



STATE OF CALIFORNIA
DEPARTMENT OF GENERAL SERVICES
PROCUREMENT DIVISION

Invitation for Bid (IFB) 5259945

Unarmed Security Guard Services

November 14, 2025

Opening

The State of California, Department of General Services, Procurement Division (DGS-PD) is conducting this Invitation for Bid (IFB) to establish Master Service Agreements (MSA) for unarmed security guard services.

The IFB is organized as follows:

1. [TABLE OF CONTENTS](#): A quick list of all sections contained in the IFB.
2. [SECTION 1 – INTRODUCTION AND OVERVIEW](#): Provides the scope of the IFB and introduces the procurement official for the IFB.
3. [SECTION 2 – RULES GOVERNING COMPETITION](#): Provides the rules the Bidder must follow for competing in this IFB process.
4. [SECTION 3 – BIDDING REQUIREMENTS](#): Identifies requirements and obligations for the Bidder.
5. [SECTION 4 – COST](#): Explains how cost is to be presented in the bid.
6. [SECTION 5 – BID FORMAT](#): Explains how the Bidder is to organize and submit its bid.
7. [SECTION 6 – EVALUATION](#): Explains how the State will evaluate bids.
8. [SECTION 7 – ATTACHMENTS](#): Lists the relevant attachments to the IFB. Refer IFB Section 5 to verify which attachments must be returned with the bid.

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1. SECTION 1 – INTRODUCTION AND OVERVIEW

The State of California, Department of General Services, Procurement Division (hereinafter referred to as “DGS-PD”) is requesting bids from qualified firms to establish Master Service Agreement(s) (hereinafter referred to as “MSA”, or “Agreement”) for unarmed security guard services to be used by state agencies and local governmental agencies, referred to collectively as “User Agency” or “User Agencies”. A local governmental agency is any city, county, city and county, district, or other local governmental body or corporation, including California State Universities (CSU) and University of California (UC) systems, K-12 schools and community colleges empowered to expend public funds.

1.1. Scope

The scope of services is described in Attachment 4 – Proposed Agreement, Exhibit A – Scope of Work and includes the following service categories:

1. Group 1 – Unarmed Security Guard Services (Mandatory)
2. Group 2 – Vehicle Patrol Services - Vehicle Class A (Optional)
3. Group 3 – Vehicle Patrol Services - Vehicle Class B (Optional)

The services will be provided in ten (10) regions. The regions are comprised of the counties depicted in Attachment 4 – Proposed Agreement, Exhibit A – Scope of Work, Section 8. Service Region.

Awards will be made by region and Group as described in IFB Section 6 – Evaluation. Bidders are not required to bid on all regions, but Bidders must bid on at least one (1) region and bid on all items within a Group to be eligible for an award for the region and Group. Bidders must bid on Group 1 and have the option to bid on Groups 2-3. Bidders must receive an award for Group 1 to be eligible for awards in Groups 2-3. Each region has potential for multiple awards in accordance with IFB Section 6 – Evaluation.

The term of the MSAs resulting from the IFB will be for a three (3) year period, with two (2), two (2)-year extension options to be exercised upon mutual agreement of the Contractor and the State. Extensions will be made by amendment to the MSA at the same terms and conditions. All rates shall be firm fixed for the MSA term, including any extensions, unless a price adjustment is executed in accordance with Exhibit A – Scope of Work, Section 19.C. Rate Adjustments.

Use of the MSA(s) resulting from this IFB will be mandatory for State of California Agencies and optional for local governmental agencies.

1.2. Historical Spend

The historical value based on expenditures from the current non-mandatory MSAs for unarmed security guard services is \$243 million from fiscal years 2018 through 2024.

DGS-PD does not guarantee the volume that will be transacted under the resulting MSAs. MSAs are zero-dollar (\$0) agreements. Expenditure is at the User Agency level.

1.3. Bidder Reminder

The IFB contains instructions for Bidders to submit a complete bid. The IFB addresses all requirements and responsibilities that Bidders must meet to be eligible for consideration.

Bidders should:

1. Carefully read the entire IFB.
2. Ask questions in a timely manner if clarification is necessary.
3. Make sure that all procedures and requirements of the IFB are accurately followed and appropriately addressed.
4. Thoroughly understand every requirement in the IFB before submitting a bid.
5. Submit bid by the required date and time.

1.4. Procurement Official

The Procurement Official contact information for the IFB is listed below:

Kieu Huynh
Procurement Division
Department of General Services
707 Third Street, 2nd Floor
West Sacramento, CA 95605
Telephone: (279) 799-4130
Email: kieu.huynh@dgs.ca.gov

The Procurement Official shall be the single point of contact. All correspondence must be directed to only this person, unless otherwise identified in the IFB or

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changed by addendum to the IFB. The Procurement Official or designee shall be the single point of contact. Oral communications are discouraged and shall not be binding to the State. Bidders should only rely on written statements issued by the Procurement Official.

Emailed bid submittals must be sent in accordance with IFB Section 5 – Bid Format, to the bid submission email address identified below.

Bid submission email: msasolicitations@dgs.ca.gov

Note: Do not send questions to the email for Bid Submission. The Bid Submission email is for the electronic submission of bids only.

1.5. Key Action Dates

Key Action Dates are identified below in Pacific Time (PT) and may be adjusted by addendum.

IFB Table 1

Event	Date
IFB Release	November 14, 2025
Written Question Receipt Deadline	November 25, 2025
Bidder's Conference (Non-mandatory) <u>Location:</u> Web Link to attend Live Conference: Click here to join the meeting Meeting ID: 238 863 132 304 2 Passcode: vQ2eU6Ex Or call in (audio only): +1 916-245-8850 United States Phone Conference ID: 700 498 96#	November 20, 2025, at 10:00 AM
Bid Receipt Deadline	December 9, 2025, at 2:00 PM
Public Bid Opening <u>Location:</u> Web Link to attend Public Bid Opening: Click here to join the meeting Meeting ID: 239 786 766 694 2 Passcode: g6mf7Mb7 Or call in (audio only):	December 9, 2025, at 2:00 PM

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Event	Date
+1 916-245-8850 United States Phone Conference ID: 853 365 194#	
Notice of Intent to Award	TBD

All submissions must be received by the Procurement Official by the time and date indicated above. All bids received by the Bid Receipt Deadline will be opened and read at a public bid opening. Bid openings will be conducted through Microsoft Teams. All participating Bidders and interested parties may attend by using the Microsoft Teams access information listed in the IFB Table 1 above.

