**ATTACHMENT A**

**BIDDER PROPOSAL RESPONSE**

**REQUEST FOR PROPOSAL # PKARC-217-A**

**Riverside County Parks Management Service Agreement of the**

**Louis Rubidoux Nature Center & Pecan Grove**

**May 29, 2018**



By:

Jamie Garcia, Buyer II

Riverside County Regional Park and Open- Space District

4600 Crestmore Road, Jurupa Valley, Ca 92509

PH: (951) 955-4726 Fax (951) 955-4795

Email: jamgarcia@rivco.org

NIGP Code(s): 97100, 97135, 94400, 95838, 94438

**This RFP and any ensuing Addendums are available at the following links:**

[**www.purchasing.co.riverside.ca.us**](http://www.purchasing.co.riverside.ca.us) and[**www.publicpurchase.com**](http://www.publicpurchase.com)

**NOTE: BIDDERS ARE RESPONSIBLE TO READ ALL INFORMATION THAT IS STATED IN THIS REQUEST FOR PROPOSAL AND PROVIDE A RESPONSE AS REQUIRED**

**Any Bidder who requests to have this RFP in electronic format may send an email request to:**

**Jamie Garcia** [**jamgarcia@rivco.org**](mailto:jamgarcia@rivco.org)

**Appendix A**

**PURPOSE/background**

**BACKGROUND**: The County of Riverside Regional Park and Open-Space District (DISTRICT) operates a diverse set of venues. The Louis Robidoux Nature Center was established in the 1970s, where the center served as a spot for elementary school children to experience the river bottom and the animals and plants that populate it. The center sits on an over 40 acre site which includes hiking trails, a full hookup RV site for onsite management, an approximately 4,500 s.f. museum/classroom space, as well as, a historic pecan grove and farmable acreage with Jurupa Ditch Water Co. shares. In 2017, the District temporarily closed the site due to budgeting and attendance declines. The DISTRICT desires to reopen the site and facility under the management of a qualified operator or organization.

The mission of the Park District is to acquire, protect, develop, manage, and interpret for the inspiration, use, and enjoyment of all people, a well-balanced system of areas of outstanding scenic, recreational, and historic importance. Our vision is to be the regional leader in improving lives through people, parks, places and programs through the following values: Accomplishment, Connecting, Teamwork, Innovation, Outstanding Service, Networking, and Stewardship.

**PURPOSE**: The Riverside County Regional Park and Open-Space District is seeking proposals from qualified organizations or parties (hereinafter referred to as the “PROPOSER”) to manage the historic pecan grove and operate the center. Desired services include but not limited to; agricultural operations, educational programs, and interpretive centers.

The anticipated duration of this agreement is five (5) years with two (2) options to renew for an additional five (5) years each. Proposals may be submitted by cooperatives, organizations or firms.

**Tab A Proposal Checklist**

***Instructions:***

* This section must be filled in and each item checked off to ensure all items requested by the District in this RFP have been submitted.
* Follow the instructions in each section of this RFP.
* Present all requested items in the index tabs ordered A through I as shown
* Label each item presented and include additional items on your Table of Contents
* All proposals must include a detailed description of each proposed service to be provided
* Bidders that do not follow the bid instructions found in the Terms and Conditions document “Section 6.0 General Proposal Submittal” may be found to be “non-responsive” and disqualified from the bid process

**Name of Company:**      

**Service to provide: (title)**

**Proposal Submission Checklist**

**General Bidder Information**

*Please provide one copy of the following items in your proposal. Indicate the page number where the item is located.*

**Page Number**

Tab A – Proposal Checklist *(this page)*

Tab B – Proposal Cover Page *(signed by Authorized Signatory)*

Tab C – Company Profile/ Experience

Tab D – Acknowledgements

Tab E – Scope of Services

Tab F – References

Tab G – Bidder Attachment

Any response that Bidders are finding difficulty pasting into the “Bidders Response” boxes in any section of the RFP, bidders shall paste in Tab G. When pasting attachments to Tab G, label the attachments “Attachment 1”, Attachment 2” and so forth. Enter the corresponding Attachment Number into the Bidder’s Response box with the words “See Tab G.” List all attachments with an index tab.

