

HOW TO DO BUSINESS WITH CALTRANS

- **Consulting Contracts**
- **Service Contracting**
- **Construction Contracts**
- **Selling Commodities**



ARNOLD SCHWARZENEGGER, Governor

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Business, Transportation and Housing Agency*

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*Flex your power—
be energy efficient!*

**STATE OF CALIFORNIA
DEPARTMENT OF TRANSPORTATION
Administration
Division of Procurement and Contracts**



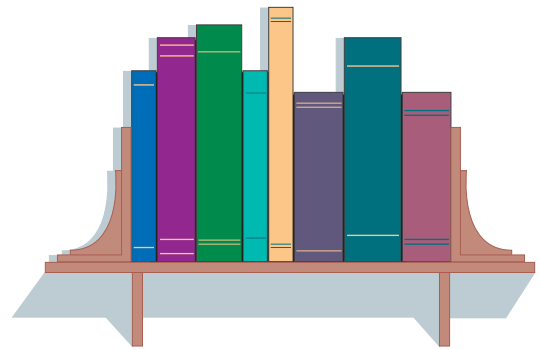
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Caltrans improves mobility across California

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PUBLICATION UPDATES

for:



HOW TO DO BUSINESS WITH CALTRANS

1. California State Contracts Register information has been added as [Section VI](#).



2. Frequently asked questions moved to [Section XI](#).



3. Websites updated.



4. Telephone numbers and addresses updated.



5. Benefits of Business Certification has been added as [Section VII](#).



6. Recycle products information added to [Section V, E, g.](#)



7. New Products samples to Caltrans information added to [Section IV, B](#).



8. Effective 1/1/02, formal advertising and sealed bids will not be required on purchases of commodities and services valued up to \$100,000, from certified DVBE businesses. [See Section VII, A.](#)



9. Language updated to note the Department Small Business and DVBE goals are applicable to 100% State-funded purchases only. [See Section II, B.](#)

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I INTRODUCTION

This booklet is designed to acquaint you, the business community, with the State of California - Department of Transportation (Department), and to provide information to assist you in getting started doing business with the Department.

This booklet is available on our internet address at <http://caltrans-opac.ca.gov/business.htm>

There are three (3) primary categories in which the Department makes purchases. They are as follows:

1. Purchasing of commodities and equipment
2. Contracting for services (which includes consulting and maintenance services).
3. Contracting for construction projects.

II POLICY STATEMENT

- A. The Department of Transportation's policy is to promote and enhance contracting opportunities with disadvantaged, small, and disabled veteran's business enterprises. It is also the Department's policy to ensure nondiscrimination on the basis of race, color or national origin. These policies were established to promote equality for all California businesses, in accordance with Federal and State Statutes and Regulations.
- B. Consistent with the Governor's Executive Orders D-37-01 and D-43-01, the Departments' annual participation goals for contracting with certified Small Businesses is 25 percent of 100 percent state funded purchases, and certified Disabled Veteran Business Enterprises (DVBES) is 3 percent of 100 percent state funded purchases. In U.S. DOT federally assisted contracts, the Department's DBE goal is 17 percent, which is subject to change. (The DBE goal is a federal goal and is applicable only if there is U.S. DOT Federal funding involved in the purchase of commodities or services.) Ninety eight percent (98%) of all California businesses are small businesses, and may be eligible to become certified. Small businesses employ 50% of California's workforce and generate more than ½ of the state gross domestic product. The Department's Civil Rights Business Enterprise Program has established a Small Business Plan to ensure policy goals are pursued, and to ensure the Department is in compliance with Federal and State statutory, regulatory and executive order compliance.
- C. Bidders should check the bid documents, which will contain the specific goals for the subject project. To this end, the Department Contract Officer and Purchasing Managers are directed to work with the Department of General Services, Office of Small Business Certification and Resources, and the Department Civil Rights Program, in order to comply with the Small Business Procurement and Contract Act.

III DEPARTMENT OF TRANSPORTATION AND DEPARTMENT OF GENERAL SERVICES WEBSITES

- A. For your convenience, we have listed website addresses to assist you in finding more information regarding Purchasing and Contracting with the Department of Transportation and with the Department of General Services.
1. Department of Transportation home website <http://www.dot.ca.gov>
 2. Division of Procurement and Contracts policy and contract information.
<http://caltrans-opac.ca.gov/purchase.htm>
 3. Bid Results (Service Contracts and Construction Contracts less than \$131,000)
<http://caltrans-opac.ca.gov/bidchoic.htm>
 4. Bid Results (Construction Contracts greater than \$131,000)
<http://www.dot.ca.gov/hq/esc/oe/bidsopened.html>
 5. Division of Procurement and Contracts, contracts for bid packages
<http://caltrans-opac.ca.gov/contrac2.htm>
 6. Architectural and Engineering contracts for bid
<http://caltrans-opac.ca.gov/aeinfo.htm>
 7. Civil Rights Business Enterprise Program <http://www.dot.ca.gov/hq/bep/>
 8. Office Engineer <http://www.dot.ca.gov/hq/esc/oe/>
 9. Department of Transportation Contractor Interest Registry
<http://www.dot.ca.gov/contractor/>
 10. Department of Transportation Publications Unit:
<http://caltrans-opac.ca.gov/publicat.htm>
 11. Department of Transportation Relay System: TDD (800) 735-2929 or 711
Voice (800) 735-2922 or 711
- B. The Department's Publications unit carries over 130 manuals providing information on Highways, Bridges, Plans and Specifications, Labor Surcharge and Equipment Rental Rates, Traffic Control, Right of Way, and Uniform Signs. For ordering on-line or looking for descriptions of the various manuals, you may contact them at the website above, and/or by telephone at (916) 445-3520, or facsimile at (916) 324-8997.

- C. Publications may be purchased by Visa, Master Card, American Express, Discover, or by check. You may mail order with check to:

Department of Transportation Publication Distribution Unit
1900 Royal Oaks Drive
Sacramento, CA 95815-3800

D. DEPARTMENT OF GENERAL SERVICES WEBSITES

1. Department of General Services (DGS) <http://www.dgs.ca.gov>
2. California State Contract Register (CSCR) <http://www.osbcr.dgs.ca.gov/cscr>
3. Office of Small Business Certification and Resources (OSBCR)
<http://www.pd.dgs.ca.gov/smbus/default.htm>
4. California Multiple Awards Schedules (CMAS) .

This program provides numerous contract opportunities for the Department, enabling them to conduct streamlined value-effective purchases. If you are interested in obtaining CMAS status, information about this program is available at the following website:

<http://www.pd.dgs.ca.gov/emas/default.htm>

CMAS is a contract that is awarded to multiple Contractors (two or more) for same and similar products and services at same and similar costs. The Contractor Application Packet is currently available on-line. To receive a hard copy or talk with a CMAS analyst, call the CMAS Unit at (916) 375-4363 and leave a name, mailing address and telephone number. PLEASE INDICATE THAT YOU ARE A REGISTERED SMALL BUSINESS IF APPLICABLE TO ENSURE EXPEDITE HANDLING.