1.6. Americans with Disabilities Act (ADA)

To meet and carry out compliance with the nondiscrimination requirements of Title II Americans with Disabilities Act (ADA), it is the policy of the State to make every effort to ensure that its programs, activities, employment opportunities, and services are available to all persons, including persons with disabilities.

For persons with a disability needing reasonable accommodation to participate in the procurement process, or for persons having questions regarding reasonable accommodation for the procurement process, please contact the Procurement Division at (916) 375-4400 (main office). California Relay Service numbers are listed below. You may also directly contact the Procurement Official for this procurement.

IMPORTANT: To ensure that the State can meet your accommodation, it is best that requests are received at least ten (10) business days before the scheduled event or deadline due date for procurement documents.

The California Relay Service Telephone Numbers are:

1. Dial a voice CA at 711 or call:
 - Voice: 1-800-735-2922 (English) or 1-800-855-3000 (Spanish)
2. TTY: 1-800-855-7100 (English) or 1-800-855-7200 (Spanish)
3. Speech to Speech (STS): 1-800-855-7300

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2. SECTION 2 – RULES GOVERNING COMPETITION

Section 2 describes the bidding steps and includes the Bidder's and State's rights and responsibilities for the procurement process. Specific guidelines for the submission of bid responses are found in Section 5 – Bid Format.

2.1. Identification of IFB Requirements

2.1.1. Requirements

DGS-PD has established certain requirements with respect to bids to be submitted by Bidders. The use of "shall," "must," or "will" (except to indicate simple futurity) in the IFB, indicates a mandatory requirement or condition.

2.1.2. Desirables

The words "should" or "may" in the IFB indicate desirable attributes or conditions but are non-mandatory in nature. Deviation from, or omission of, such a desirable feature will not in itself cause rejection of the bid.

2.2. Bidding Requirements and Conditions

2.2.1. General

A bid is an irrevocable offer for one hundred eighty (180) calendar days following the scheduled date for submission of bids in IFB Section 1.5. Key Action Dates. A Bidder may extend its offer in the event of a delay of award.

2.2.2. IFB Documents

The IFB includes instructions which prescribe the format and content of bids to be submitted, and the Proposed Agreement (Attachment 4) that will be executed between DGS-PD and a successful Bidder.

If a Bidder discovers any ambiguity, conflict, discrepancy, omission, or other error in the IFB, refer to IFB Section 2.2.3. Questions Regarding the IFB for instructions to submit inquiries. If applicable, modifications will be made by addenda issued pursuant to IFB Section 2.2.5. Addenda.

If the IFB contains an error known to the Bidder, or an error that reasonably should have been known, the Bidder shall bid at its own risk. If the Bidder fails to notify DGS-PD of the error prior to the Bid Receipt Deadline as identified in IFB Section 1.5. Key Action Dates and is awarded an MSA, the Bidder shall not be

entitled to additional compensation or time by reason of the error or its later correction.

2.2.3. Questions Regarding the IFB

Bidders requiring clarification of the intent or content of the IFB, or on procedural matters regarding the competitive bid process, may request clarification by submitting questions to the Procurement Official listed in IFB Section 1.4. Procurement Official using the [Microsoft Question Submission Form](#). Bidders should clearly identify the questions, suggest changes or comments, and specify the associated IFB section and page number. Questions must be submitted using the Question Submission Form by the scheduled date and time specified in IFB Section 1.5. Key Action Dates. Bidders submitting questions using alternative methods will be directed to resubmit their questions with the Question Submission Form. Bidder's may submit the Question Submission Form multiple times to submit additional questions.

At the sole discretion of DGS-PD, questions may be paraphrased or consolidated. If a Bidder submits a written question deemed not to be within scope or after the scheduled date, DGS-PD does not guarantee that an answer will be provided. Oral answers shall not be binding on DGS-PD.

Official responses to questions will be posted on [Cal eProcure](#).

2.2.4. Bidder's Conference

A Bidders' Conference will be held, during which suppliers will be afforded the opportunity to meet with State personnel and discuss the content of the IFB and the procurement process. Suppliers are encouraged to attend the Bidders' Conference. The date, time, and place of the conference is listed in Section 1.5. Key Action Dates.

Suppliers are encouraged to submit questions to the Procurement Official prior to the Bidders' Conference so that the State can address them during the conference. The State may accept oral questions during the conference and will make a reasonable attempt to provide answers prior to the conclusion of the conference. Oral answers will not be binding. Following the conference, the State will publish a Question and Answer set addressing all submitted questions, both written and oral.

2.2.5. Addenda

DGS-PD reserves the right to modify or cancel, in whole or in part, the IFB.

This document is not required to be submitted with the bid response.

DGS-PD may modify the IFB by issuance of an addendum. Addenda will be numbered consecutively. The Bidder is required to meet all requirements of the most current addendum including, if applicable, any updated forms.

2.3. Bidding Steps

2.3.1. Preparation

Bids are to be prepared in such a way as to provide straightforward and concise information. Promotional materials, etc., are not necessary or desired. Emphasis should be concentrated on conformance to the IFB instructions, responsiveness to the IFB requirements, and on completeness and clarity of content.

Before submitting each document, the Bidder should carefully proofread it for errors and adherence to the IFB requirements.

2.3.2. Bidder's Cost

Costs for developing bids are entirely the responsibility of the Bidder and shall not be chargeable to DGS-PD.

2.3.3. Completion of Bids

Bids must be complete in all respects in accordance with the IFB Section 5 – Bid Format. A bid may be rejected if it is conditional or incomplete or if it contains any alterations of form or other irregularities of any kind. A bid will be rejected if any such defect or irregularity constitutes a material deviation from the IFB requirements.

2.3.4. False or Misleading Statements

Bids which contain false or misleading statements may be rejected. If, in the opinion of DGS-PD, such information was intended to mislead the State in its evaluation of the bid, and the attribute, condition, or capability is a requirement of this IFB, it may be the basis for rejection of the bid.

2.3.5. Signature of Bid

Bidder must complete the [Agreement Cover Letter](#) and include it with its bid. The Agreement Cover Letter must be signed by an individual who is authorized to bind the proposing firm contractually. The acceptable signature format is specified in IFB Section 5 – Bid Format. An unsigned bid shall be rejected.

This document is not required to be submitted with the bid response.

2.3.6.Delivery of Bid

Bidder must submit its bid as required in IFB Section 5 – Bid Format. Any risks associated with delivery of bid, including, but not limited to, untimely delivery, undelivered email, etc., is the responsibility of the Bidder.

