

DEPARTMENT OF WATER RESOURCES
715 P Street, P.O. BOX 942836
SACRAMENTO, CA 94236-0001



REQUEST FOR QUOTE (RFQ)

Release Date: August 10, 2026

The Department of Water Resources (DWR) invites contractors to review and respond to this Request for Quote (RFQ), entitled:

DWR RFQ 10213978 C-Cure Access Control Systems

Anticipated Contract Dates: October 1, 2026 through September 30, 2029

Note that all agreements entered into with the Department of Water Resources, hereinafter referred to as the "State", will incorporate by reference the State's Information Technology General Provisions and Information Technology Personal Services language which are included in this solicitation.

To submit a quote for these services, you must comply with the instructions and requirements for the services contained in this document. The Mandatory Technical Requirements are delineated in Section II of this solicitation. The services required are delineated in the Statement of Work (SOW), Exhibit A.

Please note: DVBE Participation for this RFQ is optional.

Read the attached document carefully. The RFQ due date is: **August 24, 2026 by 3:00 p.m. PT.** You may mail or hand-deliver your response (submittals by email or fax will **not** be accepted) to DWR's Procurement Official as shown below:

DWR Procurement Official
Contact: Nicole Anderson
Email: Nicole.anderson@water.ca.gov

RFQ SUBMITTAL ADDRESS

By Mail * DWR Division of Business Services, Attn: Nicole Anderson , P.O. Box 942836, 715 P Street, 7th Floor, Mailbox 19, Sacramento, CA 94236-0001

By Hand ** Please email Nicole Anderson at Nicole.anderson@water.ca.gov to set a time for hand delivery. Address for hand delivery will be: 715 P Street, Sacramento, CA 95814

Please Note: It is the Supplier's responsibility to ensure responses are received by this RFQ's Due Date and Time.

* **U.S. Mail Delivery** with or without a USPS tracking number, will be date stamped by DWR's mailroom. DWR's Mailroom is opened to receive mail deliveries, Monday thru Friday, 8:00 a.m. to 4:00 p.m. excluding state holidays.

** **Courier or Overnight Delivery Services** must be made to the direct delivery physical address and arrive prior to the due date and time.

C-Cure Access Control Systems**TABLE OF CONTENTS**

I.	GENERAL INFORMATION.....	4
A.	Background	4
B.	Purpose	4
C.	Location of Services	4
D.	Standard Conditions of Agreement	4
E.	Key Action Dates	5
F.	Submission of Questions	5
G.	Information Technology Provisions	6
H.	Generative Artificial Intelligence (GenAI) Disclosure	6
I.	Award of Agreement/Contract.....	6
J.	State’s Right to Reject	7
K.	Protests	7
L.	Economic Incentive Program	8
M.	Small Business Preference Programs	8
N.	Pending Small Business Certification	10
O.	Disabled Veteran Business Enterprise (DVBE) Incentive Program	11
P.	Commercially Useful Function (CUF) (Government Code 14837).....	12
Q.	Bidder CUF Requirements.....	13
R.	Administrative Response Guidelines	13
S.	Administrative Response Requirements	13
II.	EVALUATION AND SELECTION CRITERIA INFORMATION	15
A.	Evaluation and Selection Process.....	15
B.	Tax Delinquent Status Verification	16
C.	Administrative Response Requirements (Evaluation Criteria) – (Pass/Fail)	16
D.	Technical Mandatory Requirements and Evaluation Criteria.....	17
E.	Contractor’s Cost Worksheet – (Refer to Exhibit B, Attachment 1).....	19
F.	Applying Small Business Preference / DVBE Incentive Preference Calculations	19
G.	Final Scoring and Award.....	19
III.	SAMPLE CONTRACT PACKAGE	20
	Sample, STD 213	21
	Statement of Work.....	23
	Attachment 1 – Existing Systems.....	29
	Attachment 2 – Sample Work Order	30
	Attachment 3 – Labor Definitions	31

C-Cure Access Control Systems**TABLE OF CONTENTS**

Exhibit B – Budget Detail and Payment Provisions	31
Attachment 1 – Cost Worksheet	33
Exhibit C, IT General Provisions DGS PD-401 IT	34
Exhibit D, DWR Additional Provisions	35
Attachment 1 – Small Business and DVBE Subcontractor Payment Certification	40
IV. RFQ RESPONSE SUBMITTAL OVERVIEW	41
Attachment 1 – RFQ Bid Submittal Checklist	42
Attachment 2 – RFQ Response Certification Form	43
Attachment 3 – Customer/Client References	45
Attachment 4 – Payee Data Record (STD 204)	46
Attachment 5 – Secretary of State Certification to do Business in California	48
Attachment 6 – Drug-Free Workplace Certification (STD 21)	49
Attachment 7 – Bidder Declaration (GSPD-05-105)	50
Attachment 8 – California Civil Rights Laws Attachment	52
Attachment 9 – DVBE Declarations (DGS PD 843)	53
Attachment 10 – Small Business Certifications	54
Attachment 11 – DVBE Certification	54
Attachment 12 – Non-Small Business Preference Request Form	55
Attachment 13 – California DVBE Program Requirements (DWR 9526)	57
Attachment 14 – GenAI Disclosure (DWR 9834)	59

C-Cure Access Control Systems

I. GENERAL INFORMATION

A. Background

Contractor will provide maintenance services, software support, upgrade support, and replacement of parts for the CCure 9000 Access Control System and Components.

B. Purpose

These Security Systems are mission critical to the DWR organization because they provide physical security for DWR employees and state property. These Security Systems are in operation twenty-four (24) hours a day, seven (7) days a week, three hundred sixty-five (365) days a year.

C. Location of Services

The services will be performed at the following DWR facilities:

715 P Street Sacramento, California 95814	1425 River Park Drive, Sacramento, California 95814
2135 Butano Drive Sacramento, California 95825	3500 Industrial Blvd. West Sacramento, California 95691
1450 Riverbank Road Sacramento, California 95605	4300 West Capitol Avenue West Sacramento, California 95691
6908 Colusa Highway Sutter, California 95982	2033 Howe Avenue Sacramento, California 95825
1721 13 th Street Sacramento, California 95814	3464 El Camino Avenue Sacramento, California 85821
3310 El Camino Avenue Sacramento, California 95821	909 S Street Sacramento, California 95814
2720 Gateway Oaks Drive Sacramento, California 95833	10815 Gold Center Drive Rancho Cordova, California 95670
*Contractor may be periodically asked to work at a location that is not listed within 50 miles of the 715 P Street, Sacramento, California 95814, and the contractor will be compensated at the same labor rates as in the bid sheet and final contract.	

D. Standard Conditions of Agreement

- Services shall not commence until the Agreement is fully executed and all approvals have been obtained.
- All performance under the Agreement shall be completed on or before the termination date of the Agreement unless this Agreement is amended to extend the term.
- No oral understanding or agreement shall be binding on either party.
- Anticipated Term** – The anticipated term of this agreement is October 1, 2026, to September 30, 2029. State reserves the right to extend the term of the agreement by one (1) additional year at the rates specified in the Contractor's Cost Worksheet (Exhibit B, Attachment 1).

C-Cure Access Control Systems

5. **Availability** – The selected Contractor and staff must be able to meet the requirements of this RFQ and be ready to begin work on the anticipated contract start date as noted in above paragraph, unless notified otherwise. Changes to either the period of performance or contract value, or both, must be changed by a written Amendment to the Agreement, if the department exercises its option to extend services.
6. **Commencement of Performance** – Contractor shall not be authorized to deliver or commence performance of services as described in the Statement of Work (SOW) until written approval has been obtained from all entities. No delivery or performance of service may commence prior to the execution of the Agreement.
7. **Anticipated Budget** – The anticipated cost of this contract shall not exceed \$250,000.00. Quotes received for this RFO shall not exceed the anticipated budget or they will be considered non-responsive and will not be considered for award.
8. **Travel Costs** – State does not anticipate any travel associated with this contract and will not fund any travel expenses related to this contract.
9. **Unanticipated Tasks** – State reserves the right to amend contract for time and increase the contract value by up to ten percent (10%) above the Contractor's Subtotal Offer and set this amount aside for Unanticipated Tasks as they relate to the original Statement of Work (Exhibit A). Additional dollars used for unanticipated tasks will be at the same rates as originally offered in bid submittal.

E. Key Action Dates

It is recognized that time is of the essence. All proposers are advised of the key action dates and are expected to adhere to the required dates and times as stated below. If the State finds it necessary to change any of these dates, it will be accomplished via an addendum to this RFQ.

Key Action Dates	Date*
1. Release of DWR RFQ	August 10, 2026
2. Submission of Written Questions	August 17, 2026 by 3:00 p.m. PT
3. DWR Response to Written Questions	August 18, 2026
4. Submission of Quotes	August 24, 2026 by 3:00 p.m. PT
5. Anticipated Contract Start Date	October 1, 2026

*All dates after the Submission of Quotes (date and time) are approximate and may be changed if needed to allow the State additional time for evaluation and contract execution

F. Submission of Questions

1. All questions regarding the content of this Request for Quote must be submitted in writing to Nicole.anderson@water.ca.gov by the Key Action Date identified above.
2. Questions not submitted by the Key Action Date shall be answered at the State's option.
3. Responses to Vendor's questions will be emailed to all vendors.

C-Cure Access Control Systems

G. Information Technology Provisions

The following information is incorporated into this RFQ. Please read the documents carefully. Bidder must agree to the State's Terms and Conditions listed below by signing the RFQ Bid Response Certification Form (Attachment 2) which can be found in Section IV of this RFQ. The State will not negotiate any of the State's Terms and Conditions. Please read the documents carefully.

- a. Bidder Instructions (GSPD-451), revised and effective 11/09/2011, may be view at:
<https://www.dgs.ca.gov/-/media/Divisions/PD/PTCS/GSPD/Bidders-Instructions.ashx>

2. Department of General Services Procurement Division, Information Technology (IT) General Provisions – Non-Cloud Goods & Services GSPD-ITGP, DGS PD 403-ITGP (Non-Cloud), Revised and Effective 2/20/2025, are incorporated herein by reference:
<https://www.dgs.ca.gov/PD/Resources/Page-Content/Procurement-Division-Resources-List-Folder/Required-Language-for-Solicitations-and-Contracts>

H. Generative Artificial Intelligence (GenAI) Disclosure

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

Bidder/Offeror must 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 a State system, (ii) risk to the State, or (iii) Contract performance. For avoidance of doubt, the term "materially impacts" shall have the meaning set forth in State Administrative Manual (SAM) 4986.2.

Failure to report GenAI to the State may result in disqualification. The State reserves its right to seek any and all relief it may be entitled to as a result of such non-disclosure.

Upon notification by a Bidder/Offeror of GenAI as required, 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.

Government Code 11549.64 defines "Generative Artificial Intelligence (GenAI)" as an artificial intelligence system that can generate derived synthetic content, including text, images, video, and audio that emulates the structure and characteristics of the system's training data.

I. Award of Agreement/Contract

Award of contract, if made, will be in accordance with the Evaluation and Selection Criteria Evaluation Information section of this RFQ to a responsible bidder whose bid complies with all the requirements of the RFQ documents and any addendum thereto, except for such immaterial defects as may be waived by the State. Award, if made, will be made within forty-five (45) days after the schedule date for Contract Award as specified in the RFQ; however, a bidder may extend the offer by 45 days in the event of a delay of contract award.

The State reserves the right to determine the successful bidder(s) either on the basis of individual items or on the basis of all items included in its RFQ, unless otherwise expressly provided in the State's RFQ. Unless the bidder specifies otherwise in its bid, the State may accept any item or group of items of any bid. The State reserves the right to modify or cancel in whole or in part this RFQ.

C-Cure Access Control Systems

Written notification of the State's intent to award will be made to all bidders. If a bidder, having submitted a bid, can show that its bid, instead of the bid selected by the State, should be selected for contract award, the bidder will be allowed five (5) working days to submit a protest to the Intent to Award, according to the instructions contained in paragraph titled "Protests" of this RFQ.

