# COUNTY OF SOLANO

# DEPARTMENT OF GENERAL SERVICES

## *Purchasing Services*

## INVITATION FOR BIDS
## FOR THE
## SHERIFF'S OFFICE

## IFB Number: 73-425-12

# TRAY WASHING MACHINE WITH INSTALLATION

Closing Date: MAY 15, 2012, 3:00 PM (PST)

AVAILABLE ELECTRONICALLY ON COUNTY WEBSITE
www.solanocounty.com

**Bidders are responsible for frequently checking the County's website for any changes, amendments and other information related to this IFB.**

# GENERAL SERVICES DEPARTMENT

MICHAEL J. LANGO
DIRECTOR

CENTRAL SERVICES

DIANNE E. KOUTZ, C.P.M.
CENTRAL SERVICES MANAGER

April 26, 2012

**COUNTY OF SOLANO**
**INVITATION FOR BID**
**BID NO.: 73-425-12**
TRAY WASHING MACHINE WITH INSTALLATION

Notice is hereby given that sealed bids will be received at the Purchasing Office, until May 15, 2012, 3:00 PM Pacific Standard Time (PST) at which time they will be publicly opened in accordance with the County of Solano specifications and contract documents.

Bids shall be delivered and addressed to the County of Solano, Purchasing Services, 675 Texas Street, Suite 2500, Fairfield, California 94533, and shall be labeled Tray Washing Machine with Installation, Bid No. 73-425-12, bid submission date May 15, 2012, 3:00 PM, PST.

Any bidder who wishes his/her bid to be considered is responsible for making certain that its bid is received in the Purchasing Office by the proper time. Only original hard copy bids will be accepted and considered for award. Bids received after the scheduled bid submittal deadline will be retained in the file unopened, or returned unopened at bidder's expense. Late bids will not be considered.

It is the responsibility of the bidder to see that any bid submitted shall have sufficient time to be received by the Purchasing Office before the bid submittal deadline. The receiving time in the Purchasing Office will be the governing time for acceptability of bids. Bids must bear original signatures and figures.

Respectfully,

JoAnn Epperson,
IFB Coordinator

## SECTION I INSTRUCTIONS TO BIDDERS

1. INFORMED BIDDERS. Before submitting bids, bidders must fully inform themselves of the conditions, requirements and specifications of the products or materials to be furnished. Failure to do so will be at bidder's own risk and they cannot secure relief on the plea of error.

2. BID FORMS. Bid must be submitted on pre-printed bid form supplied by the purchasing Office, which is attached to this solicitation. Bidders may reproduce bid package.

3. PRICES, NOTATIONS, AND MISTAKES. All prices and notations must be ink or typewritten. Mistakes may be crossed out and corrections typed or printed adjacent to the mistake and initialed in ink by the person who signs bid. Prices shall be stated in units and quotations made separately on each item. In case of conflict, unit prices will govern. Where there is a conflict between words and figures, words will govern.

4. OFFERS OF MORE THAN ONE PRICE. Bidders are allowed to submit more than one bid but not more than two bids. Bidders may submit one base bid and one alternate bid. Where bidder submits more than one bid, one bid shall be marked "base bid" and the others shall be marked "alternate bid". Each base bid and each alternate bid shall be submitted in accordance with the terms and conditions of this bid solicitation. Bidders may reproduce this bid package to submit alternate bids. Additional bid packages will not be furnished by Solano County. The County reserves the right to accept or reject any alternate bid in whole or part thereto.

5. TERMS OF THE OFFER. Solano County's acceptance of Bidder's offer shall be limited to the terms herein unless expressly agreed in writing by Solano County. Bids offering terms other than those shown herein will be declared non-responsive and will not be considered.

6. BIDDER AGREEMENT TO TERMS AND CONDITIONS. Submission of a signed bid will be interpreted to mean bidder has agreed to all the terms and conditions set forth in the pages of this solicitation.

