



**COUNTY OF EL DORADO
Procurement & Contracts**

ATTN: Purchasing Agent
330 Fair Lane
Placerville, CA 95667

INVITATION TO BID #21-425-025

DUE: 3:00 PM – March 3, 2021

Sealed Bids must be clearly marked on the outside of the package with:

“BID #21-425-025 – DO NOT OPEN”

ALL BIDS SUBJECT TO GENERAL TERMS AND CONDITIONS

OFFICE FURNITURE

Maxon Systems Furniture - Office Master Chairs - Hon: Filing, Storage, Tables and Seating - Performance Line (PL) Classic Laminate Series Desking – Ergonomic Solutions (Ergotron and Workrite)

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” Countywide 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 I - “Maxon”

Category II - “Office Master”

Category III - “HON”

Category IV - “Performance Line” (Classic Laminate Series)

Category V - “Ergotron” and “Workrite”

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 eleven (11) through twenty-six (26), are bid 100% complete.
- [] Note any prompt payment discounts available on the Quotation Schedule, Page twenty-six (26).
- [] Indicate delivery lead times on the Quotation Schedule, pages thirteen (13) for Maxon, page nineteen (19) for Office Master, page twenty (20) for HON, twenty-two (22) for Performance Laminate and twenty-four (24) for Ergotron and twenty-six (26) for Workrite.
- [] 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 seven (7) and eight (8).

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General Terms and Conditions

Instructions to Bidders:

- (1) Bidders are responsible to see that the bid is received in the Procurement & Contracts Division prior to the bid opening deadline. Late bids will be returned unopened.
- (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 website:

<http://edcapps.edcgov.us/contracts/bidresults.asp>

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. An exemption certificate will be furnished to the successful bidder upon request.
- (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, 5.7.1, effective October 11, 2006, 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.

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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.

Requirement: Bidders must comply with all of the requirements listed in each category in the Quotation Schedule to be considered for the evaluation and award process. See pages eleven (11) through twenty-six (26) for details.

Bidders may bid on any 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.

California Sales & Use Tax Requirement: Any bidders located outside of the State of California selling goods to the County 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.

Provide California Seller's Permit Number: _____

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.

No price change related to cost other than raw material costs will be considered as a basis for price adjustment consideration.

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 5.7.1, 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 by clicking on the following link:

<https://www.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 County's 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:

<http://edcapps.edcgov.us/contracts/invite.asp>

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 conditions specified therein, including 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.

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.

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:

<http://edcapps.edcgov.us/contracts/bidresults.asp>

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.

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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.*

Bids must be submitted in a sealed container or envelope clearly marked on the outside:

“BID # 21-425-025 – 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., March 3, 2021:**

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 in the Procurement & Contracts Division prior to the bid opening deadline date and time. Bids received beyond the bid opening deadline will not be accepted and will be returned unopened. The time stamp clock located in the office of the Procurement & Contracts Division will serve as the official time clock.

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.

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QUOTATION SCHEDULE

Category I – Maxon Systems Furniture

Specifications: This is a **Brand** specific bid, only the **Maxon** brand of systems furniture will be accepted. **Alternate brands of systems furniture quoted will not be accepted.** Although the brand is specific, the Maxon brand of systems furniture is non-exclusive and may be bid by all office furniture suppliers.

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

1. Bidders must have a minimum of two years' experience specifying and installing systems furniture with entities comparable to the size of El Dorado County
2. Bidders shall quote a percentage discount off manufacturer's suggested retail price for product (**multiple discount tiered structures are acceptable**). The set discount structure must be inclusive of: 1) product; 2) design services (up to 10 hours per project); 3) Delivery of product: F.O.B. destination; 4) Storage (if needed); and 5) "add-ons" to existing configurations.
3. Bidders must include the most current Maxon price list, samples of available fabric colors, work surface finishes, and paint colors
 - A. Quote an "hourly" prevailing wage rate for design services exceeding the 10 hour minimum per project, the first ten (10) hours for design services shall be included at no charge..
 - B. Quote an "hourly" prevailing wage rate for call back technical assistance.
 - C. Quote an "hourly" prevailing wage rate for new Installation / Assembly
 - D. Quote a separate "hourly" prevailing wage rate for Reconfiguration of workstations only.
 - E. Quote pricing for any additional charges not listed above.
4. References: Two (2) references must be provided of comparable size to servicing the County, and with outstanding performance in all areas including design, installation, customer service and invoicing.
5. Bidder must be able to meet all insurance requirements contained in Exhibit "B".
6. Guarantees: All items purchased shall be guaranteed against defects when used for the purposes for which they were designed. Defective items shall be replaced at no additional cost to the County.
7. Warranty related issues must be coordinated with the manufacturer by the Bidder including all cost associated with returning and reordering replacement items. This requirement is also inclusive of all existing Maxon systems furniture previously purchased.
8. Include a product warranty statement.

