MALIA M. COHEN
CALIFORNIA STATE CONTROLLER

August 14, 2026

INVITATION FOR BID (IFB) EDIS90626
Printing and Delivery for #10W Custom Envelopes

Bidders are invited to review and respond to the State Controller's Office (SCO) Invitation for Bid (IFB) EDIS90626, Printing and Delivery for #10W Custom Envelopes. To submit a bid, the Bidder must comply with the instructions contained in this document as well as with the requirements stated in the Agreement, Exhibit A, Scope of Work. By submitting a bid, your firm agrees to the terms and conditions stated in this IFB.

Read the attached document carefully. **The Bidder is solely responsible for ensuring that SCO receives the complete bid in accordance with the Bid requirements, prior to the date and time specified in the solicitation. Bidders should review, correct all errors, and confirm compliance with the IFB requirements. Bids received after the specified deadline will not be considered for review.** SCO reserves the right to cancel this IFB without cause at any time prior to award.

Bidders are advised to check the Cal eProcure website for addendums, modifications, and updates to the Bid documents. SCO is not responsible for failure of the prospective bidder to check for any bid document updates, changes, or answers to questions posted on Cal eProcure. Failure to check the website periodically will be at the Bidder's sole risk.

If a discrepancy occurs between the information in the advertisement appearing on the Department of General Services, California State Agreements Register (CSCR) on the Cal eProcure website: https://caleprocure.ca.gov/pages/Events-BS3/event-search.aspx, and the information in the herein IFB, the information in the attached IFB shall take precedence.

Note that all agreements entered into with the State of California will include by reference General Terms and Conditions and Contractor Certification Clauses that may be viewed and downloaded at Internet site https://www.dgs.ca.gov/OLS/Resources/Page-Content/Office-of-Legal-Services-Resources-List-Folder/Standard-Agreement-Language. If you do not have internet access, a hard copy can be provided.

In the opinion of SCO, this IFB is complete and without need of explanation. However, if you have questions, or should you need any clarifying information, please send an email to SCOBids@sco.ca.gov by the Written Questions Submittal Deadline in Section C, Bid Requirements and Information, Item 1. Key Action Dates.

Please note that no verbal information given will be binding upon SCO unless such information is issued in writing as an official addendum.

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*Submit only if applicable
**Incorporated by reference

A. Purpose and Description of Services

The State Controller's Office (SCO) is seeking a contractor to provide contract management, printing and delivery services for #10W Custom Envelopes as described in the Standard Agreement, Exhibit A, Scope of Work.

See Standard Agreement, Exhibit A, Scope of Work for a complete description of services.

Agreement Term

The term of this agreement will be for one year. The rates quoted on Attachment 15, Cost Worksheet will not increase as a result of any amendment to this agreement. This agreement may be terminated by the SCO with 30 days' written notice to the Contractor.

Contractors are cautioned that no work will begin until the Agreement has been fully executed. If work is performed prior to Agreement approval, and the Agreement for any reason is not approved, all previous work performed by the Contractor is considered donated to the SCO and no payment shall be made for that work.

B. Bidder Minimum Qualifications

This requirement is Mandatory Pass/Fail.

In order to be responsive to this IFB, the following **Mandatory Pass/Fail** requirements must be met.
A Bid Submission that does not meet the Bidder Minimum Qualifications will be rejected.

1. Administrative Requirements:

   Bidders must complete, sign, and return all Attachments, including any required supporting documentation (references, certifications, business license, licenses, insurance acknowledgement, Secretary of State, etc.) necessary to validate the Bidder's qualifications.

   a. Complete all required Attachments listed on Attachment 1, Required Attachment Checklist.

   b. Attachment 2, Bidder Certification Sheet must be signed by an individual authorized to bind the business contractually and must identify the title or position that the individual holds in the business.

      1) By signing Attachment 2, Bidder Certification Sheet, the Bidder certifies that the firm meets all of the qualifications listed.

   c. The Bidder shall be a firm that has been in business at least three years within the last five years performing the type of services as those outlined in this IFB for other private, state, or governmental agencies on an on-going basis.

2. Location, Licenses, Permits, and Insurance Requirements:

   a. The Bidder must provide a copy of a valid California city or county business license (if applicable); or, if a corporation is located within the State of California, incorporation documents; or letter from the Secretary of State or, if not a California business, an affidavit that the business is in good standing with the state, province, or country in which business is headquartered.

   b. Bidders shall obtain, at their expense, all license(s) or permits required by law for accomplishing any work required in connection with this agreement.

c. All licenses must remain valid for the term of the Agreement. In the event that any license or certification expires at any time during the term of this agreement, the Contractor agrees to provide SCO a copy of the renewed license or certification within 30 days' following the expiration date. In the event the Contractor fails to keep in effect at all times all required licenses or certifications, SCO may, in addition to any other remedies it may have, terminate this agreement upon occurrence of such event.

C. Bid Requirements and Information

1. Key Action Dates

Event	Date
IFB available to Prospective Bidders	August 14, 2026
Written Questions Submittal Deadline	August 19, 2026, by 2:00 p.m. PT*
Written Questions and Answers Released	August 21, 2026
Final Date for Bid Submission	August 26, 2026 **by 2:00 p.m. PT***
Evaluation of Bid Submission**	August 26 through August 28, 2026
Cost Opening	August 28, 2026, at 2:00 p.m. PT*
Proposed Award Date	August 31, 2026
Estimated Agreement Start Date	September 20, 2026

*Pacific Time (PT)

**Dates after Final Date of Bid Submission are estimates only and may be subject to change. SCO will adhere to the listed dates as strictly as possible but will not be held accountable for changes due to unforeseen circumstances.

2. Written Questions and Answers

a. Bidders may submit questions for clarification of the content of this IFB to SCOBids@sco.ca.gov.

b. Questions must be submitted by the date and time specified in Section C, Bid Requirements and Information, Item 1. Key Action Dates.

c. The subject line of the email should read, ***IFB EDIS90626 Questions – Company Name***.

d. The Bidder must reference the section and page number about which they are inquiring.

e. Written Questions and Answers will be provided without identifying the submitter. At the sole discretion of SCO, SCO may paraphrase questions for clarity.

f. Questions and Answers will be issued via an addendum to this IFB and posted to Cal eProcure.

3. Submission of Bid

a. Bidders must submit their bids in PDF to SCOBids@sco.ca.gov by the date and time specified in Section C, Bid Requirements and Information, Item 1. Key Action Dates. All bids must be submitted in **at least two separate** emails. Subject line must include the IFB number, Title, and be marked *Bid* or *Cost*.

1) **Email #1** (Bid) must include the Bidder's submission in PDF format with the subject line identifying the submission as ***BID—Company Name***. Bids must be formatted for 8 1/2" x 11"

paper with all pages consecutively numbered, each required element clearly identified, and in the sequence presented in this IFB.

2) **Email #2** (Attachment 15, Cost Worksheet) must include the Bidder's cost in PDF format with the subject line identifying the submission as ***COST—DO NOT OPEN***. The Cost email shall remain unopened and separate from the sealed bid email until the public cost opening.

