



CALIFORNIA DEPARTMENT OF JUSTICE REQUEST FOR QUOTE #: RFQ#20-0974

You are invited to review and respond to this Request for Quote (RFQ). To submit an offer for these goods and/or services, you must comply with the instructions contained in this document. By submitting an offer, you and/or your firm agrees to the terms and conditions stated in this RFQ. Read the attached document carefully.

The RFQ due date is June 22, 2021 5:00 PM.

Questions are due by June 17, 2021 5:00 PM.

Submission of RFQ must be received by **e-mail** only to the department contacts noted below. If you do not receive an email confirmation of receipt, please call the primary contact below to ensure your response is received by the deadline.

Primary Contact:

Sara Rodriguez
Contracts & Purchasing Unit Analyst
(916) 210-7119
sara.rodriquez@doj.ca.gov

Secondary Contact:

Justin Remmick
Contracts & Purchasing Unit Analyst
(916) 210-6448
Justin.Remmick@doj.ca.gov

CALIFORNIA DEPARTMENT OF JUSTICE (DOJ)
OFFICE OF THE ATTORNEY GENERAL

Request For Quotation (RFQ) Goods

<p>QUOTE DUE DATE: June 22, 2021</p> <p>QUESTIONS DUE BY: June 17, 2021</p> <p>PRODUCT DELIVERY DATE: 150 Days ARO</p>	<p>DATE: June 11, 2021</p> <p>PURCHASE REQUISITION: RFQ No.: <u>RFQ#20-0974</u></p>
<p>(To Be Completed by Bidder/Vendor)</p> <p>Business Name: _____</p> <p>Address: _____</p> <p>Contact Person Name (Print): _____</p> <p>Title: _____</p> <p>Bidder Authorized Signature (Required): X _____ Date: _____</p>	<p>DOJ Contact Name: <u>Sara Rodriguez</u> Email: Sara.Rodriguez@doj.ca.gov Phone: (916) 210-7119</p> <p>Quotes must be delivered via <u>e-mail only</u> to the contacts identified below:</p> <p>DOJ Contact: <u>Sara Rodriguez</u> (916) 210-7119 Email: Sara.Rodriguez@doj.ca.gov</p> <p>Secondary Contact: <u>Justin Remmick</u> (916) 210-6448 Email: Justin.Remmick@doj.ca.gov</p>
<p>Phone: _____</p> <p>Email: _____</p> <p>SB/DVBE Certification Number: _____</p> <p>Federal Employer Identification Number: _____</p>	<p>Delivery/Ship to Address:</p> <p>California Department of Justice (DOJ) DBMFEA 2329 Gateway Oaks Drive, Suite 200 Sacramento, CA 95833 Attn: Marcell Bradley</p> <p>(Please do not send bid to this physical address.)</p>
<p>Are you claiming preference as a small business? Yes _____ No _____</p> <p>If yes, manufacturer? Yes _____ No _____</p> <p>Are you a non-small business claiming at least 25% small business subcontractor preference? Yes _____ No _____</p>	<p>SECTION 14838 ET SEQ. OF THE CALIFORNIA GOVERNMENT CODE REQUIRES THAT A 5% PREFERENCE BE GIVEN TO BIDDERS WHO QUALIFY AS A SMALL BUSINESS AS A NON-SMALL BUSINESS CLAIMING AT LEAST 25% CALIFORNIA CERTIFIED SMALL BUSINESS PARTICIPATION. FOR REQUIREMENTS, SEE TITLE 2, CALIFORNIA CODE OF REGULATIONS SECTION 1896 ET SEQ. THE REQUIREMENTS FOR NONPROFIT VETERAN SERVICE AGENCIES QUALIFYING AS A SMALL BUSINESS ARE CONTAINED IN SECTION 999.50 ET SEQ. OF THE MILITARY AND VETERANS CODE.</p>
<p>1. By signing above, including the date of signature, the above signed bidder DECLARES UNDER PENALTY OF PERJURY under the laws of the State of California, as follows;</p> <p>a. STATEMENT OF COMPLIANCE. The above signed has complied with the non-discrimination program requirements of Government Code 12990 and Title 2, California Administrative Code Section 8103, and such declaration is true and correct.</p> <p>b. The NATIONAL LABOR RELATIONS BOARD DECLARATION set forth in Paragraph 48 of the General Provisions is true and correct.</p>	

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Bid Requirements:

