



Services of the San Francisco Public Utilities Commission

**SAN FRANCISCO PUBLIC UTILITIES COMMISSION
POWER ENTERPRISE**

Request for Participants

Pilot No. CS-264

Wireless Control and Communication System for LED Luminaires and Other Devices

June 8, 2012

**Contract Administration Bureau
SAN FRANCISCO PUBLIC UTILITIES COMMISSION
1155 Market Street, 9th Floor
San Francisco, California 94103**

REQUEST FOR PARTICIPANTS
CITY & COUNTY OF SAN FRANCISCO
SAN FRANCISCO PUBLIC UTILITIES COMMISSION

Power Enterprise

Pilot No. CS-264
To Pilot Wireless Control and Communications System
for LED Street Lights and Other Devices

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Acronyms and Abbreviations

HPS	High Pressure Sodium
HRC	Human Rights Commission
IRS	Internal Revenue Service
LED	Light Emitting Diode
NTP	Notice to Proceed
RFC	Request for Clarification
RFI	Request for Information
RFP	Request for Participants
SFPUC	San Francisco Public Utilities Commission

I. INTRODUCTION

1. Summary

The San Francisco Public Utilities Commission (SFPUC) plans to test Wireless Control and Communication Systems for LED Street Lights and Other Devices (Pilot Project). The SFPUC is seeking Participants to pilot innovative products that wirelessly control light emitting diode (LED) street light luminaires and other devices. In order to assess a variety of innovative products that provide wireless communication for urban services, the SFPUC intends to pilot up to five innovative solutions, comprised of a suite of endpoints (wireless luminaire controls, sensors, etc.), gateways (wireless network backhaul device for groups of endpoints and sensors), and network management software. Solutions may be market ready or under development.

Additional information relating to the RFP may be posted on the Office of Contract Administration webpage (<http://mission.sfgov.org/OCABidPublication/>) as well as the SFPUC Contract Administration Bureau webpage (<http://contracts.sfwater.org>) as needed after issuance of the RFP. Participants should therefore consult the SFPUC website regularly for these updates.

2. Tentative Schedule

The SFPUC has established the following target dates for issuance, receipt and evaluation of submittals in addition to award of an Agreement in response to this RFP. The following dates are tentative, non-binding, and are subject to change without prior notice:

Advertisement of RFP	June 8, 2012
Pre-Submittal Conference	June 19, 2012
Deadline for Participants to Submit Questions	July 10, 2012

Deadline for Participants to Submit Submittals	July 17, 2012
Interview Project Teams (at SFPUC’s option)	August 7, 2012
Pilot Participant(s) Notification	August 14, 2012
Pilot Agreement Complete	September 7, 2012
Pilot Installation Begins (Date Negotiable)	November 5, 2012
Pilot End Date	April 15, 2013

II. PILOT PROJECT BACKGROUND

1. San Francisco Public Utilities Commission (SFPUC)

The SFPUC is a City department that provides retail drinking water and sewer services to San Francisco, wholesale water to three (3) other Bay Area Counties, and hydroelectric power to San Francisco’s municipal operations. The SFPUC supplies drinking water to 2.5 million customers in the four (4) Bay Area counties of Alameda, Santa Clara, San Mateo and San Francisco. Headquartered at 1155 Market Street in San Francisco, the SFPUC has approximately 2,000 employees with a combined annual operating budget of approximately \$400 million.

The mission of the SFPUC is to:

- Serve San Francisco and its Bay Area customers with reliable, high quality, and affordable water, while maximizing benefits from power operations and responsibly managing the resources entrusted to its care;
- Protect public health, public safety and the environment by providing reliable and efficient collection, treatment and disposal of San Francisco’s wastewater;
- Conduct its business affairs in a manner that promotes efficiency, minimizes waste, and ensures rate payers confidence; and
- Promote diversity and the health, safety, and professional development of its employees.