List all attachments included in this Section. Please use additional pages to list attachments if necessary.

|  |  |  |
| --- | --- | --- |
| **Attachment Number** | **Document Title** | **Page Number** |
| Attachment 1 |  |  |
| Attachment 2 |  |  |
| Attachment 3 |  |  |
| Attachment 4 |  |  |
| Attachment 5 |  |  |
| Attachment 6 |  |  |
| Attachment 7 |  |  |
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| Attachment 9 |  |  |
| Attachment 10 |  |  |
| Attachment 11 |  |  |
| Attachment 12 |  |  |
| Attachment 13 |  |  |
| Attachment 14 |  |  |
| Attachment 15 |  |  |
| Attachment 16 |  |  |
| Attachment 17 |  |  |
| Attachment 18 |  |  |
| Attachment 19 |  |  |
| Attachment 20 |  |  |

**Cost and Financials**

*Please provide Tabs H and I in a clearly marked, sealed envelope. These items should only be included in the Original Proposal.*

Tab H – Cost/Budget Narrative

Tab I – Financial Statement

**Tab B Proposal Cover Page**

This Proposal Cover Page must be signed by an authorized representative. Signature by an authorized representative of the company on the proposal cover page shall constitute a warranty, the falsity of which shall entitle the Riverside County Regional Park and Open-Space District to pursue any remedy authorized by law, which shall include the right, at the option of the District, of declaring any contract made as a result thereof, to be void.

**BIDDER TO COMPLETE ALL APPLICABLE AREAS**

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| Bidders are required to register (If not already registered) on the County of Riverside Purchasing website:  [WWW.PURCHASING.CO.RIVERSIDE.CA.US](http://WWW.PURCHASING.CO.RIVERSIDE.CA.US)  the Riverside County Regional Park and Open-Space District is soliciting proposals  from qualified firms to provide:  **Management Service Agreement of the**  **Louis Rubidoux Nature Center & Pecan Grove**  There will be a **Mandatory** bidder’s meeting on:  **Date:** June 21, 2018 **Time:** 1:00 pm  **Location:** Louis Robidoux Nature Center  5370 Riverview Dr, Jurupa Valley, CA 92509  **RSVP** is preferred prior to pre-bid meeting. Please email your RSVP to [jamgarcia@rivco.org](mailto:jamgarcia@rivco.org) and include the first and last name of attendees along with company name. RSVP’s are due no later than June 18, 2018 by 2:30 p.m.  **PROPOSALS MUST BE DELIVERED TO:**  Riverside County Regional Park and Open-Space District- Guest Services  Attn: Bidder Quote #PKARC-217-A  4600 Crestmore Road  Jurupa Valley, CA 92509  **DEADLINE FOR PROPOOSALS: August 3, 2018 at 1:30 PM Pacific Time**  **NO FAXED OR EMAILED QUOTES WILL BE ACCEPTED** |
| *"Execution hereof is certification that the undersigned has read and understands the terms and conditions hereof, and that the undersigned's principal is fully bound and committed."* |
| Company Name: |
| Mailing Address: |
| City:       State:    Zip: |
| Remit to Address: |
| City:       State:    Zip: |
| Phone # (    )      FAX # (    ) |
| Contractor Website: |
| Name:       Title: |
| Signature: Date: |
| Email: |
| Please Check  Veteran  Local Preference |

**Tab C Company Profile/ Experience**

This section of the proposal is designed to establish the bidder as an entity with the ability and experience to operate the program as specified in the RFP. The Company Profile should be concise and clear, and include descriptive information regarding service delivery. The following information must be provided as follows:

* + 1. Business name and legal business status (i.e. partnership, corporation, etc.)

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| BIDDER’S RESPONSE: |

* + 1. Proof of non-profit status, if applicable

|  |
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| BIDDER’S RESPONSE: |

* + 1. Company overview of services or activities performed, including:

1. Company hierarchy (President, Vice President, Company Officers, etc.) and an organizational chart. The organizational chart shall clearly identify all staff members that will provide services under this contract.
2. The number of years in business under the present business name, as well as prior business names, and the number of years of experience providing the proposed, equivalent or related services
3. Company size - number of staff
4. Location of the office from which the work under this contract will be provided and the staff allocation at that office

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| BIDDER’S RESPONSE:  a)  b)  c)  d) |

* + 1. Provide your company’s mission statement.

