All required fields must be completed to satisfy this requirement. Additional rows may be added, if necessary.

Evidence of Minimum Qualifications:

A. Provide evidence of satisfaction of Minimum Qualification B.1 by completing table below. All requested fields must be completed in order to satisfy this Minimum Qualification.

1. As of the final date for bid submission, Bidder must have at least three (3) years of experience providing courier services as described in Exhibit 2, Sample Agreement, Exhibit A.

Name of CA State or CA Public Entity Served	Brief Description of Service	Years of Experience (MM/YY – MM/YY)

B. Provide evidence of satisfaction of Minimum Qualification B.2 by completing the appropriate checkboxes below. All requested fields must be completed in order to satisfy this Minimum Qualification.

1. Bidder must be a legal business entity authorized to do business in the State of California. A business license from the city or county in which the Bidder is headquartered shall be submitted with the bid. All businesses based in unincorporated areas are required to submit signed proof of “exempted” business license status from the city or county, if applicable.

☐ Bidder certifies that Bidder has submitted a business license from the city or county in which the Bidder is headquartered or, signed proof of “exempted” business license status from the city or county.

C. Provide evidence of satisfaction of Minimum Qualification B.3 by completing the table below. All requested fields must be completed in order to satisfy this Minimum Qualification.

1. Bidder’s corporation must be in good standing and qualified to conduct business in California as verified by the [California Secretary of State](#).

SOS Entity File Number	SOS Status

D. Provide evidence of satisfaction of Minimum Qualification B.4 by completing the appropriate check boxes below. All requested fields must be completed in order to satisfy this Minimum Qualification.

1. Bidder shall have their principal place of business located in the United States and all personnel must reside and conduct services within the United States.

☐ Bidder certifies that their principal place of business is located in the United States and all personnel reside and conduct services within the United States.

E. Provide evidence of satisfaction of Minimum Qualification B.5 by completing the appropriate check boxes below. All requested fields must be completed in order to satisfy this Minimum Qualification.

1. Bidder must possess a valid California Department of Motor Vehicles-Issued Motor Carrier Permit authorizing transportation of property for hire by motor vehicle and operate within the scope of the permit. Permit must be in good standing at the time of bid submission and during the term of the agreement. Bidder must submit a copy of Motor Carrier Permit with bid.

☐ Bidder certifies that they have submitted a copy of their California Department of Motor Vehicles-Issued Motor Carrier Permit authorizing transportation of property for hire by motor vehicle and operate within the scope of the permit and that their permit is in good standing

F. Provide evidence of satisfaction of Minimum Qualification B.6 by completing the appropriate check boxes below. All requested fields must be completed in order to satisfy this Minimum Qualification.

1. Bidder must have covered truck(s) or large van(s) (that shall be locked when unoccupied) for all classes of mail. Bidder must submit a picture of vehicle(s), showing the license plate, which is to be used in the performance of the resulting Agreement. Bidder must provide a description of the cargo capacity, which includes:

- the maximum weight limit, and
- the length, height and width of the storage area.

☐ Bidder certifies that they have a covered truck or large van for all classes of mail to be used in the performance of the resulting contract, have

submitted a picture of the vehicle(s) showing the license plate, and provided a description of the cargo capacity, which includes the maximum weight limit, and the length height and width of the storage area

- a. Bidder must submit a copy of current registration of vehicle(s) to be used in the performance of the resulting contract.

☐ Bidder certifies that they have submitted a copy of the current registration of vehicle(s) to be used in the performance of the resulting contract.

- b. If vehicle(s) to be used for the proposed contract are leased, a copy of the lease agreement and photographs must be included with bid submission.

☐ Bidder certifies that they have submitted a copy of the lease agreement and photographs of the vehicle(s).

☐ N/A

- G. Provide evidence of satisfaction of Minimum Qualification B.7 by completing the appropriate check boxes below. All requested fields must be completed in order to satisfy this Minimum Qualification.

1. Bidder shall ensure that each driver connected with performance of this agreement shall have a valid and appropriate California Driver's License.

☐ Bidder certifies that each driver connected with performance of the resulting Agreement shall have a valid and appropriate California Driver's License

- H. Provide evidence of satisfaction of Minimum Qualification B.8 by completing the appropriate check boxes below. All requested fields must be completed in order to satisfy this Minimum Qualification

1. Bidder must submit, with the bid, a list of at least three business references that includes current and/or former paying clients for whom bidder has provided services similar to those required herein within the last three years. If Bidder has been awarded a contract greater than \$10,000 with CDSS within the last five (5) years, a reference from that CDSS contract must be utilized as one (1) of the three (3) requested business references. References may be contacted by the CDSS to validate the information provided by the bidder to determine the client's overall satisfaction with the services provided. Bidder is responsible for notifying their references that CDSS may contact them for reference and performance information. CDSS shall contact references during normal business hours, Monday through Friday, between the hours of 8:00 a.m. and 5:00 p.m. If references cannot be reached, the bid may be deemed non-responsive and

rejected. If references obtained are not favorable, the CDSS may reject the bid.
Refer to **Attachment 5 - Bidder References**.

☐ Bidder certifies that they have submitted three business references in accordance with Minimum Qualifications item B.8 and Attachment 5 – Bidder References.

I. Provide evidence of satisfaction of Minimum Qualification B.9 by completing the appropriate check boxes below. All requested fields must be completed in order to satisfy this Minimum Qualification.

1. Bidder shall possess all insurance as required per sections 19 below and Exhibit 2, Sample Agreement, Exhibit E, Additional Provisions. Per Section 19, bidder shall provide evidence of required coverage upon request.

☐ Bidder certifies upon execution of the resulting Agreement they shall possess all insurance as required per sections 19 below and Exhibit 2, Sample Agreement, Exhibit E, Additional Provisions and bidder shall provide evidence of required coverage upon request.

Bidder certifies this response fulfills the minimum qualifications outlined by signing below.

Authorized Signature

Name and Title (Please Print)

Name of Firm

Date