



August 26th, 2026

File No.: 076.A20678.26C135004

SMALL BUSINESS BID SOLICITATION (SB BID) – MAINTENANCE

Notice to Prospective Bidders

The Department of California Highway Patrol (CHP) invites prospective bidders who are certified by the Department of General Services (DGS) Office of Small Business and Disabled Veteran Business Enterprise Services (OSDS) as a **Small Business (SB) or Micro Business (MB)** to review and respond to the attached Small Business Bid Solicitation (SB BID) # **26C135004** entitled, “**CHP Redding Area Office – HVAC Maintenance.**” When preparing and submitting a bid, compliance with the instructions found herein is imperative.

All Agreements entered into with the State of California will include, by reference, General Terms and Conditions (GTC) that may be viewed and downloaded at this Internet site: <https://www.dgs.ca.gov/OLS/Resources/Page-Content/Office-of-Legal-Services-Resources-List-Folder/Standard-Contract-Language>. If any prospective bidder lacks Internet access, a hard copy of these items can be obtained by contacting the person signing this letter.

I. Bid Due Date

In submitting your bid, you must comply with the instructions found herein. Your bid must be submitted via email no later than the bid due date and time.

II. Prevailing Wage Rates

In accordance with the provisions of Section 1770, 1773 and 1773.1 of the Labor Code, the Director of the Department of Industrial Relations (DIR) has ascertained general prevailing wage rates in the county in which the work is to be performed. The rates of prevailing wage are determined by the DIR, Labor Statistics and Research. The prevailing wage rate determinations are available on the DIR website at www.dir.ca.gov/DLSR/Pwd.

III. Public Works Contractor Registration Program

- A. In accordance with the provisions of Code of Regulations Title 8, Section 16000, the DIR has ascertained the work for this project to be performed as a public work. Refer to <http://www.dir.ca.gov/t8/16000.html>.
- B. No Contractor or Subcontractor may be listed on a bid proposal for a public works project unless registered with the DIR



pursuant to Labor Code Section 1725.5 [with limited exceptions from this requirement for bid purposes only under Labor Code Section 1771.1 (a)].

- C. No Contractor or Subcontractor may be awarded a contract for public work on a public works project unless registered with the DIR pursuant to Labor Code Section 1725.5.
- D. This project is subject to compliance monitoring and enforcement by the DIR. Refer to <http://www.dir.ca.gov/Public-Works/SB854.html> for more information.
- E. Contractor shall maintain its registration with the DIR per the requirements set forth in Labor Code 1725.5 (a)(1) during the term of this Agreement.

IV. Funding Limit

The proposed agreement is valid and enforceable only if sufficient funds are made available by the Budget Act of the appropriate fiscal year for the purpose(s) of the Agreement. In addition, the proposed Agreement is subject to any additional restrictions, limitations, or conditions enacted by the Legislature, which may affect the provisions, terms, or funding of the agreement in any manner. If full funding does not become available, CHP will either cancel the resulting Agreement or amend it to reflect reduced funding and reduced activities.

V. Executive Order N-6-22 – Russia Sanctions

On March 4, 2022, Governor Gavin Newsom issued Executive Order N-6-22 (the EO) regarding Economic Sanctions against Russia and Russian entities and individuals. "Economic Sanctions" refers to sanctions imposed by the U.S. government in response to Russia's actions in Ukraine, as well as any sanctions imposed under state law. By submitting a bid or proposal, Contractor represents that it is not a target of Economic Sanctions. Should the State determine Contractor is a target of Economic Sanctions or is conducting prohibited transactions with sanctioned individuals or entities, that shall be grounds for rejection of the Contractor's bid/proposal any time prior to contract execution, or, if determined after contract execution, shall be grounds for termination by the State.

VI. Generative Artificial Intelligence (GenAI)

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

Failure to report GenAI to the State may result in disqualification. The State reserves the right to seek any and all relief to which 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.

VII. Bidder Questions

In the opinion of the CHP, this SB BID package is complete and without need of explanation. However, if questions arise or there is a need to obtain clarifying information, bidders shall submit requests in accordance with the instructions in Section D of the SB BID entitled "Bidder Questions."

Thank you for your interest in the service needs of the Department of California Highway Patrol.

Sincerely,

James Bellefeuille

Contract Analyst

(916) 843-3610

James.Bellefeuille@chp.ca.gov

Enclosures

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A. Purpose and Description of Services

The Department of California Highway Patrol (CHP) is soliciting bids from firms that are able to provide HVAC Maintenance. Bids must address all of the services described in Exhibit A entitled, "Scope of Work" that is included in the Proposed Agreement Forms/Exhibits section of this SB BID. Exhibit A contains a detailed description of the services and work to be performed as a result of this SB BID including those terms in the referenced exhibits.

This acquisition is conducted under Government Code section 14838.5 for awards between \$5,000.01 and less than \$250,000.00. The CHP will award a single contract to the lowest responsive and responsible bidder. Participation is limited to DGS-certified Small Businesses that meet all qualification requirements.

B. Key Action Dates

Listed below are important dates and times by which specific actions must be taken or completed. Any dates that follow the final date for bid submission are only approximate and may be adjusted by CHP as conditions require without addendum to this SB BID:

Event	Date	Time (if applicable)
SB BID Released	August 26 th , 2026	
Walk-Through*	September 10 th , 2026	@ 2:00 PM
Questions Due*	September 25 th , 2026	@ 2:00 PM.
Bid Due*	October 7 th , 2026	@ 2:00 PM.
Bid Opening*	October 7 th , 2026	@ 2:15 PM.
Proposed Start Date of Agreement	01/01/2027 OR UPON APPROVAL, WHICHEVER IS LATER	

*Subject to change by addendum up until the date and time indicated.

C. SB BID Released

This is the date the SB Bid is released to prospective SB bidders. The SB Bid at CHP's discretion may also be posted in Cal-eProcure.

D. Walk Through

1. It is mandatory that bidders view the job site before submitting a bid. A Mandatory Walk-through will be held on the date and time indicated in section B (Key Action Dates).

The walk-through will be held at CHP Redding Area Office, 2503 Cascade Blvd., Redding, CA 96003. A sign-in sheet will be provided at the walk-through. All

prospective bidders must sign-in prior to the start time of the walk-through. A late sign-in will not be accepted. Bidders that arrive after the walk-through has started will not be allowed to sign-in. No bid will be considered from a Contractor that did not sign-in at the Mandatory Walk-through.

2. Reasonable Accommodation to Attend Walk-through

Potential bidders who need assistance to attend the Mandatory Walk-through due to a physical impairment, a reasonable accommodation shall be provided by the CHP upon request. The potential bidder must contact the contact person indicated on the cover page of this SB BID package no less than five (5) business days prior to the scheduled date and time of the walk-through to arrange for reasonable accommodations.

Business Services Section, Contract Services Unit

Telephone number

(916) 843-3610

(TTY) - California Relay telephone number

1-800-735-2929

E. Questions Due Date and Time

Bidders shall immediately notify CHP if clarification is needed regarding the services sought or questions arise about the SB BID and/or its accompanying materials, instructions, or requirements. A bidder that fails to report a known or suspected problem and/or any accompanying materials or fails to seek clarification and/or correction and/or any accompanying materials before submitting their bid does so at their own risk.

1. Bidders are to submit written questions and inquiries via email no later than the question due date and time.
2. Bidders shall submit questions via email to James Bellefeuille, at James.Bellefeuille@chp.ca.gov.
3. Questions and inquiries received after the questions due date and time are not guaranteed to be answered prior to the bid due date and time.
4. What to include in the inquiry
 - a. Inquirer's name, name of firm submitting the inquiry, mailing address, email address, area code and telephone number, and fax number.
 - b. A description of the subject or issue in question or discrepancy found. For example:
 - 1) Reporting of errors or irregularities in the SB BID.
 - 2) Requesting clarification or additional information.
 - 3) SB BID section, page number or other information useful in identifying the specific problem or issue in question.

- 4) Remedy sought, if any.
5. Response to questions/inquiries.
 - a. When timely written questions/inquiries are received, the CHP will issue a summary response and will send it by email and/or post it on Cal eProcure. CHP reserves the right to contact an inquirer to seek clarification of any questions/inquiry received.

The email or posting will be titled Questions and Answers to SB BID 26C135004.

- b. It is the bidder's responsibility to verify if questions have been received and a response was issued by contacting the analyst indicated in section E.2.
- c. Verbal responses to questions and/or inquiries regarding this SB BID are unofficial and are not binding on CHP unless confirmed in writing.

F. Addendums

1. An addendum may be issued for any changes to this SB BID Solicitation (i.e. corrections, clarification of information, extension of the bid due date, etc.).
2. Addendums may be issued up until the bid due date and time indicated in section B (Key Action Dates).
3. All addendums for this SB BID solicitation will be posted in Cal eProcure. As a courtesy, CHP typically notifies prospective bidders by email of an addendum especially for changes to the bid due date and time. However, it is the bidder's responsibility to verify whether any addendums have been issued by contacting the contract analyst identified in E.2 above.

G. Agreement Term

The term of the resulting agreement is anticipated to be effective from **01/01/2027 – 12/31/2029**. The agreement term may change if CHP makes an award earlier than expected or if CHP cannot execute the agreement in a timely manner due to unforeseen delays. CHP reserves the right to extend the term of the resulting agreement as necessary to complete or continue the services. Agreement extensions are subject to satisfactory performance, funding availability, and possibly approval by Department of General Services (DGS).

The resulting agreement will be of no force or effect until it is signed by both parties and approved by DGS, if required. Bidder is hereby advised not to commence performance until all approvals have been obtained. If performance commences before all approvals are obtained, said services may be considered to have been volunteered.

H. Scope of Work

See Exhibit A entitled, "Scope of Work" that is included in the Proposed Agreement Forms/Exhibits section of this SB BID. Exhibit A contains a detailed description of the services and work to be performed as a result of this SB BID.

I. General Information

1. Employment of Undocumented Aliens

A state agency, as defined in Section 10335.7, that is subject to this code, shall not award a public works or purchase contract to a bidder or contractor, nor shall a bidder or contractor be eligible to bid for or receive a public works or purchase contract, who has, in the preceding five years, been convicted of violating a state or federal law respecting the employment of undocumented immigrants.

2. Proof of liability insurance

Before agreement execution, the successful bidder must supply proof of liability insurance that meets the requirements in the attached Exhibit E, entitled "Insurance Requirements".

3. Driver's License Check/Fingerprint Check

The successful bidder and all personnel who are assigned to the contract will be subject to a driver license check before access to a CHP facility is authorized. Upon the initial driver license check returning clear and the receipt of a fully approved contract, services may commence. An adverse finding under the driver license check, may at the sole discretion of CHP, result in a requirement for personnel replacement or cancellation of the contract.

J. Qualification Requirements

Failure to meet the following requirements by the bid due date will be grounds for CHP to deem a bidder non-responsive. In submitting a bid, each bidder must certify that it possesses the following qualification requirements.

1. DGS Certification:

- a. Department of General Services (DGS) Small Business (SB), Micro-Business (MB), and Disabled Veteran Business Enterprise (DVBE) certifications will be evaluated for valid certification. The certification must be valid at time of the bid opening date and time. If the certification is no longer valid the bidder will be eliminated from further consideration.
- b. Commercially Useful Function: In accordance with Government Code, Section 14837 and M&VC, Section 999, all SB and DVBE contractors, subcontractors and suppliers that bid on or participate in a State contract, regardless of being a verbal or written solicitation, must perform a Commercially Useful Function (CUF).

- c. Failure of a DGS certified SB, MB to demonstrate performance of a CUF, when bidding as a prime contractor, will result in that certified bidder being eliminated from consideration.
 - d. Should the analyst determine that a certified subcontractor is not providing a CUF, a contract may still be awarded if the prime contractor is a responsible bidder without the involvement of the firm that has been determined not to provide a CUF and/or the work can be performed by an alternate SB, MB, or DVBE firm where the substitution is determined to have no material effect on the bid.
- 2. License Requirement/Certification: Contractor must possess a valid Contractors State Licensing Board (CSLB) C-20 Warm-Air Heating, Ventilating and Air-Conditioning Contractor.
 - 3. DIR Registration: Bidders must be registered with the DIR Pursuant to California Labor Code Sections 1770, 1773 and 1773.1.
 - 4. Corporations must certify they are in good standing and qualified to conduct business in California.
 - 5. Non-profit organizations must certify they are eligible to claim nonprofit status.
 - 6. Bidders must have a past record of sound business integrity and history of being responsive to past contractual obligations.

K. Bid Format and Content Requirements

1. General instructions

- a. Each individual or firm may submit only one (1) bid. For the purposes of this paragraph, "firm" includes a parent corporation of a firm and any other subsidiary of that parent corporation. If a firm or individual submits more than one (1) bid, CHP will reject all bids submitted by that firm or individual.
- b. Develop bids by following all SB BID instructions and instructions or clarifications in question/answer notices, clarification notices, or SB BID addendum(s).
- c. Before preparing a bid, seek timely written clarification of any requirements or instructions that are believed to be vague, unclear or that are not fully understood.

2. Bid format requirements

- a. Bid must be complete with a copy of all required attachments and documentation.

- b. Sign applicable SB BID attachments/forms. Have a person who is authorized to bind the bidding firm sign each form that requires a signature. Unsigned bids may be rejected.

3. Bid content requirements

This section specifies the order and content of each bid and where applicable, indicates form/attachment completion instructions. When completing the attachments, follow the instructions in this section and any instructions appearing on the attachment. Unless otherwise indicated, do not submit supplemental information or other materials that CHP has not requested.

Complete and assemble the following items listed on Attachment 1 – Required Attachment/Certification Checklist contained herein. After completing and signing the applicable attachments/documents bidder is to email their bid to the email address indicated in section L (Submission of Bids).