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| ***BIDDER’S RESPONSE:*** |

* + 1. Please indicate whether the bidder holds controlling or interests in any other organization, or is owned or controlled by any other person or organization, if none that must be stated. Governmental agencies are exempt from this requirement.

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| BIDDER’S RESPONSE: |

* + 1. Financial interests in any other business. Individuals who are personally performing the contracted services and governmental agencies are exempt from this requirement.

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| BIDDER’S RESPONSE: |

* + 1. Names of persons with whom the Bidder has been associated in business as partners or business associates in the last five years. Governmental agencies are exempt from this requirement.

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| BIDDER’S RESPONSE: |

* + 1. An explanation of any litigation involving the Bidder or any principal officers thereof in connection with any contract.

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| BIDDER’S RESPONSE: |

* + 1. **Credentials/Resumes/Certifications/Licenses**

This section shall state all employees/subcontractors responsible for administering or providing services possess a valid license in the State of California in their respective profession. Bidder shall specifically provide the following information on all employees to be providing services related to this RFP:

1. Position Title
2. Responsibilities
3. Qualifications/Experiences
4. Certifications/licenses, if applicable
5. Any other information, which will assist in evaluating qualifications.

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| BIDDER’S RESPONSE:  a.  b.  c.  d.  e.  Bidder can add as many sections to this bid response box as they need to state all employees providing services. |

10. System for Award Management (SAM) **-** If this Request for Proposal is Federally or State funded, bidder’s must go to the following website and submit with their proposal that the contractor is not listed on the System for Award Management (SAM) at [https://www.sam.gov](https://www.sam.gov/) for:

* Central Contractor Registry (CCR)
* Federal Agency Registration (Fedreg)
* Online Representations and Certifications Application
* Excluded Parties List System (EPLS)

Excluded Parties Listing System (EPLS) (http://www.epls.gov) (Executive Order 12549, 7 CFR Part 3017, 45 CFR Part 76, and 44 CFR Part 17). The System for Award Management (SAM) is the Official U.S. Government system that consolidated the capabilities of CCR/FedReg, ORCA, and EPLS. If awarded a contract, awarded vendor must notify the District immediately if debarred at any time during the contract period.

Bidders must not be debarred, suspended or otherwise excluded from or ineligible to participate in Federal Assistance Programs under Executive Order 12549, “Debarment and Suspension,” 7 CFR Part 3017, 45 CFR Part 76, and 44 CFR Part 17. Bidders must provide a statement in the section below that attest to and certifies that they are not debarred, suspended, or otherwise excluded from or ineligible to participate in Federal Assistance or State Programs. Vendors’ eligibility will be verified by the District prior to award of agreement. If awarded a contract, awarded vendor must notify the District immediately if debarred at any time during the contract period.

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| BIDDER’S RESPONSE:  a. |

**Tab D Acknowledgements**

**1. Clarifications, Exceptions, or Deviations**

All bidder(s) shall describe any exception or deviation from the requirements of the RFP. Each clarification, exceptions, or deviation must be clearly identified. If your firm has no clarification, exceptions, or deviation, a statement to that effect shall be included in this section. The sample service agreement is attached as Exhibit A (which is located in the Terms and Conditions Document) and incorporated herein by this reference.

The following contractual terms are **non-negotiable**.

* + Indemnification
  + All insurance terms prior to the start of the agreement
  + Termination
  + Ownership/Use of Contract Materials and Products
  + Disputes
  + Governing Law
  + Confidentiality
  + Subcontractors

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| Do you have any other exceptions/deviations? If so, please provide an explanation:  BIDDER’S RESPONSE: |

**2. Evidence of Insurability/Business Licenses**

All bidder(s) shall submit evidence of all required insurance. An Accord cover page will suffice and if awarded the contract the Bidder has ten (10) calendar days to produce the required insurances including a certified endorsement naming the District as additionally insured. The bidder shall certify to the possession of any and all current required licenses or certifications. Do not purchase additional insurance until this bid has been awarded. Provide a copy of current business license or other applicable licenses.