The SFPUC is comprised of three (3) separate enterprises. The *SFPUC Water Enterprise* is responsible for managing the transmission, treatment, storage and distribution of potable water to San Francisco’s wholesale and retail customers. The *SFPUC Wastewater Enterprise* is responsible for managing the collection, treatment and disposal of San Francisco’s wastewater. The *SFPUC Power Enterprise* is responsible for managing retail power sales, transmission and power scheduling, energy efficiency programs, street lighting services, utilities planning for redevelopment projects, energy resource planning efforts and various other energy services.

2. Pilot Project Background and Objectives

The SFPUC owns and maintains approximately 18,500 cobra-head type high pressure sodium (HPS) luminaires, located throughout the City of San Francisco’s forty-nine square miles. The SFPUC anticipates replacing the existing HPS street light luminaires with dimmable LED

luminaires in the next two years. The SFPUC also plans to install an integrated wireless communication monitoring and control system (wireless system) to remotely manage the LED street lights. The SFPUC would prefer to install the wireless system as part of the SFPUC LED Streetlight Conversion Project, but will consider purchasing luminaires and installing the wireless system at a later date. Ideally, the wireless system will accommodate other wireless devices, unrelated to street lighting, in a common wireless system mesh network.

The City has multiple needs for the secure wireless transmission of data throughout its various neighborhoods and districts. Future needs for the secure wireless transmission of data throughout the City may include:

- Electric vehicle charging stations data transmission
- Electric meter reading
- Gunshot monitoring
- Street surveillance
- Public information broadcasts
- Street parking monitoring devices
- Traffic monitoring
- Traffic signal control
- Pollution monitoring
- Others

A. Pilot Project Goals

The primary goal of the Pilot Project is to identify and test leading-edge, LED street light wireless control and communication products that have either recently entered the marketplace or are under development. The knowledge gained from the Pilot Project will be integrated into the technical specifications of the planned SFPUC LED Streetlight Conversion Project procurement.

In addition, via the implementation of the Pilot Project, the SFPUC aims to:

1. Determine the availability of wireless system product(s) for LED luminaires that are:
 - a. Reliable
 - b. Secure
 - c. Flexible
 - d. Easy to use and maintain
 - e. Upgradable
 - f. Affordable
 - g. Expandable
 - h. Open source
 - i. Multi-functional

2. Investigate wireless systems that utilize a single platform for multiple devices to transmit and receive data;
3. Test multi-functional, wireless controls and communications system product features;
4. Encourage the development of multi-functional wireless systems for use by the City of San Francisco;
5. Determine environmental factors that may affect the performance criteria above; and
6. Test adaptive lighting, defined here as the use of wireless controls for LED street light dimming per SFPUC specifications and based upon scheduled dimming events and pedestrian and traffic motion sensor feedback.

III. PILOT PROJECT DESCRIPTION AND SCOPE

Participants in the Pilot Project will agree to demonstrate the function of their wireless control system to control a minimum of 18 LED street lights; and the ability of their wireless system to dim the LED street lights in response to pedestrian activity and traffic volume sensors. The SFPUC has provided a list of LED luminaires that may be proposed as part of the innovative solution in Appendix A, Related Products. Each proposed pilot project solution should utilize products from only one LED manufacturer. Depending upon the nature of the proposed innovative solution, Participants may also choose to demonstrate an LED control system's interoperability with other municipal wireless devices such as utility, way finding, public information or safety related infrastructure.

The SFPUC will select three pilot project sites, representative of San Francisco's variable streetscape conditions. For the purposes of a side by side comparison, each innovative solution, including six street lights and associated devices, will be installed at each of the three locations. The Pilot Project installation sites will be selected at a later date by the SFPUC, but Participants can expect challenging topographic conditions populated with cell phone towers and office buildings. The Pilot Project installation sites will necessitate replacement of HPS lights with a maximum wattage of 200 watts.

The cost of each Pilot Project will be shared by the SFPUC and the Participant. The SFPUC will contribute the labor associated with field installation of the LED luminaires and other devices at the Pilot Project sites, along with lighting design services, and a stipend of \$15,000 per Participant after successful installation. In exchange, the Participant will agree to provide their time to design, integrate, coordinate and implement the Pilot Project as well as the LED street lights and other devices integral to their solution.