2.3.7.Withdrawal and Resubmission/Modification of Bid

A Bidder may withdraw its bid by submitting a written notification of withdrawal signed by the Bidder authorized in accordance with IFB Section 2.3.5. Signature of Bid, at any time prior to the bid submission date and time specified in IFB Section 1.5. Key Action Dates. The Bidder may thereafter submit a new or modified bid prior to such bid submission date and time. Modification offered in any other manner, oral or written, will not be considered. Should a Bidder submit multiple emails and no notification of withdrawal by the bid due date and time, DGS-PD will deem the last bid submittal received by the submission date and time as the final to be evaluated.

2.3.8.Rejection of Bids

DGS-PD may reject any or all bids and may waive any immaterial deviation or defect in a bid. DGS-PD's waiver of any immaterial deviation or defect shall in no way modify the IFB documents or excuse the Bidder from full compliance with the IFB specifications if awarded the MSA.

2.4. Evaluation and Selection Process

2.4.1.General

Bids will be evaluated in accordance with IFB Section 6 – Evaluation.

2.4.2.Evaluation Questions

During the evaluation and selection process, DGS-PD may request the Bidder's representative to answer specific questions in writing to clarify its submitted information but will not allow the Bidder to change its bid.

DGS-PD requires assurance that the Bidder selected has all the resources to successfully perform. These include but are not limited to: personnel with the skills required; financial resources sufficient to complete performance under the MSA; and experience in similar endeavors. If, during the evaluation process, DGS-PD is unable to assure itself of the Bidder's ability to perform under the MSA if awarded, DGS-PD has the option of requesting from the Bidder any

information that it deems necessary to determine the Bidder's responsibility. If such information is required, the Bidder will be notified and will be permitted three (3) business days to submit the requested information. At its sole discretion, DGS-PD reserves the right to extend the Bidder response time to submit the requested information.

2.4.3.Errors in the Bid

An error in the bid may be cause for rejection of the bid; however, DGS-PD may, at its sole option, correct obvious clerical errors, and arithmetic errors. If the Bidder's intent is clearly established based on review of the complete bid submittal, DGS-PD may, at its sole option, correct an error based on that established intent. Bidders are cautioned not to rely on DGS-PD to discover and report to the Bidder any defects and/or errors in the submitted documents.

2.4.4.Notice of Intent to Award

A Notice of Intent to Award will be publicly posted on the [DGS-PD](#) webpage and sent by email to any Bidder who submits a written request for notice and provides an email.

2.5.Protest

Bidders have the right to protest the award. Submit protests to both DGS-PD and the Department of General Services, Office of Legal Services (DGS-OLS).

Protests must be sent electronically by email, or by certified or registered mail to both:

**Department of General Services
Procurement Division**
Attention: Kieu Huynh
707 3rd Street, 2nd Floor, MS 2-202
West Sacramento, CA 95605
Email: Masters@dgs.ca.gov

**Department of General Services
Office of Legal Services**
Attention: Protest Coordinator
707 Third Street, 7th Floor, Suite 7-330
West Sacramento, CA 95605
Email: OLSProtests@dgs.ca.gov

After filing a protest, the protestant has five (5) calendar days to file a detailed written statement of the protest grounds if the original protest did not contain the complete grounds for the protest.

NOTE: The burden is on the protestant to ensure the protest and detailed statements are received timely. Protestants are strongly encouraged to submit protest electronically rather than risk delays through US mail.

2.6. Public Record

All documents submitted in response to this IFB will become the property of the State of California. All bids will be regarded as public records under the California Public Records Act (Government Code Section (GC §) 7920.000 et seq.). Bidders should be aware that marking any document "confidential" or "proprietary" in a bid may exclude it from consideration for award and will not prevent the document from being made public. The State cannot prevent the disclosure of public documents.

2.7. Debriefing

At the request of the bidder, a debriefing may be held after MSA award to receive specific information concerning the evaluation. The discussion may be based on the evaluation of the Bidder's bid. A debriefing is not the forum to challenge the IFB specifications, requirements, or MSA award.

3. SECTION 3 – BIDDING REQUIREMENTS

This section contains bidding requirements for this IFB. Cost requirements are outlined in IFB Section 4 – Cost. Bidders must submit required forms with the bid as specified in IFB Section 5 – Bid Format.

3.1. Agreement Cover Letter

By signing the [Agreement Cover Letter](#) and submitting a bid, a Bidder is agreeing to accept requirements of this IFB and all terms and conditions outlined within Attachment 4 – Proposed Agreement. Any alteration of Attachment 4 by a Bidder will result in rejection of its bid.

Failure to submit the signed Agreement Cover Letter with the bid in accordance with IFB Section 2.3.5. Signature of Bid will result in the bid being considered non-responsive. Bidder also agrees to comply with all applicable statutes, rules, regulations, and orders of the United States and the State of California.

This document is not required to be submitted with the bid response.

3.2. Narrative Response

Bidder must submit a completed Attachment 2 – Narrative Response with their bid. Failure to submit the completed Attachment 2 – Narrative Response with the bid will result in the bid being considered non-responsive.

3.3. Bidder's Minimum Qualifications

3.3.1. Experience

Bidder must possess at least three (3) years of experience in providing unarmed security guard services. Bidders must attest to meeting this requirement in Attachment 2 – Narrative Response.

3.3.2. Security Guard Registration

Bidders' staff must be registered as a Security Guard with the California Department of Consumer Affairs, Bureau of Security and Investigative Services (BSIS). Bidders must attest to meeting this requirement in Attachment 2 – Narrative Response.

3.3.3. Licenses and Authorizations

Bidder must possess the following license:

- Private Patrol Operator's License issued by the [Bureau of Security and Investigative Services](#) (BSIS) in "Current" status

Bidders must provide their license number on Attachment 2 – Narrative Response. "Pending", "In Progress", or similar statuses for licenses will not be accepted. If the State cannot verify and confirm the Bidder's license is current, then the bid will be considered non-responsive.

3.4. Customer References

Customer references demonstrate to the State that the Bidder has experience providing unarmed security guard services, as stated in Attachment 4 – Proposed Agreement, Exhibit A – Scope of Work.

In reference to Attachment 3 – Customer Reference Form, a customer is defined as an end-user of the services provided by the Bidder.

Bidders must submit a minimum of three (3) customer references. Each customer reference must meet the minimum requirements stated below:

This document is not required to be submitted with the bid response.