See page 34 of this booklet for Department of General Services physical addresses and telephone numbers.

IV SELLING COMMODITIES TO THE DEPARTMENT OF TRANSPORTATION

A. GETTING STARTED

The California Government Code requires the purchase of all services, supplies and equipment in excess of \$100 for any State agency to be made by, or under the supervision of, the Department of General Services, Procurement Division. You will find this publication, "Selling to the State of California" very helpful. The Internet access for this pamphlet is <http://www.pd.dgs.ca.gov> and click on the "Selling to the State".

B. THE DEPARTMENT OF TRANSPORTATION PURCHASES COMMODITIES

The Department's Division of Procurement and Contracts (DPAC) purchases in excess of \$200 million worth of commodities from commercial sources each year. The Department of General Services (DGS) delegates to Caltrans the authority to make purchases up to \$25,000, (or \$100,000 if the purchase is from a certified small business or disabled veteran business enterprise). If the purchase is more than the delegated amount, DGS will make purchases for Caltrans through the formal bidding process. Included in these purchases, the Procurement Division also administers annual State Contracts, State Price Schedules, and California Multiple Award Schedules which allows all state agencies to obtain selected commodities direct from the suppliers in accordance with the terms of the agreement. See website: <http://www.pd.dgs.ca.gov/> Purchases are also made directly from suppliers by the Department.

Statewide responsibility for the Department's purchasing of regular commodities and road materials is assigned to the Division of Procurement and Contracts located in the Administration Program. Purchases for fleet and other types of equipment is delegated to the Division of Equipment. If you are interested in selling commodities to the Department, you may contact the appropriate division branch or equipment parts manager listed on page 28 of this booklet. To get more information regarding contracts for bid, see page 3 of this publication for website addresses. Contracts out for bid may be downloaded. Also, see information regarding bidding requirements on page 8 of this publication. The enclosed brochure, "Selling Goods and Services to Caltrans", lists the types of commodities and services the Department purchases. This brochure can be accessed electronically at website: <http://caltrans-opac.ca.gov/goodserv.pdf>

Suppliers may have new products they would like to introduce to the Department for pre-qualification testing and acceptance. Contact the New Products Evaluation Program Coordinator at (916) 227-7185 in the Division of Engineering Services-Materials Engineering and Testing Services, to request a New Product Information Form and to start the formal review process. When the completed form is returned with product literature, test data and Material Safety Data Sheets, it will be reviewed to determine

if the Department has a need for the product. If there is a need, you will be requested to submit your product for evaluation and testing to ensure it is compliant with current specifications.

V. SELLING SERVICES TO THE DEPARTMENT OF TRANSPORTATION

A. INTRODUCTION

The Department contracts with both the public and private sector for a wide variety of services. All service contracts, and construction contracts (less than \$131,000) are written and processed by the Division of Procurement and Contracts staff located in Sacramento and the Irvine satellite office. Construction contracts, more than \$131,000, are processed by the Department's Engineer Office.

The contract managers and service contract analysts work closely together and are responsible for the successful execution of each contract. Their roles and responsibilities are:

1. Contract Manager

The person representing the State who is responsible for requesting contract services, administering the contract, maintaining liaison with the contractor, monitoring performance of work and authorizing payment.

2. Contract Analyst

The person responsible for preparing the contract and bid package as requested by the contract manager. Questions regarding the contract bid and award process are to be directed to the contract analyst.

B. TYPES OF SOLICITATIONS

1. Invitation for Bid (IFB)

This type of solicitation contains a precise statement of work and complete specifications of what the agency is attempting to purchase. Qualifying bidders compete predominantly on the basis of lowest bid amount submitted to the Department.

2. Request for Proposals (RFP)

This type of solicitation describes the qualification requirements, performance specifications, time frames, and other requirements. Qualified Bidders compete primarily on the description of how they will achieve the service/solution at the most favorable cost.

3. Request for Qualifications (RFQ)

This solicitation process is limited to obtaining architectural, engineering, environmental and related technical services. Award is based on qualifications (Government Code 4525) with cost being negotiated. Qualifying bidders compete primarily on their Statement of Qualifications.

C. SERVICE CONTRACT CATEGORIES

The Division of Procurement and Contracts uses primarily, as listed previously, three (3) procurement methods to competitively award contracts for services: 1) Invitations for Bid (IFB), 2) Requests for Proposal (RFP) and 3) Requests for Qualifications (RFQ). With few exceptions, the majority of contracts are written as a result of such competitive documents.

Service contracts are generally classified into the following two (2) categories:

1. **Commercial Services** are for services provided by an individual or business that may include, but are not limited to:
 - a. **Janitorial**
 - b. **Moving Services**
 - c. **Pest Control**
 - d. **Data Processing**
 - e. **Security Services**
 - f. **Mail/Courier**
 - g. **Transportation/Warehousing**
 - h. **Refuse/Garbage Disposal**
 - i. **Photo Processing**
 - j. **Equipment Rental**
 - k. **Equipment Repair**
 - l. **Auto Repair**
 - m. **Gardening/Landscaping**
 - n. **Laboratory Services**

Many other services are required depending upon the varying needs of the Districts and Divisions throughout the Department. Services are awarded to the lowest responsible bidder meeting specifications through the Invitation for Bid (IFB) process.

2. **Personal Services** are services provided by contract between the Department and a private firm/person to provide consultation or other services that are primarily advisory or informational in nature and involve products of the mind. Personal services may include, but are not limited to:
 - a. **Accounting/Auditing**
 - b. **Architectural & Engineering and Environmental Services**
 - c. **New Technology/Research**
 - d. **EDP/Telecommunications**
 - e. **Medical Exams**
 - f. **Expert Witness**
 - g. **Training**

D. CONSTRUCTION CONTRACTS

1. The Department is responsible for contracts to construct, repair or alter state highways, roadways, bridges and other structures.
2. The Division of Procurement and Contracts processes construction contracts that are less than \$131,000.

