

SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT

REQUEST FOR QUOTATION (RFQ)

Q2026-04

Temporary Employment Services

South Coast Air Quality Management District (South Coast AQMD) requests proposals for the following purpose according to terms and conditions attached. In the preparation of this Request for Qualifications (RFQ) the words "Proposer," "Contractor," and "Consultant," "Bidder" and "Firm" are used interchangeably.

PURPOSE

The purpose of this RFQ is to solicit and qualify temporary employment services agencies (hereinafter referred to as Agency or Agencies) capable of providing temporary employment services for South Coast AQMD. Agencies selected through this process will be placed on a list of prequalified agencies that may be called upon to provide temporary employment services in a number of areas. This process is designed to ensure South Coast AQMD uses prequalified, dependable, and cost-effective temporary employment service providers when temporary workers are needed. This list will be active for a three-year period, from July 1, 2026, through June 30, 2029.

INDEX - The following are contained in this RFQ.

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SECTION I: BACKGROUND/INFORMATION/SCHEDULE OF EVENTS

South Coast AQMD is a regional governmental agency responsible for meeting air quality health standards in Orange County and parts of Los Angeles, Riverside and San Bernardino counties. South Coast AQMD is open four 10-hour days, Tuesday through Friday, from 7:00 a.m. to 5:30 p.m. Most employees work a 4/10 schedule at our headquarters office in Diamond Bar, California, although South Coast AQMD has many field personnel whose jobs require travel to various locations within the four-county region served.

South Coast AQMD periodically needs temporary workers for limited-term assignments, or to meet special workload needs, primarily in four categories: Office/Clerical, Field/Technical, Laboratory Support, and Information Technology.

South Coast AQMD guarantees no minimum level of work for any Agency on the list of pre-qualified agencies.

Agencies wishing to be prequalified to provide temporary workers to South Coast AQMD must respond to this RFQ, meet all requirements for RFQ submission, be successful in the evaluation process, and be approved in June 2026, in order to be placed on the list of prequalified vendors from which South Coast AQMD will purchase temporary employment services during the three-year period from **July 1, 2026**, through **June 30**,

2029.

SOUTH COAST AQMD CONTACT PERSONS:

Questions regarding the content or intent of this RFQ or on procedural matters should be addressed to:

Administrative:	Technical:
Procurement Unit	Rukaiya Munir, Administrative Assistant- Human Resources
South Coast Air Quality Management District	South Coast Air Quality Management District
21865 Copley Drive	21865 Copley Drive
Diamond Bar, CA 91765	Diamond Bar, CA 91765
909-396-3520	909-396-2195
	rmunir@aqmd.gov

SCHEDULE OF EVENTS

DATE	EVENT
March 6, 2026	RFQ Released
April 7, 2026	RFQ Responses Due to South Coast AQMD – No Later Than 2:00 p.m.
April 7 – May 7, 2026	Proposal Evaluations
June 6, 2026	Approval of Qualified Agencies
July 1, 2026	Commencement of 3-Year Prequalified Agency List

Please note that South Coast AQMD is closed on Monday and cannot receive bid submittals accordingly.

SECTION II: PARTICIPATION IN THE PROCUREMENT PROCESS

It is the policy of South Coast AQMD to ensure that all businesses including minority business enterprises, women business enterprises, disabled veteran business enterprises and small businesses have a fair and equitable opportunity to compete for and participate in South Coast AQMD contracts. Attachments B and C to this RFQ contains definitions and further information.

SECTION III: RESPONSE SUBMITTAL REQUIREMENTS

QUOTES - All quotes must be submitted according to specifications set forth in this RFQ.

SIGNATURE- Quotes must be signed by an authorized representative of the vendor.

DUE DATE - **Four (4) complete copies of the quotes must be submitted.** Quotes must be typewritten and submitted in a sealed envelope, plainly marked in the upper, left-hand corner with the name and address of the vendor with the words, "Request for Quotation Q2026-04". It should be addressed to:

Procurement Unit
South Coast Air Quality Management District
21865 Copley Drive
Diamond Bar, CA 91765

Quotes are due no later than 2:00 p.m. on April 7, 2026. Any corrections or resubmissions of the quote will not be sufficient reason to extend the deadline.

No late quotations will be accepted under any circumstances.

Grounds for rejection: A quote may be rejected if:

1. It is not prepared in the format described, or
2. It is signed by an individual not authorized to represent the firm.

FORMAT - the content and format of the quote will adhere to the specifications listed below. Failure to follow this format may result in quote disqualification.

1. The name and address of the vendor must be typed on the title page of the RFQ. An authorized signature is also required.
2. Include completed documents contained in Certifications and Representations attachment.
3. Submit four (4) complete copies of the RFQ response.

Submitted proposals must follow the format outlined below and all requested information must be supplied. Failure to submit proposals in the required format will result in elimination from proposal evaluation. South Coast AQMD may modify the RFQ or issue supplementary information or guidelines during the proposal preparation period prior to the due date. Please check our website for updates (<http://www.aqmd.gov/grants-bids>). The cost for developing the proposal is the responsibility of the Agency and shall not be chargeable to South Coast AQMD.

All responses must be submitted in the format specified in this section, be responsive to each item, and include all of the required attachments, as follows:

A. Cover Letter – This section must include the following:

1. The Agency's name, headquarters address, telephone number, fax number, and e-mail address.
2. The name, title, original signature, and telephone number of the person or persons authorized to represent the Agency.

B. Table of Contents

C. Primary Contact Information – This section must include the following:

1. The address and telephone number of the office nearest to Diamond Bar, California, from which service to South Coast AQMD will be provided.
2. The name, title, direct telephone number, fax number, and e-mail address of the Agency representative who will serve as the primary contact person with South Coast AQMD.

D. Agency Qualifications

1. The length of time your Agency has been in the business of providing temporary services.
2. Qualifications of Agency staff who will be providing temporary workers and related services.
3. The size of the overall Agency's regular workforce (do not include temporary workers provided to clients).
4. The types of workers provided.
5. Examples of clients served.

6. A description of Agency's processes for recruiting, screening, referring, and supervising temporary workers.
7. Processes used to assess or verify education, skills and abilities, and other required qualifications of temporary workers.
8. Processes for documenting temporary workers' legal right-to-work status.
9. Processes for securing and providing reference checks on temporary workers referred.
10. Processes used to conduct criminal background checks, if required.
11. Overtime provisions covering temporary workers, including a description of the conditions under which overtime is required for workers assigned to an alternative work week with a 4/10 schedule (typically, Tuesday through Friday, 7:00 a.m. to 5:30 p.m.).
12. Agency billing and auditing procedures.
13. Any benefits and services provided by the Agency to its temporary workers.
14. Measures Agency takes to ensure compliance with employment law, FLSA, non-discrimination, and other relevant federal and State laws pertaining to temporary workers.
15. Legal resources employed or used by your Agency for advice and counsel on compliance with all federal and State legal requirements, as well as liability and other legal matters.

E. Cost Proposal – Cost information must be provided and enumerated in your response, as below:

1. Categories of Workers – State which of the four categories of temporary workers, described in Section V, the Agency is experienced with and proposes to provide:
 - Office/Clerical
 - Field/Technical
 - Laboratory Support
 - Information Technology
2. Mark-Up Charged for Workers Provided – State the mark-up percentage that South Coast AQMD would be charged on top of the hourly pay rate to the temporary worker, by category (calculated by dividing the bill rate by the pay rate, minus 1.00). Note: South Coast AQMD reserves the right to select Agencies based upon the most competitive mark-up rates quoted.
3. Mark-Up Percentage for Payrolled Workers – The mark-up rate is fixed at 20% for payrolling a temporary worker in any and all categories. The mark-up rate for "payrolling" is lower than the regular rate, reflecting the fact that Agency does not incur the usual up-front costs associated with recruiting, screening, certifying, and marketing workers to South Coast AQMD. Note: South Coast AQMD reserves the right to select Agencies based upon the most competitive mark-up rates quoted.
4. Certification that Mark-Up Rates Will Not Increase During the Three-Year Term Addressed in this RFQ – State that Agency understands and agrees that the mark-up rates proposed will constitute the maximum mark-up rates Agency will charge, and South Coast AQMD will pay, during the three years covered by this prequalification, if Agency is placed on South Coast AQMD's list of prequalified providers of temporary service workers.
5. Other Costs – List any other proposed costs to South Coast AQMD that are not addressed above. Note: South Coast AQMD reserves the right to select Agencies based upon the most competitive cost factors quoted.

F. Other Documentation Required in Support of Agency Qualifications — Agencies that fail to provide and attach the following documentation will automatically be disqualified from further consideration.

1. **Temporary Employment Services Agreement (Attachment C)** – This Agreement states the terms and conditions of provision of temporary employment services to South Coast AQMD. Agreement to these terms and conditions must be acknowledged by the signature of a duly authorized representative of the Agency. If selected as a prequalified agency to provide temporary employment services, a fully executed Agreement will be sent.
2. **Certifications and Representations (Attachment D)** – All applicable portions of the Certifications and Representations must be completed and signed by the duly authorized representative of Agency.
3. **References** – A representative list of at least six to 10 current clients, including governmental clients, if any. For each client, names, job titles, telephone numbers and e-mail addresses of persons who may be contacted for references on Agency.
4. **Copies of all written agency policies or guidelines** that are in place to ensure compliance with all relevant employment law AND a description of the measures Agency takes to ensure compliance with employment, FLSA, antidiscrimination and all other relevant federal and State laws and regulations.
5. **Certificate of Workers' Compensation Coverage** – Proposers must furnish a statement and attach evidence in the form of a current certificate, that current workers' compensation insurance is in place for all Agency employees provided as temporary workers, in accordance with either California or other applicable statutory requirements, and assurance that such insurance coverage will be maintained in full force at all times when doing business with South Coast AQMD.
6. **Certificate of General Liability Insurance** – Proposers must furnish a statement, and attach evidence in the form of a current certificate, that the agency has current commercial general liability insurance (and assurance that such insurance coverage will be maintained in full force at all times when doing business with South Coast AQMD) with limits of at least one million dollars (\$1,000,000) per occurrence or, for positions which might require use of the temporary worker's personal vehicle, liability insurance with a combined single limit (commercial general and automotive liability) of at least one million dollars (\$1,000,000). Before providing temporary workers to South Coast AQMD, South Coast AQMD must receive verification that it has been named as an additional insured on any such liability policies, including the appropriate endorsement page. In addition, South Coast AQMD requires proof of Agency insurance covering temporary workers assigned to positions which require driving. Only those firms that provide the automobile coverage described above will be able to bid on temporary assignments which require driving on South Coast AQMD business.
7. **Any brochures** or other information you feel would be relevant to this RFQ.

NOTE: If the proposal fails to include all required information, as detailed in Section III, it will NOT advance to the next step of the evaluation process and will be REMOVED from consideration.