1. Customer references must be for work performed by the Bidder as a Prime Contractor for unarmed security guard services and must be similar to those described in Exhibit A – Scope of Work. The Bidder must be named on the customer reference form as the entity that provided services to the customer reference. References for work performed by subcontractors will not be accepted.
2. Customer references must be for work completed within the past three (3) years, prior to the bid submission due date.
3. Bidders should provide customer references from staff currently employed by the organizational entity for which they provided services.
4. The rating for each question in Part B of the Customer Reference Form must be three (3) or higher. If the rating on the Customer Reference is less than three (3) the bid will be considered non-responsive. Any question not rated by a customer will be considered non-responsive.

Customer must complete the Attachment 3 – Customer Reference Form and return form directly to the Bidder. The Bidder must submit the completed customer reference forms with the bid as specified in IFB Section 5 – Bid Format.

The State reserves the right to contact customer references by phone or email to verify information supplied on the customer reference forms. It is the responsibility of the Bidder to notify their customer that DGS-PD may be contacting them for verification purposes. Bidders should only submit a customer reference that can be contacted, upon request from the State.

Failure to submit a compliant customer reference may result in the bid being considered non-responsive. Customer references will be evaluated as specified in IFB Section 6 – Evaluation.

3.5. Contractor Certification Clauses

Bidders are required to submit a completed [Contractor Certification Clauses](#) with their bid or within five (5) days of the State's written request.

3.6. California Secretary of State Certification

If Bidder is a Corporation, Limited Liability Company (LLC), Limited Liability Partnership (LLP), or a Limited Partnership (LP), or another entity type required to register, Bidder must be registered at the time of bid submission

with the [California Secretary of State \(SOS\)](#) and in “Active” status if required by law.

Bidders are required to provide their SOS entity number on Attachment 2 – Narrative Response. If the SOS entity number is not included in the bid response, Bidder shall provide it within five (5) working days after request from the State.

If Bidder is “doing business as” (dba), whereas the name under which they operate its business differs from its legal, registered name, the Bidder must provide a Fictitious Business Name (FBN) filing. The filing should be included with the bid response. If the FBN filing is not submitted with the bid response, Bidder shall provide it within five (5) days after request from the State. If Bidder’s dba is listed on the SOS certification, no FBN is needed.

DGS-PD reserves the right to request clarification.

3.7. California Civil Rights Laws Certification

Pursuant to Public Contract Code (PCC) Section 2010, any Bidder entering into or renewing a contract over one hundred thousand dollars (\$100,000) on or after January 1, 2017, shall certify all the following:

1. That they are in compliance with the Unruh Civil Rights Act (Section 51 of the California Civil Code).
2. That they are in compliance with the California Fair Employment and Housing Act (Chapter 7 (commencing with Section 12960) of Part 2.8 of Division 3 of Title 2 of the Government Code).

(a) That any policy that they have against any sovereign nation or peoples recognized by the government of the United States, including, but not limited to, the nation and people of Israel, is not used to discriminate in violation of the Unruh Civil Rights Act (Section 51 of the Civil Code) or the California Fair Employment and Housing Act (Chapter 7 (commencing with Section 12960) of Part 2.8 of Division 3 of Title 2 of the Government Code).

(b) Any policy adopted by a person or actions taken thereunder that are reasonably necessary to comply with federal or state sanctions or laws affecting sovereign nations, or their nationals shall not be construed as unlawful discrimination in violation of the Unruh Civil Rights Act (Section 51 of the Civil Code) or the California Fair Employment and Housing Act

This document is not required to be submitted with the bid response.

(Chapter 7 (commencing with Section 12960) of Part 2.8 of Division 3 of Title 2 of the Government Code.

Bidders are required to submit the [California Civil Rights Laws Certification form](#) with the bid response. Failure to submit this form will result in the bid being considered non-responsive.

3.8. Iran Contracting Act

Bidder must either a) certify it is not on the current list of persons engaged in investment activities in Iran created by DGS pursuant to PCC 2203(b) and is not a financial institution extending \$20 million or more in credit to another person/vendor, for 45 days or more, if that other person/vendor will use the credit to provide goods or services in the energy sector in Iran and is identified on the current list of person engaged in investment activities in Iran created by DGS; or b) demonstrate it has been exempted from the certification requirement pursuant to PCC section 2203(c) or (d).

The DGS list of entities prohibited from contracting with public entities in California in accordance with the Iranian Contracting Act, 2010, can be found at [DGS Iran Contracting Act Ineligibility List](#).

Bidder shall submit their response on Attachment 2 – Narrative Response. Failure to submit a response will result in the bid being considered non-responsive.

3.9. Darfur Contracting Act

Public Contract Code Sections 10475-10481 applies to any company that currently or within the previous three (3) years has had business activities or other operations outside of the United States. For such a company to bid on or submit a bid for a State of California contract, the company must certify that it is either a) not a scrutinized company; or b) a scrutinized company that has been granted permission by the Department of General Services (DGS) to submit a bid.

A scrutinized company is a company doing business in Sudan as defined in PCC Section 10476. Scrutinized companies are ineligible to, and cannot, bid on or submit a bid for a contract with a State agency for goods or services (PCC Section 10477(a)), unless written permission from the Director of DGS to bid on this procurement has been granted (PCC Section 10477(b)).

A Bidder is required to submit a completed [Darfur Contracting Act form](#) if their company currently or within the previous three (3) years has had business activities or other operations outside of the United States. The Darfur Contracting Act form should be submitted with the bid response. If this document is not included in the bid response, Bidder shall provide it within five (5) working days after request from the State. Failure to submit required information will result in the bid being considered non-responsive.

If a Bidder has not conducted business outside of the United States in the last three (3) years, this section does not apply.

Bidders shall submit their response on Attachment 2 – Narrative Response.

3.10. 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, 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 any time prior to agreement execution, or, if determined after agreement execution, shall be grounds for termination by the State.

3.11. 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.

Bidder shall indicate on Attachment 2 – Narrative Response if the Bidder intends to provide GenAI as a deliverable to the State or intends to complete all or a portion of any deliverable that has material impacts as specified above. If a response is not included in the bid response, Bidder shall provide it within five (5) working days after request from the State. Failure to submit required information will result in the bid being considered non-responsive.

3.12. Federal Debarment, Suspension, Ineligibility, and Voluntary Exclusion

Expenditures from the MSAs resulting from the IFB may involve Federal funds. The Federal Department of Labor requires all state agencies which are expending Federal funds to have in the contract file, a certification by the Bidder that they have not been debarred nor suspended from doing business with the Federal government.

