



**COUNTY OF EL DORADO
Procurement & Contracts**

ATTN: Purchasing Agent
330 Fair Lane
Placerville, CA 95667

INVITATION TO BID #24-0028
DUE: 3:00 PM (Pacific) – February 16, 2024
Bids may be submitted through PlanetBids or by
hard copy in a sealed envelope:
Sealed Bids must be clearly marked on the outside
of the package with:
“BID #24-0028 – DO NOT OPEN”

ALL BIDS SUBJECT TO GENERAL TERMS AND CONDITIONS

OFFICE FURNITURE

**Office Master Chairs - Hon: Filing & Storage, Tables and Seating - Performance Line (PL) Classic
Laminate Series Desking – “Workrite” Keyboard Trays**

General: The El Dorado County Procurement & Contracts Division is requesting bids for brand specific office furniture. The office furniture products will be purchased on an “as requested” basis for Countywide use for a thirty-six-month (36-month) award period. This bid is a “**brand specific**” bid. Bidders must quote the brands below for each given category. Alternate brands will not be accepted. Failure to bid the desired **brand** will result in your bid being rejected as non-responsive.

- Category 1 - “Office Master” Chairs and Arm Kits**
- Category 2 - “HON” Metal Filing, Storage, Tables & Seating Furniture and Accessories**
- Category 3 - “Performance Line” Classic Laminate Series Desking and Accessories**
- Category 4 - “Workrite” Keyboard Trays**

Information: For additional information, contact Rick Blake, Sr. Buyer, at (530) 621-5873, email rick.blake@edcgov.us. Bidders shall direct all inquiries to the County Procurement and Contracts Division Purchasing Agent and shall not contact the requesting department directly regarding any matter related to this Invitation to Bid.

ALL BIDS SHALL BE QUOTED FREIGHT PREPAID FOB DESTINATION

Prior to preparing your bid submittal, please note the General Terms and Conditions, Instructions to Bidders, Item #3 which states: Erasures, overwrites and the use of correction fluid or tape are NOT acceptable.

Firm Name

Signature of Authorized Agent

Mailing Address

Print Name & Title of Authorized Agent

City State Zip

Date

Phone

Fax

E-Mail Address

Bid Preparation / Submittal Checklist

- [] All required bidder information on Page one (1) of the Invitation to Bid is completed and has the original signature of an authorized agent.
- [] Note that erasures, overwrites and the use of correction tape or fluid are NOT acceptable. Refer to Item #3 of the General Terms and Conditions for specific instructions.
- [] Any categories bid on the Quotation Schedule, Pages twelve (12) through twenty-two (22), are bid 100% complete.
- [] Note any prompt payment discounts available on the Quotation Schedule for each Category.
- [] Indicate delivery lead times on the Quotation Schedule for each Category.
- [] A valid California Seller's Permit number is entered on Page six (6).
- [] All requirements of Invitation to Bid have been met.
- [] Local Vendor Preference Affidavit of Eligibility form submitted with bid. Link to form information available on Page eight (8).

General Terms and Conditions

Instructions to Bidders:

- (1) Bidders are responsible to see that the bid is received by the Procurement & Contracts Division through upload to PlanetBids or in hard copy prior to the bid opening deadline. Late bids will not be accepted.
- (2) All bids must be submitted in ink on the bid form. Cover letters, additional sheets, etc. may be included. The total bid excluding sales tax must appear on the bid form as indicated.
- (3) Erasures, overwrites and use of correction fluid or tape are NOT acceptable. All changes (price, model numbers, part numbers, etc.) must be lined out and corrections inserted adjacent to and initialed by the bidder's authorized representative.
- (4) Vendor is required to quote "NEW" equipment, material, or product. Recycled, remanufactured, or previously owned product will not be accepted unless otherwise stated in the Invitation to Bid.
- (5) All bids must include the company name and address and must be signed by an authorized representative of the company; signature must be an original signature, or an original signature stamp, on the County Bid Form.
- (6) Alternate or incomplete bids will NOT be accepted.
- (7) The County, at its sole option, may correct arithmetic or extension errors, and obtain clarification, if necessary.
- (8) If no terms discount is to be offered, the terms portion of the bid form shall state "NET".
- (9) If delivery specified is impossible, bidder must state best delivery available on the bid form. Number of days shall mean calendar days After Receipt of Order (ARO). Bids quoting delivery beyond the requirement may be rejected.
- (10) Bid modifications, corrections, or additions received beyond the bid deadline will NOT be considered.
- (11) Telephone, facsimile, or emailed bids will NOT be accepted.
- (12) Bid prices shall be firm for a minimum of sixty (60) calendar days from the bid opening unless otherwise indicated on the bid form.
- (13) By submitting a response to this Invitation to Bid, Bidder acknowledges and accepts the County's standard terms and conditions incorporated as Exhibit "A".
- (14) Any alteration to the Invitation to Bid must be added in addenda form and must be issued by the County Purchasing Agent.

- (15) Protest Procedure: Award of bid will be published on the County's and Planet Bids website:

<https://www.edcgov.us/Government/Contracts/Pages/Bid-Results.aspx>

<https://pbsystem.planetbids.com/portal/48157/portal-home>

Bidders have ten (10) business days from the date of the posting to submit a letter of protest to the Purchasing Agent. Letter must be signed by an authorized representative stating specific reason(s) for the protest including all relevant facts (law, rule, regulation, criteria).

Brands:

- (1) The use of brand and/or manufacturer names in the bid specification is for descriptive purposes only. Unless otherwise specified, products of comparable quality and performance will be considered.
- (2) Bidders offering other than the referenced brands are to note their brand name and catalog model number on the bid form.

Guarantees:

- (1) All items purchased shall be guaranteed against defects when used for the purposes for which they were designed for.

Taxes:

- (1) Bidders shall NOT include Federal Excise Taxes.
- (2) Applicable taxes and fees will be added when the purchase order is issued.

Samples:

- (1) Samples of items, when required, must be furnished to the County at the bidder's expense. If possible, samples will be returned upon request and at the bidder's expense. Samples of selected items may be retained for comparison.

Bonds:

- (1) The County reserves the right to require the successful bidder to provide a performance bond in an amount determined by the County. Unless specifically required on the bid form, a performance bond will NOT be required.
- (2) Certification of the performance bond shall be required following bid award and prior to the release of a purchase order.
- (3) Unless specifically required on the form, bidder's bonds will NOT be required.

