ATTACHMENT 4
BID/BIDDER CERTIFICATION SHEET

Only an individual who is authorized to bind the bidding firm contractually shall sign the Bid/Bidder Certification Sheet. The signature must indicate the title or position that the individual holds in the firm. This Bid/Bidder Certification Sheet must be signed and returned along with all "required attachments" as an entire package with original signatures. The bid must be transmitted in a sealed envelope in accordance with IFB instructions.

A. Our all-inclusive bid is submitted in a sealed envelope marked "**Bid Submittal - Do Not Open**".
B. All required attachments are included with this certification sheet.
C. The signature affixed hereon and dated certifies compliance with all the requirements of this bid document. The signature below authorizes the verification of this certification.
D. The signature and date affixed hereon certifies that this bid is a firm offer for a 90-day period.

An Unsigned Bid/Bidder Certification Sheet May Be Cause for Bid Rejection

1. Company Name Image Square, Inc.	2. Telephone Number (310) 586-2333	2a. Fax Number (310) 586-2333
2b. Email Address ash@imagesquare.com		
3. Address 1627 Stanford Street, Santa Moncia, California 90404		
Indicate your organization type: 4. ☐ Sole Proprietorship	5. ☐ Partnership	6. ☒ Corporation
Indicate the applicable employee and/or corporation number: 7. Federal Employee ID No. (FEIN) 95-464-7492	8. California Corporation No. C2032047	
Indicate the Department of Industrial Relations information: 9. Contractor Registration Number N/A		
Indicate applicable license and/or certification information: 10. Contractor's State Licensing Board Number N/A	11. PUC License Number CAL-T- N/A	
12. Bidder' Name (Print) Ash Soudbakhsh	13. Title President	
14. **Signature**	15. Date March 15, 2017	

16. Are you certified with the Department of General Services, Office of Small Business and Disabled Veteran Business Enterprise Services (OSDS) as:

a. Small Business Enterprise Yes ☒ No ☐
If yes, enter certification number: 57007

b. Disabled Veteran Business Enterprise Yes ☐ No ☐
If yes, enter your service code below: _____

NOTE: A copy of your Certification is required to be included if either of the above items is checked **"Yes"**.

Date application was submitted to OSDS, if an application is pending: _____

17. Are you a Non-Small Business committing to the use of 25% Certified Small Business Subcontractor Participation?
Yes ☐ No ☒

If Yes, complete and return the Bidder Declaration form, GSPD-05-105 with your bid.

STATE OF CALIFORNIA - DEPARTMENT OF TRANSPORTATION

BID PROPOSAL

ADM-1412 (REV. 2/2013)

ATTACHMENT 1

CONTRACTOR'S NAME (Please Print): Image Square, Inc.

ITEM NO.	ESTIMATED QUANTITY	UNIT OF MEASURE	ITEM	UNIT PRICE (Price per unit of measure)	TOTAL (Estimated quantity x unit price)
1	1,000,000	8 ½" x 11" / EACH (EA)	In-House – B&W Photocopies (Auto-Feed)	$ .015	$ 15,000.00
2	1,000,000	8 ½" x 11" / EA	In-House – B&W Photocopies (Light Litigation)	$ .02	$ 20,000.00
3	1,000,000	8 ½" x 11" / EA	In-House – B&W Photocopies (Medium Litigation)	$ .06	$ 60,000.00
4	2,000,000	8 ½" x 11" / EA	In-House – B&W Photocopies (Heavy Litigation)	$ .07	$ 140,000.00
5	2,000,000	8 ½" x 11" / EA	In-House – B&W Photocopies (Glasswork)	$ .01	$ 20,000.00
6	10,000	8 ½" x 11" / EA	In-House – Color Photocopies	$ .75	$ 7,500.00
7	200,000	8 ½" x 14" / EA	In-House – B&W Photocopies (Auto-Feed)	$ .015	$ 3,000.00
8	300,000	8 ½" x 14" / EA	In-House – B&W Photocopies (Light Litigation)	$ .005	$ 1,500.00
9	300,000	8 ½" x 14" / EA	In-House – B&W Photocopies (Medium Litigation)	$ .005	$ 1,500.00
10	500,000	8 ½" x 14" / EA	In-House – B&W Photocopies (Heavy Litigation)	$ .005	$ 2,500.00
11	500,000	8 ½" x 14" / EA	In-House – B&W Photocopies (Glasswork)	$ .005	$ 2,500.00
12	20,000	8 ½" x 14" / EA	In-House – Color Photocopies	$ .10	$ 2,000.00
13	50,000	11" x 17" / EA	In-House – B&W Photocopies	$ .60	$ 30,000.00
14	5,000	11" x 17" / EA	In-House – Color Photocopies	$ .99	$ 4,950.00
				TOTAL SHEET #1	$ 310,450.00