Bidder must submit the [Federal Debarment Certification form](#). The completed form should be included with the bid response. If the completed form is not submitted with the bid response, Bidder shall provide it within five (5) days after request from the State. Failure to submit this form will result in the bid being considered non-responsive.

3.13. Prohibition of Delinquent Taxpayers

PCC Section 10295.4 prohibits the DGS from entering into an agreement for goods or services with any taxpayer, whose name appears on either the five hundred (500) largest tax delinquencies list maintained by the California Department of Tax and Fee Administration (CDTFA), or the Franchise Tax Board (FTB) pursuant to Revenue and Taxation Code Sections 7063 and

19195. Respectively, Section 10295.4 provides no exceptions to these prohibitions.

By submitting a bid for this IFB, Bidder certifies that it is not included on either the FTB or CDTFA lists found at:

1. [FTB Top 500 Delinquent Taxpayers](#)
2. [CDTFA Top 500 Sales & Use Tax Delinquencies in California.](#)

3.14. Payee Data Record

Bidder must submit a completed [Payee Data Record \(STD 204\)](#) form with their bid or within five (5) days of the State's written request.

3.15. Insurance Requirements

A successful Bidder awarded a MSA must maintain in force applicable insurance in accordance with Exhibit D – Insurance Provisions. Prior to MSA award, the successful Bidder must furnish an insurance certificate evidencing required insurance coverage acceptable to the State within five (5) business days of request. At its sole discretion, DGS-PD reserves the right to extend the Bidder response time to submit the requested information. Refer to Attachment 4 – Proposed Agreement, Exhibit D – Insurance Provisions for the applicable insurance requirements and coverage limits.

3.16. Bidder Declaration

All Bidders must complete the [Bidder Declaration Form \(GSPD-05-105\)](#) and include it with the bid response. When completing the declaration, Bidders must identify all subcontractors proposed, the portion of the work the subcontractor will be performing under the resulting MSA, and the specific region(s) the subcontractor will perform. Bidder must identify a single percentage value per subcontractor under the column "Corresponding % of bid price". Percent ranges will not be accepted. Bidder agrees that all requirements will be adhered to and that requirements will apply to subcontractors even if subcontractor concurrence is not specifically defined.

Bidders awarded an MSA are contractually obligated to use the subcontractors for the corresponding work identified unless the State agrees to a substitution, and it is incorporated by amendment to the MSA.

Upon award to a Contractor, notice shall be given by the State to the subcontractors listed in the Bidder Declaration Form of their participation in the awarded MSA. Notification to the subcontractor by the prime Contractor is encouraged immediately after award of an IFB.

3.17. Disabled Veteran Business Enterprise (DVBE) Declaration Form

Bidders and any subcontractors who have been certified by California as a Disabled Veteran Business Enterprise (DVBE) (or who are bidding rental equipment and have obtained the participation of subcontractors certified by California as a DVBE) must also submit a completed [Disabled Veteran Business Enterprise Declaration Form DGS PD 843](#). All disabled veteran owners and disabled veteran managers of the DVBE(s) must sign the form. The completed form should be included with the bid response. If the completed form is not submitted with the bid response, Bidder shall provide it within five (5) days after request from the State.

3.18. Preferences/Incentives

3.18.1. Small Business Preference

A five (5) percent bid preference is available to Bidders certified as a small business (SB) in accordance with GC § 14835 et seq. If applicable, Bidders must claim this preference on Attachment 2 – Narrative Response.

Bidders claiming the small business preference must be certified by California as a small business. Completed certification applications and required support documents must be submitted to the Office of Small Business and DVBE Services (OSDS) no later than 5:00 p.m. PT on the bid due date, and the OSDS must be able to approve the application as submitted. The Small Business regulations concerning the application and calculation of the small business preference, small business certification, responsibilities of small business, department certification, and appeals can be viewed in the [California Code of Regulations \(Title 2, Division 2, Chapter 3, Subchapter 8, section 1896 et seq.\)](#).

3.18.2. Small Business Nonprofit Veteran Services Agencies (SB/NVSA)

SB/NVSA prime Bidders meeting requirements specified in the Military and Veterans Code (MVC) Section 999.50 et seq. and obtaining a California certification as a small business are eligible for the five (5) percent small business preference. If applicable, claim the preference on Attachment 2 – Narrative Response.

This document is not required to be submitted with the bid response.

SB/NVSAs 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.

3.18.3. Non-Small Business Subcontractor Preference

A non-small business (Non-SB) Bidder may receive a preference of five (5) percent if the business commits to subcontracting at least twenty-five (25) percent for every User Agreement with one or more California certified small businesses or microbusinesses.

If applicable, claim the preference on the Attachment 2—Narrative Response and include the [Bidder Declaration Form](#) (GSPD-05-105) in the bid. Bidders who are claiming a Non-SB Subcontracting preference must identify certified SB(s) Subcontractors.

Bidders who commit to subcontracting a percentage to SBs shall do so for each User Agreement and must do so for the entire term of the MSA. Failure to maintain SB subcontracting percentages will be considered a breach of contract and may result in termination of the MSA pursuant to Section 7, Termination for Cause, of Exhibit C - General Terms and Conditions (GTC 02/2025).

Bidder understands and agrees that should award of this contract be based in part on their commitment to use the SB subcontractor(s) identified in their bid, according to 2 CCR Section 1896.10, a SB subcontractor may only be replaced if the Bidder submits a request in writing to DGS. The substitution request must include at least the following:

- (1) An explanation of the reason for the substitution.
- (2) The Bidder must substitute a small business with another small business. However, if the small business substitution cannot occur, the Bidder must include written justification and the steps that were taken to try to acquire a new small business subcontractor and how that portion of the contract will be fulfilled.
- (3) A description of the work to be performed, identified both as a task(s) and as a dollar amount or percentage of the overall contract that the substituted business will perform. The substituted business(es), if approved, shall be required to perform a commercially useful function in the contract as defined in 2 CCR Section 1896.15.

Failure of the Bidder to subcontract with the SBs listed on its bid to the State or follow these substitution rules may be grounds for DGS to apply such sanctions as GC § 14842 and 14842.5 and as State law permits. In the event such sanctions are imposed, the Bidder shall be notified in writing and entitled to a hearing pursuant to 2 CCR Sections 1896.18 and 1896.20.

Pursuant to GC § 14841, upon completion of the contract for which a commitment to achieve SB participation was made, the contractor shall report to the awarding department the actual percentage of SB participation that was achieved.