CERTIFICATIONS

I,       , a duly authorized agent of       ,

Printed Name of Agent/Officer Name of Organization

hereby certify that       by submission of this proposal in response to the

Name of Organization

Professional Services RFP, agree upon contract award to carry out the requirements specified and obligations set forth therein.

Signature Date

Title of Agent/Officer

**Tab E Scope of Services**

This RFP has a space provided under each question the District has of the Bidder. This RFP is available for electronic download at www.publicpurchase.com.

**Bidders must address all points in this section.** All questions are in italicized font in the box.

**GENERAL SCOPE**

Upon execution of a Management Service Agreement with the County for Operations of the Louis Robidoux Nature Center and Pecan Grove, the selected organization will be responsible for developing a plan that identifies project tasks and milestones, according to a negotiated time line, mutually agreeable to the Proposer and the County’s Park Planner(s), for implementation of specific projects and improvements. Tasks may be added and/or redefined based on the needs of the project in subsequent negotiations.

PROPOSER shall ensure maintenance of all fencing, gates and other structures on the properties are in good repair with aesthetic appeal as well as maintain Pecan Grove and non-crop bearing landscaping.

PROPOSER shall allow for controlled public access through the Louis Rubidoux property to the Sunnyslope Channel Trail which is aligned on the west side of the property.

PROPOSER operating activities shall be considerate to neighboring park activities, including but not limited to, noise, dust, smells, etc.

It is highly desired that PROPOSER provides opportunities to collaborate with DISTRICT staff to provide for tours and field trips for local youth and/or allows for interpretive programs, services, and information to be developed for the public.

PROPOSER will be prohibited from growing or selling any crops or goods considered illegal by local, state or federal government.

Preference will be given to proposals that clearly demonstrate how the site will provide a public education component that is integrated within the County Park experience by:

* Promoting neighborhood and community participation
* Promoting stewardship and volunteerism
* Indicating intention to build partnerships with other groups
* Promoting sustainable practices and BMP’s

**STRATEGY FOR SCOPE OF WORK AND SCOPE OF WORK/TIMELINE FOR SAMPLE PROJECT**

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| ***BIDDER’S RESPONSE:*** *Give a brief summary (maximum three pages) of the proposed operations for the Louis Robidoux Nature Center and Pecan Grove including:*   * *Identify what interpretative or educational programs will be developed for the building.* * *State intended sources of start-up capital.* * *Describe how you will protect water quality on and beyond the site and manage pests ecologically.* * *Identify what agriculture products, if any, are to be grown. Describe how the operation will increase the overall health of the Pecan Grove.* * *Provide a statement of how your operation will support the overall park vision.* |

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| ***BIDDER’S RESPONSE:***  *Provide a Work Plan and time line for the proposed operations. The Work Plan should be formatted by various phases proposed to accomplish the project, identifying tasks required to accomplish a project from initiation to completion (including goals and phasing). The Work Plan shall allow the County to gauge the experience of the Proposer, understand the Proposers approach to the operations and demonstrate the Proposers ability to partner with the County and/or community partner organizations to meet the operating goals. (Maximum three pages for this sample Work Plan, maximum one page for Time line).* |

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| ***BIDDER’S RESPONSE:***  *Proposed Site Plan – create a rough site plan that indicates how the site will be utilized under the operations, include the placement of any anticipated structures or access paths/roads, gathering spaces, areas to be cultivated, and parking. Note: ADA compliance is necessary.* |
|  |
| ***BIDDER’S RESPONSE:***  *Proposer Team: Specify the proposed Project Principal, Project manager, and members of the proposed team. Indicate the primary contact from your operation who is to act as a project manager and a day-to-day contact for the project in addition to a brief description of relevant experience and a brief resume of key staff and sub-contractors who will be assigned to County’s contract. (one page per individual).* |

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| ***BIDDER’S RESPONSE:***  *Organization Chart –*  *Provide an organization chart indicating roles of all individuals involved in this project. Identify the name, title, telephone and fax numbers, and e-mail address of the person authorized to negotiate the contract on behalf of the organization. (A description of the supervisory and staff reporting structure may be utilized in lieu of an actual organizational chart).* |

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| ***BIDDER’S RESPONSE:***  *Hourly rates – Indicate hourly rates of hired labor and estimated wages for Project Manager/Principal and other staff, including hourly rates of sub-contractors who will be working with the Organization on any related projects.* |

**PERIOD OF PERFORMANCE**

1. The period of performance shall be for five (5) years with two (2) options to renew for five (5) years each. The District retains an option to renew on an “as-needed” basis with no obligation by the DISTRICT to purchase any specified amount of services.

