



**SAN DIEGO COMMUNITY POWER
INVITATION TO BID
NO. 26-005
FOR PROMOTIONAL OUTREACH MATERIALS**

San Diego Community Power (“SDCP”) is seeking bids to this Invitation to Bid (“ITB”) from Bidders to provide Promotional Outreach Materials (“Bids”).

I. INTRODUCTION

SDCP is a community-driven, not-for-profit public agency serving nearly 1 million customers across six cities and the unincorporated communities of San Diego County. SDCP is the default electricity provider for the Cities of Chula Vista, Encinitas, Imperial Beach, La Mesa, National City, and San Diego, and the County of San Diego which serves the unincorporated area (collectively, “member agencies”). SDCP’s Joint Powers Agreement (“JPA”) is the first in California with the objective to achieve and sustain 100 percent renewable energy availability and usage by 2035, which is in advance of current State of California targets. SDCP is committed to providing clean, affordable power while reinvesting in our local communities. For more information, please visit SDCP’s website at www.sdcommunitypower.org.

II. PROJECT BACKGROUND

SDCP conducts ongoing community engagement, outreach, and educational activities throughout its member jurisdictions. These include community events, workshops, tabling opportunities, partner activations, public meetings, sponsorships, partnerships, and educational campaigns. Promotional materials support these efforts by helping staff effectively reinforce brand recognition and provide community members with useful items that encourage continued engagement.

To support this, SDCP requires a reliable source for promotional materials that align with brand guidelines and outreach objectives. Purchases will occur on an as-needed basis throughout the duration of the contract, as aligned with SDCP’s outreach calendar, demand, and programmatic initiatives.

SDCP intends to award at least one (1) agreement (“Agreement”) based on the Bidder’s ability to meet the specifications identified in Exhibit A and the proposed costs. **SDCP may consider awarding agreements to multiple bidders.** Bidders who can provide a majority or all of the items in Exhibit A and in accordance with the specifications identified may be given preference for award.

Further, SDCP expects to issue an agreement to purchase promotional outreach materials on an as-needed basis for a 3 year period (“Purchase Period”). SDCP does **not**



anticipate that the cost for all purchases to all awarded bidders resulting from this ITB to exceed \$150,000 cumulatively for the entire Purchase Period. The contract value for each awarded bidder may vary, dependent on the bid items available from the awarded bidder and SDCP's needs for materials. Additionally, selection or award to a bidder does not constitute a guaranteed minimum purchase or minimum purchase amount.

III. QUESTIONS AND RESPONSES

Bidders may submit questions regarding this ITB electronically to SDCP.

Questions must be submitted using the online form: <https://wkf.ms/47W6mcp>
Questions are due on March 24, 2026 by 12:00 PM (Pacific Time).

Responses to questions will be provided by 3/26/26.

When submitting questions, please specify which section of the ITB you are referencing and quote the language that prompted the question. Questions may address issues or concerns that the evaluation criteria and/or business requirements would unfairly disadvantage Bidder or, due to unclear instructions, may result in SDCP not receiving the best possible responses from Bidder.

For questions after the Questions deadline, and ONLY regarding the procurement process, bidders may submit questions via email to akapoor@sdcommunitypower.org with a copy to nep@sdcommunitypower.org.

IV. BID SUBMISSION DEADLINE

Bids should be submitted electronically to SDCP as **a single PDF document**.

Bids must be submitted using the online form: <https://wkf.ms/4rM2FNM>
Bids are due by April 2, 2026 at 12:00 P.M. (Pacific Time).

It is the sole responsibility of the Bidder to ensure that their bid is received before the submission deadline. Bidders shall bear all risks associated with delays in delivery. Any Bids received after the scheduled closing date and time for receipt of bids may not be accepted.

V. REQUEST FOR BIDS

By submitting a bid, the Bidder represents that it has thoroughly examined and become familiar with the products and/or services required under this ITB.

A. Content and Format of Bid

1. **Bidder Contact Information:** Complete **Exhibit B** to provide the name, address, telephone number of the principal contact or contacts from the Bidder and any additional subcontractors needed to complete the purchase.



