



**Dr. Robert Pimentel** Board Chair  
**Steven R. Lewis** Chief Executive Officer

1920 Mariposa St, Suite 330  
Fresno, CA 93721

REQUEST FOR PROPOSAL  
RFP # 2026.04.10A Head Start

# Head Start 0 to 5 Janitorial Services

April 13, 2026

Fresno Economic Opportunities Commission  
Head Start 0 to 5  
1920 Mariposa St. Suite 200  
Fresno, CA 93721

## BACKGROUND

Fresno Economic Opportunities Commission (Fresno EOC) is a private **501(c)(3) non-profit Community Action Agency**. We are soliciting proposals to establish a contract with qualified and experienced vendors to **all Head Start 0 to 5 sites**.

This Request for Proposal (RFP) specifies all required qualifications, the responsibilities of the selected company and Fresno EOC, the method and terms of compensation, submission instructions, the rating method, and the contract award provisions. Proposals will be considered from **firms** regularly established in the business of **Janitorial Services** who, through prior work, show evidence of reliability, capability, and experience.

You can also find this RFP on the Fresno EOC website at: [www.fresnoeoc.org/rfp](http://www.fresnoeoc.org/rfp).

## QUESTIONS:

Direct all questions regarding this RFP to Augie Quiroz via email: [augie.quiroz@fresnoeoc.org](mailto:augie.quiroz@fresnoeoc.org). All questions and responses are public and posted in a timely manner on the Fresno EOC website homepage ([www.fresnoeoc.org](http://www.fresnoeoc.org)) under the RFP section at [www.fresnoeoc.org/rfp](http://www.fresnoeoc.org/rfp). Fresno EOC will not accept questions after April 24, 2026 cutoff time for submissions (Pacific).

This Request for Proposal does not commit Fresno EOC to award a contract or pay any costs incurred in the preparation of a proposal in response to this request. Fresno EOC reserves the right to accept the proposal it considers in its best interest.

## COMPLAINTS

If a bidder has a complaint relative to the RFP, please send a written statement to:

**Steven Lewis, Chief Executive Officer**

Fresno EOC | 1920 Mariposa St, Suite 330 | Fresno, CA 93721

With a copy to:

**Salam Nalia, Deputy CEO** (*Alternative: Chris Erwin, Procurement Director*)

Fresno EOC | 1920 Mariposa St, Suite 330 | Fresno, CA 93721

## APPEALS

Bidders have seven (7) calendar days from the bid award to appeal the decision. Send written appeals to:

**Steven Lewis, Chief Executive Officer**

Fresno EOC | 1920 Mariposa St, Suite 330 | Fresno, CA 93721

With a copy to:

**Salam Nalia, Deputy CEO** (*Alternative: Chris Erwin, Procurement Director*)

Fresno EOC | 1920 Mariposa St, Suite 330 | Fresno, CA 93721



## **WOMAN, DISABLED VETERAN, MINORITY-OWNED OR SMALL BUSINESS**

Fresno EOC will attempt to utilize woman, disabled veteran, minority-owned, or small businesses, considering that the primary responsibility is the favorable return to Fresno EOC. Our weighted evaluation process reflects our commitment to creating inclusive employment opportunities by encouraging diverse vendors to participate in our vision.

## **EQUAL OPPORTUNITY**

Fresno EOC is an Equal Opportunity employer and requires all vendors and contractors to comply with Federal, State, and Local policies concerning equal opportunity. Fresno EOC does not discriminate in its selection of contractors because of race, religion, national origin, ancestry, sex, sexual orientation, gender identity, age, disability, medical condition, marital status, or any other trait protected by law.

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## KEY ACTION EVENTS AND DATES:

Listed below are the events and dates for this RFP. All dates are subject to revision.

