



**COUNTY OF EL DORADO
Procurement & Contracts**

ATTN: Purchasing Agent
330 Fair Lane
Placerville, CA 95667

INVITATION TO BID & BID #19-485-055

DUE: 3:00 PM – February 21, 2019

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

“BID #19-485-055 – DO NOT OPEN”

ALL BIDS SUBJECT TO GENERAL TERMS AND CONDITIONS

JANITORIAL SUPPLIES

Chemicals, Utensils, Paper Products, Floor Care Products, and Trash Liners

General: The El Dorado County Procurement & Contracts Division is requesting bids for the purchase of janitorial supplies to include chemicals, utensils, paper products, floor care products and trash can liners. Purchases will be made on an “as requested” basis during the awarded twelve month (12-month) award period.

Specifications: Product specifications are provided on the quotation schedule, pages thirteen (13) through thirty-three (33). Quantities indicated on the quotation schedule are the actual usage for the previous 12-month calendar period; the County makes no guarantee as to the total amount to be purchased during the awarded period.

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 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/fluid are NOT acceptable. Refer to #3 of the General Conditions for specific instructions.
- [] Categories I – V on the quotation schedule are bid 100% complete. Exception: Category VI, it does not need to be bid 100%, bid on the brand items only, if you can.
- [] All items bid in the Quotation Schedule categories are complete including SKU numbers, manufacturer numbers, brands and units of measure, as requested.
- [] Two (2) client references are entered on the spaces provided on page thirty-five (35).
- [] Note any prompt payment discounts available on the quotation schedule, page thirty-four (34).
- [] A current catalog and price sheet is included with the bid package.
- [] Information about the bidder's online ordering capabilities is entered on page thirty-six (36).
- [] The bidder questionnaire is completed on page thirty-seven (37).
- [] A valid California Sellers Permit number is entered on page seven (7).
- [] The requested sales assistance information is entered in the space provided on page eight (8).
- [] The requested return process information is entered in the space provided on page nine (9).
- [] All requirements of Invitation to Bid have been met.

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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). Minorities, Females and Handicapped are encouraged to participate (M/F/H).
- (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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Requirement: Bidders failing to comply with any of the following requirements will not be considered for the evaluation and award process:

1. The quotation schedule on pages thirteen (13) through thirty-three (33) consists of six (6) categories. ***Bidders may quote any or all categories, however bidders must quote 100% of Categories I-V, Category VI is the sole exception, bid on only those brand items you can supply.***
2. No minimum order requirements will be accepted by the County.
3. Delivery must be made within five (5) business days for all “in stock” contracted items and seven (7) business days for all non-stock contracted items after receipt of order.
4. The awarded bidder(s) shall keep adequate supply of “in stock” items to fill orders in the time period specified.
5. The awarded bidder(s) will ship no substitutions or replacements without County concurrence. The County will determine if the proposed substitute product meets all specifications. If product does not meet specification standards, it will be returned for credit and/or upgrade at no cost to the County.
6. Bidders must provide a primary sales assistance representative and that person’s supervisor along with the noted contact information in the spaces provided on page 8.
7. Bidders must provide information regarding their returns practice in the spaces provided on page 9.
8. Bidders must indicate brand, product number, stock keeping unit (SKU) and units of measure in the spaces provided in the Quotation Schedule for each item bid **AND** indicate if the item is a stocked product.
9. Bidders must complete page thirty-five (35), providing two (2) client references that are comparable to El Dorado County. References shall include the name of the organization, city and state, contact name, telephone number, and e-mail address.
10. Bidders are required to supply one (1) copy each of the **bidder’s current standard catalog and current standard catalog price sheet**. A printed catalog or electronic catalogs on a computer compact disc are acceptable. Failure to provide a current standard catalog and current standard price list as required could result in your bid be rejected as non-responsive
11. The awarded vendor(s) will be required to supply two (2) sets of SDS sheet (Safety Data Sheets) for all products requiring SDS Sheets no later than **Monday, March 11, 2019**. SDS Sheet shall be delivered to the same delivery address noted on page 3. One (1) set SDS sheets shall be supplied in paper form and a second set shall be provided electronically on computer compact disk.

