

BID PROPOSAL PACKAGE

BID PROPOSAL PACKAGE CONTENTS

Refer to the Instructions to Bidders for submittal requirements.

Bid Proposal Package Contents	Bid Document Title	eBid Submittal Action	
		Upload: Complete included document, attach supporting documents as indicated, scan, and upload to the PB System.	Online: Enter information directly into online form in the PB System.
Form BP	Bidder's Proposal	√	
Form SB	Schedule of Bid Items		√
Form ND	Noncollusion Declaration	√	
Form BS	Bidder's Security	√	
Form ICA	Iran Contracting Act Compliance Affidavit	√	
Form TSCA	Trade Sanctions Compliance Affidavit	√	
Form SL	Subcontractor List		√
Form CR1	Bidder's Responsibility Questionnaire	√	
Form CR2	Experience Requirements	√	
Form SBE-2C	SBE/VSBE Commitment Plan for Construction Contracts	√	
Form CR3	Release of Financial Information ⁽¹⁾		
Cover Sheet	Form BS Hard Copy Cover Sheet ⁽²⁾		
Cover Sheet	Form CR3 Hard Copy Cover Sheet ⁽²⁾		
Cover Sheet	GFE Hard Copy Cover Sheet ⁽²⁾		

(1) Hard copy submittal following Bid Deadline – see Instructions to Bidders

(2) Attach to hard copy submittals following Bid Deadline – see Instructions to Bidders

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FORM BP BIDDER'S PROPOSAL

For **POLB MAINTENANCE BUILDING C PUMP SHOP CONVERSION**

AT

725 HARBOR PLAZA

LONG BEACH, CALIFORNIA

AS DESCRIBED IN

SPECIFICATION NO. HD-S3195

To: **Chief Executive Officer**
Specification No.: HD-S3195
Long Beach Harbor Department
415 W. Ocean Bl.
Long Beach, California 90802

_____, 20____
[Bid Submission Date]

From: _____ ("Bidder")

In accordance with the "Notice Inviting Bids for **POLB MAINTENANCE BUILDING C PUMP SHOP CONVERSION**" and as described in the above-referenced Specification and all Contract Documents identified therein, the undersigned Bidder proposes to furnish the Work described in Specification No. HD-S3195 in accordance with the Bidder's Proposal.

A. Bid Proposal Package Forms. By this reference incorporated herein and made a part of this Bidder's Proposal (Form BP) the following completed and submitted Bid Proposal Package Forms:

- ➔ Schedule of Bid Items (Form SB)
- ➔ Noncollusion Declaration (Form ND)
- ➔ Bidder's Security (Form BS): ☐ Notarized Bond ☐ Cashier's/Certified Check
- ➔ Iran Contracting Act Compliance Affidavit (Form ICA)
- ➔ Trade Sanctions Compliance Affidavit (Form TSCA)
- ➔ Subcontractor List (Form SL)
- ➔ Bidder's Responsibility Questionnaire (Form CR1)
- ➔ Experience Requirements (Form CR2)
- ➔ SBE/VSB E Commitment Plan for Construction Contracts (Form SBE-2C)

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B. Acknowledgement of Addenda. Bidder hereby certifies receipt, understanding, and full consideration of each issued Addenda, including all attachments.

Addenda is acknowledged online in the PB System prior to the Bid Deadline. If any Addendum issued by the City is not acknowledged online by the Bidder, the PB System will prevent the Bidder from submitting an eBid.

C. Certification of Inspection of the Site and Contract Documents. By signing below, Bidder certifies that it: has received, carefully examined, and is fully familiar with all of the provisions of the Contract Documents, including all Addenda and attachments, and that said Contract Documents contain sufficient detail regarding the Work to be performed; has notified City of any errors or omissions in the Contract Documents and unusual site conditions; has carefully checked all words, prices, and statements in this Bid Proposal Package; and has conducted such other field investigations which are prudent and reasonable in preparing the Bid Proposal. Bidder agrees that City will not be responsible for any errors or omissions on the part of the undersigned in making the Bid.