Event	Date & Time (Pacific)
Release of RFP	April 13, 2026
Walkthrough/Q&A session (mandatory)	April 17, 2026
Deadline for Proposers to Submit Questions	April 24, 2026
Deadline for Fresno EOC to Post Answers	May 1, 2026
Proposal Deadline	May 8, 2026
Candidate Interviews (optional)	May 15, 2026
Contract Award	May 22, 2026

## SECTION 1 - GENERAL PROPOSAL REQUIREMENTS

**SITE WALKTHROUGH or QUESTION AND ANSWER SESSION** There will be a question and answer scheduled for Friday, April 17, 2026, at 9:00am at 1920 Mariposa Street, Suite 200, Fresno, CA 93721

A site walkthrough will follow at the following locations:

**BROOKS HEAD START @ 10:00AM**

1504 N. Weber  
Fresno, CA 93728

**MADISON HEAD START @ 11:00AM**

Madison Elementary School  
388 S. Brawley  
Fresno, CA 93706

**RICHARD KEYES HEAD START @ 12:00PM**

1620 W. Fairmont  
Fresno, CA 93705

**SPECIFICATION CHANGES** Fresno EOC may, during the proposal period, advise the Proposer in writing of additions, omissions, or alterations in the specifications. Changes shall be included in the RFP and become part of the specifications as if originally submitted.

**AMENDMENTS** No one is authorized to amend this proposal by an oral statement or to make any representation in conflict with the provisions of this RFP. If necessary, supplementary information in addendum form will be prepared and made available to potential proposers. It is the Proposer's responsibility to obtain, sign, and submit all addendum(s). Failure to submit a signed addendum(s) with the proposal shall be cause for rejection.

**RFP WITHDRAWAL** Any Proposer may withdraw their proposal, either personally or by written request, at any time prior to the date and time due.

**RIGHT TO REJECT PROPOSALS** Fresno EOC reserves the right to reject any and all proposals or any part of a proposal, waive minor defects or technicalities, or solicit new proposals as Fresno EOC may deem necessary and in its best interest. False, incomplete, or unresponsive statements may be sufficient cause for rejection.

**EXAMINE SPECIFICATIONS** The proposer should thoroughly examine and be familiar with the specifications. Submission of a proposal shall be taken as prima facie evidence of compliance with this section. Should a Proposer find discrepancies or omissions, they shall at once notify **Chris Erwin, Procurement Director**, who is Fresno EOC's representative. No interpretations will be issued later than five (5) calendar (working) days before the proposal date.

**RESPONSIBILITY OF BIDDER** Proposers shall be responsible for having acquired full knowledge of the job and all issues affecting it. No variations or allowances from the contract sum will be made because of lack of such an examination.

**ALL RFP DOCUMENTS PART OF FINAL CONTRACT** Any RFP documents, letters, and materials submitted by the Proposer shall be binding and included as part of the final contract. Unauthorized conditions, limitations, or provisions attached to proposals may cause their rejection.

**PROPRIETARY PROPOSAL MATERIAL** Fresno EOC respects your professional privacy; any proprietary information should be clearly identified as such. While Fresno EOC will endeavor to protect such information, it cannot guarantee confidentiality, especially if subject to public records requests.

**TERMINATION FOR CONVENIENCE** Fresno EOC reserves the right to terminate the resulting contract, in whole or in part, for any reason or no reason, by providing the Contractor with thirty (30) days' written notice. In the event of such termination, Fresno EOC's sole obligation shall be to pay for services/products successfully rendered/delivered up to the effective date of termination.

**EXCEPTIONS** Any exceptions to this RFP must be clearly stated in writing in your proposal. It is otherwise assumed that the wording within this document is acceptable and agreed to by the Proposer.

**RESULTING CONTRACT** Fresno EOC reserves the right to negotiate a contract based on all factors involved in the written proposal without further discussion or interview. The contract shall be governed and interpreted according to the laws of the State of California. The selected Proposer will be expected to execute a contract substantially similar to the Contract Services Agreement provided in Attachment A . Any proposed exceptions to the terms in Attachment A must be clearly stated in the Proposer's submission.