3.18.4. Disabled Veteran Business Enterprise (DVBE) Program Requirements and Incentive

This IFB does not require a minimum DVBE participation percentage. The DVBE participation requirement has been waived, however DVBE participation is encouraged.

This IFB provides an incentive for DVBE participation. The [California DVBE Bid Incentive Instructions](#) include information about the DVBE incentive. The following percentages will apply for awards based on low price:

IFB Table 2

Confirmed DVBE Participation of:	DVBE Incentive Percentage:
5% or over	5%
4% to 4.99% inclusive	4%
3% to 3.99% inclusive	3%

Bidders who commit to subcontracting a percentage to DVBEs shall do so for every User Agreement and must do so for the entire term of the MSA. Failure to maintain DVBE subcontracting percentages will be considered a breach of contract and may result in termination of the MSA pursuant to Section 7, Termination for Cause, of Exhibit C - General Terms and Conditions (GTC 02/2025).

Application of the DVBE Incentive CANNOT displace a California certified SB.

Bidder understands and agrees that should award of an MSA be based in part on their commitment to use the DVBE subcontractor(s) identified in their bid or offer, according to MVC Section 999.5, a DVBE subcontractor may only be replaced by another DVBE subcontractor and must be approved by the

Department of General Services (DGS). Changes to the scope of work that impact the DVBE subcontractor(s) identified in the bid or offer and approved DVBE substitutions will be documented by contract amendment.

Failure of Bidder to seek substitution and adhere to the DVBE participation level identified in the IFB may be cause for contract termination, recovery of damages under rights and remedies due to the State, and penalties as outlined in M&VC Section 999.9; and PCC Section 10115.10. Pursuant to GC § 14841, upon completion of the contract for which a commitment to achieve DVBE participation was made, the Bidder shall report to the awarding department the actual percentage of DVBE participation that was achieved.

If applicable, Bidder must claim the incentive on Attachment 2 – Narrative Response and provide the following:

- [Bidder Declaration Form](#) (GSPD-05-105)
- [DVBE Declaration Form](#) (DGS PD 843)

3.18.5. Commercially Useful Function (CUF)

Suppliers, whether the Bidder or a subcontractor, who have a California certification for one (1) or more of the socio-economic programs (i.e., DVBE or SB), must perform a commercially useful function in the resulting MSA. CUF is defined in the MVC Section 999(b)(5)(B) for DVBE and in the GC § 14837(d)(4)(A) for small business as consisting of all the following:

- Responsibility for the execution of a distinct element of the work
- Actually performing, managing, or supervising the work
- Performing work that is normal for its business services and functions
- Not further subcontracting work that is greater than that expected by normal industry standards
- Responsible, with respect to any products, inventories, materials, and supplies required for the contract, for negotiating price, determining quality and quantity, ordering, installing (if applicable), and making payment

A Contractor, subcontractor, or supplier is not considered to perform a CUF if their role is limited to that of an extra participant through which funds are passed in order to obtain the appearance of participation.

Bidders must describe compliance with CUF requirement for each certified SB and/or DVBE, whether the Bidder or a subcontractor, on the [Commercially Useful Function \(CUF\) Worksheet](#). Completed CUF worksheets should be submitted with the bid response. If the completed worksheet is not submitted with the bid response, Bidder shall provide it within five (5) days after request from the State.

Bidders may be required to submit additional written clarifying information regarding CUF to DGS. Failure to submit the requested written information, as specified, may be grounds for rejection of the bid.

4. SECTION 4 – COST

Section 4 of the IFB provides the instructions for Cost Requirements.

4.1. Cost Requirements

DGS-PD requires that each Bidder's bid be in the format outlined in this section. Bidders are advised that failure to comply with the instructions listed in this section, such as incomplete submissions, use of alternative pricing structures or different formats, may result in the rejection of its bid for non-responsiveness.

4.1.1. Documentation to Submit with Bid

4.1.1.1. Cost Workbook

Bidder shall use Attachment 1 – Cost Workbook to enter cost information for each Region and Group bid.

DGS-PD may, at its sole option, correct discrepancies and arithmetic errors.

4.1.1.1.1. Instructions

1. Download Attachment 1 – Cost Workbook from [Cal eProcure](#) website.
2. Rename the file to Attachment 1 – Cost Workbook (Insert Bidders' Name) and save.
3. Complete the worksheets following the Cost Workbook Instructions below:

This document is not required to be submitted with the bid response.

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- a. Bidders must only enter information in yellow boxes. No other modifications are permitted.
- b. Bidder must provide their legal business name in the designated cell next to "Bidder Name."
- c. Fields left blank, marked as N/A, or entered as \$0 will be interpreted as no bid submitted for that Group and/or Item.
- d. All proposed rates must be rounded to the nearest whole cent (e.g., \$19.88).
- e. Bidders must complete and submit a copy of their Cost Workbook in Microsoft Excel format.
- f. Bidders must not alter the Cost Workbook in any way other than entering required information. Alternative categories or cost workbooks will not be accepted.
- g. Group 1 – Unarmed Security Guard Services
 - 1. Proposed rates must comply with GC § 19134. The current mandatory CalHR Minimum Hourly Wage and Blended Benefits Rates are provided in Section A-D.
 - 2. Bidders must enter their Proposed Hourly Rate under Section G for Items 1-4. The Proposed Hourly Rate should be all-inclusive of GC § 19134 wage and benefits, overhead, expenses, profit, etc. Bidders should refer to the **CalHR Minimum Hourly Wage** and the **Blended Benefits Rates** for the associated Class Title provided in Section A-D.
 - 3. Bidders must bid on all Labor Categories within Group 1 to qualify for the region. Bidders are not required to bid on all regions, but Bidders must bid on at least one (1) region.
 - 4. All proposed rates must be inclusive of labor, tools, materials, equipment, and travel expenses. Refer to Attachment 4 – Proposed Agreement, Exhibit A – Scope of Work.
- h. Group 2 and 3 – Vehicle Patrol Services

This document is not required to be submitted with the bid response.

1. Bid submission for Groups 2 and/or 3 is optional and Bidders are not required to bid on Vehicle Patrol Services in order to receive an MSA award.
 2. If Bidders are opting to bid on Group 2, Bidders must provide their Proposed Vehicle Rate for both Item 5 and Item 6 under Section L. If Bidders are opting to bid on Group 3, Bidders must provide their Proposed Vehicle Rate for both Item 7 and Item 8 under Section L.
 3. Bidders must bid on both Usage Rate Categories to provide a daily and monthly proposed vehicle rate within the group to qualify for award. Bidders are not required to bid on both Group 2 and Group 3 and may choose to submit a bid for one group only.
 4. All proposed rates are all inclusive of all associated costs to the patrol vehicle, except for vehicle mileage.
4. Submit Attachment 1 – Cost Workbook separately as specified in IFB Section 5 – Bid Format.