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| ***BIDDER’S RESPONSE:*** *In this area, acknowledge you have read the statement above and can met the requested period of performance. .* |

**Tab F References**

**References**

All bidder(s) must include present and past performance information with a minimum of three (3) references of recent similar projects. References cannot include Riverside County Elected Officials, Department Directors, or (Department name) staff as a reference. However, references can include other county agencies that are not partaking in this RFP. Please verify that all reference information is correct.

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| --- | --- |
| **Reference 1** | |
| Company name: |  |
| Address: |  |
| Contact person: |  |
| Email address: |  |
| Telephone address: |  |
| Project name: |  |
| Dates worked performed: |  |
| Summary of scope of services: |  |
| Project cost: |  |

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| **Reference 2** | |
| Company name: |  |
| Address: |  |
| Contact person: |  |
| Email address: |  |
| Telephone address: |  |
| Project name: |  |
| Dates worked performed: |  |
| Summary of scope of services: |  |
| Project cost: |  |

|  |  |
| --- | --- |
| **Reference 3** | |
| Company name: |  |
| Address: |  |
| Contact person: |  |
| Email address: |  |
| Telephone address: |  |
| Project name: |  |
| Dates worked performed: |  |
| Summary of scope of services: |  |
| Project cost: |  |

1. Provide a list detailing contracts that your company has been awarded during the last five years, showing year, type of services, dollar amounts of services provided, location, contracting company, contact name, and phone number.

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| BIDDER’S RESPONSE: |

1. Provide details of any failure or refusal to complete a contract. If none, that must be stated.

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| BIDDER’S RESPONSE: |

**Tab G Bidder Attachment**

Any response that Bidders are finding difficulty pasting into the “Bidders Response” boxes in any section of the RFP, bidders shall paste in Tab G. When pasting attachments to Tab G, label the attachments “Attachment 1”, Attachment 2” and so forth. Enter the corresponding “Attachment Number” into the Bidder’s Response box as the example shows below:

**Below is an example:**

**Tab D Company Profile**

This section of the proposal is designed to establish the bidder as an entity with the ability and experience to operate the program as specified in the RFP. The Company Profile should be concise and clear, and include descriptive information regarding service delivery. The following information must be provided as follows:

Business name and legal business status (i.e. partnership, corporation, etc.)

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| ***BIDDER’S RESPONSE:*** Located in “Attachment 1” |

Proof of non-profit status, if applicable

|  |
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| ***BIDDER’S RESPONSE:*** Located in “Attachment 2” |

**Please provide one copy of Tabs H and Tab I in a clearly marked, sealed envelope. These items should be in the original binder only and not in the copies.**

**Tab H Cost Proposal**

In this section, please complete and include the Cost Proposal Sheet **place in a sealed envelope, and include only in the Original Proposal (Do Not provide in the copies of your bid submission).**Cost Proposals will be opened after the evaluation of the proposals has been completed. The District reserves the right to negotiate final fees with the selected Contractor(s). Proposals must fully describe all costs to charges to the District as part of this service/project. As stated in the Cost Proposal, bidders must provide fully inclusive blended rates, which are inclusive all of the bidder’s project-related or supported expenses, including travel expenses. Expenses not included in the Line Item Budget will not be reimbursed. Bidders may also include any other documents as information to further explain the proposed costs.

1. Cost Quotes are to be based on the scope defined in Section E. “SCOPE OF SERVICE”.

|  |  |
| --- | --- |
| Service | Area Cost |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
| TOTAL COST | $ |

|  |
| --- |
| BIDDER’S RESPONSE: |

CERTIFICATIONS

I,       , a duly authorized agent of       ,

Printed Name of Agent/Officer Name of Organization

hereby certify that       by submission of this proposal in response to the

Name of Organization

Professional Services RFP, agree upon contract award to carry out the requirements specified and obligations set forth therein.