IV. PILOT PROJECT IMPLEMENTATION PROCESS

The following is an outline of the anticipated Pilot Project implementation process:

1. SFPUC selects Pilot Project Participants;

2. SFPUC and Participant sign Agreement;
3. SFPUC provides lighting design based upon Participant fixture selection and Pilot Project locations;
4. Participant designs and integrates Pilot Project with input from the SFPUC;
5. Participant delivers products to 651 Bryant Street, SF, CA for installation by SFPUC;
6. SFPUC installs street lights and other hardware on San Francisco city streets;
7. Participant facilitates the installation of software, and provides training as necessary;
8. SFPUC, in coordination with the Participant, selects date for Participant to provide a physical demonstration of product capabilities;
9. Stipend will be provided after successful demonstration of Pilot Project;
10. SFPUC complete Pilot Project evaluation.
11. Products (i.e. gateways, sensors, and other related devices) other than LED streetlight fixtures will be removed by SFPUC and made available for pick-up by Participants.

V. INNOVATIVE SOLUTION DESCRIPTION

A. General

The purpose of the RFP and subsequent Pilot Project is to identify innovative possibilities unknown to the SFPUC that may be relevant to City agencies in the future. Respondents are invited to define the characteristics and features of an innovative solution for LED street light control, and include this description in their submittal. The information below is provided to help Respondents identify products that meet the SFPUC's desired performance criteria for LED street light controls, and to guide the submittal as it relates to wireless control of LED luminaires. It is not intended to limit the scope of the SFPUC's interest in multifunctional wireless systems.

B. Desirable Wireless System Features

1. Endpoint and Gateway Features:
 - a. UL listing;
 - b. NEMA and IP rated;
 - c. ANSI C136.10-2006 compliance;
 - d. NTCIP 1213 compliance;
 - e. Solid state and HID lighting compatibility;
 - f. 120V/240V compatibility;
 - g. Back-up astronomical clock;
 - h. Antenna that is less than 4" long;
 - i. 0-10V dimming capability;

- j. Components that can be mounted on or within the luminaire, arm or streetlight pole; and
 - k. Self-commissioning capability.
2. Network Features:
- a. Data encryption per AES 128 or 256; and
 - b. SFPUC hosting of wireless network and data.
3. Controls and Software Functions:
- a. Web portal customization per SFPUC requirements;
 - b. On/off scheduling;
 - c. Failure detection;
 - d. Ability to record events and report historical data;
 - e. Remote, secure web-based access of monitoring and control functions;
 - f. Luminaire grouping;
 - g. Automated detection and reporting of cycling lamps, fault conditions, or malfunctioning equipment and hourly reporting of voltage, current, power factor, and energy consumption data at interval of at least 1 transmission per hour;
 - h. Lumen depreciation adjustment, defined here as gradually increasing LED drive current over time to compensate for light source depreciation. Adaptive lighting capability, defined here as dimming LED streetlight with wireless controls, based upon scheduled dimming events [AND/OR] pedestrian and traffic motion sensor feedback]; and
 - i. GPS mapping function that provides a geographical representation of streetlights' locations and operational status.

C. The following types of systems and/or solutions will not be considered:

- 1. Systems that do not default lighting controls to “on” in the event of a failure in controls hardware or network communication;
- 2. Power line carrier communication systems;
- 3. Systems that are not compatible with solid state lighting;
- 4. Systems that do not integrate pedestrian and traffic sensors; and
- 5. Non-dimmable LED street light control systems.

VI. SUBMITTAL

1. Pre-Submittal Conference and Requests for Information

The pre-submittal conference is scheduled for 10:00 am on June 19, 2012. The conference will be held at 100 Larkin Street, San Francisco, CA 94114, Latino Room, San Francisco Main Library. Questions regarding the RFP will be addressed at this conference and any new information will be provided at that time. While City staff may provide oral clarifications, explanations, or responses to any inquiries, the City is not bound by any oral representation. If any new and/or substantive information is provided in response to questions raised at the pre-submittal conference, it will be memorialized in a written addendum to this RFP.

