Bid Document Checklist

Contract Number: C26925010

Attach this checklist to bid and other required documentation listed below. When submitting bid forms, do not include form instruction pages.

IMPORTANT : If the form is not applicable mark “N/A” on the form and return with bid.

	Forms and Description	
☐	Bid Document Checklist	
☐	Exhibit B, Attachment 1 – Bid Forms	
☐	DARFUR Contracting Act Certification - DPR 74	Mark "n/a" and sign if not applicable
☐	Contractor Certification Clauses – CCC 04/2017	
☐	Generative Artificial Intelligence (GenAI) Disclosure Form – DPR 97B	
☐	California Civil Rights Law Attachment - DGS OLS 04	
	---------- **CA DVBE Program Requirements Documentation** ----------	Waived but incentive still applies
☐	DVBE Checklist – DPR 479	
☐	Bidder Declaration - GSPD 05-105	
☐	Disabled Veteran Business Enterprise Declarations - DGS PD 843	
☐	Commercially Useful Function – DPR 87	
☐	Printout(s) from the eProcurement website http://www.caleprocure.ca.gov showing each DVBE’s supplier ID and status of certification	(If Applicable)
	Note: Certificates of Insurance & Payee Data Record will be required after the award of contract. Reference Exhibit D, item 1 and STD 204, 205 / DPR 88	

State of California - The Resources Agency
DEPARTMENT OF PARKS AND RECREATION

FOR DEPARTMENT USE ONLY	
CONTRACTOR NAME	
AGREEMENT NO. C26925010	PAGE 1 of 4

Exhibit B, Attachment 1

CHEMICAL TOILET RENTAL AND/OR SERVICE BID FORM

DISTRICT NAME AND ADDRESS
Department of Parks and Recreation
Orange Coast District
3030 Avenida del Presidente
San Clemente, CA 92672

BID OPENING	
DATE 9/1/2026	TIME 2:00 PM PST

NAME OF BUSINESS	PHONE NO. ( )	FAX NO. ( )	EMAIL ADDRESS
BUSINESS ADDRESS		CITY/STATE/ZIP CODE	

SMALL BUSINESS PREFERENCE

A five percent preference will be granted to bidders properly approved as a Certified Small Business (SB) or a Certified Microbusiness (MB), or to a non-small business subcontracting 25% or more of the total monetary amount of the bid in supplies and/or labor costs with Certified Small Business subcontractors in accordance with Title 2, California Code of Regulations, Section 1896, et seq. To qualify as a Certified Small Business, the business must have an approved certification on file with the Office of Small Business and DVBE Services (OSDS), 707 Third Street, First Floor - Room 400, West Sacramento, CA 95605, by 5:00 p.m. on bid opening day.

☐ Claiming preference as a Certified Small Business
(Attach a copy of the SB certification printout from OSDS' website)

☐ Claiming 25% SB subcontractor participation
(Attach form DPR 85, Small Business Subcontractor Participation Worksheet)

☐ Not eligible for SB preference

STATUS OF BUSINESS *(Check appropriate box.)*

☐ Individual

☐ Corporation. State in which incorporated: _____

☐ Partnership. Full names of partners: _____

_____

I hereby propose to provide all labor, materials, tools, and equipment necessary to furnish and/or maintain portable chemical toilet units, complete and ready for use as specified on the back of this form, in accordance with the bid documents and such addenda thereto as may be issued prior to bid opening date.

BIDDER'S SIGNATURE	DATE	PRINTED NAME	TITLE
►			

FOR DEPARTMENT USE ONLY	
CONTRACTOR NAME	
AGREEMENT NO. C26925010	PAGE 2 of 4

CHEMICAL TOILET RENTAL AND/OR SERVICE BID FORM - Exhibit B, Attachment 1

Bidder completes (D), (E), (G), (J), TOTAL COSTS, and TOTAL BID PRICE.