1. **Delivery:** Final delivery, inspection and acceptance shall be at the location described herein. **Delivery shall be within one hundred and fifty (150) days after receipt of order (ARO).**
2. **Cash Discounts:** Cash discounts will not be considered when evaluating quotes for award purposes. However, cash discounts may be offered and taken when DOJ processes invoices within the timeframe specific on the bidder's invoice.
3. **Shipment:** The dealer will be required to deliver vehicles to the Department of Justice (*Ship to* address on page one) after receipt of Department of General Services (DGS) Fleet Inspector Approval. The supplier shall insure that each vehicle reaches its delivery point with no less than five (5) gallons of fuel in the tank. Unless pre-arranged between the dealer and the ordering agency, vehicles delivered with more than 50 miles on the odometer may be charged fifty (50) cents per mile in excess of 50 miles. This charge may be reflected on the invoice as a deduction from the order price. Vehicles delivered with more than 500 miles on the odometer **will not** be accepted.
4. **Inquiries/Questions:** Written questions must be received by the date/time indicated on page one.
5. **Bidder's Instructions and General Provisions:** Read the Bidder's Instructions and General Provisions carefully, found here; <https://www.documents.dgs.ca.gov/dgs/FMC/GS/PD/DGSPD%20451.pdf>
6. **Free on Board (F.O.B.):** **For the purposes of this solicitation, only bid responses quoting F.O.B destination will be accepted.** Responsibility and liability for loss or damage for all orders will remain with the contractor until final inspection and acceptance, when all responsibility will pass to the Department of Justice, except the responsibility for latent defects, fraud, and the warranty obligations.
7. **General Provisions:** The successful bidder agrees to furnish all the items upon which prices are quoted, at the prices set opposite each item, delivered at the designated point(s) by the method of delivery and within the times specified, and that the office is subject to the State's General Provisions (GSPD 401 Non-It). General Provisions (Form 401) <https://www.documents.dgs.ca.gov/dgs/FMC/GS/PD/DGSPD%20401.pdf>
8. **Freight Charges:** If there are separate freight charges for delivery, these charges must be identified in the quote. Freight charges not identified in the quote cannot be billed later or separately. Bidder may be required to provide invoices for freight costs that exceed dollar threshold specified by the State.
9. **Receiving Inspection:** Vehicles ordered for the Department of Justice will be inspected by a Department of General Services State Inspector at the dealer's place of business. Inspection will commence within five (5) working days of notification that a vehicle is ready for inspection. Inspection will include: specification compliance, workmanship, appearance, proper operation of all equipment and systems, and that all documents are present. In the event deficiencies as detected, the vehicle will be rejected and the delivering dealer will be required to make the necessary repairs, adjustments or replacements. Payment and/or the commencement of a discount period (if applicable) will not begin until the defects are corrected and the vehicle is re-inspected and accepted.

Completion of inspection or acceptance by the State inspector shall in no way release the dealer from satisfying the requirements of the contract, specifications, and warranty. Deviations from the specified requirements that are detected by the inspection shall be corrected by the dealer in an expeditious manner at no expense to the owning agency.

Documents:

The following document shall be delivered to the Department of Justice with the vehicle:

- a. Completed and signed pre-delivery service checklist, including the order number and Vehicle Identification Number (VIN)
- b. "Line Set Tickets" or "Window Sticker" showing all options installed.
- c. One (1) copy of the vehicle warranty.
- d. One (1) Owner's Manual

10. **Quotes/Bids Accepted via e-mail only:** Please return to: Sara.Rodriguez@doj.ca.gov. All pages must be completed and received prior to the bid due date and time specified in this solicitation.

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It is the responsibility of the Bidder to confirm receipt of bid by contacting the above mentioned.