Signature Date

Title of Agent/Officer

**Tab I Financial Statement**

**Please place financials in a separate envelope and mark "Financial Statement - Confidential" if Bidder’s company requires this to be kept confidential. The financial documents should be in the original binder only and not in the proposal copies. The District cannot guarantee that the financials submitted will be kept confidential.**

Financial statements should only be included in the binder marked “Original” (Financial statements will be removed and submitted to the Accounting Office for review, then placed in a sealed envelope and marked “Confidential.”)

The bidder must submit financial statements (balance sheet and income statement) for its business that are dated no more than twelve (12) months prior to the date of the proposal submission and cover a period of at least one (1) year. These statements should clearly identify the financial status and condition of the bidder's entire business entity.

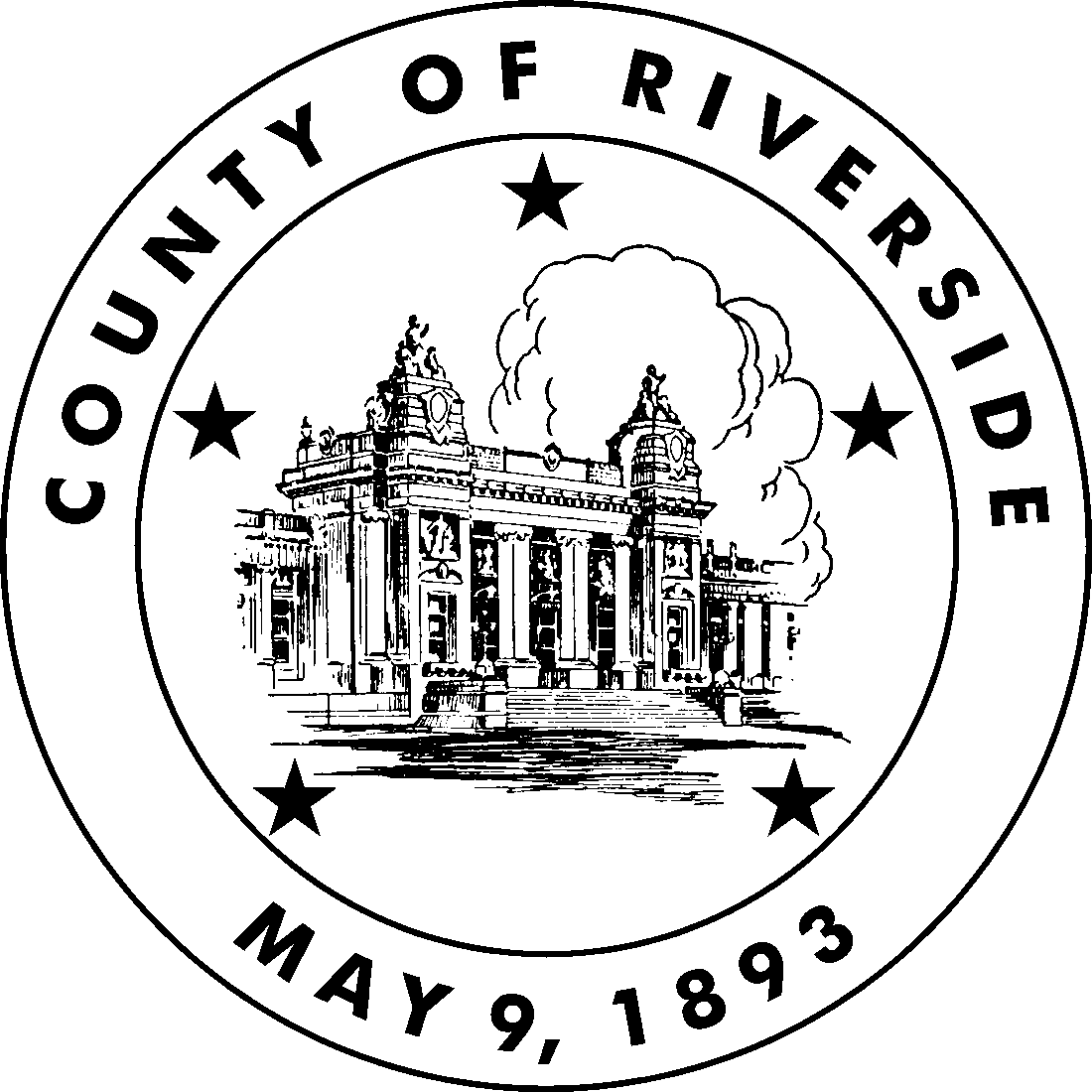
Financials should provide sufficient detail to assure the County of Riverside that bidder can support services being offered and as a Contractor the firm will not seek early payment for services delivered, expedited payments or checks delivered by any means other than regular mail through the County Auditor/Controller’s Office.