2. **Bidder Experience/References:** Complete **Exhibit C** to provide a list of three (3) relevant experiences completed by the Bidder in the past three (3) years that demonstrate completion of providing similar or the same items to another entity. Include the name of the entity, size and industry of the entity. For each relevant experience listed, provide the name, email address, and telephone number for the primary contact person that the Bidder worked with at the entity.
3. **Bid Items/Products:** Complete **Exhibit D** to provide the following:
 - a. Provide specification information for each item Bidder is bidding on.
 - b. Bidder may provide additional specification information for the bid items listed. The additional specification information can be included as an attachment to their bid document.
 - c. Bidders may also provide a list of additional items to be considered under this ITB. **NOTE:** Inclusion of a list of items does not meet the requirement to complete the bid items in Exhibit D and will not be used for evaluation purposes.
4. **Bid Schedule:** Complete **Exhibit E** to provide the following:
 - a. AT MINIMUM, Bidder is required to bid on Items 1-3 in the Bid Schedule table.
 - b. Bidder is required to provide pricing information for each item Bidder is bidding on.
 - c. If applicable, Bidder must identify any escalations to listed pricing for subsequent years.
 - d. Bidders may also provide a price list of additional items to be considered under this ITB. **NOTE:** Inclusion of a price list does not meet the requirement to complete the bid schedule in Exhibit E and will not be used for evaluation purposes.
5. **Service and Support:** Complete the questionnaire in **Exhibit F** to provide information on Bidder's order, delivery, and support process.
6. **SDCP Branding and Logo:** Bidder shall not use SDCP's name and logos, or other identifying marks in **Exhibit G** for any commercial purpose, personal gain, or in any manner that could mislead, misrepresent, or otherwise deceive the public. SDCP will provide the final approved logo and colors to the awarded Bidder to be used for the items purchased and as determined by SDCP. Any



use of SDCP's identifying marks must be expressly authorized in writing by SDCP.

B. Bid Requirements

1. **General:** It is strongly recommended that the Bidder submit Bids in the format identified in section V.A to allow SDCP to fully evaluate and compare the bids. All requirements and questions in the ITB should be addressed and all requested information should be supplied.

SDCP reserves the right to request additional information which, in SDCP's opinion, is necessary to assure that the Bidder's competence, qualifications, number of qualified employees, business organization and financial resources are adequate to perform the services according to the terms of any resulting agreement.

2. Required Documents and Information:

Bidder must submit the following:

- a. Exhibit B – Bidder Identification
 - b. Exhibit C – Bidder References
 - c. Exhibit D – Bid Items
 - d. Exhibit E – Bid Schedule
 - e. Exhibit F – Service and Support
3. **Authorization:** The **Bid shall be signed in Exhibit B** by an individual, partner, officer or officers authorized to execute legal documents on behalf of the Bidder.

C. Bid Evaluations & Criteria

Bids will be reviewed and ranked by SDCP Staff. During the evaluation process, SDCP reserves the right to request additional information or clarification for responses to this ITB. SDCP reserves the right to request samples of items from bidders to evaluate quality. Bids will be evaluated in accordance with the following evaluation criteria:

1. Bidder's Experience
2. Products and Sustainability
3. Bid Schedule
4. Service and Support

Following the initial evaluation, SDCP may select one Bidder or select a number of Bidders (with or without interviews); or conduct interviews with a "short list" of Bidders,



consisting of those Bidders reasonably likely, in the opinion of SDCP, to be awarded the contract.

If applicable, any interview may include discussions about services offered, conflicts of interest with other clients, or fees/compensation amount or structure. Interviews may take place through written correspondence, telephone, or video conference, and/or face-to-face interviews, at SDCP's sole discretion.

SDCP reserves the right to not convene interviews or discussions, and to make an award on the basis of initial Bids received. References may be contacted at any point in the evaluation process.

D. Award

After a Bidder has been selected, SDCP will negotiate a contract for execution. If a satisfactory contract cannot be negotiated, SDCP may, at its sole discretion, begin contract negotiations with the next qualified Bidder who submitted a Bid, as determined by SDCP. Bidders are further notified that SDCP may disqualify any Bidder with whom SDCP cannot satisfactorily negotiate a contract.

E. Miscellaneous

1. **Exceptions Certification to this ITB:** In submitting a bid in response to this ITB, Bidder is certifying that it takes no exceptions to this ITB including, but not limited to, the agreement. If any exceptions are taken, such exceptions must be clearly noted in the bid and may be reason for rejection of the Bid. As such, Bidder is directed to carefully review the terms of the ITB.
2. **Amendments to Bids:** No amendment, addendum or modification will be accepted after a Bid has been submitted to SDCP. If a change to a Bid that has been submitted is desired, the submitted Bid must be withdrawn and the replacement Bid submitted to SDCP prior to the Bid due date and time.
3. **Price Validity:** Prices provided by Bidders in response to this ITB are valid for 90 days from the Bid due date. SDCP intends to award the contract within this time but may request an extension from the Bidders to hold pricing until negotiations are complete and the contract is awarded.
4. **Right to Negotiate and/or Reject Bids:** SDCP reserves the right to negotiate any price or provision, purchase order or service, accept any part or all of any Bids, waive any irregularities, and to reject any and all, or parts of any and all Bids, whenever, in the sole opinion of SDCP, such action shall serve its best interests and those of SDCP ratepayers. The Bidders are encouraged to submit their best prices in their Bids, and SDCP intends to negotiate only with the



