

**County of El Dorado
Chief Administrative Office
Procurement and Contracts Division**



**Invitation to Bid
#21-615-048
for
Office Supplies**

**Submittal Deadline:
March 1, 2022, not later than 3:00:00 PM (Pacific)**

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The El Dorado County Procurement & Contracts Division (also referred to as “County”), is requesting bids from qualified suppliers for a complete offering of Office Supplies. Interested and qualified vendors that can demonstrate proven success in providing the products and services requested under this Invitation to Bid (ITB) are invited to submit a response.

This ITB defines the requirements that must be met by vendors interested in providing such products and services. Vendors shall carefully examine the entire ITB and any addenda thereto, and all related materials and data referenced in the ITB or otherwise available, and shall become fully aware of the nature and the conditions to be encountered in performing the service. **Vendors are advised to read all sections of this ITB prior to submitting a response.**

The following schedule is for reference purposes:

ITB Issuance	February 1, 2022
Deadline for Final Questions	February 16, 2022
Due Date for Submissions	March 1, 2022

Notice to Bidders

The Procurement & Contracts Division does not mail out hard copy letters advising participating Bidders of ITB results. For ITB results, please visit our website at

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

ITB results will be posted within approximately fourteen (14) business days after the ITB opening deadline date. The timeline for posting ITB results may vary depending on the nature and complexity of the ITB.

- I. **Background:** El Dorado County is located in Northern California and is bordered by Sacramento, Placer, Amador and Alpine counties in California, and Douglas County, Nevada. The two incorporated Cities in El Dorado County are Placerville and South Lake Tahoe. The County has offices located in El Dorado Hills, Cameron Park, Diamond Springs, Placerville, and South Lake Tahoe. The County’s estimated annual spend on office supplies and related products is \$250,000.00; The County makes no specific guarantee as to the total amount of purchases to be made from the resulting agreement. The total amount of purchases is subject to increase or decrease. The County currently has twenty-four (24) ordering departments and approximately one thousand nine hundred forty-one (1,941) employees.

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.

- II. **Scope of Services:** The successful Bidder (hereinafter referred to as “Bidder”) will be required to enter into a three (3) year purchase order contract with two (2) additional one (1) year options to extend, for the purchase and delivery of products and services required by the

County. The County's General Terms and Conditions and Standard Terms and Conditions are attached hereto as Exhibit "A" and Exhibit "B". The Products and Services to be provided shall include, but not be limited to, the following:

- A. Bidder shall provide a full line, fixed price office supply web based catalog. Prices shall remain fixed for the first twelve (12) months. Any price increases after the first twelve (12) months shall be submitted to the County Purchasing Agent for review accompanied by justification for same. The County in its sole discretion will determine whether or not to accept or reject any requests for price increases.
- B. Bidder shall allow for individual department account setup.
- C. Bidder is requested to provide County with a dedicated Customer Service Representative and Accounts Receivable contact for purposes of resolving delivery, returns, invoicing, and general support for the purchase of office supplies.
- D. Bidder shall operate, maintain, and provide County with a secured internet website that County employees can use to place orders. The Bidder shall bear all costs associated with the ongoing maintenance and support of the website. The website shall be a user friendly, online, web based ordering system capable of including the following minimum features:
 - 1. Allow for customer to specify purchase order ;
 - 2. Allow for payment by credit card online **AFTER** receipt of order with no additional fees;
 - 3. Provide the ability to establish internal approval workflows;
 - 4. Ability to look up orders, invoices, and credit memos and show when invoices have been paid in order to avoid duplicate payments;
 - 5. Request a return;
 - 6. Utilization reports and general order history;
 - 7. Any other reasonable customization as may be requested by the County; and
 - 8. Allow for separate department accounts.
- E. The County prefers delivery within two (2) business days for orders placed before 4:00 P.M. (F.O.B. Destination, Freight Paid). All orders must be accompanied by a packing slip containing the item quantity, description, order number, and delivery address. If items are on back order, an estimated time of shipment must be included on the packing slip.
- F. The County prefers that the Bidder will not ship substitutions or replacements without concurrence from the County department that placed the order. The County department will determine if the quoted 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.

The County reserves the right to negotiate additional terms and conditions not contained herein.