Award:

- (1) Regardless of amount, unless specifically approved by the County Board of Supervisors, award shall be made to the lowest responsive, responsible qualified bidder.
- (2) In determining the successful bidder, consideration will be given to quality, delivery, warranty, compatibility with existing equipment, and any other information considered to be in the best interests of the County.
- (3) It is unlawful for any person to furnish supplies or services or transact any kind of business in the unincorporated territory of EL Dorado County without possessing a County business license unless exempt under County Code Section 5.08.070. Contact Tax Collector's Office, 360 Fair Lane, Placerville, CA 95667, telephone (530) 621-5800, for further information.
- (4) In accordance with Board Policy C-17, 2.10, effective October 22, 2022, the local vendor preference is 5%. Vendor shall have established a place of business within El Dorado County prior to publication of the call for bids.
- (5) The County of El Dorado is an equal opportunity employer (EOE). All individuals are encouraged to participate. The County will not discriminate against any individual because of race, religion, color, national origin, ancestry, physical handicap, mental disability, medical condition, genetic information, military or veteran status, marital status, age, gender, gender identity, gender expression, or sexual orientation.
- (6) If the bid is on an "All or Nothing" basis, bidder shall so state. The County reserves the right to make awards on individual items of a multiple item bid if deemed to be in the best interest of the County.
- (7) The County reserves the right to reject any and all bids, or to waive any informality or nonsubstantial irregularity in any bid.
- (8) The County reserves the right to purchase quantities by necessity only regardless of approximate quantities indicated on the bid form. Bidder shall also have the right to refuse sale in reduced quantities; in such instances, the award shall go to the next lowest qualified bidder.
- (9) In case of default by vendor, the County may procure the articles or service from other source and may recover the loss occasioned thereby from any unpaid balance due the vendor or by proceeding against performance bond of vendor, if any, or by legal process against vendor. The prices paid by County shall be considered the prevailing market price at the time such purchase is made.

(The remainder of this page intentionally left blank.)

Requirement: Bidders must comply with all the requirements listed in each category in the Quotation Schedule to be considered for the evaluation and award process. See pages twelve (12) through twenty-two (22) for details.

Bidders may bid on any one or all Categories. Any category bid must be bid 100% to be considered for evaluation and award. Failure to bid 100% of a given category will result in your bid being rejected as non-responsive for that Category.

Awarded bidders for Categories 1, 3 and 4 will be required to maintain a valid El Dorado County Business License (Page 7) and General Insurance as shown in Exhibit "B" for the duration of the contract term.

California Sales & Use Tax Requirement: A California Seller's Permit is required to conduct business in California. Bidders must possess a valid and current California Seller's Permit at the time of bidding and maintain such permit in good standing throughout the awarded period. In order to proceed without a California Seller's Permit, such bidder must establish that the bidder falls under an exception to the seller permit requirements of the California Department of Tax and Fee Administration (CDTFA). Those requirements can be found at www.cdtfa.ca.gov.

Select one of the options below and fill out the following:

This business and/or vendor possesses a valid California Seller's Permit. CA Seller's Permit Number: _____

A California's Seller's permit is not required for this business and/or vendor under California Revenue and Tax Code Section 6066. Our business does not 1) maintain a California business location, 2) have a representative operating in California, 3) lease out personal property to third parties in California, 4) own real / personal property or lease real / personal property in California from a third party, AND 5) has not made sales of tangible personal property, for delivery in California, over \$500,000 during the preceding or current calendar year.

[Note: This business or vendor will still need a California Seller's permit if someone "related" to the business / vendor has made \$500,000 + sales under the conditions described above. See Internal Revenue Code Section 267(b) to determine if someone is "related" to the business / vendor. For additional information about all of the five requirements above, see the California Tax and Fee Administration's Publication 77, which can be found at the following link: <https://www.cdtfa.ca.gov/formspubs/pub77/#engaged>].

I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Business/Vendor Signature

Date

Delivery: Delivery shall be F.O.B. destination, freight prepaid, on ground or inside delivery, which includes the product to be delivered, set in place and ready for use to various departments within El Dorado County, both East (South Lake Tahoe) and West Slope. The Department issued purchase orders will specify the exact delivery address and location.

Incomplete and Altered Bids: Incomplete or altered bids, and bids containing items not called for in the bid may be rejected. Bids submitted on forms other than those furnished by the County will not be considered.

Terms and Conditions: The County will not consider any terms and conditions other than the terms and conditions contained in the subject bid. Bidders submitting their own terms and conditions will not be considered and will be rejected. Any bid response containing alterations to the General Terms and Conditions or terms and conditions contained in the subject bid, will not be considered and will be rejected.

Merchantability: There shall be an implied warranty of merchantability and fitness of an intended use. Any bid submittals taking exception to this requirement may, at the County's option, be considered non-responsive.

County's Rights: The Purchasing Agent reserves the right to not enter into any agreement, cancel this process at any time, amend this process at any time, or to award more than one contract to the lowest, responsive, responsible bidders if it is in the best interest of the County.

Escalation Clause: Price increases from the manufacturer to the successful vendor may be passed on during the life of this bid only when the following conditions are met: (1) Vendor must submit notification to the Procurement & Contracts Division of the price increase along with a new updated vendor's price list; (2) Proof of the price increase from the manufacturer shall be provided to the Procurement & Contracts Division prior to any increase being approved; and (3) Price increase(s) shall commence seven (7) days after the approval and acceptance from the Purchasing Agent. Acceptance of the price increase(s) shall be in writing signed by the Purchasing Agent.

Failure to comply with the above requirements shall deem the bid prices to be in effect for the entire awarded period.

Returns: The County reserves the right to return product within thirty (30) days of receipt by the County for credit or refund without a shipping or restocking fee. Product returned shall be in good condition and in the original package (if applicable). Defective product or product under warranty may not always be returned in the original package.

Federal, State, and Local Laws: The successful bidder must operate in conformity with all applicable, federal, state, and local laws. It is the responsibility of the awarded bidder to ensure that all permits and/or licenses required for operation are valid and current. Failure to comply with this provision may be cause to cancel any contract awarded, and award will be made to the next lowest, responsive, responsible bidder.