D. Bidder's Representations Regarding Insurance and Bonds. This Proposal is made with the full knowledge of the kind, quantity, and quality of the materials and Work required and, if it is accepted by the City, the Bidder will enter into a Contract and furnish the bonds, insurance and other documents as required by the Contract Documents. **By its signature below, the Bidder agrees to provide the proper evidence of insurance within thirty (30) calendar days after City's award of the Contract. Failure to do so may result in forfeiture of Bid Security and rescission of the Conditional Award by the Board of Harbor Commissioners.**

E. Contractor's Certification. The undersigned certifies that Contractor License No. _____ issued by the California Contractors State License Board ("CSLB") to the undersigned on _____, _____, is current, valid, has not been revoked, suspended or cancelled, and is appropriate to the Work to be undertaken. **Attached hereto** is a copy of the pocket license, CSLB certificate of license, print out from www.cslb.ca.gov, or other documentation from the CSLB, which confirms this certification.

Contractor's License Classification(s): _____

Check one _____ Individual. _____ Corporation _____ Partnership
 _____ RME _____ RMO _____ Joint Venture

Expiration Date: _____

Name of Qualifying Individual: _____

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The undersigned further certifies that Bidder is currently registered with the California Department of Industrial Relations (CADIR).

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed this _____ day of _____, 20____ at _____, California by:

Company/Contractor Name

Signature

Signer's Name (print/type)

Title (print/type)

F. Business Entity Information.

Name of Bidder _____

Principal Office Address: _____

Mailing Address (if different) _____

City _____ State _____ Zip _____

Telephone No.: () _____ Fax No.: () _____

Federal Tax ID Number: _____

Email (contact person): _____

The undersigned declares under penalty of perjury of the laws of the State of California that all statements and representations included in this Bidder's Proposal are true and correct.

All Bidders Shall Complete The Appropriate Section Below:

Please Note:

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- The person signing the Bid shall be deemed to represent that he/she/they have authority to bind the Bidder.
- In the absence of signatures of corporate officers indicated in Section 3, include an incumbency certificate or Board resolution granting authority to the person signing.
- Joint venture Bidders shall use the appropriate section(s) based on their applicable situation.

Section 1. Individual

Names of Individual

Residence Address

Printed Name and Signature of Individual

Section 2. Partnership

Names of Partners

Residence Address

Printed Name and Signature of Partner

Printed Name and Signature of Partner

Printed Name and Signature of Partner

[Attach additional names, signatures and addresses as necessary]

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Section 3. Corporation

Names of Officers

By _____
Printed Name _____
Corporate Officer Title
[President/Chairman of the Board/Vice President]

Signature

By _____
Printed Name _____
Corporate Officer Title
[Secretary/Chief Financial Officer/ Assistant Treasurer]

Signature

Incorporated under the laws of the State of _____

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SCHEDULE OF BID ITEMS (FORM SB)

The bid line items included in the Schedule of Bid Items are located on the PB System. Enter the Unit Prices in the online form.

Signature on Bidder's Proposal (Form BP) indicates that Bidder agrees:

1. That all costs of Work shown in the Contract Documents, including Work reasonably inferable therefrom and necessary thereto, are included in the line item Unit Prices in the Schedule of Bid Items.
2. That cost of all Work shown in the Contract Documents for which a specific line item is not provided in the Schedule of Bid Items is allocated proportionately among the provided line item Unit Prices most closely related to such Work and is included in the Base Bid totals.
3. To furnish all Work to be performed in accordance with the Contract Documents for the line item Unit Prices.

The following Item Nos. are Specialty Items:

N/A

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FORM ND NONCOLLUSION DECLARATION

For **POLB MAINTENANCE BUILDING C PUMP SHOP CONVERSION**
AT
725 HARBOR PLAZA
LONG BEACH, CALIFORNIA

The undersigned declares:

I am the _____ of _____,
(Title) **(Bidder)**
the party making the Bid for the Project above.

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 a 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 or entity 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/she/they have 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 _____ (date), at _____ (city), _____ (state).

Name of Bidder

Signature of Officer

Name and Title

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FORM BS BIDDER'S SECURITY

CERTIFIED OR CASHIER'S CHECK

In lieu of a bidder's bond, a Bid Security in the form of a certified check or cashier's check in an amount not less than 10% of the total Base Bid submitted by the Principal is attached to this Form BS.