11. **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 bid response. Failure to complete and return the form will disqualify your bid from consideration.
12. **California Disabled Veteran Business Enterprise (DVBE) Program Requirements:** The State has established goals for DVBEs participating in State contracts. If applicable, please review the DVBE program requirements which include the DVBE incentive. **For the purposes of this solicitation, the DVBE program requirements are waived, but the DVBE Incentive applies.**
13. **Small Business (SB) Regulations:** The SB regulations, located in the California Code of Regulations (Title 2, Division 2, Chapter 3, Subchapter 8, Section 1896 et. Seq.), concerning the application and calculation of the SB preference, SB certification, responsibilities of SB, department certification, and appeals can be viewed at (www.pd.dgs.ca.gov/smbus). For those without Internet access, a copy of the regulations can be obtained by calling the Office of Small Business and DVBE Services (OSDS) at (916) 375-4940.
14. **Non-Small Business Subcontractor Preference:** A 5% bid preference is now available to the non-small business claiming 25% California certified SB subcontractor participation. If applicable, claim the preference in the box on the first page of this solicitation.
15. **Small Business Nonprofit Veteran Service Agencies (SB/NVSA):** SB/NVSA prime bidders meeting requirements specified in the Military and Veterans Code Section 999.50 et seq. and obtaining a California certification as a small business are eligible for the 5% small business preference. If applicable, claim the preference in the box on the first page of this solicitation.
16. **Attachment with bid required if claiming the Small Business Preference:** All bidders must complete and include the Bidder Declaration form GSPD-05-105. If claiming the non-small business subcontractor preference, the form must list all of the California certified small businesses with which you commit to subcontract in an amount of at least twenty-five percent (25%) of the net bid price. All certified small businesses must perform a "commercially useful function" in the performance of the contract as described in Government Code Section 14837(d)(4).
17. **Small Business Certification:** Completed certification applications and required support documents must be submitted to the OSDS no later than 5:00 p.m. on the bid due date, and the OSDS must be able to approve the application as submitted. SB/NVSA claiming the small business preference must possess certification by California prior to the day and time bids are due. Questions regarding certification should be directed to the OSDS at (916) 375-4940.
18. **Quotation attachments:** Quotes that reference a bidder's own terms and conditions or provisions will be considered non-responsive and will be rejected.
19. **Important Notes:** Only quotes/bids submitted on the State's own quotation forms will be considered. Please be sure to bid on the most current version of the RFQ when submitting your response. DOJ reserves the right to increase the quantity and, based on availability, will accept a different exterior/interior color.
20. **Responsible Bidder:** The DOJ 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-responsive, the quote shall be rejected.
21. **Inquiries/questions:** Questions must be received by the date indicated at the front of this Request for Quote.
22. **Specification Requirements:** Substitution of the goods as specified in this RFQ is not acceptable.
23. **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.

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24. **Contractor's Confidentiality Statement:** All financial, statistical, personal, technical, and other information relating to the State's operations, which are designated confidential by the State and made available to the contractor in order to carry out this contract, shall be protected by the contractor from unauthorized use and disclosure by the observance of the same or more effective procedural requirements as are applicable to the State. The identification of all such confidential data and information as well as the State's procedural requirements for protection of such data and information from unauthorized use and disclosure will be provided by the State in writing to the Contractor. 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 appropriate, such methods and procedures may be used, with the written consent of the State, to carry out the intent of this paragraph. The Contractor shall not be required under the provisions of this paragraph to keep confidential any data or information that is or becomes publicly available, is already rightfully in the Contractor's possession, is independently developed by the contractor outside the scope of this Contract, or is rightfully obtained from third parties.

25. **Attachments:** The following documents are considered part of this solicitation and those *d must be returned with the bid response or the bid may be considered invalid and be rejected. You may check off the items below once they have been completed.

- CA DVBE Requirement**, Attachment 1*, if applicable
- Bidder Declaration Form** GSPD-05-105, Attachment 2*
- Payee Data Record Form** (Std 204), Attachment 3*
- Recycled Content Certification Form**, Attachment 4*
State agencies are required to report the recycled content in many product categories. In order to comply with those requirements, the successful bidder is required to complete and submit a Recycled Content Certification form for the goods quoted, even if content is 0%.
- Darfur Contracting Act Certification Form**, Attachment 5*
The Act is intended to preclude State agencies generally from contracting with scrutinized companies. A scrutinized company is a company doing specified types of business in Sudan (Public Contract Code section 10476). Scrutinized companies may still submit a bid or proposal for a contract with a State agency if the company first obtains permission from DGS according to the criteria set forth in Public Contract Code section 10477(b). Vendors may contact DGS Procurement Divisions at (916) 375-4400 for more information.
- Seller's Permit**, Attachment 6*
If applicable, please note that award is 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) (see: <http://www.boe.ca.gov>). Refer to the requirements set forth in California Revenue and Taxation Code, Sections 6487, 7101 and Sections 6487.3, 18510, and California Public Contract Code Section 10295.1. In order to expedite the process of verifying the validity of the permit, provide the BOE permit number in the space provided below (or attach a copy of the permit with your bid)

Retailer's Sellers Permit Number: _____

- Conflict of Interest and Confidentiality Statement Attachment 7***