Business License: It is unlawful for any person to furnish supplies or services or transact any kind of business in the unincorporated territory of El Dorado County without possessing a County business license unless exempt under County Code Section 5.08.070. Contact the Tax Collector's Office at 360 Fair Lane, Placerville, CA 95667, or phone (530) 621-5800, for further information.

It is not a requirement to possess a county business license at the time of bid submittal. Successful bidders may be required to possess a county business license to award bid.

Local Vendor Preference: In accordance with Board of Supervisor's Policy C-17, Section 2.10, a local preference credit of 5% for El Dorado County businesses will be permitted when evaluating bids for supplies and equipment that are not part of a public project.

In order to qualify for the local preference authorized by this section, the vendor seeking such preference shall be required to submit with its bid a statement containing relevant information which demonstrates compliance with the provisions of this section. The statement shall be on a form provided by the Purchasing Agent and shall be signed under penalty of perjury. Any person, firm, corporation, or entity intentionally submitting false information to the County in an attempt to qualify for local preference may be prohibited from bidding on El Dorado County products and services for a period of one (1) year from the date of the false submittal. Bidders claiming local vendor preference must submit the Affidavit of Eligibility with their bid response. The Affidavit may be downloaded at the following link:

<https://edcgov.us/Government/Contracts/Documents/LocalVendorPreferenceForm.pdf>

Where state sales tax will be paid for the purchase, the local business must possess a valid resale license from the California Department of Tax and Fee Administration showing evidence of a local business address within El Dorado County. If the local business has more than one office in the State of California, the office located in El Dorado County shall be the point-of-sale credit for the purpose of sales tax calculation.

Compliance: Late, incomplete, incorrect deliveries, or excessive back orders will be documented, and performance evaluated when considering contract continuation or extension. Inaccurate or erroneous billing will also be documented and monitored for the purpose of evaluating performance when considering continuation or extension of contract. Failure to meet quoted delivery time frames, or inaccurate or erroneous invoices (as determined by the Purchasing Agent) may be cause for the County to cancel the balance of the awarded purchase order contract and award will be made to the next lowest bidder. Failure to receive County concurrence for substitutions or alternates will be documented and considered when evaluating continuation or extension of contract.

Invoices and Payment Terms: Invoices are to be mailed to the County department(s) specified on the resulting purchase order or contract. All invoices must include the purchase order number or contract number; County stock numbers when applicable; product description; and reference to back ordered items. Invoices must be exclusive of product other than bid items. Failure to comply may result in delayed payments.

The County will make payment on a Net forty-five-day (45-day) basis unless a cash discount of one-half percent (1/2%) or greater, which amounts to \$2.50 or more, is allowed for payment within not less than twenty (20) days. The payment term shall begin on the date the merchandise is inspected, delivered, and accepted by the County, or on the date a correct invoice is received in the office specified in the order, whichever is later. Prompt payment discounts shall be considered earned if payment is postmarked or personally delivered within the prescribed term. The beginning date described above shall be considered day zero for the purposes of counting days in the prescribed term.

El Dorado County Website Requirements: It is the bidder's responsibility to monitor the PlanetBids website for possible addenda to this bid to inform him/herself of the most current specifications, terms,

and conditions, and to submit his/her bid in accordance with the original bid requirements and all addenda. All available bids and related addenda can be found at:

<https://pbsystem.planetbids.com/portal/48157/portal-home>

Failure of bidder to obtain this information shall not relieve him/her of the requirements contained therein. Those bidders not acknowledging and returning addenda as required will not be considered and will be rejected as “non-responsive.”

Public Agency: It is intended that other public agencies (i.e., city, special district, public authority, public agency and other political subdivisions of the State of California) shall have the option to participate in any agreement created as a result of this Invitation to Bid with the same terms and pricing. The County shall incur no financial responsibility in connection with a purchase order from another public agency. The public agency shall accept sole responsibility for placing orders and making payment to the vendor. The County will not be a party to contracts with other public agencies.

Addenda: Addenda to this bid are valid only if in writing and issued by the Procurement & Contracts Division and are required to be acknowledged and returned by participating bidders in order for the bidder to be considered further in the evaluation process. Unless otherwise indicated, those bidders not acknowledging and returning Addenda as required will not be considered and will be rejected as “non-responsive.”

Non-Collusion: The bidder certifies that this bid response is made without any previous understanding, agreement, or connection with any person, firm or corporation making a bid for the same project, and is in all respects fair, without outside control, collusion, fraud or otherwise illegal action.

Conflict of Interest: Bidder states that no County officer or employee, nor any business entity in which they have an interest, has an interest in the bid award been employed or retained to solicit or aid in the procuring of the resulting contract, nor that any such person will be employed in the performance of such contract.

Evaluation: Bids will be evaluated based on meeting or exceeding minimum specifications. Bids submitted on the basis of “All or Nothing” may be rejected. Bid evaluation shall include applicable prompt payment terms discount. If payment cannot be made within the discount period, payment terms shall revert to Net forty-five (45) days.

Award: The bid may be recommended by grand total to the lowest responsible and responsive bidder complying with the provisions of the Invitation to Bid. In determining whether a bid is lowest and responsive, and the bidder is responsible, the following may be considered by the County: (a) Ability to perform the service required within the specified time; (b) Reputation, judgment and experience; (c) The quality of performance in previous contracts; (d) Previous compliance with laws as well as employment practices; (e) Financial ability to perform the contract; (f) The quality, availability and adaptability of the supplies or the contractual services to the particular use required; (g) Ability to provide maintenance and service; (h) Whether the bidder is in arrears to the County, in debt on contract, is a defaulter on surety to the County or whether the bidder’s taxes or assessments are delinquent; (i) The resale value and life cycle costs of the items; and (j) Such other information as identified in the Purchasing Ordinance having bearing on the decision to make the award. The decision of the County Board of Supervisors shall be final in determining the successful bidder.