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9. Include a product warranty statement.
 10. Awarded Bidder will be required to reconfigure and add-on to existing workstations.
 11. Clean-up and disposal of packing materials is the responsibility of the Bidder.
 12. Awarded Bidder must have adequately trained & experienced staff to assure timely technical/sales assistance and installation. Provide resume(s) detailing the experience & qualifications of lead installer(s) and/or employee(s) responsible for supervising furniture installation projects.
 13. Awarded Bidder shall provide a monthly report to the Purchasing Office that includes: Purchase Order number, Maxon order number, Department, dollar amount, date of receipt of purchase order and actual install date.
 14. Payment Bond: In the event the contractor intends to subcontract out any part of the work, a payment bond in the amount of 100% of the work, on a per project basis, will be required. Proposers shall declare as a part of their response what work will be subcontracted and list all potential subcontractors.
 15. Failure to comply with any of the requirements contained herein may result in disqualification.

For historical purposes, the County spent approximately \$100,000.00 on "Maxon" products during the last twenty three (23) month award period. The County makes no guarantee as to the total amount to be purchased during the awarded period.

Systems Furniture Product Discount:

Provide percentage off Maxon current Manufacturers Suggested Retail List Price

_____ %

Quote a single percentage off the manufacturer's suggested retail /list price for all purchase during the awarded period (multiple discount structures will not be accepted)

**Erasures, overwrites and the use of correction fluid or tape are NOT acceptable.
Refer to Item #3 of the General Terms and Conditions for specific instructions.**

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Category I – Maxon Systems Furniture (cont’d)

Design and Other Services:

Hourly Design Services after 10 hours (first ten hours to be included at no charge) (based on 200 total hours)	\$	/hour
Hourly Call back Rate for Technical Assistance (based on 20 total hours)	\$	/hour
Hourly Rate for Installation / Assembly (based on 100 total hours)	\$	/hour
Hourly Rate for Reconfiguration (based on 50 total hours)	\$	/hour
Storage of Product over thirty (30) days (based on 50 square feet for 30 days)	\$	/ sq ft per day
Erasures, overwrites and the use of correction fluid or tape are NOT acceptable. Refer to Item #3 of the General Terms and Conditions for specific instructions.		

DELIVERY – Maxon Systems Furniture

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

**Erasures, overwrites and the use of correction fluid or tape are NOT acceptable.
Refer to Item #3 of the General Terms and Conditions for specific instructions.**

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Category I – Maxon Systems Furniture (cont'd)

CLIENT REFERENCES

Reference # 1:

Company Name: _____

Address: _____

City, State, Zip: _____

Contact Name: _____

Title: _____

Telephone: _____

Email: _____

**Erasures, overwrites and the use of correction fluid or tape are NOT acceptable.
Refer to Item #3 of the General Terms and Conditions for specific instructions.**

Reference # 2:

Company Name: _____

Address: _____

City, State, Zip: _____

Contact Name: _____

Title: _____

Telephone: _____

Email: _____

**Erasures, overwrites and the use of correction fluid or tape are NOT acceptable.
Refer to Item #3 of the General Terms and Conditions for specific instructions.**

BIDDERS CONTACT INFORMATION

Primary Contact:

Name: _____

Address: _____

City, State, Zip: _____

Telephone: _____

Email: _____

Supervisor: _____ Title: _____

Telephone: _____ Email: _____

**Erasures, overwrites and the use of correction fluid or tape are NOT acceptable.
Refer to Item #3 of the General Terms and Conditions for specific instructions.**

Project Manager:

Name: _____

Address: _____

City, State, Zip: _____

Telephone: _____

Email: _____

Supervisor: _____ Title: _____

Telephone: _____ Email: _____

**Erasures, overwrites and the use of correction fluid or tape are NOT acceptable.
Refer to Item #3 of the General Terms and Conditions for specific instructions.**

Category I – Maxon Systems Furniture (cont'd)

Subcontractor #1:

Company Name: _____

Address: _____

City, State, Zip: _____

Contact Name: _____

Title: _____

Telephone: _____

Email: _____

**Erasures, overwrites and the use of correction fluid or tape are NOT acceptable.
Refer to Item #3 of the General Terms and Conditions for specific instructions.**

Subcontractor #2:

Company Name: _____

Address: _____

City, State, Zip: _____

Contact Name: _____

Title: _____

Telephone: _____

Email: _____

**Erasures, overwrites and the use of correction fluid or tape are NOT acceptable.
Refer to Item #3 of the General Terms and Conditions for specific instructions.**

Please use additional sheets of paper if you have more than two subcontractors

Category II – Office Master Chairs

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 pages eighteen (18) through twenty (20) 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 of 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
- 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(s).
- 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 Bidders are required to provide a single percentage off manufacturer’s suggested retail price list for additional items not listed on the quotation schedule
- 9 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 \$48,000.00 on "Office Master" chairs during the last twenty three (23) months. The County makes no guarantee as to the total amount to be purchased during the awarded period.

