

**DEPARTMENT OF TRANSPORTATION**

ADMINISTRATION

DIVISION OF PROCUREMENT AND CONTRACTS

1727 30th STREET, MS 65

SACRAMENTO, CA 95816-7006

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<http://dot.ca.gov/programs/procurement-and-contracts>*Making Conservation
a California Way of Life.*

March 17, 2021

08A3245

San Bernardino County, Department of Agriculture/ Weights & Measures

Attn: Emilo Lopez

777 E. Rialto Avenue

San Bernardino, CA 92415-072

Dear Emilo:

The above-referenced service contract is enclosed for your review and approval. Please refer to the enclosed "Contractor Instructions" for information on how to complete the contract and any accompanying forms.

DO NOT BEGIN WORK UNTIL NOTIFIED TO DO SO BY THE CONTRACT MANAGER.

By law, the State of California cannot pay for work undertaken by any contractor prior to complete approval of the contract.

A copy of the fully approved contract will be returned to you. If you do not receive your copy of the approved contract prior to the scheduled date for start of work, or if you have any other questions, please call this office or the designated Caltrans Contract Manager.

Thank you for your prompt processing. Please return all documents to my attention.

Sincerely,

A handwritten signature in cursive script that reads "Kimberly Reap".

Contracts Analyst

CONTRACTOR INSTRUCTIONS

Please sign the contract where indicated in the lower left-hand corner under the name of the contractor. If you are doing business as a sole-proprietorship, your signature is sufficient; if a partnership, the signature of one partner is sufficient; if a corporation, one of the company officials must sign. The original and all copies of the contract must be signed, and the name and title of the person signing must be printed directly below the signature. This is not an authorization to begin work. You cannot be authorized to begin work until the Contract is fully approved and the Contract Manager has notified you to begin work.

All copies of the signed contract must be returned to this office by March 26, 2021

Please provide the following information when returning the signed contracts.

- ☐ **PAYEE DATA RECORD (STD 204):** Internal Revenue Service Code Section 6041 and California Revenue and Taxation Code Section 18802 require the State to report certain payments made to vendors. In order to comply with these codes, the State of California requires a valid Payee Data Record (STD 204) to be on file for every vendor. If the form is not on file, the vendor payment could be subject to backup withholdings of up to 38 percent.

- ☐ **LOCAL PUBLIC BODY:** Return a copy of the Resolution, Order, Motion, Ordinance, or Minutes of Meeting of the local governing body, which by law has authority to enter into, approve and authorize execution of this Agreement/contract.

Return All Documents to:

**DEPARTMENT OF TRANSPORTATION
DIVISION OF PROCUREMENT AND CONTRACTS
ATTN: Kimberly Reap or Pamela Thompson
1727 30TH STREET, MS 65
SACRAMENTO, CA 95816-7006**

*"Provide a safe, sustainable, integrated and efficient transportation system
to enhance California's economy and livability"*