Public Records Act: Pursuant to the California Public Records Act, the County may be required to produce records of this transaction, upon third party request, subject to various statutory exemptions. Please indicate what exemptions may apply to the information you submit (such as a 'proprietary information' exemption). Please note that designating information as "proprietary" does not guarantee non-disclosure. In the event of a request for such information, the County will make best efforts to provide notice to bidder prior to such disclosure. If bidder contends that any documents are exempt from the CPRA and wishes to prevent disclosure, it is required to obtain a protective order, injunctive relief, or other appropriate remedy from a court of law in El Dorado County before the County's deadline for responding to the CPRA request. If bidder fails to obtain such remedy within County's deadline for responding to the CPRA request, County may disclose the requested information. The County shall not in any way be liable or responsible for the disclosure of any such records.

Bid Results: The Procurement & Contracts Division does not mail out hard copy letters advising participating bidders of the bid results. For bid results, please visit our website at:

<https://www.edcgov.us/Government/Contracts/Pages/Bid-Results.aspx>

<https://pbsystem.planetbids.com/portal/48157/portal-home>

Bid results will be posted approximately ten (10) to fourteen (14) business days after the bid opening deadline date or when the evaluation is complete.

Bid Submittal: *All bidders are advised to read the General Terms and Conditions Starting on Page three (3) through five (5) of this Invitation to Bid prior to submitting a bid.*

Bidders are strongly encouraged to submit their responses online to assure a complete and timely response. To respond, online bidders must register with the County's online bidding system, PlanetBids, at <https://pbsystem.planetbids.com/portal/48157/portal-home>. Bidders are cautioned that the timing of their online submission is based on when the submittal is RECEIVED by PlanetBids, not when a submittal is initiated by a bidder. Online submittal transmissions can be delayed in an "Internet Traffic Jam" due to file transfer size, transmission speed, etc. For these reasons, the County recommends that bidders allow sufficient time to upload their response and attachment(s) (if applicable) and to resolve any issues that may arise. The closing date and time shall be governed by the PlanetBids web clock, which does not allow submittals after the closing date and time. PlanetBids will send a confirmation email to the bidder advising that their online submission (eBid) was submitted. If you do not receive a confirmation email you are advised to contact the PlanetBids Support team by phone (818-992-1771 Monday through Friday between 7am and 5pm Pacific, excluding statutory U.S. holidays) or by submitting a Support Ticket (visit <https://solutions.planetbids.com/support/> to complete and submit the ticket form).

Hard copy bids must be submitted in a sealed container or envelope clearly marked on the outside:

"BID # 24-0028 – DO NOT OPEN"

Bids will be accepted Monday through Friday from 8:00 a.m. to 5:00 p.m. Bids must be received in the Procurement & Contracts Division by **3:00 p.m. (Pacific Time) , February 16, 2024:**

Mailing/Physical (Fed Ex, UPS etc)

EL DORADO COUNTY
PROCUREMENT & CONTRACTS (PURCHASING)
330 FAIR LANE
PLACERVILLE, CA 95667

It is the responsibility of the bidder to ensure that the bid is received by the Procurement & Contracts Division prior to the bid opening deadline date and time. The closing date and time shall be governed by the PlanetBids web clock. Bids received beyond the bid opening deadline will not be accepted and will be returned unopened.

Late bids, unsealed bids, unlabeled bids, incomplete bids, or bids otherwise not in compliance with the General Terms and Conditions of this Invitation to Bid will be rejected.

By submitting a response, bidder acknowledges and accepts the General Terms and Conditions and all terms and conditions contained in this Invitation to Bid.

(The remainder of this page intentionally left blank.)

QUOTATION SCHEDULE

Category 1 - Office Master Chairs (No Arms) and Arm Kits

This bid is a “**brand specific**” bid. Bidders must quote the “**Office Master**” brand only; alternate brands of chairs will not be accepted. Although the brand is specific, the Office Master brand of chairs is open and may be bid by all office furniture suppliers.

Specifications: Detailed product specifications are provided on the quotation schedule, listed on page thirteen (13) and are brand specific, bidders quoting alternative brands of chairs will not be considered for the evaluation and award process.

Requirement(s): Bidders must comply with all the following requirements to be considered for the evaluation and award process:

- 1 Chairs are to be delivered fully assembled, set in place and ready for use at no charge to the County.
- 2 Awarded vendor shall provide, at no charge to the County, a new sample/demo chair and arm kit of each model to be placed in the Procurement & Contract’s office for the awarded period.
- 3 Awarded vendor must be able to provide on-site technical assistance to departments on an “as needed” basis.
- 4 Awarded vendor will be responsible for all warranty related issues including the pick-up, repair and or replacement of the chair at no cost to the County.
- 5 Five sample fabric cards shall be provided at no cost by the awarded vendor along with a current full-line catalog with manufacturer’s suggested list prices after bid award.
- 6 Bidders must quote only the **Grade 1 Fabric selections** currently available.
- 7 Delivery after receipt of order shall not exceed three (3) weeks.
- 8 The Category must be bid 100% to be considered for evaluation and award. Failure to bid 100% of the category will result in your bid being rejected as non-responsive.

For historical purposes, the County spent approximately \$100,000.00 on "Office Master" chairs and accessories during the last thirty-two (32) months. The County makes no guarantee as to the total amount to be purchased during the awarded period.

(The remainder of this page intentionally left blank.)

Category 1 - Office Master Chairs (No Arms) & Arm Kits

Item #	Unit of Measure	Model #	Description	Unit Price
1	Each	7780	OM Paramount multi-function task chair w/standard seat pan and back rest.	\$ /ea
2	Each	7878	OM Paramount multi-function task chair with expanded seat-pan and back rest.	\$ /ea
3	Each	YS84	OM Yes Series mid back multi-function executive chair.	\$ /ea
4	Each	DB74	OM DB Series (Discovery Back) multi-function task chair.	\$ /ea
5	Each	PTYMX-XT	OM Paramount, large & tall Build, multi-function task chair with expanded seat-pan and back rest.	\$ /ea
6	Each	PT69	OM Value Series, Small TO Medium Stature, multi-function task chair with petite seat-pan and back rest.	\$ /ea
7	Each	CLS61	OM Classic Lab Stool, no arms.	\$ /ea
8	Each	KR200	Average height, height & width adjustable T-Arms.	\$ /pr
9	Each	KR200-45	Average height, height & width adjustable T-Arms with smooth fore-aft, side to side, and pivoting motion arm caps.	\$ /pr
10	Each	KR200-50	Average height, ultra mobility arm, with memosoft arm pads.	\$ /pr
11	Each	KR300	Tallest height, height & width adjustable T-Arms	\$ /pr
12	Each	KR300-45	Tallest height, height & width adjustable T-Arms with smooth fore-aft, side to side, and pivoting motion arm caps.	\$ /pr
13	Each	KR300-50	Tallest height, Ultra mobility arm, with memosoft arm pads.	\$ /pr

Category 1 - Office Master Chairs – Additional Purchases

ADDITIONAL PURCHASES – WRITTEN QUOTE REQUIRED

Upon request, bidders must provide a written quote for ITEMS not listed in the Quotation Schedule above.