**NOTICE** Any notice or communication required shall be in writing and either served personally or sent by pre-paid first-class mail. Any such writing shall be addressed to Fresno EOC, Augie Quiroz, at [augie.quiroz@fresnoeoc.org](mailto:augie.quiroz@fresnoeoc.org)

**NON-EXCLUSIVE AGREEMENT** This RFP does not establish an exclusive arrangement. Fresno EOC reserves the right to use others to perform work, request future proposals from other contractors, and the unrestricted right to bid on any work or services described herein.

## SECTION 2 - QUALIFICATIONS, SPECIFICATIONS AND RFP REQUIREMENTS

### DESCRIPTION OF SERVICES

- **Project Objective:** Fresno Economic Opportunities Commission (Fresno EOC) is a **501(c)(3) non-profit Community Action Agency**. We are seeking a qualified janitorial service provider to ensure a clean, safe, and professional environment for our Head Start 0 to 5 facilities.
- **Scope of Work:** The selected Contractor shall provide all labor, equipment, and cleaning products necessary to perform comprehensive nightly and quarterly cleaning services as detailed below.
- **Mandatory Operational Requirements:**
  - **Nightly Services:** Cleaning must be performed every business day.
  - **Quarterly Services:** High-intensity floor care and detailing must be performed three (3) times per year (prior to August 1st, Winter Break, and Spring Break), with two (2) additional floor strip/wax cycles in October and February.
  - **Supplies:** Fresno EOC provides paper products (towels, tissue). The Contractor must provide all consumables and cleaning products.

### DETAILED SPECIFICATIONS (NIGHTLY)

- **Classrooms:** Vacuum carpets/mats; damp mop non-carpet floors; clean/wipe all furniture and counters; empty/clean/bag trash; disinfect sinks and water fountains; spot clean walls and doors; dust windows/blinds; replenish dispensers; clean baseboards; remove cobwebs.
- **Offices:** Dust desks, cabinets, and electronics; empty trash/replace liners; vacuum carpets and damp mop hard floors; clean Health Office sink; sweep entryways; replenish soap/towel dispensers; disinfect telephones; replace burned-out bulbs; clean all windows (inside/out).
- **Restrooms:** Damp mop floors/baseboards with disinfectant; clean/sanitize commodes, urinals, and sinks; polish fixtures; clean mirrors; empty trash; spot clean partitions and doors; replenish supplies; clean stall tops and air ducts.
- **Kitchen:** Damp mop floor; clean/polish sinks and fixtures; sanitize counters and work surfaces; clean exterior of cupboards and refrigerator; clean floor mats; clean hood vents; move refrigerator to clean behind/under as deemed necessary.

### DETAILED SPECIFICATIONS (QUARTERLY & PERIODIC)

- **Three Times Yearly:** Shampoo all carpets; strip, wax, and buff all floors; wash all walls/doors; scrub children's tables/chairs; clean all exterior windows and screens; detail entire building.

- **Additional Floor Care:** Complete strip and wax of all floors in **October** and **February**.

## LICENSE AND PERMITS

The Proposer must possess a valid **State of California Business License** and any industry-specific certifications required to perform the services. For this project, the following are mandatory:

- Relevant professional cleaning certifications or specialty floor care licenses.
- Safety Data Sheets (SDS) for all cleaning chemicals to be used on-site.

## A COPY OF THE FOLLOWING SHALL BE SUBMITTED WITH THE PROPOSAL

Failure to provide the required documentation below may result in the immediate disqualification of the proposal.


- W-9 Form.
- Proof of valid **State of California Business License**.
- Proof of **Insurance:** A valid Certificate of Insurance (COI) must be provided, meeting the following minimum requirements
  - **Commercial General Liability (CGL):** Minimum coverage of \$1,000,000 per occurrence. This covers non-vehicular, third-party bodily injury and property damage. General Liability: Minimum coverage of \$1,000,000 per occurrence.
  - **Automobile Liability:** Required for all owned or operated vehicles. Because CGL typically excludes vehicular accidents, both CGL and Automobile Liability are mandatory for comprehensive protection.
  - **Additional Insured:** Fresno EOC must be named as an "Additional Insured" on the CGL policy.
  - **Other Mandatory Policies:** Workers' Compensation and Umbrella/Excess Liability.
- A written **Quality Control Plan** and staffing schedule. .