3) Email Requirements:

   a) Bidders shall ensure that emails do not exceed a file size of 20 megabytes.

   b) Bidders shall ensure that emails do not contain scripts, executable files, password protections, or macros, which may make their emails undeliverable.

   c) Do not imbed links within the PDF—all documents must be contained within the PDF. SCO cannot access links to external sources. Bids containing links to external sources will be rejected.

   d) If email #1, identified as *BID*, should exceed acceptable file size, the Bidder shall split the email into multiple emails to ensure delivery.

   e) Bid submissions that are sent from unrecognized email servers may be blocked by SCO security filters and be flagged as spam, thereby rendering them unsubmitted.

   f) An automatic reply from SCObids@sco.ca.gov confirms receipt of bidders' emails. *Automatic replies only confirm receipt of emails and do not assess bidders' responsiveness to the IFB requirements in the email content or in any attachments therein.*

   g) LATE BID SUBMISSIONS WILL NOT BE ACCEPTED—NO EXCEPTIONS.

b. Bids not submitted in two separate emails and marked as indicated may be rejected.

c. If the Bid is made under a fictitious name or business title, the actual legal name of the Bidder must be provided.

d. All bids shall include the documents identified in Attachment 1, Required Attachment Checklist. Bids not including the proper required attachments may be deemed non-responsive. A non-responsive bid is one that does not meet the basic bid requirements.

e. It is the Bidder's responsibility to provide all necessary information for SCO to evaluate the Bid, verify requested information, and determine the Bidder's ability to perform the services defined in the Agreement, Exhibit A, Scope of Work, Exhibit A through Exhibit D.

f. All documents requiring a signature must bear a signature of a person authorized to bind the bidding firm.

g. Bids must be submitted for the performance of all the services described herein. Any deviation from the work specifications will not be considered and will cause a bid to be rejected.

h. SCO may reject any or all bids. A bid may be rejected if it is conditional or incomplete, or if it contains any alterations of form or other irregularities of any kind.

i. SCO may waive an immaterial deviation in a bid. SCO waiver of an immaterial deviation shall in no way modify the IFB document or excuse the Bidder from full compliance with all requirements if awarded the Agreement.

j. Costs incurred for developing bids and in anticipation of award of the Agreement are entirely the responsibility of the Bidder and shall not be charged to the State of California.

k. An individual who is authorized to bind the Bidder contractually shall sign Attachment 2, Bidder Certification Sheet. The signature should indicate the title or position that the individual holds in the firm. An unsigned bid may be rejected.

l. A bidder may modify a bid after its submission or withdraw its bid by submitting a written withdrawal request to SCO, signed by the Bidder or an authorized agent. A bidder may thereafter submit a new bid prior to the Final Date for Bid Submission. A bidder's modification offered in any other manner, oral or written, will not be considered. Bids may not be withdrawn without cause subsequent to the Final Date for Bid Submission.

m. A bidder may withdraw its bid by submitting a written withdrawal request to SCO, signed by the Bidder or an authorized agent. A bidder may thereafter submit a new bid prior to the Final Date for Bid Submission.

n. SCO may modify the IFB prior to the Final Date for Bid Submission by issuing an addendum that shall be posted to Cal eProcure.

o. SCO reserves the right to reject all bids. SCO is not required to award an agreement.

p. Before submitting a response to this solicitation, bidders should review, correct all errors, and confirm compliance with the IFB requirements.

q. SCO does not accept alternate agreement language from a prospective contractor. A bid with such language will be considered a counterproposal and will be rejected. The State's General Terms and Conditions (GTC 02/2025 are not negotiable).

r. No oral understanding or agreement shall be binding on either party.

4. Evaluation and Selection

a. During Evaluation of Bids, each bid will be checked for the presence or absence of required information in conformance with the submission requirements of this IFB.

b. SCO will evaluate each bid to determine its responsiveness to the published requirements.

c. Bids that contain false or misleading statements that do not support an attribute or condition claimed by the Bidder, may be rejected.

d. The Cost Opening will occur via Microsoft Teams per IFB Section C. Bid Requirements and Information, Section 1. Key Action Dates. All bidders will be sent an invite to attend via the contacts listed on Attachment 3, Contractor Point of Contact in the Bid submission.

e. To request an invitation to the Cost Opening for anyone not bidding or listed on Attachment 3, Contractor Point of Contact, please email request to SCOBids@sco.ca.gov by Final Date for Bid Submission identified in Section C, Bid Requirements and Information, Item 1. Key Action Dates.

f. Invitations to the Cost Opening will be sent as an email meeting notice with the Microsoft Teams link no later than the morning of the Cost Opening identified in Section C, Bid Requirements and Information, Item 1. Key Action Dates.

g. **Award of an agreement resulting from this IFB will be based on lowest total cost**.

h. In the event of a precise tie, if Government Code (GC) Section 14838(f) does not apply to the Bidders, a witnessed coin toss will be conducted by the Procurement Official. If a coin toss is needed, the Procurement Official will schedule and arrange for the coin toss and non-partisan witnesses, notifying the participating bidders of the outcome of the coin toss.

5. Award and Protest

   a. Whenever an agreement is awarded under a procedure, which provides for competitive bidding, but the Agreement is not to be awarded to the low bidder, the low bidder shall be notified by email, overnight courier, or personal delivery five working days prior to the award of the Agreement.

   b. If requested in writing by any bidder who has submitted a bid, a notice of the proposed award shall be posted in a place accessible by the general public on the California State Contracts Register, Cal eProcure Event page: https://caleprocure.ca.gov/pages/Events-BS3/event-search.aspx for five (5) working days prior to awarding the Agreement. If SCO is awarding to the lowest responsible bidder, and no requests have been made to publicly post a letter of intent, the SCO may award the agreement without delay.

   c. If any bidder, prior to the award of agreement, files a written protest with SCO and the Department of General Services (DGS), Office of Legal Services, 707 Third Street, 7th Floor, Suite 7-330, West Sacramento, CA 95605, on the grounds that the (protesting) Bidder is the lowest responsive responsible bidder, the Agreement shall not be awarded until either the protest has been withdrawn or the DGS has decided the matter. It is suggested that you submit any protest by certified or registered mail.

   d. Within five days after filing the protest, the protesting bidder shall file with the DGS, Office of Legal Services and the SCO, a detailed written statement specifying the grounds for the protest with DGS, OLS, and SCO. The written protest must be sent to DGS, OS, 707 Third Street, 7th Floor, Suite 7-330, West Sacramento, CA 95605. A copy of the detailed written statement must be emailed to SCO, at SCOBids@sco.ca.gov, Attention: Contracts Office.

6. Disposition of Bids

   a. Upon bid opening, all documents submitted in response to this IFB will become the property of the State of California and will be regarded as public records under the California Public Records Act Government Code (GC) Section 6250 et seq. and subject to review by the public.

7. Agreement Execution and Performance

   a. Service shall start on the express date set by SCO and the Contractor, after all approvals have been obtained and the Agreement is fully executed. Should the Contractor fail to commence work at the agreed upon time, SCO - upon five days' written notice to the Contractor - reserves the right to terminate the Agreement. In addition, the Contractor shall be liable to SCO for the difference between contractor's bid price and the actual cost of performing work by the second lowest bidder, or by another contractor.

   b. All performance under the Agreement shall be completed on or before the termination date of the Agreement.

D. Participation, Preference, and Incentive Programs

The Preference and Incentive Programs listed below may be combined but will not exceed a combined total of 15 percent of the Bid amount or $100,000 per bid, whichever is less. No bid price will be reduced by more than $100,000, and all preference and incentive cost adjustments are for bid evaluation purposes only and do not alter the actual cost offered by the Bidder.

A Small Business (SB)/Microbusiness (MB) and a Disabled Veteran Business Enterprise (DVBE) must have current and valid certification through DGS, Office of Small Business and Disabled Veteran Business Enterprise Certification Services (OSDS). Completed certification applications and required support documents must be submitted to OSDS no later than 5:00 p.m. Pacific Time (PT) on the Final Date for Bid Submission and OSDS must be able to approve the application as submitted.

For certification and preference approval process information, contact OSDS by telephone at (916) 375-4940 or access OSDS Internet website at. https://www.dgs.ca.gov/PD/Resources/Page-Content/Procurement-Division-Resources-List-Folder/How-to-do-business-with-the-state-of-California?search=How%20to%20become%20a%20certified%20SB

In compliance with GC Section 14837 and Military & Veterans Code (M&VC) Section 999, certified SB/MB and DVBE contractors must perform a commercially useful function (CUF).