Written quotes must include the date of request, a quote reference number, and documentation of the retail cost less any offered discounts and be valid for a minimum of thirty (30) days.

Invoices that include items not on the Quotation Schedule must have a copy of the original quote attached. Payment of invoices which require, but do not include, such documentation will be delayed until receipt of the required document(s).

DELIVERY – Office Master Chairs

Indicate the number of days after receipt of order (ARO) for delivery: _____
Refer to Page six (6), "Delivery," for specific delivery requirements.

PROMPT PAYMENT DISCOUNT TERMS

Indicate percentage discount for prompt payment.

(Note: Discount of less than 2% or with payment terms of less than twenty (20) days will not be accepted and will not be considered for evaluation purposes.)

_____ % Discount if paid within _____ days from date invoice is stamped dated in by Department.

Indicate "Net" if no Prompt Payment Discount Terms are offered.

(The remainder of this page intentionally left blank.)

Category 2 –“HON” Metal Filing, Storage, Tables and Seating Furniture

This bid is a “**brand specific**” bid. Bidders must quote the “**Hon**” brand only; alternate brands of metal filing, storage will not be accepted. Although the brand is specific, the Hon brand of furniture is non-exclusive and may be bid by all office furniture suppliers.

Specifications: Bid specifications are based on “**HON**” brand specific product.

- Only Items that do not require assembly are part of this contract. Any items indicating the “ETA” (Easy to Assemble) icon, or “Hammer & Wrench” icon are not part of this contract.
- Awarded vendor must be able to provide on-site technical assistance to departments on an “as needed” basis.
- Awarded vendor will be responsible for all warranty related issues including the pick-up, repair and or replacement of product at no cost to the County.
- Delivery after receipt of order shall not exceed twenty (20) working days.

Requirement: Bidders must comply with all the following requirements to be considered for the evaluation and award process:

- 1) Bidders shall quote a firm percentage off “HON’S” Current Manufacturer’s Suggested Retail/List Price for the awarded period (one percentage discount for all Hon products).
- 2) Bidders quote MUST show the manufacturers list price, percentage off and net discounted price for each item ordered.
- 3) Bidders shall provide the current website catalog, along with Current Retail/List price list for “HON” Filing and Storage Furniture with their bid response.

Website Address: _____.

- 4) All HON product purchases must be delivered fully assembled, set in place and ready for use.

For historical purposes, the County spent approximately \$5,000.00 on "HON" products during the last thirty-two (32) months. The County makes no guarantee as to the total amount to be purchased during the awarded period.

Provide percentage OFF “HON’S” Current Manufacturer’s Suggested Retail/List Price

_____ %

Quote a single percentage off the manufacturer’s suggested retail price for all purchases during the awarded period (multiple discount structures will not be accepted).

DELIVERY – HON Products

**Indicate the number of days after receipt of order (ARO) for delivery: _____
Refer to Page six (6), “Delivery,” for specific delivery requirements.**

Category 2 –“HON” Metal Filing, Storage, Tables and Seating Furniture

ADDITIONAL PURCHASES – WRITTEN QUOTE REQUIRED

Upon request, bidders must provide a written quote for ITEMS not listed in the Quotation Schedule above.

Written quotes must include the date of request, a quote reference number, and documentation of the retail cost less any offered discounts and be valid for a minimum of thirty (30) days.

Invoices that include items not on the Quotation Schedule must have a copy of the original quote attached. Payment of invoices which require, but do not include, such documentation will be delayed until receipt of the required document(s).

PROMPT PAYMENT DISCOUNT TERMS

Indicate percentage discount for prompt payment.

(Note: Discount of less than 2% or with payment terms of less than twenty (20) days will not be accepted and will not be considered for evaluation purposes.)

_____ % Discount if paid within _____ days from date invoice is stamped dated in by Department.

Indicate “Net” if no Prompt Payment Discount Terms are offered.

(The remainder of this page intentionally left blank.)

Category 3 – Performance Line Classic Laminate Series Desking and Accessories

This bid is a “**brand specific**” bid. Bidders must quote the “**Performance Line (PL) – Classic Laminate Series**” brand and models only; alternate brands of laminate furniture desking will not be accepted. Although the brand is specific, the Performance Line (PL) brand of furniture is non-exclusive and may be bid by all office furniture suppliers.

Specifications: Bid specifications are based on “**Performance Line – Classic Laminate Series**” and are brand specific product.

- Awarded vendor must be able to provide on-site technical assistance to departments on an “as needed” basis.
- Awarded vendor will be responsible for all warranty related issues including the pick-up, repair and or replacement of product at no cost to the County.
- Delivery after receipt of order shall not exceed twenty (20) working days.

Requirement: Bidders must comply with all the following requirements to be considered for the evaluation and award process:

- 1) Bidders shall quote a firm percentage off “**Performance Line – Classic Laminate Series**” Current Manufacturer’s Suggested Retail/List Price for the awarded period.
(One percentage discount for all product).
- 2) Bidders quote MUST show the manufacturers list price, percentage off and net discounted price for each item order.
- 3) Bidders shall provide the current website catalog, along with Current Retail/List price list for Performance Line- Classic Laminate Series furniture with their bid response.

Website Address: _____.

- 4) Bidders must be able to perform set-up, assembly, and installation of PL Furniture. A service line will be added to each purchase order for delivery, trip charges and/or labor charges at prevailing wage.
- 5) Bidders shall provide a rate for round trip charges (round trip charges from Vendors place of business) to Placerville and South Lake Tahoe locations, and a prevailing wage hourly labor rate as indicated in the quotation schedule.

For historical purposes, the County spent approximately \$145,000.00 on "Performance Line – Classic Laminate Series" products during the last thirty-two (32) months. The County makes no guarantee as to the total amount to be purchased during the awarded period.