J. State's Right to Reject

A quotation may be rejected if it is conditional or incomplete, or if it contains any alterations of form or other irregularities of any kind. The State may reject all proposals and may waive any immaterial deviation in a proposal/quotation. The State's waiver of immaterial defect shall in no way modify the RFQ document or excuse the proposing firm from full compliance with all requirements if awarded the agreement. DWR reserves the right to reject all proposals for reasonable cause. Proposals received after the due date and time will be refused (if delivered in person) or (if delivered late by mail or courier) returned unopened to the proposing firm.

K. Protests

Any bidder's issues regarding solicitation requirements must be resolved (or attempts to resolve them must have been made) before a protest may be submitted according to the procedure below. These issues will be first resolved by the contact for the solicitation or if they result in a protest, the protest will be submitted to DGS Procurement Division Deputy Director to hear and resolve issues and whose decision will be final.

If a bidder has submitted a bid which it believes to be totally responsive to the requirements of the RFQ and to be the bid that should have been selected according to the evaluation procedure in the solicitation section on Evaluation and the bidder believes the State has incorrectly selected another bidder for award, the bidder may submit a protest of the selection as described below. Protests regarding selection of the "successful vendor" will be heard and resolved by the Victim Compensation and Government Claims Board whose decision will be final.

All protests of award must be made in writing, signed by an individual authorized to bind the bidder contractually and financially, and contain a statement of the reason(s) for protest; citing the law, rule, regulation or procedure on which the protest is based. The protestor must provide facts and evidence to support the claim. Protests must be mailed or delivered to:

Department of General Services
Procurement Division
707 Third Street, Second Floor South
West Sacramento, California 95605
Fax Number. (916) 375-4611

AND

Department of Water Resources
715 P Street, Seventh Floor
Sacramento, California 95814
Fax Number. (916) 902-8087

All protests to the RFQ or protests concerning the evaluation, recommendation, or other aspects of the selection process must be received by DGS Procurement Division Deputy Director as promptly as possible, but not later than the date indicated in the Notification of Intent to Award.

C-Cure Access Control Systems

Certified or registered mail must be used unless delivered in person, in which case the protester should obtain a receipt of delivery.

L. Economic Incentive Program

Bidders may be eligible for additional preferences when their place of business is located within certain economic regions and when they hire persons living and working within those economic regions. Please access the following links to read information about these economic incentive programs.

TACPA CONTRACT PREFERENCE

This solicitation contains Target Area Contract Preference Act (TACPA) preference request forms. Please carefully review the forms and requirements. Bidders are not required to apply for these preferences. Denial of the TACPA preference request is not a basis for rejection of the bid.

The State as part of its evaluation process reserves the right to verify, validate, and clarify all information contained in the bid. This may include, but is not limited to, information from bidders, manufacturers, subcontractors and any other sources available at the time of the bid evaluation. Bidder refusal to agree to and/or comply with these terms, or failure to provide additional supporting information at the State's request may result in denial of preference requested. Contracts awarded with applied preferences will be monitored throughout the life of the contract for compliance with statutory, regulatory, and contractual requirements. The State will take appropriate corrective action and apply sanctions as necessary to enforce preference programs.

- TACPA Preference Request (STD 830):
<http://www.documents.dgs.ca.gov/dgs/fmc/pdf/std830.pdf>
- Bidder's Summary of Contract Activities and Labor Hours:
<http://www.documents.dgs.ca.gov/dgs/fmc/gspd/gspd0526.pdf>
- Manufacturer's Summary of Contract Activities and Labor Hours:
<http://www.documents.dgs.ca.gov/dgs/fmc/gspd/gspd0525.pdf>

Any questions regarding the TACPA preference should be directed to DGS-PD Support Services Unit at (916) 375-4400 or TACPA@dgs.ca.gov.

M. Small Business Preference Programs

1. The Small Business Procurement and Contract Act (Government Code Section 14835 et. seq.) requires that a fair share of the state's purchases and contracts for goods, information technology services and construction be placed with a certified small business or micro-business. The Act mandates that state agencies:
 - a. Establish participation goals;
 - b. Provide a five percent (5%) small business calculation preference, and
 - c. Provide the opportunity for proposing firms to receive a five percent (5%) non-small business calculation preference when achieving twenty-five percent (25%) small business participation through subcontracted efforts.

Small Business Regulations, located in the California Code of Regulations (Title 2, Division 2, Chapter 3, Subchapter 8, Section 1896 et. seq.), concerning the application and calculation

C-Cure Access Control Systems

of the small business preference, small business certification, responsibilities of small business, department certification, and appeals are revised, effective 09/09/04. The new regulations can be viewed at (www.pd.dgs.ca.gov/smbus). Access the regulation by Clicking on “Small Business Regulations” in the right sidebar. For those without Internet access, a copy of the regulations can be obtained by calling the Office of Small Business and DVBE Services at (916) 375-4940.

<http://www.documents.dgs.ca.gov/pd/poliproc/master-biddeclar08-09.pdf>

2. Small Business Preference – The Small Business preference provides certified small businesses and micro-businesses a calculation preference in the amount of five percent (5%) of the highest scored responsive and responsible bid submitted by a proposing firm who is not a certified small business. The small business preference is used as a calculation for determining the highest score and does not affect the actual price proposed.

The awarding department applies a five percent (5%) Small Business preference to small business proposals during proposal evaluation when a non-small business has submitted the highest scored, responsible/responsive bid pursuant to the solicitation's evaluation method identified in the proposal. The certified small business:

- a. Must include in its bid evidence of a current DGS Office of Small Business and DVBE Services (OSDS) Small Business certification.
- b. If pending small business certification, a notification to the awarding department that it has submitted to DGS/OSDS a complete application no later than 5:00 p.m. on the bid due date, and is subsequently certified by the Department of General Services as a small business; and
- c. Must submit a timely, responsive bid; and
- d. Must be determined to be a responsible bidder.

3. Non-Small Business Subcontractor Preference – A five percent (5%) bid preference is available to a non-small business claiming twenty-five percent (25%) California certified small business subcontractor participation.

If claiming the non-small business subcontractor preference, the form must list all of the California certified small businesses with which you commit to subcontract in an amount of at least twenty-five percent (25%) of the net price. All certified small businesses must perform a “commercially useful function” in the performance of the contract as defined in Government Code Section 14837(d)(4). Responding bidders must:

- a. Include in its bid a notification to the awarding department that it commits to subcontract at least twenty-five (25%) of its net bid price with one or more California certified small business(s),
- b. Submit a timely bid as specified in the bid document,
- c. Be determined to be a responsive and responsible bidder and
- d. Identify the California certified small business(s) it commits to subcontract with. The bidder shall list certified small business subcontractors and include their name, address, phone number, a description of the work to be performed, and the percentage (as specified in the solicitation) per subcontractor.

Bidders with pending Small Business or DVBE Certification applications under review by the Department of General Services concurrent with the bid time frame should contact

C-Cure Access Control Systems

DGS/OSDS to request an expedite review/approval of their application in order to be considered for the small business preference during the evaluation of this bid.

Contact DGS/OSDS at (916) 375-4940 to obtain information about the application expedite process.

Bidders must notify the Department in writing at the time of the bid submission that they have an application for Small Business or DVBE certification under review at the DGS Office of Small and Disabled Veteran Business Certification, and that they wish to be considered for the Small Business Preference Calculation

4. Calculating Non-Small Business Preference – The non-small business calculation preference five percent (5%) is used for bid evaluation purposes only. Awards made as a result of the NSB preferences shall be awarded at the bidder's original bid price. The preference shall be computed as follows:

Bidder A, (Low Bid), non-small business:	\$125,000
Bidder B, non-small business (subcontracting 25% to a certified small business)	\$131,000
Calculation Preference:	$\$125,000 \times .05 = \$6,250$
	Bidder B \$131,000
Subtract calculated preference	- <u>\$6,250</u>
Adjusted Bid for Bidder B	\$124,750

Award is made to Bidder B as the low bidder at the bid price of \$131,000.

5. Small Business Non-Profit Veteran Service Agencies (SB/NVSA): SB/NVSA prime bidders meeting requirements specified in the Military and Veterans Code Section 999.50 et seq. and obtaining a California certification as a small business are eligible for the five percent (5%) small business preference.
6. Ties between Certified Small Businesses and DVBE Businesses: In the event of a precise tie between the bid of a small business and the bid of a disabled veteran enterprise that is also a small business, the award shall go to the disabled veteran that is also a small business.
7. Maximum Allowable Preferences: In no event shall the amount of the small business or non-small business subcontractor preferences awarded on a single bid exceed \$50,000, and in no event shall the combined cost of the small business or non-small business subcontractor preference and preferences awarded pursuant to any other provision of law exceed \$100,000. The five percent (5%) calculation preference is used for computation purposes only and does not alter or affect the actual bid price or the amount of the executed contract. When a certified small business is the lowest responsive, responsible bidder, then there is no need to compute the small business preference as the small business is the low bidder.

N. Pending Small Business Certification

If your firm is currently seeking small business certification for small business preference related to this solicitation, you must have: 1) notified DGS, Office of Small Business and DVBE Services

C-Cure Access Control Systems

(OSDS) that you are responding to a solicitation and are seeking an Expedite Review of your small business certification application in relation to the solicitation, 2) provided DGS OSDS with the bid Key Action Dates page from the bid itself and 3) must have submitted a complete application with all required forms and documentation to OSDS for review and approval by close of business of the Bid Submittal due date.

Notify the DWR representatives if, at the time of bid submission, your firm has a pending small business application with the Department of General Services, OSDS. State representatives will verify your certification is pending or has been approved.

O. Disabled Veteran Business Enterprise (DVBE) Incentive Program

1. Please refer to Page 1 of this RFQ to determine if DWR has elected to require DVBE participation for this RFQ.
2. Under California Code of Regulations 1896.99.100, the California DVBE Incentive provides responsive/responsible firms the opportunity to receive additional incentive calculations.

The incentive is applied at the time of solicitation cost evaluation when a bidder has identified a California-certified DVBE subcontractor to provide services or commodities in support of the overall contract effort. Application of the DVBE Incentive may not displace a certified small business low bidder.

Please refer to DWR Form 9526 (Attachment 13) for instructions regarding the DVBE incentive.

3. DWR Program Manager Pre-Review of DVBE Documentation – The Department's DVBE Program Manager offers a pre-review of a Proposing Entity's DVBE Incentive documentation prior to proposal submission. The State strongly recommends firms interested in bidding take advantage of this opportunity to ensure they are fully compliant with DVBE Program requirements.

Upon confirmation that a Proposing Entity's DVBE documentation meets all program requirements, DWR's SB/DVBE Program Manager will issue a Notification of Compliance (NOC). The Proposing Entity is required to include the NOC and the originals of all required DVBE documents in the entity's proposal package.

To request a pre-review of your entity's DVBE documentation, please email or deliver the documentation to the attention of:

Joanne Arcilla
SB/DVBE Program Manager
Email: SB.DVBE@water.ca.gov

4. DVBE Incentive Program – Under California Code of Regulations 1896.99.100, the California DVBE Incentive provides responsive and responsible firms the opportunity to receive additional incentive calculations. The incentive is applied at the time of RFQ review when a proposing firm has identified and commits to using a California-certified DVBE subcontractor to provide services or commodities in support of the overall contract effort. Application of the DVBE Incentive may place the contractor in line for contract award.

C-Cure Access Control Systems

The following are key elements of the DVBE Incentive Program:

- a. The DVBE Incentive is applied during the review process and is only applied to responsive offers from responsible contractors proposing the percentage(s) of DVBE participation for the incentive(s) specified in the RFQ.
- b. DVBE Incentive participation is at the discretion of the contractor and is optional when overall DVBE program requirements are exempt by the State for that RFQ.
- c. When requesting the Incentive application, a contractor must complete and return the DVBE Incentive Application Request included within this RFQ with their proposal at time of submission.
- d. Services or commodities provided by the DVBE firm MUST meet the definition of a “Commercially Useful Function” as defined under Military and Veterans Code 999 (B) (i) (ii) and under California Code of Regulations 1896.71 (I). A DVBE firm determined as not meeting CUF regulations will render the responding firm ineligible for the DVBE Incentive application.