1. Disabled Veteran Business Enterprise (DVBE) Program Participation

    a. In accordance with Public Contract Code section 10115, et seq., and California Military and Veterans Code section 999, et seq., every bidder must comply with the DVBE agreement participation requirements.

    b. **This solicitation *requires* a minimum three percent DVBE participation percentage (goal). Information and instructions with which each bidder must comply to achieve the three percent participation goal are found at:** https://www.dgs.ca.gov/-/media/Divisions/PD/OSDS/Certification/DVBE/DVBEProgramRequirements.pdf?la=en&hash=FBCA257A3ED083F3DBB85ECEEB37013CBCF0545C

    c. Only California certified DVBEs who perform a commercially useful function relevant to this solicitation may be used to satisfy the DVBE program requirements. **Bidders must complete and return the documentation as required in Attachment 6, Bidder Declaration (Written) (GSPD-05-105) to demonstrate compliance with the three percent participation goal.**

    d. Failure to submit a completed Attachment 6, Bidder Declaration (Written) (GSPD-05-105) and Attachment 8, Disabled Veteran Business Enterprise Declarations (DGS PD 843), to show the Bidder's compliance with the three percent DVBE participation goal, may result in rejection of the Bid. Final determination of a bidder's DVBE participation shall be at the sole discretion of SCO.

2. Disabled Veteran Business Enterprise (DVBE) Incentive

    a. Firms that are DVBEs or are voluntarily utilizing DVBE subcontractors can have an incentive applied based on their level of DVBE participation identified in the Bid, not to exceed five percent. The DVBE Incentive is for bid computation purposes only and is only applied to responsive bids from responsible bidders proposing DVBE participation.

    b. Information and instructions on the DVBE Incentive are found at: https://www.dgs.ca.gov/-/media/Divisions/PD/OSDS/Certification/DVBE/DVBEProgramRequirements.pdf?la=en&hash=FBCA257A3ED083F3DBB85ECEEB37013CBCF0545C

    c. The incentive shall be applied as follows:

DVBE Participation Level	Incentive Applied
3.01 – 3.49%	1%
3.5 – 3.99%	2%

4.0 – 4.49%	3%
4.5 – 4.99%	4%
5.0 OR MORE	5%

d. The incentive is subject to a minimum of one percent and a maximum of five percent. Bids with DVBE participation of more than five percent will be calculated with a five percent incentive.

e. The DVBE Incentive is computed from the lowest responsive and responsible bid price.

f. The required list of California certified DVBE subcontracts must be provided on Attachment 6, Bidder Declaration (Written) (GSPD-05-105) and must include the following: 1) subcontractor name, 2) address, 3) phone number, 4) a description of the work to be performed and/or products supplied, 5) and the dollar amount or percentage of the net bid price (as specified in the solicitation) per subcontractor.

g. The Bidder must submit Attachment 8, Disabled Veterans Business Enterprise (DVBE) Declarations (DGS PD 843), signed by the DVBE owner/manager.

h. When the awarded contractor has a certified DVBE perform an element of work for the Agreement, the awarded contractor shall complete and submit to SCO a Prime Contractor’s Certification - DVBE Subcontractor Report (STD 817) within 60 days of expiration of the Agreement.

4. Small Business Participation Requirement

   a. In accordance with Government Code (GC) Section 14835 et seq. and California Code of Regulations Section 1896.5 agencies may set a Small Business (SB), including Micro Business (MB), agreement participation requirement.

   b. **This solicitation *requires* a minimum 25 percent SB participation.**

   c. Each listed certified SB/MB must perform a *Commercially Useful Function* in the performance of the Contract as defined in GC Section 14837(d)(4).

   d. The required list of California certified SB/MB subcontractors must be provided on Attachment 6, Bidder Declaration (Written) (GSPD-05-105) and must include the following: 1) subcontractor name, 2) address, 3) phone number, 4) a description of the work to be performed and/or products supplied, 5) and the dollar amount or percentage of the net bid price (as specified in the solicitation) per subcontractor.

   e. The awarded contractor shall complete and submit biannual Prime Contractor’s Certification – Small Business Subcontractor Report on SB subcontractor utilization to the SCO Contract Manager. At a minimum, the report includes:

      1) Amount paid to each SB Subcontractor for the reporting period.

3. Ties between Certified SB/MB and DVBE Businesses

Per GC 14838(g), in the event of a precise tie between the bid of a SB/MB and the bid of a DVBE that is also a SB/MB, the award shall go to the DVBE that is also a SB/MB.

E. Required Attachments

This bid package requires completion of all Attachments referenced on the required Attachment 1, Required Attachment Checklist. Exclusion of any required attachments may result in bidder's disqualification.

ATTACHMENT 1
REQUIRED ATTACHMENT CHECKLIST

Bidder's Name: ____
(Please print clearly or type)

A complete bid or bid package will consist of the items identified below.

Complete, sign, and date this checklist to confirm the items in your bid. Please initial in the *Submitted to SCO* box next to each item that you are submitting to SCO. For your bid to be responsive, all required attachments must be returned. Further review is subject to SCO discretion. This checklist must be signed and returned with your bid submission.

Requirement	Description	Submitted to SCO
Attachment 1	Required Attachment Checklist	
Attachment 2	Bidder Certification Sheet	
Attachment 3	Contractor Point of Contact	
Attachment 4	Payee Data Record (STD 204) and Payee Data Record Supplement (STD 205*)	
Attachment 5	Contractor Certification Clauses (CCC 04/2017)	
Attachment 6	Bidder Declaration (Written) (GSPD-05-105)	
Attachment 7	Secretary of State Certification of Status*	
Attachment 8	Disabled Veteran Business Enterprise (DVBE) Declarations (DGS PD 843)*	
Attachment 9	Darfur Contracting Act Certification (DGS PD 1) *	
Attachment 10	Generative Artificial Intelligence (GenAI) Disclosure	
Attachment 11	Acknowledgement of Agreement Exhibits and Insurance Requirements	
Attachment 12	Bidding Preferences and Incentives	
Attachment 13	Contractor/Consultant Organization Information Security Agreement (ISO-004c)	
Attachment 14	Postconsumer Recycled-Content Certification	
Attachment 15	Cost Worksheet ***(Submit in a separate email)***	
Additional Requirement	Copy of valid California city or county business license (if applicable); or an affidavit that the business is in good standing with the state, province, or country in which business is headquartered	
Additional Requirement	California Certified SB/MB and/or DVBE Certification (provide copy)	
Additional Requirement	Copy of valid Seller's Permit	

*Submit only if applicable.

_______________________________ _______________________

Authorized Signature and Title Date

ATTACHMENT 2
BID/BIDDER CERTIFICATION SHEET

Bidder's Name: ____
Please print clearly or type.

Complete and return this attachment with the bid submission. An individual authorized to bind the bidding firm contractually shall sign Attachment 2, Bidder Certification Sheet. The signature must indicate the title or position that the individual holds in the firm. An unsigned Bidder Certification Sheet may be rejected.

A. Our all-inclusive bid is submitted as detailed in Attachment 15, Cost Worksheet.

B. All required attachments are included with this certification sheet and the Bid submission.

C. Our firm that has been in business at least three years within the last five years performing the type of services as those outlined in this IFB for other private, state, or governmental agencies on an on-going basis.

D. The signature affixed hereon and dated certifies compliance with all the requirements of this bid document. The signature below authorizes the verification of this certification.