SECTION IV: REQUIRED AGENCY QUALIFICATIONS

Agencies competing in this process must possess several years of experience, be financially sound, have excellent related references and credentials, perform work locally, and be willing to accept standard government billing and payment practices.

In that regard, South Coast AQMD expects the Agency to ensure that temporary workers referred for

consideration are employed by the Agency in complete compliance with all relevant federal and State laws and regulations and will:

- A. Have had their personal identity and right-to-work status verified and documented as either a US citizen, resident alien, or as a person who otherwise has the legal right to work in the United States, as required by federal regulations. Workers who are here in the United States on a visa are to have their current visa status verified, and that visa must authorize the worker to work full-time for the anticipated duration of the temporary assignment. (F-1 visa holders are not authorized to work full time, for example, and should not be referred.)
- B. Administer appropriate skills testing and will verify any education, training, skills or experience claimed by temporary workers through examination of appropriate documentation or any other available information, prior to referral to South Coast AQMD. Upon South Coast AQMD selection of a candidate, Agency will perform reference checks and verify education claimed through actual examination of official documentation (such as an original school transcript). Foreign degrees or core coursework required that was earned outside the U.S. must be evaluated for equivalency to that of an accredited U.S. college or university, by an agency certified to perform such services, in order for the foreign education to be accepted as qualifying.
- C. Upon South Coast AQMD's request, for some information technology-related assignments, conduct a criminal background check of misdemeanor or felony convictions on selected candidates. Results must be received and verified prior to assignment start date. Convictions that have no direct nexus to trust issues and the nature of the work to be performed in the temporary work assignment will not preclude consideration of a candidate for selection.

SECTION IV: QUALIFICATION EVALUATION AND SELECTION CRITERIA

- A. Proposals will be evaluated by a panel of three to five South Coast AQMD staff members familiar with the subject matter of the project. The panel shall be appointed by the Executive Officer or his designee. In addition, the evaluation panel may include such outside public sector or academic community expertise as deemed desirable by the Executive Officer. The panel will make a recommendation to the Executive Officer and/or the Governing Board of South Coast AQMD for final selection of a prequalified list of vendors.
- B. Each member of the evaluation panel shall be accorded equal weight in his or her rating of proposals. Panel members shall evaluate proposals according to the specified criteria and numerical weightings set forth below. A score at or above 75 for Standardized Services is required to advance in the evaluation process and receive Additional Points.

1. Proposal Evaluation Criteria

a. Standardized Services

	<u>Points</u>
Responsiveness to the RFQ	30
Agency Qualifications	40
Cost Proposal*	30
TOTAL:	100

*Points for the Cost Proposal will be assigned based upon the proposed standard mark-up rates.

- C. During the selection process, the evaluation panel may wish to interview some proposers for clarification purposes only. No new material will be permitted at this time. Additional information

provided during the bid review process is limited to clarification by the Proposer of information presented in his/her proposal, upon request by South Coast AQMD.

- D. Selection will be made based on the above-described criteria and rating factors. The selection will be made by and is subject to Executive Officer or Governing Board approval. Proposers may be notified of the results by letter.
- E. The Governing Board has approved a Bid Protest Procedure which provides a process for a Bidder or prospective Bidder to submit a written protest to the South Coast AQMD Procurement Manager in recognition of two types of protests: Protest Regarding Solicitation and Protest Regarding Award of a Contract. Copies of the Bid Protest Policy can be secured through a request to the South Coast AQMD Procurement Department.
- F. The Executive Officer or Governing Board intends to award approved provider status to more than one proposer.
- G. Disposition of Proposals – Pursuant to the South Coast AQMD’s Procurement Policy and Procedure, South Coast AQMD reserves the right to reject any or all proposals. All proposals become the property of South Coast AQMD, and are subject to the California Public Records Act. One copy of the proposal shall be retained for South Coast AQMD files. Additional copies and materials will be returned only if requested and at the proposer’s expense.

Disabled Veteran Business Enterprises (DVBE’s), Small Businesses, Zero or Near-Zero Emission Vehicle Businesses, Off-Peak Hours Delivery Businesses, Local Businesses and businesses offering the South Coast AQMD most favored customer pricing status, meeting the definitions contained in Attachments B and C of this RFQ shall be granted a preference in an amount equal to the percentage listed below of the lowest cost responsive quote (preference percentage points):

Small Business or Small Business Joint Venture	5%
DVBE or DVBE Joint Venture	5%
Zero or Near-Zero Emission Vehicle Business	5%
Local Business (Non-EPA Funded Projects only)	2%
Off-Peak Hours Delivery Business	2%
Most Favored Customer Pricing Status	2%

To receive additional preference percentage points in the evaluation process for the categories of Small Business or Small Business Joint Venture, DVBE or DVBE Joint Venture or Local Business (for non-EPA funded projects), the bidder must submit a self-certification at the time of quotation submission certifying that the bidder meets the requirements set forth Attachments B and C. To receive preference percentage points for the use of DVBE and/or Small Business subcontractors, at least 25 percent of the total contract value must be subcontracted to DVBEs and/or Small Businesses. To receive preference percentage points as a Zero or Near-Zero Emission Vehicle Business, the bidder must demonstrate to the Executive Officer, or designee, that supplies and materials delivered to South Coast AQMD are delivered in vehicles that operate on clean-fuels. To receive percentage points as a Local Business, the bidder must affirm that it has an ongoing business within the South Coast AQMD at the time of the bid/quotation submittal and that 90% of the work related to the contract/purchase order will be performed in the South Coast AQMD. Federally funded projects are not eligible for local business percentage points. To receive preference percentage points as an Off-Peak Hours Delivery Business, the proposer must submit, at quotation submission, certification of its commitment to delivering supplies and materials to South Coast AQMD between the hours of 10:00 a.m. and 3:00 p.m. Businesses offering Most Favored Customer status shall be granted a preference in an amount equal to 2 percent of the lowest cost responsive bid. The cumulative preference percentage points awarded for Small Business, DVBE, use of Small Business or DVBE Subcontractors, Local Business, Zero or Near-Zero Vehicle Business and Off-Peak Hour Delivery Business shall not exceed 15 preference percentage points.

Specify Yes/No next to the applicable categories as they pertain to price and delivery of the item(s) on this RFQ only. In order to receive eligible business preference/percentage points, vendor must complete this section:

Disabled Veteran Business Enterprise	___	Local Business*	_____
Disabled Veteran Business Enterprise	___	Zero or Near-Zero Vehicle	_____
Joint Venture	___	Business**	_____
		Off-Peak Hours Delivery	_____
Small Business	___	Business	_____
		Most Favored Customer Pricing	_____
Small Business Joint Venture	___	Status	_____

*Local business preference will be awarded to eligible vendors when procurements are not funded in whole or in part by federal grant funds.

**If you answered “yes” for above Zero or Near-Zero Emission Vehicle Business, complete section below. Check the type of vehicle that qualifies your business as a Zero or Near-Zero Emission Vehicle Business in conducting deliveries to South Coast AQMD. If a common carrier is used, please list the carrier name. This information is subject to verification.

Type of Zero or Near-Zero Emission Vehicle:	Check Vehicle Type	Name of Common Carrier (if applicable)
Electric Powered Vehicle		
Compressed Natural Gas (CNG) Powered Vehicle		
Liquefied Natural Gas (LNG) Powered Vehicle		
Liquefied Petroleum (LPG) Powered Vehicle		
Ethanol Powered Vehicle		
Methanol Powered Vehicle		
Hydrogen Powered Vehicle		

The Procurement Section will be responsible for monitoring compliance of suppliers awarded purchase orders based upon use of low-emission vehicles or off-peak traffic hour delivery commitments through the use of vendor logs which will identify the contractor awarded the incentive. The purchase order shall incorporate terms which obligate the supplier to deliver materials in low-emission vehicles or deliver during off-peak traffic hours. The Receiving department will monitor those qualified supplier deliveries to ensure compliance to the purchase order requirements. Suppliers in non-compliance will be subject to a two percent of total purchase order value penalty. The Procurement Manager will adjudicate any disputes regarding either low-emission vehicle or off-peak hour deliveries.

The Governing Board has approved a Bid Protest Procedure which provides a process for a bidder or prospective bidder to submit a written protest to South Coast AQMD Procurement Manager in recognition of two types of protests: Protest Regarding Solicitation and Protest Regarding Award of a Contract. Copies of the Bid Protest Policy can be secured through a request to South Coast AQMD Procurement Department.

If quotations submittal is for a Public Works project as defined by State of California Labor Code Section 1720, bidder is required to include Contractor Registration No. in Attachment
Quotation submittal will be deemed as non-responsive and bidder may be disqualified if Contractor Registration No. is not included in Attachment D. Bidder is alerted to changes to California Prevailing

Wage compliance requirements as defined in Senate Bill 854 (Stat. 2014, Chapter 28) and California Labor Code Sections 1770, 1771, 1725.5, 1777, 1813 and 1815.

**REQUEST FOR QUOTATION (RFQ) FOR TEMPORARY
EMPLOYMENT SERVICES**

TO: South Coast Air Quality Management District
21865 Copley Drive
Diamond Bar, CA 91765 Attention:

Procurement Manager

The undersigned, having carefully examined South Coast AQMD's specifications attached hereto, hereby proposed and agrees to the conditions stated in this quotation. If this quote is accepted by South Coast AQMD, the undersigned agrees to the conditions as stated.

Company Name _____

Company Address _____

Authorized by _____
(print name)

Authorized Signature _____

Title _____

Telephone No. _____ Fax No. _____

Contact Email Address: _____

**NOTE: FOUR (4) COMPLETE COPIES OF RFQ RESPONSE MUST BE SUBMITTED.
REQUEST FOR QUOTATION Q2026-04 AND STATEMENT OF WORK
SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT**

REQUEST FOR QUOTATION (RFQ) FOR TEMPORARY EMPLOYMENT SERVICES AND STATEMENT OF WORK

Q2026-04

April 7, 2026 (Bid Closing Date)

GENERAL

These specifications cover the requirements of the South Coast Air Quality Management District (South Coast AQMD) for Temporary Employment Services to ensure South Coast AQMD uses prequalified, dependable, and cost-effective temporary employment service providers when temporary workers are needed.

VENDOR QUALIFICATIONS

The Agency must demonstrate experience in providing temporary staffing services and maintain a qualified internal workforce responsible for recruiting, screening, referring, and supervising temporary workers. The Agency shall identify the size of its regular workforce, the types of workers provided, and examples of clients served. The Agency must have established processes for verifying education, skills, legal right-to-work status, references, and conducting criminal background checks when required, as well as clear overtime, billing, and auditing procedures. The Agency must also describe benefits offered to temporary workers and demonstrate compliance with FLSA, non-discrimination, and all applicable federal and state employment laws, supported by appropriate legal resources.

