

**BID FORMS**  
**FOR**  
**VENTURA COUNTY HIGHWAY CALL BOX REMOVAL**  
**IFB No. SAFE-2025-01**  
**LOCATED IN**  
**VENTURA COUNTY, CALIFORNIA**

**FIRM NAME:** \_\_\_\_\_

**CONTACTOR NAME:** \_\_\_\_\_

**TELEPHONE NUMBER:** \_\_\_\_\_ **FAX NO.** \_\_\_\_\_

**E-MAIL ADDRESS:** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP CODE:** \_\_\_\_\_

**DELIVERY ADDRESS (CONTRACT RELATED DOCUMENTS), IF DIFFERENT FROM  
MAILING ADDRESS:**

\_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP CODE:** \_\_\_\_\_

**Project Name:** Ventura County Highway Call Box Removal - IFB No. SAFE-2025-01

**Contractor's Name:** \_\_\_\_\_

**Prime Contractor - Firm Overview**

<b>Dated:</b>		<b>Signature:</b>	
<b>At:</b>		<b>Printed Name:</b>	
	<b>(City and State)</b>	<b>Position:</b>	
(Sole Owner, Partner, President, etc.)			
<b>License No.</b>		<b>Company Name:</b>	
<b>License Classification:</b>		<b>Type of Organization:</b>	
(Individual, Partnership, Corporation, etc.)			
<b>License Expiration Date:</b>		<b>Contractor's DIR Registration #:</b>	

### **IB-7 A. Bid Letter**

**Project Name:** Ventura County Highway Call Box Removal - IFB No. SAFE-2025-01

**Contractor's Name:** \_\_\_\_\_

To:

Ventura County Transportation Commission

751 E. Daily Dr., Ste 420

Camarillo, CA 93010

Attn: Director of Planning & Sustainability

In response to the above-referenced solicitation, and in accordance with the accompanying instructions, the Bidder hereby:

- Confirms that it has thoroughly examined and will comply with all requirements set forth in this Invitation for Bids (IFB), and that it understands the requirements of the Services that are the subject of the IFB.
- Commits to providing the specified goods, equipment, work, or services in accordance with the provisions of the solicitation documents, including all terms and conditions, and at the prices offered by our firm.
- Acknowledges that it has reviewed and accepts all addenda issued in relation to this procurement on the solicitation portal.
- Certifies that its response does not include any unauthorized conditions, contingencies, limitations, exceptions, changes, or deviations to the terms and conditions of this solicitation, and/or the Sample Contract.
- Will honor its response for 180 days from the submission Due Date and will not withdraw its Bid within that timeframe.
- Agrees to electronically sign (e.g., Adobe e-signature) the Contract within 10 calendar days of receipt.
- Agrees to provide all necessary post-award documents, as applicable, within 10 calendar days of execution of the Contract.

By signing this Bid Letter, the Bidder certifies under penalty of perjury under the laws of the State of California that all information included in its Bid package is truthful and accurate to the best of its knowledge. The Bid Letter must be signed by an individual(s) authorized to bind the Bidder to the Bid and contract, if awarded.

- 1) If the Bid is signed by a sole owner, it must be signed by the owner with the full name and address given.
- 2) If it is made by a partnership, it must be signed under the partnership name by a partner of the firm and the name and address of each partner must be given.
- 3) If it is made by a corporation, it must be signed by an officer or an individual with evidence submitted showing that such individual has the full and proper authorization to execute the Bid on behalf of the corporation.
- 4) If it is made by a joint venture, it must be signed on behalf of each participating company by officers or other individuals who have the full and proper authorization so to do.