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12. El Dorado County prefers to place all orders “online.” Bidders are requested to describe their online ordering capabilities in the space provided on page thirty-six (36). The ability of the bidder to provide online ordering may, at the discretion of the County is taken into consideration when awarding the bid. In the event the lowest responsible and responsive bidder does not have online ordering capabilities, all orders will be placed by faxing of the issued purchase order.
 13. Bidders are required to complete the “Bidders Questionnaire” on page thirty-seven (37).
 14. Samples of items, when requested, must be furnished to the County at the bidder’s expense. If possible, samples will be returned but the County reserves the right to retain samples for comparative purposes.

Compliance: Late, incomplete, incorrect deliveries or excessive backorders 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. Three (3) failures to meet quoted delivery timeframes, or excessive inaccurate or erroneous invoices (as determined by the Purchasing Agent) may be cause for the County to cancel the balance of the awarded blanket purchase order 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.

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: Product shall be delivered F.O.B. destination, freight prepaid, on ground or inside delivery to the following location:

Central Services
345 Fair Lane
Placerville, CA 95667

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Sales Assistance: The successful vendor shall be required to have available, upon request, and at no additional cost to the County, on-site assistance from a qualified sales representative to provide product information to Purchasing or Central Stores. On-site sales assistance shall be made available by appointment within 24 hours of request. In addition, a vendor representative must be available by phone for telephone inquiries each business day from 8:00 am to 5:00 pm. Vendor shall include names of designated sales representatives and their supervisor(s) below:

Please provide the sales representative and their supervisor's name, phone and fax number, and e-mail address below:

Sales Representative: _____
Phone Number: _____
Fax Number: _____
E-Mail Address: _____

Supervisor: _____
Phone Number: _____
Fax Number: _____
E-Mail Address: _____

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

Pricing: Bid prices shall remain firm for the awarded twelve-month (12-month) period. In case of default by the awarded vendor, the County may procure the product from another source and may recover the loss by legal process. Please refer to the "General Terms and Conditions," under "Award," Item #9.

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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.

Below, please provide a brief description of your proposed process for the pick-up and exchange/refund of defective or returned items:

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. El Dorado County is an equal opportunity employer (EOE). Minorities, females, and handicapped are encouraged to participate.

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.

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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 State Board of Equalization 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.

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 Web Site 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."

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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 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 and 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.

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 # 19-485-055 – 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., February 21, 2019:**

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 assure 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 and 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 - Janitorial Chemicals:

Bid Item #	Estimated Annual Usage	Description	Unit Price/Unit of Measure	Additional Requested Information	In Stock Item (Yes/No)
1	350 Bottles	LIQUID HAND SOAP - ANTIMICROBIAL WITH PUMP - 1 BOTTLE (EDC #435-70-01-030) Brand _____ MFG # _____ SKU # _____	\$ _____/Bottle	_____ Ounces per Bottle _____ Bottles per Case	
2	750 Cans	SCOURING POWDER CLEANSER WITH OXYGEN BLEACH - 1 CAN (EDC # 485-11-03-025) Brand _____ MFG # _____ SKU # _____	\$ _____/Can	_____ Ounces Per Can _____ Cans Per Case	
3	4 Quarts	BATHROOM / SHOWER CLEANER - NON-ACID, DEODORIZES - 1 QUART (EDC #485-16-04-280) Brand _____ MFG # _____ SKU # _____	\$ _____/Quart	_____ Quarts per Case	
4	50 Quarts	FOAMING SHOWER CLEANER - 1 QUART (EDC #485-16-04-281) Brand _____ MFG # _____ SKU # _____	\$ _____/Quart	_____ Quarts per Case	

Bid Item #	Estimated Annual Usage	Description	Unit Price/Unit of Measure	Additional Requested Information	In Stock Item (Yes/No)
5	5 Gallons	<p>“SIMPLE GREEN” CLEANER / DEGREASER, 1 GALLON CONTAINER (EDC # 485-18-01-032)</p> <p>Brand _____</p> <p>MFG # _____</p> <p>SKU # _____</p>	\$ _____/Gallon	_____ Gallons per Case	
6	150 Gallons	<p>GLASS AND SURFACE CLEANER - LIQUID - READY TO USE - 1 GALLON (EDC # 485-28-01-030)</p> <p>Brand _____</p> <p>MFG # _____</p> <p>SKU # _____</p>	\$ _____/Gallon	_____ Gallons per Case	
7	30 Gallons	<p>DISHWASHING SOAP – HAND, LIQUID 1 GALLON (EDC # 485-38-01-043)</p> <p>Brand _____</p> <p>MFG # _____</p> <p>SKU # _____</p>	\$ _____/Gallon	_____ Gallons per Case	
8	180 Gallons	<p>GERMICIDAL CLEANER / DISINFECTANT FOR WALLS & FLOORS - 1 GALLON (EDC # 485-40-01-028)</p> <p>Brand _____</p> <p>MFG # _____</p> <p>SKU # _____</p>	\$ _____/Gallon	_____ Gallons per Case	