III. Bid Content: Bid responses must adhere to the requirements set forth in this section, both for content and sequence. Failure to adhere to these requirements or the inclusion of conditions, limitations, or misrepresentations may be cause for rejection of the bid. If submitting physical copy, the original bid must be submitted on letter sized paper (foldouts are acceptable for charts, etc.) and font size large enough to be easily legible, but not smaller than (ten) 10 point, properly bound. By virtue of submitting a response to this ITB, Bidder understands, acknowledges and agrees to the General Terms and Conditions and, Standard Terms and Conditions of Exhibit "A", Exhibit "B" and Exhibit "E". Both electronic and physical submissions are to be appropriately tabbed and labeled in the following order:

A. Executive Summary: An executive summary should include the name and address of the organization or individual submitting the bid, together with the name, address, telephone and fax numbers, and e-mail address of the contact person who will be authorized to make representations for the organization, and an expression of the Bidder's ability and desire to meet the requirements of this ITB. Bidder shall briefly describe the Bidder's approach to the bid and clearly indicate any options or alternatives. It should indicate any major requirements that cannot be met by the Bidder. Include a summary and history of your firm with the following information:

1. Briefly describe your firm's history, including number of years in business, number of employees, local and overall organizational structure, and all services your firm is able to provide.
2. Identify if your firm is currently involved in any merger, acquisition, organization restructuring, or other internal change that may impact your services. If your firm is not involved in any form of organizational restructuring, please provide a written statement to that effect.
3. Discuss why the County should have confidence in your firm's ability to perform the services.

This summary should highlight the major features of the bid and identify relevant supporting materials. The executive summary should not exceed three (3) pages.

B. Detailed Discussion: The detailed discussion is a general, but complete, narrative of the Bidder's assessment of the work to be performed and the ability to meet the County's objectives. This overview should clearly demonstrate the Bidder understands the County's expectations as well as how the County's requirements will be met, including the online website requirements specified herein. Discuss each item in **Section II. Scope of Services A. through F.** and describe how your firm will accomplish the desired scope in the timeframe requested. Provide your firm's proposed customer service team, including names of the individual(s) that will be assigned to the County's account, and identify what the individual's respective role or responsibility will be. Provide your firm's proposed service guarantees and how your firm will deliver orders placed by County departments. Describe in detail your firm's process for invoicing and handling of returns. Bidders should include a sample invoice and packing slip.

- C. Pricing:** Provide the methodology for establishing discounted pricing on the full line office supply catalog along with fixed pricing on the quotation schedule of eighty-eight (88) Core items, attached hereto as Exhibit "C". In lieu of a prompt payment discount, Bidders are directed to present their best discounts in their additional discounts offered for other catalogue products. **Bidders must bid 100% of all items listed on the quotation schedule in order to be considered for evaluation and award. Failure to do this will result in a firm's response to be rejected as non-responsive.** If your firm's price quote is an offer to utilize an existing cooperative purchasing program, the purchase program must have been competitively bid (i.e., not negotiated) and must be with another political subdivision of the State of California or a contract that was awarded via a competitive bid through a cooperative purchasing alliance such as NASPO, ValuePoint, OMNIA Partners, etc. from which the State of California or the County of El Dorado can participate. If your firm's price quote is based on a piggy-backable contract, provide all documentation supporting the contract, including the program name, effective dates, number of renewal options remaining, and the public agency's or purchasing alliance's ITB or bid documents and the complete contract that was awarded, and include any amendments that have been published since the original award. Describe how prices will be verified. Bidders are also required to complete all of the information in Exhibit "D" and return with their bid response.
- D. References:** Bidders must provide a minimum of three (3) public sector client references, preferably county governments, municipalities, or service districts in California, organizations with whom you currently have contracts with and/or have previously had contracts with for the provision of services of similar type and scope within the last five (5) years. Each reference shall include company or organization name, contact person, title, telephone number, email address, length of business relationship, and summary of services performed.
- E. Insurance Requirements:** A written statement of your firm's ability to comply with the insurance requirements set forth in Exhibit "E".