Check Amount (\$)

Name of Bank

BIDDER'S BOND

(Not necessary when certified or cashier's check accompanies Bid)

We, _____, the undersigned Bidder, as Principal, and

a corporation organized and existing under the laws of the State of _____
and an admitted surety insurer in the State of California, as Surety, our respective heirs,
executors, administrators, successors and assigns, are jointly and severally and firmly bound,
unto CITY OF LONG BEACH, a municipal corporation of the State of California and its Board of
Harbor Commissioners, hereinafter "Obligee," for payment of the penal sum of
\$ _____

(TEN PERCENT (10%)) of the total amount of the Base Bid submitted by the Principal to the
Obligee, in lawful money of the United States, as more particularly set forth herein.

THE CONDITION OF THIS OBLIGATION IS SUCH THAT, if the Principal shall not withdraw
said Bid within the period specified in the Contract Documents, or, if no period be specified, for
ninety (90) calendar days after the Bid Deadline; or if the Principal does not attempt to withdraw
the Bid when the requirements of Public Contract Code §5101 *et seq.* are not met; or if the
Principal is awarded the Contract, and shall within the period specified therefore, or if no period
be specified, within thirty (30) calendar days after award of the Contract, sign a written contract
with the Obligee, in accordance with the Bid as accepted, and give such bonds with a good and
sufficient admitted surety insurer, as required, for the faithful performance and proper
fulfillment of such Contract and for the payment for labor and materials used for the
performance of the Contract and the required insurance documentation, then the above
obligation shall be void and of no effect, otherwise to remain in full force and effect.

In the event that suit or other proceeding is brought upon this Bond by the Obligee, the Surety
shall pay to the Obligee all costs, expenses and fees incurred by the Obligee in connection
therewith, including without limitation, attorneys' fees.

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IN WITNESS WHEREOF, the Principal and Surety have executed this instrument this _____
day of _____, 20____ by
their duly authorized agents or representatives.

Bidder: (Required for Check or Bond Security)
(Corporate Seal)

(Principal's Name)

By: _____
(Signature)

(Typed or Printed Name & Title)

(Address)

Surety: (Required for Bond Security)
(Corporate Seal)

(Surety's Name)

By: _____
(Signature of Attorney-in-Fact for Surety)

(Attach Attorney-in-Fact Certificate)

(Typed or Printed Name)

(Address of Surety's Office where Bond is issued)

(Area Code and Telephone and Fax Number of
Surety)

**CORPORATE SEALS, POWER OF ATTORNEY AND
NOTARIZED SIGNATURES OF PRINCIPAL AND SURETY MUST BE ATTACHED**

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FORM ICA IRAN CONTRACTING ACT COMPLIANCE AFFIDAVIT

IRAN CONTRACTING ACT OF 2010 COMPLIANCE AFFIDAVIT (California Public Contract Code Sections 2200-2208)

The California Legislature adopted the Iran Contracting Act of 2010 to respond to policies of Iran in a uniform fashion (PCC § 2201(q)). The Iran Contracting Act prohibits proposers/bidders engaged in investment activities in Iran from bidding on, submitting proposals for, or entering into or renewing contracts with public entities for goods and services of one million dollars (\$1,000,000) or more (PCC § 2203(a)). A proposer/bidder who “engages in investment activities in Iran” is defined as either:

1. A proposer/bidder providing goods or services of twenty million dollars (\$20,000,000) or more in the energy sector of Iran, including provision of oil or liquefied natural gas tankers, or products used to construct or maintain pipelines used to transport oil or liquefied natural gas, for the energy sector of Iran; or
2. A proposer/bidder that is a financial institution (as that term is defined in 50 U.S.C. § 1701) that extends twenty million dollars (\$20,000,000) or more in credit to another person, for 45 days or more, if that person will use the credit to provide goods or services in the energy sector in Iran and is identified on a list created by the California Department of General Services (DGS) pursuant to PCC § 2203(b) as a person engaging in the investment activities in Iran.

The proposer/bidder shall certify that at the time of submitting a proposal for new contract or renewal of an existing contract, the proposer/bidder is not identified on the DGS list of ineligible businesses or persons and that the proposer/bidder is not engaged in investment activities in Iran in violation of the Iran Contracting Act of 2010. Please note: **California law establishes penalties for providing false certifications, including civil penalties equal to the greater of \$250,000 or twice the amount of the contract for which the false certification was made; contract termination; and three-year ineligibility to bid on contracts (PCC § 2205).** To comply with the Iran Contracting Act of 2010, the proposer/bidder shall complete and sign ONE of the options shown below.