(The remainder of this page intentionally left blank.)

Category 3 – Performance Line Classic Laminate Series Desking and Accessories

Provide percentage OFF “Performance Line – Classic Laminate Series” Current Manufacturer’s Suggested Retail/List Price

_____ %

Quote a single percentage off the manufacturer’s suggested retail price for all purchases during the awarded period (multiple discount structures will not be accepted).

Delivery and Install Charges - Desking:

Round Trip Charges from Vendor’s place of business to all West Slope Locations, (Placerville, Shingle Springs, and Diamond Springs zip codes: 95667, 95682, 95619) (Based on 10 trips)	\$ _____ /trip
Round Trip Charges from Vendor’s place of business to all East Slope Locations (South Lake Tahoe zip code: 96150) (Based on 5 trips)	\$ _____ /trip
Hourly Rate for Assembly / Install (one man one hour) (Based on 10 hours)	\$ _____ /hour

DELIVERY – Performance Line

**Indicate the number of days after receipt of order (ARO) for delivery: _____
Refer to Page six (6), “Delivery,” for specific delivery requirements.**

(The remainder of this page intentionally left blank.)

**Category 3 – Performance Line Classic Laminate Series Desking and Accessories -
Additional Purchases -**

ADDITIONAL PURCHASES – WRITTEN QUOTE REQUIRED

**Upon request, bidders must provide a written quote for ITEMS not listed in the Quotation
Schedule above.**

**Written quotes must include the date of request, a quote reference number, and documentation
of the retail cost less any offered discounts and be valid for a minimum of thirty (30) days.**

**Invoices that include items not on the Quotation Schedule must have a copy of the original
quote attached. Payment of invoices which require, but do not include, such documentation will
be delayed until receipt of the required document(s).**

PROMPT PAYMENT DISCOUNT TERMS

Indicate percentage discount for prompt payment.

*(Note: Discount of less than 2% or with payment terms of less than twenty (20) days will not be
accepted and will not be considered for evaluation purposes.)*

_____ % Discount if paid within _____ days from date invoice is stamped dated in by
Department.

Indicate “Net” if no Prompt Payment Discount Terms are offered.

(The remainder of this page intentionally left blank.)

Category 4 – “Workrite” Keyboard Trays

This Category is a “**brand specific**” bid Category. Bidders must quote the “**Workrite**” brand only, where indicated by bid item number. Alternate brands of keyboard tray products will not be accepted.

Although the brand is specific, the “**Workrite**” brand of Ergonomic solutions are non-exclusive and may be bid by all office furniture suppliers.

Specifications: Bid specifications are based on **Workrite** brand specific products.

- Awarded vendor must be able to provide on-site technical assistance to departments on an “as needed” basis.
- Awarded vendor will be responsible for all warranty related issues including the pick-up, repair and or replacement of product at no cost to the County.
- Delivery after receipt of order shall not exceed twenty (20) working days.

Requirement: Bidders must comply with all the following requirements to be considered for the evaluation and award process:

- 1) Bidders shall quote a firm fixed price for each product (Bid Item) listed in the quotation schedule,
- 2) Bidders are required to bid only on the Brand items they can provide, do not bid if you cannot supply the brand listed.
- 3) Bidders must be able to perform set-up, assembly, and installation of “Workrite” Furniture. A service line will be added to each purchase order for delivery, trip charges and/or labor charges at prevailing wage.
- 4) “Workrite” bidders shall provide a rate for round trip charges (round trip charges from Vendors place of business) to Placerville and South Lake Tahoe locations, and a prevailing wage hourly labor rate as indicated in the quotation schedule.

For historical purposes, the County spent approximately \$4,000.00 on "Workrite" products during the last thirty-two (32) months. The County makes no guarantee as to the total amount to be purchased during the awarded period.

(The remainder of this page intentionally left blank.)

Category 4 – “Workrite” Keyboard Trays

Bid Item #	Annual Est. Usage	Model #	Description	Unit Price
8	8	2128-22	“ Workrite ” Banana Board System: Mouse-Forward platform, left or right mousing, Platform Dimensions: 19w x 13d; Sliding Mouse Tray: 8w x 4/8.5d; Pinnacle 2 Adjustable Arm (3170-22TG)	\$ /ea
9	1	UB188-25	“ Workrite ” Universal Ultra-Thin Platform; right or left handed mousing, removable LeatheRite palm support; Dimensions: 27.75w x 11.5d; Platform Color: Black; Palm Support Color: Midnight	\$ /ea
10	2	3170-22TG	“ Workrite ” Pinnacle 2 Adjustable Keyboard Arm, tilt indicator, Lift-N-Lock height adjustment, Thin-Glide ball bearing track, 360° swivel, Height range: Flush to 6” below work surface; Tilt Range: -15” to +10”	\$ /ea

Delivery and Install Charges – “Workrite” Keyboard Trays

Round Trip Charges from Vendor’s place of business to all West Slope Locations, (Placerville, Shingle Springs, and Diamond Springs zip codes: 95667, 95682, 95619) (Based on 5 trips)	\$ /trip
Round Trip Charges from Vendor’s place of business to all East Slope Locations (South Lake Tahoe zip code: 96150) (Based on 2 trips)	\$ /trip
Hourly Rate for Assembly / Install (one man one hour) (Based on 10 hours)	\$ /hour

DELIVERY – “WorkRite” Keyboard Trays

Indicate the number of days after receipt of order (ARO) for delivery: _____
Refer to Page six (6), “Delivery,” for specific delivery requirements.

Category 4 – “Workrite” Keyboard Trays - Additional Purchases

ADDITIONAL PURCHASES – WRITTEN QUOTE REQUIRED

Upon request, bidders must provide a written quote for ITEMS not listed in the Quotation Schedule above.

Written quotes must include the date of request, a quote reference number, and documentation of the retail cost less any offered discounts and be valid for a minimum of thirty (30) days.

Invoices that include items not on the Quotation Schedule must have a copy of the original quote attached. Payment of invoices which require, but do not include, such documentation will be delayed until receipt of the required document(s).

PROMPT PAYMENT DISCOUNT TERMS

Indicate percentage discount for prompt payment.

(Note: Discount of less than 2% or with payment terms of less than twenty (20) days will not be accepted and will not be considered for evaluation purposes.)