7. CANCELLATION OF CONTRACT. The County of Solano may cancel this contract without cause at any time by giving thirty (30) days written notice to the supplier/vendor. The County of Solano may cancel this contract with cause at any time by giving ten (10) days written notice to the vendor. Cancellation for cause shall be at the discretion of the County of Solano and shall be, but is not limited to, failure to supply the service specified within the time allowed or within the terms, conditions, or provisions of this contract. The successful bidder may not cancel this contract without prior written consent of Purchasing Services.

8. COMPLIANCE OR DEVIATION TO SPECIFICATIONS. Bidder hereby agrees that the services offered will meet all the requirements of the specifications in this solicitation unless deviations from them are clearly indicated in the Bidder's response. Bidder may submit an attachment entitled "Exception to Specifications", which must be signed by Bidder's authorized representative. An explanation must be made for each item to which an exception is taken, giving in detail the extent of the exception and the reason for which it is taken. Bids failing to comply with this requirement will be considered non-responsive. Submittal of brochure or other manufacturer literature is desirable but shall not be an acceptable substitution for the requirement. The County reserves the sole and individual right to accept or reject any deviation or parts thereto.

9. COMPLIANCE WITH LAWS. All bids shall comply with current federal, state, local and other laws relative thereto.

10. FORCE MAJEURE. If execution of this contract shall be delayed or suspended and if such failure arises out of causes beyond the control of and without fault or negligence of the Vendor, the Vendor shall notify the County of Solano, in writing, within twenty-four (24) hours, after the delay. Such causes may include but are not limited to acts of God, war, acts of public enemy, acts of any governmental entity in its sovereign or contractual capacity, fires, floods, epidemics, strikes and unusually severe weather.

11. FORMATION OF CONTRACT. Bidder's signed bid and Solano County's written acceptance shall constitute a binding contract.

12. LAWS GOVERNING CONTRACT. This contract shall be in accordance with the laws of the state of California. The parties stipulate that this contract was entered into in the County of Solano, in the state of California. The parties further stipulate that the County of Solano, California, is the only appropriate forum for any litigation resulting from a breach hereof or any questions risen here from.

13. NOMENCLATURES. The terms successful bidder, supplier, vendor, and vendor may be used interchangeably in this solicitation and shall refer exclusively to the person, company, or corporation with whom the County of Solano enters into a contract as a result of this solicitation.

14. SELL OR ASSIGN. The successful bidder shall not have the right to sell, assign, or transfer, any rights or duties under this contract without the specific written consent of the County of Solano.

15. SEVERABILITY. If any provisions, or portions of any provisions, of this contract are held invalid, illegal, or unenforceable, they shall be severed from the contract and the remaining provisions shall be valid and enforceable.

16. BID PREPARATION. Solano County shall not pay for any information herein requested, or is it liable for any costs incurred by prospective bidders.

17. PROMPT PAYMENT TERMS. Discounts for payments made twenty (20) days or more from receipt of invoice will be considered in award of bid. Payment discounts must be clearly shown on the Bid Form.

18. TAXES-SALES. California Sales Tax should be shown separately on the Bid Form, when and where indicated. If not indicated, do not include tax.

19. TAXES, FEDERAL EXCISE. The County of Solano is exempt from Federal Excise Tax

20. LOCAL VENDOR PREFERENCE.

In order to address the competitive disadvantage faced by local businesses that seek to enter into contracts with the County because of the higher costs of doing business in the County, and to encourage businesses to locate and remain in the County, the County has implemented a local preference policy.

21. DEFINITION OF LOCAL BUSINESS.

For purposes of this section, a “local business” means a business enterprise, including but not limited to a sole proprietorship, partnership, or corporation, which has the following:

- a valid business license issued from the County or a political subdivision within the County; and

- its principal business office, or a satellite office with at least one full-time employee, located in the County.