5. DVBE Incentive Option vs. DVBE Program Requirements

- a. A department may formally exempt an RFQ from California DVBE Program requirements, and still be required to include the DVBE Incentive when the department has not met DVBE program goals three of the previous two fiscal years. contractor should review the RFQ closely to determine if the California DVBE Program requirement is included in the RFQ language.
 - b. When an RFQ includes California DVBE Program requirements, compliance is not optional and must be met by the contractor. Firms failing to comply with DVBE program requirements, when part of the RFQ, will have their proposals rejected.
 - c. The incentive given is equal to the participation level identified by the contractor on Attachment 13, DWR 9526– Bidder Certification of DVBE Participation and will not be less than 1% and will not exceed 5%. Those firms identifying less than one percent will not be considered for the incentive application. The incentive amount for awards based on low price will vary in conjunction with the proposed DVBE participation.
- 6. Order of Preference:** First Small Business preference will be applied, followed by the DVBE Incentive calculation.

P. Commercially Useful Function (CUF) (Government Code 14837)

A certified small business, micro-business contractor, subcontractor or supplier, must meet commercially useful function requirements under Government Code section 14837(d) (4). Selected firms must perform a “commercially useful function” relevant to this contract.

The term “small business contractor, subcontractor or supplier” means any person or entity that satisfies the ownership (or management) and control requirements in accordance with Government Code Section 14847 (d) (4) and provides services or goods that contribute to the fulfillment of the contract requirements by performing a commercially useful function. A person or an entity is deemed to perform a “commercially useful function” if that person or entity does all of the following:

1. Is responsible for the execution of a distinct element of work of the contract,
2. Carries out contractual obligations by actually performing, managing, or supervising the work involved,

C-Cure Access Control Systems

3. Performs work that is normal for its business services and functions,
4. Is not further subcontracting a portion of the work that is greater than that expected to be subcontracted by normal industry practices,
5. Is responsible, with respect to products, Inventories, materials, and supplies required for the contract for negotiating price, determining quality and quantity, ordering, installing, if applicable, and making payment; and
6. Its role is not an extra participant in the transaction, contract or project through which funds are passed in order to obtain the appearance of DVBE participation.

Q. Bidder CUF Requirements

The Department will determine, to the best of its ability, that your firm meets the criteria above for “commercially useful function”. In responding to this RFQ, you are confirming that, under Government Code 14837 Section 1, (d) (4) above, your business provides goods and/or services that meet the definition of “commercially useful function”. All contractors are required to provide CUF documentation using the attached State’s Bidder Declaration Form GSPD-05-105, included in Section IV of this RFQ document. When completing the declaration, contractors must identify all subcontractors proposed for participation in the contract. Any contractors awarded a contract is contractually obligated to use the subcontractor for the corresponding work defined unless the State agrees to a substitution.

R. Administrative Response Guidelines

This RFQ and the Contractor’s offer in response to this document will be made a part of the contract. Responses to this RFQ must contain all data/information requested and must conform to the format described in this RFQ document. It is the Contractor’s responsibility to provide all required data and any other information deemed necessary for the State’s review team to determine and verify the Contractor’s ability to perform the tasks and activities defined in the Statement of Work location in Section III.

S. Administrative Response Requirements

To be deemed responsive the following items must be submitted with your RFQ Response. An RFQ Submittal Checklist (Attachment 1) included in Section IV, may be used as a reference tool in ensuring all documents and attachments are returned with the RFQ response:

1. All RFQ responses must be addressed to the DWR Procurement Official identified in this RFQ by the date and time identified in Section I – Key Action Dates.
2. The Bidder must submit their offers labeled “**DWR RFQ 10213978 – C-Cure Access Control Systems.**” The outside must be labelled as instructed on the cover letter to this RFQ.
3. **Response copies:** Bidder must submit one (1) hardcopy of their bid, and one (1) electronic copy on USB Flash Drive of all documentation required as part of this RFQ. *Do not include the Cost Worksheet (Exhibit B, Attachment 1) within the hardcopies.*
4. **Cost Worksheet:** Bidder must submit a **Cost Worksheet** (refer to Section III - Exhibit B, Attachment 1) The Cost Worksheet must identify the proposed staff member and hourly rate for each. If item is zero cost, Bidder must enter price as \$0.00, otherwise the bid Cost Worksheet may be deemed unresponsive and disqualified. Bidders are reminded of the

C-Cure Access Control Systems

prohibition of selling items below their cost, which is prohibited under Business & Profession Codes.

- 5. Attachment 1 – RFQ Response Submittal Checklist (Required)** (Refer to Section IV)
The Response Submittal Checklist is designed to assist the bidder in ensuring all documents and attachments are returned with the response.
- 6. Attachment 2 – RFQ Response Certification Form (Required)**
Bidders submitting a response must include completed RFQ Response Certification form. Bidders must also check the appropriate box regarding their acceptance of the State's required IT language provisions as referenced in Section I, paragraph G, and Section III, sample contract package.
- 7. Attachment 3 – Customer/Client References (Required)**
Bidders submitting a response must include the required number of references as identified in Table 1 – Contractor's Required Qualifications/Experience.
- 8. Attachment 4 – Payee Data Record (STD 204) (Required)**
Bidder must include a completed copy of the Payee Data Record, STD 204, with bid.
- 9. Attachment 5 – Vendor's Certification to do Business in the State of California (If Applicable)** – Bidder must (if applicable) submit an approved Secretary of State (SOS) certification with "Active" status or proof that certification is in process, to do business in the State of California.
- 10. Attachment 6 – Drug-Free Workplace Certification (STD 21) (Required)**
Bidder must include a completed copy of the Drug-Free Workplace Certification, STD 21, if Bidder has not previously done business with DWR.
- 11. Attachment 7 – Bidder Declaration (GSPD-05-105) (Required)**
All bidders must complete the Bidder Declaration GSPD-05-105 and include it with their offer. When completing the declaration, bidders must identify all subcontractors, if any are proposed for participation in the resulting contract. Contractors 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. Failure to include the Bidder Declaration may result in offer rejection.
- 12. Attachment 8 – California Civil Rights Laws Certifications**
Pursuant to Public Contract Code section 2010, all bidders or proposers executing or renewing a contract over \$100,000 on or after January 1, 2017, must certify compliance with the California Civil Rights Laws and Employer Discriminatory Policies.
- 13. Attachment 9 – Disabled Veteran Business Enterprise Declaration (DGS PD 843)**
All prime DVBE firms or DVBE firms acting as subcontractors for materials, supplies, services or equipment rental must submit an original signed DVBE Declaration, DGS PD 843 with their offer, or provide one to the prime for inclusion with their offer submittal.
- 14. Attachment 10 – Small Business Certification**
Contractors claiming the small business preference or who have committed to subcontract at least 25% of the net offer price with one or more California certified small businesses must provide their OSDS certification. Completed certification applications and required support documents must be submitted to the Office of Small Business and DVBE Services (OSDS) no later than 5:00 p.m. on the offer due date, and the OSDS must be able to approve the application as submitted.

Small business nonprofit veteran service agencies (SB/NVSA) claiming the small business preference must possess certification by California prior to the day and time offers are due.

C-Cure Access Control Systems

Questions regarding certification should be directed to the OSDS at (916) 375-4940.

15. Attachment 11 – DVBE Certification

Firms proposing DVBE subcontractor(s) must include the selected DVBE firm's DGS OSDS firm certification at the time of offer submission. Failure to include the DVBE certification will result in no application of the DVBE incentive during bid evaluation.

16. Attachment 12 – Non-Small Business Preference Request Form

The Small Business Procurement and Contract Act (Gov. Code Section 14835 et. Seq.), you have selected, and mutually agreed, to partner with a certified Small Business subcontractor to provide commodities or services related to the performance of the requested services identified in this RFQ.

Any firm responding to this RFQ desiring to claim this preference is required to submit the Non-Small Business (NSB) Preference Request form with their offer. Contractors submitting incomplete NSB Preference Request forms will not be eligible to receive the NSB preference.

Firms requesting the NSB preference must include the DGS OSDS Small Business certification with the NSB preference form for the Small Business subcontractor(s) listed on the NSB form. Failure to include the certification will result in no application of the NSB preference during offer review.

17. Attachment 13 – Bidder Certification of DVBE Participation (DWR 9526)

DVBE incentive is available for this solicitation but may not be required.

Please check Page 1 of this RFQ to determine if DWR has elected to require the DVBE Program Requirements for this solicitation.

18. Attachment 14 – Generative Artificial Intelligence (GenAI) Disclosure (DWR 9834)

All Bidders/Offerors must complete the DWR 9834 to provide notification to the State in writing if their solution or service includes, or makes available, any GenAI technology, including GenAI from third parties or subcontractors.

Failure to disclose GenAI to the State and submit the GenAI Reporting and Factsheet will result in disqualification of the Bidder/Offeror and may void any resulting contract. The State reserves its right to seek any and all relief it may be entitled to as a result of such non-disclosure. Upon receipt of a Bidder/Offeror GenAI Disclosure form, 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.

II. EVALUATION AND SELECTION CRITERIA INFORMATION

A. Evaluation and Selection Process

1. Selection Basis – The State will put each RFQ offer response through a process of evaluation to determine the responsiveness of bidders to the State's needs. Award of the Contract will be made to the Supplier that meets all of the Administrative Requirements stated below and provides the lowest net cost quotation after SB Preferences and/or DVBE or other applicable incentives are applied. This selection process is designed to identify Contractors that demonstrates the "Best" capability to meet the State's requirements based on the Administrative and Technical Requirements as defined in the RFQ. Final selection

C-Cure Access Control Systems

will be made to the lowest monetary responsible bidder achieving a “pass” on the technical evaluation, after the application of preferences.

2. **False or Misleading Information:** Bids containing false or misleading statement or providing references that do not support an attribute or condition claimed by the bidder may be rejected. If, in the opinion of the State, information was intended to mislead the State in its evaluation of the bid, and the attribute, condition, or capability is a requirement of this RFQ, it will be the basis for rejection of the bid.
3. **Conformance with Requirements:** At the time of bid opening, each RFQ offer response will be checked for the presence of requirement information in conformance with the submission requirements of this RFQ. DWR will evaluate each RFQ response to determine its responsiveness to the requirements. The overall responsiveness of each RFQ response is based on the complete response from the Contractor to the RFQ requirements.
4. **Mathematical Accuracy:** The Contractor’s Cost Worksheet, Exhibit B, Attachment 1, (located in Section III) will be checked for mathematical accuracy and scored. Errors will be corrected in accordance with the Bidders Instructions.
5. **Tie Bids:** If there are tied bids, representatives of the State will draw straws to pick the winning bidder. The drawing will be witnessed and documented by two or more State employees, at least one of which is a Business Services Office (BSO) employee.

B. Tax Delinquent Status Verification

1. Effective July 1, 2012, Public Contract Code 10295.4, requires state agencies to verify the tax delinquent status of bidders responding to state solicitations.
2. At the time of bid evaluation, prior to contract award and execution, the State will verify all bidders and identified subcontractors as not listed as tax delinquent by the Franchise Tax Board and the Board of Equalization. Any bidder or subcontractor listed as tax delinquent shall result in a bid rejection and will not be considered for contract award. Bidders wanting further clarification can refer to the statute above or to the web sites listed below for additional information.

California Department of Tax and Fee Administration – Top 500 Sales Tax and Use Delinquencies

[Top 500 Sales & Use Tax Delinquencies in California](#)

Franchise Tax Board – Top 500 Delinquent Tax Payers

[Top 500 Past Due Balances](#)

C. Administrative Response Requirements (Evaluation Criteria) – (Pass/Fail)

The administrative requirements defined below will be reviewed and Contractor will receive a “Pass, Fail, or N/A” for each requirement listed below. Failure to provide all required items may be grounds for rejection as determined by evaluation team. Minor omissions may be determined to be immaterial, and Contractor may be allowed to correct the deficiency within a reasonable period of time prior to the final selection.