— *Bidder understands that the quantities below are estimates only, for purposes of comparing bids, and that the State reserves the right to increase or decrease the amount of any item or eliminate any item or items as may be deemed necessary or advisable by the State. Such changes shall not affect the unit price of that item or any other items.*

— *In case of discrepancy between the unit price and the total set forth for the item, the unit price shall prevail. In case of discrepancy between the stipulated totals and the actual sum of the totals, the actual sum of all items shall prevail.*

DISTRICT	PARK UNIT	LOCATION WITHIN PARK UNIT	CHEMICAL TOILET UNITS TO BE MADE OF
Orange Coast District	Huntington State Beach	Restroom 3 Location (REG UNITS)	☑ Fiberglass ☐ Wood ☐ Metal

ESTIMATED REQUIREMENTS FOR CHEMICAL TOILET SERVICE ARE AS FOLLOWS:

ITEM	PERIOD OF SERVICE From	PERIOD OF SERVICE To	TYPE OF Hdcp	TYPE OF Reg	PROVIDED BY	SERVICE DAYS Sun	Mon	Tue	Wed	Thu	Fri	Sat	SERVICE FREQUENCY Weekly	SERVICE FREQUENCY Every Other Week	(A) NO. OF SERVICE DAYS FOR PERIOD	(B) NO. OF TOILETS EACH SERVICE	(C) NO. OF TOILETS SERVICED IN CONTRACT PERIOD [(A)X(B)]	(D) COST PER TOILET PER SERVICE	(E) COST FOR SERVICE PERIOD [(C)X(D)]
1	5/22/2027	10/15/2027		X	Contractor	Sun	Mon	Tue	Wed	Thu	Fri	Sat	X		147	5	735	$	$
2	5/22/2028	10/15/2028		X	Contractor	Sun	Mon	Tue	Wed	Thu	Fri	Sat	X		147	5	735	$	$
3	5/22/2029	10/15/2029		X	Contractor	Sun	Mon	Tue	Wed	Thu	Fri	Sat	X		147	5	735	$	$
4						Sun	Mon	Tue	Wed	Thu	Fri	Sat						$	$
5						Sun	Mon	Tue	Wed	Thu	Fri	Sat						$	$
6						Sun	Mon	Tue	Wed	Thu	Fri	Sat						$	$
7						Sun	Mon	Tue	Wed	Thu	Fri	Sat						$	$
8						Sun	Mon	Tue	Wed	Thu	Fri	Sat						$	$
9						Sun	Mon	Tue	Wed	Thu	Fri	Sat						$	$

TOTAL COST FOR REGULAR SERVICES $

10 ***ADDITIONAL CHEMICAL TOILETS - If requested, the contractor shall furnish the following additional chemical toilets:***

TYPE OF TOILETS	(F) NO. OF EXTRA CHEMICAL TOILETS	(G) COST PER TOILET
☐ Handicapped Accessible ☐ Regular		

TOTAL COST FOR ADDITIONAL TOILETS [(F)x(G)] $

11 ***ADDITIONAL SERVICES - If requested, the contractor shall provide the following additional services:***

TYPE OF TOILETS	(H) NO. OF TOILETS PER SERVICE	(I) NO. OF ADDITIONAL SERVICES	(J) COST PER TOILET
☐ Handicapped Accessible ☑ Regular	10	6	

TOTAL COST FOR ADDITIONAL SERVICES [(H)x(I)x(J)] $

TOTAL BID PRICE ⇨ $

FOR DEPARTMENT USE ONLY	
CONTRACTOR NAME	
AGREEMENT NO. C26925010	PAGE 3 of 4

CHEMICAL TOILET RENTAL AND/OR SERVICE BID FORM - Exhibit B, Attachment 1

Bidder completes (D), (E), (G), (J), TOTAL COSTS, and TOTAL BID PRICE.