21.1 PREFERENCE.

- Where the lowest responsible bidder is not a local business, the purchasing agent shall provide the lowest responsible local business bidder, should one exist and its bid is within five percent (5%) of the lowest responsible bidder, with notice and an opportunity to reduce its bid to match that of the lowest responsible bidder. Notice shall be by telephone and either facsimile or electronic mail. The local business shall have five (5) business days after the date of such notice to match the lowest bid, in writing. Should the local business so match, it shall be deemed the lowest responsible bidder and receive the award.

- Should the lowest responsible local business bidder decline to match as set forth above, the purchasing agent shall provide the next lowest responsible local business bidder, should one exist and its bid is within five percent (5%) of the lowest responsible bidder, with the same notice and opportunity to match the bid of the lowest responsible bidder as above. This process shall continue as necessary, until an award is made either to a responsible local business bidder within five percent (5%) of the lowest responsible bidder, or the lowest responsible bidder itself.

- In instances where a local business and a non-local business submit equivalent, lowest responsible bids, the purchasing agent shall give preference to the local business.

- No contract awarded to a local business under this section shall be assigned or subcontracted in any manner that permits more than fifty (50) percent or more of the dollar value of the contract to be performed by an entity that is not a local business.

21.2 DECLARATION OF COMPLIANCE.

In submitting a bid subject to this section, a local business shall affirm its compliance on a form to be provided by the purchasing agent.

## SECTION II STATEMENT OF PURPOSE

The purpose of this Invitation for Bids (IFB) is to define the County's minimum requirements, and gain adequate information by which the County may evaluate services or commodities offered by vendors or contractors. As used herein, the term contractor shall mean the contractor or vendor, its employees, or agents.

The County of Solano, Central Services Division, Purchasing Services, hereinafter referred to as the County, is soliciting bids for an Insinger Tray Washing Machine model #TRAC 321-2 with installation for the County's Sheriff's Office.

Contractor shall furnish Tray Washer and all installation as specified. Services and or commodities to be rendered as specified within the guidelines as provided by this IFB in its entirety. This IFB, details deliverables and terms and conditions as required by the County.

State of California Prevailing Wage is in effect for this IFB and any contract resulting thereof. It shall be mandatory upon the Contractor to whom the contract is awarded to pay not less than the said prevailing rates of wages to all workers employed by him/her in the execution of the contract. Pursuant to provisions of Section 1770, et seq., of the Labor Code of the State of California, the Contractor shall pay its employees the general prevailing rate of wages as determined by the Director of the Department of Industrial Relations. Awarded contractor shall make a copy of their payroll records, for this project, available to the County to verify compliance with State labor codes.

1. Deadline for Bid Submittals.

   Unless otherwise specified, the time of day for the following events shall be between 8:00 a.m. and 4:30 p.m., Pacific Time.

   Bids must be submitted on or before: May 15, 2012 by 3:00 PM, PST. Contractors shall respond to the IFB and any exhibits, attachments, or amendments. A Contractor's failure to submit a bid as required on or before the deadline shall cause the bid to be disqualified.

2. IFB Coordinator.

   The following Coordinator shall be the main point of contact for this IFB:

   JoAnn Epperson, Buyer
   Purchasing Services
   675 Texas Street, Ste 2500
   Fairfield, CA 94533
   Voice: (707) 707-784-6322
   Fax: (707) 422-9770
   Email: jeepperson@solanocounty.com

3. Bid Submittal.

   Bids must be submitted on preprinted forms supplied by the Purchasing Services Office (see attached).

   The County will not pay any costs associated with the preparation, submittal, or presentation of any bid. All bids must be in sealed envelopes, delivered to Purchasing Services addressed as follows:

Contractors assume the risk of the method of dispatch chosen. The County assumes no responsibility for delays caused by any delivery service. Postmarking by the due date shall not substitute for actual receipt by the County. Late bids will not be accepted, nor shall additional time be granted to any potential Contractor.
Bids may not be delivered orally, by facsimile transmission, or by other telecommunication or electronic means.