C-Cure Access Control Systems

Example:

Administrative Requirements Evaluation Criteria			Pass/Fail		
a.	Did Bidder label bid package as shown in the cover letter to this RFQ?				
b.	Did Bidder submit 1 original copy and 1 electronic media on <u>USB Flash drive</u> as requested?				
Administrative Forms – 1 original required		Required / If applicable	Pass	Fail	N/A
Attachment 1	RFQ Bid Submittal Checklist	Required			
Attachment 2	Bid Response Certification Form (Required) - Bidder must check the appropriate box regarding acceptance of the State's required language and sign the form.	Required			
Attachment 3	Customer/Client References	Required			
Attachment 4	Payee Data Record (STD 204)	Required			
Attachment 5	Certification to do Business in the State of California	If Applicable			
Attachment 6	Drug-Free Workplace Certification (STD 21)	Required			
Attachment 7	Bidder Declaration (GSPD-05-105)	Required			
Attachment 8	California Civil Rights Laws Certification Note: Required if bid cost exceeds \$100,000	If Applicable			
Attachment 9	Disabled Veteran Business Enterprise Declarations (DGS PD 843)	If Applicable			
Attachment 10	Small Business Certification (Bidder and/or Subcontractor)	If Applicable			
Attachment 11	DVBE Certification (Bidder and/or Subcontractor)	If Applicable			
Attachment 12	Non-Small Business Sub-Contractor Preference	If Applicable			
Attachment 13	Bidder Certification of DVBE Participation (DWR 9526)	If Applicable			
Attachment 14	Gen AI Disclosure (DWR 9834)	Required			
The Administrative team will review Contractor's response to verify the submittal all required Technical documents. Final review and scoring will be completed by the Technical Review team.					
Table 1	Contractor's Minimum Qualifications	Required			

D. Technical Mandatory Requirements and Evaluation Criteria

All administratively responsive RFQ responses will be reviewed and scored with either a "Pass or Fail". Below are the criteria and supporting documentation required for each rating category that will be scored. Selection will be based on lowest cost that meets all the Administrative Requirements stated below and provides the lowest net cost quotation after SB preference and/r DVBE or other applicable incentives are applied.

The overall responsiveness of each RFQ response is based on the complete response from the Contractor to the RFQ requirements, including the statement of work for the project. The

C-Cure Access Control Systems

Contractor's Cost Worksheet will then be checked for mathematical accuracy. Mathematical errors will be corrected in accordance with the Bidders Instructions.

Table 1 – Mandatory Vendor Requirements

<u>Qualifications</u>	<u>Supporting documentation</u>	<u>Pass/Fail</u>
1. Certified "Advanced Integrator"	Copy of the Certification of current "Advanced Integrator" level of technical expertise and documentation confirming certification (as defined by TYCO Fire & Security) for C-CURE 9000	
2. Factory trained for C-Cure 9000 systems	Copy of the Certification for factory trained and certified C-Cure 9000 Advance Integrator for system installations	
3. Certified for level 2 C-Cure 9000 System Installer/Maintainer	Copy of the Certification for level 2 C-Cure 9000 System Installer/Maintainer for CCure 9000 Systems	
4. C-7 Low Voltage License	C-7 Low Voltage License	
5. C-28 Lock and Security Equipment License	C-28 Lock and Security Equipment License	
6. Proof of 5 years of experience installing Access Systems.	Reference form (Attachment 3)	
7. 3 References preferably from Government or Municipal agencies of similar size and scope as DWR.	Reference form (Attachment 3)	
8. Contractor's location within fifty (50) miles of Sacramento, California	Proof of location within fifty (50) miles of Sacramento, California	

C-Cure Access Control Systems

E. Contractor's Cost Worksheet – (Refer to Exhibit B, Attachment 1)

Contractor must complete the cost sheet that identifies total cost per transaction as described in the Statement of Work (Exhibit A) using Exhibit B, Attachment 1 form. **This form can be found in Section III – Sample Contract Package.**

F. Applying Small Business Preference / DVBE Incentive Preference Calculations

For the purpose of evaluation, the small business preference is applied first followed by the DVBE Incentive calculation. The DVBE incentive cannot displace award to a #1 ranked small business.

G. Final Scoring and Award

1. Final selection will be made to the lowest monetary responsible bidder achieving a “pass” on the technical evaluation, after the application of preferences. Notice of selection will be posted on Cal eProcure.

C-Cure Access Control Systems

III. SAMPLE CONTRACT PACKAGE

Should an award be made, if any, from this Request for Quote, the following represents a sample of the procurement transaction package:

Sample STD 213

Exhibit A – Statement of Work

Attachment 1 – Existing Systems Used in DWR Buildings

Attachment 2 – Sample Work Order

Attachment 3 – Labor Definitions

Exhibit B – Budget Detail and Payment Provisions

Attachment 1 – Contractor's Cost Worksheet

Exhibit C – IT General Provisions, DGS PD 403-ITGP (Non-Cloud), Rev. and Eff. 2/20/2025

Exhibit D – DWR Additional Provisions

Attachment 1 – Small Business Subcontractor Payment Certification (DWR 9683, Rev. 03/26))
(if applicable)

SCO ID:

STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

STANDARD AGREEMENT

STD 213 (Rev. 04/2020)

AGREEMENT NUMBER

PURCHASING AUTHORITY NUMBER (If Applicable)

DWR-3860

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

CONTRACTING AGENCY NAME

Department of Water Resources

CONTRACTOR NAME

2. The term of this Agreement is:

START DATE

THROUGH END DATE

3. The maximum amount of this Agreement is:

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

Exhibits	Title	Pages
Exhibit A	Scope of Work	5
	Attachment 1 - DWR Work Authorization	1
	Attachment 2 - Naming Conventions	1
+ Exhibit B	Budget Detail and Payment Provisions	1
-	Attachment 1 - Cost Worksheet	1
+ Exhibit C	IT General Provisions DGS PD-401 IT (Rev. and Eff. 06/21/2022)	*
-		
+ Exhibit D	DWR Additional Provisions	6
-	Attachment 1 - DVBE Activity Report Form	2
+ Attachment 2 - Small Business and DVBE Subcontractor Payment Certification Form		1
-		

Items shown with an asterisk (*), are hereby incorporated by reference and made part of this agreement as if attached hereto.

These documents can be viewed at <https://www.dgs.ca.gov/OLS/Resources>

IN WITNESS WHEREOF, THIS AGREEMENT HAS BEEN EXECUTED BY THE PARTIES HERETO.

CONTRACTOR

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

CONTRACTOR BUSINESS ADDRESS

CITY

STATE

ZIP

PRINTED NAME OF PERSON SIGNING

TITLE

CONTRACTOR AUTHORIZED SIGNATURE

DATE SIGNED

SCO ID:

STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES
STANDARD AGREEMENT
STD 213 (Rev. 04/2020)

AGREEMENT NUMBER	PURCHASING AUTHORITY NUMBER (If Applicable) DWR-3860
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STATE OF CALIFORNIA

CONTRACTING AGENCY NAME Department of Water Resources			
CONTRACTING AGENCY ADDRESS 715 P Street	CITY Sacramento	STATE CA	ZIP 95811
PRINTED NAME OF PERSON SIGNING	TITLE		
CONTRACTING AGENCY AUTHORIZED SIGNATURE	DATE SIGNED		
CALIFORNIA DEPARTMENT OF GENERAL SERVICES APPROVAL	EXEMPTION (If Applicable)		

EXHIBIT A STATEMENT OF WORK

Contractor agrees to provide to Department of Water Resources (DWR) maintenance services, software support, software upgrade, software installation, and replacement parts for the C-CURE 9000 Access Control System and Components (Exhibit A, Attachment 1).

These Security Systems are mission critical to the DWR organization because they provide physical security for DWR employees and state property. These Security Systems are in operation twenty-four (24) hours a day, seven (7) days a week, three hundred sixty-five (365) days a year.

1. Location of Services

The services will be performed at DWR Facilities:

715 P Street Sacramento, California 95814	1425 River Park Drive, Sacramento, CA 95814
10995 Gold Center Drive Rancho Cordova, CA 95670	3500 Industrial Blvd. West Sacramento, California 95691
1450 Riverbank Road Sacramento, California 95605	4270 West Capitol Avenue West Sacramento, California 95691
6908 Colusa Highway Sutter, California 95982	2033 Howe Avenue Sacramento, California 95825
1721 13 th Street Sacramento, California 95814	3464 El Camino Avenue Sacramento, California 85821
3310 El Camino Avenue Sacramento, California 95821	10815 Gold Center Drive Rancho Cordova, CA 95670
2720 Gateway Oaks Drive Sacramento, CA 95833	
*Contractor may be periodically asked to work at a location that is not listed within 50 miles of the 715 P Street, Sacramento, California 95814, and the contractor will be compensated at the same labor rates as in the bid sheet and final contract.	

2. Contract Managers during the term of this agreement will be:

Department of Water Resources

Name: TBD

Phone:

Email:

Contractor

Name:

Phone:

Email:

Contract Managers may be changed by written notice to the other party.

3. Minimum Requirements

- a. Contractor must have 5 years of experience installing access systems.

**EXHIBIT A
STATEMENT OF WORK**

- b. Provide current “Advanced Integrator” level of technical expertise and documentation confirming certification (as defined by TYCO Fire & Security) for C-CURE 9000.
- c. State of California business license
- d. C-7 Low Voltage License
- e. C-28 Lock and Security Equipment License
- f. Provide at least three references, preferably in Government or Municipal agencies of similar size and scope as DWR. Please include the name, a contact name (including title), phone number and/or email address.
- g. Contractor will assign a factory trained and certified C-CURE 9000 integrator for system maintenance services, software support, upgrade, and replacement needs. A copy of the certification is required with bid response.
- h. Contractor will assign factory trained and certified Level 2 C-CURE 9000 installer/Maintainer technicians. A copy of the certification is required with bid response.
- i. Contractor’s office, personnel and resources must be located within fifty (50) miles of Sacramento, California.

4. Contractor Responsibilities

Contractor will provide maintenance, repair, and any other services as deemed necessary to keep all aspects of DWR’s C-CURE Security Management System and agrees to provide DWR with all labor, materials, and equipment necessary to perform all card readers operating at their optimum performance.

Contractor will provide security access system maintenance, software support, software patches, installations, upgrades, preventative maintenance, and replacement services as needed to the Department of Water Resources.

Contractor will supply DWR Contract Manager with a written estimate for all work requested prior to work being completed.

If any additional costs for materials are needed to complete the maintenance, software support, upgrade, or replacement, an amended Work Order will need to be approved by the DWR Security Contract Administrator prior to materials being purchased or extra work being done.

Normal service calls will be performed during normal working hours, Monday through Friday, 0800 -1700 excluding State holidays, except as otherwise noted herein. Calls for service after 2400 hours (midnight) will be responded to during the standard time (0800 – 1700) of that same day unless DWR authorizes emergency service. Some planned projects may require work to be performed before or after normal business hours, including weekends and/or Holidays.

The Contractor will respond by telephone to the DWR Contract Manager within two (2) hours after receiving a verbal request for service or warranty repair from the DWR. Contractor will report to the DWR site within four (4) hours after receiving a verbal request for service or warranty repair from DWR unless otherwise directed by DWR.

The Contractor will perform requested services based on an hourly rate. Service call time will begin to accrue when the Contractor technician arrives on-site and has received specific repair instructions from the DWR representative. Service call time will terminate upon completion of

EXHIBIT A STATEMENT OF WORK

the requested work. Any overtime required for after-hour projects or services must be authorized by DWR Contract Manager or representative.

No work will commence without an approved Work Order (Exhibit A, Attachment 2) or an amended Work Order.

Contractor will be expected to provide any or all the following products noted below and in **Exhibit A, Attachment 1**, during the term of this Agreement.

DWR Security System Product Listing
Any door hardware associated with the Security System
Card Readers
Electronic Door Strikes
Electric Door Locks
Mag-locks
Uninterrupted Power Supplies
Transceivers
Transformers
Power Transfer hinges
Request to Exit Devices
Proximity Access Cards
iSTAR Panels
Maintenance/Repair/Purchase of keycard printers and cameras
iSTAR backup batteries
SQL Database maintenance and updates
Entrance control turnstiles
Visitor Management system

Upon completion of the service call, the Contractor technician will provide the DWR project representative or designee with a written service report, which will include, but is not limited to, the company name, name of the technician, date and time of arrival, time of departure, total number of hours worked, a list of replacement parts and/or equipment, and a summary of the work that was performed during the service call.

Contractor must provide a certified technician(s) for all service calls, installations, and repairs for the DWR Security Systems. Contractor will ensure all technicians servicing the C-CURE Security Management System are certified trained technicians authorized by Software House.

Contractor must be authorized by Software House to provide system software maintenance to maintain existing software. Under this agreement, the Contractor agrees to provide and apply necessary software maintenance updates for the DWR C-CURE Security Management System, including:

- C-CURE software updates and patches.
- Firmware updates for iStar panels and controllers.
- Software House annual "Software Support Agreement".