Bid Item #	Estimated Annual Usage	Description	Unit Price/Unit of Measure	Additional Requested Information	In Stock Item (Yes/No)
9	795 Cans	FOAMING CLEANER AND DISINFECTANT/DEODORIZER - AEROSOL - 1 CAN (EDC # 485-40-01-033) Brand _____ MFG # _____ SKU # _____	\$ _____/Can	_____ Ounces per Can _____ Cans per Case	
10	190 Cans	CLEANER/DISINFECTANT - CONTROLS STAPH, STREP, HERPES, HIV - AEROSOL (LYSOL) - 1 CAN (EDC # 485-40-02-036) Brand _____ MFG # _____ SKU # _____	\$ _____/Can	_____ Ounces per Can _____ Cans per Case	
11	2 Cans	CLEANER/DISINFECTANT - NON-FOAMING - AEROSOL - 1 CAN (EDC # 485-40-01-039) Brand _____ MFG # _____ SKU # _____	\$ _____/Can	_____ Ounces per Can _____ Cans per Case	
12	8 Gallons	CLEANER DISINFECTANT - DEODORIZER - PINE SCENT - LIQUID (LIKE PINESOL) - 1 GALLON (EDC # 485-42-01-229) Brand _____ MFG # _____ SKU # _____	\$ _____/Gallon	_____ Gallons per Case	

Bid Item #	Estimated Annual Usage	Description	Unit Price/Unit of Measure	Additional Requested Information	In Stock Item (Yes/No)
13	7 Dozen	URINAL SCREEN W DEODORANT BLOCK - 1 DOZEN (EDC # 485-81-01-002) Brand _____ MFG # _____ SKU # _____	\$ _____/Dozen	_____ Screens per Box	
14	95 Gallons	HAND SOAP - ANTISEPTIC - LIQUID - FOR DISPENSER - 1 GALLON (EDC # 485-86-02-020) Brand _____ MFG # _____ SKU # _____	\$ _____/Gallon	_____ Gallons per Case	
15	790 Gallons	HAND SOAP FOR DISPENSERS - LIQUID - 1 GALLON (EDC # 485-86-02-080) Brand _____ MFG # _____ SKU # _____	\$ _____/Gallon	_____ Gallons per Case	
16	690 Gallons	BLEACH - GERMICIDAL, 5.25% SODIUM HYPOCHLORITE - LIQUID (CLOROX) - 1 GALLON (EDC # 505-25-02-014) Brand _____ MFG # _____ SKU # _____	\$ _____/Gallon	_____ Gallons per Case	

Bid Item #	Estimated Annual Usage	Description	Unit Price/Unit of Measure	Additional Requested Information	In Stock Item (Yes/No)
17	15 Boxes	LAUNDRY DETERGENT - POWDER - 25 LB. BOX/BAG/PAIL (EDC # 505-35-01-044) Brand _____ MFG # _____ SKU # _____	\$ _____/Box	Boxes per case	
18	125 Gallons	FLOOR & SURFACE CLEANER, LIQUID 1 GALLON; (EDC # 485-16-02-010) Brand _____ MFG # _____ SKU # _____	\$ _____/Gallon	Gallons per case	
19	1 Pails	FLOOR POLISH, WAX, HI-GLOSS, NON-SLIP, 16% SOLIDS, 5 GALLON PAIL (EDC # 485-54-01-091) Brand _____ MFG # _____ SKU # _____	\$ _____/Pail		
20	50 Bags	ICE & SNOW MELT: CHEMICAL – BAG OR PAIL (EDC # 192-46-02-020) Brand _____ MFG # _____ SKU # _____	\$ _____/Bag/Pail	lbs per Bag/Pail	