The County of Solano exclusively reserves the sole and independent rights to make an award in whole or in part or any varying combination of the following requirements that will be in the best interest of the County, and not necessarily to the lowest vendor but to the bid determined to be professionally and technically able to render services and perform associated work in support of the department and fulfill all contract requirements.

4. Bid Amendment.

The County shall not accept any amendments, revisions, or alterations to bids after the deadline for submittal.

5. Bid Withdrawal.

To withdraw a bid, contractor must submit a written request, signed by an authorized representative, to the Bid Coordinator prior to the official deadline/submittal date and time. After withdrawing a previously submitted bid, the contractor may submit another at any time up to the deadline for submittals.

6. Bids for Additional Services.

If a Contractor indicates an offer of services in addition to those required by and described in this IFB, these additional services may be added to the contract before, or at any time during an agreed to contract period, at the sole discretion of the County.

7. Bid Errors.

Contractors are liable for all errors or omissions contained in their bids. Contractors will not be allowed to alter documents after the deadline for submitting bids.

8. Conflict of Interest.

By submitting a bid, the Contractor certifies that no amount shall be paid directly or indirectly to an employee or official of the County of Solano as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, subcontractor, or consultant to the Contractor in connection with the procurement under this IFB.

9. Nondiscrimination.

No person shall be excluded from participation in, be denied benefits of, be discriminated against in the admission or access to, or be discriminated against in treatment or employment in the County's contracted programs or activities on the grounds of disability, age, race, color, religion, sex, national origin, or any other classification protected by federal or California State Constitutional or statutory law; nor shall they be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of contracts with the County or in the employment practices of the County's contractors. Accordingly, all Contractors entering into contracts with the County shall, upon request, be required to show proof of such nondiscrimination and to post in conspicuous places,

10. Right to Refuse Personnel.

Any personnel involved in this service shall submit to a criminal history screening during the contract period, if directed by the County at Contractor's sole expense. The County reserves the right to refuse, at its sole discretion, any subcontractors or any personnel provided by the prime contractor or its subcontractors that fails to submit to screening or for any other reason that is in the best interest of the County.

11. Licensure.

The Contractor must hold all necessary and applicable insurance, as well as all business and professional licenses. The County may require any or all Contractors to submit evidence of proper documents.

12. Protests.

Protests based on any objection shall be considered waived and invalid if these faults have not been brought to the attention of the County, in writing.

If any Contractor, prior to the award of the contract, files a protest with the Department of General Services, Office of Director, 675 Texas St., Suite 2500, Fairfield, CA 94533, on the grounds that the (protesting) Contractor would have been awarded the contract. The contract shall not be awarded until either the protest has been withdrawn or the Department of General Services has decided the matter.

Within seven (7) calendar days after filing the initial protest, the protesting Contractor shall file with the Department of General Services, a detailed statement specifying the grounds for the protest.

Within ten (10) working days, the Director of General Services shall issue a written decision on the protest.

13. Contract Award.

Award will be made to the bidder whose offer is the most advantageous to the County from the standpoint of suitability to purpose, quality, service, price, ability to deliver, or for any other reason deemed to be in the best interest of the County and, as such, will not be determined by price alone. Price does matter, of course; we will be seeking the least costly outcome that meets our needs as specified.

14. Contract Monitoring.

The Contractor shall be responsible for the completion of all work services set out in the contract. All work services are subject to inspection, evaluation, and acceptance by the County. The County may employ all reasonable means to ensure that the work is progressing and being performed in compliance with the contract. At reasonable times, the County may inspect those areas of the contractor's place of business that are related to the performance of the contract. If the County requires such an inspection, the contractor shall provide reasonable access and assistance.

15. Contract Payments.

Payment of contractor’s invoices shall be made within 30 to 45 days of receipt of contractor’s invoice. The County will accept original invoices only.