Bidders whose Bid(s) most closely meets SDCP's requirements and provides the best value to SDCP. The contract award, if any is awarded, will go to the Bidder(s) whose Bid(s) best meets SDCP's requirements.

F. Protests

- 1. Protest Contents:** A Bidder may protest a contract award if the Bidder believes that the award was inconsistent with SDCP Procurement Policy or if this ITB is not in compliance with applicable law. A protest may be submitted electronically to nep@sdcommunitypower.org within five (5) business days after receipt of notification of the contract award. Any protest submitted after 5:00 PM of the fifth business day after notification of the contract award will be rejected by SDCP as invalid and the Bidder's failure to timely file a protest will waive the Bidder's right to protest the contract award. The Bidder's protest must include supporting documentation, legal authorities in support of the grounds for the protest and the name, mailing address and telephone number of the person representing the Bidder for purposes of the protest. Any matters not set forth in the protest shall be deemed waived.
- 2. SDCP Review:** SDCP will review and evaluate the basis of the protest provided the protest is filed in strict conformity with the foregoing. SDCP shall provide the Bidder submitting the protest with a written statement concurring with or denying the protest. Action by SDCP relative to the protest will be final and not subject to appeal or reconsideration. The procedure and time limits set forth in this section are mandatory and are the Bidder's sole and exclusive remedy in the event of protest. Failure to comply with these procedures will constitute a waiver of any right to further pursue the protest, including filing a government code claim or legal proceedings.

VI. RESERVATION OF RIGHTS

This ITB is a solicitation for Bids only and is not intended as an offer to enter into a contract or as a promise to engage in any formal competitive bidding or negotiations. SDCP may, at its sole discretion, accept or reject any or all Bids submitted in response to this ITB. In addition, SDCP may, at its sole discretion, only elect to proceed with contract negotiations for some of the services included in the Bid. SDCP further reserves the right to cancel this ITB at any time prior to contract award without obligation in any manner for Bid preparation, interview, fee negotiation or other marketing costs associated with this ITB. SDCP also reserves the right to waive minor errors and omissions or inconsequential disparities in Bids, request additional information or revisions to offers, and to negotiate with any or all Bidders. SDCP shall not be liable for any costs incurred by the Bidder in connection with the preparation and submission of any Bid.



SDCP has the right to amend the ITB, in whole or in part, by written addendum, at any time. SDCP is responsible only for that which is expressly stated in the solicitation document and any authorized written addenda. Such addendum shall be made available to each person or organization which SDCP records indicate has received this ITB. Should such addendum require additional information not previously requested, failure to address the requirements of such addendum may result in the Bid being found non-responsive and not being considered, as determined in the sole discretion of SDCP. SDCP is not responsible for and shall not be bound by any representations otherwise made by any individual acting or purporting to act on its behalf prior to an award of contract by SDCP. SDCP has the right to reissue the ITB at a future date.

VII. CONFIDENTIALITY AND PUBLIC RECORDS

Bids submitted in response to this ITB shall become the exclusive property of SDCP. **SDCP is subject to the California Public Records Act (“CPRA”).** The Bid will become a matter of public record when contract negotiations are complete and when an agreement is executed by SDCP. Exceptions to disclosure may be available to those parts or portions of Bids that are justifiably and reasonably exempted under the CPRA, such as trade secrets.

If a Bidder desires to exclude a portion of its Bid from disclosure under the California Public Records Act, the Bidder must prominently mark it “confidential” and state the specific provision in the California Public Records Act that provides the exemption as well as the factual basis for claiming the exemption. A blanket statement of confidentiality or the marking of each page of the Bid as confidential shall not be deemed sufficient notice of a CPRA exemption.

A Bidder who indiscriminately and without justification identifies most or all of its Bid as exempt from disclosure or submits a redacted copy may be deemed non-responsive. Although the CPRA recognizes that certain confidential information or other exempt records may be protected from disclosure, SDCP is not in a position to establish that the information that a Bidder submits is exempt. If a request is made for information marked “Confidential,” SDCP will provide Bidders who submitted the information with reasonable notice to seek protection from disclosure by a court of competent jurisdiction. SDCP shall not, in any way, be liable or responsible for any resulting disclosure of any such record or any parts thereof pursuant to the CPRA or otherwise by law.