All requests for information concerning the RFP, whether submitted before or after the pre-submittal conference, must be in writing and directed to Blake Blackwell at rfp@sfgwater.org. All inquiries should include the number and title of the RFP. Substantive replies will be memorialized in written addenda to be made part of this RFP. All addenda will be posted on the Office of Contract Administration webpage <http://mission.sfgov.org/OCABidPublication/> as well as the SFPUC Contract Administration Bureau webpage at <http://contracts/sfgwater.org>. This RFP will only be governed by information provided through written addenda. No questions or requests for interpretation will be accepted after July 10, 2012.

2. Proposal Submittal

A. General

Each Respondent shall submit only one proposal to the Request for Participants to Pilot Wireless Control and Communication Systems for LED Street Lights and Other Devices.

B. Time and Place for Submission of Responses

Responses must be received by 2:00 p.m., on Tuesday, July 17, 2012. Postmarks will not be considered in judging the timeliness of submissions. Responses should be delivered in person or mailed to:

SFPUC Power Enterprise - Utility Services
651 Bryant Street
San Francisco, CA 94107
Attn: Mary Tienken

All responses should be in sealed envelopes clearly marked **Wireless Control and Communication System for LED Luminaires and Other Devices, CS-264** and delivered to the above location.

C. Submittal Format

In order to expedite the evaluation process, each Response should be organized in sections labeled as follows:

1. Executive Summary
2. Statement of Qualifications

3. Product Development Approach
4. Product Data

Submit two hard copies of your Response. Each Response should be submitted in its own 3-ring binder. As part of your submittal, include one electronic copy of your proposal on a CD.

D. Submittal Content

1. Executive Summary (up to 2-pages)
2. Statement of Qualifications (up to 4 pages)
Statement of Qualifications should identify the name, address, telephone number, email of the primary contact person for this proposal, a brief description of your organization, as well as any pertinent information regarding your organization and its ability to implement this Pilot Project. As part of your statement include the following information:
 - a. A description of the experience and qualifications of the entities that comprise the project team;
 - b. A description of the experience and qualifications of the project team members, including brief resumes, if applicable;
 - c. Project Partners; and
 - d. Examples of other implementations of the solution or similar projects, including references for prior installations.
3. Pilot Project Approach (up to 10 pages)

Describe the products and services that you propose to provide to the SFPUC and how they meet the SFPUC's goals, as listed in Section II.A. Proposed products do not need to be market ready at the time that the proposal is submitted. Include the following information:
 - a. Overall scope of work, addressing all the functions that the Pilot Project will demonstrate;
 - b. A timeline for performing the listed services and implementing Pilot Project;

- c. If the proposed solution is not market-ready, describe your approach to design, integration and testing of the proposed wireless system and components, and a line of sight to market readiness;
 - d. The luminaire that will be used for the Pilot Project;
 - e. Size and functionality of the solution’s individual components;
 - f. A diagram that illustrates where endpoints and gateways are typically mounted;
 - g. List of infrastructure that you are proposing to supply;
 - h. An outline of the wireless monitoring and control commissioning procedure;
 - i. A technical description of the wireless communication protocols;
 - j. An explanation of proprietary and non-proprietary hardware and software components; and
 - k. A technical explanation of how devices made by other manufacturers will be integrated into the proposed solution.
4. Product Data
- a. Provide product cut sheets or equivalent documentation for all controls devices (node, gateway, etc.), commissioning devices, and sensors, highlighting the SFPUC’s desired performance criteria listed in Section V.
5. Cost Data

Provide an itemized cost estimate, including all costs (except the cost of the LED street light), to implement your LED street light control system. Assume a volume of 18,500 LED luminaires.

VII. COMPENSATION

The SFPUC will grant a stipend of \$15,000 per Participant in consideration of time, resources, and materials utilized to implement the Pilot Project. The Participant must provide the LED luminaires, wireless devices, gateways, sensors, software and any other related devices required to demonstrate the functionality of their innovative solution. The SFPUC will retain all LED street light fixtures provided for the Pilot Project. The SFPUC will pay Participants the stipend amount following successful implementation of the Pilot Project.

To mitigate the cost of implementing the Pilot Project, the SFPUC will provide the following products and services:

- Pre-installed streetlight poles;

- Lighting design for the Pilot Project; and
- Field installation of all devices associated with the proposed solution.