SERVICES TO BE FURNISHED BY THE VENDOR

The vendor shall provide with the analyzer the following:

1. Provide South Coast AQMD temporary worker referrals for any (or all) of the categories below.
 - **Office/Clerical**
 - **Field/Technical**
 - **Laboratory Support**
 - **Information Technology**

PAYMENT:

Payment will be made within thirty (30) days of being invoiced.

STATEMENT OF WORK

- A. South Coast AQMD seeks to fill its temporary, limited-term assignments quickly, with appropriately screened and well-qualified temporary workers, through responsible and reputable agencies that provide responsive services in a cost-effective manner.
- B. **Categories of Temporary Workers Needed** – As vacancies arise, job orders requesting bids and referrals will be sent to agencies that have been preapproved for use. As a result of the RFQ evaluation, agencies may be approved to provide temporary worker referrals for any (or all) of the categories below. Occasional needs for other types of temporary workers will also be filled through our pre-qualified provider list, whenever possible.
 1. **Office/Clerical** – General clerical support, including the use of Microsoft Office Suite (particularly Word, Excel, Outlook, and Access) to prepare reports, correspondence and other written documents, perform data entry, maintain databases, scan files, and perform other office support functions, such as

answering telephones, maintaining files, screening mail, and other relevant tasks that require computer skill, accuracy, careful attention to detail, and a commitment to customer service.

2. **Field/Technical** – Field instrument technician duties, including operating and maintaining a variety of electronic and mechanical air sampling instruments at remote sampling sites, collecting and reviewing data from sampling devices, performing calibration checks and minor repairs on equipment, assisting in setting up and relocating sampling equipment at remote field sites, and performing related duties. (Note: These assignments require significant core college coursework in related fields and Agencies will have to certify to South Coast AQMD that referrals possess education claimed through examination of appropriate documentation or any other available information, prior to referral to South Coast AQMD. Additionally, most field workers are required to drive their personal vehicle while on duty and must be indemnified by Agency for driving while on assignment).
 3. **Laboratory Support** - Analysis of air samples by various instrumental and manual methods, performing calculations to determine concentrations of pollutants, preparing laboratory reports on analyses, describing methods and procedures used, preparing summaries of test conclusions, calibrating and repairing laboratory instruments used in analyses, assisting in developing and modifying analytical techniques and instrumentation for solving chemical analysis problems, and performing related work. (Note: These assignments require significant core college coursework or, in some cases, a bachelor's degree in a related field, and Agencies will have to certify to South Coast AQMD that referrals possess education claimed through examination of appropriate documentation or any other available information, prior to referral to South Coast AQMD).
 4. **Information Technology** – Serving as trouble-shooter on the Help Desk, working as a computer operator, network administrator, hardware technician, or performing various systems analysis and programming duties.
- C. **Selection Process** – Temporary workers referred by prequalified Agencies to South Coast AQMD will be selected on the basis of:
1. **Job Match** – the fit between the job skills and experience of temporary workers referred and the requirements/duties of the temporary assignment.
 2. **Cost to South Coast AQMD** – the bill rate and mark-up percentage
 3. **Quality of References, Including the Agency's Service Record with South Coast AQMD** – Agency's ability to respond quickly, handle customer service issues effectively, and effectively manage its responsibilities as an employer (i.e., observance of lawful employment practices, completeness of referrals pursuant to requirements in job orders placed, issuance of timely and accurate paychecks to employees, providing timely proof of current liability and Workers' Compensation coverage, etc.).
- D. **Status of Agency's Temporary Workers** – Temporary workers provided by the Agency shall be considered employees of the Agency and shall in no sense be considered employees or agents of South Coast AQMD, nor shall they be entitled or eligible to participate in any benefits, privileges, or plans given or extended by South Coast AQMD to its employees. The Agency has full responsibility for meeting any and all requirements, legal and otherwise, as the employer of any temporary workers provided to South Coast AQMD.
- South Coast AQMD will not pay a fee if an Agency employee files an application, competes successfully, and is hired into a South Coast AQMD position, as this would be contrary to South Coast AQMD's employment practices.
- E. **Payrolling Temporary Workers** – South Coast AQMD occasionally identifies potential temporary workers who have the specialized background and skills needed for a limited-term assignment. In such cases, South Coast AQMD may "payroll" that person through one of the prequalified agencies. The markup rate is fixed at 20% for payrolling a temporary worker.

ATTACHMENT A

TERMS AND CONDITIONS

1. Cash Discount Cash discount period will be computed either from the date of delivery and acceptance of the goods ordered or the date of receipt of correct and proper invoices, prepared in accordance with the terms of the purchase order, whichever is later.
2. Sales or Use Taxes Unless otherwise definitely specified, the prices quoted herein do not include sales or use taxes.
3. Transportation Charges No charges for transportation, unloading, containers, packing, etc., will be allowed unless specified in vendor's quotation.
4. Infringement Indemnity Vendor shall defend at its expense any suit against South Coast Air Quality Management District (South Coast AQMD) based on a claim that any item furnished under this agreement or the normal sale thereof infringes any United States Letters Patent or copyright and shall pay costs and damages finally awarded in any such suit provided Vendor is notified in writing of the suit and given authority, information, and assistance at Vendor's expense for defense of same if the use of said item is enjoined as a result of such suit. Vendor at no expense to District shall obtain for South Coast AQMD the right to use and sell said item or shall substitute an equivalent item acceptable to South Coast AQMD and extend this patent indemnity thereto.
5. Force Majeure Neither South Coast AQMD nor Vendor shall be liable or deemed to be in default for any delay or failure in performance under this agreement or interruption of services resulting, directly or indirectly, from acts of God, civil or military authority, acts of public enemy, war, strikes, labor disputes, shortages of suitable parts, materials, labor or transportation, or any similar cause beyond the reasonable control of South Coast AQMD or Vendor.
6. Non-Discrimination In the performance of this agreement, Vendor shall not discriminate in recruiting, hiring, promotion, demotion, or termination practices on the basis of race, religious creed, color, national origin, ancestry, sex, age, or physical or mental disability and shall comply with the provisions of the California Fair Employment & Housing Act (Government Code Section 12900 et. seq.), the Federal Civil Rights Act of 1964 (P.L. 88-352) and all amendments thereto, Executive Order no. 11246 (30 Federal Register 12319), and all administrative rules and regulations issued pursuant to said Acts and Order. Vendor shall likewise require each subcontractor to comply with this paragraph and shall include in each subcontract language similar to this paragraph.
7. Federal, State, and Local Laws Vendor warrants that in the performance of this agreement it shall comply with all applicable Federal, State and local laws and ordinances and all lawful orders, rules and regulations hereunder.
8. Assignments and Subcontractors Neither this agreement or any interest herein nor claim hereunder may be assigned by Vendor voluntarily or by operation of law, nor may all or substantially all of this agreement be further subcontracted by Vendor without the prior written consent of South AQMD. Consent by South Coast AQMD shall not be deemed to relieve Vendor of its obligations to comply with the requirements hereof.
9. Indemnification Vendor agrees to hold harmless, indemnify, and defend South Coast AQMD, its officers, employees, agents, representatives, and successors-in-interest against any and all loss, damage, cost, or expenses which South Coast AQMD, its officers, employees, agents, representatives, and successors-in-interest may incur or be required to pay by reason of any injury or property damage caused or incurred by Vendor, its employees, contractors, or agents in the performance of this agreement.
10. Termination In the event Vendor fails to comply with any term or condition of this agreement, or fails to provide the supplies or services in the manner agreed upon by the parties, this failure shall constitute a breach

of the agreement. South Coast AQMD at its sole discretion shall either notify the Vendor that it must cure this breach within fifteen (15) days of notice of breach or provide written notification of its intention to terminate this agreement. South Coast AQMD reserves the right to terminate this agreement for its convenience and will reimburse Vendor for actual costs incurred in performance of this agreement through the effective date of termination. Upon receipt of notice of termination, Vendor shall immediately take action not to incur any further obligations, cost, or expenses except as may be reasonably necessary to termination activities. All finished or unfinished materials procured or produced by Vendor hereunder shall, at the option of South Coast AQMD, become South Coast AQMD property upon the date of such termination.

11. Changes By written notice, South Coast AQMD may, from time to time, order work suspension or make changes in quantities, drawings, specifications, place of delivery or delivery schedules, methods of shipment and packaging and/or property and services to be furnished by South Coast AQMD. If a change causes an increase or decrease in the price of this agreement or in the time required for its performance, Vendor shall promptly notify South Coast AQMD and assert its claim for adjustment within thirty (30) days after the change is ordered and an equitable adjustment shall be made to the agreement. However, nothing in this clause shall excuse Vendor from proceedings immediately with the agreement as changed.

12. Title and Risk of Loss Unless otherwise provided in this agreement, Vendor shall have title to and bear the risk of any loss of or damage to items purchased hereunder until they are delivered in conformity with this agreement at the F.O. B. point specified herein. Upon such delivery, title shall pass from Vendor to South Coast AQMD and Vendor's responsibility for loss or damage shall cease, except for loss or damage resulting from Vendor's negligence. Passing of title upon such delivery shall not constitute acceptance of the item by South Coast AQMD.

13. Inspection and Acceptance All items are subject to final inspection and acceptance by South Coast AQMD at destination notwithstanding any payment or prior inspection at Vendor's facilities. Final inspection will be made within a reasonable time after receipt of items hereunder.

14. Payment Unless otherwise provided in this agreement, terms are net 30 days.

15. Most Favored Customer It is the policy of the South Coast AQMD to receive at least as favorable pricing, warranties, conditions, benefits and terms as other customers or clients making similar purchases or receiving similar services. To this purpose, formal bidding procedures, sole source awards, and RFP/RFQ processes will include a certification for "most favored customer" status. South Coast AQMD will give preference, where appropriate, to vendors who certify that they will provide "most favored customer" status to the South Coast AQMD.

ATTACHMENT B

PARTICIPATION IN THE PROCUREMENT PROCESS

A. It is the policy of South Coast Air Quality Management District (South Coast AQMD) to ensure that all businesses including minority business enterprises, women business enterprises, disabled veteran business enterprises and small businesses have a fair and equitable opportunity to compete for and participate in South Coast AQMD contracts.

B. Definitions:

The definition of minority, women or disadvantaged business enterprises set forth below is included for purposes of determining compliance with the affirmative steps requirement described in Paragraph G below on procurements funded in whole or in part with federal grant funds which involve the use of subcontractors. The definition provided for disabled veteran business enterprise, local business, small business enterprise, zero or near-zero emission vehicle business and off-peak hours delivery business are provided for purposes of determining eligibility for point or cost considerations in the evaluation process.