3. Contractors interested in performing emergency work for the Department may register on-line with the Department at: <http://www1.dot.ca.gov/contractor>.
4. Office Engineers processes construction contracts that are \$131,000 or more. The Office Engineer's website is: <http://www.dot.ca.gov/hq/esc/oe/>

E. DEPARTMENT BIDDING REQUIREMENTS

1. **How to submit a responsive/responsible Bid** - In order for the Division of Procurement and Contracts, or the Office Engineer (for Construction Contracts \$131,000 or more) to accept your bid, it must be submitted in its entirety. You, as a bidder, are responsible for reviewing your bid package to ensure it is complete. Complete, sign, and return all necessary documents on or before the bid time and date. Incomplete bids and/or altered bid proposals are some of the causes for rejecting bids.
2. Bid openings are conducted at the time and place specified in the bid solicitation package. Bidders are invited to attend all bid openings. Three (3) bid openings are held per week. Two bid openings are held in Sacramento, and one is held in the Caltrans satellite office in Irvine. The award of the contract will be made to the lowest responsible bidder whose proposal complies with all the requirements prescribed.
3. All bids are date and time-stamped upon receipt. Only sealed bids are accepted and all bids must be received by the date and time stated in the bid request. Late and/or altered bids are not accepted. The following is a summary of the bid opening process:
 - a. Competitors submit sealed responses by advertised deadline
 - b. Competitors responses are reviewed
 - c. The bid is publicly read aloud

If a solicitation requires DVBE or DBE participation, the goal applies to ALL bidders bidding on that project and the goal cannot be waived. Bidders should consult the Special Provisions for a project to determine whether a project has a specific goal. (For more information regarding DVBE or DBE participation, see page 12, No. 5, paragraph f, of this Section).

4. The following certified businesses are included in State project contract award goals, and bid preferences may apply to bid solicitations:
 - a. **Small Business and Preference**

The State offers a certified small, and preference in some of its advertised contracts. The Small Business Preference is a state program and applies solely to contracts that are 100% state funded. This enables small businesses equitable opportunities to compete for bids by giving a five percent (5%) bid

preference to “certified” California small businesses. The DGS, OSBCR administers the statewide program and is responsible for certifying small businesses. Caltrans objective is to exceed the 25% goal, for state funded purchases, with small businesses. If interested in being certified as a small business, contact OSBCR. See website: <http://www.osmb.dgs.ca.gov/> or call (916) 375-4940 for assistance. Government Code 14838.5 allows state agencies to acquire goods, services and information technology, from a certified small business, valued from \$5,000 to less than \$100,000, if at least two (2) responsive certified small business bids are received. No advertising or sealed bids are required.

b. Disabled Veteran Business Enterprise (DVBE) preference

Public Contract Code (PCC) 10115 requires all state agencies to award at least three percent (3%), of all business to businesses that are certified as a DVBE. Caltrans objective is to exceed this three percent (3%) goal. PCC 10115 is a state program and applies solely to contracts that are 100% state funded. If interested in participating and/or qualifying as a DVBE, contact the Department of General Services, Office of Small Business Certification and Resources at: <http://www.pd.dgs.ca.gov/smbus/default.htm>

c. Disadvantaged Business Enterprise (DBE)

The DBE participation program is a Federal program to provide a level playing field for DBE’s, on federally assisted highway projects, The Department’s current annual DBE participation goal in DOT federally assisted contracts is seventeen percent (17%), which is subject to change. If you are interested in participating as a DBE, contact the Department Business Enterprise Program at: <http://www.dot.ca.gov/hq/bep/> The phone number is (916) 324-1700.

d. Target Area Preference Act (TACPA)

TACPA is a state contracting program established as a partnership between State government and business to promote economic development and employment opportunities in designated distressed areas within California. TACPA provides a five percent (5%) bid preference on specific service and commodity contracts valued at more than \$100,000 if the business work site is located in a distressed area designated by the DGS Office of Planning and Research. For more information, contact the Department of General Services, Office of Small Business Certification and Resources at (916) 375-4940, and ask for the TACPA coordinator.

e. Enterprise Zone Act (EZA)

EZA was established to promote economic development and employment opportunities in designated enterprise zones by relaxing regulatory controls that impede private investment. It is intended to help retain and expand existing

State business and industry, and to create increased job opportunities for all Californians. EZA provides a five percent (5%) bid preference on service and commodity contracts valued at more than \$100,000 if the business work site is located in an enterprise zone designated by the State Trade and Commerce Agency. For more information, call (916) 324-8211 and/or access website:

<http://commerce.ca.gov/business/select/communities/entzone.html>

f. Local Agency Military Base Recovery Area (LAMBRA)

The purpose of the LAMBRA Act is to stimulate business and industrial growth in areas experiencing military base closures. The program provides eligible California based businesses with five percent (5%) work site bid preference, when they commit to providing goods or service contracts over \$100,000, (or \$85,000 for EDP/Telecom contracts), in designated distressed areas and an additional one to four (1-4%) percent bid preference when they commit to hire persons living within a LAMBRA. For more information, call (916) 327-2236, or see website: <http://commerce.ca.gov/business/select/communities/lambra.html>

g. Recycled Products

In an attempt to reduce the amount of waste going to California landfills, AB 939 was enacted. The State Agency Buy Recycled Program (SABRC) is a joint effort between the Department of General Services and the California Integrated Waste Management Board (CIWMB) to implement state law requiring state agencies and the Legislature to purchase recycled content products (RCP's), whenever price, quality and availability are comparable. Statute requires that RCP suppliers certify the RCP content of all products, goods, materials and supplies offered or sold to the State, regardless of whether or not they fall within one of the eleven (11) product categories. Currently, the *RCP preference of 5 or 10%* applies to printing and writing papers, paper products, tires and tire derived products. The supplier must complete and submit a "Recycled Content Certification" (CIWMB #74) form. This certification shall be furnished under penalty of perjury. This form, must be submitted prior to review of their bid, to ensure that the bidder is eligible to claim the RCP preference. More information about the SABRC Program is available at the following website: <http://www.ciwmb.ca.gov>.

5. Other Miscellaneous Bid Requirements

a. Insurance

Any contract that may be of a hazardous nature and involve substantial risk of serious injury to a person or damage to property must protect the State against liability by requiring the contractor to show evidence of public liability insurance issued by an insurance company acceptable to DGS/Office of Risk and Insurance Management (ORIM). Prior to execution of the contract,

the contractor is required to furnish a certificate of insurance that states a limit of liability of not less than \$1,000,000 per occurrence for bodily injury and property damage liability combined.

b. License

A current State contractor's license is required for construction or building trades work, unless the contract amount is less than \$500. This applies to contracts to construct, alter, repair, rehabilitate, add or subtract from, improve, paint, move, wreck or demolish any building, highway, road, parking facility, railroad, or other structure, project, development or improvement. Other types of certifications and licenses may be required in some contracts. Those requirements will be listed in the bid package.

c. Drug Free Certification

All state contractors and recipients of State grants are required to maintain and certify to a Drug-Free Workplace. The Drug-Free Workplace Certification may take the format of a form submitted for signature or a provision within the bidder's instruction where in signing the bid attests to complying with the requirements. For additional information see Section VIII.

d. Payee Data Record (Form Std. 204)

The State of California requires all parties entering into a business transaction that may lead to payment(s) from the State provide their Taxpayer Identification Number (TIN). The TIN for individuals and sole proprietorships is the Social Security Number (SSN). The TIN for partnerships and corporations is the Federal Employer Identification Number (FEIN). This information is listed on the Std. 204 Form Payee Data Record, and the Std. 204 must accompany the executed contract. See Section X, page 24 for a copy of the Std. 204 form.

e. Bonding Requirements

For certain types of contracts, bidders/contractors are required to furnish bonds which are issued through a California Admitted Surety, to protect the Department against loss derived from the bidders/contractors failure to perform an obligation, or whenever it is determined in the best interest of the State. One or more bonds may be required. Each specific bid package will state which bonds, if any, are required for that particular contract. The types of bonds most often used by the Department are:

1) Bid Bond

A promise by the surety that the bidder will enter into the contract, and if awarded, the bidder will furnish any required contract bonds (payment and/or performance). A bid bond must be at least 10% of the total amount bid and must be submitted with the bid. Any bid not accompanied by a valid bid bond or by a bid bond that is in the proper amount may be rejected. A cashier's check or a certified check may be submitted in lieu of the bid bond.