5. SECTION 5 – BID FORMAT

The instructions below describe the required bid format. Each Bidder is responsible for following instructions. Failure to do so may result in rejection of the bid.

All documentation submitted for the bid must be in English.

All documentation must be signed with a verifiable digital signature or a wet ink signature. A scan copy of a wet ink signature is acceptable.

5.1. Bid Submission

Bids must be submitted by email as follows:

1. Including all required IFB documents and attachments.
2. Emailed to msasolicitations@dgs.ca.gov.

Bids must be received in the designated email inbox by the scheduled date and time specified in IFB Section 1.5. Key Action Dates. Bids received after this date

and time will not be considered; therefore, it is the responsibility of the Bidder to make sure its bid is received on time.

Bidder should clearly identify in the email Subject Line **IFB 5259945 Bid - <Bidder Name>**. Emailed submissions should not exceed twenty-five (25) megabytes (MB). DGS-PD's mail server may automatically reject excessively large emails.

Bidder may submit multiple emails with their IFB attachments if the email size is larger than 25 MB. However, if the bid is separated into multiple emails, the Bidder assumes the risk of the bid not being completely received. If multiple emails are being submitted, the Bidder should identify the email number out of the total number of emails in the email subject line (e.g., Bid Response for IFB 5259945 1 of 3).

Links to files stored on the internet (e.g., Google Drive, Dropbox) in lieu of attachments are not acceptable, and any documents stored at such links will not be reviewed.

Do not submit other communication (e.g., marketing tools) to this mailbox regarding this IFB. It will not be read.

5.2. Electronic Bid Submittal Formats

It is the Bidder's responsibility to ensure that electronically submitted documents are readable by DGS-PD. Required documents should be submitted in Microsoft Word, Microsoft Excel, or Adobe PDF. To ensure electronically submitted documents are readable, Bidders should submit electronic documents that meet the following standards:

1. Microsoft – Office Suite Standard 2010.
2. Microsoft – Office Professional Plus 2010.
3. Adobe Acrobat Pro DC
4. Sans Serif ADA font (Preferred 12-point Arial).
5. Zip files are discouraged.

Electronic submissions not compatible with these standards, or submissions unable to be read, may result in the bid being rejected.

5.3. Bid Documents

Bidders must submit the documents listed in IFB Table 3 with their bid and are required to provide documents listed in IFB Table 4 with their bid or when notified by the State.

IFB Table 3

Documents Required with Bid Response

Description	IFB Section
Agreement Cover Letter	2.3.5 / 3.1
Attachment 1 – Cost Workbook	4
Attachment 2 – Narrative Response	3.2
Attachment 3 – Customer Reference Forms	3.4
California Civil Rights Laws Certification	3.7
Bidder Declaration Form (GSPD-05-105)	3.16

IFB Table 4

Requested to be provided with bid response, required within five (5) days after notification from the State

Description	IFB Section
Contractor Certification Clauses	3.5
California Secretary of State Certification/Fictitious Business Name Filing (if applicable)	3.6
Darfur Contracting Act Form (if applicable)	3.9
Federal Debarment Certification Form	3.12
Payee Data Record	3.14
DVBE Declaration (if applicable)	3.17
Commercially Useful Function Worksheet (if applicable)	3.18.5

The list above is only a tool to assist participating Bidders in compiling their bid response. Bidders are encouraged to carefully read the entire IFB. The need to verify all documentation and responses prior to the submission of bids cannot be over emphasized.

This document is not required to be submitted with the bid response.

6. SECTION 6 – EVALUATION

This section describes the evaluation process.

6.1. Bid Opening

Bid submissions will not be opened by the Procurement Official until the Public Bid Opening date and time indicated in IFB Section 1.5. Key Action Dates. If the Bidder is uncertain the State will be able to open an attachment, it may resubmit its bid in accordance with IFB Section 2.3.7. Withdrawal and Resubmission/Modification of Bid.

6.2. Evaluation of Bids

6.2.1. Validation Against IFB Requirements

Bids will be evaluated for compliance with the IFB administrative requirements. Bids determined to be non-compliant will not move on to Customer Reference Validation.

6.2.2. Customer References

6.2.2.1. Customer Reference Validation

1. The State may validate customer references by any means necessary or appropriate, including email, voice, or digital conferences. Bidders are responsible for maintaining contact with their referencing customers to ensure their prompt responses to the State's validation inquiries.
2. The contact identified in the customer reference must respond within the timeframe specified by the State.
3. The contact identified in the customer reference email address must indicate the organizational entity's name. (E.g., If the organizational entity is California Department of Motor Vehicles, the reference email includes @dmv.ca.gov, not @gmail.com, @yahoo.com, @icloud.com.)
4. In the event the individual used for the customer reference is no longer with the organizational entity, or the reference email does not match the entity's name at the time of validation, a person in a position to verify the entity's employees may verify the individual's past employment and email address with that entity.

This document is not required to be submitted with the bid response.

5. Reference validations may be used as the final determination of Bidder's responsiveness to the Customer Reference Requirements.
6. The State reserves the right to reject any customer reference it reasonably believes to have been falsified and/or altered, if the customer is an entity the Bidder owns partially or wholly, or the customer cannot be validated.

6.2.2.2. Customer Reference Evaluation

1. The Customer Reference questions from the Customer Reference Form, as referenced in Attachment 3 – Customer Reference Form, will be evaluated as stated in IFB Table 5 below.

IFB Table 5

Question	Scoring	Evaluation
Part A – Customer Reference Information, Questions 1 to 8	Complete response and meets requirements = Pass Incomplete response and/or does not meet requirements = Fail	Pass/Fail
Part B – Customer Reference Ratings, Questions 1 to 6	Rating scale scores equal to or greater than 3 = Pass Rating scale scores equal to or less than 2 = Fail	Pass/Fail

6.2.3. Cost

The required Cost Workbook will be checked for mathematical accuracy.

6.2.4. Cost Analysis

Group 1 - Unarmed Security Guard Services (Mandatory)

1. The Bidder's Cost Workbook will be evaluated on each Region's Group 1 Basis of Award. The Group 1 Basis of Award is calculated as follows:
 - i. For Items 1-4, the Proposed Hourly Rate will be multiplied by the Estimated Hours Per Month to calculate the Labor Category Total for each item.