— *Bidder understands that the quantities below are estimates only, for purposes of comparing bids, and that the State reserves the right to increase or decrease the amount of any item or eliminate any item or items as may be deemed necessary or advisable by the State. Such changes shall not affect the unit price of that item or any other items.*

— *In case of discrepancy between the unit price and the total set forth for the item, the unit price shall prevail. In case of discrepancy between the stipulated totals and the actual sum of the totals, the actual sum of all items shall prevail.*

DISTRICT	PARK UNIT	LOCATION WITHIN PARK UNIT	CHEMICAL TOILET UNITS TO BE MADE OF
Orange Coast District	Huntington State Beach	Restroom 3 Location (ADA UNITS)	☑ Fiberglass ☐ Wood ☐ Metal

ESTIMATED REQUIREMENTS FOR CHEMICAL TOILET SERVICE ARE AS FOLLOWS:

ITEM	PERIOD OF SERVICE From	PERIOD OF SERVICE To	TYPE OF Hdcp	TYPE OF Reg	PROVIDED BY	SERVICE DAYS	SERVICE FREQUENCY Weekly	SERVICE FREQUENCY Every Other Week	(A) NO. OF SERVICE DAYS FOR PERIOD	(B) NO. OF TOILETS EACH SERVICE	(C) NO. OF TOILETS SERVICED IN CONTRACT PERIOD [(A)X(B)]	(D) COST PER TOILET PER SERVICE	(E) COST FOR SERVICE PERIOD [(C)X(D)]
1	5/22/2027	10/15/2027	X		Contractor	Sun Mon Tue Wed Thu Fri Sat	X		147	1	147	$	$
2	5/22/2028	10/15/2028	X		Contractor	Sun Mon Tue Wed Thu Fri Sat	X		147	1	147	$	$
3	5/22/2029	10/15/2029	X		Contractor	Sun Mon Tue Wed Thu Fri Sat	X		147	1	147	$	$
4						Sun Mon Tue Wed Thu Fri Sat						$	$
5						Sun Mon Tue Wed Thu Fri Sat						$	$
6						Sun Mon Tue Wed Thu Fri Sat						$	$
7						Sun Mon Tue Wed Thu Fri Sat						$	$
8						Sun Mon Tue Wed Thu Fri Sat						$	$
9						Sun Mon Tue Wed Thu Fri Sat						$	$
												TOTAL COST FOR REGULAR SERVICES	**$**

10 ***ADDITIONAL CHEMICAL TOILETS - If requested, the contractor shall furnish the following additional chemical toilets:***

TYPE OF TOILETS	(F) NO. OF EXTRA CHEMICAL TOILETS	(G) COST PER TOILET
☐ Handicapped Accessible ☐ Regular		

TOTAL COST FOR ADDITIONAL TOILETS [(F)x(G)] $

11 ***ADDITIONAL SERVICES - If requested, the contractor shall provide the following additional services:***

TYPE OF TOILETS	(H) NO. OF TOILETS PER SERVICE	(I) NO. OF ADDITIONAL SERVICES	(J) COST PER TOILET
☑ Handicapped Accessible ☐ Regular	1	6	

TOTAL COST FOR ADDITIONAL SERVICES [(H)x(I)x(J)] $

TOTAL BID PRICE ⇨ $

FOR DEPARTMENT USE ONLY	
CONTRACTOR NAME	
AGREEMENT NO. C26925010	PAGE 4 of 4

CHEMICAL TOILET RENTAL AND/OR SERVICE BID FORM - Exhibit B, Attachment 1

Bidder completes (D), (E), (G), (J), TOTAL COSTS, and TOTAL BID PRICE.