OPTION #1: CERTIFICATION

I, the official named below, certify that I am duly authorized to execute this certification on behalf of the proposer/bidder or financial institution identified below, and that the proposer/bidder or financial institution identified below is not on the current DGS list of persons engaged in investment activities in Iran and is not a financial institution extending twenty million dollars (\$20,000,000) or more in credit to another person or vendor, for 45 days or more, if that other person or vendor will use the credit to provide goods or services in the

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energy sector in Iran and is identified on the current DSG list of persons engaged in investment activities in Iran.

<i>Proposer/Bidder Name/Financial Institution (Printed)</i>		<i>Federal ID Number (or n/a)</i>
<i>By (Authorized Signature)</i>		
<i>Printed Name and Title of Person Signing</i>		
<i>Date Executed</i>	<i>Executed in</i>	

OPTION #2 – EXEMPTION

OPTION #2: EXEMPTION Pursuant to PCC § 2203(c) and (d), a public entity may permit a proposer/bidder or financial institution engaged in investment activities in Iran, on a case-by-case basis, to be eligible for, or to bid on, submit a proposal for, or enter into, or renew, a contract for goods and services. If the proposer/bidder or financial institution identified below has obtained an exemption from the certification requirement under the Iran Contracting Act of 2010, the proposer/bidder or financial institution shall complete and sign below and attach documentation demonstrating the exemption approval.

<i>Bidder/Proposer Name/Financial Institution (Printed)</i>		<i>Federal ID Number (or n/a)</i>
<i>By (Authorized Signature)</i>		
<i>Printed Name and Title of Person Signing</i>		
<i>Date Executed</i>	<i>Executed in</i>	

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FORM TSCA TRADE SANCTIONS COMPLIANCE AFFIDAVIT

To ensure compliance with Executive Order N-6-22 (issued by Governor Newsom on March 4, 2022), the various economic sanctions and export controls measures imposed by the U.S. government referenced therein and as amended, and all other applicable economic sanctions and export control measures imposed by the U.S. government, the proposer/bidder shall complete and sign below.

TRADE SANCTIONS COMPLIANCE AFFIDAVIT

1. I, the official named below, certify that I am duly authorized to execute this certification on behalf of the proposer/bidder or financial institution identified below.
2. The proposer/bidder or financial institution identified below is not subject to, or owned by persons subject to, economic or trade sanctions imposed by the U.S. government.
3. The proposer/bidder or financial institution identified below is not engaged in dealings of any kind with entities or individuals who are subject to, or owned by persons subject to, economic sanctions imposed by the U.S. government. This includes persons identified on the U.S. Department of the Treasury, Office of Foreign Assets Control's (OFAC) Specially Designated Nationals and Blocked Persons List (SDN List).
4. The proposer/bidder or financial institution identified below is not engaged in dealings of any kind with persons located in countries and/or regions subject to U.S. embargo, including but not limited to, Cuba; Iran; North Korea; Syria; or the Crimea, Donetsk, or Luhansk regions of Ukraine (Embargoed Regions).
5. To the extent the proposer/bidder or financial institution is engaged in dealings of any kind with persons located in the Russian Federation, such dealings are conducted in a manner consistent with all applicable U.S. economic sanctions, export controls, and other applicable U.S. laws.
6. The proposer/bidder or financial institution identified below does not export or otherwise provide any goods or services to any Embargoed Regions or entities or individuals operating in any Embargoed Regions.
7. The proposer/bidder or financial institution identified below is not aware of any cargo or export of goods outbound from the Port of Long Beach that: would violate U.S. export controls, economic sanctions, laws, regulations, and/or other applicable restrictions; and/or is destined for any Embargoed Regions that did not have proper authorization from the U.S. government (this includes exports requiring licensing authorization from the U.S. Department of Commerce, Bureau of Industry and Security (BIS)).

