

### Bid/Bidder Certification Sheet

This Bid/Bidder Certification Sheet must be signed and returned along with all the "required attachments" as an entire package with original signatures. The bid must be transmitted in a sealed envelope in accordance with IFB instructions.

- A. All required attachments are included with this Bid/Bidder Certification Sheet.
- B. I have read and understand the DVBE participation requirements and have included documentation demonstrating that I have met the participation goals if goals are included.
- C. The signature affixed hereon and dated certifies compliance with all the requirements of this bid document. The signature below authorizes the verification of this certification.

### An Unsigned Bid/Bidder Certification Sheet May Be Cause for Rejection

|                                                                                                                                                     |                                         |                                         |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|-----------------------------------------|
| 1. Company Name                                                                                                                                     | 2. Telephone Number                     | 2a. Fax Number                          |
| 2b. Email Address                                                                                                                                   |                                         |                                         |
| 3a. Address of Principal Place of Business within the United States                                                                                 |                                         |                                         |
| 3b. Address of Primary Business Location within the state of California (if different from above):                                                  |                                         |                                         |
| Indicate your organization type:                                                                                                                    |                                         |                                         |
| 4. <input type="checkbox"/> Sole Proprietorship                                                                                                     | 5. <input type="checkbox"/> Partnership | 6. <input type="checkbox"/> Corporation |
| Indicate the applicable employee and/or corporation number:                                                                                         |                                         |                                         |
| 7. Federal Employee ID No. (FEIN):                                                                                                                  | 8. California Corporation No.:          |                                         |
| 9. Indicate applicable license and/or certification information:                                                                                    |                                         |                                         |
| 10. Bidder's Name (Print)                                                                                                                           | 11. Title                               |                                         |
| 12. Signature                                                                                                                                       | 13. Date                                |                                         |
| 14. Are you certified with the Department of General Services Office of Small Business and Disabled Veteran Business Enterprise Services (OSDS) as: |                                         |                                         |
| a. California Small Business<br><input type="checkbox"/> Yes <input type="checkbox"/> No<br>If yes, enter certification number:                     |                                         |                                         |
| b. Disabled Veteran Business Enterprise<br><input type="checkbox"/> Yes <input type="checkbox"/> No<br>If yes, enter service code below:            |                                         |                                         |
| <b>Note:</b> A copy of your Certification is required to be included if either of the above items is checked "Yes".                                 |                                         |                                         |
| Date application was submitted to OSDS, if an application is pending:                                                                               |                                         |                                         |

### Completion Instructions for Bid/Bidder Certification Sheet

Complete the numbered items on the Bid/Bidder Certification Sheet by following the instructions below.

| Item Numbers         | Instructions                                                                                                                                                                                                                                                                                                                                                                                                                    |
|----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1, 2, 2a, 2b, 3a, 3b | Must be completed. These items are self-explanatory.                                                                                                                                                                                                                                                                                                                                                                            |
| 4                    | Check if your firm is a sole proprietorship. A sole proprietorship is a form of business in which one person owns all the assets of the business in contrast to a partnership and corporation. The sole proprietor is solely liable for all the debts of the business.                                                                                                                                                          |
| 5                    | Check if your firm is a partnership. A partnership is a voluntary agreement between two or more competent persons to place their money, effects, labor, and skill, or some or all of them in lawful commerce or business, with the understanding that there shall be a proportional sharing of the profits and losses between them. An association of two or more persons to carry on, as co-owners, a business for profit.     |
| 6                    | Check if your firm is a corporation. A corporation is an artificial person or legal entity created by or under the authority of the laws of a state or nation, composed, in some rare instances, of a single person and his successors, being the incumbents of a particular office, but ordinarily consisting of an association of numerous individuals.                                                                       |
| 7                    | Enter your federal employee tax identification number.                                                                                                                                                                                                                                                                                                                                                                          |
| 8                    | Enter your corporation number assigned by the California Secretary of State's Office. This information is used for checking if a corporation is in good standing and qualified to conduct business in California.                                                                                                                                                                                                               |
| 9                    | Complete, if applicable, by indicating the type of license and/or certification that your firm possesses and that is required for the type of services being procured.                                                                                                                                                                                                                                                          |
| 10, 11, 12, 13       | Must be completed. These items are self-explanatory.                                                                                                                                                                                                                                                                                                                                                                            |
| 14                   | If certified as a California Small Business, place a check in the "Yes" box, and enter your certification number on the line. If certified as a Disabled Veterans Business Enterprise, place a check in the "Yes" box and enter your service code on the line. If you are not certified to one or both, place a check in the "No" box. If your certification is pending, enter the date your application was submitted to OSDS. |