— *Bidder understands that the quantities below are estimates only, for purposes of comparing bids, and that the State reserves the right to increase or decrease the amount of any item or eliminate any item or items as may be deemed necessary or advisable by the State. Such changes shall not affect the unit price of that item or any other items.*

— *In case of discrepancy between the unit price and the total set forth for the item, the unit price shall prevail. In case of discrepancy between the stipulated totals and the actual sum of the totals, the actual sum of all items shall prevail.*

DISTRICT	PARK UNIT	LOCATION WITHIN PARK UNIT	CHEMICAL TOILET UNITS TO BE MADE OF
Orange Coast District	Huntington State Beach	Restroom 3 Location (WASH STATIONS)	☑ Fiberglass ☐ Wood ☐ Metal

ESTIMATED REQUIREMENTS FOR CHEMICAL TOILET SERVICE ARE AS FOLLOWS:

ITEM	PERIOD OF SERVICE From	PERIOD OF SERVICE To	Wash Station	PROVIDED BY	SERVICE DAYS	SERVICE FREQUENCY Weekly	SERVICE FREQUENCY Every Other Week	(A) NO. OF SERVICE DAYS FOR PERIOD	(B) NO. OF WASH STATION EACH SERVICE	(C) NO. OF WASH STATIONS SERVICED IN CONTRACT PERIOD [(A) X (B)]	(D) COST PER WASH STATION PER SERVICE	(E) COST FOR SERVICE PERIOD [(C) X (D)]
1	5/22/2027	10/15/2027	X	Contractor	Sun Mon Tue Wed Thu Fri Sat	X		147	1	147	$	$
2	5/22/2028	10/15/2028	X	Contractor	Sun Mon Tue Wed Thu Fri Sat	X		147	1	147	$	$
3	5/22/2029	10/15/2029	X	Contractor	Sun Mon Tue Wed Thu Fri Sat	X		147	1	147	$	$
4					Sun Mon Tue Wed Thu Fri Sat						$	$
5					Sun Mon Tue Wed Thu Fri Sat						$	$
6					Sun Mon Tue Wed Thu Fri Sat						$	$
7					Sun Mon Tue Wed Thu Fri Sat						$	$
8					Sun Mon Tue Wed Thu Fri Sat						$	$
9					Sun Mon Tue Wed Thu Fri Sat						$	$

TOTAL COST FOR REGULAR SERVICES $

10 ***ADDITIONAL CHEMICAL TOILETS - If requested, the contractor shall furnish the following additional chemical toilets:***

TYPE OF TOILETS	(F) NO. OF EXTRA CHEMICAL TOILETS	(G) COST PER TOILET
☐ Handicapped Accessible ☐ Regular		

TOTAL COST FOR ADDITIONAL TOILETS [(F)x(G)] $

11 ***ADDITIONAL SERVICES - If requested, the contractor shall provide the following additional services:***

TYPE OF TOILETS	(H) NO. OF WASH STATIONS PER SERVICE	(I) NO. OF ADDITIONAL SERVICES	(J) COST PER WASH STATION
☐ Handicapped Accessible ☑ Regular	1	6	

TOTAL COST FOR ADDITIONAL SERVICES [(H)x(I)x(J)] $

TOTAL BID PRICE ⇨ $

State of California - Natural Resources Agency
DEPARTMENT OF PARKS AND RECREATION

FOR DEPARTMENT USE ONLY
AGREEMENT/PAPO NO. C26925010

DARFUR CONTRACTING ACT CERTIFICATION

DO NOT COMPLETE OR RETURN THIS FORM IF: Within the previous three years, your company **HAS NOT** had any business activities or other operations outside of the United States.

All other companies, complete Option #1 or Option #2 and return:

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

OPTION #1 - CERTIFICATION

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

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

COMPANY/VENDOR NAME *(Printed)*	FEDERAL ID NUMBER
BY *(Authorized Signature)* ►	
PRINTED NAME AND TITLE OF PERSON SIGNING	
DATE EXECUTED	EXECUTED IN THE COUNTY AND STATE OF

OPTION #2 - WRITTEN PERMISSION FROM DGS

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

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

COMPANY/VENDOR NAME *(Printed)*	FEDERAL ID NUMBER
INITIALS OF SUBMITTER	
PRINTED NAME AND TITLE OF PERSON INITIALING	

DO NOT COMPLETE THIS FORM UNLESS YOUR COMPANY MEETS THE CRITERIA OF OPTION #1 OR OPTION #2.