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8. The proposer/bidder or financial institution identified below is not involved in, or aware of, the handling of any cargo transported through the Port of Long Beach since March 1, 2022, inbound or outbound, that (i) originated in any Embargoed Regions or the Russian Federation, (ii) was owned by entities or individuals in any Embargoed Regions or the Russian Federation, or (iii) was transported on a vessel owned by any entities or individuals subject to U.S. economic sanctions or export control restrictions.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

<i>Bidder/Proposer Name/Financial Institution (Printed)</i>		<i>Federal ID Number (or n/a)</i>
<i>By (Authorized Signature)</i>		
<i>Printed Name and Title of Person Signing</i>		
<i>Date Executed</i>	<i>Executed in</i>	

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SUBCONTRACTOR LIST (FORM SL)

The Subcontractor Detail Form is located on the PB System. Enter the Subcontractor information in the online form. Subcontractors must be registered on the Port of Long Beach PB System in order for the Subcontractor Detail to be completed by the Bidder.

All Bidders shall complete a Subcontractor Detail Form for each Subcontractor including:

- Full business name.
- Business address.
- Description of work to be performed.
- Dollar (\$) amount of Work performed by each included Subcontractor as described in the Contract Documents and Applicable Law.
- Subcontractor's license type, number, and expiration date.
- Subcontractor's California Department of Industrial Relations (CADIR) registration number and expiration date.

Any omissions of this information will render the bid non-responsive.

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FORM CR1 BIDDER RESPONSIBILITY QUESTIONNAIRE

All questionnaire responses must be typewritten or printed in ink. Where an explanation is required, use the questionnaire Supplement A. Submit the completed and signed questionnaire and all supplements with your Bid.

BIDDER'S (PRIME CONTRACTOR'S) NAME: _____

PROJECT TITLE: _____

SECTION A. BUSINESS BACKGROUND

This section is for identification purposes only and will not be a factor in determining contractor responsibility.

1. Indicate the organizational structure of your firm. "Firm" includes a sole proprietorship, corporation, joint venture, consortium, association, or any affiliation or combination thereof.

☐ Corporation: Date incorporated: _____ State of incorporation: _____

☐ Check the box only if your firm is publicly traded

List the corporation's current officers.

☐ Limited Liability Company: Date of formation: _____ State of formation: _____

List the corporation's current officers.

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☐ Partnership: Date of formation: _____ State of formation: _____

List all partners in your firm. Use Supplement A if more space is needed.

_____	_____
_____	_____

☐ Sole Proprietorship: Date of formation: _____

List any firm(s) that you have been associated with as an owner, or partner, for the last five years. Use Attachment A if more space is needed. Do not include ownership of stock in a publicly traded company in your response to this question.

_____	_____
_____	_____

☐ Joint Venture: Date of formation: _____

List: (a) each firm that is a member of the joint venture and (b) the percentage of ownership the firm will have in the joint venture. Use Supplement A if more space is needed. Additionally, each member of the Joint Venture must complete and include a separate questionnaire for the Joint Venture's submission to be considered as responsive to the invitation.

_____	_____
_____	_____

2. How many years has your firm been in business? _____ Years

3. Have any of your firm's owners, or partners operated a similar business in the past five years or do they currently operate such a business?

☐ Yes ☐ No

If 'Yes', list on Supplement A the names and addresses of all such businesses, and the person who operated the business. Include information about a similar business only if an owner or partner of your firm holds or held a similar position in another firm.

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4. Has your firm experienced any corporate actions including name changes, mergers, acquisitions, and spinoffs in the past five years?

☐ Yes ☐ No

If 'Yes', list on Supplement A the type of corporate actions including prior names, addresses, and the dates they were used.

5. Is your firm in the process of, or in negotiations toward, being sold?

☐ Yes ☐ No

If 'Yes', explain the circumstances on Supplement A.

6. Has your firm previously provided services at the Port of Long Beach?

☐ Yes ☐ No

If 'Yes', provide project name, contract number, and project description on Supplement A.

SECTION B. FINANCIAL RESOURCES

7. Is your firm a debtor in a bankruptcy proceeding?

☐ Yes ☐ No

8. In the past five years, has a bonding company completed a contract on your behalf, or paid for completion because your firm was terminated or found in default?

☐ Yes ☐ No

SECTION C. PERFORMANCE HISTORY

9. Is your firm's most recent Workers Compensation Experience Modification Factor (Ex-Mod) greater than or equal to 1.25?