Firm Details:

Firm Name: \_\_\_\_\_

Firm HQ Address: \_\_\_\_\_

\_\_\_\_\_

Firm Phone #: \_\_\_\_\_

TIN: \_\_\_\_\_

DUNS #: \_\_\_\_\_

Main Point of Contact: \_\_\_\_\_

POC Phone: \_\_\_\_\_

POC Email: \_\_\_\_\_

Name of partnering firms if Bidder is a joint venture (otherwise put N/A):

\_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**IB-7 B. Price File**

**Project Name:** Ventura County Highway Call Box Removal - IFB No. SAFE-2025-01

**Contractor's Name:** \_\_\_\_\_

**Provided as a separate Excel File.**

**Please insert PDF version of completed Price File with Bid Package AND provide an electronic copy of the completed Excel File.**

### IB-7. C. Responsible Bidder's Questionnaire

**Project Name:** Ventura County Highway Call Box Removal - IFB No. SAFE-2025-01

**Contractor's Name:** \_\_\_\_\_

Within the past three years, has the Proposer or any partner, member, officer, director, responsible managing officer, responsible managing employee of the Proposer, or any employee of the Proposer who has a proprietary interest in the Proposer:

1. Been convicted by a court of competent jurisdiction of any criminal charge of fraud, bribery, collusion, conspiracy, or any act in violation of state antitrust law in connection with the Proposal, award of, or performance of any contract with any public entity?

☐ YES ☐ NO

2. Had filed against it in a state proceeding or in a Federal proceeding, any criminal complaint, indictment, or information alleging fraud, bribery, collusion, conspiracy, or any action in violation of state antitrust law in connection with the Proposal, award of, or performance of any contract with any public entity?

☐ YES ☐ NO

3. Had filed against it, in a state or Federal court any civil complaint (including but not limited to a cross-complaint) or other claim arising out of a contract, alleging fraud, bribery, collusion, conspiracy, or any act in violation of state antitrust law in connection with the Proposal, award of, or performance of any public works contract with any public entity?

☐ YES ☐ NO

4. Been found, adjudicated, or determined by any Federal or state court or agency, including, but not limited to, the Equal Employment Opportunity Commission, the Office of Federal Contract Compliance Programs, and the California Fair Employment and Housing Commission, to have violated any laws or Executive Orders relating to employment discrimination or affirmative action, including but not limited to Title VII of the Civil Rights Act of 1964, as amended, (42 U.S.C. Sections 2000e et seq.); the Equal Pay Act (29 U.S.C. Section 206(d)); Executive Order 11246; or the California Fair Employment and Housing Act (Government Code 12960 et seq.)?

☐ YES ☐ NO

5. Been found, adjudicated, or determined by any state court, state administrative agency (including but not limited to the California Labor Commissioner, Department of Industrial Relations, Division of Labor Standards Enforcement), Federal court, or Federal agency to have violated or failed to comply with any law or regulation of the United States or any state governing payment of wages or benefits including but not limited to, where applicable, payment of prevailing or living minimum wages, health and welfare, pension, vacation, travel time, subsistence, apprenticeship or other training, other fringe benefits, or overtime compensation?

☐ YES ☐ NO

6. Been issued a "Notice of Payment Due" by the Labor Commissioner, State of California, Department of Industrial Relations, Division of Labor Standards Enforcement, or, where applicable, been the subject of a "Stop Notice" or "Notice to Withhold" within the past six months in connection with the performance of any contract with any public entity?

☐ YES ☐ NO

7. Been convicted of violating a state or Federal law respecting the employment of undocumented immigrants (within the past five years), within the meaning of California State Public Contract Code, Section 6101.

☐ YES ☐ NO

8. Been terminated on any contract issued by any public entity, including the Southern California Regional Rail Authority or any of its Member Agencies, who are:

- Los Angeles County Metropolitan Transportation Authority (LACMTA)
- Orange County Transportation Authority (OCTA)
- Riverside County Transportation Commission (RCTC)
- Ventura County Transportation Commission (VCTC)
- San Bernardino County Transportation Authority (SBCTA)

☐ YES ☐ NO

9. Does the Proposer have any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability?

☐ YES ☐ NO

10. Has the Proposer been convicted of a felony criminal violation under any Federal law within the preceding 24 months?

☐ YES ☐ NO

The following space shall be used by the Proposer to completely explain the circumstances pursuant to any "Yes" answers to the aforementioned questions.