**EXHIBIT A
STATEMENT OF WORK**

A. Maintenance

1. Maintenance will be performed on a time and material basis with written approval from the DWR Security Contract Manager or delegated representative.
2. System equipment will be maintained in a fully operational status and kept in top working condition.
3. Equipment cabinets and/or housings must be kept clean, free of dust and debris.

B. Software Support (C-Cure 9000)

1. Provide current "Advanced Integrator" level of technical expertise with documentation confirming certification (as defined by TYCO Fire & Security) for C-CURE 9000.
2. Write SQL system reports and perform advanced level programming of C-CURE 9000 software (partitions, events, alarms, reports)
3. Interface with intrusion alarm systems as needed.
4. Perform C-Cure 9000 system updates as needed.
5. Trouble-shoot software issues as needed.
6. Experience supporting Software House systems on a Wide Area Network (WAN).

C. System Installation, Maintenance, and Upgrade Requirements

1. Work will be performed by a Service Engineer; see Exhibit A, Attachment 3 for definition. All labor must adhere to the professional standards and licensing requirements specified therein.
2. The awarded contractor will perform all requested services to provide a complete, fully functioning, and operational access control system. This includes the physical mounting, wiring, and integration of all hardware using the existing DWR head-end components.
3. Contractor shall program all new controller configurations and settings into the DWR head-end.
 - DWR reserves the right to pre-screen contractor personnel and verify their manufacturer certifications prior to granting access to the DWR server for programming.
4. Contractor is responsible for the installation of all peripheral devices (e.g., readers, strikes, sensors). During system commissioning, the contractor may be requested to expose wire connections for all electronic components to allow for testing and verification of circuit integrity.

EXHIBIT A STATEMENT OF WORK

5. Upon completion of the installation, the contractor shall remove all debris and restore the work area to its original condition. All installed components must be clearly labeled according to DWR naming conventions.

D. Ethernet Connectivity

1. Contractor is responsible for providing any and all jumpers from security equipment to the network control components (switches, routers, etc.).

E. Labeling Standards

- 1) Each wire will be labeled at each end.
- 2) The device end will be labeled with the panel and port number that it connects to.
- 3) The panel end will be labeled with the device number and wire purpose
- 4) Each label will be printed, not handwritten, on tags that will last a minimum of three (3) years.

5. DWR's Responsibilities

- a. Ensure contractor has access to facilities and equipment.
- b. Prepare written Work Order with scope of work.
- c. Review and approve written estimates based on Work Order (scope of work).
- d. Ensure Work Order is fully executed before contractor starts work.
- e. DWR and the State of California will be responsible for paying this contract in accordance with the standard State process. (See Exhibit B)
- f. Work will be accepted in writing through the Work Order process when completed and approved by the DWR Security Contract Administrator.
- g. DWR will develop and maintain project schedule for large maintenance and upgrade of existing access system (s). Input from the contractor will be requested to ensure success of the project and its timeline.

6. Conditions of service

Work will be done in accordance with a fixed hourly rate with a maximum minimum charge of 1 hour. Any additional materials will be itemized and submitted on the Work Order.

No permits will be needed for this existing equipment service repairs and maintenance.

Contractor will be on-call and will respond to work as directed by DWR Security Contract Administrator.

EXHIBIT A STATEMENT OF WORK

Due to the sensitive nature of these systems, making the needed adjustments or repair is of a high-priority status. Contractor must respond on-site within 4 hours of written request.

7. Work Order Process

The contractor will be required to complete the following:

- a. The Work Order Process will be used to assign specific work under this Agreement (Refer to Exhibit A, Attachment 2). The Work Order will provide a detailed description of work to be performed, and all associated time and costs required to complete the work in accordance with the Bid Items on the Bid Sheet, Attachment 1. The Work Order or amended Work Order form will be furnished by DWR and must be signed by the Contractor and the Contract Manager prior to work being started.
- b. Contractor is not to begin work before receiving a copy of an approved Work Order or amended Work Order. Any work performed before Work Order or amended Work Order approval will not be billable.

8. Warranty

The Contractor warrants that all products, materials, and workmanship provided under this contract shall be free from defects for a period of one (1) year following the date of final acceptance by the Department.

- a. Remedy: Upon notification of a defect, the Contractor shall repair or replace the item at no additional cost to the Department, including all labor, parts, and shipping.
- b. Exclusions: This warranty does not cover damage resulting from gross negligence, unauthorized modifications, or intentional misuse.
- c. Response Time: Warranty repairs must be initiated within 24 hours of the initial report.

**EXHIBIT A, ATTACHMENT 1
EXISTING SYSTEMS**

Existing Systems Used in DWR Buildings

DWR systems include but are not limited to the components listed below. All components used must be agreed to in writing before installation.

Access Control System

- 1 Software House C-Cure 9000 version 2.9 SP4
- 2 iStar Pro Enterprise Controllers
- 3 iStar Ultra Controllers
- 4 iStar G2 iStar Ultra Controllers
- 5 GSTAR004-MB Software House Gen2 ISTAR Edge Controllers
- 6 RM-4E Software House Personality Modules.
- 7 Altronix Power Supply Boxes
- 8 Altronix Power Control Boards
- 9 Altronix Power Distribution Boards
- 10 Sure-Fi Powered Enclosure - 2 Controller Interface
- 11 Sure-Fi Wireless Bridge Kit
- 12 Altronix field selectable 12vdc/24vdc Power Supplies
- 13 HID Multi-CLASS Readers
- 14 HID Proximity Card Readers – High and low frequency readers
- 15 REX DS160i
- 16 GE 1078 Magnetic Contacts
- 17 Von Duprin 6210, HES 8000, HES 7500 and HES 1006 Electric Strikes
- 18 Inovonics EN420R Remote
- 19 Evolis Card Printers
- 20 Best BAS-45HW electrified locks
- 21 Sentrol 1708 alarm contacts
- 22 Sentrol SR 1780C alarm contacts
- 23 C-Cure Visitor Management System
- 24 C-Cure Web Portal
- 25 Aiphone Intercom systems
 - a Analog 3-Channel Master Station - LEF-3L
 - i Multi Door Release Adaptor – RY-3DL
 - ii Power Supply – PS-1208UL
 - b IP Video Intercom Door Station - IX-DVF-6
 - i Station Video Intercom Software - IX-SOFT
 - ii Gateway for Mobile App - IXGW-GW

**EXHIBIT A, ATTACHMENT 2
SAMPLE WORK ORDER**

WORK ORDER

From: Department of Water Resources
Division of Business Services / Facilities & Property Services 715 P St, 7th
Floor
Sacramento, CA 95814
Contact:

Work Order No.

Task Order No. MUST be on Invoice to ensure PROMPT
processing of Invoice

Date Requested

DWR Contract No.

I/O Number

To: *Company Name*
Address
Address 2
Contact:
Vendor Number

Work Location

Scope of Work
Requested

Quantity	Description	Rate / Unit Cost	Amount
Hours	Labor:		
	Apprentice	\$ -	\$ -
	Service Technician/Installer Service	\$ -	\$ -
	Engineer	\$ -	\$ -
	Project Manager/Coordination	\$ -	\$ -
	Labor Subtotal		\$ -
Units	Material:		
	Description	Part No.	
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
	Misc. Connectors, etc.	****	\$ -
	Markup not to exceed 15%	*****	\$ -
	Material Subtotal		\$ -
	Shipping	\$ -	\$ -
	Tax 8.75%	8.75%	\$ -

NOT TO EXCEED

TOTAL

\$0.00

I, the Contractor, agree to furnish all materials and labor on Work Order, which includes all applicable taxes, for the amount indicated. No expense shall be incurred against this task without the approvals required below. State reserves the right to terminate the Work Order at any time upon 10 days written notice and shall reimburse Contractor for all reasonable costs up to the date of termination.

Contractor Authorization

Company Name	Print Name	Signature	Date
Contractor Authorization			

**EXHIBIT A, ATTACHMENT 3
LABOR DEFINITIONS**

Each hourly labor cost is to include all costs related to that labor category (travel to the site, vehicle, taxes, overhead and profit).

- **Apprentice** – Entry level personnel doing menial tasks (i.e. cable install, clean etc.) with minimal technical skill required. Always working under supervision.
- **Installer** – Certified and experienced personnel performing technical hardware installation and repair under supervision.
- **Service Technician** – Experienced personnel to perform all technical hardware and some lower technical software work. Operational testing and inspections. Ability to work through conflicts, roadblocks and dependencies to provide the service required by DWR. Strong analytical and troubleshooting skills. CCure 9000 Certified
- **Service Engineer** – Certified CCure 9000 technician with all the Microsoft training to work on DWR Enterprise network software. Capable of developing and providing SQL reports from the CCure 9000 data base. Perform CCure, firmware updates, Microsoft and SQL Software upgrades on DWR Enterprise network and confirm that current updates for all systems are installed. Operational testing and evaluations.
- **Project Manager** – Manager with several years' experience in Security Access Systems and capable of managing more complex multiple projects. Participates in pre-bid review. Manages site service teams and acts as a representative of the contractor for DWR work.

Contractor's staff shall have a certificate of qualification on file with DWR before work begins.

Labor definitions are as listed, any changes must be agreed to in writing.

EXHIBIT B
BUDGET DETAIL AND PAYMENT PROVISIONS

I. INVOICING AND PAYMENT:

Contractor will submit four (4) copies of the invoice to the State only after receiving written notice of satisfactory completion or acceptance of work by the DWR Contract Manager. **The State will not accept an invoice for which work has not been approved and will return the invoice as a disputed invoice to the Contractor.**

Invoices will be submitted no more often than monthly in arrears, bearing the contract number. Small Business contractors **must** identify their certified small business status on the invoice.

Submit three (3) copies of each invoice to the following address in order to expedite approval and payment:
DWR Accounting Office
Contracts Payable Unit
P.O. Box 942836
Sacramento, California 94236-0001

Undisputed invoices will be **paid** within 45 days of the date received by DWR Accounting Office.

II. BUDGET CONTINGENCY CLAUSE:

It is mutually agreed that if the Budget Act of the current year and/or any subsequent years covered under this Agreement does not appropriate sufficient funds for the program, this Agreement will be of no further force and effect. In this event, the State will have no liability to pay any funds whatsoever to Contractor or to furnish any other considerations under this Agreement. Contractor will not be obligated to perform any provisions of this Agreement.

If funding for any fiscal year is reduced or deleted by the Budget Act for purposes of this program, the State will have the option to either: cancel this Agreement with no liability occurring to the State or offer an Agreement Amendment to Contractor to reflect the reduced amount.

III. PROMPT PAYMENT CLAUSE:

Payment will be made in accordance with and within the time specified in Government Code, Chapter 4.5 (commencing with Section 927).

COST WORKSHEET

The estimated units indicated below will be used solely for computing the cost as fair and equitable formula to determine the low firm and is not binding on the contracting agency. However, the actual costs quoted below by the firm shall be binding for the term of the agreement. In the event of computational error, unit prices will prevail over extended totals. DWR will check calculations and recalculate quote totals as needed.

The firm hereby agrees to provide all labor, materials, licenses, permits, and firm transportation necessary to perform all services required for the foregoing titled work in accordance with the Scope of Work. The rates listed on this Rate Sheet shall include every item of expense, direct and indirect, including taxes incidental to the specified rates.

DWR reserves the right to amend contract for time and increase the contract value by up to ten percent (10%) above the Contractor's Subtotal Offer and set this amount aside for Unanticipated Tasks as they relate to the original Statement of Work (Exhibit A). Additional dollars used for unanticipated tasks will be at the same rates as originally offered in bid submittal.

The firm is required to complete each item. Insertion of "N/A" or failure to indicate a dollar amount in any item will be grounds to reject the quote. A zero (\$0.00) amount listed or any and all items will be interpreted and understood by the State to mean that the firm indicating a zero-dollar amount shall perform any such services, up to and including the quantity indicated, at no cost to the State.

Item	Straight Time
Apprentice*	\$ /hour
Installer	\$ /hour
Service Technician	\$ /hour
Service Engineer	\$ /hour
Project Manager	\$ /hour
(2) Software House CC9000-RESA 1 Annual Software licenses for 2027	\$...../year
(2) Software House CC9000-RESA 1 Annual Software licenses for 2028	\$ /year
(2) Software House CC9000-RESA 1 Annual Software licenses for 2029	\$ /year

All materials and additional components needed for repair services will be itemized on the work order and will be charged at cost plus a maximum markup of 15%. Receipts of those parts must be included with the invoice.