VIII. SELECTION PROCESS

Per San Francisco Administrative Code 21.5, pilot projects need not be awarded competitively. With the approval of the City Purchaser, the SFPUC may select up to five Participants to develop and implement a Pilot Project. The intent of the City is to explore new and innovative products using street light wireless control network for additional municipal wireless communication functions. Depending upon the range of submittals, the SFPUC may opt to pilot solutions that offer single function LED wireless control with integrated pedestrian and/or traffic sensors.

Proposals will be evaluated based upon the following criteria:

1. Level of innovation
2. Range of functions integrated into the street light wireless control network
3. Comprehensiveness of the street light control system
4. Ease of implementation

The City will commence negotiations with up to five Respondents. If a satisfactory contract cannot be negotiated in a reasonable time, the City, in its sole discretion, may terminate negotiations with a Respondent. A sample agreement will be provided as an addendum to this RFP at a later date. The SFPUC anticipates that the contract resulting from this RFP shall have a term of up to two years.

Participation in the Pilot Project is not a guarantee that your product or any other products evaluated during the Pilot Project will be purchased by the City, now or at a later date. The SFPUC will use the information gained via the Pilot Project to specify products for the LED Street Light Conversion Project. Product procurement for the LED Street Light Conversion Project will occur at a future date, using a competitive process.

IX. CONDITIONS

1. Inquiries Regarding RFP

All requests for information concerning the RFP, whether submitted before or after the pre-submittal conference, must be in writing and directed to Blake Blackwell at rfp@sfgwater.org. All inquiries should include the number and title of the RFP. Substantive replies will be memorialized in written addenda to be made part of this RFP. All addenda will be posted on the Office of Contract Administration webpage <http://mission.sfgov.org/OCABidPublication/> as well as the SFPUC Contract Administration Bureau webpage at <http://contracts/sfgwater.org>. This RFP will only be governed by information provided through written addenda. With the exception of HRC or City contracting inquiries, no questions or requests for interpretation will be accepted after July 10, 2012.

If any new and/or substantive information is provided in response to questions raised at the pre-submittal conference, it will be memorialized in a written addendum to this RFP and posted on the Contract Administration Bureau webpage at: <http://contracts.sfwater.org>.

Direct all inquiries (other than inquiries at the pre-submittal conference) concerning administration of this RFP to Blake Blackwell at rjp@sfwater.org. All inquiries should include the number and title of the RFP.

Direct all inquiries regarding business tax registration procedures to the Tax Collector's Office at (415) 554-4400.

2. Interpretation and Addenda/Change Notices

Any interpretation of, or change in, the RFP will be made by addendum and shall become a part of the RFP and of any Agreement awarded. Change Notices in the form of Addenda will be posted on the Contract Administration Bureau webpage at: <http://contracts.sfwater.org>.

The SFPUC will make reasonable efforts to post in a timely manner any modifications to the RFP on the Office of Contract Administration webpage <http://mission.sfgov.org/OCABidPublication/> as well as the SFPUC Contract Administration Bureau webpage <http://contracts.sfwater.org>. Notwithstanding this provision, the Participant shall be responsible for ensuring that its proposal reflects any and all addenda posted by the SFPUC prior to the proposal due date regardless of when the proposal is submitted. Therefore, the City recommends that the Participant check the SFPUC Contract Administration Bureau webpage before submitting its proposal to determine if the Participant has read all posted addenda. The SFPUC will not be responsible for any other explanation or interpretation.

3. Revision of Proposal

Notwithstanding the forgoing, a Participant may withdraw or revise a proposal on the Participant's own initiative at any time before the deadline for submission of proposals. The Participant must submit the revised proposal in the same manner as the original proposal. A revised proposal must be received on or before the proposal due date.

In no case will a statement of intent to submit a revised proposal or the commencement of a revision process extend the proposal due date for any Participant.

At any time during the proposal evaluation process, the SFPUC may require a Participant to provide oral or written clarification of its proposal. The SFPUC reserves the right to make an award without receiving or accepting any clarifications of proposals received.