16. Contract Amendment.

If during the course of this contract, additions to and/or deletions from services provided are required as a result of changes to any statute, bylaw or regulation, the County shall notify the contractor. Added work shall be within the general scope of this IFB. In such instances, the County shall provide the contractor a written description of the additional work, and the

contractor shall submit a time schedule for accomplishing the additional work and a price for the additional work based on the rates included in the contractor's bid. If the County and the contractor reach an agreement regarding work services and associated compensation, said agreement shall become effective by means of a contract amendment. Any such amendment requiring additional work must be mutually agreed upon by the parties and signed by the contractor, and must be approved by other County officials as required by County laws and regulations. The contractor shall not commence additional work until the County has issued a written contract amendment and secured all required approvals.

## SECTION III GENERAL SPECIFICATIONS FOR NEW EQUIPMENT:

1. GENERAL REQUIREMENTS.

The Tray Washing machine to be provided for use in the County Jail. The Tray Washer is subject to acceptance by Solano County Sheriff's Office. Equipment shall be new, no used or refurbished equipment will be considered. Bid prices received are to be FOB Solano County in its entirety, and evaluated as so. Delivery shall be made within 21 days after receipt of order. Vendor shall notify the County three (3) days prior to delivery date.

2. BRAND.

Insinger Model #TRAC 321-2, to include an end feed table, security package on back and a custom rear bumper rail to protect electrical conduit on the back on the machine.

3. LITERATURE.

Bidders must submit two copies of descriptive literature, including any pictures or drawings and specification sheets with their sealed bids.

4. SPECIFICATIONS FOR TRAY WASHER AND INSTALLATION.

A. Insinger Tray Washing Machine, TRAC321-2, to include an end feed table, security package on back and a custom rear bumper rail to protect electrical conduit on the back on the machine. No brand or model substitution.

B. All existing connections will connect to the new machine.

C. Disconnect existing machine and booster heater from plumbing and electrical utilities.

D. Disconnect the dishwasher from clean dish table.

E. Delivery and set in place new machine and booster heater.

F. Connect the new equipment to the existing water supply line.

G. Connect the new dishwasher to the existing drain.

H. Reuse the two existing electrical circuits from the electrical panel to the booster heater and dishwasher.

I. Connect the existing vent cowl to the vent on the new machine.

J. Start-up and test run the new machine to insure proper operations.

## 1. INSURANCE:

A current copy of vendor's commercial liability insurance certificate must be submitted with IFB.

## 2. INSURANCE

A. Without limiting Contractor's obligation to indemnify County, Contractor must procure and maintain for the duration of the Contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work under this Contract and the results of that work by Contractor, Contractor's agents, representatives, employees or subcontractors.

B. Minimum Scope of Insurance
Coverage must be at least as broad as:
(1) Insurance Services Office Commercial General Liability coverage (occurrence Form CG 00 01).
(2) Insurance Services Office Form Number CA 00 01 covering Automobile Liability, code1 (any auto).
(3) Workers' Compensation insurance as required by the State of California and Employer's Liability Insurance.

C. Minimum Limits of Insurance
Contractor must maintain limits no less than:

| | | | |
|---|---|---|---|
| (1) | General Liability: (Including operations, products and completed operations.) | **$1,000,000** | per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit. |
| (2) | Automobile Liability: | **$1,000,000** | per accident for bodily injury and property damage. |
| (3) | Workers' Compensation: | As required by the State of California. | |
| (4) | Employer's Liability: | **$1,000,000** | per accident for bodily injury or disease. |

D. If Contractor maintains higher limits than the minimums shown above, County is entitled to coverage for the higher limits maintained by Contractor.
E. Deductibles and Self-Insured Retentions
Any deductibles or self-insured retentions must be declared to and approved by County. At the option of County, either:
(1) The insurer will reduce or eliminate such deductibles or self-insured retentions with respect to County, its officers, officials, agents, employees and volunteers; or

(2) Contractor must provide a financial guarantee satisfactory to County guaranteeing payment of losses and related investigations, claim administration, and defense expenses.