Bid Item #	Estimated Annual Usage	Description	Unit Price/Unit of Measure	Additional Requested Information	In Stock Item (Yes/No)
21	235 Cans	Air Freshener Deodorizer – Aerosol – 1 can (EDC # 485-32-02-100) Brand _____ MFG # _____ SKU # _____	\$ _____/Can	<hr/> Ounces per Can <hr/> Cans per Case	
<p align="center">Erasures, overwrites, and the use of correction fluid/tape are NOT acceptable. Refer to #3 of the General Terms and Conditions for specific instructions</p>					

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Category II - Janitorial Utensils:

Item #	Estimated Annual Usage	Description	Unit Price/Unit of Measure	Additional Requested Information	In Stock Item (Yes/No)
22	100 Bottles	PLASTIC SPRAY BOTTLE - 28/400 NECK FINISH; 32 OUNCE - 1 BOTTLE (EDC # 485-08-01-024) Brand _____ MFG # _____ SKU # _____	\$ _____/Bottle	<hr/> Oz. per bottle <hr/> Bottles per Case	
23	125 Each (Triggers)	TRIGGER FOR PLASTIC SPRAY BOTTLE - 28/400 CLOSUREL; 9' DIP TUBE FILTER - 1 TRIGGER (EDC # 485-08-02-023) Brand _____ MFG # _____ SKU # _____	\$ _____/Each (Triggers)	<hr/> Triggers per Case	
24	20 Each	BRUSH - TOILET BOWL - PLASTIC BRISTLES; 4 ½ HEAD; 21" OVERALL LENGTH (EDC # 485-10-02-016) Brand _____ MFG # _____ SKU # _____	\$ _____/Brush	<hr/> Brushes per Case	
25	20 Each	MOP - TOILET BOWL - ACID RESISTANT, LONG HANDLE - 1 EACH (EDC # 485-72-03-060) Brand _____ MFG # _____ SKU # _____	\$ _____/Each (Mops)	<hr/> mops per case	

Item #	Estimated Annual Usage	Description	Unit Price/Unit of Measure	Additional Requested Information	In Stock Item (Yes/No)
26	30 Dozen	STAINLESS STEEL SCUBBER; ROUND BALL (SCOTCH BRITE) - 1 DOZEN (EDC # 485-88-01-080) Brand _____ MFG # _____ SKU # _____	\$ _____/Dozen	Dozen per Box	
27	125 Each	SCRUBBING SPONGE - LIGHT DUTY; 1 SIDE SPONGE BACKING , 1 SIDE SCRUB BACKING - 1 BOX (EDC # 485-88-01-084) Brand _____ MFG # _____ SKU # _____	\$ _____/Box	Sponges per Box	
28	30 Boxes	SCOURING PAD - HEAVY DUTY – 6" X 9"; (3M)- 1 BOX (EDC # 485-88-02-060) Brand _____ MFG # _____ SKU # _____	\$ _____/Box	Pads per Box	
29	240 Each	STEEL WOOL SOAP PADS – HEAVY DUTY CLEANING - 1 BOX (EDC # 485-88-01-081) Brand _____ MFG # _____ SKU # _____	\$ _____/Box	Pads per Box Boxes / Case	

Item #	Estimated Annual Usage	Description	Unit Price/Unit of Measure	Additional Requested Information	In Stock Item (Yes/No)
30	5 Each	DUST PAN: PLASTIC - 12" WIDTH; HEAVY DUTY - 1 EACH (EDC # 485-94-01-037) Brand _____ MFG # _____ SKU # _____	\$ _____/Pan		
31	5 Each	PLUNGER - TOILET - INDUSTRIAL; WOOD HANDLE; 20" LENGTH - 1 EACH (EDC # 670-15-01-180) Brand _____ MFG # _____ SKU # _____	\$ _____/Plunger		

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

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Category III - Floor Care Products:

Item #	Estimated Annual Usage	Description	Unit Price/Unit of Measure	Additional Requested Information	In Stock Item (Yes/No)
32	3 Cases	FLOOR MACHINE STRIPPER PAD - BLACK, 20" (LIKE 3M 7200N) - 1 CASE (EDC # 365-10-02-068) Brand _____ MFG # _____ SKU # _____	\$ _____/Case	_____ Pads per Case	
33	2 Cases	FLOOR MACHINE POLISHING PAD; WHITE, 20" (LIKE 3M 4100N) - 1 CASE (EDC # 365-10-04-080) Brand _____ MFG # _____ SKU # _____	\$ _____ Case	_____ Pads per Case	
34	2 Each	BROOM - YELLOW METAL CAP UPRIGHT - 55" LENGTH; PLASTIC/NYLON BRISTLES- 1 EACH (EDC # 485-10-01-021) Brand _____ MFG # _____ SKU # _____	\$ _____/Broom	_____ Brooms per Case	
35	2 Each	MOP BUCKET WITH RINGER/DOWNPRESS - COMBO PACK; 35 QUART FOR 16 - 24 OUNCE MOP, 1 SET (EDC # 485-68-01-277) Brand _____ MFG # _____ SKU # _____	\$ _____/Set		