4. Errors and Omissions in Proposal

Failure by the SFPUC to object to an error, omission, or deviation in the proposal will in no way modify the RFP or excuse the Participant from full compliance with the specifications of the RFP or any Agreement awarded pursuant to the RFP.

5. Financial Responsibility

The SFPUC accepts no financial responsibility for any costs incurred by a Participant in either responding to this RFP or negotiating an Agreement with the SFPUC. The proposals in response to the RFP will become the property of the SFPUC and may be used by the SFPUC in any way it deems appropriate.

6. Sunshine Ordinance

In accordance with San Francisco Administrative Code Section 67.24(e), Participants' bids, responses to RFP's and all other records of communications between the City and persons or firms seeking contracts shall be open to inspection immediately after a contract has been awarded. Nothing in this provision requires the disclosure of a private person's or entity's net worth or other proprietary financial data submitted for qualification for a contract or other benefits until and unless that person or organization is awarded the contract or benefit. Information provided which is covered by this paragraph will be made available to the public upon request.

8. Reservations of Rights by the City

The issuance of this RFP does not constitute an agreement by the City that any contract will actually be entered into by the City. The City expressly reserves the right at any time to:

1. Waive or correct any defect or informality in any response, proposal, or proposal procedure;
2. Reject any or all proposals;
3. Reissue an RFP;
4. Prior to submission deadline for proposals, modify all or any portion of the selection procedures, including deadlines for accepting responses, the specifications or requirements for any materials, equipment or services to be provided under this RFP, or the requirements for contents or format of the proposals;
5. Procure any materials, equipment or services specified in this RFP by any other means; or
6. Determine that no project will be pursued.

9. No Waiver

No waiver by the City of any provision of this RFP shall be implied from any failure by the City to recognize or take action on account of any failure by a Participant to observe any provision of this RFP.

X. ADDITIONAL CITY REQUIREMENTS

1. Signature Requirements

An unsigned or improperly signed proposal may be rejected. A proposal may be signed by an agent of the Participant if he/she is properly authorized by a power of attorney or equivalent document submitted to the City prior to the submission of the proposal or with the proposal to bind the Participant to the proposal.

The proposal may be modified after its submission by withdrawing and resubmitting the proposal prior to the time and date specified for offer submission. Modification offered in any other manner, oral or written, may not be considered.

A Participant may withdraw his/her offer by submitting a written request for its withdrawal to the City, signed by the Participant in accordance with the first paragraph above. The Participant may, therefore, submit a new proposal prior to the proposal submission time.

All proposals submitted may be subject to negotiation by the City prior to an award of contract.

2. Business Tax Registration

In accordance with San Francisco City Ordinance 345-88, all vendors conducting business with the City are required to maintain a valid business tax registration number. Participant may contact the Tax Collector's office at 415-554-4400 to confirm that business tax registrations fees have been paid in full.

Appendix A - Related Products

A. Luminaires

The LED luminaire that will be procured for the SFPUC LED Streetlight Conversion Project has not yet been selected. The products listed below have been tested and installed by the SFPUC. For the purpose of the Pilot Project, any of the products listed below or any LED luminaire listed on the Design Lights Consortium Website may be offered. In addition, Respondents are encouraged to propose solutions that employ control-ready luminaires.

1. Manufacturer: Philips
Model: Lumec Roadstar
Website: www.lumec.com/products/luminaires/serie_roadstar
2. Manufacturer: Cree
Model: LEDWay Website: www.betaled.com/us-en/home
3. Manufacturer: LED Roadway
Catalog Number: SAT Family
Website: www.ledroadwaylighting.com/



Business Registration Certificate Requirement

Unless you have previously submitted this form, failure to complete the Declaration on the reverse and return this form to the Office of Contract Administration (OCA) with your bid will be a basis for rejection of the bid, and OCA will assume that your company does not intend to apply for a Business Registration Certificate.