Contractor Certification Clause

CCC 04/2017

CERTIFICATION

I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that I am duly authorized to legally bind the prospective Contractor to the clause(s) listed below. This certification is made under the laws of the State of California.

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

CONTRACTOR CERTIFICATION CLAUSES

STATEMENT OF COMPLIANCE:

Contractor has, unless exempted, complied with the nondiscrimination program requirements. (GC 12990 (a-f) and CCR, Title 2, Section 8103) (Not applicable to public entities.)

DRUG-FREE WORKPLACE REQUIREMENTS:

Contractor will comply with the requirements of the Drug-Free Workplace Act of 1990 and will provide a drug-free workplace by taking the following actions:

a) 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.

b) Establish a Drug-Free Awareness Program to inform employees about:

1. the dangers of drug abuse in the workplace;

2. the person's or organization's policy of maintaining a drug-free workplace;

3. any available counseling, rehabilitation and employee assistance programs; and,

4. penalties that may be imposed upon employees for drug abuse violations.

c) Provide that every employee who works on the proposed Agreement will:

1. receive a copy of the company's drug-free policy statement; and,

2. agree to abide by the terms of the company's statement as a condition of employment on the Agreement.

Failure to comply with these requirements may result in suspension of payments under the Agreement or termination of the Agreement or both and Contractor may be ineligible for award of any future State agreements if the department determines that any of the following has occurred: (1) the Contractor has made false certification, or violated the certification by failing to carry out the requirements as noted above. (GC 8350 et seq.)

NATIONAL LABOR RELATIONS BOARD CERTIFICATION:

Contractor certifies that no more than one (1) final unappealable finding of contempt of court by a Federal court has been issued against Contractor within the immediately preceding two-year period because of Contractor's failure to comply with an order of a Federal court which orders Contractor to comply with an order of the National Labor Relations Board. (PCC 10296) (Not applicable to public entities.)

CONTRACTS FOR LEGAL SERVICES $50,000 OR MORE- PRO BONO REQUIREMENT:

Contractor hereby certifies that contractor will comply with the requirements of Section 6072 of the Business and Professions Code, effective January 1, 2003.

Contractor agrees to make a good faith effort to provide a minimum number of hours of pro bono legal services during each year of the contract equal to the lessor of 30 multiplied by the number of full time attorneys in the firm’s offices in the State, with the number of hours prorated on an actual day basis for any contract period of less than a full year or 10% of its contract with the State.

Failure to make a good faith effort may be cause for non-renewal of a state contract for legal services, and may be taken into account when determining the award of future contracts with the State for legal services.

EXPATRIATE CORPORATIONS:

Contractor hereby declares that it is not an expatriate corporation or subsidiary of an expatriate corporation within the meaning of Public Contract Code Section 10286 and 10286.1, and is eligible to contract with the State of California.

SWEATFREE CODE OF CONDUCT:

a. All Contractors contracting for the procurement or laundering of apparel, garments or corresponding accessories, or the procurement of equipment, materials, or supplies, other than procurement related to a public works contract, declare under penalty of perjury that no apparel, garments or corresponding accessories, equipment, materials, or supplies furnished to the state pursuant to the contract have been laundered or produced in

whole or in part by sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor, or with the benefit of sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor. The contractor further declares under penalty of perjury that they adhere to the Sweatfree Code of Conduct as set forth on the California Department of Industrial Relations website and Public Contract Code Section 6108.

b. The contractor agrees to cooperate fully in providing reasonable access to the contractor's records, documents, agents or employees, or premises if reasonably required by authorized officials of the contracting agency, the Department of Industrial Relations, or the Department of Justice to determine the contractor's compliance with the requirements under paragraph (a).

DOMESTIC PARTNERS:

For contracts of $100,000 or more, Contractor certifies that Contractor is in compliance with Public Contract Code section 10295.3.