Item #	Estimated Annual Usage	Description	Unit Price/Unit of Measure	Additional Requested Information	In Stock Item (Yes/No)
36	25 Each	MOP HEAD - WET - MEDIUM - 4 PLY COTTON RAYON/POLYESTER BLEND; 5" HEADBAND; TWISTED/LOOP – 1 EACH (EDC # 485-72-01-063) Brand _____ MFG # _____ SKU # _____	\$ _____/Head	_____ Heads per Case	
37	65 Each	MOP HEAD WET - LARGE - 4 PLY COTTON RAYON/POLYESTER BLEND; 5" HEADBAND; TWISTED/LOOP – 1 EACH (EDC # 485-72-01-064) Brand _____ MFG # _____ SKU # _____	\$ _____/Head	_____ Heads per Case	
38	5 Each	MOP HANDLE - WET MOP - 60" LENGTH WITH WINGNUT – 1 HANDLE (EDC # 485-72-02-061) Brand _____ MFG # _____ SKU # _____	\$ _____/Handle	_____ Handles per Case	
39	7 Pails	FLOOR STRIPPER - NON-BUTYL; LOW ODOR; MED/DTY, RINSE FREE - 5 GALLON PAIL (EDC # 485-55-01-177) Brand _____ MFG # _____ SKU # _____	\$ _____/Pail		

Item #	Estimated Annual Usage	Description	Unit Price/Unit of Measure	Additional Requested Information	In Stock Item (Yes/No)
40	5 Gallons	FLOOR STRIPPER - NO AMMONIATES; LIGHT DUTY, RINSE- 1 GALLON (EDC # 485-55-02-178) Brand _____ MFG # _____ SKU # _____	\$ _____/Gallon	<hr/> Gallons per Case	

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Category IV - Janitorial Paper Products:

Bid Item #	Estimated Annual Usage	Description	Unit Price/Unit of Measure	Additional Requested Information	In Stock Item (Yes/No)
41	1 Case	TAMPON -TAMPAX GENTLE GLIDE FOR VENDING - 1 CASE (EDC # 485-82-01-095) Brand _____ MFG # _____ SKU # _____	\$ _____/Case	_____ Tampons per Case	
42	230 Cases	SANITARY NAPKINS - MAXI-PAD #8 – 1 CASE (EDC # 485-82-01-110) Brand _____ MFG # _____ SKU # _____	\$ _____/Case	_____ Napkins per Case	
43	155 Cases	FACIAL TISSUE - FLAT BOX; WHITE, 100 SHEETS PER BOX - 1 CASE (EDC # 640-50-05-185) Brand _____ MFG # _____ SKU # _____	\$ _____/Case	_____ Boxes per Case	
44	1200 Cases	TOILET TISSUE - 2PLY; 500 SHEETS PER ROLL - 1 CASE (EDC # 640-75-01-210) Brand _____ MFG # _____ SKU # _____	\$ _____/Case	_____ Sheets per Roll _____ Rolls per Case	

Bid Item #	Estimated Annual Usage	Description	Unit Price/Unit of Measure	Additional Requested Information	In Stock Item (Yes/No)
45	60 Cases	PAPER TOWEL - SINGLE FOLD; NATURAL BROWN - 1 CASE (EDC # 640-75-02-215) Brand _____ MFG # _____ SKU # _____	\$ _____ /Case	_____ Sheets per Pack _____ Packs per Case	
46	12 Cases	PAPER TOWEL ROLL - NATURAL BROWN,; 7-7/8" WIDE - 1 CASE (EDC # 640-75-02-220) Brand _____ MFG # _____ SKU # _____	\$ _____ /Case	_____ Rolls per Case	
47	1750 Cases	PAPER TOWEL "MULTI-FOLD" - BLEACHED - 1 CASE (EDC # 640-75-02-225) Brand _____ MFG # _____ SKU # _____	\$ _____ /Case	_____ Sheets per Pack _____ Packs per Case	
48	40 Cases	PAPER TOWEL "HANDI/C-FOLD" ; BLEACHED - 1 CASE (EDC # 640-75-02-230) Brand _____ MFG # _____ SKU # _____	\$ _____ /Case	_____ Sheets per Pack _____ Packs per Case	