**See attached labor category definitions (See attachment).

NO GUARANTEE OF WORK UNDER THIS CONTRACT.

The undersigned Bidder agrees that if awarded this Contract, the Bidder will enter into an Agreement with DWR to provide the services described in the Statement of Work (Exhibit A).

Contractor's Name: _____

Office Phone #: _____

Contractor's Representative: _____

Alternate Phone #: _____

Contractor's Signature: _____

Email: _____

Place holder for

IT General Provisions, Non-Cloud Goods & Services,
DGS PD 403-ITGP (Non-Cloud)
Rev. and Eff. 2/20/2025

Available on the Department of General Services Model Contract Language webpage at:

<https://www.dgs.ca.gov/PD/Resources/Page-Content/Procurement-Division-Resources-List-Folder/Required-Language-for-Solicitations-and-Contracts>

DWR ADDITIONAL PROVISIONS**1. CERTIFICATE OF INSURANCE****A. General Provisions Applying to All Policies**

- i. Coverage Term – Coverage needs to be in force for the complete term of the contract. If insurance expires during the term of the contract, a new certificate must be received by the State at least ten (10) days prior to the expiration of this insurance. Any new insurance must still comply with the original terms of the contract.
- ii. Policy Cancellation or Termination & Notice of Non-Renewal – Contractor shall provide to the Department, within 5 business days following receipt by Contractor, a copy of any cancellation or non-renewal of insurance required by this contract. In the event Contractor fails to keep in effect at all times the specified insurance coverage, the State may, in addition to any other remedies it may have, terminate this Contract upon the occurrence of such event, subject to the provisions of this Contract.
- iii. Deductible – Contractor is responsible for any deductible or self-insured retention contained within their insurance program.
- iv. Primary Clause – Any required insurance contained in this contract shall be primary, and not excess or contributory, to any other insurance carried by the State. Insurance Carrier Required Rating – All insurance companies must carry a rating acceptable to the Office of Risk and Insurance Management – A or better and financial size category of VII or better to the latest edition of the A.M. Best Key Rating Guide. If the Contractor is self-insured for a portion or all of its insurance, review of financial information including a letter of credit may be required.
- v. Endorsements – Any required endorsements requested by the State must be physically attached to all requested certificates of insurance and not substituted by referring to such coverage on the certificate of insurance.
- vi. Inadequate Insurance – Inadequate or lack of insurance does not negate the Contractor's obligations under the contract.
- vii. Satisfying a Self-Insured Retention (SIR) - All insurance required by this contract must allow the State to pay and/or act as the Contractor's agent in satisfying any self-insured retention (SIR). The choice to pay and/or act as the Contractor's agent in satisfying any SIR is at the State's discretion.
- viii. Available Coverages/Limits - All coverage and limits available to the Contractor shall also be available and applicable to the State.
- ix. Subcontractors - In the case of Contractor utilization of subcontractors to complete the contracted scope of work, Contractor shall include all subcontractors as insured's under Contractor and insurance or supply evidence of insurance to The State equal to policies, coverages and limits required of Contractor.

- B. Insurance Requirements:** The Contractor shall furnish to the State evidence of the following required insurance:

DWR ADDITIONAL PROVISIONS

- i. **Commercial General Liability** – Contractor shall maintain general liability on an occurrence form with limits not less than \$1,000,000 per occurrence/\$2,000,000 aggregate for bodily injury and property damage liability. The policy shall include coverage for liabilities arising out of premises, operations, independent contractors, products, completed operations, personal & advertising injury, and liability assumed under an insured contract. This insurance shall apply separately to each insured against whom claim is made or suit is brought subject to the Contractor's limit of liability. The policy must include the contract number and the following additional ensured designation and endorsement:

“The State of California, its officers, agents, and employees are to be covered as additional insureds with respect to liability arising out of work or operations.”

The endorsement must be supplied under form acceptable to the Office of Risk and Insurance Management.

In the case of Contractor's utilization of subcontractors to complete the contracted scope of work, Contractor shall include all subcontractors as insured's under Contractor's insurance or supply evidence of insurance to The State equal to policies, coverages and limits required of Contractor.

- ii. **Workers Compensation and Employers Liability** – Workers' Compensation insurance as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease. **Policy shall be endorsement to include a Waiver of Subrogation endorsement in favor of the State of California.**
- iii. **Automobile Liability** – Contractor shall maintain motor vehicle liability with limits not less than \$1,000,000 combined single limit per accident. Such insurance shall cover liability arising out of a motor vehicle including owned, hired and non-owned motor vehicles. **The State of California, Department of Water Resources, its officers, agents, and employees are to be covered as additional insureds with respect to liability arising out of work or operations.**

- 2. **CONTRACTOR COOPERATION DURING INVESTIGATION:** Contractor agrees to cooperate fully in any investigation conducted by or for DWR regarding unsatisfactory work or allegedly unlawful conduct by DWR employees or DWR Contractors. The word “cooperate” includes but is not limited to, in a timely manner, making Contractor staff available for interview and Contractor records and documents available for review.
- 3. **COMPUTER SOFTWARE:** For contracts in which software usage is an essential element of performance under this Agreement, the Contractor certifies that it has appropriate systems and controls in place to ensure that state funds will not be used in the performance of this contract for the acquisition, operation or maintenance of computer software in violation of copyright laws.
- 4. **CONFLICT OF INTEREST**
 - A. **Current and Former State Employees:** Contractor should be aware of the following provisions regarding current or former state employees. If Contractor has any questions on the status of any

DWR ADDITIONAL PROVISIONS

person rendering services or involved with the Agreement, the awarding agency must be contacted immediately for clarification.

(1) Current State Employees: (PCC §§ 10410)

- (a) No officer or employee shall engage in any employment, activity or enterprise from which the officer or employee receives compensation or has a financial interest and which is sponsored or funded by any state agency, unless the employment, activity or enterprise is required as a condition of regular state employment.
- (b) No officer or employee shall contract on his or her own behalf as an independent contractor with any state agency to provide goods or services.

(2) Former State Employees: (PCC § 10411)

- (a) For the two-year period from the date he or she left state employment, no former state officer or employee may enter into a contract in which he or she engaged in any of the negotiations, transactions, planning, arrangements or any part of the decision-making process relevant to the contract while employed in any capacity by any state agency
- (b) For the twelve-month period from the date he or she left state employment, no former state officer or employee may enter into a contract with any state agency if he or she was employed by the state agency in a policy-making position in the same general subject area as the proposed contract within the 12-mon period prior to his or her leaving state service.

B. Penalty for Violation:

If the Contractor violates any provisions of above paragraphs, such action by Contractor shall render this Agreement void. (PCC § 10420)

C. Member of Boards and Commissions:

Members of boards and commissions are exempt from this section if they do not receive payment other than payment of each meeting of the board or commission, payment for preparatory time and payment for per diem. (PCC § 10430(e))

D. Representational Conflicts of Interest:

The Contractor must disclose to DWR Program Manager any activities by Contractor or subcontractor personnel involving representation of parties, or provision of consultation services to parties, who are adversarial to DWR. DWR may immediately terminate this contract if the Contractor fails to disclose the information required by this section. DWR may immediately terminate this contract if any conflicts of interest cannot be reconciled with the performance of services under this contract.

E. Financial Interest in Contracts:

Contractor should also be aware of the following provisions of Government Code § 1090:

"Members of the Legislature, state, county district, judicial district, and city officers or employees shall not be financially interested in any contract made by them in their official capacity, or by anybody or board of which they are members. Nor shall state, county, district, judicial district, and city officers or employees be purchasers at any sale or vendors at any purchase made by them in their official capacity."

F. Prohibition for Consulting Services Contracts:

For consulting services contracts (see PCC § 10335.5) the Contractor and any subcontractors (except for subcontractors who provide services amounting to 10 percent or less of the contract

DWR ADDITIONAL PROVISIONS

price) may not submit a bid/SOQ, or be awarded a contract, for the provision of services, procurement of goods or supplies or any other related action which is required, suggested, or otherwise deemed appropriate in the end product of such a consulting services contract (see PCC § 10365.5).

5. FORCED, CONVICT, AND INDENTURED LABOR

No foreign-made equipment, materials, or supplies furnished to the State pursuant to this contract may be produced in whole or in part by forced labor, convict labor, or indentured labor, or abusive forms of child labor or exploitation of children in sweatshop labor. By submitting a bid to the State or accepting a purchase order, the Contractor agrees to comply with this provision of the contract.

6. PERMITS AND LICENSES

The Contractor shall procure all permits and licenses, pay all charges and fees and give all notices necessary and incidental to the due and lawful prosecution of the work.

7. CONTRACT AMENDMENTS – DVBE PROGRAM REQUIREMENTS

Disabled Veteran Business Enterprise (DVBE) program requirements shall be included and made a part of any subsequent contract amendment(s) when DVBE program requirements were included as part of the Department's original solicitation/contract effort. DVBE participation program goal percentage(s) committed by the contractor in the original contract are extended through the amended contract termination date and include any additionally encumbered funds that are a result of the contract amendment. The Prime Contractor's Certification – DVBE Subcontractor Report (STD 817) shall be included in all subsequent contract amendment(s). The Contractor shall be responsible for continued program compliance and reporting.

8. CONTRACT AUDITS RELATED TO DVBE PROGRAM REQUIREMENTS

Contractor agrees that the State or its designee will have the right to review, obtain, or copy all records pertaining to performance of the contract as performance pertains to DVBE requirements. Contractor agrees to provide the State or its representative with any relevant information requested and shall permit the State or its representative access to its premises, upon reasonable notice, during normal business hours for the purpose of interviewing employees and inspecting and copying such books, records, accounts, and other material that may be relevant to a matter under investigation for the purpose of determining compliance with this requirement. Contractor further agrees to maintain such records for a period of no less than three (3) years after final payment under the contract.

9. SUBSTITUTION OF A DVBE SUBCONTRACTOR

Contractor understands and agrees that should award of this contract be based in part on their commitment to use the DVBE subcontractor(s) identified in their bid or offer, per [Military and Veterans Code \(MVC\) 999. 5\(g\)](#), a DVBE subcontractor may only be replaced by another DVBE subcontractor and must be approved by the Department of General Services. 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 the State, and penalties as outlined in [MVC 999. 9](#); [Public Contract Code Section \(PCC\) 10115](#), or [PCC Section 4110](#) (applies to public works only). Contractor must immediately notify the Department's SB/DVBE Advocate that substitution of a DVBE subcontractor is requested.

DWR ADDITIONAL PROVISIONS

10. CONTRACTOR CERTIFICATION OF PAYMENT TO SMALL BUSINESS SUBCONTRACTOR(S) If, for this Contract, Contractor made a commitment to achieve small business participation, then Contractor upon contract close out or completion must report to the awarding department the actual percentage of small business participation that was achieved. (Government Code § 14841) Contractor's certification of payments must be made using form DWR 9683 (Small Business Subcontractor Payment Certification), Exhibit D Attachment 1. Fully complete this form with the authorized signature and submit to DWR's Contract Manager with a copy to DWR's.
11. PRIME CONTRACTOR'S CERTIFICATION – DVBE SUBCONTRACTOR REPORT STD 817
- A. STD 817 – Statutory Reporting Requirements
 Upon completion of contracts that include commitments to DVBE subcontractors, the State's Prime Contractors are required to certify, under penalty of perjury, the total amount received from the State *and* the details of payments made to all DVBE subcontractors under those contracts. Contract awarding departments are *required to withhold \$10,000* from the final payment (or the full payment if less than \$10,000) to Prime Contractors until their compliance with the certification requirements by submitting an accurate and appropriately signed STD 817 to the awarding department. The withhold amount will be *permanently deducted* if Prime Contractors do not comply with STD 817 requirements after given notice to cure deficiencies.
 Prime Contractors are required to maintain supporting documentation for a minimum of six years for all payments to DVBE subcontractors identified in the STD 817. Upon request, proof of payment must be provided. [Military and Veteran Code (MVC) 999.5(d); Government Code (GC) 14841; California Code of Regulations (CCR) 1896.78(e); Public Contract Code (PCC) 10369]
- B. STD 817 – Link to Download Form with Completion Instructions
<https://www.dgs.ca.gov/PD/Search-Results?search=817&divisionid=7bce8ca3ed8a4aedbdeaf52f5e77df36&activeFilters=division-or-office-facets>
- C. STD 817 – Filing Instructions
 Upon completion of the contract submit one STD 817 per contract, signed by the Prime's authorized representative, to DWR's SB/DVBE Program Manager by either option below.
- (1) Option #1. Email electronic signed versions of the STD 817 to: SB.DVBE@water.ca.gov
 - (2) Option #2. Mail or deliver signed hard copies of the STD 817 to:
 Department of Water Resources
 Attention: SB/DVBE Program Manager
 715 P Street, 7th Floor, DBS #19
 Sacramento, CA 94236-0001

DEPARTMENT OF WATER RESOURCES
SMALL BUSINESS AND DVBE SUBCONTRACTOR PAYMENT CERTIFICATION

Contract No.: _____
 DWR RFQ 10213978
 Exhibit D, Attachment 1

State of California

DEPARTMENT OF WATER RESOURCES

California Natural Resources Agency

Contract No.