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

**Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## **IB-7. D. General Certifications**

**Project Name:** Ventura County Highway Call Box Removal - IFB No. SAFE-2025-01

**Contractor's Name:** \_\_\_\_\_

### **1. CERTIFICATE OF NONDISCRIMINATION**

The Proposer hereby certifies that it does not unlawfully discriminate against any employee, applicant for employment, with regard to race, sex, color, ethnicity, religion, ancestry, national origin, disability including AIDS, marital status, age over 40, and cancer-related medical condition; that it is in compliance with all applicable Federal, state, and local directives and executive orders regarding nondiscrimination in employment; and that it agrees to pursue positively and aggressively the principle of equal opportunity in employment. The Proposer and its Subcontractors will comply with the provisions of the Fair Employment and Housing Act (Gov. Code Sections 12900 et seq.) and the applicable regulations promulgated thereunder.

The Proposer agrees specifically to adhere to the following:

- Establish and observe employment policies that actively promote opportunities for all persons at all job levels;
- Communicate this policy to all company employees and outside recruiting services; and
- State in all solicitations or advertisements for employees that the Proposer will consider all qualified applicants for employment without regard to race, sex, color, ethnicity, religion, ancestry, national origin, disability including AIDS, marital status, age over 40, and cancer-related medical condition.

☐ YES      ☐ NO

### **2. NONCOLLUSION AFFIDAVIT**

Title 23 United States Code Section 112 and Public Contract Code Section 7106

In accordance with Title 23 United States Code Section 112 and Public Contract Code 7106 the Proposer declares that the Proposal is not made in the interest of or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the Proposal is genuine and not collusive or sham; that the Proposer has not directly or indirectly induced or solicited any other Proposer to put in a false or sham proposal, and has not directly or indirectly colluded, conspired, connived, or agreed with any Proposer or anyone else to put in a sham proposal, or that anyone will refrain from proposing; that the Proposer has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the Proposal price of the Proposer or any other Proposer, or to fix any overhead, profit, or cost element of the Proposal price, or of that of any other Proposer, or to secure any advantage against the public body awarding the



contract of anyone interested in the proposed contract; that all statements contained in the Proposal are true; and, further, that the Proposer has not, directly or indirectly, submitted his or her Proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, proposal depository, or to any member or agent thereof to effectuate a collusive or sham proposal.

☐ YES      ☐ NO

A full explanation of all "No" answers will be provided below.

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

**Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### IB-7. E. Campaign Contribution Certification

**Project Name:** Ventura County Highway Call Box Removal - IFB No. SAFE-2025-01

**Contractor's Name:** \_\_\_\_\_

California Government Code Section 84308 ("Levine Act") prohibits any member of the Commission's Board of Directors from participating in any action related to a contract if the Commissioner has received a campaign contribution totaling more than \$250 from a party or participant to a contract proceeding, or from their agents, within 12 months of the proceeding. The Levine Act also requires a member of the Commission's Board of Directors who has received such a contribution to disclose the contribution on the record of the proceeding. In addition, members of the Commission's Board of Directors are prohibited from accepting, soliciting, or directing a contribution of more than \$250 from a party or participant to the proceeding, or from their agents, while the matter of awarding the contract is pending before the Commission or for 12 months following the date a final decision concerning the contract has been made.

Proposers are required to disclose any contribution of more than \$250 to a Commission Director made within 12 months of the proceeding and are responsible for accessing the link below to review the names of members of the Commission's Board of Directors prior to answering the following question:

<https://www.goventura.org/about/commission/#commission>

Have you or your company, or any agent on behalf of you or your company, made any political contributions of more than \$250 to any Commissioner in the 12 months preceding the date of the submission of your Proposal(s)?

☐ YES      ☐ NO

If yes, please identify the following:

Name of Director(s): \_\_\_\_\_

Name of Contributor: \_\_\_\_\_

Date(s): \_\_\_\_\_

Amount: \_\_\_\_\_

(Use additional sheets if necessary)

Answering yes to the above question above does not preclude the Authority from awarding a contract to your firm or taking any subsequent action related to a contract. It does, however, preclude the identified Board Member(s) from participating in any actions related to the contract.

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

**Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**APPENDIX A, 44 C.F.R. PART 18 – CERTIFICATION REGARDING LOBBYING**

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The Contractor, \_\_\_\_\_, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. Chap. 38, Administrative Remedies for False Claims and Statements, apply to this certification and disclosure, if any.