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Category II - Office Master Chairs – (cont'd)

Item #	Unit of Measure	Model #	Description	Unit Price
1	Each	7780	Office Master Paramount multi-function task chair w/ standard seat pan and back rest, no arms	\$ /ea
2	Each	7878	Office Master Super Paramount multi-function task chair w/ expanded seat pan and back rest, no arms	\$ /ea
3	Each	YS84	Office Master Yes Series Mid Back Multi-function Executive chair , no arms	\$ /ea
4	Each	DB74	Office Master db Series (Discovery Back) Multi-function task chair, no arms	\$ /ea
5	Each	CLS61	Office Master Classic Lab Stool, no arms	\$ /ea
6	Each	KR-200	Office Master Height and Width adjustable T-Arms	\$ /ea
7	Each	KR-251M	Ultra mobility arm, w/ memosoft arm pads	\$ /ea
8	Each	KR-445	Height and width adjustable T-Arms with smooth fore-aft, side to side, and pivoting motion arm caps	\$ /ea

Erasures, overwrites and the use of correction fluid or tape are NOT acceptable. Refer to Item #3 of the General Terms and Conditions for specific instructions.

Category II - Office Master Chairs – Additional Purchases (cont'd)

REQUIRED - Quote a minimum percentage off Manufacturer's List price _____ %

(Evaluation will be based on \$1,000.00 in additional purchases)

Additional discount structures are not acceptable; bidders must quote a minimum percentage off manufacturers list price for the Office Master Chairs not listed in the quotation schedule above. Invoices that include items not listed on the Quotation Schedule must include documentation of the retail cost. Payment of invoices which require, but do not include, such documentation will be delayed until receipt of the required documents.

**Erasures, overwrites and the use of correction fluid or tape are NOT acceptable.
Refer to Item #3 of the General Terms and Conditions for specific instructions.**

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.**

**Erasures, overwrites and the use of correction fluid or tape are NOT acceptable.
Refer to Item #3 of the General Terms and Conditions for specific instructions.**

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Category III –“HON” Metal Filing and Storage 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 ten (10) working days.

Requirement: Bidders must comply with all of 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 must include the most current HON price list,
- 3) All HON product purchases must be delivered fully assembled, set in place and ready for use.

For historical purposes, the County spent approximately \$12,000.00 on "HON" products during the last twenty three (23) 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).

Erasures, overwrites and the use of correction fluid or tape are NOT acceptable.
Refer to Item #3 of the General Terms and Conditions for specific instructions.

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.

Erasures, overwrites and the use of correction fluid or tape are NOT acceptable.
Refer to Item #3 of the General Terms and Conditions for specific instructions.

Category IV – Performance Line (Classic Laminate Series) – Desking:

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 ten (10) working days.

Requirement: Bidders must comply with all of 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 shall provide the current Catalog, along with Current Retail/List price list for Performance Line- Classic Laminate Series furniture with their bid response.
- 3) 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.
- 4) 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 \$32,000.00 on "Performance Line – Classic Laminate Series" products during the last twenty three (23) months. The County makes no guarantee as to the total amount to be purchased during the awarded period.

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Category IV – Performance Line (Classic Laminate Series) – Desking:

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).

Erasures, overwrites and the use of correction fluid or tape are NOT acceptable. Refer to Item #3 of the General Terms and Conditions for specific instructions.

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

Erasures, overwrites and the use of correction fluid or tape are NOT acceptable. Refer to Item #3 of the General Terms and Conditions for specific instructions.

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.

Erasures, overwrites and the use of correction fluid or tape are NOT acceptable. Refer to Item #3 of the General Terms and Conditions for specific instructions.

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Category V – Ergonomic Solutions

This Category is a “**brand specific**” bid Category. Bidders must quote the “**Ergotron and Workrite**” brands only, where indicated by bid item number. Alternate brands of Ergonomic products will not be accepted. Although the brand is specific, the, “**Ergotron**”, and “**Workrite**” brand of Ergonomic solutions are non-exclusive and may be bid by all office furniture suppliers

Specifications: Bid specifications are based on **Ergotron, and 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 ten (10) working days.

Requirement: Bidders must comply with all of 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 brands 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 \$40,000.00 on "Ergotron" products during the last twenty three (23) months. The County makes no guarantee as to the total amount to be purchased during the awarded period.

For historical purposes, the County spent approximately \$2,500.00 on "Workrite" products during the last twenty three (23) months. The County makes no guarantee as to the total amount to be purchased during the awarded period.