2) Payment Bond

Guarantees that any laborers, subcontractor and/or commodity suppliers will be paid. Prior to the commencement of performance, the Contractor must obtain and provide to the State, a payment bond, on Standard Form 807, when the contract involves a public works expenditure (labor/installation costs) in excess of \$5,000. Such bond shall be in a sum not less than one hundred percent (100%) of the contract price. Forms shall be provided to the contractor with the Invitation For Bid package. Furthermore, unless a payment bond is filed, there can be no payment of a claim under the contract for work performed by the contractor.

3) Performance Bond

Guarantees the contractor's performance under the contract and provides assurance that the contractor will complete the work satisfactorily. A performance bond shall be fifty percent (50%) of the total amount of the contract.

f. DVBE and DBE Good Faith Effort

If a bid solicitation requires DVBE or DBE participation, it is the bidder's responsibility to make a sufficient portion of the work available to subcontractors and suppliers; and to select those portions of the work or material needs, that can be provided by the available DVBE and DBE subcontractors and suppliers. The following websites provide resources for finding participating DVBE and DBE businesses: www.dgs.ca.gov/osmb and www.dot.ca.gov/hq/bep. A bidder shall be deemed to have made a good faith effort, upon submittal, within time limits specified by the Department, documentary evidence that he has attempted to contact and subcontract with participating DBE and DVBE's.

F. WHAT IS EXPECTED ONCE A CONTRACT IS AWARDED

1. Authorization to Start Work

The Contractor will receive notification from the Department's contract manager by phone or by mail when to start work. The Contractor will not be paid for work performed prior to contract execution by the Contract Officer and notification by the contract manager to start work.

2. Payment

The method of payment to the contractor depends on the type of contract, the scope of work and the length of time the contract is effective. Payment to the contractor is made in arrears AFTER work or services have been performed.

Any payment issues should be directed to the person listed in the contract as the contract manager. For more information on payments, see Section IX and Section X of this publication.

VI CALIFORNIA STATE CONTRACTS REGISTER (CSCR)

- A. The Department of General Services Procurement Division publishes State construction, commodity and service contracting opportunities, in the CSCR, daily on the internet. Soliciting bids on the CSCR has eliminated the requirement to solicit bids through mass mailing. The CSCR can be found on the Internet at the following website address: <http://www.osbcr.dgs.ca.gov/cscr>
- B. Additional attributes of the CSCR include:
1. View construction progress payments.
(<http://infra1.dgs.ca.gov/osmbdynamic/progpay.asp>)
 2. State contracts exempt from advertising requirement (this alerts businesses that they may perform a service that is currently provided by a sole source).
 3. Contract award Notices.
 4. Solicitation Packages (submitted electronically by state agencies). Caltrans solicitation packages are available for download by the business community.
 5. Subscription Outreach Services (allows custom bidding profile to receive only applicable contracting opportunity announcements). These services are currently free of charge.
 6. Contractor Advertisements enhance networking between prime contractors, sub-contractors and suppliers.
 7. The CSCR attributes offer time saving benefits such as:
 - a. More timely notification.
 - b. Increased response lead time before the advertised bid deadline.
 - c. Immediate access to business information necessary for state contracting.
- C. All services costing \$5,000 or more are advertised, in the “California State Contract Register” (CSCR), on the Internet for a minimum of two (2) weeks. In addition to the CSCR, the Department of Transportation, Division of Procurement and Contracts maintains a website, listing all contracts currently out to bid and all bid opening results. (The only exception is Government Code 14838.5 allows state agencies to acquire goods, services and information technology, valued less than \$100,000, if at

least two (2) responsive certified small business or certified disable veteran bids are received and the award is made to a certified small business.) In addition:

1. Architecture and Engineer Environmental contracts also advertise in the “Association of Environmental Professionals Bulletin” (AEP Bulletin), and in the “Consulting Engineers and Land Surveyors of California” (CELSOC).
2. Builder exchanges, clearinghouses and others may download Department contract information for use in their publications. The Department’s bid packages can be downloaded directly from the Internet.
3. A phone “bid line” is maintained to provide access to those contractors without access to the Internet. The phone “bid line” number is included in the contract advertisement.
4. Public access to the Internet is also available through participating local libraries.

VII BENEFITS OF BUSINESS CERTIFICATION

A. CERTIFICATION BENEFITS

1. The benefits of a certified *Small Business* include:
 - a. Qualifying for a five percent (5%) bid preference on applicable state contracts.
 - b. Eligibility for benefits under the Prompt Payment Act (providing higher interest penalties for late, undisputed invoice payments).
 - c. Inclusion in the state's Internet Certified Firm Listing directory, which provides more visibility and expanded business networking opportunities.
 - d. Formal advertising and sealed bids are not required for goods, services and information technology valued up to \$100,000, (if at least two (2) responsive certified small business bids are received).

2. The benefits of a certified *Disabled Veteran Business Enterprise (DVBE)* include:
 - a. Eligibility for the State's 3% DVBE Participation program.
 - b. Inclusion in the state's Internet Certified Firm Listing directory which provides more visibility and expanded business networking opportunities.
 - c. Effective *January 1, 2002*, formal advertising and sealed bids are not required for goods, services and information technology valued up to \$100,000, (if at least two (2) responsive certified DVBE bids are received).

3. The benefits of a certified *Disadvantaged Business Enterprise (DBE)* include:
 - a. In federally assisted contracts, eligible for the Department's 17% DBE federally funded Participation Program.
 - b. Strengthened business networking opportunities via Caltrans Certified Firm Listings and other local governmental DBE programs recognize the Department's certification.