1. "Women business enterprise" (WBE) as used in this policy means a business enterprise that meets all of the following criteria:
 - a. a business that is at least 51 percent owned by one or more women, or in the case of any business whose stock is publicly held, at least 51 percent of the stock is owned by one or more women.
 - b. a business whose management and daily business operations are controlled by one or more women.
 - c. a business which is a sole proprietorship, corporation, or partnership with its primary headquarters office located in the United States, which is not a branch or subsidiary of a foreign corporation, foreign firm, or other foreign-based business.
2. "Disabled veteran" as used in this policy is a United States military, naval, or air service veteran with at least 10 percent service-connected disability who is a resident of California.
3. "Disabled veteran business enterprise" (DVBE) as used in this policy means a business enterprise that meets all of the following criteria:
 - a. is a sole proprietorship or partnership of which at least 51 percent is owned by one or more disabled veterans or, in the case of a publicly owned business, at least 51 percent of its stock is owned by one or more disabled veterans; a subsidiary which is wholly owned by a parent corporation but only if at least 51 percent of the voting stock of the parent corporation is owned by one or more disabled veterans; or a joint venture in which at least 51 percent of the joint venture's management and control and earnings are held by one or more disabled veterans.
 - b. the management and control of the daily business operations are by one or more disabled veterans. The disabled veterans who exercise management and control are not required to be the same disabled veterans as the owners of the business.
 - c. is a sole proprietorship, corporation, or partnership with its primary headquarters office located in the United States, which is not a branch or subsidiary of a foreign corporation, firm, or other foreign-based business.
4. "Local business" as used in this policy means a company that has an ongoing business within geographical boundaries of South Coast AQMD at the time of bid or proposal submittal and performs 90% of the work related to the contract within the geographical boundaries of South Coast AQMD and satisfies

the requirements of subparagraph H below. Proposals for legislative representation, such as in Sacramento, California or Washington D.C. are not eligible for local business incentive points.

5. "Small business" as used in this policy means a business that meets the following criteria:
 - a. 1) an independently owned and operated business; 2) not dominant in its field of operation; 3) together with affiliates is either:
 - A service, construction, or non-manufacturer with 100 or fewer employees, and average annual gross receipts of ten million dollars (\$10,000,000) or less over the previous three years, or
 - A manufacturer with 100 or fewer employees.
 - b. Manufacturer means a business that is both of the following:
 - 1) Primarily engaged in the chemical or mechanical transformation of raw materials or processed substances into new products.
 - 2) Classified between Codes 311000 and 339000, inclusive, of the North American Industrial Classification System (NAICS) Manual published by the United States Office of Management and Budget, 2007 edition.
6. "Joint ventures" as defined in this policy pertaining to certification means that one party to the joint venture is a DVBE or small business and owns at least 51 percent of the joint venture.
7. "Zero or Near-Zero Vehicle Business" as used in this policy means a company or contractor that uses zero or near-zero emission vehicles in conducting deliveries to South Coast AQMD. Zero or near-zero emission vehicles include vehicles powered by electric, compressed natural gas (CNG), liquefied natural gas (LNG), liquefied petroleum gas (LPG), ethanol, methanol, hydrogen and are certified to 90% or lower than the existing standard.
8. "Off-Peak Hours Delivery Business" as used in this policy means a company or contractor that commits to conducting deliveries to South Coast AQMD during off-peak traffic hours defined as between 10:00 a.m. and 3:00 p.m.
9. "Benefits Incentive Business" as used in this policy means a company or contractor that provides janitorial, security guard or landscaping services to South Coast AQMD and commits to providing employee health benefits (as defined below in Section VIII.D.2.d) for full time workers with affordable deductible and co-payment terms.
10. "Minority Business Enterprise" as used in this policy means a business that is at least 51 percent owned by one or more minority person(s), or in the case of any business whose stock is publicly held, at least 51 percent of the stock is owned by one or more or minority persons.
 - a. a business whose management and daily business operations are controlled by one or more minority persons.
 - b. a business which is a sole proprietorship, corporation, or partnership with its primary headquarters office located in the United States, which is not a branch or subsidiary of a foreign corporation, foreign firm, or other foreign-based business.
 - c. "Minority person" for purposes of this policy, means a Black American, Hispanic American, Native- American (including American Indian, Eskimo, Aleut, and Native Hawaiian), Asian-Indian (including a person whose origins are from India, Pakistan, and Bangladesh), Asian-Pacific-American (including a person whose origins are from Japan, China, the Philippines, Vietnam, Korea, Samoa, Guam, the United States Trust Territories of the Pacific, Northern Marianas, Laos, Cambodia, and Taiwan).

11. "Most Favored Customer" as used in this policy means that the South Coast AQMD will receive at least as favorable pricing, warranties, conditions, benefits and terms as other customers or clients making similar purchases or receiving similar services.

12. "Disadvantaged Business Enterprise" as used in this policy means a business that is an entity owned and/or controlled by a socially and economically disadvantaged individual(s) as described by Title X of the Clean Air Act Amendments of 1990 (42 U.S.C. 7601 note) (10% statute), and Public Law 102-389 (42 U.S.C. 4370d)(8% statute), respectively; a Small Business Enterprise (SBE); a Small Business in a Rural Area (SBRA); a Labor Surplus Area Firm (LSAF); or a Historically Underutilized Business (HUB) Zone Small Business Concern, or a concern under a successor program.

- C. Under Request for Quotations (RFQ), DVBEs, DVBE business joint ventures, small businesses, and small business joint ventures shall be granted a preference in an amount equal to 5% of the lowest cost responsive bid. Zero or Near-Zero Emission Vehicle Businesses shall be granted a preference in an amount equal to 5 percent of the lowest cost responsive bid. Off-Peak Hours Delivery Businesses shall be granted a preference in an amount equal to 2 percent of the lowest cost responsive bid. Local businesses (if the procurement is not funded in whole or in part by federal grant funds) shall be granted a preference in an amount equal to 2% of the lowest cost responsive bid. Businesses offering Most Favored Customer status shall be granted a preference in an amount equal to 2 percent of the lowest cost responsive bid.
- D. Under Request for Proposals, DVBEs, DVBE joint ventures, small businesses, and small business joint ventures shall be awarded ten (10) points in the evaluation process. A non-DVBE or large business shall receive seven (7) points for subcontracting at least twenty-five (25%) of the total contract value to a DVBE and/or small business. Zero or Near-Zero Emission Vehicle Businesses shall be awarded five (5) points in the evaluation process. On procurements which are not funded in whole or in part by federal grant funds local businesses shall receive five (5) points. Off-Peak Hours Delivery Businesses shall be awarded two (2) points in the evaluation process. Businesses offering Most Favored Customer status shall be awarded two (2) points in the evaluation process.
- E. South Coast AQMD will ensure that discrimination in the award and performance of contracts does not occur on the basis of race, color, sex, national origin, marital status, sexual preference, creed, ancestry, medical condition, or retaliation for having filed a discrimination complaint in the performance of South Coast AQMD contractual obligations.
- F. South Coast AQMD requires Contractor to be in compliance with all state and federal laws and regulations with respect to its employees throughout the term of any awarded contract, including state minimum wage laws and OSHA requirements.
- G. When contracts are funded in whole or in part by federal funds, and if subcontracts are to be let, the Contractor must comply with the following, evidencing a good faith effort to solicit disadvantaged businesses. Contractor shall submit a certification signed by an authorized official affirming its status as a MBE or WBE, as applicable, at the time of contract execution. South Coast AQMD reserves the right to request documentation demonstrating compliance with the following good faith efforts prior to contract execution.
1. Ensure Disadvantaged Business Enterprises (DBEs) are made aware of contracting opportunities to the fullest extent practicable through outreach and recruitment activities. For Indian Tribal, State and Local Government recipients, this will include placing DBEs on solicitation lists and soliciting them whenever they are potential sources.
 2. Make information on forthcoming opportunities available to DBEs and arrange time frames for contracts and establish delivery schedules, where the requirements permit, in a way that encourages and facilitates participation by DBEs in the competitive process. This includes,

whenever possible, posting solicitations for bids or proposals for a minimum of 30 calendar days before the bid or proposal closing date.

3. Consider in the contracting process whether firms competing for large contracts could subcontract with DBEs. For Indian Tribal, State and Local Government recipients, this will include dividing total requirements when economically feasible into smaller tasks or quantities to permit maximum participation by DBEs in the competitive process.
 4. Encourage contracting with a consortium of DBEs when a contract is too large for one of these firms to handle individually.
 5. Using the services and assistance of the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.
 6. If the prime contractor awards subcontracts, require the prime contractor to take the above steps.
- H. To the extent that any conflict exists between this policy and any requirements imposed by federal and state law relating to participation in a contract by a certified MBE/WBE/DVBE as a condition of receipt of federal or state funds, the federal or state requirements shall prevail.
- I. When contracts are not funded in whole or in part by federal grant funds, a local business preference will be awarded. For such contracts that involve the purchase of commercial off-the-shelf products, local business preference will be given to suppliers or distributors of commercial off-the-shelf products who maintain an ongoing business within the geographical boundaries of South Coast AQMD. However, if the subject matter of the RFP or RFQ calls for the fabrication or manufacture of custom products, only companies performing 90% of the manufacturing or fabrication effort within the geographical boundaries of South Coast AQMD shall be entitled to the local business preference. Proposals for legislative representation, such as in Sacramento, California or Washington D.C. are not eligible for local business incentive points.
- J. In compliance with federal fair share requirements set forth in 40 CFR Part 33, South Coast AQMD shall establish a fair share goal annually for expenditures with federal funds covered by its procurement policy.

ATTACHMENT C

TEMPORARY EMPLOYMENT SERVICES AGREEMENT

This Agreement regarding the provision of temporary employment services to the South Coast Air Quality Management District consists of six (6) pages.

The parties to this Agreement are the temporary employment agency (listed below, and hereinafter referred as “AGENCY”) approved to provide temporary employment services and the South Coast Air Quality Management District (referred to herein as “South Coast AQMD”).

All temporary workers provided to South Coast AQMD by AGENCY shall be considered employees of AGENCY and shall *in no sense* be considered employees or agents of South Coast AQMD, nor shall a temporary worker provided to South Coast AQMD by AGENCY participate in any benefits, privileges, or plans given or extended by South Coast AQMD to its employees.

South Coast AQMD conducts a merit system employment process in filling regular vacancies and accepts applications for employment from any and all qualified individuals. Applicants are selected on the basis of merit, which includes qualifications, skills and abilities, as demonstrated in the selection process. Accordingly, individuals who are employed by a temporary employment services agency and who are on assignment at South Coast AQMD may file an application for regular employment and be considered on the same basis as would all other applicants. Accordingly, South Coast AQMD *will not be charged nor pay an agency fee* if a temporary worker of the agency files an application, competes successfully, and is hired into a regular position, as this would be contrary to South Coast AQMD's employment practices.