F. Other Insurance Provisions

The general liability and automobile liability policies must contain, or be endorsed to contain, the following provisions:

(1) The County of Solano, its officers, officials, agents, employees, and volunteers must be covered as insureds with respect to liability arising out of automobiles owned, leased, hired or borrowed by or on behalf of Contractor; and with respect to liability arising out of work or operations performed by or on behalf of Contractor including materials, parts or equipment furnished in connection with such work or operations. General Liability coverage shall be provided in the form of an Additional Insured endorsement (CG 20 10 11 85 or equivalent) to Contractor's insurance policy, or as a separate owner's policy.

(2) For any claims related to work performed under this Contract, Contractor's insurance coverage must be primary insurance with respect to the County of Solano, its officers, officials, agents, employees, and volunteers. Any insurance or self-insurance maintained by County, its officers, officials, agents, employees, or volunteers is excess of Contractor's insurance and shall not contribute to it.

(3) Each insurance policy required by this clause must be endorsed to state that coverage may not be canceled by Contractor, except after 30 days prior written notice has been provided to County.

G. Waiver of Subrogation

(1) Contractor agrees to waive subrogation which any insurer of Contractor may acquire from Contractor by virtue of the payment of any loss. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation.

(2) The Workers' Compensation policy must be endorsed with a waiver of subrogation in favor of County for all work performed by Contractor, its employees, agents and subcontractors.

H. Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII unless otherwise acceptable to County.

I. Verification of Coverage

(1) Contractor must furnish County with original certificates and endorsements effecting coverage required by this Contract.

(2) The endorsements should be on forms provided by County or, if on other than County's forms, must conform to County's requirements and be acceptable to County.

(3) County must receive and approve all certificates and endorsements before work commences.

(4) However, failure to do so shall not operate as a waiver of these insurance requirements.

(5) County reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications at any time.

**NON-COLLUSION DECLARATION PURSUANT TO PUBLIC CONTRACT CODE SEC. 7106**

The undersigned declares: I am the _____ of _____, the party making the foregoing bid.

The bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The bid is genuine and not collusive or sham. The bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid. The bidder has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or to refrain from bidding. The bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder. All statements contained in the bid are true. The bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the bidder.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on (date) _____, (city) _____ (state) _____.

**RETURN THIS PAGE WITH YOUR BID**

## CERTIFICATION OF COMPLIANCE

### IFB 73-425-12 TRAY WASHER WITH INSTALLATION

_____

**Vendor Name**

By indication of the authorized signature below, the Vendor does hereby make certification and assurance of the Vendor's compliance with:

a) The laws of the County of Solano; http://www.solanocounty.com/countycode.asp

b) Title VI of the federal Civil Rights Act of 1964; http://www.usdoj.gov/crt/cor/coord/titlevi.html

c) Title IX of the federal Education Amendments Act of 1972; http://www.justice.gov/crt/about/cor/coord/titleixstat.php

d) The Equal Employment Opportunity Act and the regulations issued there under by the federal government; http://www.usdoj.gov/jmd/ps/4-1.html

e) The Americans with Disabilities Act of 1990 and the regulations issued there under by the federal government; http://www.ada.gov/pubs/ada.html

f) the condition that the submitted proposal was independently arrived at, without collusion, under penalty of perjury; and,

g) All contract employees performing services and/or work as a result of this solicitation must have documented legal authority to work in the United States or America; and

h) the condition that no amount shall be paid directly or indirectly to an employee or official of the County of Solano as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, subcontractor, or consultant to the Potential Contractor or Vendor in connection with the Procurement under this RFP.