A-3

(1) THE ABOVE QUANTITIES ARE ESTIMATES ONLY AND ARE GIVEN AS A BASIS FOR COMPARISON OF BIDS. NO GUARANTEE IS MADE OR IMPLIED AS TO THE EXACT QUANTITY THAT WILL BE NEEDED.

(2) IN CASE OF DISCREPANCY BETWEEN THE UNIT PRICE AND THE TOTAL SET FORTH FOR A UNIT BASIS ITEM, THE UNIT PRICE SHALL PREVAIL.

(3) PLEASE DO NOT ALTER, MODIFY OR CHANGE THIS BID PROPOSAL SHEET. ANY ALTERATIONS, MODIFICATIONS, OR CHANGES TO THIS BID PROPOSAL SHEET WILL BE GROUNDS TO REJECT THE BID.

(4) EACH LINE ITEM MUST BE BID. PLEASE DO NOT LEAVE ANY UNIT PRICE COLUMN BLANK OR THIS BID PROPOSAL SHEET WILL BE DISQUALIFIED FROM COMPETITION FOR CONTRACT AWARD.

STATE OF CALIFORNIA - DEPARTMENT OF TRANSPORTATION

BID PROPOSAL

ADM-1412 (REV. 2/2013)

ATTACHMENT 1

CONTRACTOR'S NAME (Please Print): Image Square, Inc.

ITEM NO.	ESTIMATED QUANTITY	UNIT OF MEASURE	ITEM	UNIT PRICE (Price per unit of measure)	TOTAL (Estimated quantity x unit price)
15	6,600	Oversized/Per Square Feet (Sq. Ft.)	In-House – B&W Photocopies, or print	$ .99	$ 6,534.00
16	3,300	Oversized/Per Sq. Ft.	In-House – Color Photocopies, or print	$ .99	$ 3,267.00
17	1,000	Per Job	Rush pick-up (Other than scheduled pick-ups)	$ 1.00	$ 1,000.00
			ON-SITE COPYING – AT LOCATION		
18	60	Per task location	Move-in setup and dismantling	$ 1.00	$ 60.00
19	350,000	8 ½" x 11" / EA	On-Site – B&W Photocopies	$ .01	$ 35.00
20	10,000	8 ½" x 11" / EA	On-Site – Color Photocopies	$ .01	$ 100.00
21	10,000	8 ½" x 14" / EA	On-Site – B&W Photocopies	$ .01	$ 100.00
22	5,000	8 ½" x 14" / EA	On-Site – Color Photocopies	$ .01	$ 50.00
23	10,000	11" x 17" / EA	On-Site – B&W Photocopies	$ .03	$ 300.00
24	10,000	11" x 17" / EA	On-Site – Color Photocopies	$ .10	$ 1,000.00
25	2,000	Oversized/Per Sq. Ft.	On-Site – B&W Photocopies	$ .99	$ 1,980.00
26	2,000	Oversized/Per Sq. Ft.	On-Site – Color Photocopies	$ .99	$ 1,980.00
			ON-SITE SCANNING – AT LOCATION		
27	60	Per task location	Move-in setup and dismantling	$ 50.00	$ 3,000.00
28	500,000	8 ½" x 11" / EA	On-Site – B&W Scan	$ .05	$ 25,000.00
				TOTAL SHEET #2	$ 44,406.00

A-3

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STATE OF CALIFORNIA · DEPARTMENT OF TRANSPORTATION

BID PROPOSAL

ADM-1412 (REV. 2/2013)

ATTACHMENT 1

CONTRACTOR'S NAME (Please Print): Image Square, Inc.