L. Submission of Bids

1. Submission instructions

- a. Bids shall be emailed in a non-fillable PDF format that includes only the required bid documents listed on the Required Attachment Checklist.
- b. Bidder to submit via email only one (1) set of the completed required bid documents to the following designated contract analyst:

James Bellefeuille, James.Bellefeuille@gmail.com
 - i) In the Subject Line of the email only enter the following information:

"SB Bid #26C135004 – HVAC Maintenance – 10/07/2026"
 - ii) Emailed bids that contain any information in the body of the email may be cause for non-responsiveness and/or rejection.
- c. The bid must be submitted on or before the bid due date and time. All bids received after the bid due date and time will not be considered and will be rejected.
- d. The bidder is responsible for confirming CHP's receipt of their bid by contacting the contract analyst indicated on the cover letter of this SB Bid.
- e. Only bids properly received at the designated email address by the bid due date and time will be considered.
- f. Only one (1) bid may be submitted for consideration. If there is more than one bid received without a prior request for withdrawal of the initial bid submittal, each bid will be rejected.

- g. If a bidder wants to submit a new bid see section M.3, Withdrawal and/or resubmission of a bid, below for information and instructions.

2. Bidder costs

Bidders are responsible for all costs of developing and submitting a bid package. Such costs cannot be charged to CHP or included in any cost element of a bidder's price offering.

M. Withdrawal and Changes to a Bid After Bid Submittal

All bid packages are to be complete when submitted. However, an entire bid package may be withdrawn, and the bidder may resubmit a new bid package.

1. Complete withdrawal of bid

If a bidder has submitted a bid but no longer wants their bid to be considered, the bidder must submit a written request via email to withdraw their bid on or before the bid due date and time indicated.

- a. To withdraw a bid the bidder must submit in writing a request to withdraw their bid identifying the SB BID number and signed by an authorized representative of the firm. The request must also include the reason(s) for withdrawal.
- b. The request to withdraw must be emailed to the designated contract analyst and email address identified in section L.1.b above.
- c. In the subject line of the email, only enter the following information. "Request to withdraw SB Bid #26C135004 – HVAC Maintenance – 10/07/2026.

2. Bid modifications after submission

If a bidder submits their bid and then discovers corrections or changes are required, the bidder may be able to submit a new bid to replace their initial bid.

- a. To withdraw and/or submit a new bid package, follow the instructions appearing in section M.3 of this SB BID, entitled "Withdrawal and resubmission of a bid".

3. Withdrawal and resubmission of a bid

To replace an initial bid with a new bid, the bidder must submit a written request to withdraw their initial bid either before submitting a new bid or with the new bid.

Failure to submit the written request to withdraw the initial bid will cause both bids to be rejected as only one bid may be submitted.

- a. To withdraw a bid the bidder must submit a request in writing to withdraw their bid identifying the SB BID number and signed by an authorized representative of the firm. The request must also include the reason(s) for withdrawal.
- b. The written request to withdraw the initial bid, as well as any new bid, must be emailed to the designated contract analyst and the email address identified in Section L.1.b above on or before the bid due date. Late bids will not be accepted.
- c. In the subject line of the email, only enter the following information. "Request to Withdraw and Submit a New SB Bid #26C135004 – HVAC Maintenance – 10/07/2026"

4. Evaluation and selection

This section describes, in general, the process that CHP will use to evaluate each bid for responsiveness to the instructions and requirements of this SB BID.

a. Bid opening

All bids properly received in accordance with the SB BID instructions and requirements will be opened on the bid due date and time.

b. Bid evaluations

The CHP will evaluate each bid to determine its responsiveness to the bid requirements. This is a pass/fail evaluation.

c. Bid package review

1) Responsive Bid

A bid is considered responsive if it indicates compliance without material deviation from the requirements of the solicitation and the terms and conditions of the proposed contract.

2) Non-Responsive Bid

A bidder may be deemed non-responsive if:

- a) Any required documents listed on the Required Attachment Checklist are not submitted with the bid.
- b) Any required document is incomplete.
- c) Any required documents are not signed where applicable.
- d) A bid is conditional, materially incomplete or contains material alterations or irregularities of any kind to include obvious erasures.

- e) Price information contradicts the price/cost figures on the Bid Form or submits cost information in a format contrary to the SB BID instructions.
- f) False, inaccurate, or misleading information is provided, or information falsely certifies compliance on any SB BID attachment.
- g) A bid response includes irregularities not specifically addressed herein (i.e., the bidder places any conditions on performance of the scope of work, submits a counteroffer/proposal, changes to the general terms and conditions, etc.).

3) Responsible Bidder

A bidder is responsible if they possess the experience, facilities, reputation, financial resources and are fully capable of performing the contract.

CHP will determine a responsible bidder through various resources including the client references form, past experience with CHP service contracts if any, current reputation in the industry, etc.

4) Verification of bidder information

By submitting a bid, bidders agree to authorize CHP to:

- a) Verify any and all claims made by the bidder including, but not limited to verification of prior experience and the possession of other qualification requirements, and
- b) Check any reference identified by a bidder or other resources known by the state to confirm the bidder's business integrity and history of providing effective, efficient and timely services.

5. Agreement Award/Tie Bids

a. Agreement award

Award of the agreement, if awarded, will be to the responsive and responsible bidder that offers the lowest cost.

b. Settlement of tie bids

CHP will settle all tie bids in a manner CHP determines to be fair and equitable (e.g., coin toss, lot drawing, etc.). In no event will CHP settle a tie by dividing the work among the tied bidders.

6. Disposition of bids

- a. All materials submitted in response to this SB BID will become the property of the Department of California Highway Patrol and, as such, are subject to the Public Records Act (GC Section 6250, et seq. and Civil Code section 1798, et

seq.). CHP will disregard any language purporting to render all or portions of any bid package confidential.

- b. All documents submitted in response to this SB BID and all documents used in the selection process (e.g., review checklists, letters of intent, etc.) will be regarded as public records under the California Public Records Act (Government Code Section 6250 et seq.) and shall be available for public inspection.

7. CHP rights

In addition to the rights discussed elsewhere in this SB BID, CHP reserves the following rights.

a. SB BID corrections

- 1) CHP reserves the right to do any of the following up to the bid submission deadline:
 - a) Modify any date or deadline appearing in this SB BID or the SB BID Time Schedule.
 - b) Issue clarification notices, addenda, alternate SB BID instructions, forms, etc.
 - c) Waive any SB BID requirement or instruction for all bidders if CHP deems said requirement or instruction unnecessary, erroneous or unreasonable.
 - d) Allow bidders to submit questions about any SB BID change, correction or addenda. If CHP allows such questions, specific instructions will appear in the cover letter accompanying the document.
- 2) If applicable, CHP will email clarification notices or addenda to all persons/firms receiving this SB BID.

Exceptions may occur, when CHP decides, just before or on the bid due date, to extend the submission deadline. If this occurs, CHP may notify potential bidders of the extension by fax, email, or by telephone. CHP will follow-up any verbal notice in writing by fax or e-mail.

b. Collecting information from bidders

- 1) If deemed necessary by CHP, CHP may request a bidder to submit additional documentation following the bid opening and/or evaluation. CHP will advise the bidders orally, via email, or in writing of the documentation that is required and the timeline for submitting the documentation. CHP will follow-up oral instructions in writing by fax, email, or mail. Failure to submit the required documentation by the date and time indicated may cause CHP to deem a bid non-responsive.

- 2) At its sole discretion, CHP reserves the right to collect, by mail, email, fax or other method, the following omitted and/or additional information.
 - a) Signed copies of any form submitted without a signature.
 - b) Data or documentation omitted from any submitted SB BID attachment/form.
 - c) Information/material needed to clarify or confirm certifications or claims made by a bidder.
- c. Correction of clerical or mathematical errors
 - 1) At its sole discretion, CHP reserves the right to overlook, correct or require a bidder to remedy any obvious clerical or mathematical errors on a bid form.
 - 2) If the correction of an error results in an increase or decrease in the total price, CHP shall give the bidder the option to accept the corrected price or withdraw their bid.
 - 3) Bidders may be required to initial corrections to costs and figures on the Bid Form if the correction results in an alteration of the cost(s) offered.
 - 4) If a mathematical error occurs in a total or extended price and a unit price is present, CHP will use the unit price to settle the discrepancy.
- d. Right to remedy errors

CHP reserves the right to remedy errors caused by:

 - 1) CHP office equipment malfunctions or negligence by agency staff.
 - 2) Natural disasters (i.e., floods, fires, earthquakes, etc.).
- e. Immaterial defects
 - 1) CHP may waive any immaterial defect in any bid package and allow the bidder to remedy those defects. CHP reserves the right to use its best judgment to determine what constitutes an immaterial deviation or defect.
 - 2) CHP's waiver of an immaterial defect in a bid package shall in no way modify this SB BID or excuse a bidder from full compliance with all bid requirements.
- f. No agreement award or SB BID cancellation

The issuance of this SB BID does not constitute a commitment by CHP to award an agreement. CHP reserves the right to reject all bids and to cancel this SB BID if it is in the best interest of CHP to do so.

g. Agreement amendments after award

As provided in the Public Contract Code governing contracts (agreements) awarded by competitive bid, CHP reserves the right to amend the agreement after CHP makes an agreement award.

N. Agreement Terms and Conditions

The winning bidder must enter into an agreement that may contain the bidder's bid form or budget, a scope of work, standard agreement provisions, and one or more of the agreement forms and/or exhibits identified in the Proposed Agreement contained herein. Other exhibits, not identified herein, may also appear in the resulting agreement.

The exhibits identified in the Proposed Agreement contain agreement terms that require strict adherence to various laws and contracting policies. A bidder's unwillingness or inability to agree to the terms and conditions contained in any exhibit identified in this SB BID may cause CHP to deem a bidder non-responsible and ineligible for an award. CHP reserves the right to use the latest version of any form or exhibit contained in this SB BID in the resulting agreement if a newer version is available. CHP will not accept alterations to the General Terms and Conditions (GTC), the Special Terms and Conditions, or the Scope of Work; or alternate agreement/exhibit language submitted by a prospective contractor. CHP will consider a bid containing such provisions "a counter proposal" and CHP may reject such a bid.

1. Resolution of differences between SB BID and agreement language

If an inconsistency or conflict arises between the terms and conditions appearing in the final agreement and the proposed terms and conditions appearing in this SB BID, any inconsistency or conflict will be resolved by giving precedence to the agreement.

Required Attachments

The following attachments are to be completed and signed by an authorized representative of the firm submitting the bid and are to be included with the bid submittal. Failure to complete, sign and/or return the documents may deem the bidder as non-responsive.

Attachment #	Attachment Name
Attachment 1	Required Attachment/Certification Checklist
Attachment 2	Bid Form
Attachment 3	GSPD-05-105, Bidder Declaration
Attachment 4	Client References
Attachment 5	CCC 04/2017 – Contractor Certification Clauses
Attachment 6	CHP 116 – Darfur Certification
Attachment 7	STD. 204, Payee Data Record
Attachment 7A	STD. 205, Supplemental Payee Data Record
Attachment 8	CHP 78V, Conflict of Interest & Confidentiality Statement – Vendor

Proposed Agreement Forms/Exhibits

The following documents are not required to be returned with the bid submittal.

Form/Exhibit Title	Form/Exhibit Name
Std. 213	Standard Agreement
Exhibit A	Scope of Work
Exhibit B	Budget Detail and Payment Provisions
Exhibit C	General Terms and Conditions (GTC 02/2025). View or download at this Internet site: https://www.dgs.ca.gov/OLS/Resources/Page-Content/Office-of-Legal-Services-Resources-List-Folder/Standard-Contract-Language
Exhibit D	Special Terms and Conditions
Exhibit E	Insurance Requirements

REQUIRED ATTACHMENT CHECK LIST

I have completed and returned the following Attachments: Please check all attachments, forms, and printouts included with bid.		Confirmed by CHP
☐ Yes ☐ No	☐ ATTACHMENT 1, Required Attachment Checklist ☐ ATTACHMENT 2, SB BID Form ☐ ATTACHMENT 3, GSPD-05-105, Bidder Declaration ☐ ATTACHMENT 4, Client References ☐ ATTACHMENT 5, CCC 04/2017, Contractor Certification Clauses ☐ ATTACHMENT 6, CHP 116, Darfur Contracting Act (If option 2 is selected, a copy of written permission from DGS must be attached) ☐ ATTACHMENT 7, STD 204, Payee Data Record ☐ ATTACHMENT 7A, STD 205, Payee Data Record Supplement ☐ ATTACHMENT 8, CHP 78V, Conflict of Interest & Confidentiality Statement – Vendor	☐ Yes ☐ No
REQUIRED DOCUMENTS TO BE SUBMITTED WITH BID:		
☐ Yes ☐ N/A	California Businesses ☐ Copy of a current business license issued by the government jurisdiction in which the business is located, unless no license is required. Attach an explanation if a license copy cannot be supplied or there is reason to believe no license is required.	☐ Yes ☐ No
☐ Yes ☐ N/A	Corporations: [Check "N/A" if not a Corporation.] ☐ Copy of the Certificate of Status issued by California's Office of the Secretary of State or ☐ Copy of the bidding firm's <u>active</u> on-line status information downloaded from the California Business Portal website. ☐ Attach an explanation if the required documentation cannot be supplied.	☐ Yes ☐ No
☐ Yes ☐ N/A	Nonprofit Organizations: [Check "N/A" if not a nonprofit organization.] ☐ Provide A copy of a current IRS determination letter indicating nonprofit or 501 (3) (c) tax exempt status.	☐ Yes ☐ No
☐ Yes ☐ No	Copy of License(s) and/or Certification(s). ☐ Copy of License(s), Contractors State License Board (CSLB) C-20 Warm-Air Heating, Ventilating and Air-Conditioning Contractor License	☐ Yes ☐ No
☐ Yes ☐ No	Copy of SB/MB/DVBE DGS Certification(s). (Prime and/or Subcontractor(s)) Copy of Certification(s)	☐ Yes ☐ No
☐ Yes ☐ No	☐ Copy/Printout of Contractor's and Subcontractor(s') Department of Industrial Relations (DIR) Registration (http://www.dir.ca.gov/Public-Works/Contractor-Registration.html) *Note Contractor and its subcontractor(s) listed on the bid request form must be registered with the DIR prior to submitting a bid.	☐ Yes ☐ No
☐ Yes ☐ N/A	Addenda (Please check all Addenda received: ____Addendum 1 ____Addendum 3 ____Addendum 5 ____Addendum 2 ____Addendum 4 ____Addendum 6	☐ Yes ☐ No
Name of Bidding Firm		
Bidder's signature		Date
Printed/typed name		Title

Bid Form

Name of Bidding Firm <i>(Legal name as it will appear on the Agreement)</i>			
Mailing address	City	State	Zip Code
Telephone number ()	Fax number ()	Email address <i>(If applicable)</i>	
Name of Contact Person	Telephone number <i>(If different from above)</i> ()		
Contractor's License Number	Contractor's License Class	DIR Registration Number	
Small Business/Micro Business Certification #			

Submitted hereon is the bid to provide HVAC Maintenance per the specifications of this SB BID. Bidder shall provide rate(s) in clear, legible figures in the spaces provided. Failure to provide the required rates shall be cause for rejection of your bid.

