

## Fee Proposal Forms Package

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## CERTIFICATION

RFP No. PW25-1

Project No. PLY102

*Instructions:*

**ALL BIDS AND CONTRACTS MUST BE SIGNED BY AN OFFICER OR EMPLOYEE HAVING THE AUTHORITY TO BIND THE COMPANY OR FIRM.**

*Provide the information requested below, including the type of organization for your firm, such as partnership, limited partnership, corporation, limited liability company, etc., and attach to this form a true and accurate copy of the firm's official record adopted by the firm's executives/board that authorizes certain of the firm's officers or employees to bind the firm. An example of such official record would be a corporate resolution duly adopted by a Board of Directors for a Corporation.*

This is to certify that

- 1) I am \_\_\_\_\_  
Name and Title of Authorized Signatory (such as John Smith, President)
- 2) of \_\_\_\_\_; and  
Name of Firm
- 3) the attached official record, which lists only the officers or employees of our firm who are authorized to bind the firm, is a true and accurate copy as duly adopted by the Executives/Board of the firm on \_\_\_\_\_.  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Firm's Type of Organization (see instructions above)

### IMPORTANT NOTE

(If your firm is a sole proprietorship, you need not complete this form. For all other types of firms, be sure to attach to this certification a copy of firm's official record authorizing officers or employees of the firm to execute Contract Documents or to execute a bid submittal. If attaching more than one document, modify the form to reflect that fact.)

**NONCOLLUSION DECLARATION  
TO BE EXECUTED BY BIDDER AND SUBMITTED WITH BID FOR:**

**Project No.** PW25-1

**Project Name** Science Renovations Project #PLY102

The undersigned declares:

I am the \_\_\_\_\_ of \_\_\_\_\_, the party making the forgoing  
bid. Title Company

The bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The bid is genuine and not collusive or sham. The bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid. The bidder has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or to refrain from bidding. The bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder. All statements contained in the bid are true. The bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company association, organization, bid depository, or to any member or agent thereof, to effectuate a collusive or sham bid, and has not paid, and will not pay, any person for such purpose.

Any person executing this declaration on behalf of a bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the bidder.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on \_\_\_\_\_, 20\_\_\_\_  
at \_\_\_\_\_, \_\_\_\_\_.  
City State

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature



**CERTIFICATION OF APPROPRIATE LICENSE,  
DIR PUBLIC WORKS REGISTRATION, AND CALIFORNIA COMPANY**

(Public Contract Code, Chapter 6100 *et seq.*)

Project No. PW25-1 Project Name Science Renovations, Project #PLY102

The undersigned bidder declares:

- 1) That the attached pocket license or certificate of licensure is the Contractor's, is current and valid, and is in a classification appropriate to the work to be undertaken on the above-referenced project for which bidder is submitting a bid, per Public Contract Code Section 6100(b). Attach a copy of the pocket license issued from Contractor's State License Board.
- 2) That the Contractor is currently registered to bid public works projects with the Department of Industrial Relations (DIR), and shall maintain this registration current through the duration of this project. Attach documentation of the registration number issued by the DIR.
- 3) The bidder qualifies as a "California Company" per Public Contract Code Section 6107. Check one of the following statements that applies to the bidder:
  - ☐ Bidder has its principal place of business in California.
  - ☐ Bidder has its principal place of business in a state in which there is no local contractor preference on construction contracts.
  - ☐ Bidder has its principal place of business in a state in which there is a local contractor construction preference, and bidder has paid not less than five thousand dollars (\$5,000) in sales or use taxes to California for construction related activity for each of the five years immediately preceding the submission of this bid.

If bidder does not qualify as a California company (and has not checked one of the statements under item 3 above), please complete the following information:

\_\_\_\_\_  
State in which Bidder has its principal place of business

\_\_\_\_\_  
Amount of the local contractor construction preference offered

The undersigned declares under penalty of perjury under the laws of the State of California that the foregoing is true and correct. Executed on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, at \_\_\_\_\_, California.

\_\_\_\_\_  
Signature of Bidder or officer of Bidder authorized to execute contracts

\_\_\_\_\_  
Print or type name of person signing

\_\_\_\_\_  
Print or type name of business entity

\_\_\_\_\_  
Address

## BID PROPOSAL FORM SIGNATURE PAGE

Date	Project Name
Name of Bidder's Firm <sup>1</sup>	

**ALL BIDS AND CONTRACTS MUST BE SIGNED BY AN OFFICER OR EMPLOYEE HAVING THE AUTHORITY TO BIND THE COMPANY OR FIRM.** *The undersigned Bidder, as authorized by its firm, hereby submits this bid pursuant to the contract documents. If Bidder is:*

**A. An Individual Proprietorship:**

(Postal Address of Firm)	(License Number)
(Signature, Printed Name of Person Signing)	(Phone Number)

**B. A Partnership:** *(check one)*      ☐ Partnership   ☐ Limited Partnership   ☐ Other *(specify type)* \_\_\_\_\_

(Postal Address of Principal Office of Partnership)	(License Number)
(Signature, Printed Name and Title of Authorized Person(s) Signing) <sup>3</sup>	(Phone Number)

**C. A Corporation/LLC/Other:** *(check one)*      ☐ Corporation   ☐ Ltd. Liability Co.   ☐ Other *(specify type)* \_\_\_\_\_

(State of Incorporation/Organization)	(Phone Number)	(License Number)
(Postal Address of Principal Office of Corporation/Organization)		
(Signature, Printed Name and Title of Authorized Person(s) Signing) <sup>3</sup>		