☐ Yes ☐ No

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10. In the last five years has your firm, or any firm with which any of your company's owners, officers or partners was associated, been debarred from any government agency or public works project and the debarment was sustained? "Associated with" refers to another construction firm in which an owner, partner or officer of your firm held a similar position, and which is listed in Section A "Business Background" on this form.

☐ Yes ☐ No

SECTION D. BUSINESS INTEGRITY

11. In the last ten years, has your contractor's license been revoked at any time?

☐ Yes ☐ No

12. In the past five years, has your firm been convicted of, or found liable in a civil suit for making (a) false claim(s) or material misrepresentation(s) to any governmental entity or public utility?

☐ Yes ☐ No

13. In the past five years, has your firm or any of its owners been convicted of a crime or been found liable in a civil suit involving the bidding of a government contract, the awarding of a government contract, the performance of a government contract, or the crime of theft, fraud, embezzlement, perjury, or bribery? For this question, the term "owner" does not include those who own stock in a publicly traded corporation.

☐ Yes ☐ No

CERTIFICATION UNDER PENALTY OF PERJURY

I certify under penalty of perjury under the laws of the State of California that I have read and understood the questions contained in this questionnaire and the responses contained on all attachments. I further certify that I have provided full and complete answers to each question, and that all information provided in response to this questionnaire is true and accurate to the best of my knowledge and belief.

Print Name, Title, Date

Signature

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SUPPLEMENT A FOR SECTION A OF FORM CR1

Where additional information or an explanation is required, use the space below to provide the information or explanation. Information submitted on this sheet must be typewritten. Indicate the question for which you are submitting additional information.

Page _____

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FORM CR2 EXPERIENCE REQUIREMENTS

Bidder shall complete this form in its entirety and include with the bid. The Bidder shall list and identify a minimum of two (2) projects in which its scope of work was satisfactorily completed in the last ten (10) calendar years (from the date of Notice Inviting Bids) with a scope of work that included a single story or more, Type IIB or better, 3,000 square feet or larger tenant improvement with a cost of at least \$250,000 per project. Per ITB-20.1, either the Bidder, Bidder's listed subcontractor(s) or both shall demonstrate such experience.

The Engineer may verify any or all information provided by the Bidder in this Form CR2 by contacting the listed Project Owner(s).

PROJECT NO. 1

Contractor Name _____ Prime: _____ Sub: _____

Project Name _____

Project Address _____

Date of Completion of referenced scope of work _____

Project Description: _____

Minimum Qualification Requirements (respond to all):

Project completed within the last ten (10) years: *yes*_____ *no*_____

Project included a single story or more, Type IIB or better: *yes*_____ *no*_____

Project included 3,000 square feet or larger tenant improvement: *yes*_____ *no*_____

Project cost was at least \$250,000: *yes*_____ *no*_____

Project Owner Information:

Owner _____

Name of Contact _____

Title _____

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Address _____

Phone Number _____

Email _____

PROJECT NO. 2

Contractor Name _____

Prime: _____ Sub: _____

Project Name _____

Project Address _____

Date of Completion of referenced scope of
work _____

Project Description:

Minimum Qualification Requirements (respond to all):

Project completed within the last ten (10) years: *yes*_____ *no*_____

Project included a single story or more, Type IIB or better: *yes*_____ *no*_____

Project included 3,000 square feet or larger tenant improvement: *yes*_____ *no*_____

Project cost was at least \$250,000: *yes*_____ *no*_____

Project Owner Information:

Owner _____

Name of Contact _____

Title _____

Address _____

Phone Number _____

Email _____

SBE-2C: SBE/VSBE Commitment Plan For Construction Contracts

Form Instructions:

Prime consultants are required to submit an SBE/VSBE Commitment Plan for Construction Contracts. A completed Commitment Plan shall demonstrate the prime consultant's ability and intent to meet the combined SBE/VSBE participation goal by identifying all proposed SBE/VSBE subcontractors, contact information, a description of services that matches their certification(s), and their proposed level of participation at a minimum.

All sections of the form must be completed legibly in black or dark blue ink, or using the fillable PDF form. A Commitment Plan may be deemed incomplete if required fields with an asterisk* are not completed.

Submission of this form declares that all information provided is true and correct and acknowledges that the prime consultant has read and agrees to all declarations outlined in Section 4 of this form.