NOTE:

- Any quantities listed on this bid form are CHP's estimates only and are offered as a basis for the comparison of bids. The State does not expressly or by implication agree that the actual amount of work will correspond therewith and reserves the right to omit portions of the work as may be deemed necessary or advisable by the State.
- In the case of a discrepancy between the Unit Price (e.g., Hourly Rate, Cost per Service) and Item Total (e.g., Hourly Rate x Hours Worked = Item Total), the Unit Price shall prevail. However, if the Unit Price figure is ambiguous, illegible, uncertain, or is omitted, the Item Total shall be divided by the estimated usage (e.g., Hours Worked) to determine the Unit Price. In the case of a discrepancy between the Basis of Award and the sum of the Item Totals, the sum of the Item Totals shall prevail.

Any modification to this bid request shall render your bid non-responsive.

A. HVAC Maintenance Services

Location(s)	Quarterly Rate	X	No. of Services (12 Quarterly Services)		Total
Redding Area Office 2503 Cascade Blvd. Redding, CA 96003	\$	X	12	=	\$

BASIS OF AWARD

Bidder Acknowledgment/Certification

The bidder hereby certifies that the materials submitted in response to this bid request and the price(s)/rate(s) offered on this Bid Form are true and accurate to the best of the bidder's knowledge.

The bidder understands that its bid response will become a public document and will be open to public inspection.

The bidder agrees that the price(s)/rate(s) offered herein shall remain in effect until CHP awards the agreement and throughout the duration of the agreement. Any cost over-runs or increases in services, if allowed, shall be billed at the price(s)/rate(s) stated for the appropriate budget period. Agreement extensions, if any, shall be billed at the price(s)/rate(s) stated for the last budget period/year if more than one budget period/year is shown.

The bidder understands that the above bid rate(s) must include all of the bidders costs including operating expenses, labor, service call charges, diagnostic fees/estimates, transportation/travel costs, mileage or per diem expenses, equipment costs, supplies, annual inflation costs/rate adjustments, profit margin, etc. By submitting this Bid Form the bidder hereby claims its willingness to certify to and comply with all requirements and terms and conditions cited in this bid and any attachment thereto.

The bidder further certifies that representations made in the bid with regard to the Contractor's license number, class and license expiration date are true. Any bid not containing this information or a bid containing information which is subsequently proven false shall be considered non responsive and shall be rejected. A requirement of the award of this contract shall be the presentation of a legible copy of the Contractor's pocket license which will be valid for the type of work to be performed under this contract and shall be in force at the time of award through the term of the contract.

I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that I am duly authorized to legally bind the prospective proposer/bidder to the requirements of this bid document. This certification is made under the laws of the State of California.

Bidder's signature		Date
Printed/typed name	Title	

BIDDER DECLARATION**1. Prime bidder information (Review attached Bidder Declaration Instructions prior to completion of this form):**

- a. Identify current California certification(s) (MB, SB, NVSA, DVBE):** _____ **or None** ____ (If "None," go to Item #2)
- b. Will subcontractors be used for this contract? Yes** ____ **No** ____ (If yes, indicate the distinct element of work your firm will perform in this contract e.g., list the proposed products produced by your firm, state if your firm owns the transportation vehicles that will deliver the products to the State, identify which solicited services your firm will perform, etc.). Use additional sheets, as necessary.

- c. If you are a California certified DVBE:** (1) Are you a broker or agent? **Yes** ____ **No** ____
(2) If the contract includes equipment rental, does your company own at least 51% of the equipment provided in this contract (quantity and value)? **Yes** ____ **No** ____ **N/A** ____

2. If no subcontractors will be used, skip to certification below. Otherwise, list all subcontractors for this contract. (Attach additional pages if necessary):

Subcontractor Name, Contact Person, Phone Number & Fax Number	Subcontractor Address & Email Address	CA Certification (MB, SB, NVSA, DVBE or None)	Work performed or goods provided for this contract	Corresponding % of bid price	Good Standing?	51% Rental?

CERTIFICATION: By signing the bid response, I certify under penalty of perjury that the information provided is true and correct.

BIDDER DECLARATION Instructions

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

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

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

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

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

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

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

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

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

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

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

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

2. (continued) Column Labels

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

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

CA Certification (MB, SB, NVSA, DVBE or None)—If the subcontractor possesses a current State of California certification(s), verify on this website <https://caleprocure.ca.gov/pages/index.aspx>.

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.

Client References

List three (3) clients served in the past five (5) years for which the bidding firm provided similar services. List the most recent first. In addition to the references listed, CHP may check with CHP offices previously or currently serviced by your company.

REFERENCE 1

Name of Firm

Street address	City	State	Zip Code
----------------	------	-------	----------

Contact Person	Telephone number ()
----------------	-------------------------

Dates of service	Value or cost of service
------------------	--------------------------

Brief description of service provided

REFERENCE 2

Name of Firm

Street address	City	State	Zip Code
----------------	------	-------	----------

Contact Person	Telephone number ()
----------------	-------------------------

Dates of service	Value or cost of service
------------------	--------------------------

Brief description of service provided

REFERENCE 3

Name of Firm

Street address	City	State	Zip Code
----------------	------	-------	----------

Contact Person	Telephone number ()
----------------	-------------------------

Dates of service	Value or cost of service
------------------	--------------------------

Brief description of service provided

If three references cannot be provided, explain why:

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.

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

CONTRACTOR CERTIFICATION CLAUSES

1. STATEMENT OF COMPLIANCE: Contractor has, unless exempted, complied with the nondiscrimination program requirements. (Gov. Code §12990 (a-f) and CCR, Title 2, Section 11102) (Not applicable to public entities.)

2. 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. Every employee who works on the proposed Agreement will:

- 1) receive a copy of the company's drug-free workplace 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: the Contractor has made false certification, or violated the certification by failing to carry out the requirements as noted above. (Gov. Code §8350 et seq.)

3. 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. (Pub. Contract Code §10296) (Not applicable to public entities.)

4. 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.

5. 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.

6. 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 located at www.dir.ca.gov, 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).

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

8. 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.

1. 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.

Current State Employees (Pub. Contract Code §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.

Former State Employees (Pub. Contract Code §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. (Pub. Contract Code §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. (Pub. Contract Code §10430 (e))

2. 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)

3. 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.)

4. 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.

5. 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.

6. 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.

7. 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.

8. PAYEE DATA RECORD FORM STD. 204: This form must be completed by all contractors that are not another state agency or other governmental entity.

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

DARFUR CONTRACTING ACT CERTIFICATION

CHP 116 (Rev. 4-11) OPI 076

**Darfur Contracting Act Certification**

Pursuant to Public Contract Code (PCC) Section 10478, a firm that currently has or within the previous three years has had business activities or other operations outside of the United States, must certify that it is not a "scrutinized" company as defined in Public Contract Code section 10476. Scrutinized companies are ineligible to bid on or submit a proposal for a contract with a California state agency to supply goods or services.

A "scrutinized" company is one that does business in the African nation of Sudan (of which the Darfur region is a part). As defined in PCC Section 10476, a "scrutinized company" means a company in Sudan that is involved in power production activities, mineral extraction activities, oil-related activities, or the production of military equipment, but excludes a company that can demonstrate any of the conditions specified in PCC Section 10476 subsections (a) through (g).

Completion Instructions:

1. Mark/check one (1) box to describe the Bidding Firm's compliance with the Darfur Contracting Act.
2. Collect the signature of a person authorized to bind the Bidding Firm to the claim made below.
3. Return the completed/signed attachment with the bid/proposal response per bid instructions.

Bidding Firm's Claim (Check One):

- ☐ The Bidding Firm does not currently have, and our firm has not had within the previous three years, business activities or other operations outside of the United States.

OR

☐ The Bidding Firm claims it is a "scrutinized" company as defined in Public Contract Code section 10476, but the bidding firm has received written permission from the Department of General Services (DGS) to submit a bid or proposal pursuant to Public Contract Code section 10477(b). Include a copy of the written permission issued by the Department of General Services with this attachment.

OR

☐ The Bidding Firm currently has, or has had within the previous three years, business activities or other operations outside of the United States. However, the Bidding Firm claims it is not a "scrutinized" company as defined in Public Contract Code section 10476.

Certification

I, the official named below, am duly authorized to legally bind the Bidding Firm to the claims made herein. I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

NAME OF BIDDING FIRM

Signature

DATE SIGNED

PRINTED/TYPED NAME

TITLE

STATE OF CALIFORNIA – DEPARTMENT OF FINANCE

PAYEE DATA RECORD

(Required when receiving payment from the State of California in lieu of IRS W-9 or W-7)

STD 204 (Rev. 03/2021)

Section 1 – Payee Information**NAME** (This is required. Do not leave this line blank. Must match the payee's federal tax return)**BUSINESS NAME, DBA NAME or DISREGARDED SINGLE MEMBER LLC NAME** (If different from above)**MAILING ADDRESS** (number, street, apt. or suite no.) (See instructions on Page 2)**CITY, STATE, ZIP CODE****E-MAIL ADDRESS****Section 2 – Entity Type****Check one (1) box only that matches the entity type of the Payee listed in Section 1 above.** (See instructions on page 2)☐ **SOLE PROPRIETOR / INDIVIDUAL**☐ **SINGLE MEMBER LLC** *Disregarded Entity owned by an individual*☐ **PARTNERSHIP**☐ **ESTATE OR TRUST****CORPORATION** (see instructions on page 2)☐ **MEDICAL** (e.g., dentistry, chiropractic, etc.)☐ **LEGAL** (e.g., attorney services)☐ **EXEMPT** (e.g., nonprofit)☐ **ALL OTHERS****Section 3 – Tax Identification Number**Enter your Tax Identification Number (TIN) in the appropriate box. The TIN must **match** the name given in Section 1 of this form. Do not provide more than one (1) TIN. The TIN is a 9-digit number. **Note:** Payment will not be processed without a TIN.

- For **Individuals**, enter SSN.
- If you are a **Resident Alien**, and you do not have and are not eligible to get an SSN, enter your ITIN.
- Grantor Trusts (such as a Revocable Living Trust while the grantors are alive) may not have a separate FEIN. Those trusts must enter the individual grantor's SSN.
- For **Sole Proprietor or Single Member LLC (disregarded entity)**, in which the **sole member is an individual**, enter SSN (ITIN if applicable) or FEIN (FTB prefers SSN).
- For **Single Member LLC (disregarded entity)**, in which the **sole member is a business entity**, enter the owner entity's FEIN. Do not use the disregarded entity's FEIN.
- For all other entities including LLC that is taxed as a corporation or partnership, estates/trusts (with FEINs), enter the entity's FEIN.

Social Security Number (SSN) or Individual Tax Identification Number (ITIN)

_____ - _____ - _____

OR**Federal Employer Identification Number (FEIN)**

_____ - _____

Section 4 – Payee Residency Status (See instructions)☐ **CALIFORNIA RESIDENT** – Qualified to do business in California or maintains a permanent place of business in California.☐ **CALIFORNIA NONRESIDENT** – Payments to nonresidents for services may be subject to state income tax withholding.☐ No services performed in California☐ Copy of Franchise Tax Board waiver of state withholding is attached.**Section 5 – Certification****I hereby certify under penalty of perjury that the information provided on this document is true and correct.****Should my residency status change, I will promptly notify the state agency below.****NAME OF AUTHORIZED PAYEE REPRESENTATIVE****TITLE****E-MAIL ADDRESS****SIGNATURE****DATE****TELEPHONE** (include area code)**Section 6 – Paying State Agency****Please return completed form to:****STATE AGENCY/DEPARTMENT OFFICE**

Department of California Highway Patrol

UNIT/SECTION

Contracts Services Unit

MAILING ADDRESS

601 N. 7th Street

FAX

(916) 322-3166

TELEPHONE (include area code)

(916) 843-3610

CITY

Sacramento

STATE

CA

ZIP CODE

95811

E-MAIL ADDRESS

PAYEE DATA RECORD

(Required when receiving payment from the State of California in lieu of IRS W-9 or W-7)

STD 204 (Rev. 03/2021)

GENERAL INSTRUCTIONS

Type or print the information on the Payee Data Record, STD 204 form. Sign, date, and return to the state agency/department office address shown in Section 6. Prompt return of this fully completed form will prevent delays when processing payments.