B. CERTIFICATION CRITERIA

1. To become certified as a *California Small Business*, the applicant's business must meet the following criteria:
 - a. Independently owned and operated business.
 - b. Not dominant in its field of operation.
 - c. The principal office located in California.
 - d. The owners (or officers in the case of a corporation) residence is located in California, and

- e. Together with affiliates is either:
 - 1) A service, construction, or non-manufacturer with 100 or fewer employees, and an average annual gross receipts of \$10,000,000 or less over the previous three (3) years, or
 - 2) A manufacturer with 100 or fewer employees. Manufacturer means a business that is both of the following:
 - a) Primarily engaged in the chemical or mechanical transformation of raw materials or processed substances into new products.
 - b) Classified between Codes 2000 to 3999, inclusive, of the Standard Industrial Classification (SIC) Manual which can be accessed at: <http://www.pd.dgs.ca.gov/smbus/certappinst.htm#sic>.
2. To become certified as a *DVBE* business, the applicant's business must meet the following criteria:
- a. Must be at least 51% owned by one or more disabled veterans.
 - b. The daily business operations must be managed and controlled by one or more disabled veterans. The disabled veteran(s) who manages and controls the business is not required to be the disabled veteran business owner(s).
 - c. The home office must be located in the U.S. The home office cannot be a branch or subsidiary of a foreign corporation, foreign firm, or other foreign based business.
 - d. For certification purposes, a "disabled veteran" is:
 - 1) A veteran of the U.S. military, naval, or air service.
 - 2) Has a service-connected disability of at least 10% or more.
 - 3) Must be a California resident.
3. To become certified as a *DBE* the business must be:
- a. A small business (as defined in Code of Federal Regulations, 13 CFR, Part 121.403).
 - b. Must be at least 51% or more owned and controlled by one or more socially and economically disadvantaged individuals.
 - c. For the purposes of this program, minorities (as defined in 49 CFR, Part 26) and women are presumed to be socially and economically disadvantaged. Individuals who are not members of the presumptive disadvantaged group must demonstrate economic and social disadvantage on a case by case basis.
 - d. Must have a personal net worth of less than \$750,000, excluding the primary residence and business assets.

C. CERTIFICATION PROCESS

1. Firms electing to become a *certified California Small Business* must file an application with the Department of General Service, Office of Small Business Certification and Resources (OSBCR). See website <http://www.osmb.dgs.ca.gov/> for more information, or Phone: (916) 322-5060.
2. Firms electing to become a *certified DVBE* can access the online Disabled Veteran Business Enterprise Certification Application (Std. 812), or to receive your hard-copy form by mail, e-mail osbcrhelp@dgs.ca.gov or call (916) 375-4940.
3. Firms electing to be *DBE certified*, for the Federal DBE Program, must file an application with the Department's Civil Rights Program. The applicant is required to provide specific documentation with the completed application in support of the DBE eligibility standards. The certification process includes collecting all necessary information and a thorough analysis of all submitted documents, which will include an on-site review. A report is prepared and a determination is made to either approve or deny the application after a thorough evaluation by a certification analyst.

Eligible DBE firms are certified for three (3) years from the month of certification approval and a certificate is awarded. An annual update is required, within 30 days, of change in the ownership or control of the firm.

Challenges and due process - Any individual, business enterprise, or governmental entity may challenge the certification of a firm they believe to be ineligible as a DBE. The Department's Civil Rights Program must receive a written communication from the challenging party supporting the challenger's contention that the firm does not meet the eligibility standards set forth in 49 CFR, Part 26. The applicant is notified of pending de-certification proceedings and their appeal rights, if the Department determines the DBE is not certifiable. The right to appeal is provided to give the applicant the opportunity to present evidence and arguments to support the DBE eligibility claimed.

To request an application for DBE certification or for further information, please contact:

Department of Transportation
Civil Rights Program, MS-79
1823 14th Street
Sacramento CA 95814

For general information: (916) 324-1700 or 1-866-810-6346 (toll free)
InterNet Address: <http://www.dot.ca.gov/hq/bep/>

VIII DRUG-FREE WORKPLACE CERTIFICATION

Senate Bill 1120, Chapter 1170, Statutes of 1990 requires state contractors and recipients of state grants to maintain and certify to a "Drug-Free orkplace". Therefore, a certification (see sample on next page) is required and shall be included in all purchase orders, contracts, and grants. The Department may cancel the purchase order, contract or grant if the contractor or grantee fails to comply with the requirements as defined in statute. The "Drug-free Workplace Certification" may take the format of a form submitted for signature or a provision within the bidder's instructions wherein signing the bid attests to complying with the requirements outlined.

DRUG-FREE WORKPLACE CERTIFICATION

STD. 21 (REV 12/93) (Automated)

CERTIFICATION

I, the official named below, hereby swear that I am duly authorized to legally bind the prospective contractor to the above described certification. I am fully aware that this certification, executed on the date and in the county below, is made under penalty of perjury under the laws of the State of California.

CONTRACTOR/BIDDER FIRM NAME	FEDERAL ID NUMBER
BY (Authorized Signature)	DATE EXECUTED
PRINTED NAME AND TITLE OF PERSON SIGNING	TELEPHONE NUMBER (Include Area Code)
TITLE	
CONTRACTOR/BIDDER FIRM'S MAILING ADDRESS	

The contractor or grant recipient named above hereby certifies with Government Code Section 8355 in matters relating to providing a drug-free workplace. The above named contractor or grant recipient will:

1. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of controlled substance is prohibited and specifying actions to be taken against employees for violations, as required by Government Code Section 8355(a).
2. Establish a Drug-Free Awareness Program as required by Government Code 8355(b), to inform employees about all of the following:
 - (a) The dangers of drug abuse in the workplace,
 - (b) The person's or organization's policy in maintaining a drug-free workplace,
 - (c) Any available counseling, rehabilitation and employee assistance programs, and
 - (d) Penalties that may be imposed upon employees for drug abuse violations.
3. Provide as required by Government Code 8355(c), that everyone who works on the proposed contract or grant:
 - (a) Will receive a copy of the company's drug-free policy statement, and
 - (b) Will agree to abide by the terms of the company's statement as a condition of employment on the contract or grant.
4. At the election of the contractor or grantee, from and after the "Date Executed" and until _____^(DATE) (NOT TO EXCEED 36 MONTHS), the state will regard this certificate as valid for all contracts or grants entered into between the contractor or grantee and this state agency without requiring the contractor or grantee to provide a new individual certificate for each contract or grant. If the contractor or grantee elects to fill in the blank date, then the terms and conditions of this certificate shall have the same force, meaning, effect and enforceability as if a certificate were separately, specifically, and individually provided for each contract or grant between the contractor or grantee and this state agency.

IX METHODS OF PAYMENT FOR PURCHASES AND CONTRACTS

A. VISA/CAL-CARD CREDIT CARD

The CAL-Card, a VISA Government credit card, may be used to pay for equipment that costs less than \$500 and small purchases of other commodities or incidental services less than \$5,000.