Exhibit

SMALL BUSINESS SUBCONTRACTOR PAYMENT CERTIFICATION

Government Code §14841 states "Upon completion of an awarded contract for which a commitment to achieve small business or disabled veteran business enterprise participation goals was made, the contractor shall report to the awarding department the actual percentage of Small Business (SB) and Disabled Veteran Business Enterprise (DVBE) participation that was achieved."

This Small Business Subcontractor Payment Certification form (DWR 9683) must be completed and submitted to DWR once all work has been completed, and invoices have been paid under this contract.

Complete and sign a separate DWR 9683 form for each SB subcontractor and submit the form(s) in pdf format, by email, to DWR's Contract Manager identified in the Scope of Work and the SB/DVBE Program Manager at SB.DVBE@water.ca.gov

DVBE subcontractor participation information will be submitted by the Contractor on a separate form, Prime Contractor's Certification – DVBE Subcontractor Report (STD. 817).

PRIME CONTRACTOR

Company Name	Contract Number	Street Address	City	State	Zip Code

SMALL BUSINESS SUBCONTRACTOR

Company Name	Certification Type(s) (SB, SB-Micro, SB-PW)	OSDS No.	Street Address	City	State	Zip Code

PAYMENT INFORMATION

Total Contract Amount (\$) (Including amendments)	Total Dollars (\$) Paid to Prime	Total Dollars (\$) Paid to SB Subcontractor	Total Percentage (%) Committed to SB Subcontractor	Total Dollars (\$) Committed to SB Subcontractor	Explanation for Difference Between Commitment Amount and What was Paid to SB Subcontractor

PRIME CONTRACTOR - AUTHORIZED REPRESENTATIVE

Print Name		Email		Signature	
Title		Phone		Date Signed	

IV. RFQ RESPONSE SUBMITTAL OVERVIEW

SECTION IV

RFQ Bid Submittal Overview

All Bidders are strongly encouraged to review the entire RFQ solicitation package. It is Bidder's responsibility to ensure all necessary documents are included with their bid response.

RFQ BID SUBMITTAL CHECKLIST

Attachment 1

Please review this checklist to confirm the Attachments to be return with your offer. All documents are due at the time of bid offer. Failure to include the required documents may be cause for bid rejection.

Bid Package
☐ Did Bidder label bid package as shown in the cover letter to this RFQ?
☐ Did Bidder submit (1 original and 1 electronic media on USB Flash drive) as required?
☐ Did Bidder submit signed Cost Sheet
ADMINISTRATIVE FORMS
☐ Attachment 1 – RFQ Bid Submittal Checklist (<i>this Form</i>)
☐ Attachment 2 – RFQ Response Certification Form (<i>Included</i>)
☐ Attachment 3 – Customer References (See Technical Requirements)
☐ Attachment 4 – Payee Data Record (STD 204)
☐ Attachment 5 – Secretary of State Certification to do Business in the State of California (if applicable)
☐ Attachment 6 – Drug-Free Workplace Certification (STD 21)
☐ Attachment 7 – Bidder's Declaration (GSPD-05-105)
☐ Attachment 8 – California Civil Rights Laws Certification
☐ Attachment 9 – Disabled Veteran Business Enterprise Declarations (DGS PD 843)
☐ Attachment 10 – Small Business Certification (if applicable)
☐ Attachment 11 – Disabled Veteran Business Enterprise (DVBE) Certification
☐ Attachment 12 – Non-Small Business Preference Request Form (if applicable)
☐ Attachment 13 – Bidder Certification of DVBE Participation, (DWR 9526)
☐ Attachment 14 – GenAI Disclosure, (DWR 9834)
MINIMUM REQUIREMENTS
☐ Certification of current "Advanced Integrator" level of technical expertise and documentation confirming certification (as defined by TYCO Fire & Security) for C-CURE 9000
☐ Certification for factory trained and certified C-Cure 9000 Advance Integrator for system installations
☐ Certification for CCure 9000 System Installer/Maintainer for CCure 9000 Systems
☐ C-7 Low Voltage License
☐ C-28 Lock and Security Equipment License
☐ Proof of 5 years of experience installing Access Systems. Please use attached reference form (Attachment 3)
☐ Provide at least three references, preferably in Government or Municipal agencies of similar size and scope as DWR. Please include the name, a contact name (including title), phone number and/or email address. Please use the attached reference form (Attachment 3)
☐ Proof of Contractor's location within fifty (50) miles of Sacramento, California
COST WORKSHEET
☐ Cost Worksheet (Exhibit B, Attachment 1)

RFQ RESPONSE CERTIFICATION FORM

DWR RFQ 10213978

Attachment 2

Page 1 of 2

OFFER AND AGREEMENT - FIRM FIXED PRICE OFFER: The undersigned bidder agrees that if this response is accepted within 45 calendar days following the date the response is due to furnish all the all labor, materials, tools and equipment upon which prices are quoted, at the prices set opposite each item, delivered in accordance with the specifications and provisions received with this RFQ, and at the designated point(s) by the method of delivery and within the times specified and subject to the attached provisions.

- A. All required attachments as identified in **RFQ Bid Submittal Checklist (Section IV, Attachment 1)** are included with this Bid Response Certification Form.
- B. The signature affixed hereon and dated certifies compliance with all the requirements of this proposal document. The signature below authorizes the verification of this certification.

An unsigned Bid Response Certification Form will be cause for rejection.

1. Bidder's Organization (Legal Name)	2. Telephone Number () ()	3. Fax Number () ()
4. Address:		
5. Federal Employer ID Number:		
6. Are you certified with the Department of General Services, Office of Small Business Certification and Resources (OSDS) as?		
a. California Small Business ☐ Yes ☐ No If yes, enter Certification #: _____ _____ Exp. _____	b. Disabled Veteran Business Enterprise ☐ Yes ☐ No If yes, enter Certification #: _____ _____ Exp. _____	c. Pending Certification ☐ Yes ☐ No Date application submitted to OSDS? _____
7. Are you a non-small business claiming the 25% SB subcontractor preference?		☐ Yes ☐ No
8. Does Contractor submitting quote accept the State's required Information Technology language? Please check appropriate Yes/No box. Any item left unchecked, the State will assume Vendor does not agree to accept State's required language. Please note: The State will not negotiate any of the State's IT Terms and Conditions. General Provisions – Information Technology DGS PD-401 IT ☐ Yes ☐ No may be viewed on the Department of General Services, Procurement Division website .		
9. DECLARATIONS UNDER PENALTY OF PERJURY (1) (STATEMENT OF COMPLIANCE). The below signed has 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 the general provisions is true and correct. (3) If a claim is made for the Small Business or Disabled Veterans business preference or status, the information set forth within is true and correct. 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.		
10. Bidder's Representative authorized to bind the bidder	11. Title	
12. Signature	13. Date	
14. Representative's E-Mail	15. Phone Number	

**BID RESPONSE CERTIFICATION FORM
FORM INSTRUCTIONS**

DWR RFQ 10213978

Page 2 of 2

Complete the numbered items on the Proposal/Proposing Firm Certification Sheet by following the instructions below.

Item Numbers	Instructions
1 thru 4	Must be completed. These items are self-explanatory.
5	Enter your federal employer tax identification number or 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.
6	Self-explanatory. Indicate whether or not the vendor is a certified California Small Business or Disabled Veterans Business Enterprise. Please print and attach copy of the appropriate certification (if any). Label as follows: • Attachment 10 – Small Business Certification • Attachment 11 – DVBE Certification • If your certification is pending, enter the date your application was submitted to OSDS
7	Self-explanatory. Indicate whether or not the non-small business vendor is claiming at least 25% Small Business subcontractor preference. Please print and attach copy of the appropriate certification (if any). Label as follows: • Attachment 12 – Non-Small Business Preference Request Form
8	Contractor must accept the State's required Information Technology provisions. Failure to accept the State's language will cause for rejection.
10 thru 15	Must be completed. These items are self-explanatory.

CUSTOMER/CLIENT REFERENCES

DWR RFQ 10213978
Attachment 3

Please attach additional copies of this form to meet the number of references required as stated in this RFQ for Contractor and Proposed Staff. Please check box for who the reference is for.

☐ Contractor/ Name: _____ Note: Refer to Contractor's Required Qualifications/Experience table for requirement)	☐ Proposed Staff Name: _____ Note: Refer to Proposed Staff's Required Qualifications/Experience table for requirement).
---	---

REFERENCE 1

Name of Firm

Street Address

City

State

Zip Code

Contact Person

Telephone Number ()

Dates of Service

Brief Description of Service Provided:

REFERENCE 2

Name of Firm

Street Address

City

State

Zip Code

Contact Person

Telephone Number ()

Dates of Service

Brief Description of Service Provided:

REFERENCE 3

Name of Firm

Street Address

City

State

Zip Code

Contact Person

Telephone Number ()

Dates of Service

Brief Description of Service Provided:

Form link: <https://www.documents.dgs.ca.gov/dgs/fmc/pdf/std204.pdf>

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 (Form 1099).

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.

**Insert copy of your
Secretary of State Certification to
do Business in California
(If applicable)**

Form link: <https://www.documents.dgs.ca.gov/dgs/fmc/pdf/std021.pdf>

DRUG-FREE WORKPLACE CERTIFICATION

STD. 21 (Rev. 10/2019)

CERTIFICATION

I, the official named below, hereby swear that I am duly authorized legally to bind the contractor or grant recipient to the certification described below. I am fully aware that this certification, executed on the date below, is made under penalty of perjury under the laws of the State of California.

CONTRACTOR/BIDDER FIRM NAME	FEDERAL ID NUMBER
BY (Authorized Signature)	DATE EXECUTED
PRINTED NAME AND TITLE OF PERSON SIGNING	TELEPHONE NUMBER (Include Area Code)
TITLE	
CONTRACTOR/BIDDER FIRM'S MAILING ADDRESS	

The contractor or grant recipient named above hereby certifies compliance with Government Code Section 8355 in matters relating to providing a drug-free workplace. The above named contractor or grant recipient will:

- Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations, as required by Government Code Section 8355(a).
- Establish a Drug-Free Awareness Program as required by Government Code Section 8355(b), to inform employees about all of the following:
 - The dangers of drug abuse in the workplace,
 - The person's or organization's policy of maintaining a drug-free workplace,
 - Any available counseling, rehabilitation and employee assistance programs, and
 - Penalties that may be imposed upon employees for drug abuse violations.
- Provide as required by Government Code Section 8355(c), that every employee who works on the proposed contract or grant:
 - Will receive a copy of the company's drug-free workplace policy statement, and
 - Will agree to abide by the terms of the company's statement as a condition of employment on the contract or grant.
- At the election of the contractor or grantee, from and after the "Date Executed" and until (DATE) (NOT TO EXCEED 36 MONTHS), the state will regard this certificate as valid for all contracts or grants entered into between the contractor or grantee and this state agency without requiring the contractor or grantee to provide a new and individual certificate for each contract or grant. If the contractor or grantee elects to fill in the blank date, then the terms and conditions of this certificate shall have the same force, meaning, effect and enforceability as if a certificate were separately, specifically, and individually provided for each contract or grant between the contractor or grantee and this state agency.