1. AGENCY DUTIES AND RESPONSIBILITIES

AGENCY:

- A. Is well-qualified, possesses good references, and has the experience and resources necessary to provide South Coast AQMD temporary employment services.
- B. Is authorized to do business in the State of California and attests that it is in good tax standing with the California Franchise Tax Board.
- C. Holds all necessary and required licenses and permits to provide these services, and agrees immediately to notify South Coast AQMD in writing of any change in its licensing status.
- D. Takes full responsibility, as employer, and assumes liability for compliance with applicable federal and State labor, employment, nondiscrimination and FLSA laws, workers' compensation insurance, liability insurance, and *all* other requirements associated with employment, as described in the RFQ to which this proposal is a response.
- E. Will administer appropriate skills testing and will verify any education, training, skills or experience claimed by temporary workers through examination of appropriate documentation or any other available information, prior to referral to South Coast AQMD. Upon South Coast AQMD selection of a candidate, AGENCY will perform reference checks and verify education claimed through actual examination of official documentation (such as an original school transcript). Foreign degrees or core coursework required that was earned outside the U.S. must be evaluated for equivalency to that of an accredited U.S. college or university, by an agency certified to perform such services, in order for the foreign education to be accepted as qualifying.
- F. Upon South Coast AQMD's request, for computer-related jobs, will conduct a criminal background check of misdemeanor or felony convictions for candidates selected for hire. Results must be received and verified prior to assignment start date. Convictions that have no direct nexus to trust issues and the nature of the work to be performed in the temporary work assignment will not preclude consideration of a candidate for selection/hire.

2. INSURANCE

- A. AGENCY shall furnish evidence to South Coast AQMD that Workers' Compensation insurance is provided by AGENCY, and is currently in force, in accordance with either California or other applicable statutory requirements, for all temporary workers provided and that such insurance coverage will be maintained at all times when doing business with South Coast AQMD.

- B. AGENCY shall furnish evidence of commercial general liability insurance with limits of at least one million dollars (\$1,000,000) per occurrence or, for positions which might require use of the temporary worker's personal vehicle, liability insurance with a combined single limit (commercial general and automotive liability) of at least one million dollars (\$1,000,000). Before providing any services, South Coast AQMD must receive verification that it has been named as an additional insured on any such liability policies, and must include the appropriate endorsement page. In addition, South Coast AQMD requires proof of insurance for all temporary workers in assignments which require driving. Only those firms that provide the automobile coverage described above will be able to bid on temporary positions which require driving on South Coast AQMD business.
- C. Certificates of Insurance for the above requirements must be submitted with your proposal as a part of Section VII-F, "Other Documentation Required."
- D. AGENCY shall provide thirty (30) days written notice prior to any modification by AGENCY of any of the above insurance policies, and any such modifications shall be subject to pre-approval by South Coast AQMD. Written notification to South Coast AQMD of any material changes in ownership or control which may result in changes to policy coverage, limits or exclusions must be provided at least 15 days prior to the effective date of ownership transfer.
- E. Upon expiration of AGENCY'S Workers' Compensation and/or general liability insurance policy, AGENCY agrees to provide South Coast AQMD with proof of renewal in the form of current certificates of insurance. AGENCY agrees to supply renewed certificates within five days from the expiration date of the prior policy, to ensure certificates on file with South Coast AQMD remain current. AGENCY acknowledges that this requirement must be met to remain eligible to bid on temporary positions. AGENCY acknowledges that failure to supply evidence of current insurance coverage, within the timeframe described above, will result in release from South Coast AQMD assignments of all AGENCY workers and ineligibility to bid on temporary positions until the required documentation is provided to South Coast AQMD. Should AGENCY remain non-responsive to these requirements, AGENCY may be terminated from the list of approved providers of temporary service workers.

3. INDEMNIFICATION

AGENCY agrees to hold harmless, indemnify, and defend South Coast AQMD, its officers, employees, agents, representatives, and successors-in-interest against any and all loss, damage, cost, expenses, claims, suits, or demands which South Coast AQMD, its officers, employees, agents, representatives, and successors-in-interest may incur or be required to pay by reason of any injury or property damage caused by, related to, or incurred by any temporary worker provided by AGENCY.

4. INTELLECTUAL PROPERTY RIGHTS

- A. All rights, title and interest in "Work Product" developed by AGENCY, including AGENCY'S employees, temporary workers provided to South Coast AQMD, subcontractors and agents, shall remain with South Coast AQMD. Work Product shall include without limitation, all software, source code, documentation, reports, inventions, innovations, improvements, or other works of authorship, and all derivative works thereof that AGENCY may conceive of or develop in the course of performing services for South Coast AQMD under this Agreement, whether or not the Work Product is eligible for patent, copyright, trademark, trade secret, or other legal protection. AGENCY hereby acknowledges that all Work Product shall be the sole and exclusive property of South Coast AQMD, except that any pre-existing works created by AGENCY or owned by third parties outside of the services for South Coast AQMD but utilized in connection with such services (the "Pre-existing Works") shall continue to be owned by AGENCY or such third parties. AGENCY shall notify South Coast AQMD in writing of any Pre-existing Works used in connection with any Work Product produced under this Agreement and hereby grants to South Coast AQMD a non-exclusive, perpetual, royalty-free license to utilize the Pre-existing Works, including any proprietary information and trade secrets contained therein, in connection with the Work Product.
- B. AGENCY agrees that any and all Work Product shall be deemed to be works-made-for-hire within the meaning of the copyright laws of the United States, and that South Coast AQMD shall own all rights, including, but not limited to, all copyright rights, in and to such Work Product. In the event that any such Work Product shall be deemed for any reason not to be a work-made-for-hire, then AGENCY hereby assigns, transfers and conveys to South Coast AQMD all right, title and interest in the Work Product, including, but not limited to, all related worldwide patents, patent applications, copyrights, trademarks, trade secrets, rights of reproduction, rights in derivative works and any and all other rights of whatever kind or nature. AGENCY and its employees, subcontractors and agents agree to execute such further documents and to perform such further acts, as may be necessary to perfect the foregoing assignment and to protect South Coast AQMD'S rights in the Work Product.

- C. AGENCY shall have no rights for its own benefits or the benefit of any third party, to use, modify, make derivative works of, license, translate, publish or produce, any technical data, software, source code, models, documentation, or other copyrightable materials developed under this Agreement, except upon written authorization of South Coast AQMD.
- D. AGENCY shall have no rights for its own benefit or the benefit of any third party, to use or license any trademarks, trade names, logos, phrases, or other insignia developed in connection with the services under this Agreement.

5. INTELLECTUAL PROPERTY RIGHTS

- A. AGENCY represents and warrants that (i) any Work Product produced under this Agreement will be original to AGENCY; (ii) all Work Product and Pre-existing Works will not infringe upon or otherwise violate any rights, including, without limitation, any patent, copyright, trade secret, trademark, invention or other proprietary or property rights of any third party, or the rights of privacy or publicity of any person or entity (iii) the Work Product and Pre-existing Works shall not contain any material that is unlawful, fraudulent, harassing, defamatory, libelous, profane, obscene, or racially or ethnically objectionable; (iv) South Coast AQMD's use of the Work Product and the Pre-existing Works will not violate or infringe the rights of any person or entity; (iv) it has not previously granted, assigned, or encumbered any right or interest in the Work Product and (v) it has all rights necessary to grant the licenses granted by AGENCY under this Agreement.
- B. AGENCY further represents and warrants that software and source code contained in the Work Product will contain at delivery no computer instructions, circuitry or other technological means whose purpose or effect is to disrupt, damage or interfere with any South Coast AQMD use or South Coast AQMD computer and communications facilities or equipment ("Harmful Code"), and AGENCY will use commercially reasonable efforts to prevent the introduction of such Harmful Code to the Work Product prior to delivery to South Coast AQMD. "Harmful Code" shall include, without limitation, any code containing viruses, Trojan horses, worms, or code that self-replicates.

6. CONFIDENTIALITY

It is expressly understood and agreed that South Coast AQMD may designate, in a conspicuous manner, information to AGENCY or a temporary worker provided to South Coast AQMD by AGENCY, which is deemed confidential. AGENCY agrees to assume full responsibility for assuring AGENCY and all temporary workers provided by AGENCY:

- A. Observe complete confidentiality with respect to such information, including without limitation, agreeing not to disclose or otherwise permit access to such information by any other person or entity in any manner whatsoever, except that such disclosure or access shall be permitted to employees of AGENCY requiring access to perform temporary duties while on South Coast AQMD assignment.
- B. Are informed of the confidential nature of such information and assure, by agreement or otherwise, that they are prohibited from copying or revealing, for any purpose whatsoever, the contents of such information or any part thereof, or from taking any action otherwise prohibited under this paragraph.
- C. Not use such information or any part thereof in the performance of services to others or for the benefit of others in any form whatsoever, whether gratuitously or for valuable consideration.
- D. Notify South Coast AQMD promptly and in writing of the circumstances surrounding any possession, use, or knowledge of such information or any part thereof by any person or entity other than those authorized by this paragraph.
- E. Take, at AGENCY'S expense, but at South Coast AQMD's option, and in any event under South Coast AQMD's control, any legal action necessary to prevent unauthorized use of such information by any third party or entity which has gained access to such information at least in part due to the fault of AGENCY or its subcontractor or a temporary worker provided by AGENCY.
- F. Take any and all other actions necessary or desirable to assure such continued confidentiality and protection of such information.
- G. Prevent access to such by any person or entity not authorized.
- H. Establish specific procedures in order to fulfill the obligations of this paragraph.

7. PUBLICATION

- A. South Coast AQMD shall have the right of prior written approval of any document which shall be disseminated to the public by AGENCY or by any temporary worker provided to South Coast AQMD by AGENCY in which information was obtained from South Coast AQMD.
- B. Information, data, documents, or reports developed by AGENCY or any temporary worker provided by AGENCY shall be part of South Coast AQMD's public record unless otherwise indicated. AGENCY, its subcontractors, or temporary workers provided to South Coast AQMD by the AGENCY may use or publish, at its own expense, such information provided to South Coast AQMD. The following acknowledgment of support and disclaimer must appear in each publication of materials, whether copyrighted or not, based upon or developed from information obtained through work performed for South Coast AQMD:

"This report was prepared as a result of work sponsored or paid for, in whole or in part, by the South Coast Air Quality Management District (South Coast AQMD). The opinions, findings, conclusions, and recommendations are those of the author and do not necessarily represent the views of South Coast AQMD. South Coast AQMD, its officers, employees, contractors, and subcontractors make no warranty, expressed or implied, and assumes no legal liability for the information in this report. South Coast AQMD has not approved or disapproved this report, nor has South Coast AQMD passed upon the accuracy or adequacy of the information contained herein."
- C. AGENCY shall inform its officers, employees, and subcontractors involved in the performance of work for South Coast AQMD of the restrictions contained herein and require compliance with the above.