B. PETTY CASH

Cash may be used to pay for small purchases or incidental services not exceeding \$50 (excluding sales tax).

C. BANK DRAFT

A Draft Purchase Order (DPO) may be used in limited situations to pay for certain commodities and services up to a maximum of \$500.

D. WARRANT

Normally, warrants are issued by the State Controller's Office to pay your invoice. In order to pay an invoice, the Department must place your invoice in a claim schedule, then send it to the State Controller's Office for issuing and mailing of the warrant.

This process must be in compliance with the Prompt Payment Act.

The California Prompt Payment Act requires state agencies to pay properly submitted, undisputed invoices not more than 45 days after (1) the date of acceptance of goods or performance of services; or (2) receipt of an undisputed invoice – whichever is later.

E. OFFICE REVOLVING FUND (ORF) CHECK

An office revolving fund (ORF) check may be issued where immediate payment is necessary based on the rules and regulations governing the State of California. The determining factor is whether the payment can be made in the required time frames, using the direct payment claim process, through the State Controller's Office (see WARRANT above for description). Also, the determining factor needs to consider whether payment could be made through the normal claim processing procedures and a State Controller's warrant issued. The benefits of taking a discount must outweigh the costs of issuing an ORF check, therefore, ORF checks will not be issued to take discounts of less than \$25.00 or 1/2% of the invoice, whichever is greater. HOWEVER, offering of a discount does not guarantee an ORF check will be issued or even that the Department will choose to accept the discounted terms offered.

X HOW TO GET PAID PROMPTLY

A. GOAL

The goal of the State of California, Department of Transportation, is to pay vendors in a timely manner after goods and/or services have been received.

B. GETTING PAID

To help ensure proper and prompt payment of your invoices, please be sure to do the following:

1. Prepare an itemized invoice in accordance with the terms of the contract or purchase order after the goods have been delivered or services rendered.
2. Submit an original and one copy of the invoice. Contractor's signature is required on invoices on which the Contractor's name and address are typewritten or rubber-stamped. Preprinted letterhead invoices do not require the Contractor's signature.
3. Put the contract or purchase order number, current mailing address and telephone number on the invoice.
4. Put your Federal Taxpayer ID number on the invoice.
5. Be sure the invoice has an invoice number, date, amount due, and is legible.
6. If the invoice includes freight over fifty dollars, attach a copy of the freight invoice to your invoice.
7. Mail the invoice to the address shown on your contract or purchase order.

Your invoice will be reviewed to ensure the goods and services have been received and accepted. The Department is committed to making payment 45 calendar days following the date upon which a properly submitted, undisputed invoice is received. For more information, see the following DGS General Provisions website: <http://www.pd.dgs.ca.gov/modellang/GeneralProvisions.htm>

C. SMALL BUSINESS

If you are certified as a small business, you should have a California small business rubber stamp. If you don't have a rubber stamp, you may purchase one from the State Office of Small Business Certification and Resources. Use this rubber stamp on all your invoices. The Department's Division of Accounting will attempt to give priority to invoices that are stamped "California Small Business".

D. OFFERING A DISCOUNT

You may expedite payment by offering a cash discount when you make your bid and/or when you submit your invoice.

If the Department determines it is in the State's best interest, payment will be made to the supplier in accordance with the cash discount terms and conditions specified on the supplier's invoice. The terms will be calculated after the date the service or commodity is tested and accepted.

E. REPORTABLE PAYMENTS

The Department must file reportable payment information with the Internal Revenue Service and the Franchise Tax Board. In order to comply with these requirements, every vendor must prepare a Std. 204 Form, Payee Data Record (see pages 24 and 25) and submit it to:

Department of Transportation
Division of Accounting
Office of Accounts Payable
P.O. Box 168018
Sacramento, CA 95816-8018

Timely submission of this form will help to ensure prompt payment of your invoice.

F. DISPUTED INVOICES

An invoice can be disputed whenever it is not prepared and submitted as noted under Section X, B. "GETTING PAID", or when the goods or services have not been received.

If your invoice is disputed, you should receive Std. 209 Form, Invoice Dispute Notification, within 15 calendar days after receipt of your invoice. Once the dispute has been resolved, your invoice will be paid.

G. ASSISTANCE

If you need assistance on payment issues, call the Department's Accounts Payable Customer Service office at (916) 227-8946 or (800) 303-1160.

PAYEE DATA RECORD

STD. 204 (Rev. 6-2003) (REVERSE)

1	<p><u>Requirement to Complete Payee Data Record, STD. 204</u></p> <p>A completed Payee Data Record, STD. 204, is required for payments to all non-governmental entities and will be kept on file at each State agency. Since each State agency with which you do business must have a separate STD. 204 on file, it is possible for a payee to receive this form from various State agencies.</p> <p>Payees who do not wish to complete the STD. 204 may elect to not do business with the State. If the payee does not complete the STD. 204 and the required payee data is not otherwise provided, payment may be reduced for federal backup withholding and nonresident State income tax withholding. Amounts reported on Information Returns (1099) are in accordance with the Internal Revenue Code and the California Revenue and Taxation Code.</p>								
2	<p>Enter the payee's legal business name. Sole proprietorships must also include the owner's full name. An individual must list his/her full name. The mailing address should be the address at which the payee chooses to receive correspondence. Do not enter payment address or lock box information here.</p>								
3	<p>Check the box that corresponds to the payee business type. Check only one box. Corporations must check the box that identifies the type of corporation. The State of California requires that all parties entering into business transactions that may lead to payment(s) from the State provide their Taxpayer Identification Number (TIN). The TIN is required by the California Revenue and Taxation Code Section 18646 to facilitate tax compliance enforcement activities and the preparation of Form 1099 and other information returns as required by the Internal Revenue Code Section 6109(a).</p> <p>The TIN for individuals and sole proprietorships is the Social Security Number (SSN). Only partnerships, estates, trusts, and corporations will enter their Federal Employer Identification Number (FEIN).</p>								
4	<p><u>Are you a California resident or nonresident?</u></p> <p>A corporation will be defined as a "resident" if it has a permanent place of business in California or is qualified through the Secretary of State to do business in California.</p> <p>A partnership is considered a resident partnership if it has a permanent place of business in California. An estate is a resident if the decedent was a California resident at time of death. A trust is a resident if at least one trustee is a California resident.</p> <p>For individuals and sole proprietors, the term "resident" includes every individual who is in California for other than a temporary or transitory purpose and any individual domiciled in California who is absent for a temporary or transitory purpose. Generally, an individual who comes to California for a purpose that will extend over a long or indefinite period will be considered a resident. However, an individual who comes to perform a particular contract of short duration will be considered a nonresident.</p> <p>Payments to all nonresidents may be subject to withholding. Nonresident payees performing services in California or receiving rent, lease, or royalty payments from property (real or personal) located in California will have 7% of their total payments withheld for State income taxes. However, no withholding is required if total payments to the payee are \$1,500 or less for the calendar year.</p> <p>For information on Nonresident Withholding, contact the Franchise Tax Board at the numbers listed below:</p> <table data-bbox="159 1371 1409 1430"> <tr> <td>Withholding Services and Compliance Section:</td> <td>1-888-792-4900</td> <td>E-mail address:</td> <td>wscs.gen@ftb.ca.gov</td> </tr> <tr> <td>For hearing impaired with TDD, call:</td> <td>1-800-822-6268</td> <td>Website:</td> <td>www.ftb.ca.gov</td> </tr> </table>	Withholding Services and Compliance Section:	1-888-792-4900	E-mail address:	wscs.gen@ftb.ca.gov	For hearing impaired with TDD, call:	1-800-822-6268	Website:	www.ftb.ca.gov
Withholding Services and Compliance Section:	1-888-792-4900	E-mail address:	wscs.gen@ftb.ca.gov						
For hearing impaired with TDD, call:	1-800-822-6268	Website:	www.ftb.ca.gov						
5	<p>Provide the name, title, signature, and telephone number of the individual completing this form. Provide the date the form was completed.</p>								
6	<p>This section must be completed by the State agency requesting the STD. 204.</p>								
	<p><u>Privacy Statement</u></p> <p>Section 7(b) of the Privacy Act of 1974 (Public Law 93-579) requires that any federal, State, or local governmental agency, which requests an individual to disclose their social security account number, shall inform that individual whether that disclosure is mandatory or voluntary, by which statutory or other authority such number is solicited, and what uses will be made of it.</p> <p>It is mandatory to furnish the information requested. Federal law requires that payment for which the requested information is not provided is subject to federal backup withholding and State law imposes noncompliance penalties of up to \$20,000.</p> <p>You have the right to access records containing your personal information, such as your SSN. To exercise that right, please contact the business services unit or the accounts payable unit of the State agency(ies) with which you transact that business.</p> <p>All questions should be referred to the requesting State agency listed on the bottom front of this form.</p>								