VIII. CONFLICTS OF INTEREST

SDCP is governed by the Political Reform Act, Government Code Section 1090, Government Code Section 84308, and other requirements governing conflicts of interest, campaign contributions, and gifts. Bidders are required to review all applicable conflict of interest laws. In addition, SDCP has adopted policies governing procurement. Bidders are advised to review all policies, including the Procurement Policy, available at: <https://sdcommunitypower.org/resources/key-documents/>



The Bidder may not contact or receive information outside of this ITB process. If it is discovered that the Bidder contacted and received information from anyone other mediums used to share information about this solicitation specified above and under the process specified herein regarding this solicitation, SDCP may, in its sole discretion, disqualify the Bid from further consideration.

All contact regarding this ITB or any matter relating thereto must be in writing and submitted to akapoor@sdcommunitypower.org with a copy to nep@sdcommunitypower.org.

IX. NON-DISCRIMINATION

SDCP will not discriminate and will require its contractors to not discriminate on the basis of race, gender expression, gender identity, religion, national origin, ethnicity, sexual orientation, age, or disability in the solicitation, selection, hiring, or treatment of contractors, subcontractors, vendors, or suppliers. The successful Bidder shall provide equal opportunity for subcontractors to participate in subcontracting opportunities.



**EXHIBIT A
SPECIFICATIONS**

1. SDCP is seeking a Bidder to provide all items in the table below.
2. AT MINIMUM the Bidder must meet the following requirements:
 - a. Provide Item 1, Item 2, and Item 3.
 - b. Provide items that can be customized by the Bidder to add SDCP’s logo and colors. Samples have been provided in Exhibit E.

Item No.	Item Description	Required Specifications	Preferred Specifications	Estimated Quantity* (Per Year)
1	Sunglasses	<ul style="list-style-type: none"> • Made from recycled or biodegradable materials 	<ul style="list-style-type: none"> • Packaging: Low-waste or package-free 	1,350 - 1,650
2	Lip Balm	<ul style="list-style-type: none"> • Balm: Organic • Packaging: Made from recycled materials 	<ul style="list-style-type: none"> • Balm: Includes SPF • Packaging: Low-waste or package-free 	3,600 - 4,400
3	Tote Bags	<ul style="list-style-type: none"> • Made from recycled materials • Ability to match one of our brand colors 	<ul style="list-style-type: none"> • Packaging: Low-waste or package-free 	450 - 550
4	Fanny Packs	<ul style="list-style-type: none"> • Made from recycled materials 	<ul style="list-style-type: none"> • Packaging: Low-waste or package-free 	450 - 550
5	Utensil Sets	<ul style="list-style-type: none"> • Made from recycled or biodegradable materials • Includes fork, knife, and spoon 	<ul style="list-style-type: none"> • Packaging: Low-waste or package-free 	900 - 1,100
6	Sunscreen	<ul style="list-style-type: none"> • SPF 30 or higher • Reef safe 	<ul style="list-style-type: none"> • Bottle made from recycled plastic • Attachable carabiner included 	1,350 - 1,650

EXHIBIT A-1



			<ul style="list-style-type: none"> • Packaging: Low-waste or package-free 	
7	Cups	<ul style="list-style-type: none"> • Made from recycled or biodegradable materials • Collapsible 	<ul style="list-style-type: none"> • Packaging: Low-waste or package-free 	900 - 1,100
8	Notebooks	<ul style="list-style-type: none"> • Made from recycled paper • No pen included 	<ul style="list-style-type: none"> • Packaging: Low-waste or package-free 	450 - 550
9	Stickers	<ul style="list-style-type: none"> • Ability for colored printing 	<ul style="list-style-type: none"> • Packaging: Low-waste or package-free 	900 - 1,100
10	Crayons	<ul style="list-style-type: none"> • 4 crayons included • Each crayon is a different color 	<ul style="list-style-type: none"> • Crayons: Made with soy • Packaging: Low-waste or package-free 	900 - 1,100

*Estimated quantities are based on prior purchases and based on SDCP's planned needs. Estimated quantities listed include a range. Amounts may vary, depending on SDCP's needs throughout any given year.