_____ % Discount if paid within _____ days from date invoice is stamped dated in by Department.

Indicate “Net” if no Prompt Payment Discount Terms are offered.

(The remainder of this page intentionally left blank.)

Exhibit "A" STANDARD TERMS AND CONDITIONS

By shipping on an order, the Vendor warrants that they have read and are in compliance with these instructions.

- 1. Taxes:** County is exempt from payment of Federal Excise Tax; Federal tax should not be included in any prices contained herein.
- 2. Alterations:** No alteration in any of the terms, conditions, delivery, price, quantities, specifications or services of this contract will be effective without prior consent of the County.
- 3. Failure to Deliver:** Time is of the essence and the contract is subject to cancellation for failure to deliver on time. If Vendor fails to deliver an article or service of the quality or quantity, in the manner or within the time called for by this contract: such article or service may be bought from any source by County. If a greater price than named in this contract is paid for such article or service, the excess cost will be charged to and collected from Vendor or sureties on its bond if bond had been required; or, the County may terminate the contract for default; or, the County may return deliveries already made and receive a refund. For any exception to the delivery date as specified on this contract, the Vendor shall give prior notification and obtain approval thereto from the County. Failure or refusal of Vendor to perform any work or service or do any act required under this contract shall constitute a default.
- 4. Force Majeure:** Vendor shall not be liable for any delay or failure to deliver any or all the goods or services if that delay or failure is caused by labor disputes, strikes, war, riots, insurrection, civil commotion, fire, flood, accident, storm or any act of God. The County shall not be liable for failure to take delivery of the goods attributable to any of the causes specified in this paragraph if they render it commercially impractical for the County to receive the goods. When either Vendor or the County claims an excuse for nonperformance under this paragraph, they must give reasonable notice to the other party.
- 5. Proposal, Quotation and Attachments:** This contract incorporates by reference on the face of this form, the provisions of any related bid request issued by County, any bid submitted by Vendor, or both. This contract incorporates by reference on the face of this form, the provision of any attachments. Vendor agrees that in the event of conflicting language between this contract and Vendor's printed form, the provisions of this contract shall take precedence. This section shall supersede any language in the Vendor's terms and conditions attempting to nullify County terms and conditions or to resolve language conflicts in favor of the Vendor's terms and conditions.
- 6. Warranty:**
 - 6.1 Warranty For Goods:** Vendor warrants that any and all goods covered by this contract will be (i) new and suitable for the use intended, unless otherwise specified; (ii) will conform to the drawings, specifications, samples, description and time provisions furnished by the County; (iii) of the grade and quality specified; (iv) free from defect in design, material and workmanship; and (v) in compliance with all applicable federal, state and local laws and regulations. At County's option, Vendor shall repair or replace the goods without charge within five (5) business days from being notified of the nonconformance with the foregoing warranties. If, after notice, the Vendor cannot promptly replace or repair the goods, Vendor shall refund the full purchase price paid by County for such goods. Defective goods rejected by the County may, without prejudice to any other legal remedy (including, without limitation, incidental and consequential damages) be held at Vendor's risk and returned to Vendor at Vendor's expense. This warranty shall not be deemed to be waived by the County for any reason, including, without limitation, the County's acceptance of the goods or the County's failure to notify Vendor thereof. Further, the failure of the County to reasonably specify any defects in rejected goods shall not prevent the County from relying on the defect to establish a breach, even though the Vendor could have cured the defect on proper notification.
 - 6.2 Warranty for Services:** Vendor warrants to County that any and all materials and equipment incidental to services that are furnished under this contract will be new unless otherwise specified and that all services will be of good quality, free from faults and defects and in conformance with the contract. Neither final payment nor inspection of Vendor's services shall constitute an acceptance of services not done in accordance with this contract or relieve Vendor of liability in respect to any express warranties or responsibilities for faulty material or workmanship. Upon request of County, Vendor shall immediately remedy any defects in the services, materials and/or equipment and pay for any damage resulting therefrom. The County shall have the unqualified option to make any needed replacement or repairs itself or to have such replacement or repairs done by the Vendor. In the event the County elects to have said work performed by the Vendor, the Vendor agrees that the repairs shall be made and such materials as are necessary shall be furnished and installed within a reasonable time after the receipt of demand from the County; however, in no event shall such period exceed fifteen (15) calendar days. If the Vendor shall fail or refuse to comply with its obligations under this section, the County shall be entitled to all costs and expenses, including attorney's fees, reasonably incurred by reason of the said failure or refusal.
- 7. Termination:** At any time and without cause, the County shall have the right, at its sole discretion, to terminate this contract by giving seven (7) calendar days written notice to Vendor. In the event of such termination, Vendor shall only be entitled to payment for those goods that have been delivered and accepted by the County or services satisfactorily rendered through the date of termination.
- 8. Invoice:** Purchase Order number must appear on all invoices, packing lists, shipping notices, and any correspondence. Invoices must be fully itemized. A separate invoice shall be provided for each Purchase Order.
- 9. Payment Terms & Cash Discounts:** Payments shall be made at the prices stipulated herein for goods or materials delivered or services rendered. Payment on partial deliveries or services may be made when requested by the Vendor and approved by the County. Payment shall be made within forty-five (45) days following County's receipt of itemized invoices. For any cash discount specified in this contract, time will be computed from the date of the completed delivery of the goods or the completion of the performance of services as specified, or from the date that correct invoices are received, whichever is later. For the purpose of earning the discount, payment shall be deemed to have been made on the date of mailing the County warrant or check.
- 10. Assignment:** This contract may not be assigned in whole or in part without the prior written consent of the County.
- 11. Independent Capacity:** In the performance of this contract, agents and employees of the Vendor shall act in an independent capacity and not as officers, employees or agents of the County.
- 12. Indemnity:** The Vendor shall defend, indemnify and hold the County harmless against and from any and all claims, suits, losses, damages and liability for damages of every name, kind and description, including attorney's fees and costs incurred, brought for, or on account of, injuries to or death of any person, including but not limited to workers, County employees and the public, or damages to property or any economic or consequential losses, which are claimed to or in any way arise out of, or connected with the Vendor's services, operations or performance hereunder, regardless of the existence or degree of fault or negligence on the part of the County, the Vendor and employee(s) or any of these, except for the sole or active negligence of the County, its officers and employees, or as expressly proscribed by statute. This duty of Vendor to indemnify and save County harmless includes the duties to defend set forth in California Civil Code Section 2778.
- 13. Nondiscrimination:** Vendor shall comply with all applicable federal, state and local laws, rules and regulations in regard to nondiscrimination in employment because of race, color, ancestry, national origin, religion, sex, marital status, age, medical condition, pregnancy, disability or other prohibited basis. All nondiscrimination rules or regulations required by law to be included in this contract are incorporated by this reference.
- 14. Infringement:** The Vendor agrees to defend and hold the County, its officers, agents, employees, and volunteers harmless from any and all actions, suits, liabilities, penalties, settlements, losses, damages, costs, charges, attorney's fees, and all other expenses which may arise directly or indirectly from any claim that any of the products or services supplied by Vendor infringes any patent, copyright, trade secret, trademark, or other intellectual property right.