GENDER IDENTITY:

For contracts of $100,000 or more, Contractor certifies that Contractor is in compliance with Public Contract Code section 10295.35.

DOING BUSINESS WITH THE STATE OF CALIFORNIA

The following laws apply to persons or entities doing business with the State of California.

CONFLICT OF INTEREST:

Contractor needs to be aware of the following provisions regarding current or former state employees. If Contractor has any questions on the status of any person rendering services or involved with the Agreement, the awarding agency must be contacted immediately for clarification.

a) Current State Employees (PCC 10410):

1. 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.

2. 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.

b) Former State Employees (PCC 10411):

1. 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.

2. 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 that state agency in a policy-making position in the same general subject area as the proposed contract within the 12-month period prior to his or her leaving state service.

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

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))

LABOR CODE/WORKERS' COMPENSATION:

Contractor needs to be aware of the provisions which require every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions, and Contractor affirms to comply with such provisions before commencing the performance of the work of this Agreement. (Labor Code Section 3700)

AMERICANS WITH DISABILITIES ACT:

Contractor assures the State that it complies with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA. (42 U.S.C. 12101 et seq.)

CONTRACTOR NAME CHANGE:

An amendment is required to change the Contractor's name as listed on this Agreement. Upon receipt of legal documentation of the name change the State will process the amendment. Payment of invoices presented with a new name cannot be paid prior to approval of said amendment.

CORPORATE QUALIFICATIONS TO DO BUSINESS IN CALIFORNIA:

a) When agreements are to be performed in the state by corporations, the contracting agencies will be verifying that the contractor is currently qualified to do business in California in order to ensure that all obligations due to the state are fulfilled.

b) "Doing business" is defined in R&TC Section 23101 as actively engaging in any transaction for the purpose of financial or pecuniary gain or profit. Although there are some statutory exceptions to taxation, rarely will a corporate contractor performing within the state not be subject to the franchise tax.

c) Both domestic and foreign corporations (those incorporated outside of California) must be in good standing in order to be qualified to do business in California. Agencies will determine whether a corporation is in good

standing by calling the Office of the Secretary of State.

RESOLUTION:

A county, city, district, or other local public body must provide the State with a copy of a resolution, order, motion, or ordinance of the local governing body which by law has authority to enter into an agreement, authorizing execution of the agreement.

AIR OR WATER POLLUTION VIOLATION:

Under the State laws, the Contractor shall not be*:* (1) in violation of any order or resolution not subject to review promulgated by the State Air Resources Board or an air pollution control district; (2) subject to cease and desist order not subject to review issued pursuant to Section 13301 of the Water Code for violation of waste discharge requirements or discharge prohibitions; or (3) finally determined to be in violation of provisions of federal law relating to air or water pollution.

PAYEE DATA RECORD FORM STD. 204:

This form must be completed by all contractors that are not another state agency or other government entity.

State of California – Natural Resources Agency
DEPARTMENT OF PARKS AND RECREATION

ARTIFICIAL INTELLIGENCE (AI) DISCLOSURE FORM

Instructions for this form are on Page 3.

I. BIDDER CONTACT INFORMATION

C26925010

BUSINESS NAME | SOLICITATION NUMBER

REPRESENTATIVE NAME | BUSINESS TELEPHONE NUMBER

BUSINESS ADDRESS | CITY | STATE | ZIP CODE

Description of Services:

Describe in detail the services being provided. Include names of products and large language model.

II. DISCLOSURE

Will you and/or your subcontractor(s) be using or offering AI technology, model, service, or system (collectively, "product") for this product in question?

☐ No. (Skip to Section IIII) ☐ Yes. (Answer 1-5 below)

1. What type of AI is included?

☐ Traditional AI ☐ Generative AI

2. Is the AI required for this product?

☐ No ☐ Yes ☐ Other:

3. What is the model and version of this product?

4. What is the license tier of the AI product, if applicable (free, enterprise, platinum, etc.)?

5. How is the AI solution delivered: IaaS, PaaS, SaaS, or will it be deployed on-premises? (Indicate if this is a thin client, thick client, web extension, plugin, etc.)