General

To receive an award, a vendor must have a current Business Registration Certificate or else not be required to register. The registration fee is \$25, \$150, \$250 or \$500, depending on the type and size of your business. The fee (except the \$25 fee) is pro-rated for new registrations, depending on when during the year you started your business in San Francisco, and is based on estimated tax liability for your payroll expense. To determine the registration fee due, you can check the website at <http://sfgov.org/tax/>. In addition, every business “conducting business in San Francisco” must file a combined Payroll Expense Tax Statement and Business Registration renewal on an annual basis. Businesses with a computed tax of \$2,500 or less are exempt from paying payroll expense tax if the statement is filed on time.

Who must obtain a registration certificate?

Any business located, or conducting business, in San Francisco.

What is “conducting business in San Francisco”?

Briefly, it means engaging in business in San Francisco, having met one or more of questions 1-7 on the reverse specifically relate to “conducting business.”

Are there exceptions?

Yes. A person receiving rental income solely from a cooperative housing corporation, or a residential structure of less than 4 units, or a residential condominium, shall not be deemed to be engaging in business.

My business is not located in San Francisco. Is a registration certificate still required?

Yes, if the business “conducts business in San Francisco” All businesses, including those which do not “do business in San Francisco” but excluding government agencies, must sign and return the Declaration.

What's involved in obtaining a registration certificate?

Obtaining a certificate is easy, but not automatic. Once the Tax Collector receives an application, the office must check the payment status of other taxes (Unsecured Personal Property Tax, Payroll/Business Tax) and licenses or permits. If any tax or license/permit fee is delinquent, the certificate cannot be issued. Only when all taxes and fees are paid in full will the certificate be issued.

Where do I obtain the certificate?

At the Tax Collector’s Office. You would obtain an application form from, and submit it and the registration fee to:

Tax Collector’s Office, Taxpayer Assistance
City Hall, Room 140
San Francisco, CA 94102-4696

Do Company Divisions, Parents and Subsidiaries have to register separately?

That depends on a company's individual situation. Contact the Tax Collector at (415) 554-6718 or 554-4400 for more information.

Can I do business with the City without a certificate?

Not if you “conduct business in San Francisco.” The City can make purchases from businesses only in the following situations:

- The business conducts business in San Francisco and has registered.
- The business does not conduct business in San Francisco and has signed the Declaration.
- The business is non-profit and tax-exempt, has signed the Declaration and has submitted an IRS exemption letter.
- The business is a government agency, bank, insurance company, or other listed exemption.
- There is an emergency. Although OCA can award the contract, the vendor may be subject to business taxes and required to possess a certificate.

These requirements cover service contracts, construction contracts and product purchases.

What if my application is pending during a bid evaluation?

If you are the low bidder on a City contract, and have applied for the certificate but your application has not yet been approved, the City may make the award to you if you sign the Declaration. If you have a receipt from the Tax Collector for the registration fee, submit a **copy** of the receipt with this form.

What if I currently “do not conduct business in San Francisco,” but if I win this bid, I will register?

You may answer the questions based on your current status, and you should not register at this time. If you win the bid, you should register with the Tax Collector.

For more information

For information on how to apply for the certificate, call the Tax Collector’s Office. For information on your eligibility to receive a particular award, call OCA. See the bottom of the reverse of this form.

Completing the Declaration; Failure to do so

Unless you previously submitted this form, complete the Declaration and, if possible, return it **with your bid or quotation** in the envelope provided. If you submit this form separately, see the mailing address under “Routing” near the bottom of the reverse of this form.

If you do not complete and return this form, that will be a basis for OCA’s rejecting the bid, and for assuming that your company should register but will not and therefore that the City cannot do business with you.

If you submitted this form previously

If you submitted this form for an earlier transaction, and if your business tax status has not changed, please discard this form.

Business Tax Declaration

Please answer Yes or No to Questions 1-7, based on your company's situation *as of now*. If any answers would change if your company won a bid that is pending, you may submit a new form later.