Section 1 – Project Information

Enter the bid information as it appears in the PlanetBids solicitation.

PROJECT NAME: *	SPEC NUMBER: *	BID DEADLINE:
BID AMOUNT: \$	COMBINED SBE/VSBE GOAL:	

Section 2 – Prime Consultant Information

Enter the prime consultant information associated with the PlanetBids vendor account.

PRIME CONSULTANT NAME: *		VENDOR ACCOUNT NUMBER:
CONTACT NAME:	EMAIL ADDRESS: *	PHONE NUMBER:

Are you a prime SBE/VSBE*? ☐ SBE ☐ VSBE ☐ None

***Note: The Port of Long Beach (POLB) does not issue VSBE certifications; VSBE status is a sub classification of the SBE certification and is visible in the SBE account profile.**

SMALL BUSINESS ENTERPRISE PROGRAM

Section 3 – Subcontractor Information

List all SBE/VSBE subcontractors, vendors, suppliers, and other businesses that will render materials or services under this contract and the associated dollar values. Do not list non-SBE/VSBE firms. Lower tier SBE/VSBE subcontractors and vendors/suppliers rendering materials or services to subcontractors must also be listed to receive participation credit (see example vendor in grey row below).

For a firm to be counted toward meeting the SBE/VSBE goals by the required submittal due date for the solicitation, the subcontractor must be SBE certified by POLB and have an active account on POLB's online vendor database Planet Bids (PB) System: www.polb.com/sbe, or by the State of California's Department of General Services (DGS): www.dgs.ca.gov.

The prime consultant must verify the current eligibility status of each SBE/VSBE, prior to listing the firm(s) in this section. of SBE/VSBE status can be performed in one of two ways:

1. Locate the SBE/VSBE firm in the PlanetBids System and/or;
2. Contact POLB SBE staff at sbeprogram@polb.com and request verification of SBE/VSBE status.

BUSINESS NAME*	EMAIL ADDRESS*	PB OR DGS VENDOR ID NUMBER*	BRIEF DESCRIPTION OF WORK*	APPLICABLE NAICS CODE*	\$ VALUE OF MATERIALS OR SERVICES*
<i>(Associated with PB/DGS Account)</i>					
<i>Example: ABC Plumbing</i>	<i>ABC@plumbing.com</i>	<i>12345</i>	<i>Plumbing Subcontractor</i>	<i>238220</i>	<i>\$100,000</i>
					\$ _____
					\$ _____
					\$ _____
					\$ _____
					\$ _____
					\$ _____
					\$ _____
					\$ _____
					\$ _____
					\$ _____
					\$ _____
					\$ _____
Total SBE/VSBE Subcontractor Dollar Value*:					\$ _____

***Attach additional pages if necessary**

Section 4 – Declarations

1. I hereby declare that I am authorized to submit this Commitment Plan on behalf of the prime consultant submitting a bid for this solicitation.
2. I acknowledge that for a firm to be counted toward meeting the SBE/VSBE goals, the firm must be SBE certified on the POLB's online vendor database PB System or by the State of California's Department of General Services (DGS) by the required submittal due date for the solicitation.
3. I acknowledge that it is my responsibility to verify the current eligibility status of each SBE/VSBE, prior to listing the firm(s) on the Commitment Plan.
4. I acknowledge that all SBEs/VSBEs must be SBE certified for the materials/services that they will be rendering.
5. I acknowledge that all SBEs/VSBEs must provide materials/services directly applicable to the contract.
6. I acknowledge if a contract is awarded, DGS subcontractors will need to obtain a POLB SBE certification.
7. I acknowledge that POLB SBE staff will verify the SBE/VSBE status of all businesses and calculate the percentage of SBE/VSBE commitment, based on the dollar values listed.
8. I acknowledge that POLB will resolve any certification discrepancy that arises between POLB's SBE/VSBE certification and the DGS SB/Microbusiness certification using current verifiable data. In the case of a discrepancy that remains unresolved, POLB SBE staff shall make the final determination of certification status.
9. I acknowledge that in the case of a discrepancy between the Subcontractor(s) and/or stated dollar Value of the Subcontract, Materials or Services listed on this form and the Subcontractor(s) and/or stated dollar Value of the Subcontract, Materials or Services listed in the Bid Solicitation/Subcontractors list on PlanetBids, Port SBE staff may refer the matter to the responsible Division and/or City Attorney's Office for review.
10. I acknowledge that if a Mandatory SBE/VSBE participation goal is set for a solicitation, failure to demonstrate the intent to meet the combined goal will result in a determination that the bidder is non-responsive.
11. I acknowledge that if an Aspirational SBE/VSBE participation goal is set for a solicitation, failure to demonstrate the intent to meet the combined goal will result in a determination that the bidder is non-responsive, unless a Good Faith Effort (GFE) is demonstrated.
12. I consent for POLB staff to contact me using the contact information listed under Section 2 of this form, should there be a question or clarification regarding an SBE/VSBE subcontractor listed.