1. Company Name	2. Telephone Number ( )	2a. Fax Number ( )
3. Address		
Indicate your organization type: 4. ☐ Sole Proprietorship	5. ☐ Partnership	6. ☐ Corporation
Indicate the applicable employee and/or corporation number: 7. Federal Employee ID No. (FEIN)	8. California Corporation No.	
9. Indicate applicable license and/or certification information:		
10. Bidder's Name (Print)	11. Title	
12. **Signature**	13. Date	
14. Are you certified with the Department of General Services, Office of Small Business and Disabled Veteran Business Enterprise Services (OSDS) as: a. California Small Business Yes ☐ No ☐ If yes, enter certification number: ________________________	b. Disabled Veteran Business Enterprise: Yes ☐ No ☐ If yes, enter your certification number below: ________________________	
NOTE: A copy of your Certification is required to be included if either of the above items is checked **"Yes"**. Date application was submitted to OSDS, if an application is		

Completion Instructions for Bid/Bidder Certification Sheet

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

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

ATTACHMENT 3
CONTRACTOR POINT OF CONTACT

Bidder's Name: ____
(Please print clearly or type)

The contact person regarding this IFB is:			
Name & Title:			
Address:			
Phone Number:		E-Mail:	
If awarded a contract, the Project Coordinator for services will be:			
Name & Title:			
Address:			
Phone Number:		E-Mail:	
If awarded a contract, direct all contract inquiries to:			
Name & Title:			
Address:			
Phone Number:		E-Mail:	
If awarded a contract, the name of the company officer authorized to sign the contract is:			
Name & Title:			
Address:			
Phone Number:		E-Mail:	

ATTACHMENT 4
PAYEE DATA RECORD (STD 204) AND PAYEE DATA RECORD SUPPLEMENT (STD 205*)

Payee Data Record (STD 204) is required and must be submitted.

https://www.documents.dgs.ca.gov/dgs/fmc/pdf/std204.pdf

*Only use Payee Data Record Supplement (STD 205) to provide a remittance address if different from the mailing address for information returns, or to make subsequent changes to the remittance address

https://www.documents.dgs.ca.gov/dgs/fmc/pdf/std205.pdf

ATTACHMENT 5
CONTRACTOR CERTIFICATION CLAUSES (CCC 04/2017)

https://www.dgs.ca.gov/-/media/Divisions/OLS/Resources/CCC-042017.pdf?la=en&hash=4DE3E4DC414511AE378794200BA43EBF91C758EE

ATTACHMENT 6
BIDDER DECLARATION (WRITTEN) (GSPD-05-105)

All bidders must complete the Bidder Declaration (Written) GSPD-05-105 and include it with the Bid Submission. When completing the declaration, bidders must identify all subcontractors proposed for participation in the Agreement. Bidders awarded an agreement are obligated contractually to use the subcontractors for the corresponding work identified unless SCO agrees to a substitution, and it is incorporated by amendment to the Agreement.

http://www.documents.dgs.ca.gov/dgs/fmc/gs/pd/gspd05-105.pdf

ATTACHMENT 7
SECRETARY OF STATE CERTIFICATION OF STATUS*

Secretary of State Certification of Status is required ***if*** your company is a corporation, limited liability company (LLC), or limited partnership (LP). Required document(s) may be obtained at the following website:

https://bizfileonline.sos.ca.gov/search/business

ATTACHMENT 8
DISABLED VETERAN BUSINESS ENTERPRISE (DVBE) DECLARATIONS (DGS PD 843)*

https://www.documents.dgs.ca.gov/dgs/fmc/gs/pd/pd_843.pdf

ATTACHMENT 9
DARFUR CONTRACTING ACT CERTIFICATION (DGS PD 1) *

http://www.documents.dgs.ca.gov/dgs/FMC/GS/PD/PD_1.pdf

*Submit only if applicable

NOTE: The fill and print forms are available at the links provided. Please email SCOBids@sco.ca.gov if you are unable to access the links provided. ***Attachments 4-6 must be submitted with the Bid.***

ATTACHMENT 10
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."

Bidder / Offeror must check the appropriate box from the choices below.

☐ Generative Artificial Intelligence (GenAI) ***will*** be used while providing services during the term of this agreement and may materially impact (check all that apply):
- ☐ Functionality of the system
- ☐ Risk to the State
- ☐ Contract performance

☐ Generative Artificial Intelligence (GenAI) ***will not*** be used while providing services during the term of this agreement.

Name of Bidder / Offeror: ______________________________

Signature and Date: ______________________________

ATTACHMENT 11
ACKNOWLEDGEMENT OF AGREEMENT EXHIBITS AND INSURANCE REQUIREMENTS

Bidder's Name: ____
Please print clearly or type.

Complete and return a signed copy of this attachment with the IFB response.

Exhibit Name
Exhibit A, Scope of Work
Exhibit A, Attachment 1, Prime Contractor Certification – SB Subcontractor Report
Exhibit B, Budget Detail and Payment Provisions
Exhibit B, Attachment 1, Cost Worksheet
Exhibit C, General Terms and Conditions (GTC 02/2025) *
Exhibit D, Special Terms and Conditions

*Incorporated by reference

I certify that we have received, reviewed, and accept all requirements in this IFB and Exhibits and can meet the insurance requirements identified in the Standard Agreement, Exhibit D, Special Terms and Conditions.

The insurance requirements and certificate(s) of coverage must be provided within 10 days of receipt of notice of award.

____ ____________________________
Authorized Signature Date

____
Name of Bidder

____
Name and Title (Please Print)

ATTACHMENT 12
BIDDING PREFERENCES AND INCENTIVES

Bidder must check the appropriate box for each of the items listed below.

1. DISABLED VETERAN BUSINESS ENTERPRISE (DVBE) INCENTIVE:

☐ I am a DGS certified DVBE. A copy of my California Disabled Veteran Business Enterprise (DVBE) Declarations (STD 843) form is attached.

☐ I am not a DGS certified DVBE, but three percent or more of the revenue will be going to a DGS certified DVBE subcontractor(s) performing a *commercially useful function*, and therefore, I am claiming the DVBE incentive.

Bidder must submit a complete Attachment 6, Bidder Declaration (Written) (GSPD 05-105), indicating the percentage of the revenue that will be received by each DGS certified DVBE subcontractor. Bidder must also submit Attachment 8, California Disabled Veteran Business Enterprise (DVBE) Declarations (STD 843), for each DVBE subcontractor, signed by the DVBE owner/manager.

☐ I am not claiming the DVBE incentive.

2. SMALL BUSINESS (SB) PREFERENCE:

☐ I am a Department of General Services (DGS) certified SB and claim the SB Preference.
My DGS SB certification number is: _________________

☐ I am not a DGS certified SB, but 25 percent or more of the revenue from the award will go to a DGS certified SB subcontractor performing a Commercially Useful Function; and therefore, I am claiming the preference.

Bidder must submit a complete Attachment 6, Bidder Declaration (Written) (GSPD 05-105), indicating the percentage of the revenue that will be received by each DGS certified SB subcontractor.

☐ I am not claiming the DGS SB Preference.

State of California—Controller's Office **Contractor/Consultant Organization Information Security Agreement** **ISO-004c (Rev. 2/15)**			**INFORMATION SECURITY OFFICE** **300 Capitol Mall, Suite 603** **Sacramento, CA 95814** Form Contact Info. Ph: (916) 445-1720 Email: infosec@sco.ca.gov
Section 1 — Contractor / Consultant Organization Contact Information			
Contractor / Consultant Organization Name			
Street Address	City	State	Zip Code
Organization Contact Name	Title	Work Phone	Work Email
Section 2 — SCO Contract / Agreement Administrator Information			
SCO Division	SCO Contract / Agreement Administrator Name		
Title	Work Phone	Work Email Address	

Section 3 — SCO Information Security Terms And Conditions

Contractors and consultants authorized to use SCO information assets shall comply with all applicable SCO administrative policy and information security standards, and the terms, conditions, and requirements stated on this agreement. The intent of this agreement is to comply with California State Administration Manual (SAM) requirements *(Ref. SAM § 5305.8 (2) e (1) et.al)* and statute.