Information provided in this form will be used by California state agencies/departments to prepare Information Returns (Form 1099).

NOTE: Completion of this form is optional for Government entities, i.e. federal, state, local, and special districts.

A completed Payee Data Record, STD 204 form, is required for all payees (non-governmental entities or individuals) entering into a transaction that may lead to a payment from the state. Each state agency requires a completed, signed, and dated STD 204 on file; therefore, it is possible for you to receive this form from multiple state agencies with which you do business.

Payees who do not wish to complete the STD 204 may elect not to do business with the state. If the payee does not complete the STD 204 and the required payee data is not otherwise provided, payment may be reduced for federal and state backup withholding. Amounts reported on Information Returns (Form 1099) are in accordance with the Internal Revenue Code (IRC) and the California Revenue and Taxation Code (R&TC).

Section 1 – Payee Information

Name – Enter the name that appears on the payee's federal tax return. The name provided shall be the tax liable party and is subject to IRS TIN matching (when applicable).

- Sole Proprietor/Individual/Revocable Trusts – enter the name shown on your federal tax return.
- Single Member Limited Liability Companies (LLCs) that is disregarded as an entity separate from its owner for federal tax purposes - enter the name of the individual or business entity that is tax liable for the business in section 1. Enter the DBA, LLC name, trade, or fictitious name under Business Name.
- Note: for the State of California tax purposes, a Single Member LLC is not disregarded from its owner, even if they may be disregarded at the Federal level.
- Partnerships, Estates/Trusts, or Corporations – enter the entity name as shown on the entity's federal tax return. The name provided in Section 1 must match to the TIN provided in section 3. Enter any DBA, trade, or fictitious business names under Business Name.

Business Name – Enter the business name, DBA name, trade or fictitious name, or disregarded LLC name.

Mailing Address – The mailing address is the address where the payee will receive information returns. Use form STD 205, Payee Data Record Supplement to provide a remittance address if different from the mailing address for information returns, or make subsequent changes to the remittance address.

Section 2 – Entity Type

If the Payee in Section 1 is a(n)...	THEN Select the Box for...
Individual • Sole Proprietorship • Grantor (Revocable Living) Trust disregarded for federal tax purposes	Sole Proprietor/Individual
Limited Liability Company (LLC) owned by an individual and is disregarded for federal tax purposes	Single Member LLC-owned by an individual
Partnerships • Limited Liability Partnerships (LLP) • and, LLC treated as a Partnership	Partnerships
Estate • Trust (other than disregarded Grantor Trust)	Estate or Trust
Corporation that is medical in nature (e.g., medical and healthcare services, physician care, nursery care, dentistry, etc.) • LLC that is to be taxed like a Corporation and is medical in nature	Corporation-Medical
Corporation that is legal in nature (e.g., services of attorneys, arbitrators, notary publics involving legal or law related matters, etc.) • LLC that is to be taxed like a Corporation and is legal in nature	Corporation-Legal
Corporation that qualifies for an Exempt status, including 501(c) 3 and domestic non-profit corporations.	Corporation-Exempt
Corporation that does not meet the qualifications of any of the other corporation types listed above • LLC that is to be taxed as a Corporation and does not meet any of the other corporation types listed above	Corporation-All Other

Section 3 – Tax Identification Number

The State of California requires that all parties entering into business transactions that may lead to payment(s) from the state provide their Taxpayer Identification Number (TIN). The TIN is required by R&TC sections 18646 and 18661 to facilitate tax compliance enforcement activities and preparation of Form 1099 and other information returns as required by the IRC section 6109(a) and R&TC section 18662 and its regulations.

Section 4 – Payee Residency Status**Are you a California resident or nonresident?**

- A corporation will be defined as a "resident" if it has a permanent place of business in California or is qualified through the Secretary of State to do business in California.
- A partnership is considered a resident partnership if it has a permanent place of business in California.
- An estate is a resident if the decedent was a California resident at time of death.
- A trust is a resident if at least one trustee is a California resident.
 - For individuals and sole proprietors, the term "resident" includes every individual who is in California for other than a temporary or transitory purpose and any individual domiciled in California who is absent for a temporary or transitory purpose. Generally, an individual who comes to California for a purpose that will extend over a long or indefinite period will be considered a resident. However, an individual who comes to perform a particular contract of short duration will be considered a nonresident.

For information on Nonresident Withholding, contact the Franchise Tax Board at the numbers listed below:

Withholding Services and Compliance Section: 1-888-792-4900

E-mail address: wscs.gen@ftb.ca.gov

For hearing impaired with TDD, call: 1-800-822-6268

Website: www.ftb.ca.gov

Section 5 – Certification

Provide the name, title, email address, signature, and telephone number of individual completing this form and date completed. In the event that a SSN or ITIN is provided, the individual identified as the tax liable party must certify the form. Note: the signee may differ from the tax liable party in this situation if the signee can provide a power of attorney documented for the individual.

Section 6 – Paying State Agency

This section must be completed by the state agency/department requesting the STD 204.

Privacy Statement

Section 7(b) of the Privacy Act of 1974 (Public Law 93-579) requires that any federal, state, or local governmental agency, which requests an individual to disclose their social security account number, shall inform that individual whether that disclosure is mandatory or voluntary, by which statutory or other authority such number is solicited, and what uses will be made of it. It is mandatory to furnish the information requested. Federal law requires that payment for which the requested information is not provided is subject to federal backup withholding and state law imposes noncompliance penalties of up to \$20,000. You have the right to access records containing your personal information, such as your SSN. To exercise that right, please contact the business services unit or the accounts payable unit of the state agency(ies) with which you transact that business.

All questions should be referred to the requesting state agency listed on the bottom front of this form.

STATE OF CALIFORNIA – STATE CONTROLLERS OFFICE

PAYEE DATA RECORD SUPPLEMENT

(This form is optional. Form is used to provide remittance address information if different than the mailing address on the STD 204 – Payee Data Record.

Use this form to provide additional remittance addresses and additional Authorized Representatives of the Payee not identified on the STD 204.)

STD 205 (New 03/2021)

Payee Information (must match the STD 204)

NAME (Required. Do not leave blank.)	TAX ID NUMBER (Required) SSN, ITIN, or FEIN that matches Tax ID number provided on STD 204
BUSINESS NAME, DBA NAME or DISREGARDED SINGLE MEMBER LLC NAME (If different from above)	

Additional Remittance Address Information

- Use the fields below to provide remittance addresses for payee if different from the mailing address on the STD 204.
- **The addresses provided below are for remittance purposes only. 1099 information returns will be sent to the mailing address specified on the STD 204.**

1	REMITTANCE ADDRESS (number, street, apt or suite no.)		
	CITY	STATE	ZIP CODE
2	REMITTANCE ADDRESS		
	CITY	STATE	ZIP CODE
3	REMITTANCE ADDRESS		
	CITY	STATE	ZIP CODE
4	REMITTANCE ADDRESS		
	CITY	STATE	ZIP CODE
5	REMITTANCE ADDRESS		
	CITY	STATE	ZIP CODE

Additional Contact Information

Use the fields below to provide additional Authorized Representatives for the Payee if applicable.

1	CONTACT NAME	
	TELEPHONE (Include area code)	EMAIL
2	CONTACT NAME	
	TELEPHONE	EMAIL
3	CONTACT NAME	
	TELEPHONE	EMAIL

Certification*I hereby certify under penalty of perjury that the information provided on this supplemental document is true and correct.**By signing this document, I authorize the State of California to remit payment to the addresses specified on this supplemental form (STD 205) and certify that all persons identified on this form are authorized representatives of this payee. Payments remitted to any of the listed addresses may be reported on 1099 information returns to the tax liable entity identified on the accompanying Payee Data Record - STD 204.*

NAME OF AUTHORIZED PAYEE REPRESENTATIVE (Print or Type name)	TITLE	E-MAIL ADDRESS
SIGNATURE X _____	DATE	TELEPHONE (Include area code)

PAYEE DATA RECORD SUPPLEMENT

(This form is optional. Form is used to provide remittance address information if different than the mailing address on the STD 204 – Payee Data Record.

Use this form to provide additional remittance addresses and additional Authorized Representatives of the Payee not identified on the STD 204.)

STD 205 (New 03/2021)

GENERAL INSTRUCTIONS

Type or print the information on the Payee Data Record Supplement, STD 205. Sign, date, and return to the state agency/department with a completed STD 204. Prompt return of the fully completed forms will prevent delays when processing payments.

Purpose – Completion of this form (STD 205) is optional. Payees may use this form to provide remittance addresses or contact information in addition to the 1099 information return mailing address provided on the STD 204. This form shall only be used in conjunction with the STD 204, and will not be accepted without a STD 204.

Please note: The State of California Government will issue 1099 information returns to the mailing address provided on the most recently dated form STD 204 validated by the Payee. Addresses provided on this form (STD 205) will be used for remittance purposes only. If the payee would like to update the address for receiving 1099 information returns, please complete the STD 204.

Payee Information: The Payee's Tax ID number (TIN) and Name (including any Business, DBA, or Disregarded LLC names) are required. This information is subject to TIN matching via the IRS database for validation. Payee Information provided in this section must clearly match the STD 204. Any discrepancies may result in delays of payment, up to and including denial of the request.

Name – Enter the name of the Payee. The name provided shall be the tax liable party and is subject to IRS TIN matching (when applicable).

Business Name – Enter the business name, DBA name, trade or fictitious name, or disregarded LLC name.

Tax ID Number-The State of California requires that all parties entering into business transactions that may lead to payment(s) from the state provide their Taxpayer Identification Number (TIN). The TIN is required by R&TC sections 18646 and 18661 to facilitate tax compliance enforcement activities and preparation of Form 1099 and other information returns as required by the IRC section 6109(a) and R&TC section 18662 and its regulations.

Additional Remittance Address Information - Enter the Payee's additional remittance address(s) that are not listed on STD 204. Up to five (5) addresses may be provided on this form. The Payee may provide additional remittance addresses on a second STD 205 form if needed.

Additional Contact Information - Enter the Payee's additional or updated contact information. Up to three contacts may be identified on this form. Payee may provide additional contacts on a second STD 205 if needed.

PRIVACY STATEMENT

Section 7(b) of the Privacy Act of 1974 (Public Law 93-579) requires that any federal, state, or local governmental agency, which requests an individual to disclose their social security account number, shall inform that individual whether that disclosure is mandatory or voluntary, by which statutory or other authority such number is solicited, and what uses will be made of it.

It is mandatory to furnish the information requested. Federal law requires that payment for which the requested information is not provided is subject to federal backup withholding and state law imposes noncompliance penalties of up to \$20,000.

You have the right to access records containing your personal information, such as your SSN. To exercise that right, please contact the business services unit or the accounts payable unit of the state agency(ies) with which you transact that business.

All questions should be referred to the requesting state agency listed on the bottom front of the STD 204 form.

STATE OF CALIFORNIA

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

CONFLICT OF INTEREST AND CONFIDENTIALITY STATEMENT - VENDOR

CHP 78V (Rev. 4-08) OPI 076

OPI CONTRACT/REQUISITION NUMBER

It is a mandatory requirement for the contractor/vendor to complete and submit the Conflict of Interest and Confidentiality Statement prior to commencing contract services and/or delivering requested commodities. Failure to complete and submit the Conflict of Interest and Confidentiality Statement prior to commencement of work and/or delivery of requested commodities will be grounds for contract termination.

As an authorized representative and/or corporate officer of the company named below, I warrant my company and its employees have no personal or financial interest and no present or past employment or activity which would be incompatible with participating in any activity related to this contract. For the duration of this contract, I warrant my company and its employees will not accept any gift, benefit, gratuity or consideration, or begin a personal or financial interest in a party who is associated with this contract.

I warrant my company and its employees not to disclose any financial, statistical, personal, technical, media-related, and all other data and information made available to use by the state for the purpose of providing services to the California Highway Patrol (CHP) in conjunction with the contract identified above. I warrant that only those employees who are authorized and required to use such materials will have access to them. Authorization documentation must be provided to the CHP prior to the start of the contract.

I further warrant that all materials provided by the state will be returned promptly after use; all copies or derivations of the materials will be physically and/or electronically sanitized at a minimum in accordance with the Federal Information Security Management Act (FISMA), National Institute of Standard Technology (NIST), 43 NIST Special Publication 800-36. I will include, with the returned materials, a letter attesting to the complete return of materials and documenting the destruction of copies and derivations. Failure to so comply will subject my company to criminal and civil liabilities, including all damages to the state. I authorize the state to inspect and verify the destruction document(s) as described above.

I warrant that my company will not enter into any agreements or discussions with a third party concerning such materials prior to receiving written confirmation from the state that such third party has an agreement with the state similar in nature to this one. I agree to immediately advise the CHP contract coordinator of any person(s) who has access to project confidential information and intends to disclose that information in violation of this agreement.