**BACKGROUND CHECK** If applicable, the contractor shall certify that all personnel have successfully passed a criminal background check prior to assignment to Fresno EOC.

## EDUCATION AND EXPERIENCE

The Proposer must demonstrate substantial experience and qualifications, specifically:

- A minimum of **three (3) years** in business performing similar services.
- Demonstrated experience servicing **childcare facilities, schools, or large 501(c)(3) organizations** with complex funding structures.
- Proven track record of successful **managing high-volume floor maintenance (strip/wax/shampoo)**.



**REMEDIES IN THE EVENT OF A DEFAULT** Should Fresno EOC determine a contractor to be in contract default, the determination shall be final. In such an event, Fresno EOC may proceed with, but is not limited to:

1. Instructing the Contractor to immediately correct the deficiency.
2. Demanding a **Service Guarantee Credit**.
3. Terminating the contract.

## SECTION 3 - COST PROPOSAL

**GENERAL PRICING PHILOSOPHY** Fresno EOC is a cost-conscious nonprofit, but we are not obligated to select the firm with the lowest fee proposal. We prioritize "**Best Value**," which represents a weighted combination of price, reliability, quality, and administrative compliance. Pricing will be reviewed based on reasonableness for services provided, competitive market rates, and the clarity of the fee structure.

**ITEMIZED COST STRUCTURE** Proposers must provide a comprehensive price proposal that includes all anticipated costs. Fees must be typed or written in ink; no erasures or correction fluid is permitted. Please structure your financial response using the following categories:

- Implementation, professional services, setup, or data conversion costs.
- Specify if fees are annual, monthly, or per-unit (e.g., Per Employee Per Month or per-processing fees).
- Breakdown of individual modules, ancillary services, or specific flat-fee options.
- Itemized list of any expenses such as travel, filing fees, or research tools.

### PRICING ASSUMPTIONS & GUARANTEES

- State the specific period for which the proposed fees are guaranteed (e.g., 36 months or the entire initial contract term).
- Define any "not-to-exceed" percentage increases for renewal years. Requests for adjustments due to catastrophic market events must be supported by independent index data and approved in writing by the CFO.
- Clearly identify any fees paid to third-party vendors or partners.

**Contractor can choose to bid on some or all locations listed below:**

#### **AMOR- EHS**

121 Belmont  
Mendota, CA 93640

COST PER MONTH \$ \_\_\_\_\_

#### **BROOKS HEAD START**

1504 N. Weber  
Fresno, CA 93728

COST PER MONTH \$ \_\_\_\_\_

**CARUTHERS HEAD START**

Caruthers Elementary School  
2420 W. Clemenceau  
Caruthers, CA 93609  
COST PER MONTH \$ \_\_\_\_\_

**CEDARWOOD HEAD START**

2063 S. Cedar  
Fresno, CA 93702  
COST PER MONTH \$ \_\_\_\_\_

**CHILD DEVELOPMENT CENTER EHS**

1441 Divisadero  
Fresno, CA 93721  
COST PER MONTH \$ \_\_\_\_\_

**CITRUS HEAD START**

Citrus Elementary School  
112 4<sup>th</sup> Street  
Orange Cove, CA 93646  
COST PER MONTH \$ \_\_\_\_\_

**CLOVIS HEAD START**

510 Barstow,  
Clovis, CA 93612  
COST PER MONTH \$ \_\_\_\_\_

**ERIC WHITE (EHS)**

2751 Fig Street  
Selma, CA 93662  
COST PER MONTH \$ \_\_\_\_\_

**FIREBAUGH**

Firebaugh Head Start  
1900 Saipan Ave  
Firebaugh, CA 93622  
COST PER MONTH \$ \_\_\_\_\_