Signature of Contractor's Authorized Official

\_\_\_\_\_  
Name and Title of Contractor's Authorized Official

\_\_\_\_\_  
Date

# IB-7.H. Disclosure of Lobbying Activities

## DISCLOSURE OF LOBBYING ACTIVITIES

If N/A, input "N/A" here and sign below:

\_\_\_\_\_

\_\_\_\_\_  
Firm (Proposer)

\_\_\_\_\_  
Solicitation Number

\_\_\_\_\_  
Solicitation Name

Approved by OMB

0348-0046

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

(See reverse for public burden disclosure.)

<b>1. Type of Federal Action:</b> <input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance		<b>2. Status of Federal Action:</b> <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award		<b>3. Report Type:</b> <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change <b>For Material Change Only:</b> year _____ quarter _____ date of last report _____	
<b>4. Name and Address of Reporting Entity:</b> <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known:  Congressional District, if known:			<b>5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime:</b>  Congressional District, if known:		
<b>6. Federal Department/Agency:</b>			<b>7. Federal Program Name/Description:</b>  CFDA Number, if applicable: _____		
<b>8. Federal Action Number, if known:</b>			<b>9. Award Amount, if known:</b> \$ _____		
<b>10. a. Name and Address of Lobbying Registrant</b> (if individual, last name, first name, MI):			<b>b. Individuals Performing Services</b> (including address if different from No. 10a) (last name, first name, MI):		
<b>11.</b> Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.			Signature: _____ Print Name: _____ Title: _____ Telephone No.: _____ Date: _____		
<b>Federal Use Only:</b>					Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)

## INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.  
  
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.

**IB-7 I. Certification of Bidder Regarding Debarment, Suspension, and Other  
Ineligibility and Other Responsibility Matters**

**Project Name:** Ventura County Highway Call Box Removal - IFB No. SAFE-2025-01

**Contractor's Name:** \_\_\_\_\_

The undersigned certifies, under penalty of perjury under the laws of the State of California, to the best of his or her knowledge and belief, that the Proposer, its subcontractors, and its principles:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
  2. Have not within a three-year period preceding the signing of this form been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in Paragraph 2 of this certification; and
  4. Have not within a three-year period preceding the signing of this form had one or more public transactions (Federal, State, or local) terminated for cause or default.
- The Offeror certifies or affirms the truthfulness and accuracy of the contents of the statements submitted on or with this certification and understands that the provisions of 31 USC Sections 3801 et seq. are applicable thereto.

**Note: Prime certifies compliance for all of its subcontractors.**

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

**Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**IB-7. M. List of Proposed Subcontractors/Suppliers**

**Project Name:** Ventura County Highway Call Box Removal - IFB No. SAFE-2025-01

**Contractor's Name:** \_\_\_\_\_

Listing shall comply with the provisions of California Public Contract Code, Section 4104. If more space is needed, attach additional sheets.

Public Contract Code Section 4104 provides that bidders must list:

(a) The name, the location of the place of business, and the California contractor license number of each subcontractor who will perform work or labor or render service to the prime contractor in or about the construction of the work or improvement, or a subcontractor licensed by the State of California who, under subcontract to the prime contractor, specifically fabricates and installs a portion of the work or improvement according to detailed drawings contained in the plans and specifications, in an amount in excess of one-half of 1 percent of the prime contractor's total bid or, in the case of bids or offers for the construction of streets or highways, including bridges, in excess of one-half of 1 percent of the prime contractor's total bid or ten thousand dollars (\$10,000), whichever is greater.

(b) The portion of the work that will be done by each subcontractor under this act. The prime contractor shall list only one subcontractor for each portion as is defined by the prime contractor in his or her bid.

**Subcontractors or Suppliers Used?**

☐ YES      ☐ NO

If YES, complete the requested information on the corresponding Xcel Spreadsheet.

**Provided as a separate attachment in Excel Format.**



**IB-7. N. Bidder's List**

**Project Name:** Ventura County Highway Call Box Removal - IFB No. SAFE-2025-01

**Contractor's Name:** \_\_\_\_\_

**Provided as a separate attachment in Excel Format.**