General Terms and Conditions:

1. SCO *information assets* shall only be accessed or utilized for SCO authorized business purposes;
2. All SCO authorized organization employees or agents shall sign an SCO provided "Confidentiality and Non-Disclosure Acknowledgement" prior to being granted access to, or use of, SCO information assets;

Contractor / Consultant Organization Responsibilities

The Contractor / Consultant organization listed in Section I of this agreement agrees to comply with, implement, enforce, and monitor compliance with the following requirements:

3. The organization shall ensure that only SCO authorized organization employees or agents utilize SCO *information assets.* The organization is solely responsible for ensuring that authorized employees or agents are not security risks, and upon the SCO's request, the organization will provide the SCO with any information reasonably necessary for SCO to evaluate security issues relating to any authorized employee or agent;
4. The organization shall ensure that all authorized organization employees or agents understand and adhere to SCO administrative policy and information security standards;
5. The organization shall immediately notify the SCO of any changes or withdrawals of their employees or agents authorized by the SCO to access or utilize SCO *information assets*;
6. The organization shall ensure that SCO authorized organization employees or agents take all reasonable and appropriate measures to protect the confidentiality, integrity, and availability of SCO *information* classified as confidential or sensitive, or as requiring protection by state or federal statute;
7. The organization shall ensure that SCO authorized organization employees or agents take all reasonable and appropriate measures to protect the confidentiality, integrity and availability of SCO *data processing resources,* specifically;
   a. The organization and its employees or agents shall only access the SCO's information, network, and network resources through SCO managed data processing resources and network connections;
   b. The organization and its employees or agents shall not change, modify, delete, or circumvent the configuration of any provided SCO owned or leased data processing equipment without written approval of SCO Information Systems Division management and the SCO Chief Information Security Officer (CISO) or CISO designee;
   c. The organization and its employees or agents shall not change, modify, delete, or circumvent any SCO required authentication and authorization process without the approval of authorized SCO personnel. All authentication credentials are classified as confidential and must be protected as such;
   d. The organization and its employees or agents shall not change, modify, remove, or circumvent any SCO required network security controls or protocols without written approval of SCO Information Systems Division management and the SCO Chief Information Security Officer (CISO) or CISO designee;
   e. The organization and its employees or agents shall only utilize and access SCO managed electronic mail and Internet access services while utilizing SCO provided data processing resources or networks. No organization employee or agent shall connect to, or access, any non-SCO managed resource or service from within the SCO network or via any SCO data processing resource without the approval of SCO Information Systems Division management and the SCO Chief Information Security Officer (CISO) or CISO designee; and,
   f. All organization data processing resources (e.g., PCs, notebooks, laptops, servers, USB and flash drives, etc.) and other equipment (e.g., cellular phones, personal digital assistants [PDAs], audio or image recorders, etc.) brought into SCO owned or leased facilities by the organization and its employees or agents must be approved by SCO Information Systems Division management and/or the SCO Chief Information Security Officer (CISO) or CISO designee. All organization data processing resources and other equipment must meet SCO information technology and information security acceptable use standards. The use of all organization data processing resources and other equipment must comply with SCO Information Security Standards. No organization data processing resources shall be connected to any SCO network or network resource.
8. The organization and its employees or agents shall immediately notify the SCO Information Security Office, SCO Information Systems Division, and the appropriate SCO contract /agreement administrator of any violation of SCO administrative policy or information security standards; or violation of terms, conditions, or requirements of this agreement; and any actual or suspected information security incident. Information security incidents include, but are not limited to, the following;
   a. Theft, loss, damage, unauthorized destruction, unauthorized modification, or unintentional or inappropriate release of any SCO information classified as confidential or sensitive retained in electronic, paper, or any other medium;
   b. Possible acquisition of notice-triggering personal information by unauthorized persons, as defined in California Civil Code 1798.29;
   c. Deliberate or accidental distribution or release of personal information by the organization, its employee(s), or its agent(s) in a manner not in accordance with SCO administrative policy, SCO information security standards, or state or federal statute.
   d. Inappropriate use or unauthorized access by the organization, its employee(s), or its agent(s). This includes actions of the organization, its employee(s), or its agent(s) that involve tampering, interference, damage, or unauthorized access to SCO information assets. This includes, but is not limited to, virus attacks, web site defacements, server compromises, and denial of service attacks;

e. Theft, damage, destruction, or loss of SCO-owned data processing resources, including information technology (IT) equipment such as laptops, tablets, integrated phones, personal digital assistants (PDA), or any electronic devices containing or storing confidential, sensitive, or personal data; and,

f. The use of any SCO information asset in the commission of a crime as described in the Comprehensive Computer Data Access and Fraud Act (Ref. California Penal Code § 502).

Section 4 — Payment of Costs

9. Each party will be responsible for all costs incurred by that party under this Agreement, including, without limitation, costs for security controls, phone and connection charges, telecommunications equipment and personnel for maintaining any network connection.
10. Each party will be responsible for all costs incurred by that party as a result of any security incident that adversely affects the confidentiality and/or integrity of SCO information assets under this agreement, including, without limitation, all costs for incident management and costs for compliance with State and Federal Privacy laws and standards.

Section 5 — Disclaimer or Warranties

11. Neither party makes any warranties, expressed or implied, concerning any subject matter of this agreement, including, but not limited to, any implied warranties or merchantability and fitness for a particular purpose.

Section 6 — Limitation of Liability

12. The parties acknowledge that by reason of their relationship to each other hereunder, each will have access to certain information and materials ("Confidential Information") concerning the others' technology and products that is confidential and of substantial value to that party, which value would be impaired if such information were disclosed to third parties. Should such Confidential Information be orally or visually disclosed, the disclosing party shall summarize the information in writing as confidential within thirty (30) days of disclosure. Each party agrees that it will not use in any way for its own account, except as provided herein, nor disclose to any third party, any such Confidential Information revealed to it by the other party. Each party will take every reasonable precaution to protect the confidentiality of such Confidential Information. Upon request by the receiving party, the disclosing party shall advise whether or not it considers any particular information or materials to be Confidential Information. The receiving party acknowledges that unauthorized use or disclosure thereof could cause the disclosing party irreparable harm that could not be compensated by monetary damages. Accordingly each party agrees that the other will be entitled to seek injunctive and preliminary relief to remedy any actual or threatened unauthorized use or disclosure of such other party's Confidential Information. The receiving party's obligation of confidentiality shall not apply to information that: (a) is already known to the receiving party or is publicly available at the time of disclosure; (b) is disclosed to the receiving party by a third party who is not in breach of an obligation of confidentiality to the party to this agreement, which is claiming a proprietary right in such information; or (c) becomes publicly available after disclosure through no fault of the receiving party.

Section 7 — Term, Termination and Survival

13. This Agreement will remain in effect until terminated by either party. Either party may terminate this agreement for convenience by providing not less than thirty (30) days prior written notice, which notice will specify the effective date of termination. Either party may also terminate this Agreement immediately upon the other party's breach of this Agreement. Sections 9, 10, 11, 12, 13, 15, and 16 shall survive any termination of this Agreement.

Section 8 — Term, Termination and Survival

14. Severability. If for any reason a court of competent jurisdiction finds any provision or portion of this Agreement to be unenforceable, that provision of the Agreement will be enforced to the maximum extent permissible so as to affect the intent of the parties, and the remainder of this Agreement will continue in full force and effect.
15. Waiver. The failure of any party to enforce any of the provisions of this Agreement will not be construed to be a waiver of the right of such party thereafter to enforce such provisions.
16. Assignment. Neither party may assign this Agreement, in whole or in part, without the other party's prior written consent. Any attempt to assign this Agreement, without such consent, will be null and of no effect. Subject to the foregoing, this Agreement is for the benefit of and will be binding upon the parties' respective successors and permitted assigns.
17. Force Majeure. Neither party will be liable for any failure to perform its obligations in connection with any Transaction nor do any document if such failure results from any act of God or other cause beyond such party's reasonable control (including, without limitation, any mechanical, electronic or communications failure) which prevents such party from transmitting or receiving any Documents.

Section 9 — Organization Acknowledgement

On behalf of the organization referenced in Section I of this document I have read and understand the responsibilities stated above and will comply with the SCO administrative policies and information security standards referred to in this agreement. I acknowledge and agree to use SCO information assets in accordance with the terms outlined in this agreement. I understand that failure to comply with these responsibilities may result in immediate cancellation of authorization to use SCO data processing resources and information, or disciplinary action in accordance with applicable laws and regulations or civil and criminal prosecution in accordance with applicable statutes.

By signing this form, I am authorized to acknowledge the responsibilities of the organization referenced in Section I of this document to understand and agree to its contents and realize the penalties for non-compliance with its terms.