Bid Item #	Estimated Annual Usage	Description	Unit Price/Unit of Measure	Additional Requested Information	In Stock Item (Yes/No)
49	80 Cases	PAPER TOWEL "KITCHEN STYLE" - PERFORATED.ROLL - 1 CASE (EDC # 640-75-02-235) Brand _____ MFG # _____ SKU # _____	\$ _____/Case	_____ Sheets per Roll _____ Rolls per Case	
50	130 Cases	TOILET SEAT COVER - PAPER; SINGLE SHEET; 1/2 FOLD - 1 CASE (EDC # 640-75-03-190) Brand _____ MFG # _____ SKU # _____	\$ _____/Case	_____ Sheets per Pack _____ Packs per Case	
51	35 Cans	SKIN CLEANERS / HAND WIPES (LIKE SCRUBS IN-A-BUCKET) - 1 Can (EDC # 435-68-02-041) Brand _____ MFG # _____ SKU # _____	\$ _____/Can	_____ Wipes per Can _____ Cans per Case	
52	375 Bottles	INSTANT HAND SANITIZER (GOJO PURELL), PUMP BOTTLE – 1 Bottle (EDC # 435-68-02-042) Brand _____ MFG # _____ SKU # _____	\$ _____/Bottle	_____ Ounces per Bottle _____ Bottles per Case	

Bid Item #	Estimated Annual Usage	Description	Unit Price/Unit of Measure	Additional Requested Information	In Stock Item (Yes/No)
53	210 Canisters	HAND SANITIZER WIPES 6" X 8", CANISTER (EDC# 435-68-02-040) Brand _____ MFG # _____ SKU # _____	\$ _____/Canister	_____ Wipes / Canister _____ Canisters/ Case	
54	1500 Canisters	LYSOL DISINFECTIING WIPES 7" X 8", WHITE, 80 WIPES /CANISTER, 6 CANISTERS / CASE (EDC# 435-68-02-043) Brand _____ MFG # _____ SKU # _____	\$ _____/Canister	_____ Wipes / Canister _____ Canisters/ Case	
<p>Erasures, overwrites, and the use of correction fluid/tape are NOT acceptable. Refer to #3 of the General Terms and Conditions for specific instructions</p>					

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Category V - Janitorial Liners:

Item #	Estimated Annual Usage	Description	Unit Price/Unit of Measure	Additional Requested Information	In Stock Item (Yes/No)
55	135 Cases	CAN LINER - .80 MIL, 24" X 23" FOR 7-10 GALLON CAN, BLACK - 1 CASE (EDC # 665-24-01-005) Brand _____ MFG # _____ SKU # _____	\$ _____/Case	_____ Liners per Case	
56	45 Cases	CAN LINER - 1 MIL, 24" X 32"; FOR 12-16 GALLON CAN; BLACK - 1 CASE (EDC # 665-24-01-006) Brand _____ MFG # _____ SKU # _____	\$ _____/Case	_____ Liners per Case	
57	60 Cases	CAN LINER - 1.0 MIL, 30" X 36" FOR 20-30 GALLON CAN, BLACK - 1 CASE (EDC # 665-24-01-007) Brand _____ MFG # _____ SKU # _____	\$ _____/Case	_____ Liners per Case	
58	625 Cases	CAN LINER - 2 MIL, 40" X 46"; FOR 40-45 GALLON CAN; HEAVY DUTY, BLACK - 1 CASE (EDC # 665-24-01-008) Brand _____ MFG # _____ SKU # _____	\$ _____/Case	_____ Liners per Case	

Item #	Estimated Annual Usage	Description	Unit Price/Unit of Measure	Additional Requested Information	In Stock Item (Yes/No)
59	15 Cases	CAN LINER – 1 MIL; 33" X 39"; FOR 33 GALLON CAN, BLACK - 1 CASE (EDC # 665-24-01-009) Brand _____ MFG # _____ SKU # _____	\$ _____/Case	<hr/> Liners per Case	
60	25 Cases	CAN LINER - 1.5M, 40" X 46", F/44 GAL.CAN. CLEAR; HEAVY DUTY – 1 CASE (EDC # 665-24-02-010) Brand _____ MFG # _____ SKU # _____	\$ _____/Case	<hr/> Liners per Case	
<p align="center">Erasures, overwrites, and the use of correction fluid/tape are NOT acceptable. Refer to #3 of the General Terms and Conditions for specific instructions</p>					