XI FREQUENTLY ASKED QUESTIONS

Question #1: How do I get on the Department's Contract bidders list?

Answer: Caltrans does not maintain a bidders lists, however a Subscription Outreach Service (SOS) is provided by the Department of General Service. The SOS automatically delivers State and local government contract opportunity advertisements from the CSCR to your desktop or fax. You should 1 – Register to create a user name and password, and 2 – Create your profile(s). For more information, access website:

<http://www.osmb.dgs.ca.gov/cscr/>

Question #2: Can I download and view your bid packages?

Answer: Caltrans bid packages are available for downloading. They can only be viewed after downloading in Microsoft Word Format. You can download from either the Department's website: <http://caltrans-opac.ca.gov/contrac2.htm>, or the CSCR's website: <http://www.osmb.dgs.ca.gov/cscr/csrtoc.htm>. For information on ordering bid packages for construction contracts \$131,000 or more, visit the Department's Office Engineer site at:

http://www.dot.ca.gov/hq/esc/oe/project_status/cont_doc_info.html

Some bid packages may contain plans for drawings that cannot be downloaded on the Internet. You may obtain these plans or drawings by contacting our bid line as identified in the bid package.

Question #3: Can bid results be obtained from the Department's Service Contracts website?

Answer: Yes, our bid results are published by noon on the day after bids are opened. The address for the site is: <http://caltrans-opac.ca.gov/bidchoic.htm> Bid results for construction projects \$131,000 or more, can be found on the Office Engineer's website at: <http://www.dot.ca.gov/hq/esc/oe/>

of Transportation?

Answer: The Department of Transportation does not keep a contractor supplier list. However, State agencies use DGS directories to seek out certified Small Business, and certified Disabled Veteran's Business Enterprise (DVBE) firms to solicit bids. See the DGS website: <http://www.pd.dgs.ca.gov/smbus/default.htm>

Contractors may complete forms located on the Contractor's Interest Registry website: <http://www1.dot.ca.gov/contractor/> . Completion of this form will enter your company's name and information into the Department registry of contractors interested in possibly receiving contracts for emergency repairs or equipment rental in the event of a disaster (e.g. earthquake, flood, etc).

Question #5: How do I get assistance to meet the Department’s required DBE goals, or to ensure I’ve made a “good faith effort” to meet the goal?

Answer: The Department has contracted with a supportive service consultant, to assist bidders in finding certified Disadvantaged Business Enterprises (DBEs) to subcontract with. To find the name of the current Supportive Services Consultant, contact the Civil Rights Program, MS-79, 1823 14th Street, Sacramento, CA 95814, or call (916) 324-8380, or visit the Civil Rights website at:

<http://www.dot.ca.gov/hq/bep/partners.html#CONSULT>

Question #6: What is the 3% DVBE Participation Goal?

Answer: The State established a 3% Disabled Veterans Business Enterprise (DVBE) Participation goal to ensure a fair proportion of the state’s overall annual State contract dollars are awarded to DVBEs.

- Not all state contracts require DVBE participation.
- Each state agency has the discretion on when to apply DVBE participation requirements and establishes their own program to achieve their annual 3% goal.
- If a solicitation requires DVBE participation, the goal applies to bidders bidding on that project and the goal cannot be waived.

Question #7: Where can I go to access further information on how to develop my small business certification?

Answer: For general information about the State's Small Business and/or Disabled Veteran Business Enterprise (DVBE) Certification Programs such as eligibility requirements, program benefits, and processing information, access the website www.osmb.dgs.ca.gov. Applications can be downloaded with specific instructions.

XII DEPARTMENT OF TRANSPORTATION ORGANIZATION

- A.** Organizationally, the Department of Transportation, is divided into a Headquarter's Division and twelve (12) Districts (see map on page 33). Due to its size and complexity, the Division of Equipment is divided into a number of regional shops (listed on pages 29-32) and a Sacramento Shop. The Division of Equipment purchases and maintains the Department's vehicle fleet. The Sacramento Shop has a Procurement Officer and each regional shop has a Parts Manager who is involved in purchasing activities.
- B.** The remaining Purchasing and Contracting functions have been centralized in Administration which are located in Sacramento, California. The Department's Purchasing staff handles those functions associated with the procurement of commodities and non-fleet equipment. The Contracts staff performs those functions associated with contracting for services and minor construction projects. Major construction projects are administered by the Office Engineers.
- C. DEPARTMENT OF TRANSPORTATION CORPORATE PROGRAM OPERATION**

- **DIVISION OF PROCUREMENT AND CONTRACTS**

Farmers Market III (Main address)
1727 30th Street, 4th Floor, MS-65
Sacramento, CA 95816

Division Chief - Procurement and Contracts (916) 227-6100
Office of Procurement

Purchasing Branch A (MS-65) (916) 227-6103
Corporate Office

Purchasing Branch B (MS-65) (916) 227-6116
Districts 1, 2, 3, 4, 11 and 12
Statewide Sign Coordinator