Approval Signatures

Legal Signature	Date

Return completed agreement with original signature to the SCO Information Security Office:

Attn: Daniel Pere
Chief Information Security Officer
300 Capitol Mall, Suite 603
Sacramento, CA 95814

One copy of this agreement should be retained by the responsible SCO Business Division Manager.

One copy of this agreement should be submitted to SCO Contracts and Procurement:

Attn: Sandra Phillimeano
300 Capitol Mall, Suite 1525
Sacramento, CA 95814

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

Postconsumer Recycled-Content Certification

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

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

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

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

Contractor/Company Name____

Address____________________________________**Phone**________________

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

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

____

Print Name Signature **Title** Date

FOOTNOTES:

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

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

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

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

ATTACHMENT 15
COST WORKSHEET

Bidder's Name: ____

(Please print clearly or type)

This Attachment must be submitted in a separate sealed envelope as indicated in Section C.3.a.

Prices quoted below must include the cost of all proofs, forms, supplies, labor, shipping, additional fees, freight, equipment, travel, per diem and any other associated cost necessary to provide the contracted services. SCO will not pay for any costs not included in the Total Cost.

Description	Quantity	Cost Per Thousand	Total Cost
#10W Envelopes	20,000,000	$	$
		For 1,000 test envelopes - Sales Tax (8.75%)	$
		For 19,999,000 envelopes - Sales Tax (8.75%)	$
		Total Costs	$

Note: The amounts of services listed above are only estimates. SCO does not expressly or by implication agree that any amount of work will be guaranteed and reserves the right to omit portions of the work as may be deemed necessary. However, the actual rates quoted above by the Contractor shall be binding by the Contractor for the term of this Agreement. Any amendments to this agreement will adhere to rates quoted on the Cost Worksheet.

SCOPE OF WORK

A. Description of Services

The Contractor shall provide agreement management, project coordination, printing, and delivery services for **20,000,000** #10W Custom Printed Window Envelopes

Agreement Term

The term of this Agreement will be for one (1) year with the option to amend to funds and to add/delete services as deemed necessary by SCO. The rates on Exhibit B, Attachment 1, Cost Worksheet will not change as a result of any amendment to this agreement. This agreement may be terminated by SCO with a 30-day written notice to the Contractor.

Contractors are cautioned that no work will begin until the Agreement has been fully executed. If work is performed prior to agreement approval, and the Agreement is not approved for any reason, all previous work performed by the Contractor is considered donated to SCO and no payment shall be made for that work.

Agreement Amount

The Contractor and SCO contacts listed in Section K. Contacts are responsible for monitoring the Agreement cost to ensure it does not exceed the maximum amount of the Agreement without an executed amendment.

B. Contractor Responsibilities:

The Contractor shall:

1. Print and deliver Custom White Printed Envelopes with Indicia by the dates in Section G. Delivery Schedule unless otherwise specified in writing by the SCO Representative in Section K. Contacts.

2. Proofs:

   a. Provide one envelope proof in portable document format (PDF) and color stock sample for review and written approval per Section H. Shipping and Delivery Instructions.

   b. SCO will review the proof and respond in writing within three business days of receipt.

   c. Contractor will respond within two business days after receipt of SCO written request for corrections or design modifications.

      1) Provide up two design modifications when requested in writing by SCO.

      2) Modification design requests shall not increase the overall envelope dimensions or change the materials used in product construction.

      3) The final design that incorporates all requested modifications, if requested, shall be approved in writing by the SCO Contract Manager prior to production.

3. Test Requirements:

   a. By the date indicated in Section G. Delivery Schedule, deliver one box of test sample envelopes produced on the same equipment that will be used for final production to:

SCO Disbursements
Attention: Bryan Carino
3301 C Street, Loading Dock
Sacramento, CA 95816

b. Label the box in at least 48 font lettering: "**TEST-DELIVER IMMEDIATELY**".

c. SCO shall inspect the test box and provide written approval or request for corrections or design modification within three business days of receipt of the test envelopes.

1) The Contractor shall respond in writing within two business days after receipt of the SCO written request for corrections or design modifications and deliver one test box for each design modification request.

d. Test envelopes that comply with Section C. 10W Envelope, Item 1. Envelope Specifications shall count toward the total order quantity identified in Section A. Description of Services.

4. Production

a. Start production after receipt of SCO test run written approval which shall be provided within 72 hours after receipt of test envelopes.

b. Ensure the envelopes process through SCO production equipment with no issues:

- Pitney Bowes FP 45 Vertical/Hi-Speed Omni Vertical Finisher
- Bell & Howell Criterion IV Sorting System
- Quadient DS-1200 Inserter
- Forerunner Production Folder Inserter

c. Coordinate services with SCO Contacts in Exhibit A. Scope of Work, Section K. Contacts, Item 1 and notify SCO immediately about any questions or concerns.

C. #10W Envelope

1. Envelope Specifications

a. Type: Open side envelope/double side seam

b. Size: 9 1/2" x 4 1/8"

c. Seal Flap: The moistenable gum on the seal flap must be applied to the envelope and thoroughly dried in a manner to prevent the seal flap from adhering to the envelope prior to insertion of contents. Envelopes seams must be glued all the way.

d. Back Flap: 3 1/2"

e. Side Seam: Double side seam, flap size must be within parameters to taper off and allow for closure.

f. Throat: 5/8"

2. Window Specifications

a. Size: 1 1/8” X 4 1/2”
b. Location: 7/8” from Left Edge, 5/8” from Bottom Edge

c. Type: Polystyrene

3. **Form Name:** #10W Envelope

4. **Form Number:** #10W (09/2025)

5. **Form Number Location:** Back flap, lower right, 1/4” from bottom

6. **Paper Type:** Boise Cascade White Wove #24 with 24 lb. or equivalent. Outside of the envelope to remain white.

7. **Construction Tolerance:** Plus or minus 1/16”

8. **Printing and Ink Color:** For outside artwork; felt side, front of envelope and back panel and on those with permit Indicia, color is *PMS-Reflex Blue*. Print density on X-Rite Color Densitometer within plus or minus 0.06. SCO will not accept a “washed” out or “faded” look on the ink colors, full value PMS colors are required.

9. **Security Feature:** *PMS-Reflex Blue* tint with standard tint pattern and Indicia on the inside of each envelope.

10. **Return Address:** ADD CONTROLLER’S SEAL TO UPPER LEFT SIDE OF ENVELOPE

Line 1: **MALIA M. COHEN (12.5pt; bold)**
Line 2: **STATE CONTROLLER (10.5pt; bold)**
Line 3: **FIRST CLASS MAIL**
Line 4: DISBURSEMENTS BUREAU (8pt) **OFFICIAL BUSINESS**
Line 5: P.O. BOX 942850 (8pt) (10.5pt; bold, 4” from the left edge)
Line 6: SACRAMENTO, CA 94250-0001 (8pt)

11. **Return Address Font:** Times New Roman

12. **Return Address Location:** Face 1/4” from Top and 1/4” from Left.

13. **Permit Indicia:** Located 1/4” from Top and 1/4” from Right.

PRESORTED
FIRST-CLASS MAIL
U.S. POSTAGE PAID
SACRAMENTO, CA
PERMIT NO. 13

a. **Location:** Located 1/4” from top and 1/4” from right.

b. **Permit Indicia Box:** 1 1/16” x 9/16”

c. **Permit Indicia Font:** Arial 6pt

d. Refer to Unites States Postal Service (USPS) guidelines at https://pe.usps.com/businessmail101?ViewName=PermitDesign

14. **Machine Processing Requirements:** Ensure the paper used in the manufacture of the envelopes meets United States (U.S.) Postal Barcode Background Reflectance requirements—see Domestic Mail Manual Issue 54, January 10, 1999 – Section C-840.5.1 (background reflectance)—C-840.5.2 (print reflectance difference) and C840.5.4 (dark fibers and background patterns).