**FRANKLIN Head Start (Auditorium and Offices only)**

1189 Martin St.  
Fresno, CA 93706  
COST PER MONTH \$ \_\_\_\_\_

**HURON HEAD START**

16641 Palmer  
Huron, CA 93234  
COST PER MONTH \$ \_\_\_\_\_

**JEFFERSON HEAD START**

Jefferson Elementary School  
1240 E. Washington St.  
Reedley, CA 93654  
COST PER MONTH \$ \_\_\_\_\_

**KERMAN HOME BASED SATELLITE**

719 Madera AVE,  
Kerman, CA 93630  
COST PER MONTH \$ \_\_\_\_\_

**LA COLONIA HEAD START**

13660 E. Manning Ave. Ste.101  
Parlier, CA 93648  
COST PER MONTH \$ \_\_\_\_\_

**MADISON HEAD START**

Madison Elementary School  
388 S. Brawley  
Fresno, CA 93706  
COST PER MONTH \$ \_\_\_\_\_

**MENDOTA HEAD START**

Mendota Farm Labor Bldg.  
295 W. Tuft  
Mendota, CA 93640  
COST PER MONTH \$ \_\_\_\_\_

**MOSQUEDA HEAD START**

4676 E. Butler,  
Fresno, CA 93702  
COST PER MONTH \$ \_\_\_\_\_

**PINEDALE HEAD START**

7171 N. Sugar Pine Ave,  
Fresno, CA 93650  
COST PER MONTH \$ \_\_\_\_\_

**RAMACHER**

710 N. Hughes  
Fresno, CA 93728

COST PER MONTH \$ \_\_\_\_\_

**RICHARD KEYES HEAD START**

1620 W. Fairmont  
Fresno, CA 93705

COST PER MONTH \$ \_\_\_\_\_

**ROOSEVELT HEAD START**

1701 Alton Street  
Selma, Ca. 93662

COST PER MONTH \$ \_\_\_\_\_

**SAN JOAQUIN HEAD START**

San Joaquin Elem. School  
8535 S. Ninth  
San Joaquin, CA 93660

COST PER MONTH \$ \_\_\_\_\_

**SANGER HEAD START**

Iglesia La Roca  
3037 N. Orchid  
Sanger, CA 93657

COST PER MONTH \$ \_\_\_\_\_

**SANGER HOME BASED**

1101 E. Annadale Suite 101  
Sanger, CA 93657

COST PER MONTH \$ \_\_\_\_\_

**SEQUOIA HEAD START**

First Congregational Church  
2121 N. Van Ness  
Fresno, CA 93704

COST PER MONTH \$ \_\_\_\_\_

**NORTH FRESNO HOME BASED SATELLITE**

4273 W. Richert Suites 107 & 108  
Fresno, CA 93722

COST PER MONTH \$ \_\_\_\_\_

**WASHINGTON HEAD START**

Washington Elem. School

1420 Second St.

Selma, CA 93662

COST PER MONTH \$ \_\_\_\_\_

**WILSON HEAD START**

Wilson Elem. School

1325 Stillman

Selma, CA 93662

COST PER MONTH \$ \_\_\_\_\_

**HEAD START WAREHOUSE**

Fresno EOC Warehouse (Daily)

5244 E. Pine

Fresno, CA 93727

COST PER MONTH \$ \_\_\_\_\_

## SECTION 4 - RFP RESPONSE CONTENT

**SUBMISSION DEADLINE AND LOGISTICS** To be considered for evaluation, qualified firms must submit their proposal in **both** digital and hard copy formats by **[Enter Date] at 2:00 PM (Pacific)**. Proposals received after this deadline will be time-stamped and returned unopened.

