

SB/DVBE OPTION - REQUEST FOR QUOTES (NON-IT GOODS)

Caltrans Instructions to Bidders

(Rev. 12/2014)

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1. Award will be conditional on providing the following information. Caltrans does not accept alternate or modified language or forms from a bidder. A quote with such changes will be considered a counter proposal and will be rejected. All quotes shall include the documents identified in the Required Documents Checklist (page 2). Quote submittals not including the required attachments shall be deemed non-responsive. Bidder may provide its quotes on the quote sheet or its own letterhead as long as quantities, unit of measure, Commodity or Product Code(if applicable), and Description/Specifications/Pallet Requirements are exactly the same as the quote sheet – changes or incorrect information on the bidder’s letterhead may be deemed non-responsive. A non-responsive quote is one that does not meet the basic quote requirements.
2. Method of Award: This solicitation shall be awarded to the lowest responsive responsible bidder as indicated by the checked box for Quotation Award on the quote sheet. The award of this request shall be determined by Caltrans, Division of Procurement and Contracts. The DVBE Incentive, SB preferences, and Recycle preference will be used for evaluation purposes.
3. **Quote Requirements**
 - A. **Delivery:** Final delivery, inspection, and acceptance shall be at the location indicated on the shipping address.
 - B. **Quotes:** Prices noted on the attached quote sheet(s) shall be all inclusive. Only the prices/charges submitted in the quote response shall be accepted and included in the awarded purchase order.
 - C. **Sales tax** is not to be included on the quote sheet. If awarded this bid, the Purchase Order will include applicable sales tax. Sales tax should be added at time of invoicing. The sales tax rate applied should be based on the rate of the area where the product is to be delivered, unless the deliverable is a vehicle, in which case the sales tax rate applied should be based on the rate where the vehicle will be registered with the California Dept. of Motor Vehicles (DMV). Unless otherwise required by law, the State of California is exempt from Federal excise taxes. The State will only pay for any State or local sales or use taxes on the services rendered or goods supplied to the State pursuant to this contract.
 - D. **Quotation Award:** For the purposes of this solicitation, contract award will be made as indicated on the Quote Sheet.
 - E. In the event of a precise tie between the quote of a certified SB and the quote of a certified DVBE that is also a SB, the award shall go to the DVBE that is also a SB. Reference GC section 14838 (f).
Note: Only the recycle preference can preclude award to a small business that is either ranked #1 or moves into the #1 rank following application of the small business preference. However, one small business can displace another small business for award as a result of application of other preferences and/or the DVBE incentive.
 - F. **Cash Discounts:** Cash discounts will not be considered when evaluating bid responses for award purposes. However, cash discounts may be offered and taken when processing invoices within the timeframe specified.
 - G. **Shipment:** For the purposes of this solicitation, only quotes with FOB Destination freight prepaid will be accepted. Freight cost shall be included in cost of commodity – no additional freight charges added by vendor. State does not own goods during shipment.
 - H. **Bidder’s Instructions and General Provisions:** The referenced Bidder’s Instructions (GSPD-451) and General Provisions (GSPD-401) have recently been revised. Please read carefully.
 - I. **Quotation attachments:** Bid responses that reference a supplier’s own terms and conditions or provisions will be considered non-responsive and will be rejected.
 - J. **Important Note:** Bids shall be submitted by the bid due date and time. If no time is stated for the quote submission due date and time, the time shall be by close of business on the date it’s due.
 - K. **Responsive Bidder:** A vendor provides a bid response that is compliant with solicitation requirements and indicates performance without material deviation from the terms and conditions of the proposed purchase order.
 - L. **Responsible Bidder:** Caltrans may require bidder(s) to submit evidence of their qualifications at such times and under conditions, as it may deem necessary. The question of whether a particular bidder is a responsible bidder may involve an evaluation of the bidder’s experience, type of facility, expertise or financial resources regarding the particular items requested by the pertinent solicitation. If a bidder has been determined to be non-responsible, the quote shall be rejected.

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- M. **Questions Regarding the Request for Quote:** Bidders requiring clarification of the intent or content of this RFQ or on procedural matters regarding the competitive RFQ process may request clarification by submitting questions in writing prior to the quote due date to the procurement official (Requester) identified in this RFQ (refer to page 1).
- N. **Seller's Permit:** If applicable, please note that award will be conditional on providing the following document prior to award. You must provide your company's California retailer's seller'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 (BOE), pursuant 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.
- O. In order to expedite the process of verifying the validity of the permit, provide the BOE seller's permit number (or attach a copy of the permit with your proposal/quote).
- P. **New Equipment:** All equipment to be provided in response to a State of California solicitation shall be new and latest model in current production. Used, shopworn, demonstrator, prototype or discontinued models are not acceptable.
- Q. **State Agency Buy Recycled Campaign (SABRC) Program:** Departments will consider Recycled Content Products (RCP) in conducting its purchasing activities. All departments are required to comply with the RCP requirements of the State Agency Buy Recycled Campaign contained in PCC Sections 12200-12217.
The SABRC reportable categories and requirements are located on the CalRecycle website:
<http://www.calrecycle.ca.gov/BuyRecycled/StateAgency/Buying.htm>.
 - Paper Products
 - Printing and Writing Papers
 - Mulch, Compost, Co-compost
 - Glass Products
 - Lubricating Oils
 - Plastic Products
 - Paint
 - Antifreeze
 - Tires
 - Tire-Derived Products
 - Metal Products

Recycled Content Products: State agencies are required to report purchases in many product categories. In order to comply with those requirements, contractors are required to complete and return the attached Recycled Content Certification form with your quote response. Failure to complete and return the form may disqualify your bid from consideration.

Recycle Certification: Your signature affixed hereon and dated on the Bid/Bidder Certification Sheet shall signify that you are aware of the recycle materials, goods, and supplies program requirements of PCC sections 12200 and 12205, and that the Recycle Content Certification will be required for the successful contractor. The awarded bidder will be required to complete a Recycle Content Certification form, ADM-2038, and provide the form with the signed Agreement. An incomplete form or failure to provide a completed form will result in cancellation of the Agreement.