**Attachment B**

**Local Business Qualification Affidavit**

The County of Riverside Local Business Preference may be applied to this Request for Proposal/Quotation. If you qualify for this preference, please submit this form along with your response to this RFP/Q.

**Definition of Local Business**

A local business shall mean a business or firm with fixed offices located within the geographical boundaries of Riverside County, and authorized to perform business within the County. In doing so, credit all sales tax from sales generated within Riverside County to the County, and who provide product or perform contracted work using employees, of whom the majority are physically located in said local offices.

Local businesses” shall have a Riverside County business street address. Post office box numbers, residential addresses, or un-staffed sales offices shall not suffice to establish status as a “local business.” To qualify as a “local business” the location must be open and staffed during normal business hours and the business must establish proof that it has been located and doing business in Riverside County for at least (6) six months preceding its certification to the County as a local business.

Additional supporting documentation that may be requested by the County to verify qualification includes:

1. **A copy of their current BOE 531-A and/or BOE 530-C form** (State, Local & District Sales, and Use Tax Return Form). This is what businesses submit to the State Board of Equalization when paying the sales tax to the State of California indicating the amount of the payment to be credited to each jurisdiction (i.e. Counties, Cities).
2. **A current business license** if required for the political jurisdiction the business is located.
3. **Proof of the current business address.** The local business needs to be operating from a functional office that is staffed with the company’s employees, during normal business hours.

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

Physical Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ FAX: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-Mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Length of time at this location: ­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Number of Company Employees at this address: \_\_\_\_\_\_\_\_

If less than 6 month, list previous

Riverside County location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business License # (where applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Jurisdiction\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hours of Operation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Primary function of this location (i.e., sales, distribution, production, corporate, etc.): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Signature of Company Official Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name, Title