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

Attachment 7

State of California—Department of General Services, Procurement Division
GSPD-05-105 (REV 08/09)

Solicitation Number _____

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."

- 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.

Form link: <https://www.dgs.ca.gov/-/media/Divisions/OLS/Forms/CALIFORNIA-CIVIL-RIGHTS-LAWS-ATTACHMENT.pdf>

Pursuant to Public Contract Code section 2010, a person that submits a bid or proposal to, or otherwise proposes to enter into or renew a contract with, a state agency with respect to any contract in the amount of \$100,000 or above shall certify, under penalty of perjury, at the time the bid or proposal is submitted or the contract is renewed, all of the following:

1. **CALIFORNIA CIVIL RIGHTS LAWS**: For contracts 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 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	
Executed in the County of	Executed in the State of
Date Executed	

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

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: _____ 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 ____

Attachment 10 – Small Business Certification(s)

Bidders claiming the small business preference or who have committed to subcontract at least 25% of the net bid price with one or more California certified small businesses must provide their OSDS certification. Completed certification applications and required support documents must be submitted to the Office of Small Business and DVBE Services (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.

Small business nonprofit veteran service agencies (SB/NVSA) claiming the small business preference must possess certification by California prior to the day and time bids are due.

Questions regarding certification should be directed to the OSDS at (916) 375-4940. The form may be found at:

<https://caleprocure.ca.gov/pages/PublicSearch/supplier-search.aspx>

Attachment 11 – DVBE Certification

DVBE incentive is available for this solicitation but may not be required.

Please check Page 1 of this RFQ to determine if DWR has elected to require the DVBE Program Requirements for this solicitation.

Firms voluntarily utilizing DVBE subcontractor(s) must include the selected DVBE firm(s) DGS OSDS firm certification at the time of bid submission. Failure to include the DVBE certification will result in no application of the DVBE incentive during offer review.

<https://caleprocure.ca.gov/pages/PublicSearch/supplier-search.aspx>

Non-Small Business Preference Request Form

In accordance with The Small Business Procurement and Contract Act (Gov. Code Section 14835 et. seq.), you have selected, and mutually agreed, to partner with a certified Small Business sub-contractor to provide commodities or services related to the performance of the requested services identified in this RFQ. With the submission of the Non-Small Business Preference Request Form, you are requesting the non-small business calculation be applied to your bid during bid review when applicable. The NSB calculation is for review purposes only. Awards made as a result of the NSB calculation will be at the contractor's original bid prices.

The Department of Water Resources has identified a Small Business participation level of 25% for this contract effort. As the Prime Contractor, you agree to sub-contract 25% as indicated in Section A below. The calculation preference given will not exceed 5%, with a maximum preference of \$50,000.

This form must be signed by individual entities with legally binding authority to do so.

SECTION I – NON-SMALL BUSINESS INFORMATION

Contractor Instructions

- ✓ Complete Section I, Part A, Certified Non-Small Business Contractor Information
- ✓ Identify the response deadline date in Section II
- ✓ Fax or Mail this form to the Certified Small Business to have Section II completed and returned
- ✓ You must include the completed Non-Small Business Certification Information Sheet and a copy of the Small Business's DGS OSDS Certification Letter with your bid submittal.

Company Name:		FEIN#	
Street Address:			
City		State	Zip Code
Telephone Number:		Fax #:	

Part B – Services/Commodities to Be Provide by the Small Business Partner:

Part C – As the Non-Small Contractor I agree to subcontract twenty-five percent (25%) to the Certified Small Business Contractor identified in Section II.

Authorized Non Small Business Name (Printed)

Authorized Non Small Business Signature

SECTION II – CERTIFIED SMALL BUSINESS INFORMATION

Part A - Certified Small Business Contractor; please complete the information below and return this form to the Non-Small Contractor by: ____/____/____. You must include a copy of your DGS OSDS certification with your response.

Company Name:		FEIN#	
Street Address:			
City		State	Zip Code
Telephone Number:		Fax #:	
OSDC Certification No.:		Certification Expiration Date:	____/____/____

Part B – I understand the above Non-Small Contractor is responding to the Department of Water Resources RFQ No. _____. I agree to provide subcontractor services to the Non-Small Contractor as identified in Section A.

Authorized Certified SB Name (Printed)

Authorized Certified SB Contractor Signature

Instructions for Completing and Submitting the Non-Small Business Preference Request Form

The Department of Water Resources strongly encourages Non-Small Contractors to take advantage of the opportunity offered for a preference calculation by partnering with a California Certified Small Business. However, the choice to do so is solely that of the Non-Small Contractor.

If you elect to partner with a small business, the Non-Small Bidder Preference Request Form must be completed in its entirety and included with your bid submission.

RESOURCES

1. Determine the type of service or services to be subcontracted.
2. If you do not already know of a contractor, or contractors, contact the DGS Office of Small Business and DVBE Services (OSDS) website to conduct a search of certified firms. A listing of the State's certified small business firms may be found at:
<http://www.pd.dgs.ca.gov/smbus/default.htm>
3. Select and contact the appropriate certified Small Business firm, or firms, to discuss partnering opportunity.
4. Contact the DWR Small Business Advocate for additional assistance with locating certified small businesses if you need assistance. The advocate can be reached at sb.dvbe@water.ca.gov.

COMPLETING THE FORM

If an agreement to partner is reached, the Non-Small Bidder Preference Request Form must be completed and signed by both parties.

- ✓ Section I, Part A - Complete the Non-Small Contractor business information.
- ✓ Section I, Part B – Identify the agreed services to be performed by the certified small business.
- ✓ Section I, Part C – Identify the small business participation percentage. You must include the participation percentage information. If no participation percentage is indicated, the preference calculation will not be applied when DWR evaluates the bids.
- ✓ * Print and sign with the authorized signature where indicated in Part C.
- ✓ Section II, Part A – Identify the response needed date.
- ✓ Fax the form to the Small Business contractor to be completed and signed.

Review the form for completeness. Be sure it includes all the required information. Include the Non-Small Bidder Preference Calculation Request Form and the DGS Small Business Certification letter with your bid response to DWR.

* This assures that both the Non-Small business contractor and the Small Business will have a signed copy of the form.

**CALIFORNIA
DISABLED VETERAN BUSINESS ENTERPRISE (DVBE)
PROGRAM REQUIREMENTS**

DWR RFQ 10213978

Attachment 13

Page 1 of 2

DWR is firmly committed to meeting or exceeding the State's minimum annual DVBE participation goal of three percent (3.0%) of total "reportable" (i.e. non-governmental) procurements. The Department also has the authority to exempt specific contracts, when justified, from mandatory DVBE participation.

Page 1 of this solicitation indicates whether bidders responding to this solicitation *must* comply with DVBE participation requirements or, if waived, can *voluntarily* seek the DVBE Incentive calculation during the bid evaluation process.

A. Program Requirements

1. Only firms certified by Department of General Services / Office of Small Business and DVBE Services (DGS/OSDS) may be used to satisfy DVBE participation requirements.
2. Bidders holding a current DVBE certification from DGS/OSDS are not required to partner with DVBE subcontractors.
3. If DVBE participation is mandatory and, unless a different percentage is specified on page 4 of this solicitation, bidders *must* make a minimum three (3.0%) combined participation commitment to one or more CA-certified DVBE subcontractors.
4. ***Failure to fulfill mandatory DVBE requirements will render bids non-responsive and will result in bid rejection.***
5. If DVBE participation is voluntary, bidders are strongly encouraged to take advantage of the DVBE Incentive calculation by making a combined participation commitment from a minimum of one (1.0%) to a maximum five (5.0%) to CA-certified DVBEs.
6. ***Failure to fulfill voluntary DVBE requirements will render bids ineligible for the DVBE Incentive calculation but will not otherwise affect bid evaluation.***
7. Application of the DVBE Incentive calculation cannot displace a CA-certified Small Business by a non-certified bidder.

B. Prime Contractor's Obligations

DWR's Additional Provisions will become part of any contract awarded in response to this solicitation. The provisions include those listed below addressing DVBE-related obligations and should be carefully reviewed as potential bidders conduct due diligence prior to submitting bids.

1. Contract Amendments – DVBE Program Requirements
2. Contract Audits – DVBE Requirements
3. DVBE Subcontractor Activity Report (DWR 9553)
4. Substitution of a DVBE Subcontractor
5. Contractor Certification of Payment to Small Business and DVBE Subcontractors (DWR 9683)
6. Prime Contractor's Certification – DVBE Subcontractor Report (STD 817)

AUTHORITY: The Disabled Veteran Business Enterprise Goal Program is established in Public Contract Code (PCC) Section 10115 et seq., Military and Veterans Code (MVC) 999 et seq. and California Code of Regulations (CCR) Title 2, Section 1896.6 et seq.

BIDDER CERTIFICATION OF DVBE PARTICIPATION (DWR 9526)(Submit one DWR 9526 for each DVBE subcontractor.)

DWR RFQ 10213978

Attachment 13

Page 2 of 2

Bidders should check one applicable Option. If Option 3, fill in the combined participation percentage.

- ☐ **OPTION 1:** Bidder is a CA-certified DVBE so, if awarded the contract, would not be required to partner with DVBE subcontractors.
- ☐ **OPTION 2:** Solicitation requires DVBE participation. Bidder is not a CA-certified DVBE but has committed to meeting or exceeding the minimum DVBE participation commitment specified elsewhere in this solicitation.
- ☐ **OPTION 3:** Solicitation does not require DVBE participation. Bidder is not a CA-certified DVBE but has committed (a minimum of 1.0 %) a combined participation percentage of ____% (fill in the figure) to one or more CA-certified DVBEs to qualify for application of the DVBE Incentive calculation.

Bidder Certification form (DWR 9526) must be signed by representatives of the Bidder and of the DVBE Subcontractor with legal authority to execute binding agreements.

SECTION 1. BIDDER'S BUSINESS INFORMATION					
FIRM NAME					
FIRM CONTACT					
STREET ADDRESS					
CITY		STATE		ZIP CODE	
TELEPHONE		EMAIL			
CERTIFICATION TYPE	Check all types that apply: ☐ SB ☐ MB ☐ SB-PW ☐ DVBE				OSDS #
SECTION 2 - DESCRIBE THE SERVICES OR COMMODITIES TO BE PROVIDED BY THE DVBE SUBCONTRACTOR IDENTIFIED BELOW IN SECTION 4.					
SECTION 3 - IDENTIFY BIDDER'S DVBE PARTICIPATION COMMITMENT					
☐ COMMITTED 3.0% of the total bid amount to the DVBE firm identified below in Section 4.					
☐ COMMITTED greater than 3.0% of the total bid amount to the DVBE firm identified below, i.e. ____%.					
☐ COMMITTED a combined ____% to multiple DVBE firms, including ____% to the DVBE firm identified below.					
Printed Name of Bidder's Authorized Representative		Signature of Bidder's Authorized Representative			Date
SECTION 4 - DVBE SUBCONTRACTOR INFORMATION					
FIRM NAME					
FIRM CONTACT					
STREET ADDRESS					
CITY		STATE		ZIP CODE	
TELEPHONE		EMAIL			
CERTIFICATION TYPE	Check all types that apply: ☐ SB ☐ MB ☐ SB-PW ☐ DVBE				OSDS #
NOTE. Bidder must submit a copy of the subcontractor's currently valid DGS/OSDS certification.					
Printed Name of DVBE's Authorized Representative		Signature of DVBE's Authorized Representative			Date

GenAI Disclosure (DWR 9834)DWR RFQ 10213978
Attachment 14

Bidder/Offer Information		
Solicitation/Contract number		Bidder ID/Vendor ID (optional)
Business Name		Business Telephone Number
Address		City/State/Zip
Description of purchase or service		
Does the purchase or service include GenAI? ☐ Yes ☐ No (if no, skip to the signature section of the form.)		
GenAI Description		
1. What is the application and/or product name?		
2. What is the model and version of the product?		
3. What is the license tier of the GenAI product, if applicable (free, enterprise, platinum, etc.)?		
4. How is the GenAI solution delivered: IaaS, PaaS, SaaS, or will it be deployed on-premises?		
Approval		
By signing this document, I have identified and reported any GenAI use in the performance of this contract.		
Name	Signature	Date