8. NON-DISCRIMINATION

In providing temporary workers for South Coast AQMD, AGENCY shall not discriminate in recruiting, hiring, promotion, demotion, or termination practices on the basis of race, religious creed, color, national origin, ancestry, physical or mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veterans status, and shall comply with the provisions of the California Fair Employment & Housing Act (Government Code Section 12900 et seq.), the Federal Civil Rights Act of 1964 (P.L. 88-352) and all amendments thereto, and all administrative rules and regulations issued pursuant to said Acts. AGENCY shall likewise require each subcontractor to comply with this paragraph and shall include in each such subcontract language similar to this paragraph.

9. PROPERTY AND SECURITY

Without limiting AGENCY'S obligations with regard to security, AGENCY and any temporary worker provided by AGENCY to South Coast AQMD shall comply with all the rules and regulations established by South Coast AQMD for access to and activity in and around South Coast AQMD's premises.

10. ATTORNEYS' FEES

In the event any action is filed in connection with the enforcement or interpretation of this Agreement, each party shall bear its own attorneys' fees and costs.

11. SEVERABILITY

In the event that any one or more of the provisions contained in this Agreement shall for any reason be held to be unenforceable in any respect by a court of competent jurisdiction, such holding shall not affect any other provisions of this Agreement, and this Agreement shall then be construed as if such unenforceable provisions are not a part hereof.

12. HEADINGS

Headings on the paragraphs of this Agreement are for convenience and reference only, and the words contained therein shall in no way be held to explain, modify, amplify, or aid in the interpretation, construction, or meaning of the provisions of this Agreement.

13. GOVERNING LAW

This Agreement shall be construed and interpreted and the legal relations created thereby shall be determined in accordance with the laws of the State of California. Venue for resolution of any disputes under this Agreement shall be Los Angeles County, California.

14. LEGAL RIGHT TO WORK IN THE UNITED STATES

- A. AGENCY warrants that it fully complies with any and all federal and State laws and regulations regarding employment and legal right to work requirements in the United States and shall verify and document the legal right of all agency employees to work in the United States. AGENCY shall ensure workers have had their personal identity and right-to-work status verified and documented as either a U.S. citizen, resident alien, or as a person who otherwise has the legal right to work in the United States, as required by federal regulations. Workers who are here in the United States on a visa shall have their current visa status verified by AGENCY, and that visa must authorize the worker to work full-time for the anticipated duration of the temporary assignment. (F-1 visa holders are not authorized to work full time.) AGENCY shall have a continuing obligation to verify and document the continuing employment authorization of temporary workers provided to South Coast AQMD to insure continued compliance with all federal statutes and regulations.

- B. AGENCY shall retain such documentation for all covered employees for the period described by law. AGENCY shall indemnify, defend, and hold harmless South Coast AQMD, its officers and employees from employer sanctions and other liability which may be assessed against AGENCY, South Coast AQMD, or both, in connection with any alleged violation of federal or State statutes or regulations pertaining to the eligibility for employment of temporary workers provided to South Coast AQMD.

- C. Notwithstanding paragraph 8 above, AGENCY, in providing temporary workers to South Coast AQMD, shall not discriminate against any person in violation of Title 8 of US Code Section 1324b (unfair immigration-related employment practices).

IN WITNESS WHEREOF, as the authorized representatives of AGENCY and South Coast AQMD, the parties agree to the terms and conditions of this Agreement.

AGENCY

Date: _____ By: _____

Name of AGENCY: _____

South Coast AQMD

Date: _____ By: _____

ATTACHMENT D

CERTIFICATIONS AND REPRESENTATIONS



**South Coast
Air Quality Management District**

21865 Copley Drive, Diamond Bar, CA 91765-4178
(909) 396-2000 • www.aqmd.gov

Business Information Request

Dear South Coast AQMD Contractor/Supplier:

South Coast Air Quality Management District (South Coast AQMD) is committed to ensuring that our contractor/supplier records are current and accurate. If your firm is selected for award of a purchase order or contract, it is imperative that the information requested herein be supplied in a timely manner to facilitate payment of invoices. In order to process your payments, we need the enclosed information regarding your account. **Please review and complete the information identified on the following pages, remember to sign all documents for our files, and return them as soon as possible to the address below:**

**Attention: Accounts Payable, Accounting Department
South Coast Air Quality Management District
21865 Copley Drive
Diamond Bar, CA 91765-4178**

If you do not return this information, we will not be able to establish you as a vendor. This will delay any payments and would still necessitate your submittal of the enclosed information to our Accounting department before payment could be initiated. Completion of this document and enclosed forms would ensure that your payments are processed timely and accurately.

If you have any questions or need assistance in completing this information, please contact Accounting at (909) 396-3777. We appreciate your cooperation in completing this necessary information.

Campaign Contributions
Disclosure

DH:jn

Enclosures: Business Information Request
Disadvantaged Business Certification
W-9
Form 590 Withholding Exemption Certificate
Federal Contract Debarment Certification

Sincerely,

Sujata Jain
Chief Financial Officer

REV 6/22



South Coast Air Quality Management District

21865 Copley Drive, Diamond Bar, CA 91765-4178
(909) 396-2000 • www.aqmd.gov

BUSINESS INFORMATION REQUEST

Business Name	
Division of	
Subsidiary of	
Website Address	
Type of Business <i>Check One:</i>	<input type="checkbox"/> Individual <input type="checkbox"/> DBA, Name _____, County Filed in _____ <input type="checkbox"/> Corporation, ID No. _____ <input type="checkbox"/> LLC/LLP, ID No. _____ <input type="checkbox"/> Other _____

REMITTING ADDRESS INFORMATION

Address			
City/Town			
State/Province		Zip	
Phone	() - Ext	Fax	() -
Contact		Title	
E-mail Address			
Payment Name if Different			

All invoices must reference the corresponding Purchase Order Number(s)/Contract Number(s) if applicable and mailed to:

**Attention: Accounts Payable, Accounting Department
South Coast Air Quality Management District
21865 Copley Drive
Diamond Bar, CA 91765-4178**

BUSINESS STATUS CERTIFICATIONS

Federal guidance for utilization of disadvantaged business enterprises allows a vendor to be deemed a small business enterprise (SBE), minority business enterprise (MBE) or women business enterprise (WBE) if it meets the criteria below.

- is certified by the Small Business Administration or
- is certified by a state or federal agency or
- is an independent MBE(s) or WBE(s) business concern which is at least 51 percent owned and controlled by minority group member(s) who are citizens of the United States.

Statements of certification:

As a prime contractor to South Coast AQMD, _____ (name of business) will engage in good faith efforts to achieve the fair share in accordance with 40 CFR Section 33.301, and will follow the six affirmative steps listed below **for contracts or purchase orders funded in whole or in part by federal grants and contracts.**

1. Place qualified SBEs, MBEs, and WBEs on solicitation lists.
2. Assure that SBEs, MBEs, and WBEs are solicited whenever possible.
3. When economically feasible, divide total requirements into small tasks or quantities to permit greater participation by SBEs, MBEs, and WBEs.
4. Establish delivery schedules, if possible, to encourage participation by SBEs, MBEs, and WBEs.
5. Use services of Small Business Administration, Minority Business Development Agency of the Department of Commerce, and/or any agency authorized as a clearinghouse for SBEs, MBEs, and WBEs.
6. If subcontracts are to be let, take the above affirmative steps.

Self-Certification Verification: Also for use in awarding additional points, as applicable, in accordance with South Coast AQMD Procurement Policy and Procedure:

Check all that apply:

- | | |
|---|--|
| <input type="checkbox"/> Small Business Enterprise/Small Business Joint Venture | <input type="checkbox"/> Women-owned Business Enterprise |
| <input type="checkbox"/> Local business | <input type="checkbox"/> Disabled Veteran-owned Business Enterprise/DVBE Joint Venture |
| <input type="checkbox"/> Minority-owned Business Enterprise | <input type="checkbox"/> Most Favored Customer Pricing Certification |

Percent of ownership: _____%

Name of Qualifying Owner(s): _____

State of California Public Works Contractor Registration No. _____ . MUST BE INCLUDED IF BID PROPOSAL IS FOR PUBLIC WORKS PROJECT.

I, the undersigned, hereby declare that to the best of my knowledge the above information is accurate. Upon penalty of perjury, I certify information submitted is factual.

NAME

TITLE

TELEPHONE NUMBER

DATE

Definitions

Disabled Veteran-Owned Business Enterprise means a business that meets all of the following criteria:

- is a sole proprietorship or partnership of which is at least 51 percent owned by one or more disabled veterans, or in the case of any business whose stock is publicly held, at least 51 percent of the stock is owned by one or more disabled veterans; a subsidiary which is wholly owned by a parent corporation but only if at least 51 percent of the voting stock of the parent corporation is owned by one or more disabled veterans; or a joint venture in which at least 51 percent of the joint venture's management and control and earnings are held by one or more disabled veterans.
- the management and control of the daily business operations are by one or more disabled veterans. The disabled veterans who exercise management and control are not required to be the same disabled veterans as the owners of the business.
- is a sole proprietorship, corporation, partnership, or joint venture with its primary headquarters office located in the United States and which is not a branch or subsidiary of a foreign corporation, firm, or other foreign-based business.

Joint Venture means that one party to the joint venture is a DVBE and owns at least 51 percent of the joint venture. In the case of a joint venture formed for a single project this means that DVBE will receive at least 51 percent of the project dollars.

Local Business means a business that meets all of the following criteria:

- has an ongoing business within the boundary of South Coast AQMD at the time of bid application.
- performs 90 percent of the work within South Coast AQMD's jurisdiction.

Minority-Owned Business Enterprise means a business that meets all of the following criteria:

- is at least 51 percent owned by one or more minority persons or in the case of any business whose stock is publicly held, at least 51 percent of the stock is owned by one or more minority persons.
- is a business whose management and daily business operations are controlled or owned by one or more minority person.
- is a business which is a sole proprietorship, corporation, partnership, joint venture, an association, or a cooperative with its primary headquarters office located in the United States, which is not a branch or subsidiary of a foreign corporation, foreign firm, or other foreign business.

"Minority" person means a Black American, Hispanic American, Native American (including American Indian, Eskimo, Aleut, and Native Hawaiian), Asian-Indian American (including a person whose origins are from India, Pakistan, or Bangladesh), Asian-Pacific American (including a person whose origins are from Japan, China, the Philippines, Vietnam, Korea, Samoa, Guam, the United States Trust Territories of the Pacific, Northern Marianas, Laos, Cambodia, or Taiwan).

Small Business Enterprise means a business that meets the following criteria:

- a. 1) an independently owned and operated business; 2) not dominant in its field of operation; 3) together with affiliates is either:
 - A service, construction, or non-manufacturer with 100 or fewer employees, and average annual gross receipts of ten million dollars (\$10,000,000) or less over the previous three years, or**
 - A manufacturer with 100 or fewer employees.
- b. Manufacturer means a business that is both of the following:
 - 1) Primarily engaged in the chemical or mechanical transformation of raw materials or processed substances into new products.
 - 2) Classified between Codes 311000 to 339000, inclusive, of the North American Industrial Classification System (NAICS) Manual published by the United States Office of Management and Budget, 2007 edition.