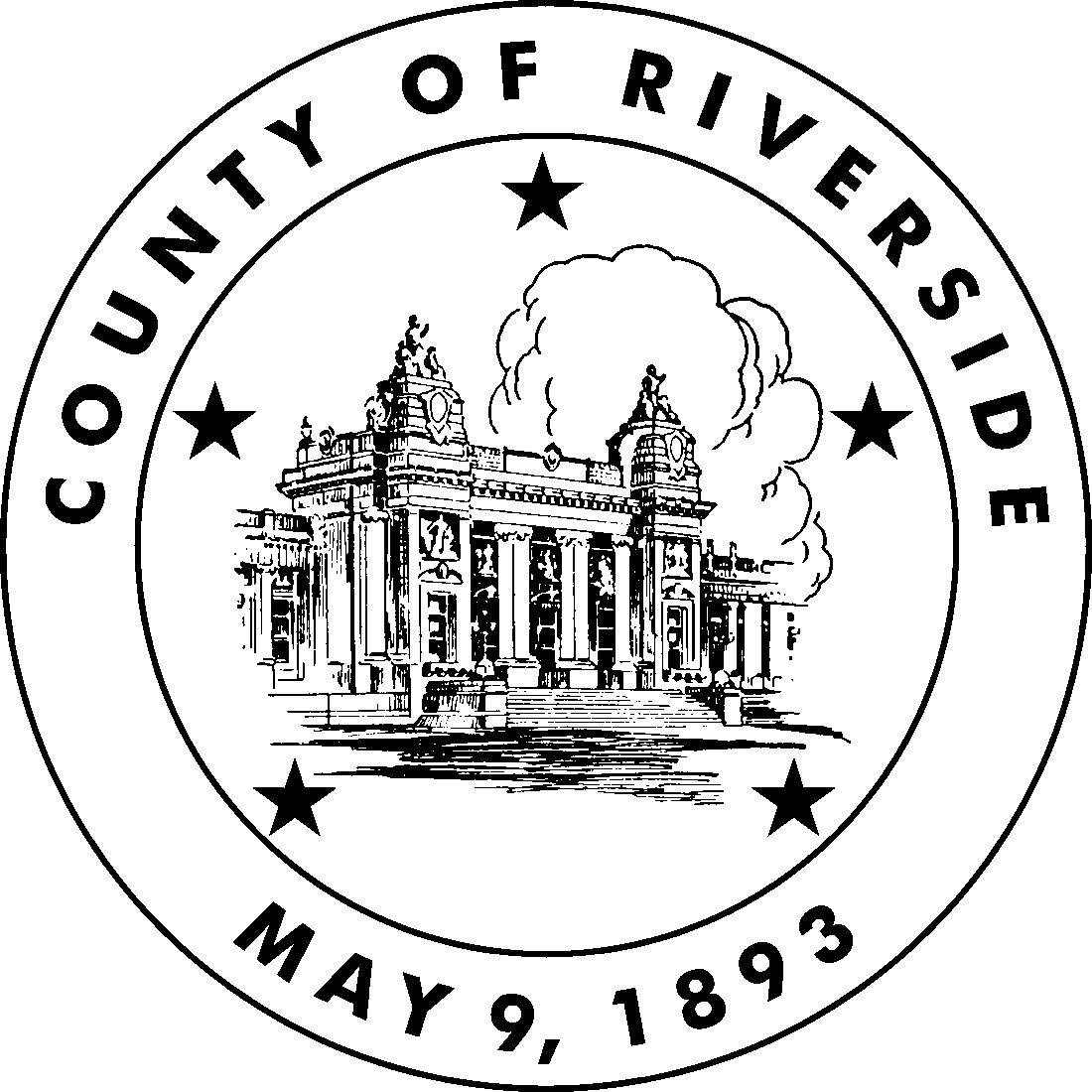
Submittal of false data will result in disqualification of local preference and/or doing business with the Riverside County

**Attachment C**

**Veteran Business and Veteran Qualified Business Affidavit**

The County of Riverside Veteran Business and Veteran Qualified Business Preference may be applied to this Request for Proposal/Quotation. If you qualify for this preference, please submit this form along with your response to this RFP/Q.

**Definition of Veteran Business and Veteran Qualified Business**

A **Veteran Business** shall mean a business that is at least fifty-one percent (51%) owned by one or more veterans.

A **Veteran Qualified Business** shall mean a business which can provide proof of their workforce containing no less than ten percent (10%) veterans.

Veterans as used in this policy means a person who has served or is currently serving in the U. S. armed services, reserves or active, and is serving honorably or has been honorably discharged.

Additional supporting documentation that may be requested by the County to verify qualification includes:

*Please check the category you are applying for*:

**€ Veteran Business:**

**Company must be registered with Vet Biz at** [**www.vetbiz.gov/cve\_completed\_s.jpg**](http://www.vetbiz.gov/cve_completed_s.jpg)**:** This site provides verification information about Service-Disabled Veteran-Owned Small Businesses (SDVOSBs) and Veteran-Owned Small Businesses (VOSBs).  Companies who want to participate in the County’s Veterans Preference Program must be listed in this database in order to be eligible for veteran preferences.

Company must submit DUNS # for website verification.

**€ Veteran Qualified Business:**

**Company must submit payroll records** that demonstrate that 10% of your workforce is comprised of veterans. DD214 Forms must be submitted for all employees claiming veteran status.

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

Physical Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ FAX: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-Mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total Number of Company Employees (where applicable): \_\_\_\_\_\_\_\_\_ Total Number of Veteran Employees: \_\_\_\_\_\_

DUNS # (where applicable): \_\_\_\_\_\_\_\_\_\_\_\_

Hours of Operation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Company Official Date

**Submittal of false data will result in disqualification of Veteran Preference and/or doing business with Riverside County.**

Form # 116-261 Rev 10/14

**Attachment D**

Map Locations and Area Specifications

Additional maps, plans and resources will be available to the awarded bidder

***Louis Robidoux Nature Center and Pecan Grove***  –