ITEM NO.	ESTIMATED QUANTITY	UNIT OF MEASURE	ITEM	UNIT PRICE (Price per unit of measure)	TOTAL (Estimated quantity x unit price)
29	15,000	8 ½" x 11" / EA	On-Site – Color Scan	$ .25	$ 3,750.00
30	300,000	8 ½" x 14" / EA	On-Site – B&W Scan	$ .005	$ 1,500.00
31	10,000	8 ½" x 14" / EA	On-Site – Color Scan	$ .01	$ 100.00
32	300,000	11" x 17" / EA	On-Site – B&W Scan	$ .02	$ 6,000.00
33	10,000	11" x 17" / EA	On-Site – Color Scan	$ .02	$ 200.00
34	5,000	Oversized/Per Sq. Ft.	On-Site – B&W Scan	$ .99	$ 4,950.00
35	5,000	Oversized/Per Sq. Ft.	On-Site – Color Scan	$ .99	$ 4,950.00
36	500,000	EA	Endorsing (Electronic Bates Stamp)	$ .0001	$ 50.00
			IN-HOUSE SCANNING		
37	900,000	Per Page	Scan and save to CD/DVD/Hard Drive (Auto-Feed)	$ .01	$ 9,000.00
38	900,000	Per Page	Scan and save to CD/DVD/Hard Drive (Light Litigation)	$ .01	$ 9,000.00
39	900,000	Per Page	Scan and save to CD/DVD/Hard Drive (Medium Litigation)	$ .055	$ 49,500.00
40	900,000	Per Page	Scan and save to CD/DVD/Hard Drive (Heavy Litigation)	$ .055	$ 49,500.00
41	900,000	Per Page	Scan and save to CD/DVD/Hard Drive (Glasswork)	$ .01	$ 9,000.00
42	500,000	Per Page	Blowbacks B&W (Print from CD/DVD/Hard Drive)	$ .01	$ 5,000.00
				TOTAL SHEET #3	$ 152,500.00

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STATE OF CALIFORNIA · DEPARTMENT OF TRANSPORTATION

BID PROPOSAL

ADM-1412 (REV. 2/2013)

ATTACHMENT 1

CONTRACTOR'S NAME (Please Print): Image Square, Inc.

ITEM NO.	ESTIMATED QUANTITY	UNIT OF MEASURE	ITEM	UNIT PRICE (Price per unit of measure)	TOTAL (Estimated quantity x unit price)
43	500,000	Per Page	Blowbacks Color (Print from CD/DVD/Hard Drive)	$ .01	$ 5,000.00
44	500,000	Oversized/Per Sq. Ft.	Blowbacks B&W (Print from CD/DVD/Hard Drive)	$ .01	$ 5,000.00
45	500,000	Oversized/Per Sq. Ft.	Blowbacks Color (Print from CD/DVD/Hard Drive)	$ .01	$ 5,000.00
46	8,100,000	8 ½" x 11"-14" / Page	Optical Character Recognition	$ .0001	$ 810.00
47	200,000	EA	Endorsing (Electronic Bates Stamp)	$ .05	$ 10,000.00
48	80,000	Per Image	Image Conversion (Regular File)	$ .06	$ 4,800.00
49	80,000	Per Image	Image Conversion (Native Files)	$ .06	$ 4,800.00
50	50	EA	X-Ray Duplication	$ 80.00	$ 4,000.00
51	20	Sq. Ft.	Echocardiogram Tape Duplication	$ 1.00	$ 20.00
52	20	EA	MRI Duplication	$ 1.00	$ 20.00
53	20	EA	Cat Scan Duplication	$ 1.00	$ 20.00
54	200	4" x 6"	Photograph to Photograph Duplication (B&W)	$ .05	$ 10.00
55	500	4" x 6"	Photograph to Photograph Duplication (Color)	$ .05	$ 25.00
56	200	5" x 7"	Photograph to Photograph Duplication (B&W)	$ .05	$ 10.00

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TOTAL SHEET #4 $ 39,515.00

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STATE OF CALIFORNIA · DEPARTMENT OF TRANSPORTATION

BID PROPOSAL

ADM-1412 (REV. 2/2013)

ATTACHMENT 1

CONTRACTOR'S NAME (Please Print): Image Square, Inc.