NAME OF COMPANY

NAME OF COMPANY REPRESENTATIVE

TITLE

SIGNATURE OF COMPANY REPRESENTATIVE

DATE

STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

STANDARD AGREEMENT

STD 213 (Rev. 04/2020)

AGREEMENT NUMBER

26C135004

PURCHASING AUTHORITY NUMBER (If Applicable)

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

CONTRACTING AGENCY NAME

Department of California Highway Patrol

CONTRACTOR NAME

TBD UPON AWARD

2. The term of this Agreement is:

START DATE

01/01/2027 OR UPON APPROVAL, WHICHEVER IS LATER

THROUGH END DATE

12/31/2029

3. The maximum amount of this Agreement is:

\$TBD UPON AWARD

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

Exhibits	Title	Pages
Exhibit A	Scope of Work	7
Exhibit B	Budget Detail and Payment Provisions	2
Exhibit C *	General Terms and Conditions - 02/2025	*
+ - + - Exhibit D	Special Terms and Conditions	20
+ - Exhibit E	Insurance Requirements	4

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

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

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

CONTRACTOR

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

TBD UPON AWARD

CONTRACTOR BUSINESS ADDRESS

CITY

STATE

ZIP

PRINTED NAME OF PERSON SIGNING

TITLE

CONTRACTOR AUTHORIZED SIGNATURE

DATE SIGNED

STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

STANDARD AGREEMENT

STD 213 (Rev. 04/2020)

AGREEMENT NUMBER

26C135004

PURCHASING AUTHORITY NUMBER (If Applicable)

STATE OF CALIFORNIA

CONTRACTING AGENCY NAME

Department of California Highway Patrol

CONTRACTING AGENCY ADDRESS

601 N. 7th Street

CITY

Sacramento

STATE

CA

ZIP

95811

PRINTED NAME OF PERSON SIGNING

TITLE

CONTRACTING AGENCY AUTHORIZED SIGNATURE

DATE SIGNED

CALIFORNIA DEPARTMENT OF GENERAL SERVICES APPROVAL

EXEMPTION (If Applicable)

SCM Vol I, 4.04, A.2

EXHIBIT A
(Standard Agreement)

SCOPE OF WORK

1. Contractor agrees to provide to the Department of California Highway Patrol (CHP) Redding Area office, the services described herein: furnish all supplies, materials, tools, equipment, labor, personnel, and supervision; pay all taxes, insurance, bonds, license and permit fees, and all other direct and indirect costs necessary to provide HVAC maintenance in accordance the manufacturer's preventive maintenance recommendations and the terms set forth in this Agreement.

A. License Requirement: Contractor's State Licensing Board, C-20 Warm-Air Heating, Ventilating and Air-Conditioning Contractor.

2. The services shall be performed at:

Department of California Highway Patrol
Redding Area office
2503 Cascade Blvd.
Redding, CA 96003

3. The services shall be provided during:

Normal working hours, Monday through Friday from 8:00 a.m. to 5:00 p.m., excluding State holidays. Office will be closed if any holiday falls on or is observed on a weekday, unless otherwise stated. Contractor shall check-in and check-out with CHP on-site contact person or designee upon each service call to provide verification that service has been provided.

4. The Project Representatives during the term of this agreement will be:

STATE AGENCY		CONTRACTOR	
Department of California Highway Patrol		TBD Upon Award	
NAME		NAME	
Richard Spencer, Facilities Coordinator			
TELEPHONE NUMBER	EMAIL	TELEPHONE NUMBER	EMAIL
(916) 843-3800	Facilities101@chp.ca.gov		
Direct all inquiries to:			
STATE AGENCY		CONTRACTOR	
Department of California Highway Patrol			
SECTION/UNIT		SECTION/UNIT	
Contract Services Unit			
ATTENTION		ATTENTION	
James Bellefeuille, Contract Analyst			
ADDRESS		ADDRESS	
601 N. 7 th Street, Sacramento, CA 95811			
TELEPHONE NUMBER	EMAIL	TELEPHONE NUMBER	EMAIL
(916) 843-3610	James.Bellefeuille @chp.ca.gov		

EXHIBIT A
(Standard Agreement)

SCOPE OF WORK

5. The Contractor must inspect the facility and verify the list of equipment to be serviced and maintained according to the specifications.

All HVAC equipment, including:

<u>UNIT #</u>	<u>MAKE</u>	<u>MODEL</u>	<u>SERIAL #</u>
1	Temp Star	PGD360090H001C GE	C143649555
2	Temp Star	PGD348090H001C GE	C143649195
3	Temp Star	PGD324040K001C GE	C131702242
4	BDP	548AN024040	1890C69439
5	Temp Star	PGS090HECA0AAA	P142731237
6	Temp Star	PGD360090H001C1	C142740816
7	SANYO	SAP121K	0206751
8	WESTINGHOUSE	AH09EL2T1	JK92411978
9	EMERSON	18BM44H-A	17M- 572073
10	SANYO	KL2412W	0009413

CHP reserves the right to add equipment similar to the list established at the commencement of this contract and delete equipment that has become obsolete. Replaced equipment will be serviced as the unit rates specified herein. Contractor will be notified in writing if the equipment has been added and/or removed from the list. Contractor is to review and list any discrepancies to the following make, model, and/or serial numbers of equipment found at the site(s).

6. The Contractor agrees to provide quarterly maintenance service for: all equipment, labor, materials, and supplies necessary for the performance of the work of this contract unless otherwise specified herein.

EXHIBIT A
(Standard Agreement)

SCOPE OF WORK *(Continued)*

7. QUARTERLY MAINTENANCE

- A. A logbook will be kept on site for each piece of equipment to be maintained by the technician. The log shall contain the dates each quarterly maintenance was performed. This will include date of entry, individual making entries, make, brand, model number, name plate data, manufacturer's maintenance literature, parts breakdown, and superheat charging tables. Log format will be provided by CHP, superheat charging tables to be provided by Contractor when contract begins.
- B. The frequency of quarterly maintenance shall be no more than ninety (90) days between services with the first service to be conducted within thirty (30) days of contract execution.
- C. The Contractor will be required to call the Area office and make an appointment to perform the quarterly maintenance at least one (1) week in advance. Contractor will check in with Area office upon arrival and check out when the work is completed. IF there are any discrepancies on the invoice concerning hours worked, the CHP will refer to sign-in sheet to confirm actual hours at facility.
- D. The scope of work included in this contract will serve as a checklist for the maintenance services performed. Contractor will be required to bring the checklist each time the quarterly maintenance is performed. All items on the checklist will be checked off as performed. Upon completion, Contractor will provide the Area office on site contact person with the list. The list will be signed and dated by both the Contractor and the Area office and filed in the appropriate logbook. Additionally, an extra copy shall be left with the Area office on site contact person. This checklist shall accompany the invoice prepared by the Contractor for the quarterly maintenance.
- E. The quarterly maintenance fee shall include the manufacturer's recommended preventive maintenance parts or kit, including filters, fan belts, water treatment chemicals, compressor oil, cleaning rags, oil, and grease. Costs for recapture of refrigerant as required by law must also be included.
- F. Filter replacement and installation must be compliant with Building Energy Efficiency Standards, Title 24, part 6 regulations.
- G. Any debris resulting from services provided shall be removed from the premises.
- H. CHP reserves the right to have an independent consultant inspect the equipment at any time to ensure that the services being provided are in compliance with the contract specifications.

EXHIBIT A
(Standard Agreement)

SCOPE OF WORK *(Continued)*

8. QUARTERLY HVAC MAINTENANCE AND INSPECTION TASKS

A. CONDENSING UNIT(S)

- 1) Inspect air conditioning system for refrigerant and oil leaks.
- 2) Clean outdoor coil if dirty. Comb fins.
- 3) Chemically clean condenser and evaporator coils once per year.
- 4) Measure and record compressor amperage draw.
- 5) Measure and record suction and discharge pressures.
- 6) Measure and record suction superheat temperature.
- 7) Measure and record outdoor fan motor amperage draw.
- 8) Adjust refrigerant charge as needed. Add oil per manufacturer's recommendations.
- 9) Lubricate outdoor fan motor (if applicable).
- 10) Inspect outdoor fan blade for cracks, corrosion and defects. Clean as necessary.
- 11) Inspect cabinet for organic matter, corrosion and defects. Clean as necessary.
- 12) Inspect compressor overloads, overheat, high and low- pressure safety devices.
- 13) Inspect and verify the operation of compressor crankcase heaters (if applicable).
- 14) Check all belts for wear, proper tension and alignment (if applicable).
Replace worn or defective belts in sets.
- 15) Check all sheaves for alignment, wear and tightness on shafts (if applicable).
Adjust misaligned sheaves as needed.
- 16) Check heat pump reversing valve for proper operation (if applicable).

B. MOTORS FOR CONDENSING UNIT(S), AIR HANDLER(S) AND FURNACE(S)

- 1) Lubricate fan motors per manufacturer's recommendations (if applicable).
- 2) Check motor capacitors for leakage, swelling and improper operation.
- 3) Inspect motor to fan or blower connection. Adjust and tighten as needed.
- 4) Check all belts for wear, proper tension and alignment (if applicable).
Replace worn or defective belts in sets.
- 5) Check all sheaves for alignment, wear and tightness on shafts (if applicable).
Adjust misaligned sheaves as needed.

C. ELECTRICAL (INCLUDING EXHAUST FANS)

- 1) Inspect all wiring and controls in indoor and outdoor unit. Vacuum all organic matter and dirt.
- 2) Inspect disconnect switch and fuses. Verify that fuses meet the manufacturer's specified rating.
- 3) Check compressor Contractor and relay contacts for burnt contacts and poor wire insulation.

EXHIBIT A
(Standard Agreement)

SCOPE OF WORK *(Continued)*

D. AIR HANDLER AND WINDOW UNITS

- 1) Replace air filters with commercial grade pleated air filters. Using a permanent fine point marker, date the exposed edge of the filter with the date the filter is changed.
- 2) Clean evaporator condensate drain pan. If necessary, flush condensate drain line until clean and free from obstruction.
- 3) Install biocide tablets in condensate pan to prevent biological growth.
- 4) Measure and record supply air temperature differential.
- 5) Inspect supply and return air plenums for leaks.
- 6) Clean and inspect fan and blower blades for cracks, corrosion and defects.
- 7) Inspect and clean enclosure.
- 8) Check fusible linkage and all fire dampers (if applicable).
- 9) If applicable, check high-capacity filter and replace it if needed.

E. ECONOMIZER (MODULATING OR FIXED)

- 1) Inspect dampers, linkage and operators for proper operation. Clean and service.
- 2) Exercise dampers, linkage and operators.
- 3) Clean intake/exhaust openings and bird screens. Replace filter (if applicable).
- 4) Inspect and verify enthalpy control operation.

F. PROPANE FURNACES

- 1) Check with operating or area personnel for deficiencies.
- 2) Inspect fuel system for leaks.
- 3) Inspect, clean and adjust electrodes and nozzles on oil burners or control valves and thermo-sensing bulbs on gas burners; lubricate oil burner motor bearings as applicable.
- 4) Change fuel filter element on oil burner, where applicable.
- 5) Check for proper operation of burner primary controls, check and adjust thermostat.
- 6) Replace air filters.
- 7) Check blower and motor for vibration and noise, lubricate bearings.
- 8) Check belts for wear and proper tension; tighten if required.
- 9) Check electrical wiring to burner controls and blower.
- 10) Check condition of flue pipe, damper and stack.
- 11) Check furnace operation through complete cycle or up to ten minutes.
- 12) Clean area around furnace.
- 13) Inspect and clean firebox.
- 14) Clean blower and air plenum.

EXHIBIT A
(Standard Agreement)

SCOPE OF WORK *(Continued)*

G. FURNACE (ALL TYPES)

- 1) Inspect combustion chamber and heat exchanger for corrosion.
- 2) Clean combustion chamber of residue (soot, dirt and scale).
- 3) Inspect combustion vent for leaks.
- 4) Verify that ignition system operates per manufacturer's specifications.
- 5) Inspect and check controls, draft and flame safeguard system for correct operation.
- 6) Clean and inspect fan and blower blades for cracks, corrosion and defects.
- 7) Inspect and clean cabinet and enclosure.
- 8) Inspect furnace for complete combustion
- 9) Inspect gas supply piping and components for leaks with soap solution.

H. EXHAUST FANS

- 1) Lubricate fan motors per manufacturer's recommendations (if applicable).
- 2) Check motor capacitors for leakage, swelling and improper operation.
- 3) Inspect motor to fan or blower connection. Adjust and tighten as needed.
- 4) Check all belts for wear, proper tension and alignment (if applicable).
Replace worn or defective belts in sets.
- 5) Check all sheaves for alignment, wear and tightness on shafts (if applicable).
Adjust misaligned sheaves as needed.
- 6) When belt guards are removed, ensure that they are properly and securely replaced.

I. ICE MACHINE (if applicable)

- 1) Lubricate fan motors per manufacturer's recommendations (if applicable).
- 2) Inspect and clean cabinet and enclosure.
- 3) Replace or clean filter as per manufacturer's recommendations.
- 4) Check ice machine for proper operation, clean all parts that require cleaning including but not limited to, the ice tub and doors as needed (if applicable).

J. MISCELLANEOUS

- 1) Inspect curb, slab, supports and isolation mounts. Clean as needed.
- 2) Take and record the ambient dry bulb and wet bulb temperatures with a calibrated instrument.
- 3) Record dry bulb and wet bulb temperatures for each zone.
- 4) Check thermometer for correct operation. Compare and record temperature with known calibrated instruments.
- 5) Remove, inspect and clean supply air diffusers and return air/register grilles. Adjust flow where needed.
- 6) Check entire system for abnormal sounds or vibrations.
- 7) Place space thermostats in the "Fan-On" position to allow for continuous circulation, uniformity of temperature and improved air quality.
- 8) Contractor shall inspect all duct work quarterly throughout facility for leaks and loose insulation. This service should be done at the

EXHIBIT A
(Standard Agreement)

SCOPE OF WORK *(Continued)*

- beginning of the contract term. (e.g., contracts typically begin in July; thereafter, the inspection should be done quarterly).
- 9) Complete the maintenance checklist and notify on-site contact of any deficiencies in a timely manner.
 - 10) Repairs necessitated by faulty equipment, provided and installed by the Contractor, improper maintenance or procedures, and/or Contractor's negligence or error shall be the responsibility of the Contractor.