D. Quality Control:

1. Ensure less than one-half of one percent to be defective in quality to run on Quadient DS-1200 Inserter and Forerunner Production Folder Inserter.

   a. Maintain a quality control system designed to identify, correct and prevent defects in material or services.

   b. Inspect and test material to ensure it meets the requirements of the Scope of Work prior to shipment; and

   c. Agree to perform all appropriate quality control procedures and to ensure conformance to those standards.

E. Rejections:

1. SCO shall notify the Contractor each time an error occurs**.** If more than half of one percent of the product is deemed to be defective in quality, and SCO rejects any or all of the material, SCO may exercise one or more of the following remedies:

   a. Return rejected material for full credit at the invoice price plus transportation charges from and to the Contractor's plant. Upon receipt of rejection, the Contractor shall pick up rejected material within five business days. A credit and written confirmation will be issued to SCO within 15 business days.

   b. Accept a conforming part of any shipment.

   c. Have rejected material replaced by the Contractor at the purchase price stipulated in the order within 20 business days.

F. Packaging:

1. The outside of each case must specify: **#10WMONYEAR**, #10W (9-1/2" x 4-1/8"), where MON is three-digit abbreviation for the month and YEAR is the four digit year. Quantity - 1,000 envelopes.

2. Envelopes must be packaged 1,000 to a carton (23"x9-5/8"x4-3/8" I.D.) and 64 cartons on a pallet no more than 46" high, including pallet. Pallets to be wood construction 42" x 42", Type 2, Size 2, per State Specification, 3990-41A-01.

3. Pallets may or may not be recycled and reused by envelope vendor.

4. Pallets to be reinforced with corrugated corner guards for additional support.

5. Corner guards cannot exceed the height of the top carton. No inserts or tags will be put inside of cartons by the Contractor.

G. Delivery Schedule:

Delivery Date	Number of Envelopes
10 days from Execution of Contract (Proof)	N/A
30 days from Execution of Contract (Test)	1,000
30 days from Test Samples (Run #1)	5,000,000

30 days after Run #1 (Run #2)	5,000,000
30 days after Run #2 (Run #3)	5,000,000
30 days after Run #2 (Run #4)	4,999,000
Total	20,000,000

H. Shipping and Delivery Instructions

1. Quantities to be shipped shall be determined concurrently by the Contractor and SCO Representatives listed in Section K. Contacts

   a. Direct all deliveries to this location:
   State Controller's Office
   C/O DGS Transit Warehouse
   1700 W. National Drive
   Sacramento, CA 95834

   b. Contact the DGS Transit Warehouse intake coordinator at (916) 928-5839 **five business days** ahead of the delivery date to schedule a delivery appointment.

2. **ORDERS NOT MEETING SECTION E. PACKAGING SPECIFICATIONS WILL NOT BE ACCEPTED BY THE DGS WAREHOUSE RECEIVING CLERK.**

I. Subcontractor*s*

The Contractor shall satisfy their Small Business (SB) Participation commitment as identified on the Bidders Declaration (Written) submitted with their Bid response. Exhibit A, Attachment 1, Prime Contractor Certification – SB Subcontractor Report shall be submitted to the SCO Contact identified in Section K. Contacts, Item 1 on January 31st and July 31st of each calendar year during the term of the Agreement.

J. SCO Responsibilities

SCO shall:

1. Provide information for the Contractor to perform the required services.

2. Request design modifications in writing, if needed, and a minimum of one test box of product per request.

3. Determine that the services meet the requirements of this agreement.

4. Maintain normal working hours from 8:00 a.m. to 5:00 p.m., Pacific Time (PT), Monday through Friday, except State holidays. Work will not be performed on weekends or State holidays. The following is a link to the California Department of Human Resources (CalHR) and depicts all holidays observed by the State: http://www.calhr.ca.gov/employees/Pages/state-holidays.aspx.

K. Contacts

1. Direct all invoice inquiries to:

State Controller’s Office Disbursements Bureau	Contractor
Name:	**Name:**
Address:	**Address:**
Phone:	**Phone:**
Email:	**Email:**

2. Direct all delivery inquiries to:

DGS Transit Warehouse
Name:
Address:
Phone:

3. Direct all Agreement inquiries to:

State Controller’s Office Contracts and Procurement Office	Contractor
Name:	**Name:**
Phone:	**Phone:**
Address:	**Address:**
Email:	**Email:**

4. Contacts may be changed upon written notice to either party without an agreement amendment.

BUDGET DETAIL AND PAYMENT PROVISIONS

A. Invoicing and Payment

1. For services satisfactorily rendered, and upon receipt and approval of the invoices, the State Controller's Office (SCO) agrees to compensate the Contractor for actual expenditures incurred in accordance with the rates specified in Exhibit B, Attachment 1, Cost Worksheet.

2. Itemized invoices shall be submitted on Contractor's letterhead, no more frequently than monthly in arrears, and include at a minimum:

   - Agreement Number **CDIS90626**
   - Dates of Service
   - Quantity Delivered
   - Description of Service Provided

   If submitting electronically, send one PDF copy to: ADMAP@sco.ca.gov.

   If invoices cannot be submitted electronically, please mail one copy to:

   State Controller's Office
   Departmental Accounting Office
   P.O. Box 942850
   Sacramento, CA 94250-5877

   Invoice inquiries: ADMAP@sco.ca.gov

B. 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 shall be of no further force and effect. In this event, SCO shall have no liability to pay any funds whatsoever to Contractor or to furnish any other considerations under this agreement and Contractor shall 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, SCO shall have the option to either cancel this agreement with no liability occurring to SCO or offer an agreement amendment to Contractor to reflect the reduced amount.

C. Prompt Payment Clause

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

D. Disabled Veterans Business Enterprise Subcontractor Authorization to Withhold $10,000

SCO is authorized to withhold $10,000, or full payment if less than $10,000, from a prime contractor's final payment pending receipt of a complete and accurate Prime Contractor's Certification – Disabled Veterans Business Enterprise (DVBE) Subcontracting Report STD 817. The complete and accurate report must be received within 60 days of the Agreement expiration date.

COST WORKSHEET

Prices quoted below must include the cost of all proofs, forms, supplies, labor, shipping, additional fees, freight, equipment, travel, per diem and any other associated cost necessary to provide the contracted services. SCO will not pay for any costs not included in the Total Cost.

Description	Quantity	Cost Per Thousand	Total Cost
#10W Envelopes	20,000,000	$	$
For 1,000 test envelopes - Sales Tax (8.75%)			$
For 19,999,000 envelopes - Sales Tax (8.75%)			$
Total Costs			$

Note: The amounts of services listed above are only estimates. SCO does not expressly or by implication agree that any amount of work will be guaranteed and reserves the right to omit portions of the work as may be deemed necessary. However, the actual rates quoted above by the Contractor shall be binding by the Contractor for the term of this Agreement. Any amendments to this agreement will adhere to rates quoted on the Cost Worksheet.

GENERAL TERMS AND CONDITIONS
(GTC 02/2025)

Exhibit C, General Terms and Conditions (GTC 02/2025) may be viewed at the following site: https://www.dgs.ca.gov/OLS/Resources/Page-Content/Office-of-Legal-Services-Resources-List-Folder/Standard-Contract-Language?search=general%20terms%20and%20conditions and shall be incorporated by reference only and made part of the Agreement as if attached hereto.

If you do not have internet access, a hard copy can be provided.

SPECIAL TERMS AND CONDITIONS

A. Insurance Requirements

The Contractor shall display evidence of the following coverage on an Acord certificate:

1. Commercial General Liability Insurance – The Contractor shall maintain general liability on an occurrence form with limits not less than $1 million per occurrence for bodily injury and property damage liability combined with a $2 million annual policy aggregate. The policy shall include coverage for liabilities arising out of premises, operations, independent contractors, products, completed operations, personal and advertising injury, and liability assumed under an insured agreement. 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 shall include the State of California, its officers, agents, and employees as additional insured's but only with respect to work performed under the Agreement**. The additional insured endorsement must be provided.