BID PROPOSAL PACKAGE

FORM CR3

CERTIFICATION REGARDING RELEASE OF FINANCIAL INFORMATION

By signing below, the Bidder certifies that it understands and agrees to be bound by all of the following relating to release of financial information (i.e., balance sheet, income statement, statement of cash flow).

The City of Long Beach Harbor Department ("Port") requests certain specified financial information of the three (3) lowest Bidders **postmarked via Certified Mail or shipped by the third (3rd) Working Day after the Bid Deadline** for the purpose of approving Bidder's financial capacity to perform the subject project.

The Port recognizes that the financial information to be provided may include information that is non-public, confidential and proprietary in nature ("Material"). Port will treat the Material confidentially and in the manner set forth below.

Except as otherwise permitted herein, Port will not disclose any Material to anyone except those employees or consultants who need to know it for the purpose of analyzing Bidder's qualifications and Port shall first inform such employees or consultants of the confidential nature of the Material and require them to treat it confidentially. The Material will not be retained once the review is complete.

If, in the judgment of the Office of the City Attorney, disclosure of the Material or any part thereof is required in connection with any legal or regulatory proceeding or California Public Records Act Request, the Material may be disclosed provided that reasonable measures (which measures may include cooperating with Bidder in any attempt by Bidder to secure a protective order) are undertaken to maintain its confidentiality, if possible.

Bidder:

I declare under penalty of perjury under the laws of the State of California that the statements and representations made in the Accompanying Financial Statement are true and correct.

By: _____ Title: _____
(Signature) (Please Print)

Name: _____ Date: _____
(Please Print)

☐ Please Check Here to Request Return of Financial Information

ATTACH FINANCIAL INFORMATION AS DESCRIBED IN THE INSTRUCTIONS TO BIDDERS

Financial statements shall consist of a balance sheet and income statement, at a minimum, and a statement of cash flows, if available. Financial statements shall be "**audited**" or "**reviewed**," be accompanied by the auditor's audit or review opinion letter, and be prepared in accordance with AICPA standards. "Compiled" financial statements shall not satisfy this submission requirement. If Bidder is a joint venture, each member of the joint venture must submit "**audited**" or "**reviewed**" financial statements as described in this paragraph

BID PROPOSAL PACKAGE

**HARD COPY COVER SHEET
FOR THREE LOWEST BIDDERS' DOCUMENTATION SUBMITTAL**

Attach this cover sheet to:

**Form BS – Original Bidder's Security
and
Accompanying Notary Sheet
and (if applicable)
Original Certified/Cashier's Check**

Specification

Number:

Bidder Company

Name:

Date:

PORT USE ONLY

ROUTE TO:

BID PROPOSAL PACKAGE

**HARD COPY COVER SHEET
FOR THREE LOWEST BIDDERS' DOCUMENTATION SUBMITTAL**

Attach this cover sheet to:

**Form CR3 – Certification Regarding Release of
Financial Information
and
Accompanying Financial Statements**

Specification

Number: _____

Bidder Company

Name: _____

Date: _____

C O N F I D E N T I A L

PORT USE ONLY

ROUTE TO:

BID PROPOSAL PACKAGE

**HARD COPY COVER SHEET
FOR THREE LOWEST BIDDERS' DOCUMENTATION SUBMITTAL**

Attach this cover sheet to:

Good Faith Effort (GFE) Documentation

Specification

Number:

Bidder Company

Name:

Date:

PORT USE ONLY	
ROUTE TO:	