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Category VI – Miscellaneous Items (No Exception Items):

Item #	Estimated Annual Usage	Description	Unit Price/Unit of Measure	Additional Requested Information	In Stock Item (Yes/No)
61	25 Pails	FLOOR POLISH - WAX; HEAVY DUTY, JOHNSON VECTRA ONLY - 5 GALLON PAIL (EDC # 485-54-01-290) Brand <u>Johnson</u> MFG # <u>Vectra</u> (No Exceptions) SKU # _____ (NO SUBSTITUTIONS)	\$ _____/Pail		
62	175 Cases	TOILET TISSUE - 1PLY; 1,000 SHEETS PER ROLL - 1 CASE (EDC # 640-75-01-211) <u>(PRIMARY FOR SLT JAIL)</u> Brand <u>Sunnycare</u> MFG # <u>SC5610</u> (No Exceptions) SKU # <u>21775</u> (NO SUBSTITUTIONS)	\$ _____/Case	1,000 Sheets /Roll 96 Rolls / Case	
63	1 Cases	Toilet Tissue – 2 PLY "WHEAT STRAW FIBER"; 506 SHEETS PER ROLL – 80 ROLLS PER CASE (EDC# 640-75-01-212) <u>(BACK UP FOR SLT JAIL)</u> Brand <u>Scott</u> MFG # <u>25678</u> (No Exceptions) SKU _____ (NO SUBSTITUTIONS)	\$ _____/Case	500 Sheets / Roll 80 Rolls / Case	
64	10 Cases	Paper Towel Roll – White, 7.5" wide, 700' roll, 6 rolls per case (EDC # 640-75-02-222) Brand <u>Kleenex</u> MFG # <u>25630</u> (No Exceptions) SKU # _____ (NO SUBSTITUTIONS)	\$ _____/Case	700 Feet / Roll 6 Rolls / Case	

Item #	Estimated Annual Usage	Description	Unit Price/Unit of Measure	Additional Requested Information	In Stock Item (Yes/No)
65	2 Each	Paper Towel Dispenser for Kleenex #25630 Towels only (EDC # 485-46-01-006) Brand <u>Kimberly Clark</u> MFG # <u>KC-29740</u> (No Exceptions) SKU # _____ (NO SUBSTITUTIONS)	Initial below to Acknowledge ability to provide at no cost: _____	To be included at No Cost to El Dorado County	
66	125 Boxes	RAGS – 12.5"X 16.45" – 180/BOX, 1 BOX WYPALL #34015 (EDC # 735-60-02-132) Brand <u>WYPALL</u> (No Exceptions) MFG # <u>34015</u> SKU _____ (NO SUBSTITUTIONS)	\$ _____ Box	<hr/> Rags per Box	
67	11 Cases	Purell NXT Hand Sanitizer 8/1000 ML packs per case (EDC # 435-68-02-044) Brand <u>PURELL</u> MFG # <u>2156-08</u> (No Exceptions) SKU # _____ (NO SUBSTITUTIONS)	\$ _____/Case	<hr/> 1000 ML per Bag <hr/> 8 Bags per Case	
68	15 Each	Purell NXT Hand Sanitizer Dispensers (EDC # 485-44-03-021) Brand <u>PURELL</u> MFG # <u>NXT Dispenser</u> (No Exceptions) SKU # _____ (NO SUBSTITUTIONS)	Initial below to Acknowledge ability to provide at no cost: _____	To be included at No Cost to El Dorado County	