15. Applicable Law and Forum: This contract shall be construed and interpreted according to the substantive law of the State of California excluding the law of conflicts. Any action arising out of this contract shall be brought in El Dorado County, California and shall be resolved in accordance with the laws of the state of California.

16. Funding: Funds for this Contract are available on a fiscal year basis. Should sufficient funds not be budgeted and appropriated for the payment of goods or services described herein, this contract shall be cancelled in its entirety without penalty or expense to the County of any kind, except for payment for those goods that have been delivered and accepted by the County or services satisfactorily rendered through the date of termination.

17. Business License: It is unlawful for any person to furnish supplies or services or transact any kind of business in the unincorporated territory of El Dorado County without possessing a County business license unless exempt under County Code Section 5.08.070. Contact Tax Collector's Office, 360 Fair Lane, Placerville, CA 95667, telephone (530) 621-5800, for further information.

18. Inspection, Acceptance, and Returns: Goods or services shall be subject to County inspection, approval, and acceptance notwithstanding any prior payment for such goods or services. No goods shall be deemed accepted until County has reasonable opportunity to inspect said goods or services. If rejected as nonconforming or defective, County reserves the right to return product within thirty (30) days of receipt by the County for credit or refund without a shipping or restocking fee, or to request a replacement by a specified date. Substitutions are not permitted except upon specific written authorization of County. Defective product or product under warranty may not always be returned in the original package.

19. Permits, Licenses, and other Requirements: Vendor shall comply with all applicable federal, state, and other laws, rules, regulations, ordinances and orders in the performance of this contract. Vendor shall be in full compliance with all permit or licensing requirements in connection with the sale, shipment, and/or installation of the goods or performance of the services herein.

20. Insurance: When specified herein and/or when specified by bid or quote documents that are incorporated herein by reference, failure to maintain the required insurance coverage shall be deemed a material breach of this contract.

21. Severability: If any provision of this contract is declared by a court of competent jurisdiction to be invalid or unenforceable, the remaining provisions will continue in full force and effect, without being impaired or invalidated in any way.

(The remainder of this page intentionally left blank.)

EXHIBIT "B"

GENERAL INSURANCE REQUIREMENTS

Contractor shall provide proof of a policy of insurance satisfactory to the County of El Dorado Risk Manager and documentation evidencing that Contractor maintains insurance that meets the following requirements:

- A. Full Worker's Compensation and Employer's Liability Insurance covering all employees of Contractor as required by law in the State of California.
- B. Commercial General Liability Insurance of not less than \$1,000,000.00 combined single limit per occurrence for bodily injury and property damage and a \$2,000,000.00 aggregate limit.
- C. Automobile Liability Insurance of not less than \$1,000,000.00 is required in the event motor vehicles are used by the Contractor in the performance of the Agreement.
- D. In the event Contractor is a licensed professional or professional consultant, and is performing professional services under this Agreement, professional liability is required with a limit of liability of not less than \$1,000,000.00 per occurrence.
- E. Contractor shall furnish a certificate of insurance satisfactory to the County of El Dorado Risk Manager as evidence that the insurance required above is being maintained.
- F. The insurance will be issued by an insurance company acceptable to Risk Management or be provided through partial or total self-insurance likewise acceptable to Risk Management.
- G. Contractor agrees that the insurance required above shall be in effect at all times during the term of this Agreement. In the event said insurance coverage expires at any time or times during the term of this Agreement, Contractor agrees to provide at least thirty (30) days prior to said expiration date, a new certificate of insurance evidencing insurance coverage as provided for herein for not less than the remainder of term of the Agreement, or for a period of not less than one (1) year. New certificates of insurance are subject to the approval of Risk Management and Contractor agrees that no work or services shall be performed prior to the giving of such approval. In the event the Contractor fails to keep in effect at all times insurance coverage as herein provided, County may, in addition to any other remedies it may have, terminate this Agreement upon the occurrence of such event.
- H. The certificate of insurance must include the following provisions stating that:
 - 1. The insurer will not cancel the insured's coverage without prior written notice to County, and;
 - 2. The County of El Dorado, its officers, officials, employees, and volunteers are included as additional insured on an additional insured endorsement, but only insofar as the operations under this Agreement are concerned. This provision shall apply to the general liability policy.
- I. The Contractor's insurance coverage shall be primary insurance as respects the County, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the County, its officers, officials, employees, or volunteers shall be in excess of the Contractor's insurance and shall not contribute with it.
- J. Any deductibles or self-insured retentions must be declared to and approved by the County, either; the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the County, its officers, officials, employees, and volunteers; or the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.
- K. Any failure to comply with the reporting provisions of the policies shall not affect coverage provided to the County, its officers, officials, employees, or volunteers.

-
- L. The insurance companies shall have no recourse against the County of El Dorado, its officers, and employees or any of them for payment of any premiums or assessments under any policy issued by any insurance company.
 - M. Contractor's obligations shall not be limited by the foregoing insurance requirements and shall survive expiration of this Agreement.
 - N. In the event Contractor cannot provide an occurrence policy, Contractor shall provide insurance covering claims made as a result of performance of this Agreement for not less than three (3) years following completion of performance of this Agreement.
 - O. Certificate of insurance shall meet such additional standards as may be determined by the contracting County Department either independently or in consultation with Risk Management, as essential for protection of the County.

(The remainder of this page intentionally left blank.)