This document is not required to be submitted with the bid response.

- ii. The Labor Category Total for each item (Items 1-4) will be summed to determine the Cumulative Labor Category Total and Group 1 Basis of Award.
2. SB preference and DVBE incentives will be applied in accordance with applicable regulations using the Bidder's Group 1 Basis of Award.
3. Bidders will be ranked in order of lowest cost, after application of applicable preferences and incentives.
4. Each region will be ranked independently of other regions.

Group 2 and 3 - Vehicle Patrol Services (Optional)

1. Bidders must receive an award for Group 1 to be eligible for awards in Groups 2-3.
2. The Bidder's Cost Workbook will be evaluated for each region's Group 2 Basis of Award and Group 3 Basis of Award. The Group 2 Basis of Award and Group 3 Basis of Award is calculated as follows:
 - i. For each applicable item (Items 5-8), the Proposed Vehicle Rate will be multiplied by the corresponding Estimated Usage Interval.
 - ii. The State's Vehicle Mileage Reimbursement Rate will be multiplied by the Estimated Miles Per Month for each of those same items.
 - iii. The results from the previous two steps will be added to calculate the Vehicle Rate Category Total for each item.
 - iv. The Vehicle Rate Category Total for Item 5 and Item 6 will be summed to determine the Cumulative Group 2 Total. The total for Item 7 and Item 8 will then be summed to determine the Cumulative Group 3 Total.
 - v. The Cumulative Group 2 Total will be added to the Cumulative Labor Category Total to determine the Group 2 Basis of Award. The Cumulative Group 3 Total will be added to the Cumulative Labor Category Total to determine the Group 3 Basis of Award.
3. SB preference and DVBE incentives will be applied in accordance with applicable regulations using the Bidder's Basis of Award for each Group.

4. Bidders will be ranked in order of lowest cost, including applicable preferences and incentives. Group 2 will be ranked independently from Group 3.
5. Each region will be ranked independently of other regions.

6.2.5. Evaluation Example

STEP 1: The State will check each bid in detail to determine its compliance with the IFB administrative requirements.

IFB Table 6

Bidder	Compliant to IFB Requirements	Proceeds to Cost Analysis
A	Pass	Yes
B	Pass	Yes
C	Fail	No
D	Pass	Yes
E	Fail	No

Bidder C and Bidder E did not meet the IFB's administrative requirements and will not move to Step 2.

STEP 2: The Bidder's Cost Workbook will be evaluated on each Region's Group 1 Basis of Award. SB preference and DVBE incentives will be applied in accordance with applicable regulations using the Bidder's Basis of Award for each Group to determine the final basis of award for the Group and the region.

IFB Table 7

Bidder	Certification	Group 1 Basis of Award	Preference Amount (5%)	Group 1 Basis of Award After Preference
A	Non-Small Business	\$179,216.78	\$0.00	\$179,216.78
B	Non-Small Business	\$150,927.55	\$0.00	\$150,927.55
D	Small Business	\$180,068.00	\$7,564.38	\$172,521.62

If a DVBE incentive is to be applied, it will be done so in the same manner according to the percentages indicated in IFB Section 3.18.4, IFB Table 2.

STEP 3: Responsive and responsible Bidders will be ranked based on the final basis of award for Group 1 in each region after application of preferences and incentives. The Bidder with the lowest basis of award will be Rank 1. The Bidder with the next lowest basis of award will be Rank 2 and so forth.

IFB Table 8

Bidder	Group 1 Basis of Award (after applied preference/ incentives)	Group 1 Rank
A	\$179,216.78	3
B	\$150,927.55	1
D	\$172,521.62	2

STEP 4: Group 2 and Group 3 will have the same evaluation steps applied, for those Bidders receiving an award in Group 1, to establish Group 2 and Group 3 rankings for each region.

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IFB Table 9

Bidder	Group Bid	Received Group 1 Award	Eligible for Group 2 Award	Eligible for Group 3 Award
A	1, 2, 3	Yes	Yes	Yes
B	1 and 2	Yes	Yes	N/A
C	1, 2, 3	No	No	No
D	1, 2, 3	Yes	Yes	Yes
E	1, 2, 3	No	No	No

Bidder C and Bidder E did not receive a Group 1 award and are not eligible for Group 2 and Group 3 awards.

STEP 5: SB preference and DVBE incentives will be applied in accordance with applicable regulations using the Bidder's Basis of Award for each Group to determine the final basis of award for the Group and the region.

IFB Table 10

Bidder	Certification	Group 2 Basis of Award	Preference Amount (5%)	Group 2 Basis of Award After Preference
A	Non-Small Business	\$185,432.00	\$0.00	\$185,432.00
B	Non-Small Business	\$161,555.00	\$0.00	\$161,555.00
D	Small Business	\$182,891.00	\$8,077.75	\$174,813.25

If a DVBE incentive is to be applied, it will be done so in the same manner according to the percentages indicated in IFB Section 3.18.4, IFB Table 2.

STEP 6: Responsive and responsible Bidders will be ranked based on the final basis of award for Group 2 and Group 3 in each region after application of preferences and incentives. The Bidder with the lowest basis of award will be

Rank 1. The Bidder with the next lowest basis of award will be Rank 2 and so forth.

IFB Table 11

Bidder	Group 2 Basis of Award (after applied preference/ incentives)	Group 1 Rank
A	\$185,432.00	3
B	\$161,555.00	1
D	\$174,813.25	2

6.3. Selection and Award

DGS-PD intends to award by rank to all responsive and responsible Bidder(s) by lowest total bid by group in each region. Within each region, each group will be ranked independently of the other groups. If a SB preference or DVBE incentive applies, the preference or incentive calculation will be used to establish rank. In the event there is a tie, a coin flip shall be used to determine the awardee rank. Awarded MSAs will be posted on the [Cal eProcure](#) website.

7. SECTION 7 – ATTACHMENTS

The following list identifies the Attachments for this IFB:

1. Attachment 1 – Cost Workbook
2. Attachment 2 – Narrative Response
3. Attachment 3 – Customer Reference Form
4. Attachment 4 – Proposed Agreement, which includes:
 - a. Exhibit A – Scope of Work
 - b. Exhibit B – Budget Detail and Payment Provisions
 - c. Exhibit B.1 – Rate Sheet
 - d. Exhibit C – General Terms and Conditions (GTC 02/2025)
 - e. Exhibit D – Insurance Provisions