**D. A Joint Venture:**

(Name of Joint Venture)	(License Number, if known) <sup>4</sup>
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*An Affidavit of Joint Venture form must be filed five days prior to bid opening and each member of the joint venture must be prequalified one day prior to bid opening as provided in Article 2.02 of the Contract General Conditions. Each member of the joint venture shall fill in the information below corresponding to the member's type of business organization. If the joint venture has more than one of the same types of business organizations, additional copies of this page containing the required information and signatures shall be added and attached to this proposal form. Any such attachments are a part of this proposal form.*

First Member of the Joint Venture		Second Member of the Joint Venture	
(Name and Type of Firm) <sup>1</sup>	(License No.)	(Name and Type of Firm) <sup>1</sup>	(License No.)
(Postal Address of Principal Office of Firm)	(State of Organization)	(Postal Address of Principal Office of Firm)	(State of Organization)
(Signature and Printed Name of Authorized Person(s) Signing) <sup>3</sup>		(Signature and Printed Name of Authorized Person(s) Signing) <sup>3</sup>	
(Title of Person Who Signs Above) <sup>2</sup>	(Phone Number)	(Title of Person Who Signs Above) <sup>2</sup>	(Phone Number)

**Notes:**

- <sup>1</sup> Name of firm must be the same as appears on state contractor's license and on the CSU prequalification letter.
- <sup>2</sup> If signature is by an agent, other than by an authorized signatory of a corporation or a partnership, a power of attorney must be on file with the Trustees before bid opening or be submitted with this bid.
- <sup>3</sup> For the following types of firm, a certified copy of the official record/documentation as indicated below authorizing signatory to bind this bid/contract must be submitted with the Trustees-prescribed Certification form 702.03:
  - Partnership: partnership agreement or power of attorney.
  - Limited Partnership: certificate of limited partnership as filed by the CA Secretary of State.
  - Corporation: corporate resolution of board action.
  - Limited Liability Company: Articles of Organization, filed by the CA Secretary of State.
  - Other Type of Organization: identify type of firm above; provide firm's official record or documentation authorizing signatory to bind this bid/contract.
- <sup>4</sup> The Joint Venture must have the required license in place at time of award of contract, and if awarded the contract, must return with the contract a resolution authorizing someone to sign contracts, change orders, and other documents for the joint venture.

## SMALL BUSINESS PREFERENCE AND CERTIFICATION REQUEST

(Bidders requesting a 5% Small Business Preference must sign below and enclose this form with their bid/proposal.

**If your firm is not claiming the small business preference, do not submit this form with your bid/proposal.**

Project No. PW25-1 Project Name Science Renovations Project #PLY102

The undersigned hereby requests the small business preference and further certifies under penalty of perjury, that the firm still meets the requirements of the California Code of Regulations, Title 2 section 1896 *et seq.*

**NOTICE TO ALL BIDDERS:** The California Government Code, section 14835 *et seq.* requires that a five percent preference be given to bidders who qualify as a small business. The rules and regulations of this law, including the definition of a small business for the delivery of service, are contained in California Code of Regulations, Title 2 section 1896, *et seq.* A copy of the regulations is available upon request. The small business preference is applied by either 1) factoring 5% if a non-small business low bid total, and subcontracting this amount from the small business total, not to exceed \$50,000, or 2) where award is to be made to the highest scoring bidder based on evaluation factors in addition to price, the preference shall be 5% of the highest responsible bidder's total score.

**If your firm is a Small Business** and wishes to claim the small business preference, which may not exceed \$50,000 for any bid, your firm must have its principal place of business located in California, have a complete application (including proof of annual receipts) on file with the Small Business & DVBE Services Branch, in the Procurement Division of the State of California Department of General Services, by 5:00 p.m. on the date bids are opened, and be verified by such office. **Please indicate by checking the box below whether your firm is claiming the preference and is a Small Business.**

☐ Small Business

OR

**If your firm is a Non-Small Business** and wishes to claim the small business preference, your firm must notify the Trustees by signing below, that your firm commits to subcontract at least 25% of its net bid price with one or more small businesses, submit a timely responsive bid, list the small business subcontractors and include name, address, phone number, portion of the work to be performed, and the dollar amount and percentage per subcontractor, and be determined a responsible bidder. **Please indicate by checking the box below whether your firm is claiming the preference and is a Non-Small Business.**

☐ Non-Small Business

Questions regarding the preference approval process should be directed to Small Business & DVBE Services, telephone (800) 559-5529 or (916) 375-4940, address: 707 Third Street, First Floor-Room 400, West Sacramento, CA 95605, or if by mail: P.O. Box 989052, West Sacramento, CA 95798-9052. You can also reach them via email ([osdchelp@dgs.ca.gov](mailto:osdchelp@dgs.ca.gov)) or on the Internet: [www.pd.dgs.ca.gov/smbus](http://www.pd.dgs.ca.gov/smbus).

### IMPORTANT NOTICE *(Read before signing)*

The "Small Business Preference and Certification Request" **must be signed** in the same name style in which the bidder is licensed by the Contractors State License Board. Bidders bidding jointly or as a combination of several business organizations are specially cautioned that such bidders must be jointly licensed and approved in the same form and style in which the bid is executed.

Legal Name Style of Bidder(s): \_\_\_\_\_

Signature of Bidder: \_\_\_\_\_ Date \_\_\_\_\_

In the event the bidder has received assistance in obtaining bonding for this project, it shall set forth below the name and nature of the firm providing such assistance. Should the firm be listed as a subcontractor, bidder shall set forth the percentage of the contract to be performed by the subcontractor.

Name of Firm: \_\_\_\_\_

Is Firm a Listed Subcontractor? ☐ If Yes, indicate Percentage \_\_\_\_\_ or, ☐ No, if not a Listed Subcontractor

*Special attention is directed to California Code of Regulations, Title 2 section 1896.16 for penalties for furnishing incorrect supporting information in obtaining preference.*