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Category V – Ergonomic Solutions “Ergotron”:

Bid Item #	Annual Est. Usage	Model #	Description	Unit Price
1	1	24-392-026	Ergotron WorkFit-A Sit-Stand Workstation with Suspended Keyboard, Dual Monitor.	\$ /ea
2	17	33-349-200	Ergotron WorkFit-S Sit-Stand Workstation with Worksurface, Dual Monitor, Large Keyboard Tray.	\$ /ea
3	11	33-397-085	Ergotron WorkFit-T Standing Desk Workstation, Black with Gray Surface.	\$ /ea
4	3	33-406-085	Ergotron WorkFit-TL Standing Desk Workstation, Black with Gray Surface.	\$ /ea
5	5	33-467-921	Ergotron WorkFit-TX Standing Desk Converter.	\$ /ea
6	1	33-458-917	Ergotron WorkFit-Z, Mini Sit-Stand Desktop.	\$ /ea
7	1	45-241-026	Ergotron Desk Mount LCD Arm, Polished Aluminum	\$ /ea

Erasures, overwrites and use of correction fluid or tape are NOT acceptable. Refer to Item #3 of the General Terms and Conditions for specific instructions.

DELIVERY - Ergotron

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

Erasures, overwrites and use of correction fluid or tape are NOT acceptable. Refer to Item #3 of the General Terms and Conditions for specific instructions.

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Category V – Ergonomic Solutions “Workrite”:

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

Erasures, overwrites and use of correction fluid or tape are NOT acceptable. Refer to Item #3 of the General Terms and Conditions for specific instructions.

Delivery and Install Charges - Workrite:

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

Erasures, overwrites and the use of correction fluid or tape are NOT acceptable. Refer to Item #3 of the General Terms and Conditions for specific instructions.

DELIVERY – WorkRite

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

Erasures, overwrites and use of correction fluid or tape are NOT acceptable.
Refer to Item #3 of the General Terms and Conditions for specific instructions.

Category V - Ergonomic Solutions – Additional Purchases:

REQUIRED – Quote a minimum percentage off “Ergotron Manufacturers List price _____%
(based on \$1,000 in additional purchases)

REQUIRED - Quote a minimum percentage off Workrite Manufacturers List price _____%
(based on \$200 in additional purchases)

Additional discount structures are not acceptable; bidders must quote a minimum percentage off manufacturers list price for Ergonomic Solutions not listed in the quotation schedule above. Invoices that include items not listed on the Quotation Schedule must include documentation of the retail cost. Payment of invoices which require, but do not include, such documentation will be delayed until receipt of the required documents.

Erasures, overwrites and use of correction fluid or tape are NOT acceptable.
Refer to Item #3 of the General Terms and Conditions for specific instructions.

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

Erasures, overwrites and use of correction fluid or tape are NOT acceptable.
Refer to Item #3 of the General Terms and Conditions for specific instructions.

STATEMENT OF NO RESPONSE

If Vendor is not submitting a response to this BID, RFP, RFI, RFQ, etc., please complete and return this form to: El Dorado County Procurement and Contracts, 330 Fair Lane, Placerville, CA 95667, or fax to (530) 295-2537. Failure to respond to a BID, RFP, RFI, RFQ, etc., or submit a 'Statement of No Response' three (3) times in succession will result in removal from the County's bidders list.

Board of Supervisors Procurement Policy C17, Section 8.2:

Removal of a vendor from the bidders list may be for:

- (a) Failure to respond to more than three (3) consecutive formal invitations to bid; or*
- (b) Failure to respond responsibly to more than three (3) notices to bid; or*
- (c) Failure to perform after an award of a bid; or*
- (d) Other reasons that show the bidder to be a non-responsive or non-responsible bidder.*

The Purchasing Agent must review and approve the removal of a vendor from the bidders list. The Purchasing Agent shall notify the vendor in writing that said vendor has been removed from the bidders list. Vendors removed from the bidders list shall have an opportunity to request reinstatement at any time, and may submit a bid notwithstanding if they have been removed from the list. The request for reinstatement must be submitted to the Purchasing Agent on such forms as provided by the Purchasing Agent.

Invitation # (BID, RFP, RFI, RFQ, etc.): _____

Name of Firm: _____

Address: _____

Signature: _____

Telephone Number: _____ Date: _____

The above has declined to submit a bid response for the following reason(s) (please check all that apply):

- We do not offer this commodity and/or service or an equivalent.
- Insufficient time to respond to the RFP.
- Our schedule would not permit us to perform.

Remarks:

Exhibit "A" STANDARD TERMS AND CONDITIONS

- 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.

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EXHIBIT "B"

GENERAL INSURANCE REQUIREMENTS (September 2012)

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.

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- 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.

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