- A. Digital Submission: Submit one (1) electronic copy in PDF format.
  - **Email To:** [augie.quiroz@fresnoeoc.org](mailto:augie.quiroz@fresnoeoc.org)
  - **Subject Line:** RFP # 2026.04.10A Head Start
- B. Hard Copy Submission: Submit two (2) printed copies in a sealed envelope. One copy must be clearly marked "**ORIGINAL**".
  - **Address to:** Request for Proposal – **Head Start 0 to 5 Janitorial Services**  
Attn: **Augie Quiroz Fresno EOC Facilities Director**  
Fresno Economic Opportunities Commission  
1920 Mariposa St, Suite 200  
Fresno, CA 93721

**PROPOSAL CONTENT AND ORGANIZATION** Proposers must respond to all information requested. Brochures or advertisements are not acceptable substitutes. Your submission must include the following documents in the order listed:

1. **Cover Letter**
2. **Proposal Authorization Signature Page** (See Section 5)
3. **Identification Sheet** (See Section 5)
4. **Conflict of Interest Disclosure Form** (See Section 5)
5. **Non-Collusion Affidavit** (See Section 5)
6. **Licensing Form & Proof of Business License** (See Section 5)
7. **Technical Proposal** (Addressing all Section 2 requirements)
8. **Proof of Insurance** (Reflecting the limits required in Section 2)
9. **W-9 Form**
10. **Cost Proposal** (Itemized as per Section 3)
11. **References Form** (Minimum of 3 similar contracts)
12. **Statement of Acceptance or Exceptions** to Attachment A (Sample Contract)

**EVALUATION AND GRADING CRITERIA** A review panel will analyze all proposals for cost, compliance, and quality. Fresno EOC reserves the right to negotiate based on the written proposal without further discussion.

**PHASE 1: MINIMUM REQUIREMENTS (Pass/Fail)** Proposers will be immediately disqualified if they fail to provide:

- Properly completed and submitted proposal documents.
- Proof of a valid California Business License.
- A valid certificate of insurance (must include both CGL and Automobile Liability).

**PHASE 2: TECHNICAL EVALUATION (100 Points Max)** Proposals passing Phase 1 will be scored as follows:

Evaluation Category	Criteria	Max Points	Score
Qualifications	Firm Structure and Experience	10	
	501(c)(3) Nonprofit Experience and References	10	
Service Approach	Understanding of Services, Methodology, Responsiveness	30	
Capacity and Capabilities	Service Team (Experience, Certifications, Availability)	10	
	Technological Capabilities and Resources	10	
Price	Proposed Fee Structure and Pricing	30	
<b>Total</b>		<b>100</b>	



**SECTION 5 – SUBMISSION FORMS**

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## 5.1 PROPOSAL AUTHORIZATION & SIGNATURE PAGE

*RESPONDENT TO COMPLETE AND RETURN WITH PROPOSAL*

The undersigned, having carefully read and examined this RFP, and being familiar with all the conditions applicable to the work for which this proposal is submitted, hereby agrees to provide all necessary software, hardware, labor, and services in accordance with the proposal documents for the amounts quoted herein.

**By signing below, the Proposer certifies that:**

1. They have the availability of the required equipment and personnel to meet the implementation deadlines.
2. If accepted, they will execute a signed contract based on the terms in Attachment A within five (5) business days after the contract is presented by Fresno EOC
3. The proposal shall remain valid for a period of ninety (90) days from the submission deadline.
4. They acknowledge the "Termination for Convenience" and "Data Portability" requirements as essential conditions of this RFP.

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

**Authorized Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

## 5.2 IDENTIFICATION SHEET

RESPONDENT TO COMPLETE AND RETURN WITH PROPOSAL

### Company Information

- Legal Name of Firm: \_\_\_\_\_
- Corporate Address: \_\_\_\_\_
- City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_
- Years in Business: \_\_\_\_\_ Total Number of Employees: \_\_\_\_\_

### Primary Contact for this RFP

- Name: \_\_\_\_\_ Title: \_\_\_\_\_
- Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

## CONFLICT OF INTEREST DISCLOSURE FORM

RESPONDENT TO COMPLETE AND RETURN WITH PROPOSAL

**Background:** Fresno EOC maintains a high standard of integrity in its procurement process. Bidders must disclose any actual, potential, or perceived conflicts of interest. This includes any working relationships or financial interests that may be perceived by disinterested parties as a conflict.