**EXHIBIT B
BIDDER IDENTIFICATION**

Legal Business Name	
Parent Company Name (if any)	
Business Address	
Business type:	<input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Liability Corporation <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Other: _____
California Business License Number (if any)	
Bid Point of Contact	Name: Title: Address: Phone: Email:
Authorized Signatory	Name: Title: Email:
Conflicts of Interest Bidder must identify any potential conflicts of interest with other current or former clients, including, but not limited to, Sempra Energy, San Diego Gas & Electric (SDG&E), and affiliates thereof, and how they expect to resolve those conflicts.	
Subcontractor(s) Legal Name (if any)	
Bid Authorization	Name: Title: Signature:



**EXHIBIT C
BIDDER REFERENCES**

Bidder shall complete Exhibit C and include it with their Bid submittal to this ITB.

List three (3) references/experiences where the same or similar items were provided in the past three (3) years.

1	Entity Name	Entity Size	Entity Industry
	Contract No	Dates	Items Provided
	Contact Person	Phone	Email
2	Entity Name	Entity Size	Entity Industry
	Contract No	Dates	Items Provided
	Contact Person	Phone	Email
3	Entity Name	Entity Size	Entity Industry
	Contract No	Dates	Items Provided
	Contact Person	Phone	Email



**EXHIBIT D
BID ITEMS**

Bidder shall complete Exhibit D for all items they are bidding on and include it with their Bid submittal to this ITB.

1. The Bid Items table must include complete information for at least ITEMS 1-3.
2. Bid Items table must include the following for each item the Bidder is bidding on:
 - a. Confirm if required specifications from Exhibit A are met by using Y (Yes) or N (No).
 - b. List which of the preferred specifications from Exhibit A are met for the item.
 - c. List any additional specifications for the item.

Item No.	Description	Required Specs Met? (Y / N)	Preferred Specs? (List)	Additional Specs? (List)
1	Sunglasses			
2	Lip Balm			
3	Tote Bags			
4	Fanny Packs			
5	Utensil Sets			
6	Sunscreen			
7	Cups			
8	Notebooks			
9	Stickers			
10	Crayons			



**EXHIBIT E
BID SCHEDULE**

Bidder shall complete Exhibit E for all items they are bidding on and include it with their Bid submittal to this ITB.

1. Bid Schedule must include complete information for at least ITEMS 1-3.
2. Bidder must identify any escalations to listed pricing for subsequent years.

Pricing for Year 1			
Item No.	Description	Units (Each, Dozen, etc.)	Unit Price (\$)
1	Sunglasses		
2	Lip Balm		
3	Tote Bags		
4	Fanny Packs		
5	Utensil Sets		
6	Sunscreen		
7	Cups		
8	Notebooks		
9	Stickers		
10	Crayons		
	Freight/Delivery		
	Taxes		

Year 2 Escalation: ____%

Year 3 Escalation: ____%



**EXHIBIT F
SERVICE AND SUPPORT**

Bidders must complete all questions below. Responses will be used for evaluation purposes to assess service reliability and support capabilities.

Q1. Order placement process:

Online portal

Email

Phone

Other (explain): _____

Q2. Delivery timeframe after order is placed:

1–3 business days

4–7 business days

8+ business days

Varies by item (explain): _____

Q3. Ability to expedite orders if needed:

Yes

No

Q4. If YES to Q3, briefly describe any conditions, limitations or fees to expedite orders:

Q5. Ability to accommodate changes after order placement (design, quantities, timelines):

Yes

No

Q6. If YES to Q5, briefly describe any limitations or cutoff points for changes:



Q7. Customer support offered:

- Dedicated account manager
- Shared support team
- Online support/ticketing system
- Phone support

Q8. Customer support hours (check all that apply and provide hours of availability (PST)):

- Business hours: _____
- Extended hours: _____
- On-call/as needed

Q9. Average response time for inquiries or support:

- Same business day
- Within 24-48 hours
- 48-72 hours
- Other (explain): _____

Q10. What is the process and applicable costs for replacing items for manufacturer errors or defects?



EXHIBIT G SDCP BRANDING AND LOGO

Samples of SDCP's logo and some brand colors are provided below for **reference only**. Please refer to Section V.A.6 of this ITB for branding and logo use. SDCP will provide the final approved logo and colors to the awarded Bidder to be used for the items purchased.

1. SDCP Logo (Reference Only)
 - a. Full-Color Logo (Sample)



- b. Black Logo (Sample)



- c. White Logo (Sample)



2. SDCP Brand Colors (Reference Only)
 - a. Primary colors



- b. Secondary Colors



Exhibit G-1