Purchasing Branch C (MS-65) (916) 227-6129
Districts 5, 6, 7, 8, 9, and 10

Service Contracts (MS-65) (916) 227-6000

- **WAREHOUSE**
1900 Royal Oaks Drive
Sacramento, CA 95815-3800

Material Distribution Branch (MS-17) (916) 445-1496

Publications (MS-16) (916) 445-3520

- **MATERIALS ENGINEERING AND TESTING SERVICES**

5900 Folsom Boulevard, MS-5
Sacramento, CA 95819

Information Operator (916) 227-7000

D. DIVISION OF EQUIPMENT

- **EQUIPMENT (Sacramento Shop) (MS-3)** (916) 227-9716
34th St. and Stockton Boulevard (916) 227-9721
P. O. Box 160048
Sacramento, CA 95816

Procurement Officer (916) 227-9704

Parts Manager (916) 227-9644

Purchasing (916) 227-9691

- **FIELD SHOPS**

Shop 1 1650 Albee Street (707) 445-6367
Eureka, CA 95501

Parts Manager (707) 445-6365

Ukiah SubShop (707) 463-4745
3290 N. State Street
Ukiah, CA 95482

Parts Manager (707) 463-4748

Shop 2 1430 George Drive (530) 225-3557
Redding, CA 96003

Parts Manager (530) 225-3202

Shop 3	981 N Beale Road P.O. Box 949 Marysville, CA 95901	(530) 741-4251
	Parts Manager	(530) 741-5493
	Truckee SubShop 10153 Keiser Avenue Truckee, CA 96161	(530) 587-5573
	Parts Manager	(530) 587-8792
Shop 4	So. Lake Tahoe Subshop P. O. Box 11195 Tahoe Paradise, CA 96155	(530) 587-2656
	Parts Manager	(530) 577-4981
	1993 Marina Boulevard San Leandro, CA 94577	(510) 614-5973
	Parts Manager	(510) 614-5974
Shop 4	San Francisco SubShop 120 Rickard Street San Francisco, CA 94134	(415) 330-6526
	Parts Manager	(415) 330-6530
	San Francisco/Oakland Bay Bridge Toll Plaza Truck Shop Emeryville, CA 94608	(510) 286-0859
	Parts Manager	(510) 286-0690
Shop 4	San Jose Subshop 500 Queens Lane San Jose, CA 95112	(408) 452-7143
	Parts Manager	(408) 452-7145

Shop 4 cont.	Petaluma Subshop 611 Payran Petaluma, CA 94952	(707) 762-2400
Shop 5	66 Madonna Road San Luis Obispo, CA 93405	(805) 549-3346
	Parts Manager	(805) 549-3173
Shop 6	1385 North West Avenue Fresno, CA 93778	(559) 488-4187
	Parts Manager	(559) 488-4189
	Bakersfield SubShop 1200 Olive Drive Bakersfield, CA 93308	(661) 395-2814
	Parts Manager	(661) 395-3840
Shop 7	5421 Vineland Avenue North Hollywood, CA 91601	(213) 620-3315
	Parts Manager	(213) 620-2638
	SubShop 2702 - Commerce 7301 E. Slauson Avenue Los Angeles, Ca 90040	(213) 620-2272
	Parts Manager	(213) 620-3244
	SubShop 2703 – Los Angeles 120 South Spring Street Los Angeles, CA 90012	(213) 897-5654
	SubShop 2704 - Orange 691 South Tustin Street Orange, CA 92666	(714) 744-0180
	Parts Manager	(714) 744-0181

Shop 8	320 So. Sierra Way P.O. Box 272 320 South Sierra Way San Bernardino, CA 92408	(909) 383-4025
	Parts Manager	(909) 383-4489
	Barstow Subshop 2802 1800 Dill Road Barstow, CA 92311	(760) 252-4658
	Parts Manager	(760) 252-1741
Shop 9	11 Jay Street P.O. Box 877 Bishop, CA 93515	(760) 872-0638
	Parts Manager	(760) 872-0639
Shop 10	1603 South B Street P.O. Box 1632 Stockton, CA 95201	(209) 948-7811
	Parts Manager	(209) 948-3620
Shop 11	7179 Opportunity Road P.O. Box 81827 San Diego, CA 92111	(858) 467-3284
	Parts Manager	(858) 467-3286
	El Centro Subshop 3102 1607 Adams Avenue El Centro, CA 92243	(760) 352-1129
	Parts Manager	(760) 352-6856

XIII DEPARTMENT OF GENERAL SERVICES OFFICES

Procurement Division (916) 375-4400
707 3rd Street
West Sacramento, CA 95605

California Multiple Awards Schedules (CMAS) Section (916) 375-4363
707 3rd Street, 2nd Floor 375-4365
West Sacramento, CA 95605

Procurement Division (714) 449-5900
701 Burning Tree Road
Fullerton, CA 92833

Office of Small Business Certification and Resources (916) 375-4940
707 3rd Street, 1st Floor, Room 400 (P.O. Box 989052) (800) 559-5529
West Sacramento, CA 95798-9052

California State Contracts Register (916) 375-4582
707 3rd Street, 2nd Floor
Sacramento, CA 95814-2016

ABBREVIATIONS / ACRONYMS

A & E	-	Architectural & Engineering
BEP	-	Business Enterprise Program
CFR	-	Code of Federal Regulations
CSCR	-	California State Contracts Register
DBE	-	Disadvantaged Business Enterprise
DGS	-	Department of General Services
DPAC	-	Division of Procurement and Contracts
DVBE	-	Disabled Veterans Business Enterprise
ESC	-	Engineering Service Center
EZA	-	Enterprise Zone Act
IFB	-	Invitation for Bids
LAMBRA	-	Local Agency Military Base Recovery Area Act
MAZEPP	-	Maintenance Zone Enhanced Enforcement Program
OE	-	(Office of) Office Engineer
ORIM	-	Office of Risk and Insurance Management (DGS)
OSB	-	Operations Security Branch (Caltrans)
OSBCR	-	Office of Small Business Certification and Resources (formerly known as OSMB – Office of Small & Minority Business)
PCC	-	Public Contract Code
RFP	-	Request for Proposal
RFQ	-	Request for Qualifications
TACPA	-	Target Area Contract Preference Act



For individuals with sensory disabilities,
this document is available in Braille,
large print, on audio-cassette, or
computer disk. To obtain a copy in one
of these alternate formats, please call
or write to:

Caltrans **Division of Procurement and Contracts**
1727 30th Street, 4th Floor
Mail Stop 65
Sacramento, CA 95816
(916) 227-6000
(916) 227-7857 or 711 (TTY)

Prepared by
Division of Procurement and Contracts