Item #	Estimated Annual Usage	Description	Unit Price/Unit of Measure	Additional Requested Information	In Stock Item (Yes/No)
69	110 Cases	LIQUID SOAP FOR DISPENSER – Hand Soap, w/ Pink & Klean Cleanser - 800 ML Bag, 12 Bags per case (EDC # 485-86-02-091) Brand GOJO MFG # 9128-12 (No Exceptions) SKU # _____ (NO SUBSTITUTIONS)	\$ _____/Case	800 ML per Bag 12 Bags per Case	
70	15 Each	LIQUID SOAP DISPENSER FOR GOJO SOAP #9128-12 - 1 EACH (EDC # 485-44-03-022) Brand GOJO MFG #9034 (No Exceptions) SKU # _____ (NO SUBSTITUTIONS)	Initial below to Acknowledge ability to provide at no cost: _____	To be included at No Cost to El Dorado County	
71	8 Cases	Purell Sanitizing Hand Wipes, 6 ¾" x 6", 270 wipes / canister, 6 canisters / case (EDC # 435-68-02-045) (FOR CPS) Brand <u>PURELL</u> MFG # GOJ9113-06 SKU # _____ (NO SUBSTITUTIONS) *** NEW ITEM ***	\$ _____/Case	Wipes / Canister Canisters/ Case	

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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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).

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 Discounts

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.

Delivery

DELIVERY

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.

CLIENT REFERENCES

Reference #1:

Company Name: _____

Address: _____

City, State, Zip: _____

Contact Name: _____

Title: _____

Telephone No. _____

E-Mail: _____

Reference #2:

Company Name: _____

Address: _____

City, State, Zip: _____

Contact Name: _____

Title: _____

Telephone No. _____

E-Mail: _____

**Erasures, overwrites, and the use of correction fluid/tape are NOT acceptable.
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Bidder Questionnaire

1. Location of Servicing Warehouse:

Street _____

City _____ State _____ Zip Code _____

2. Toll Free Customer Service Telephone Number: (____) _____

3. Customer Service Center Hours of Operation: _____ to _____

4. For items not specifically listed on this Invitation to Bid, please indicate the maximum delivery schedule for stock and non-stock items:

a. Stock Items _____ Days After Receipt of Order

b. Non-Stock Items _____ Days After Receipt of Order

5. Indicate by percentage the current "fill rate" you are experiencing with comparable sized accounts that can be verified by current customers: _____ %

6. Indicate years of experience with comparable sized public and private entities that can be verified by current customers: _____ years.

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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

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 Purchasing Agent of the County.

3. Failure to Deliver: 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 Purchasing Agent and if a greater price than named in the contract be paid for such article or service, the excess price 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 Purchase Order, the Vendor shall give prior notification and obtain approval thereto from the Purchasing Agent of 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 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 to the County and/or County customers that any and all goods covered by this contract will be new unless otherwise specified and will conform to the drawings, specifications, samples, description and time provisions furnished by the County and will be of first-class material and workmanship and free from defect. In the event of a defect, malfunction or failure of the goods to conform with this warranty, the County shall have the right to require the Vendor to repair or replace the goods without charge within five (5) business days from being notified of the defect. If the Vendor cannot replace the goods and repair either is not commercially practicable or cannot be made within such five (5) business day period, the County shall have the right to require the Vendor to refund the purchase price. 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 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. Identification: Purchase Order number must appear on all invoices, packing lists, shipping notices, instruction manuals, and any correspondence. Invoices must be fully itemized and show date, weights, sizes, quantities, discounts, etc. Render separate invoices for each Purchase Order.

9. Cash Discounts: In connection with any cash discount specified in this contract, time will be computed from the date of completed delivery of the goods or the completion of the performance of services as specified, or from the date that correct invoices are received if the latter date is later than the date of delivery and/or performance. For the purpose of earning the discount, payment shall be deemed to have been made on the date of mailing of the County warrant or check. Payment shall be made within thirty- (30) days following County's receipt of itemized invoices in triplicate. Payment shall be made at the prices stipulated herein for goods or materials delivered or services rendered and accepted less deductions, if any, as herein provided. Payment on partial deliveries or services may be made whenever amounts due so warrant or when requested by the Vendor and approved by the County.

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 Purchase Order, 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 attorneys 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. Patent Indemnity: The Vendor agrees to hold the County, its officers, agents, servants and employees harmless from liability of any nature or kind because of use of any copyrighted, or uncopyrighted composition, secret process, patented or unpatented invention, articles or appliances furnished or used under this contract, and agrees to defend, at Vendor's sole expense, any and all actions brought against the County or the Vendor because of the unauthorized use of such articles.

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 to enforce the terms of this contract or for the breach thereof shall be brought and tried in the County of El Dorado.

16. Funding: Funds for this Purchase Order are available on a fiscal year basis. Should funds not be available, this Purchase Order shall be cancelled in its entirety.

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. 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.

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