K. MISCELLANEOUS REPAIR SERVICES

There are no monies in this contract for miscellaneous repairs. If during routine maintenance, a repair is discovered, the Contractor shall provide a legible, detailed proposal to repair the equipment. This will include a list of all parts required, cost per item, substantiation of MSRP, the estimated number of hours required to complete the repairs, and applicable sales tax. This will include which equipment is being repaired. NO WORK shall commence without Facilities Section approval of the cost for repair. No repair work can be charged to this contract; another contracting process will be used to fund any repairs needed.

EXHIBIT B
(Standard Agreement)

BUDGET DETAIL AND PAYMENT PROVISIONS

1. **Invoicing and Payment**

- A. For services satisfactorily rendered, and upon receipt and approval of the invoice(s), the State agrees to compensate Contractor in accordance with the rates specified herein.
- B. Contractor agrees to submit one (1) original and one (1) copy of all invoices, clearly indicating the Agreement number not more frequently than quarterly in arrears to:

Name: Area Commander or Designee
Office: Redding Area Office
Address: 2503 Cascade Blvd.
Redding, CA 96003

- C. Invoice shall be billed to "California Highway Patrol" and not "CHP".
- D. Invoices not on pre-printed bill heads shall be signed by Contractor furnishing the service.

2. **Budget Contingency Clause**

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

3. **Prompt Payment Clause**

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

EXHIBIT B
(Standard Agreement)

BUDGET DETAIL AND PAYMENT PROVISIONS

4. **Rate Schedule**

CHP shall pay Contractor \$TBD (TBD) Quarterly, in arrears, to provide HVAC Maintenance Services at the CHP Redding Area Office.

EXHIBIT D
(Standard Agreement)

SPECIAL TERMS AND CONDITIONS

1. Applicable Laws and Regulations

A. General

The Contractor shall be informed of and comply with all Federal and State statutes, rules and regulations applicable to the contract and to those engaged or employed through the contract. The Contractor shall hold the State, its officers, agents, and employees harmless and indemnify and defend the State for any claims for damages arising out of occurrences, accidents, or misuse by the Contractor or subcontractors.

If a conflict arises between the provisions of the Plans and Specifications and any such statute, rule or regulation, the Contractor shall notify the State at once in writing. If, before receiving clarification, the Contractor performs any portion of the work affected by the conflict, any performance shall be at the Contractor's own risk and he/she shall not be entitled to any additional compensation.

The Contractor shall be liable for damage to any person or property resulting from defects in the work or, obstructions throughout the term of the contract or at any time before acceptance of the completed work.

Neither the State nor the Contractor is subject to municipal, county or district statutes, rules or regulations pertaining to building permits or regulating the design or construction of buildings on State property.

B. Expatriate Corporations

California Public Contract Code section 10286.1 a State agency shall not enter into any contract with an expatriate corporation or its subsidiaries.

C. Executive Order N-6-22 – Russia Sanctions

On March 4, 2022, Governor Gavin Newsom issued Executive Order [N-6-22](#) (the EO) regarding Economic Sanctions against Russia and Russian entities and individuals. "Economic Sanctions" refers to sanctions imposed by the U.S. government in response to Russia's actions in Ukraine, as well as any sanctions imposed under state law. The EO directs state agencies to terminate contracts with, and to refrain from entering any new contracts with, individuals or entities that are determined to be a target of Economic Sanctions. Accordingly, should the State determine Contractor is a target of Economic Sanctions or is conducting prohibited transactions with sanctioned individuals or entities, that shall be grounds for termination of this agreement. The State shall provide Contractor advance written notice of such termination, allowing Contractor at

EXHIBIT D
(Standard Agreement)

SPECIAL TERMS AND CONDITIONS

least thirty (30) calendar days to provide a written response. Termination shall be at the sole discretion of the State.

D. Permits and Licenses

The Contractor shall be an individual or firm licensed to do business in California and shall obtain at Contractor's expense all license(s) and permit(s) required by law for accomplishing all work required related to this Agreement.

In the event any license(s) and/or permit(s) expire during the term of this Agreement, Contractor agrees to provide CHP with a copy of the renewed license(s) and/or permit(s) within thirty (30) days following the expiration date. In the event the Contractor fails to maintain all required license(s) and permit(s), the State may, in addition to any other remedies it may have, terminate this Agreement upon occurrence of such event.

Pursuant to the Business and Professions Code, Division 3, Chapter 9, it is a misdemeanor for any person to submit a bid to a public agency to engage in the business or act in the capacity of a Contractor within this State without having the required license except in any of the following cases:

- 1) The person is exempted from the provisions of this chapter; or
- 2) The bid is submitted on a State project governed by California Public Contract Code Section 10164.

This chapter shall not apply to a joint license as required by Business and Professions Code section 7029.1. However, if the Contractor makes the bid as a joint venture, each person submitting the bid shall be subject to this chapter with respect to his/her individual license.

This chapter shall not affect the right or ability of a licensed architect or registered professional engineer to form joint ventures with licensed Contractors to render services within the scope of their respective practices.

E. Permits and Certifications from State Board of Equalization

This solicitation and any resulting contract shall be subject to all requirements as set forth in Sections 6487, 7101 and sections 6452.1, 6487.3, 18510 of the Revenue and Taxation Code, and section 10295.1 of the Public Contract Code requiring suppliers to provide a copy of their reseller's permit or certification of registration and, if applicable, the permit or certification of all participating affiliates, issued by California's State Board of Equalization. Failure of the supplier to comply by supplying the required permit or certification will cause the supplier's bid response

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to be considered non-responsive and their bid rejected. Unless otherwise specified in this solicitation, a copy of the reseller's permit or certification of registration must be supplied within five (5) State business days of the request made by the State.

F. Prevailing Wage Rates and Work Hours

The Director of the Department of Industrial Relations has ascertained general prevailing wage rates in the county in which the work is to be performed. The rates of prevailing wage are determined by the Department of Industrial Relations, Labor Statistics and Research. The Prevailing Wage Rates as specified by the Department of Industrial Relations (DIR) are available on the DIR Web site, www.dir.ca.gov/DLSR/Pwd.

The prevailing wage rates set forth are the minimum that shall be paid by the Contractor. Nothing contained herein shall be construed as preventing the Contractor from paying more than the minimum prevailing wage rates. No extra compensation will be allowed by the State due to the Contractor's inability to hire labor at minimum rates.

If it becomes necessary to employ work classifications other than those listed in the bid, the Contractor shall notify the State immediately and the State will ascertain the additional prevailing wage rates from the date of initial payment.

The Contractor shall comply with all prevailing wage rate requirements and shall be subject to all restrictions and penalties in accordance with California Labor Code sections 1770 – 1780.

G. Public Works Contractor Registration Program

- 1) In accordance with the provisions of Code of Regulations Title 8, Section 16000, the Department of Industrial Relations has ascertained the work for this project to be performed as a public work. Refer to <http://www.dir.ca.gov/t8/16000.html>.
- 2) No Contractor or subcontractor may be listed on a bid proposal for a public works project unless registered with the Department of Industrial Relations pursuant to Labor Code Section 1725.5 [with limited exceptions from this requirement for bid purposes only under Labor Code Section 1771.1(a)].

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- 3) No Contractor or Subcontractor may be awarded a contract for public work on a public works project unless registered with the Department of Industrial Relations pursuant to Labor Code Section 1725.5.
- 4) This project is subject to compliance monitoring and enforcement by the Department of Industrial Relations. Refer to <http://www.dir.ca.gov/Public-Works/SB854.html> for more information.
- 5) Contractor shall maintain its registration with the Department of Industrial Relations per the requirements set forth in Labor Code 1725.5 (a)(1) during the term of this Agreement.

H. Labor Code Certifications

Contractor acknowledges that they are aware of the provisions of Labor Code § 3700 which requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that Code and shall comply with such provisions before commencing the performance of the work of this contract.

It is hereby mutually agreed that the contractor shall forfeit to the State Two Hundred Dollars (\$200) for each calendar day, or portion thereof, for each worker paid by him or her, or subcontractor under him or her, less than the prevailing wage so stipulated and in addition the contractor further agrees to pay to each worker the difference between the actual amount paid for each calendar day, or portion thereof, and the stipulated prevailing wage rate for the same. This provision shall not apply to properly, registered apprentices.

It is further agreed that the maximum hours a worker is to be employed is limited to eight (8) hours a day and forty (40) hours a week and the Contractor shall forfeit, as a penalty to the State, twenty-five dollars (\$25.00) for each worker employed in execution of the contract for each calendar day during which a worker is required or permitted to labor for more than eight hours in any calendar day or more than forty (40) hours in any calendar week, in violation of California Labor Code Sections 1810 – 1815, inclusive.

Each contractor and subcontractor shall comply with Labor Code § 1776 regarding record keeping.

I. Apprentices

Special attention is directed to Section 1777.5, 1777.6, 1777.7, and 3099 - 3099.5 of the California Labor Code and Title 8, California Administrative Code, Section

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200 et. seq. Each Contractor and/or subcontractor must, prior to commencement of the public works contract, contact the Division of Apprenticeship Standards, 455 Golden Gate Avenue, San Francisco, CA 94102, or one of its branch offices, to insure compliance and complete understanding of the law regarding apprentices and specifically the required ratio thereunder. Responsibility for compliance with this section lies with the Prime Contractor.

Properly registered apprentices may be employed in the prosecution of the work. Every such apprentice shall be paid the standard wage paid to apprentices under the regulations of the craft or trade at which he/she is employed and shall be employed only at the work of the craft or trade to which he/she is registered. Contractor and each subcontractor must comply with the requirements of Labor Code Section 1777.5 and any related regulations regarding the employment of registered apprentices.

2. **Contractor's Waiver**

Neither the State nor any of its officers or employees shall be liable for: loss or damage to the Contractor's work or any part thereof or to any of the materials used in performing the work; injury to any person(s), either workers or the public and for damage to property due to the Contractor's intentional or negligent acts that might have been prevented by the Contractor or anyone employed by him/her. In addition to any remedy authorized by law, any money due the Contractor under the contract may be retained by the State until final disposition of the lawsuit, legal action(s) or claims. This provision shall not be construed as precluding the State from enforcing any right to offset any current contract the Contractor may have with the State as to any money owed to the State.

3. **Payroll Records**

The Contractor and each subcontractor shall keep an accurate payroll record showing overtime hours worked each day and week, and the actual per diem wages paid to each journeyman, apprentice, worker, or other employee employed by the Contractor and/or subcontractor in relation with the work. Payroll records shall be certified and shall be on forms provided by the Division of Labor Standards Enforcement or shall contain the same information as those forms. In accordance with California Labor Code section 1776 upon written request by the State, the Contractor's and Subcontractor's certified payroll records shall be furnished within ten (10) days.

Pursuant to California Labor Code section 1776, in the event that the contractor or subcontractor fails to comply within the 10-day period, the contractor or subcontractor shall, as a penalty to the State or political subdivision on whose behalf

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the contract is made or awarded, forfeit one hundred dollars (\$100) for each calendar day, or portion thereof, for each worker, until strict compliance is effectuated. Upon the request of the Division of Labor Standards Enforcement, these penalties shall be withheld from progress payments then due. A contractor is not subject to a penalty assessment pursuant to this section due to the failure of a subcontractor to comply with this section.

4. **Air Pollution**

The Contractor shall comply with all air pollution control statutes, rules, regulations, and ordinances that apply to any work performed in relation to this project in accordance with California Public Contract Code section 10231 and California Government Code section 11017.

5. **Preservation and Cleaning**

Contractor shall clean up his/her work at frequent intervals and when directed by the CHP. Floors shall always be kept broom clean while finish work is being accomplished.

6. **Termination of Contractor's Control**

Failure to supply an adequate working force, material of proper quality, or failure in any other respect to prosecute the work with the diligence and force specified in the Agreement, are grounds for termination of Contractor's control over the work.

7. **Contract Approvals and Commencement of Work**

Contracts are not valid unless and until approved by California Department of General Services, if such approval is required by law. The Contractor is not to commence or proceed with any work in advance of receiving notice that the contract has been approved. Any work performed by the Contractor in advance of the date of approval by the Department of General Services shall be deemed volunteer work and will not be reimbursed by the State.

8. **Personnel**

Competent trained personnel are to be used. Contractor must notify the State, in writing, of any changes of those personnel allowed access to State premises to provide services under this Agreement. The new personnel will be introduced to CHP Project Representative prior to beginning work and will submit their information for security clearance. In addition, Contractor must recover and return any State-issued

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identification card provided to Contractor's employee(s) upon their departure or termination.

9. Subcontractor/Consultant Information

Contractor is required to identify all subcontractors and consultants who will perform labor or render services in the performance of this Agreement as stipulated under California Public Contract Code 4100-4108 and subject to Subletting & Subcontracting Fair Practice Act.

- A. Contractor, as well as any and all subcontractors, is required to be properly licensed for the scope of work performed under this Agreement.
- B. All subcontractors and/or consultants and their employees engaged in work to fulfill this Agreement shall be considered as employees of the Contractor. Contractor shall give personal attention to fulfillment of this Agreement and shall maintain control over the work provided. Should any subcontractor fail to complete a portion of the work in a manner satisfactory to CHP, Contractor shall correct the defective work and/or materials at no additional expense to the CHP.
- C. CHP shall not entertain requests to arbitrate disputes among subcontractors or between Contractor and subcontractors concerning responsibility of performing any part of the work. Contractor is responsible for all work performed under this Agreement.
- D. CHP assumes no responsibility for the payment of subcontractors. Contractor accepts sole responsibility for the payment of subcontractors used in the performance of work relating to this Agreement.
- E. Contractor shall ensure that all subcontracts for services include provisions requiring compliance with applicable terms and conditions specified in this Agreement and all exhibits incorporated by reference.
- F. Additionally, the Contractor shall notify the Department of California Highway Patrol, Business Services Section, Contract Services Unit, in writing, within ten (10) working days, of any changes to the subcontractor and/or consultant information.