**1. Financial Interest:** Does your firm, its officers, or any key personnel assigned to this project have a financial interest in Fresno EOC or any of its affiliate entities?

- NO
- YES (If yes, please describe): \_\_\_\_\_

**2. Relationships:** To the best of your knowledge, are there any Fresno EOC Commissioners, officers, or employees who are also employees, officers, or owners of your firm?

- NO
- YES (If yes, please describe): \_\_\_\_\_

**3. Former Employees:** Does your firm employ any individual who has been an employee of Fresno EOC within the past twelve (12) months?

- NO
- YES (If yes, please describe): \_\_\_\_\_

**4. Perception of Conflict:** Are there any other relationships (professional or personal) that could be perceived as a conflict of interest regarding the services outlined in this RFP?

- NO
- YES (If yes, please describe): \_\_\_\_\_

**Certification:** The undersigned, an authorized representative of the Proposer, hereby certifies that the information provided above is true and complete to the best of their knowledge. If no potential conflicts are identified, the Proposer explicitly states so by signing below.

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

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

**NON-COLLUSION AFFIDAVIT**

*RESPONDENT TO COMPLETE AND RETURN WITH PROPOSAL*

The undersigned declares:

I am the \_\_\_\_\_ (Title) of \_\_\_\_\_ (Company Name), the party making the foregoing bid.

The bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The bid is genuine and not collusive or sham. The bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid. The bidder has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or to refrain from bidding.

The bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder.

All statements contained in the bid are true. The bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, to effectuate a collusive or sham bid, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the bidder.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on:

Date: \_\_\_\_\_ at \_\_\_\_\_ (City), \_\_\_\_\_ (State).

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

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

## 5.5 LICENSING & COMPLIANCE CERTIFICATION

*RESPONDENT TO COMPLETE AND RETURN WITH PROPOSAL*

By submission of a proposal, the Proposer attests to having possession of a duly issued valid business license issued by the State of California. Failure to provide the required documentation may result in disqualification.

**1. State of California Business License No.:** \_\_\_\_\_

**2. Professional Certifications:** Please list any certifications held by the primary project leads:

\_\_\_\_\_

\_\_\_\_\_

## 5.6 REFERENCES SHEET

RESPONDENT TO COMPLETE AND RETURN WITH PROPOSAL

Please list three (3) clients for whom your firm has provided similar services within the last three (3) years. Per Section 2, preference is given to 501(c)(3) non-profit organizations with complex grant-funding structures.

### Reference 1 (Primary)

- Organization Name: \_\_\_\_\_
- Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_
- Phone: \_\_\_\_\_ Email: \_\_\_\_\_
- Contract Dates: \_\_\_\_\_ to \_\_\_\_\_ No. of Employees: \_\_\_\_\_

### Reference 2

- Organization Name: \_\_\_\_\_
- Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_
- Phone: \_\_\_\_\_ Email: \_\_\_\_\_
- Contract Dates: \_\_\_\_\_ to \_\_\_\_\_ No. of Employees: \_\_\_\_\_

### Reference 3

- Organization Name: \_\_\_\_\_
- Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_
- Phone: \_\_\_\_\_ Email: \_\_\_\_\_
- Contract Dates: \_\_\_\_\_ to \_\_\_\_\_ No. of Employees: \_\_\_\_\_

**5.7 STATEMENT OF ACCEPTANCE OR EXCEPTIONS TO ATTACHMENT A RESPONDENT TO COMPLETE AND RETURN WITH PROPOSAL**

*RESPONDENT TO COMPLETE AND RETURN WITH PROPOSAL*

Proposers must check one of the following boxes:

**Acceptance:** The Proposer has reviewed **Attachment A (Contract Services Agreement)** and agrees to execute a contract based on those terms without exception.

**Exceptions:** The Proposer has reviewed **Attachment A** and requests the following modifications (list specific paragraph numbers and proposed alternative language below):

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