Small Business Joint Venture means that one party to the joint venture is a Small Business and owns at least 51 percent of the joint venture. In the case of a joint venture formed for a single project this means that the Small Business will receive at least 51 percent of the project dollars.

Women-Owned Business Enterprise means a business that meets all of the following criteria:

- is at least 51 percent owned by one or more women or in the case of any business whose stock is publicly held, at least 51 percent of the stock is owned by one or more women.
- is a business whose management and daily business operations are controlled or owned by one or more women.
- is a business which is a sole proprietorship, corporation, partnership, or a joint venture, with its primary headquarters office located in the United States, which is not a branch or subsidiary of a foreign corporation, foreign firm, or other foreign business.

Most Favored Customer as used in this policy means that the South Coast AQMD will receive at least as favorable pricing, warranties, conditions, benefits and terms as other customers or clients making similar purchases or receiving similar services.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting*, later, for further information.

Note: If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 24% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the instructions for Part II for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code*, later, and the separate instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships*, earlier.

What is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code*, later, and the instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

a. **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note: ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. **Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

c. **Partnership, LLC that is not a single-member LLC, C corporation, or S corporation.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

d. **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. **Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(iii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

Line 3

Check the appropriate box on line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3.

IF the entity/person on line 1 is a(n) . . .	THEN check the box for . . .
• Corporation	Corporation
• Individual • Sole proprietorship, or • Single-member limited liability company (LLC) owned by an individual and disregarded for U.S. federal tax purposes.	Individual/sole proprietor or single-member LLC
• LLC treated as a partnership for U.S. federal tax purposes, • LLC that has filed Form 8832 or 2553 to be taxed as a corporation, or • LLC that is disregarded as an entity separate from its owner but the owner is another LLC that is not disregarded for U.S. federal tax purposes.	Limited liability company and enter the appropriate tax classification. (P= Partnership; C= C corporation; or S= S corporation)
• Partnership	Partnership
• Trust/estate	Trust/estate

Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

- 1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2—The United States or any of its agencies or instrumentalities
- 3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5—A corporation
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission
- 8—A real estate investment trust
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10—A common trust fund operated by a bank under section 584(a)
- 11—A financial institution
- 12—A middleman known in the investment community as a nominee or custodian
- 13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 5 ²
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

¹ See Form 1099-MISC, Miscellaneous Income, and its instructions.

² However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities

C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(ii)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a)

J—A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

Note: You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, write NEW at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

Line 6

Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note: See *What Name and Number To Give the Requester*, later, for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at www.SSA.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/Businesses and clicking on Employer Identification Number (EIN) under Starting a Business. Go to www.irs.gov/Forms to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to www.irs.gov/OrderForms to place an order and have Form W-7 and/or SS-4 mailed to you within 10 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note: Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code*, earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABLE accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor ²
5. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee ¹
b. So-called trust account that is not a legal or valid trust under state law	The actual owner ¹
6. Sole proprietorship or disregarded entity owned by an individual	The owner ³
7. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor ⁴
For this type of account:	Give name and EIN of:
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity ⁴
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee

For this type of account:	Give name and EIN of:
14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
15. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))	The trust

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships*, earlier.

***Note:** The grantor also must provide a Form W-9 to trustee of trust.

Note: If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records From Identity Theft

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes. Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at spam@uce.gov or report them at www.ftc.gov/complaint. You can contact the FTC at www.ftc.gov/idtheft or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see www.IdentityTheft.gov and Pub. 5027.

Visit www.irs.gov/IdentityTheft to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.

2021 Withholding Exemption Certificate

590

The payee completes this form and submits it to the withholding agent. The withholding agent keeps this form with their records.

Withholding Agent Information

Name

Payee Information

Name

SSN or ITIN FEIN CA Corp no. CA SOS file no.

Address (apt./ste., room, PO box, or PMB no.)

City (If you have a foreign address, see instructions.)

State ZIP code

Exemption Reason

Check only one box.

By checking the appropriate box below, the payee certifies the reason for the exemption from the California income tax withholding requirements on payment(s) made to the entity or individual.

Individuals — Certification of Residency:

I am a resident of California and I reside at the address shown above. If I become a nonresident at any time, I will promptly notify the withholding agent. See instructions for General Information D, Definitions.

Corporations:

The corporation has a permanent place of business in California at the address shown above or is qualified through the California Secretary of State (SOS) to do business in California. The corporation will file a California tax return. If this corporation ceases to have a permanent place of business in California or ceases to do any of the above, I will promptly notify the withholding agent. See instructions for General Information D, Definitions.

Partnerships or Limited Liability Companies (LLCs):

The partnership or LLC has a permanent place of business in California at the address shown above or is registered with the California SOS, and is subject to the laws of California. The partnership or LLC will file a California tax return. If the partnership or LLC ceases to do any of the above, I will promptly inform the withholding agent. For withholding purposes, a limited liability partnership (LLP) is treated like any other partnership.

Tax-Exempt Entities:

The entity is exempt from tax under California Revenue and Taxation Code (R&TC) Section 23701 (insert letter) or Internal Revenue Code Section 501(c) (insert number). If this entity ceases to be exempt from tax, I will promptly notify the withholding agent. Individuals cannot be tax-exempt entities.

Insurance Companies, Individual Retirement Arrangements (IRAs), or Qualified Pension/Profit-Sharing Plans:

The entity is an insurance company, IRA, or a federally qualified pension or profit-sharing plan.

California Trusts:

At least one trustee and one noncontingent beneficiary of the above-named trust is a California resident. The trust will file a California fiduciary tax return. If the trustee or noncontingent beneficiary becomes a nonresident at any time, I will promptly notify the withholding agent.

Estates — Certification of Residency of Deceased Person:

I am the executor of the above-named person's estate or trust. The decedent was a California resident at the time of death. The estate will file a California fiduciary tax return.

Nonmilitary Spouse of a Military Servicemember:

I am a nonmilitary spouse of a military servicemember and I meet the Military Spouse Residency Relief Act (MSRRA) requirements. See instructions for General Information E, MSRRA.

CERTIFICATE OF PAYEE: Payee must complete and sign below.

To learn about your privacy rights, how we may use your information, and the consequences for not providing the requested information, go to ftb.ca.gov/forms and search for 1131. To request this notice by mail, call 800.852.5711.

Under penalties of perjury, I declare that I have examined the information on this form, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. I further declare under penalties of perjury that if the facts upon which this form are based change, I will promptly notify the withholding agent.

Type or print payee's name and title _____ Telephone _____

Payee's signature ► _____ Date _____

2021 Instructions for Form 590

Withholding Exemption Certificate

References in these instructions are to the California Revenue and Taxation Code (R&TC).

General Information

California Revenue and Taxation Code (R&TC) Section 18662 requires withholding of income or franchise tax on payments of California source income made to nonresidents of California. For more information, See General Information B, Income Subject to Withholding.

Registered Domestic Partners (RDPs) – For purposes of California income tax, references to a spouse, husband, or wife also refer to a California RDP unless otherwise specified. For more information on RDPs, get FTB Pub. 737, Tax Information for Registered Domestic Partners.

A Purpose

Use Form 590, Withholding Exemption Certificate, to certify an exemption from nonresident withholding.

Form 590 does not apply to payments of backup withholding. For more information, go to ftb.ca.gov and search for **backup withholding**.

Form 590 does not apply to payments for wages to employees. Wage withholding is administered by the California Employment Development Department (EDD). For more information, go to edd.ca.gov or call 888.745.3886.

Do not use Form 590 to certify an exemption from withholding if you are a **seller of California real estate**. Sellers of California real estate use Form 593, Real Estate Withholding Statement, to claim an exemption from the real estate withholding requirement.

The following are excluded from withholding and completing this form:

- The United States and any of its agencies or instrumentalities.
- A state, a possession of the United States, the District of Columbia, or any of its political subdivisions or instrumentalities.
- A foreign government or any of its political subdivisions, agencies, or instrumentalities.

B Income Subject to Withholding

Withholding is required on the following, but is not limited to:

- Payments to nonresidents for services rendered in California.
- Distributions of California source income made to domestic nonresident partners, members, and S corporation shareholders and allocations of California source income made to foreign partners and members.
- Payments to nonresidents for rents if the payments are made in the course of the withholding agent's business.
- Payments to nonresidents for royalties from activities sourced to California.

- Distributions of California source income to nonresident beneficiaries from an estate or trust.
- Endorsement payments received for services performed in California.
- Prizes and winnings received by nonresidents for contests in California.

However, withholding is optional if the total payments of California source income are \$1,500 or less during the calendar year.

For more information on withholding, get FTB Pub. 1017, Resident and Nonresident Withholding Guidelines. To get a withholding publication, see Additional Information.

C Who Certifies this Form

Form 590 is certified (completed and signed) by the payee. California residents or entities exempt from the withholding requirement should complete Form 590 and submit it to the withholding agent before payment is made. The withholding agent is then relieved of the withholding requirements if the agent relies in good faith on a completed and signed Form 590 unless notified by the Franchise Tax Board (FTB) that the form should not be relied upon.

An incomplete certificate is invalid and the withholding agent should not accept it. If the withholding agent receives an incomplete certificate, the withholding agent is required to withhold tax on payments made to the payee until a valid certificate is received. In lieu of a completed exemption certificate, the withholding agent may accept a letter from the payee as a substitute explaining why they are not subject to withholding. The letter must contain all the information required on the certificate in similar language, including the under penalty of perjury statement and the payee's taxpayer identification number (TIN).

The certification does not need to be renewed annually. The certification on Form 590 remains valid until the payee's status changes. The withholding agent must retain a copy of the certification or substitute for at least five years after the last payment to which the certification applies. The agent must provide it to the FTB upon request.

If an entertainer (or the entertainer's business entity) is paid for a performance, the entertainer's information must be provided. **Do not** submit the entertainer's agent or promoter information.

The grantor of a grantor trust shall be treated as the payee for withholding purposes. Therefore, if the payee is a grantor trust and one or more of the grantors is a nonresident, withholding is required. If all of the grantors on the trust are residents, no withholding is required. Resident grantors can check the box on Form 590 labeled "Individuals — Certification of Residency."

D Definitions

For California nonwage withholding purposes:

- **Nonresident** includes all of the following:
 - Individuals who are not residents of California.
 - Corporations not qualified through the California Secretary of State (CA SOS) to do business in California or having no permanent place of business in California.
 - Partnerships or limited liability companies (LLCs) with no permanent place of business in California.
 - Any trust without a resident grantor, beneficiary, or trustee, or estates where the decedent was not a California resident.
- **Foreign** refers to non-U.S.