10. Building Security Requirements

All personnel who are assigned to the contract may be subject to a driver license and fingerprint check through the California Criminal History Information System and/or Federal Bureau of Investigation, as needed, before access to a CHP facility is

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authorized. The Area commander shall be provided with the names of personnel who will be working in the State building or grounds.

If changes in personnel are required, prior written notification of said changes must be made to the Area commander. Upon the initial driver license check returning clear and the receipt of a fully approved contract, services may commence. An adverse finding under the fingerprint check, may at the sole discretion of CHP, result in a requirement for personnel replacement or cancellation of the contract.

If the Area commander receives an unsuitable report on Contractor or employee after processing security clearance; or if it is found that Contractor or employee is unsuitable or unfit for the assigned duties, Contractor shall be advised immediately that this individual cannot continue to work or be assigned to work under the Agreement.

The CHP shall have and exercise full and complete control over granting, denying, withholding or terminating clearance for Contractor, including employees. The CHP may, as it deems appropriate, authorize and grant temporary clearance to Contractor and employees. However, the granting of temporary clearance shall not be considered as assurance that full clearance will follow as a result or condition thereof and the granting of either temporary or full clearance shall in no way bar, preclude, or prevent the termination or withdrawal of any such clearance by the CHP.

11. Contractor Facility Check-In

Contractor must sign in and out with the CHP Division Analyst or his/her designee to indicate the start and end of each day's task. If sign in and out is not done, the invoice may be disputed due to the hours of Contractor being on site not being documented.

12. Conduct of Work and Personnel

A. Contractor shall be responsible for maintaining satisfactory standards of employee appearance, competency, conduct, and integrity. All service personnel should wear shirts with their company logo clear and visible. No torn clothing will be allowed on site. All personnel assigned to the Area office shall be alcohol and drug free. Contractor shall be responsible for taking such disciplinary action with respect to employees as may be necessary. Contractor is also responsible for ensuring that employees do not disturb papers on desks, open cabinets or desk drawers, or use State telephones except as authorized.

B. The State reserves the right to do other work in connection with the project or

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adjacent thereto by contract or otherwise. The Contractor shall at all times conduct his/her work so as to impose no hardship on the State, others engaged in the work or to cause any unreasonable delay or hindrance. Where two or more Contractors are employed on related or adjacent work, each shall conduct his/her operations in such manner as not to cause delay or additional expense to the other.

- C. All construction equipment required for execution of the work and all labor, power and signals required for the installation, operation and maintenance of such equipment shall be provided by the Contractor. The Contractor shall obtain all necessary measurements for the work and shall check dimensions, levels and any existing construction and layout and supervise his/her construction accordingly. Measurements and quantities on the Plans are to be verified by the Contractor.
- D. Contractor shall make provisions to accomplish the work of the contract without undue interruption of services. Interruption of any services for the purpose of making or breaking a connection shall be made only after consultation with the State and shall be at such time and of such duration as may be directed.
- E. Contractor's activities on State property shall be confined to spaces, areas, roads and locations as directed by the State.
- F. Parking arrangements for Contractor's personnel shall be made through the State.
- G. The Contractor shall be responsible for providing sanitary facilities for their personnel rental or by coordinating arrangements with CHP.
- H. All vehicles, equipment and ladders shall be secured when not in use. Keys shall not be left in any vehicles or equipment when not in use. The State will not be responsible for loss of tools, equipment or materials.
- I. No firearms, narcotics, drugs, intoxicants or other restricted materials shall be allowed on the premises.

13. Supervision

- A. Contractor shall arrange for satisfactory supervision of the Agreement work and shall bring to the attention of the CHP any problems that should be corrected, including preventative maintenance. This is not a responsibility for the CHP.
- B. All work shall be performed in a professional manner within the standards of the industry, using proper equipment, methods, materials and certified personnel.

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Contractor will be liable for any damage to the property or its contents through negligence on the part of Contractor or his/her staff.

- C. Contractor shall provide, in writing, to the CHP, at least five (5) days prior to the Agreement starting date, the names, telephone numbers, and addresses of the on-site supervisors. The term "on-site supervisor" means a person designated in writing by Contractor with authority to act for Contractor at the work site.

14. Contractor's Responsibility for Work

Until the State formally accepts the work, the Contractor shall be liable for any injury or damage to any part of the work from the elements, except for an act of God as defined by California Public Contract Code section 10122(c) or a natural disaster as proclaimed by the State or Federal government), and damages that are directly and proximately occasioned by acts of the State or Federal government and the public enemy.

No advertising of any description will be permitted in or about the work site except by order of the State.

15. Work Area

Contractor will ensure that the work area is kept clean and free of debris, as necessary, to maintain a safe working environment for staff. While working on equipment, Contractor agrees to perform services with as little disruption to the State's operations as possible. All tools, equipment and other work materials belonging to the Contractor will be removed from the area office at the end of each working day. The State shall not be responsible for storage of any Contractor property.

16. Equipment

Restrictions may be placed on the quantity and type of equipment and materials left within existing facilities during breaks, meals or at the end of each workday.

17. Utilities

The Contractor shall not interrupt utilities except with two (2) days' prior written notice and approval from the State. Interruptions shall be scheduled to minimize the duration and disruption to the existing operation.

18. Inspection and Acceptance

- A. The Contractor shall always permit the State and its authorized agents and

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representatives to visit and inspect the work site while work is in progress. This obligation shall include maintaining proper facilities and safe access for such inspection. Where the contract requires the work to be tested, it shall not be covered up until inspected and approved by the State. The Contractor shall be solely responsible for notifying the State where and when such work is ready for inspection and testing. Should any such work be covered without such testing and approval, it shall be uncovered at the Contractor's expense. The Contractor shall give the State a twenty-four (24) hour notice prior to performing work on a Saturday, Sunday or a State holiday, so that the State may make the necessary arrangements.

- B. Regardless of any prior inspections and acceptances of work during the term of this Agreement, all work is subject to final inspection and acceptance by the CHP Project Representative.
- C. The CHP Project Representative shall have the ultimate responsibility and authority to determine whether the Contractor has satisfied the duties and obligations under the Agreement, including specifically whether the Contractor delivered all work product and deliverables and whether the Contractor's work product and deliverables satisfied all of the applicable contract requirements.
- D. Approval of work constitutes approval for payment and not the transference or termination of Contractor's responsibility to perform work in accordance with the terms of the Agreement, and any work that needs corrections shall be at the Contractor's sole expense and in a timely manner.

19. Materials and Workmanship

All materials used and all work performed under the contract shall conform in all respects to the latest amended rules, regulations and requirements which are set forth in the Uniform Building Code, Uniform Plumbing Code; National Electric Code; California Electric Safety Orders; California Department of Industrial Relations, Division of Industrial Safety regulations; and any other regulatory requirement having jurisdiction over this type of work.

Materials, articles or equipment furnished by the Contractor for incorporation into the work shall be new. When the contract documents indicate or require that such materials, articles or equipment are to be furnished, but the quality or kind thereof is not particularly specified, shown or indicated, the Contractor shall furnish materials, articles or equipment at least equal to the class or quality of the materials, articles or equipment that are specified, shown or indicated. Substantiating data of the equal item shall be presented to the State within 35 calendar days after the award of the contract. All work shall be performed in a first class and workman-like manner in

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accordance with the true intent and meaning of the Plans and Specifications. Every part of the work shall be accomplished by the workers, laborers or mechanics especially skilled in the class of work required and workmanship shall be the best.

Completed work shall be to the entire satisfaction of the State of California. The State shall be the sole judge as to whether the materials or workmanship is acceptable. Should any portion of the completed work or any materials, articles or equipment delivered fail to comply with the requirements of the contract, such work, materials, articles or equipment shall be rejected. The Contractor shall immediately replace, at his/her own expense, all unacceptable materials and all unacceptable work shall immediately be made satisfactory to the State by the Contractor at no additional expense to the State. Any rejected materials, articles or equipment shall immediately be removed from the premises at the expense of the Contractor.

20. Liability for Nonconforming Work

The Contractor will be fully responsible for ensuring that the completed work conforms to the agreed upon terms. If nonconformity is discovered prior to the Contractor's deadline, the Contractor will be given a reasonable opportunity to cure the nonconformity. If the nonconformity is discovered after the deadline for the completion of the project, CHP, in its sole discretion, may use any reasonable means to cure the nonconformity. The Contractor shall be responsible for reimbursing CHP for any additional expenses incurred to cure such defects.

Contractor shall be liable for any damages by Contractor or his employees to portions of buildings, premises, equipment, furniture, material, or other CHP property. Damage resulting from the services provided will be repaired or items will be replaced by Contractor to the satisfaction of CHP at no expense to CHP. Any items lost or stolen while in Contractor's custody will be replaced by Contractor at no expense to CHP.

21. Contract Violations

The Contractor acknowledges that any violation of Chapter 2, or any other chaptered provision of the Public Contract Code (PCC), is subject to the remedies and penalties contained in PCC Sections 10420 through 10425.

22. Cancellation

- A. CHP reserves the right to cancel this Agreement without cause, upon thirty (30) calendar days advance written notice to the Contractor.

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- B. CHP may, at its option, immediately cancel the Agreement if any emergency arises which causes the closure of the facility.
- C. CHP reserves the right to cancel or terminate this Agreement immediately for cause. The term "for cause" shall mean that the Contractor fails to meet the terms, conditions, and/or responsibilities of this Agreement.
- D. Agreement cancellation/termination shall be effective as of the date indicated in notification from CHP to the Contractor. The notice shall stipulate any final performance, invoicing or payment requirements.
- E. In the event of early cancellation/termination, Contractor shall be entitled to compensation for services performed satisfactorily under this Agreement and expenses incurred up to the date of cancellation in support of this Agreement.

23. Contract Suspension

Notwithstanding any other provisions of this Agreement, pursuant to a Governor's Executive Order or equivalent directive, such as a court order or an order from a Federal or State regulatory agency, mandating the suspension of State contracts, the State may issue a Suspension of Work Notice. The Notice shall identify the specific Executive Order or directive and the Agreement number(s) subject to suspension. Unless specifically stated otherwise, all performance under the Agreement(s) must stop immediately upon receipt of the Notice. During the period of contract suspension, Contractor is not entitled to any payment for the suspended work. Once the order suspending State contracts has been lifted, a formal letter from the Department will be issued to the Contractor to resume work.

24. Confidentiality of Data

All financial, statistical, personal, technical and other data and information relating to State's operation, which are designated confidential by the State and made available to carry out this Agreement, or which become available to the Contractor to carry out this Agreement, shall be protected by the Contractor from unauthorized use and disclosure.

If the methods and procedures employed by the Contractor for the protection of the Contractor's data and information are deemed by the State to be adequate for the protection of the State's confidential information, such methods and procedures may be used with the written consent of the State. The Contractor shall not be required under the provisions of this paragraph to keep confidential any data already rightfully in the Contractor's possession that is independently developed by the Contractor outside the scope of the Agreement or is rightfully obtained from third

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parties.

No reports, information, inventions, improvements, discoveries, or data obtained, repaired, assembled, or developed by the Contractor pursuant to this Agreement shall be released, published, or made available to any person (except to the State) in violation of any State or federal law.

Contractor by acceptance of this Agreement is subject to all requirements of California Government Code Section 11019.9 and California Civil Code Sections 1798, et seq., regarding the collection, maintenance, and disclosure of personal and confidential information about individuals.

25. Computer Software Management Memo

Contractor certifies that it has appropriate systems and controls in place to ensure that State funds will not be used in the performance of this Agreement for the acquisition, operation or maintenance of computer software in violation of copyright laws.

26. Patents

The Contractor shall assume all costs and agrees to indemnify and save harmless the State, its officers and employees from all suits, actions or claims arising from use of patented materials, equipment, devices or processes used or incorporated in the work contracted for by CHP.

27. Accounting Principles

The Contractor will adhere to generally accepted accounting principles as outlined by the American Institute of Certified Public Accountants. Dual compensation is not allowed; a Contractor cannot receive simultaneous compensation from two or more funding sources for the same services performed even though both funding sources could benefit.

28. Stop Notice and Claims

The State will retain from funds owed or that become owed to Contractor an amount sufficient to cover claims filed pursuant to Civil Code sections 3179 et seq.; tax demands filed in accordance with Government Code section 12419.4; claims of State agencies offset under Government Code section 12419.5; and other claims, penalties, and forfeitures for which the State is authorized to retain money.

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The State of California and Contractor will each bear their own respective Federal, State and local tax liabilities arising from this Agreement. It is expressly understood that neither the State nor the Contractor will assign, shift, pass on or otherwise assume the tax liabilities of the other party.

30. Tax Delinquencies Contract Ban

The State of California shall not enter into any contract for goods or services with a Contractor whose name appears on either list of the five hundred (500) largest tax delinquencies pursuant to Section 7063 or 19195 of the Revenue and Taxation Code.

31. Accident Prevention

The Contractor shall always exercise precaution for the protection of persons (including employees) and property. Precautionary measures shall include, but not limited to, installation of adequate safety guards and protective devices for all equipment and machinery, whether used in the performance of the work or permanently installed as part of the work. The Contractor shall comply with all applicable laws relating to safety precautions, including safety regulations of the California Department of Industrial Relations, State Division of Industrial Safety.

32. Brand or Trade Names

Pursuant to California Public Contract Code section 3400, the contract does not require the Contractor to supply specific brand or trade name material, product, or services, except for services by the Contractor or by subcontractors listed pursuant to California Public Contract Code sections 4100 et seq. Whenever an item is specified by brand, trade name, or specific entity, the item shall be deemed to be followed by the term "or equal" unless the specifications provide that use of the item listed is necessary, in the public interest or to match other similar items already used or to be used.