Provide the best contact for information related to questions related to the AI included in the product (if different than the representative listed in Section I.)

NAME	E-MAIL	PHONE NUMBER

III. SIGNATURE

By signing this document, I have identified and reported any AI use in the performance of this product in question.

Signature

Date

Instructions:

The Department of Parks and Recreation (DPR) is required to track and complete risk assessments for any Generative Artificial Intelligence (GenAI) purchases. This document is intended to help DPR identify GenAI and assess the risk related to any GenAI purchases.

Section I:

Bidders shall fill in their contact information.

The DPR staff shall fill out the Description of Services in detail and/or reference the applicable Statement of Work or attachment(s). Include the services to be provided related to AI and include the names of products and large language model. It is important to include as much detail as possible related to any AI aspect of the potential purchase.

Section II:

Bidders shall disclose any aspect of AI related to the purchase.

If “no” is selected, no further information is required in this section.

If “yes” is selected, the Bidder shall fill out answers to questions 1-5. Bidders should provide as much detail as possible related to the AI technology, model, service or system as it relates to what the DPR is soliciting for.

If GenAI is selected and the DPR staff intends to pursue the product, the DPR staff must complete the SIMM 5305-F GenAI Intelligence Risk Assessment, Data Classification section and the Risk Assessment Questionnaire questions a-j; and submit it to ISPO@parks.ca.gov with a cc: to both PMO@parks.ca.gov and DPR-IT.Procurement@parks.ca.gov. Contact ISPO@parks.ca.gov for assistance with completing this assessment.

Upon review, ISPO will contact the DPR staff for more information, if needed, prior to submitting the finalized document to the California Department of Technology.

Procurement efforts will be placed on temporary hold pending CDT approval.

Definitions:

- IaaS – Infrastructure as a Service is a cloud computing model that provides on-demand access to virtualized computing resources like servers, storage, and networking.
- PaaS – Platform as a Service is a cloud computing model that provides a complete platform for developing, running, and managing applications.
- SaaS – Software as a Service a cloud-based software delivery model where users access and use applications over the internet via a subscription rather than purchasing and installing software locally.

Section III:

Bidder signatures are required to certify all provided information on this document is true and accurate to the best of their knowledge.

CALIFORNIA CIVIL RIGHTS LAWS ATTACHMENT

DGS OLS 04 (Rev. 01/17)

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	

DISABLED VETERAN BUSINESS ENTERPRISE (DVBE)
DVBE Documentation Checklist

1. The State of California acknowledges the service and sacrifice of its disabled veterans, in part, through the "Disabled Veteran Business Enterprise (DVBE) Participation Program." As mandated bylaw, state agencies have a goal to award at least 3% of their annual contract dollars to certifiedDVBE's.

2. When a firm bids on a state DPR contract that contains DVBE participation, the firm may benefit from the DVBE Incentive program. We encourage all suppliers to obtain as much DVBE participation as possible.

3. **INCOMPLETE DOCUMENTATION (GSPD 05-105 AND DGS PD 843) <u>WILL</u> RESULT IN DISQUALIFICATION FROM FURTHER PARTICIPATION IN THE SELECTION PROCESS FOR THE CONTRACT.**

4. The following checklist is provided to assist bidders with their DVBE participation documentation:

a. GSPD 05-105, Bidder Declaration

☐ All DVBE participation is indicated.

☐ The names of each participating DVBE company is listed with the corresponding percentage of the total bid price for the services/goods to be provided by each subcontractor.

☐ A copy of the printout from eProcurement system showing the company's DVBE certification status.

☐ The DVBE participation percentage listed agrees with the dollar value claimed.

b. DGS PD 843, DVBE Declaration

☐ A completed and signed DGS PD 843 is included with the bid for every DVBE (whether prime contractor or subcontractor) included.