ITEM NO.	ESTIMATED QUANTITY	UNIT OF MEASURE	ITEM	UNIT PRICE (Price per unit of measure)	TOTAL (Estimated quantity x unit price)
57	200	5" x 7"	Photograph to Photograph Duplication (Color)	$ .05	$ 10.00
58	200	8" x 10"	Photograph to Photograph Duplication (B&W)	$ .05	$ 10.00
59	200	8" x 10"	Photograph to Photograph Duplication (Color)	$ 5.00	$ 1,000.00
			TRIAL EXHIBIT BOARDS		
60	10,000	Oversized/Per Sq. Ft.	Printing and Mounting – B&W	$ 1.20	$ 12,000.00
61	10,000	Oversized/Per Sq. Ft.	Printing and Mounting - Color	$ .45	$ 4,500.00
62	5,000	Per Board	Hinging or Scoring	$ .001	$ 5.00
			REDUCING		
63	13,000	EA	From 8 ½" x 14 To 8 ½" x 11	$ .001	$ 13.00
64	13,000	EA	From 11" x 17" To 8 ½" x 11	$ .001	$ 13.00
65	13,000	EA	From 17" x 22" To 8 ½" x 11	$ .001	$ 13.00
66	13,000	EA	From 22" x 34" To 8 ½" x 11	$ .001	$ 13.00
67	13,000	EA	From 34" x 44" To 8 ½" x 11	$ .001	$ 13.00
68	13,000	EA	Odd Size To 8 ½" x 11	$ .001	$ 13.00
			MICROFILMING		
69	60	Per task location	Move-in setup and dismantling	$ 1.00	$ 60.00

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TOTAL SHEET #5 $ 17,663.00

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STATE OF CALIFORNIA - DEPARTMENT OF TRANSPORTATION

BID PROPOSAL

ADM-1412 (REV. 2/2013)

ATTACHMENT 1

CONTRACTOR'S NAME (Please Print): Image Square, Inc.

ITEM NO.	ESTIMATED QUANTITY	UNIT OF MEASURE	ITEM	UNIT PRICE (Price per unit of measure)	TOTAL (Estimated quantity x unit price)
70	10,000	8 ½" x 11" – 14"	Auto-Feed	$ .0005	$ 5.00
71	10,000	8 ½" x 11" – 14"	Light Litigation	$ .0005	$ 5.00
72	12,000	8 ½" x 11" – 14"	Medium Litigation	$ .0005	$ 6.00
73	15,000	8 ½" x 11" – 14"	Heavy Litigation	$ .0005	$ 7.50
74	15,000	8 ½" x 11" – 14"	Glasswork	$ .0005	$ 7.50
75	10,000	11" x 17"	Auto-Feed	$ .0005	$ 5.00
76	10,000	11" x 17"	Light Litigation	$ .0005	$ 5.00
77	10,000	11" x 17"	Medium Litigation	$ .0005	$ 5.00
78	10,000	11" x 17"	Heavy Litigation	$ .0005	$ 5.00
79	10,000	11" x 17"	Glasswork	$ .0005	$ 5.00
80	10,000	Per Page	Blowbacks B&W (Print from Microfilms)	$ .0005	$ 5.00
81	10,000	Per Page	Blowbacks Color (Print from Microfilms)	$ .0005	$ 5.00
82	10,000	Oversized/Per Sq. Ft.	Blowbacks B&W (Print from Microfilms)	$ .0005	$ 5.00
83	10,000	Oversized/Per Sq. Ft.	Blowbacks Color (Print from Microfilms)	$ .0005	$ 5.00
				TOTAL SHEET #6	$ 76.00

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A-5

STATE OF CALIFORNIA - DEPARTMENT OF TRANSPORTATION

BID PROPOSAL

ADM-1412 (REV. 2/2013)

ATTACHMENT 1

CONTRACTOR'S NAME (Please Print):