_____

**Vendor Signature** **Date**

**RETURN THIS PAGE WITH YOUR BID**

## CUSTOMER REFERENCES
## RFP NO. 73-425-12

List at least three customer references for similar project. Each reference must include:

a. The company name and business address;
b. The name, title, and telephone number of the company contact knowledgeable about the project work; and
c. A brief description of the service provided and the period of service.

| | |
|---|---|
| Company Name | |
| Contact | |
| Email | |
| Phone | |
| Year | |
| Description | |
| Company Name | |
| Contact | |
| Email | |
| Phone | |
| Year | |
| Description | |
| Company | |
| Contact | |
| Email | |
| Phone | |
| Year | |
| Description | |

**Signature of Proposer's Authorized Representative** **Date**

**Print Name** **Organization**

**RETURN THIS PAGE WITH YOUR BID**

# RESERVATIONS

## County of Solano Hereby Reserves the Following Rights:

The County of Solano exclusively reserves the sole and independent rights to make an award in whole or in part or any varying combination of the following requirements that will be in the best interest of the County not necessarily to the lowest Vendor but to the bid determined to be professionally and technically able to render services and perform associated work in support of the department and fulfill all contract requirements.

Vendors must quote on each item separately. Prices must be stated in units as specified.

All pricing to be quoted in accordance with terms, conditions and specifications as contained in Bid No. 73-425-12

## Right of Rejection

The County reserves the right, at its sole discretion, to reject any and all bids, or to cancel this IFB in part or in its entirety.

The County reserves the right, at its sole discretion, to waive any variances in bids provided such action is in the best interest of the County.

The County reserves the unilateral right to amend this IFB at any time. The County also reserves the right to cancel or reissue the IFB at its sole discretion.

Any bid received which does not meet the requirements of this IFB, may be considered to be non-responsive, and may be rejected. The County may reject any bid that does not comply with all of the terms, conditions, and performance requirements of this IFB.

To cancel any award and re-solicit bids for services herein specified due to the increased or added costs, if in its opinion increased prices are greater than those of the general market.

To cancel any award and re-solicit bids in the event services cannot commence with ten (10) days after the specified date for start of work.

To reject any and all bids considered not to be in the best interest of the County.

To waive any and all minor irregularities in bids.

To reduce or increase any specification, in whole or in part due to budget constraints.

_____ _____

Vendor Signature Date

**RETURN THIS PAGE WITH YOUR BID**

## SIGNATURE PAGE

EVERY SUBMITTAL MUST CONTAIN A FULLY EXECUTED SIGNATURE PAGE, SUPPLYING ALL REQUIRED INFORMATION, SIGNATURE, AND TYPE NAME AND TITLE OF THE INDIVIDUAL LEGALLY AUTHORIZED TO COMMIT THE VENDOR TO A BINDING CONTRACT TO EXECUTE ALL SPECIFICATIONS, PROVISIONS, TERMS AND CONDITIONS CONTAINED HEREIN.

FIRM:_____

ADDRESS:_____

CITY:_____

STATE:_____ZIP+4_____

BY: _____

SIGNATURE: _____

**RETURN THIS PAGE WITH YOUR BID**

# GENERAL SERVICES DEPARTMENT

MICHAEL J. LANGO
DIRECTOR

CENTRAL SERVICES

DIANNE E. KOUTZ, C.P.M.
CENTRAL SERVICES MANAGER

DECLARATION OF LOCAL BUSINESS

Solano County gives local businesses a preference in formal solicitations of goods and services as set forth in 9.6.3 of the County's Purchasing and Contracting Policy Manual and Section 22-24 of the Solano County Code.

In order to qualify for this preference, a business must meet all of the following criteria:

- a valid business license issued from the County or a political subdivision within the County; and
- its principal business office, or a satellite office with at least one full-time employee, located in the County.

By completing and signing this form, the undersigned states that, under penalty of perjury, the statements provided herein are true and correct and that the business meets the definition of a local business 9.6.3 of the County's Purchasing and Contracting Policy Manual and Section 22-24 of the Solano County Code.

All information submitted is subject to investigation, as well as disclosure to third parties under the California Public Records Act. Incomplete, unclear, or incomprehensible responses to the following will result in the bid not being considered for application of the County's local preference policy. False or dishonest responses will result in rejection of the bid and curtail the declarant's ability to conduct business with the County in the future. It may also result in legal action.