33. Inconsistent Terms

If the Contractor discovers any inconsistent terms, omissions or errors in the contract documents, has any questions concerning interpretation or clarification of the contract documents, or if it the Contractor believes the performance of the work or any matters related to the work is not sufficiently detailed or explained in the contract, then, before commencing work,, the Contractor shall immediately notify the State in writing and request interpretation, clarification or additional detailed instructions concerning the work.

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34. Occupancy by the State Prior to Acceptance

The State reserves the right to occupy all or any part of the project prior to completion of the work upon written order by the State. In such event, Contractor will be relieved of the responsibility to the State for injury or damage resulting from occupancy and use by the State. Such occupancy does not constitute acceptance by the State of the work completed by the Contractor or any portion thereof, nor will it relieve the Contractor of responsibility for correcting defective work or materials found at any time before acceptance of the work.

35. Final Payment

After acceptance of the work by CHP, Contractor shall promptly submit to the CHP, a statement of the sum due Contractor under this Agreement. The said statement shall consider the contract price, as adjusted by any amendments; amounts already paid; and sums to be withheld for incomplete work, liquidated damages, and for any other cause under the Agreement.

36. Hazardous Materials

Contractor shall handle only those hazardous material(s), if any, specified in the Scope of Services. To safeguard both life and property, Contractor will provide a list to CHP Project Representative all chemicals to be issued on the site prior to use along with a copy of Material Safety Data Sheets (MSDS) for all chemicals used. Appropriate protective clothing and gear according to the label requirement and type of chemical being used shall be provided by Contractor and worn during application. All containers holding pesticides shall be properly labeled with the name and strength of the chemical and active ingredients. Pesticide and other toxic materials will NOT BE stored on CHP property. Containers with any chemical residue shall NOT BE placed in CHP receptacles. Contractor shall appropriately dispose of containers. Contractor is responsible for adhering to all environmental laws regarding the proper disposal of water containing chemicals used in the process of providing services described in the Agreement.

If Contractor encounters any unspecified hazardous material while fulfilling the conditions of the contract, the work shall stop immediately. The removal of any unspecified hazardous material(s) may be added to this contract by amendment or may be performed by the State through other means, at the discretion of the State.

37. Mandatory Organic Waste Recycling

Contractor generating organic waste or commercial solid waste shall comply with SB 1383; also, Contractor will arrange for recycling services required by this section in a

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manner that is consistent with State and local laws and requirements, including a local ordinance or local jurisdiction's franchise agreement, applicable to the collection, handling, or recycling of organic waste and commercial solid waste. This requirement does not modify, limit, or abrogate the Contractor's right to sell or donate its recyclable organic waste materials consistent with the requirements of Public Resources Code Section 42649.8 et seq. When applicable, Contractor must comply with these provisions.

38. Electronic Waste Recycling

The Contractor certifies that it complies with the requirements of the Electronic Waste Recycling Act of 2003, Chapter 8.5, Part 3 of Division 30, commencing with Section 42460 of the Public Resources Code, relating to hazardous and solid waste. Contractor shall maintain documentation and provide reasonable access to its records and documents that evidence compliance.

39. Small Business and DVBE Participation – Commercially Useful Functions

This solicitation and any resulting Agreement shall be subject to all requirements as set forth in the following code: Government Code Sections 14837, 14839, 14842, 14842.5 and MVC Sections 999, 999.6, 999.9.

In part, these codes involve requirements for businesses to qualify as a California certified Small Business, Micro-business and/or DVBE. The aforementioned companies must perform a commercially useful function to be eligible for award and must be "domiciled" in California. A suppliers bid will be considered non-responsive and rejected for failure to comply with the definition and requirements set forth in the statutes Contractors found to be in violation of certain provisions within these code sections may be subject to loss of certification, penalties and Agreement cancellation.

40. Debris and Recycle

To comply with Public Resources Code (PRC) Section 42921 (a) and (b) and PRC Section 42926, all Contractors shall contain, in a confined area away from CHP worksite, all trash and debris generated from Janitorial, Landscape, Electrical, Plumbing, Painting and/or General Construction projects and dispose of debris at no additional cost to the CHP. All work areas shall always be kept clean, safe, and orderly. At the completion and approval of work, Contractor shall remove all debris and surplus materials resulting from the project, dispose of it, and leave the site clean, safe, and orderly, at no additional cost to the CHP. Documentation of debris disposal will be given to the CHP Project Representative at the completion of each project or billing cycle. ALL MATERIALS MUST BE RECYCLED WHENEVER POSSIBLE, AT

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THE CLOSE OF A PROJECT. ALL MONIES COLLECTED FROM THE RECYCLING OF MATERIALS FROM A CHP SITE SHALL BE REMITTED BACK TO THE CHP, unless otherwise noted. A copy of the waste manifest or refuse report is to be kept in the waste diversion report binder. (Note: The cost for disposal is for record keeping and is not to be construed as a permission to bill the CHP for these costs.)

41. Inability to Provide Services

If Contractor shall be temporarily unable to provide services, the CHP, during the period of Contractor's inability to provide services, reserves the right to accomplish the work by other means and shall be reimbursed by Contractor for any costs above the Agreement rate.

42. Default

Default is defined as Contractor failing to perform services required by the Agreement in a satisfactory manner. If, after Agreement award and execution of the Agreement, Contractor defaults, the Agreement may be terminated for non-satisfactory performance. Additionally, Contractor may be liable to CHP for damages including the difference between the Contractor's original bid price and the actual cost of performing the work by another Contractor.

43. Dispute

Any dispute of fact arising under the terms of this Agreement which is not resolved within a reasonable timeframe as defined by CHP Project Representative or Contractor, shall be brought by either party to the attention of the Chief Executive Officer (or designated representative) of each organization for joint resolution. If an agreement cannot be reached through the application of high-level management attention, either party may assert its rights and remedies under this Agreement.

44. Rejection

Should any portion of the work done or any materials, articles, or equipment delivered fail to comply with requirements of the Agreement, such work, materials, articles, or equipment shall be rejected, and shall immediately be made satisfactory to CHP Project Representative by Contractor at no additional expense to CHP. In the event Contractor fails to take necessary steps to ensure future conformity with the requirements of the Agreement, CHP shall have the right to either (a) procure services required by the Agreement and charge to Contractor or (b) terminate this Agreement.

45. Right to Bar

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SPECIAL TERMS AND CONDITIONS

CHP reserves the right to bar any Contractor's employee from the work site.

46. Security

- A. Contractor's employees are not authorized to open, use, access, look, read, remove or copy any documents or records. Contractor shall not use, access or disturb cabinets, files, desks, computers, copy machines, fax machines, folders, papers, books, telephones, calculators, kitchen appliances, or CHP employee's personal property. Failure to adhere to this security policy may result in immediate termination of the Agreement.
- B. Contractor will not let visitors come into the building (including CHP employees) after the doors are locked. Building admittance is restricted to employees of Contractor who have been assigned to this location and previously introduced to CHP Project Representative. Individuals who have not been assigned to perform services at this location (i.e., children, family members or friends of Contractor or Contractor's employees) are strictly forbidden from entering the building and secured areas when cleaning the building. Failure to adhere to this requirement will result in immediate termination of this Agreement.

47. Security Breach

- A. Any security breach by Contractor or Contractor's employees such as leaving the facility without fully securing all entrances or exits and arming the alarm system or allowing unauthorized access to the premises may result in immediate termination of the Agreement. Contractor will be notified by telephone by CHP Project Representative, immediately followed by written notification.
- B. Building keys in Contractor's possession at the termination of this Agreement shall be returned to CHP Project Representative within twenty-four (24) hours from the termination of this Agreement. Contractor agrees that the costs for unreturned keys and consequential costs shall be deducted from any sums owed Contractor against this or any other active agreement with CHP. For example, a Contractor's failure to return keys will result in an assessment of costs for the re-keying of the office and the cost of reissuing keys.

48. Force Majeure

Neither party shall be liable to the other for any delay in or failure of performance, nor shall any such delay in or failures of performance constitute default, if such delay or failure is caused by "Force Majeure." As used in this section, "Force Majeure" is defined as follows: Acts of war and acts of god such as earthquakes, floods, and

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other natural disasters such that performance is impossible and/or any other cause beyond the reasonable control of the party whose performance is affected.

49. State Holidays

CHP offices will be closed on any holiday that falls on or is observed on a weekday, unless otherwise stated. CHP observes the holidays identified on the California Department of Human Resources web-site:

<http://www.calhr.ca.gov/employees/Pages/state-holidays.aspx>.

EXHIBIT E
(Standard Agreement)

INSURANCE REQUIREMENTS

1. General Insurance Provisions

Contractor shall, without expense to CHP or the State, maintain or cause to be maintained and in effect, at all times during the term of the agreement, with insurers of recognized reputation and responsibility, a valid certificate of Insurance with the following State of California requirements and General Provisions applying to all policies:

- A. **Coverage Term** – Coverage needs to be in force for the complete term of the contract. If insurance expires during the term of the contract, a new certificate must be received by the State at least (30) days prior to the expiration of this insurance. Any new insurance must still comply with the original terms of the contract.
- B. **Policy Cancellation or Termination & Notice of Non-Renewal** – Contractor and/or Permittee is responsible to notify the state within five business days before the effective date of any cancellation, non-renewal, or material change that affects required insurance coverage. In the event Contractor and/or Permittee fails to keep in effect at all times the specified insurance coverage, the State may, in addition to any other remedies it may have, terminate this Contract upon the occurrence of such event, subject to the provisions of this Contract.
- C. **Deductible** – Contractor and/or Permittee is responsible for any deductible or self-insured retention contained within their insurance program.
- D. **Primary Clause** – Any required insurance contained in this contract shall be primary, and not excess or contributory, to any other insurance carried by the State.
- E. **Insurance Carrier Required Rating** – All insurance companies must carry a rating acceptable to the Office of Risk and Insurance Management. If the Contractor and/or Permittee is self-insured for a portion or all of its insurance, review of financial information including a letter of credit may be required.
- F. **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.
- G. **Inadequate Insurance** – Inadequate or lack of insurance does not negate the Contractor and/or Permittee's obligations under the contract.

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INSURANCE REQUIREMENTS

- H. **Satisfying an SIR** - All insurance required by this contract must allow the State to pay and/or act as the Contractor's agent in satisfying any self-insured retention (SIR). The choice to pay and/or act as the Contractor's agent in satisfying any SIR is at the State's discretion.
- I. **Available Coverages/Limits** - All coverage and limits available to the Contractor shall also be available and applicable to the State.
- J. **Subcontractors** - In the case of Contractor and/or Permittee's utilization of subcontractors to complete the contracted scope of work, Contractor and/or Permittee shall include all subcontractors as insureds under Contractor and/or Permittee's insurance or supply evidence of insurance to the State equal to policies, coverages and limits required of Contractor and/or Permittee.

2. **Insurance Requirements**

A. **Commercial General Liability**

Contractor shall maintain general liability on an occurrence form with limits not less than \$1,000,000 per occurrence and \$2,000,000 aggregate for bodily injury and property damage liability. The policy shall include coverage for liabilities arising out of premises, operations, independent contractors, products, completed operations, personal and advertising injury, and liability assumed under an insured Agreement. This insurance shall apply separately to each insured against which claim is made, or suit is brought subject to the Contractor's limit of liability. **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 contract. The additional insured endorsement must accompany the certificate of insurance.**

B. **Automobile Liability**

- 1) Contractor shall maintain motor vehicle liability with limits not less than \$1,000,000 combined single limit per accident. Such insurance shall cover liability arising out of a motor vehicle including owned, hired, and non-owned motor vehicles. **The policy must name the state of California, its officers, agents, and employees as additional insured, but only with respect to work performed under the contract. The additional insured endorsement must accompany the certificate of insurance.**
- 2) If the Contractor owns no automobiles used for business purposes, the following shall apply in lieu of paragraph (1). By signing this Agreement, the Contractor certifies that the Contractor and any employees, subcontractors

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INSURANCE REQUIREMENTS

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.

C. Pollution Liability

Contractor shall maintain Pollution Liability covering the Contractor's liability for bodily injury, property damage, and environmental damage resulting from pollution and related cleanup costs incurred, all arising out of the work or services to be performed under this Agreement. Coverage shall be provided for both work performed on site and during transportation as well as proper disposal of hazardous materials. Proof of Pollution during transportation shall be provided on an MCS-90 form, or its equivalent. Limits of not less than \$1,000,000 per incident, and annual aggregate amount of \$2,000,000 shall be provided. **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 contract. The additional insured endorsement must accompany the certificate of insurance.** *(Applicable only when services involve handling of toxic or hazardous substances)*

D. Workers' Compensation and Employer's Liability

Contractor shall maintain statutory worker's compensation and employer's liability coverage for all its employees who will be engaged in the performance of the Contract. In addition, employer's liability limits of \$1,000,000 are required. If applicable, Contractor shall provide coverage for all its employees for any injuries or claims under the U.S. Longshoremen's and Harbor Workers' Compensation Act, the Jones Act or under laws, regulations, or statutes applicable to maritime employees. By signing this contract, Contractor acknowledges compliance with these regulations. **A Waiver of Subrogation or Right to Recover endorsement in favor of the State of California must be attached to certificate.**

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INSURANCE REQUIREMENTS

3. **Certificate Submission**

Contractor shall provide a certificate of insurance evidencing the below prior to the scheduled performance of the agreement. All Certificates of Insurance identified below shall indicate CHP contract number and be submitted to:

**Department of California Highway Patrol or
Business Services Section
Contract Services Unit
PO Box 942898
Sacramento, CA 94298-0001**

**To expedite processing,
certificates may be faxed to:
(916) 322-3166 or Email to:
James Bellefeuille,
James.Bellefeuille@chp.ca.gov**