ITEM NO.	ESTIMATED QUANTITY	UNIT OF MEASURE	ITEM	UNIT PRICE (Price per unit of measure)	TOTAL (Estimated quantity x unit price)
84	200,000	EA	Apply Bates Label on Documents	$ .001	$ 200.00
85	200,000	Per Field	Indexing	$ .025	$ 5,000.00
			MISC. SUPPLIES AND SERVICES		
86	100	EA	Binding (Velo, Spiral, Comb, Wire, or Tape)	$ 10.00	$ 1,000.00
87	6,000	EA	Slip Sheets	$ .30	$ 1,800.00
88	6,000	EA	Tabs (Numeric / Alpha)	$ .50	$ 3,000.00
89	300	EA	Custom (Non-Standard)	$ 5.00	$ 1,500.00
90	20	Per Job / Per Hour	Redacting (Labor)	$ .20	$ 4.00
91	50	1"	Binder	$ 1.00	$ 50.00
92	50	2"	Binder	$ 1.00	$ 50.00
93	50	3"	Binder	$ 12.00	$ 600.00
94	50	4"	Binder	$ 12.00	$ 600.00
95	50	5"	Binder	$ 12.00	$ 600.00
96	100	EA	File Folders (Letter or Legal Size)	$ 3.00	$ 300.00
97	100	EA	File Pockets / Redwell (Letter or Legal Size)	$ 5.00	$ 500.00

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TOTAL SHEET #7 $ 15,204.00

A-2

STATE OF CALIFORNIA - DEPARTMENT OF TRANSPORTATION

BID PROPOSAL

ADM-1412 (REV. 2/2013)

ATTACHMENT 1

CONTRACTOR'S NAME (Please Print): Image Square, Inc.

ITEM NO.	ESTIMATED QUANTITY	UNIT OF MEASURE	ITEM	UNIT PRICE (Price per unit of measure)	TOTAL (Estimated quantity x unit price)
98	180	EA	DVD Copy	$ 15.00	$ 2,700.00
99	180	EA	CD Copy	$ 15.00	$ 2,700.00
100	60	EA	Video Tape Copy	$ 1.00	$ 60.00
101	60	EA	Audio Tape Copy	$ 1.00	$ 60.00
102	90	EA	Transfer (Tape, CD) to DVD	$ 1.00	$ 90.00
103	5,000	EA	Sheet Protectors	$ .25	$ 1,250.00
				TOTAL SHEET #8	$ 6,860.00
				TOTAL THIS PROPOSAL	$ 586,674.00

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State of California—Department of General Services, Procurement Division
GSPD-05-105 (EST 8/05)

ATTACHMENT 2

Image Square, Inc. 57007

BIDDER DECLARATION

1. Prime bidder information **(Review attached Bidder Declaration Instructions prior to completion of this form)**:

a. Identify current California certification(s) **(MB, SB, SB/NVSA, DVBE):** SB **or None** ___ (If "None", go to Item #2)

b. Will subcontractors be used for this contract? **Yes** ___ **No** X (If yes, indicate the distinct element of work your firm will perform in this contract e.g., list the proposed products produced by your firm, state if your firm owns the transportation vehicles that will deliver the products to the State, identify which solicited services your firm will perform, etc.). Use additional sheets, as necessary.

c. If you are a California certified DVBE: (1) Are you a broker or agent? **Yes** ___ **No** ___
(2) If the contract includes equipment rental, does your company own at least 51% of the equipment provided in this contract (quantity and value)? **Yes** ___ **No** ___ **N/A** ___

2. If no subcontractors will be used, skip to certification below. Otherwise, list all subcontractors for this contract. (Attach additional pages if necessary):

Subcontractor Name, Contact Person, Phone Number & Fax Number	Subcontractor Address & Email Address	CA Certification (MB, SB, DVBE or None)	Work performed or goods provided for this contract	Corresponding % of bid price	Good Standing?	51% Rental?

CERTIFICATION: By signing the bid response, I certify under penalty of perjury that the information provided is true and correct.

Ash Soudbakhsh, President - Image Square, Inc. 57007 - March 15, 2017