For more information about determining resident status, get FTB Pub. 1031, Guidelines for Determining Resident Status. Military servicemembers have special rules for residency. For more information see General Information E, Military Spouse Residency Relief Act (MSRRA), and FTB Pub. 1032, Tax Information for Military Personnel.

Permanent Place of Business:

A corporation has a permanent place of business in California if it is organized and existing under the laws of California or it has qualified through the CA SOS to transact intrastate business. A corporation that has not qualified to transact intrastate business (e.g., a corporation engaged exclusively in interstate commerce) will be considered as having a permanent place of business in California only if it maintains a permanent office in California that is permanently staffed by its employees.

E Military Spouse Residency Relief Act (MSRRA)

Generally, for tax purposes you are considered to maintain your existing residence or domicile. If a military servicemember and nonmilitary spouse have the same state of domicile, the MSRRA provides:

- A spouse shall not be deemed to have lost a residence or domicile in any state solely by reason of being absent to be with the servicemember serving in compliance with military orders.
- A spouse shall not be deemed to have acquired a residence or domicile in any other state solely by reason of being there to be with the servicemember serving in compliance with military orders.

Domicile is defined as the one place:

- Where you maintain a true, fixed, and permanent home.
- To which you intend to return whenever you are absent.

A military servicemember's nonmilitary spouse is considered a nonresident for tax purposes if the servicemember and spouse have the same domicile outside of California and the spouse is in California solely to be with the servicemember who is serving in compliance with Permanent Change of Station orders.

California may require nonmilitary spouses of military servicemembers to provide proof that they meet the criteria for California personal income tax exemption as set forth in the MSRRA.

Income of a military servicemember's nonmilitary spouse for services performed in California is not California source income subject to state tax if the spouse is in California to be with the servicemember serving in compliance with military orders, and the servicemember and spouse have the same domicile in a state other than California.

For additional information or assistance in determining whether the applicant meets the MSRRA requirements, get FTB Pub. 1032.

Specific Instructions

Payee Instructions

Enter the withholding agent's name.

Enter the payee's information, including the TIN and check the appropriate TIN box.

You must provide a valid TIN as requested on this form. The following are acceptable TINs: social security number (SSN); individual taxpayer identification number (ITIN); federal employer identification number (FEIN); California corporation number (CA Corp no.); or CA SOS file number.

Private Mail Box (PMB) – Include the PMB in the address field. Write "PMB" first, then the box number. Example: 111 Main Street PMB 123.

Foreign Address – Follow the country's practice for entering the city, county, province, state, country, and postal code, as applicable, in the appropriate boxes. Do not abbreviate the country name.

Exemption Reason – Check the box that reflects the reason why the payee is exempt from the California income tax withholding requirement.

Withholding Agent Instructions

Do not send this form to the FTB. The certification on Form 590 remains valid until the payee's status changes. The withholding agent must retain a copy of the certificate or substitute for at least five years after the last payment to which the certificate applies. The agent must provide it to the FTB upon request.

The payee must notify the withholding agent if any of the following situations occur:

- The individual payee becomes a nonresident.
- The corporation ceases to have a permanent place of business in California or ceases to be qualified to do business in California.
- The partnership ceases to have a permanent place of business in California.
- The LLC ceases to have a permanent place of business in California.
- The tax-exempt entity loses its tax-exempt status.

If any of these situations occur, then withholding may be required. For more information, get Form 592, Resident and Nonresident Withholding Statement, Form 592-B, Resident and Nonresident Withholding Tax Statement, [Form 592-PTE](#), Pass-Through Entity Annual Withholding Return, Form 592-Q, Payment Voucher for Pass-Through Entity Withholding, and Form 592-V, Payment Voucher for Resident or Nonresident Withholding.

Additional Information

Website: For more information, go to ftb.ca.gov and search for **nonwage**.

MyFTB offers secure online tax account information and services. For more information, go to ftb.ca.gov and login or register for **MyFTB**.

Telephone: 888.792.4900 or 916.845.4900, Withholding Services and Compliance phone service

Fax: 916.845.9512

Mail: WITHHOLDING SERVICES AND COMPLIANCE MS F182
FRANCHISE TAX BOARD
PO BOX 942867
SACRAMENTO CA 94267-0651

For questions unrelated to withholding, or to download, view, and print California tax forms and publications, or to access the TTY/TDD numbers, see the Internet and Telephone Assistance section.

Internet and Telephone Assistance

Website: ftb.ca.gov

Telephone: 800.852.5711 from within the United States
916.845.6500 from outside the United States

TTY/TDD: 800.822.6268 for persons with hearing or speech disability
711 or 800.735.2929 California relay service

Asistencia Por Internet y Teléfono

Sitio web: ftb.ca.gov

Teléfono: 800.852.5711 dentro de los Estados Unidos
916.845.6500 fuera de los Estados Unidos

TTY/TDD: 800.822.6268 para personas con discapacidades auditivas o del habla
711 ó 800.735.2929 servicio de relevo de California

Certification Regarding Debarment, Suspension, and Other Responsibility Matters

The prospective participant certifies to the best of its knowledge and belief that it and the principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) Have not within a three year period preceding this proposal been convicted of or had a civil judgement rendered against them or 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 statute or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
- (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

I understand that a false statement on this certification may be grounds for rejection of this proposal or termination of the award. In addition, under 18 USC Sec. 1001, a false statement may result in a fine of up to \$10,000 or imprisonment for up to 5 years, or both.

Typed Name & Title of Authorized Representative

Signature of Authorized Representative Date

I am unable to certify to the above statements. My explanation is attached.



CAMPAIGN CONTRIBUTIONS DISCLOSURE

In accordance with California law, bidders and contracting parties are required to disclose, at the time the application is filed, information relating to any campaign contributions made to South Coast Air Quality Management District (SCAQMD) Board Members or members/alternates of the Mobile Source Air Pollution Reduction Review Committee (MSRC) or MSRC Technical Advisory Committee (TAC), including: the name of the party making the contribution (which includes any parent, subsidiary or otherwise related business entity, as defined below), the amount of the contribution, and the date the contribution was made. 2 C.C.R. §18438.8(b). Where a proposed or proposed amended rule impacts three or fewer facilities, those facilities will be treated in much the same manner as contracting parties and so must also complete this form, disclosing information relating to any campaign contributions made to any SCAQMD Board Members. See Quadri Advice Letter (2002) A-02.096.¹ In the event that a qualifying campaign contribution is made, the Board Member to whom it was made may be disqualified from participating in the actions involving that donor.

California law prohibits a party, or an agent, from making campaign contributions to SCAQMD Governing Board Members or members/alternates of the MSRC or TAC of more than \$500 while their contract or permit is pending before the SCAQMD; and further prohibits a campaign contribution from being made for twelve (12) months following the date of the final decision by the Governing Board or the MSRC or TAC on a donor’s contract or permit. Gov’t Code §84308(d). For purposes of reaching the \$500 limit, the campaign contributions of the bidder or contractor plus contributions by its parents, affiliates, and related companies of the contractor or bidder are added together. 2 C.C.R. §18438.5.

In addition, SCAQMD Board Members or members/alternates of the MSRC or TAC must abstain from voting on a contract or permit if they have received a campaign contribution from a party or participant² to the proceeding, or agent, totaling more than \$500 in the 12-month period prior to the consideration of the item by the Governing Board or the MSRC. Gov’t Code §84308(c).

The list of current SCAQMD Governing Board Members can be found at the SCAQMD website (www.aqmd.gov). The list of current MSRC and TAC members/alternates can be found at the MSRC website (<http://www.cleantransportationfunding.org>).

SECTION I.

Contractor (Legal Name): _____

<input type="checkbox"/> DBA, Name _____, County Filed in _____ <input type="checkbox"/> Corporation, ID No. _____ <input type="checkbox"/> LLC/LLP, ID No. _____

List any parent, subsidiaries, or otherwise affiliated business entities of Contractor:
(See definition below).

¹ The information provided on this form does not, and is not intended to, constitute legal advice. To the extent that you may have questions regarding any case law, citations, or legal interpretations provided above please seek the guidance of your own independent counsel.

² In accordance with California law, a person or entity with a financial interest in a proceeding or particular governmental decision, who is not a party but who actively supports or opposes a particular decision, qualifies as a “participant” in that proceeding for purposes of California Code of Regulations Section 84308. A participant has both a financial interest in the proceeding and communicates with the agency or an officer of the agency for purposes of influencing the proceeding.

SECTION II.

Has Contractor or Participant and/or any parent, subsidiary, or affiliated company, or agent thereof, or persons who direct or control campaign contributions for these entities, made a campaign contribution(s) totaling \$500 or more in the aggregate to a current member of the South Coast Air Quality Management Governing Board or member/alternate of the MSRC or TAC in the 12 months preceding the date of execution of this disclosure?

Yes No

If YES, complete Section II below and then sign and date the form.

If NO, sign and date below. Include this form with your submittal.

Campaign Contributions Disclosure, continued:

Name(s) of Contributor(s) or Person(s) who Directed or Controlled this Contribution:

Governing Board Member or MSRC or MSRC-TAC Member/Alternate	Amount of Contribution	Date of Contribution
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Name(s) of Contributor(s) or Person(s) who Directed or Controlled this Contribution:

Governing Board Member or MSRC or MSRC-TAC Member/Alternate	Amount of Contribution	Date of Contribution
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Name(s) of Contributor(s) or Person(s) who Directed or Controlled this Contribution:

Governing Board Member or MSRC or MSRC-TAC Member/Alternate	Amount of Contribution	Date of Contribution
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Name(s) of Contributor(s) or Person(s) who Directed or Controlled this Contribution:

Governing Board Member or MSRC or MSRC-TAC Member/Alternate	Amount of Contribution	Date of Contribution
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I declare the foregoing disclosures to be true and correct.

By: _____

Title: _____

Date: _____

DEFINITIONS

Parent, Subsidiary, or Otherwise Related Business Entity (2 Cal. Code of Regs., §18703.1(d).)

- (1) Parent subsidiary. A parent subsidiary relationship exists when one corporation directly or indirectly owns shares possessing more than 50 percent of the voting power of another corporation.
- (2) Otherwise related business entity. Business entities, including corporations, partnerships, joint ventures and any other organizations and enterprises operated for profit, which do not have a parent subsidiary relationship are otherwise related if any one of the following three tests is met:
 - (A) One business entity has a controlling ownership interest in the other business entity.
 - (B) There is shared management and control between the entities. In determining whether there is shared management and control, consideration should be given to the following factors:
 - (i) The same person or substantially the same person owns and manages the two entities;
 - (ii) There are common or commingled funds or assets;
 - (iii) The business entities share the use of the same offices or employees, or otherwise share activities, resources or personnel on a regular basis;
 - (iv) There is otherwise a regular and close working relationship between the entities; or
 - (C) A controlling owner (50% or greater interest as a shareholder or as a general partner) in one entity also is a controlling owner in the other entity.