2. Workers' Compensation and Employer's Liability – The Contractor shall maintain statutory workers' compensation insurance issued and shall furnish to SCO a certificate of insurance evidencing workers' compensation insurance and employer's liability for all its employees who will be engaged in the performance of the Agreement. In addition, employer's liability limits of $1 million are required. By signing this agreement, the Contractor acknowledges compliance with these regulations. **A Waiver of Subrogation or Right to Recover endorsement in favor of the State of California, State Controller's Office must be attached to the certificate.**

3. Automobile Liability – Contractor shall maintain motor vehicle liability with limits not less than $1 million combined single limit per accident. Such insurance shall cover liability arising out of a motor vehicle including owned, hired, and non-owned motor vehicles. Should the scope of the Agreement involve transportation of hazardous materials, evidence of an MCS-90 endorsement or its equivalent is required. **The policy must name The State of California, its officers, agents, and employees as additional insured, but only with respect to work performed under the Agreement**. If Contractor will not have any commercially owned vehicles used during the life of this agreement, by signing this agreement, the Contractor certifies that the Contractor and any employees, subcontractors or servants possess valid automobile coverage in accordance with California Vehicle Code Sections 16450 to 16457, inclusive. The State reserves the right to request proof at any time.

The certificate of insurance must include the following provisions stating:

1. Coverage Term – Coverage needs to be in force for the complete term of the Agreement. If insurance expires during the term of the contract, a new certificate must be received by the State at least ten days prior to the expiration of this insurance. Any new insurance must comply with the original agreement terms of the Agreement.

2. Policy Cancellation or Termination & Notice of Non-Renewal – The Contractor is responsible to notify the State within five business days of any cancellation, non-renewal, or material change that affects required insurance coverage. New certificates of insurance are subject to the approval of the Department of General Services and the Contractor agrees no work or services will be performed prior to obtaining such approval. In the event the 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 agreement upon the occurrence of such event, subject to the provisions of this contract.

3. Premiums, Assessments and Deductible – The Contractor is responsible for any premiums, policy assessments, deductibles or self-insured retentions contained within their insurance program.

4. Primary Clause – Any required insurance contained in this agreement shall be primary, and not excess or contributory, to any other insurance carried by the State.

5. Insurance Carrier Required Rating – All insurance companies must carry an AM Best rating of at least "A-" with a financial category rating of no lower than VII. 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.

6. 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.

7. Inadequate Insurance – Inadequate or lack of insurance does not negate the Contractor's obligations under the Agreement.

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

9. Available Coverage/Limits – All coverage and limits available to the Contractor shall also be available and applicable to the State.

10. Satisfying an SIR – All insurance required by this agreement 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.

B. Licenses and Permits

1. The Contractor shall be an individual or firm licensed to do business in California and shall obtain at his/her expense all license(s) and permit(s) required by law for accomplishing any work required in connection with this agreement.

2. If you are a Contractor located within the State of California, a business license from the city/county in which you are headquartered is necessary; however, if you are a corporation, a copy of your incorporation documents/letter from the Secretary of State's Office can be submitted. If you are a Contractor outside the State of California, you will need to submit to the SCO a copy of your business license or incorporation papers for your respective state showing that your company is in good standing in that state.

3. In the event, any license(s) and/or permit(s) expire at any time during the term of this agreement; the Contractor agrees to provide the SCO a copy of the renewed license(s) and/or permit(s) within 30 days following the expiration date. In the event the Contractor fails to keep in effect at all times all required license(s) and permit(s), the SCO may, in addition to any other remedies it may have, terminate this agreement upon occurrence of such event.

C. Excise Tax

The State of California is exempt from federal excise taxes, and no payment will be made for any taxes levied on employees' wages. The State will pay for any applicable State of California or local sales or use taxes on the services rendered or equipment or parts supplied pursuant to this agreement. California may pay any applicable sales and use tax imposed by another state.

D. Settlement of Disputes

1. In the event of a dispute, the Contractor shall file a "Notice of Dispute" with the State Controller's Office, Chief Legal Counsel, within ten days of discovery of the problem. Within ten days, the State Controller's Office, Chief Legal Counsel shall meet with the Contractor and Contract Manager for purposes of resolving the dispute. The decision of the Chief Legal Counsel shall be final.

2. In the event of a dispute, the language contained within this agreement shall prevail over any other language including that of the solicitation.

E. Potential Subcontractors

Nothing contained in this agreement or otherwise, shall create any contractual relationship between the State and any subcontractors, and no subcontract shall relieve the Contractor of his responsibilities and obligations hereunder. The Contractor agrees to be as fully responsible to the State for the acts and omissions of its subcontractors and of persons either directly or indirectly employed by any of them as it is for the acts and omissions of persons directly employed by the Contractor. The Contractor's obligation to pay its subcontractors is an independent obligation from the State's obligation to make payments to the Contractor. As a result, the State shall have no obligation to pay or to enforce the payment of any moneys to any subcontractor.

F. Prohibition of Tax Delinquents from Contracting

1. The State of California is prohibited from entering into any agreements for services with persons whose name appears on either list of the 500 largest tax delinquencies pursuant to Sections 7063 and 19195 of the Revenue and Taxation Code (RTC) and Public Contract Code (PCC) Section 10295.4.

2. The Contractor certifies that it is not included on either the California Franchise Tax Board's (FTB) or on the California Department of Tax and Fee Administration's (CDTFA) lists, that can be found at:

   FTB: https://www.ftb.ca.gov/about-ftb/newsroom/tax-news/may-2018/top-500-delinquents-taxpayers-list.html

   CDTFA: https://www.cdtfa.ca.gov/taxes-and-fees/top500.htm

G. Civil Rights Certifications

Public Contract Code section 2010 requires contractors on agreements of $100,000 or more to certify that they are in compliance with various civil rights laws.

H. Darfur Contracting Act

Public Contract Code sections 10475 et seq., the Darfur Contracting Act of 2008, establish restrictions against contracting with contractors doing certain types of business in Sudan. The Act sets forth criteria to determine if a vendor is a "scrutinized company" and therefore ineligible to bid on or submit a proposal for State agreements. When a company submitting a bid or proposal has or within the previous three years has had business activities or other operations outside the United States, they must execute a certification stating they are not a scrutinized company as defined, or demonstrate they obtained permission under the statute. (PCC §§ 10478, 10477(b).) The Act includes penalties for false certifications. (PCC § 10479.

I. Economic Sanctions on Russia

1. Ensure compliance with economic sanctions imposed by the U.S. government in response to Russia’s actions in Ukraine, as well as any sanctions imposed under state law (collectively, economic sanctions) including by refraining from new investments in, and financial transactions with, Russian institutions or companies that are headquartered or have their principal place of business in Russia (Russian entities), and not transferring technology to Russia or Russian entities. The Contractor is further notified that they will be subject to additional reporting requirements pursuant to Executive Order (N-6-22) issued by Governor Gavin Newsom on March 4, 2022.

2. The Contractor certifies that it is not on the U.S. Department of Treasury, Office of Foreign Assets Control (OFAC) Sanctions List found at:

   https://sanctionssearch.ofac.treas.gov/

J. Audits

The Contractor agrees that SCO or the California State Auditor’s Office or its designated representative, shall have an absolute right of access to all of the Contractor’s records, files, documents, accounts, and financial affairs as deemed necessary for the purpose of conducting an audit to determine compliance with the terms and conditions of this agreement. The Contractor shall provide the auditor(s) with any relevant information requested without unnecessary delay and, on reasonable notice, permit access to its premises during normal business hours for the purpose of interviewing staff and inspecting and copying such books, records, accounts, and any other material as warranted to conduct the audit. The Contractor further agrees to maintain such records for a period of three years after final payment is made on this agreement or three years after resolution of all issues that may arise as a result of any litigation, claim, negotiation, or audit related to the Agreement, whichever is later. The State agrees to treat as confidential any proprietary information obtained as a part of any such audit.