1. Legal name of business: _____

2. Physical address of principal place of business or satellite office with at least one employee:

   _____

   _____

3. Business license number issued by County of Solano, or incorporated city within the County:

   License Number: _____ Issued by: _____

Authorized Signature: _____ Date:_____

Printed Name & Title: _____

**RETURN WITH BID (IF APPLICABLE)**

# IMPORTANT NOTICE

**BID DOCUMENTS TO BE RETURNED IFB 73-425-12**

The following forms must be completed and submitted on or before the Submittal Deadline.

a. Non-Collusion Affidavit
b. Certificate of Compliance
c. Customer References
d. County Reservations
e. Signature Page
f. Declaration of Local Business (If Applicable)
g. Bid Specifications Form 11904
h. Bid Documents Return Page
i. Other as required by IFB

Failure to complete, sign (where required), and return the above bid documents with your quote may render it non-responsive.

ACKNOWLEDGEMENT

PRINT NAME_____

SIGN NAME_____

FORM 11904

# COUNTY OF SOLANO

## INVITATION FOR BIDS

.

**RETURN THIS FORM**

SUBMIT BID TO:

**COUNTY OF SOLANO**

**PURCHASING SERVICES**
**675 TEXAS STREET**
**SUITE 2500**
**FAIRFIELD, CA 94533-5801**

DATE
**APRIL 26, 2012**

IF FURTHER INFORMATION IS NEEDED CALL (707) 784-6320. THIS QUOTATION MUST BE DELIVERED TO THE COUNTY PURCHASING DIV., BEFORE 3:00 P.M.

**MAY 15, 2012; 3:00 PM**

BID NO.
**73-425-12**

PRINT VENDOR NAME AND ADDRESS HERE

**RETAIN A COPY FOR YOUR FILES**

| ITEM NO. | QUANTITY | UNIT | **QUOTE ON EACH ITEM SEPARATELY. PRICES SHALL BE STATED IN UNITS SPECIFIED IN IFB** | BRAND AND TRADE NUMBER | UNIT PRICE | EXTENDED COST |
|---|---|---|---|---|---|---|
| | | | | | | |
| 1. | 1 | EACH | TRAY WASHING MACHINE MODEL #TRAC 321-2, INSINGER MFG. TO INCLUDE AN END FEED TABLE AND A CUSTOM REAR BUMBER RAIL TO PROTECT THE ELECTRICAL CONDUIT ON BACK OF THE MACHINE. NO BRAND OR MODEL SUBSTITUTION FOR THIS BID. | | | |
| 2. | 1 | LOT | CHARGE, INSTALLATION OF WASHER | | | |
| 3. | 1 | LOT | CHARGE, SHIPPING FOB DESTINATION<br>530 UNION ST, LOADING DOCK<br>FAIRFIELD, CA 94533 | | | |
| | | | | | | |
| | | | | | | |

| FOR DELIVERY TO: | FAIRFIELD, CA | DELIVERY REQUIRED<br>**ARO 30 DAYS** | PROMPT PAYMENT DISCOUNT<br>OF _____ % IN_____ DAYS<br>PRICES ARE F.O.B. DELIVERED, UNLESS SPECIFIED OTHERWISE<br>ANY DISCOUNT OFFERED LESS THAN NET 20 DAYS WILL NOT BE CONSIDERED |
|---|---|---|---|

THE UNDERSIGNED OFFERS AND AGREES TO FURNISH THE ABOVE ARTICLE(S) AT THE PRICES QUOTED.

PRINT NAME_____
SIGNATURE _____
PHONE_____ DATE _____
FAX AND EMAIL_____

COMPLETE DELIVERY WILL BE MADE AS REQUIRED, UNLESS OTHERWISE NOTED ABOVE ON CERTAIN ITEMS, OR BELOW ON ALL ITEMS.

DELIVERY _____ DAYS FROM ORDER