Conducting Business in San Francisco

Yes No

This person, business, or person's or business's employee:

- 1. Maintains, owns or leases a fixed place of business within San Francisco.
- 2. Regularly maintains a stock of tangible personal property in San Francisco for sale in the ordinary course of business.
- 3. In the ordinary course of business, employs or loans capital on property within San Francisco.
- 4. Solicits business, performs work, or renders services within the City on a regular bases for all or part of any seven or more separate days during one year (e.g., 4 employees in San Francisco for 2 days each constitute 8 separate days, and require a "yes" answer to this question). If a manufacturer does not conduct business in San Francisco but the manufacturer's independent representative does, only the representative must register.
- 5. Exercise corporate or franchise powers within the City for the benefit of the person.
- 6. Liquidate a business when the liquidators hold themselves out to the public as conducting a liquidated business.
- 7. Utilize the streets within the City and County of San Francisco in connection with the operation of motor vehicles for business purposes for all or part of any seven days during one year.

If you answered "no" to all Questions 1-7, ordinarily you are not conducting business in San Francisco, need not register with the Tax Collector and may omit items 8-15 following, but you must sign and return this Declaration. However, this is subject to review by the Tax Collector. **If you answered "yes" to any of the questions**, you must answer the remaining questions in this Declaration and, unless an exemption applies, **must register**.

I understand that my representation, if any, that I am not engaged in business in San Francisco is subject to review by the Tax Collector. If the Tax Collector determines that I am conducting business in San Francisco, the City may either cancel the contract or withhold payment ten days after written notification by the Tax Collector.

I declare (or certify) under penalty of perjury under the laws of the State of California that the foregoing is true and correct, and that I am authorized to bind this entity contractually.

Executed this _____ day of _____, 20____, at _____ (City), _____ (State)

Name of Company (please print)

Signature

Name of Signatory (please print)

Title

Telephone Number

General Address

Mailing Address for General Corresp., Purchase Orders, etc.

City, State, ZIP

Remit Address

Remittance Address, if different

City, State, ZIP

Federal ID or Social Security Number

Tax-Exempt Businesses, Banks, Insurance Companies, Others

If you answer Yes to any of items 8-12, you still need to register but need not pay the registration fee. To register, you must submit proof of tax-exempt status to the Tax Collector, with other forms. Proof is usually an exemption letter from the IRS, noting §501(c) or (d) of the Internal Revenue Code. Also, submit this form and proof of tax-exempt status to the Office of Contract Administration (OCA).

Yes No

- 8. This business is non-profit, tax-exempt.
- 9. This business is a bank or an insurance company. (If Yes, indicate your type of business: _____)
- 10. This business owner is visually impaired as licensed under Ch. 6A, Title 12 USC and Art. 5, Ch. 6, Part 2, Div. 10 of the CA Welfare & Institutions Code.
- 11. This business is a skilled nursing facility licensed under Title 22, CA Admin. Code, Div. 5.

Applying for a Business Registration Certificate

If you answered "yes" to any of Questions 1-7, and "no" to Questions 8-11, check item 12, 13, or 14 and complete any applicable blanks. If no item is checked, or if the Declaration is not signed, this will constitute a basis for OCA to reject the bid.

- 12. This company has registered with the Tax Collector. Certificate # _____ (6 digits, e.g., "123456").
- 13. This company applied for a Certificate by mailing the application and fee to the Tax Collector, or by submitting the application in person, on _____, 20____. The application is pending. (NOTE: Completing this Declaration is not the same as applying for a Certificate.) If you submitted the application in person, please submit with this Declaration a copy of the fee receipt you received from the Tax Collector.
- 14. This company does not intend to apply for a certificate, although we do "conduct business in San Francisco."
- 15. This company currently does not need to register (answered "NO" to questions 1-7) but if awarded a bid, questions # ____ would be answered "YES" and this company will register.

Routing

If you are registering, obtain an application from the Tax Collector's website (<http://sfgov.org/tax/>). **Do not send this P-25 form to the Tax Collector.** We encourage you to send this form **with your bid or quotation** in the envelope provided. If you submit this form separately, send it to: Office of Contract Administration, Business Tax Compliance, City Hall, Room 430, San Francisco, CA 94102-4685. If you submitted this form previously and if your business tax status has not changed, discard this form.

For more information

Regarding how to apply for a certificate, call the Tax Collector at (415) 554-6718 or (415) 554-4400. Regarding a bid, call the OCA at (415) 554-6743.