Solicitation Number C26925010

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.

Page_____ of _____

Signature_____

BIDDER DECLARATION Instructions

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

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

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

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

Bidders certified as MB, SB, NVSA, and/or DVBE must provide a commercially useful function as defined in Military and Veterans Code Section 999 for DVBEs and Government Code Section 14837(d)(4)(A) for small/microbusinesses.

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

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

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

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

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

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2. If no subcontractors are proposed, do not complete the table. Read the certification at the bottom of the form and complete "Page ____ of ____" on the form.

If subcontractors will be used, complete the table listing all subcontractors. If necessary, attach additional pages and complete the "Page ____ of ____" accordingly.

2. *(continued)* **Column Labels**

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

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

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

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

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

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

- Possesses valid license(s) for any license(s) or permits required by the solicitation or by law
- If a corporation, the company is qualified to do business in California and designated by the State of California Secretary of State to be in good standing
- Possesses valid State of California certification(s) if claiming MB, SB, NVSA, and/or DVBE status

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

Enter "**N/A**" if the:

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

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

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

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

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)

PRINT CLEAR

State of California – Natural Resources Agency
DEPARTMENT OF PARKS AND RECREATION

COMMERCIALLY USEFUL FUNCTION – BIDDER CERTIFICATION

All California Certified Small Business (SB), Micro Business (MB), and Disabled Veteran Business Enterprise (DVBE) suppliers contracting and subcontracting must complete this certification form.

LEGAL BUSINESS NAME (including "Doing Business As" DBA name)		DPR REFERENCE/AGREEMENT NUMBER C26925010
CERTIFICATIONS (mark all that apply) ☐ Small Business ☐ Micro Business ☐ DVBE	DGS CERTIFICATION NUMBER (OSDS)	EXPIRATION DATE

For this agreement, this business is the: ☐ Prime Contractor ☐ Subcontractor

All Certified Small Business, Micro Business, and/or DVBE prime contractors, subcontractors or suppliers must meet the commercially useful function requirements under Government Code Section 14837(d)(4)(A) for Small and Micro Businesses, and Military and Veterans Code Section 999(b)(5)(B)(i) for DVBEs.

A. Is the GSPD-05-105, Bidder Declaration attached? ☐ Yes ☐ No

B. Is the DGS PD 843, Disabled Veteran Business Enterprise Declarations form attached if applicable?

☐ Yes ☐ No ☐ N/A

Please answer the following 5 questions as they apply to your company for the goods and/or services being acquired in this solicitation:

1	Will your business be responsible for the execution of a distinct element of the resulting work?	☐ Yes ☐ No	
2	Will your business carry out the obligation of the contract by actually performing, managing or supervising the work involved?	☐ Yes ☐ No	
3	Will you perform work that is normal for your business, service and functions?	☐ Yes ☐ No	
4	Will your business be responsible for products, inventories, materials, suppliers required for the contract, negotiating price, determining quality and quantity, ordering, installing (if applicable) and making payment? (Note: This only applies to GOODS. If this is a service, mark N/A and skip to #5.)	**Goods** ☐ Yes ☐ No	**Services** ☐ N/A
5	If subcontracting a portion of the work, is it a normal portion as expected by current industry practices? (Also answer Yes if not subcontracting any portion.)	☐ Yes ☐ No	

A response of "No" may result in your quote being deemed non-responsive and disqualified.

BIDDER'S CERTIFICATION

The signatory of this document must be the certified business owner (or authorized representative in the case of a corporation) and as such, hereby certifies under penalty of perjury under the laws of the State of California that all information provided herein is truthful and accurate.

PRINTED NAME AND TITLE OF AUTHORIZED SIGNER	SIGNATURE	DATE

DEPARTMENT OF PARKS AND RECREATION USE

☐ APPROVED ☐ DENIED

DPR BUYER/EVALUATOR PRINTED NAME	SIGNATURE	DATE