IV. Bid Submittal Instructions:

- A.** Bidders are strongly encouraged to submit their bids online to assure a complete and timely response. To respond online firms must register with the County's online bidding system, PlanetBids, at:

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

Bidders are cautioned that the timing of their online submission is based on when the submittal is RECEIVED by PlanetBids, not when a submittal is initiated by a Bidder. Online submittal transmissions can be delayed in an "Internet Traffic Jam" due to file transfer size, transmission speed, etc. For these reasons the County recommends that Bidders allow sufficient time to upload their response and attachment(s) (if applicable) and to resolve any issues that may arise. The closing date and time shall be governed by the PlanetBids web clock, which does not allow submittals after the closing date and time. PlanetBids will send a confirmation email to the Bidder advising that their online submission (eBid) was submitted. If you do not receive a confirmation email you are

advised to contact the PlanetBids Support team by phone (818-992-1771 Monday through Friday between 7am and 5pm Pacific, excluding statutory U.S. holidays) or by submitting a Support Ticket (visit <https://solutions.planetbids.com/support/> to complete and submit the ticket form).

- B.** Bidders that decide to submit a hard-copy bid do so at their own risk. All hard-copy bids must include all of the same information required for online bids. Incomplete submissions will be rejected as non-responsive. Bidders shall submit one (1) original, and one (1) electronic copy on flash drive/USB of your bid in PDF format. All hard-copy submittals shall be submitted in a sealed envelope or container and clearly marked with “**BID #21-615-048 – DO NOT OPEN**” on the outside of the parcel.
- C.** All bids must be submitted not later than the date and time listed on the cover page and posted on PlanetBids. Hard-copy bids shall be submitted **ONLY** to:

County of El Dorado
Procurement & Contracts Division
330 Fair Lane
Placerville, CA 95667

- D.** The County shall not be responsible for bids delivered to a person or location other than specified herein. Hardcopy bids submitted to a location other than the above will not be considered duly delivered or timely. The County shall not be responsible for rerouting bids delivered to a person or location other than that specified above.
 - E.** Faxed or emailed bids shall not be accepted.
 - F.** Late submittals will not be accepted or considered.
 - G.** All submittals, whether selected or rejected, shall become the property of the County and shall not be returned.
 - H.** The County reserves the right to waive minor defects and/or irregularities in submittals, and shall be the sole judge of the materiality of any such defect or irregularity.
 - I.** All costs associated with bid preparation shall be borne by the Bidder.
 - J.** All bids shall remain firm for one hundred twenty (120) days following the closing date for the receipt of the submittals.
- V. Bidders' Questions:** Questions regarding this ITB must be submitted in writing by U.S. Mail or by email to the Procurement & Contracts Division, and must be received no later than **5:00 PM – on February 16, 2022**. All emails must have “**ITB #21-615-048 – Question**” as their subject. Email inquiries shall be submitted to: james.jakubowski@edcgov.us. All envelopes or containers with hard copy inquires must be clearly labeled “**ITB #21-615-048 - QUESTION**” for convenience purposes. Envelopes or containers not clearly labeled may be overlooked and not responded to. All inquiries submitted by U.S. Mail shall be sent to:

County of El Dorado
Procurement & Contracts
330 Fair Lane
Placerville, California 95667

Questions will **not** be accepted by telephone, facsimile (fax), or orally. The County reserves the right to decline a response to any question if, in the County's assessment, the information cannot be obtained and shared with all potential organizations in a timely manner. A summary of the questions submitted, including responses deemed relevant and appropriate by the County, will be posted on the PlanetBids website on or about **February 22, 2022**.

Bidders are cautioned that they are not to rely upon any oral statements that they may have obtained. Bidders shall direct all inquiries to the County Purchasing Agent regarding any matter related to this ITB. Information provided by other than Procurement and Contracts staff may be invalid and bids which are submitted in accordance with such information may be declared non-responsive.

- VI. Public Records Act:** All Bids and materials submitted shall become property of the County and will not be returned. All responses, including the accepted Bid and any subsequent contract, become public records in accordance with the requirements of the California Government Code, Sections 6250 - 6270, "California Public Records Act". Proprietary material must be clearly marked as such. Pricing and service elements of the successful Bid are not considered proprietary information. Bidders which indiscriminately identify all or most of their Bid as confidential or proprietary without justification may be deemed unresponsive.

The County will treat all information submitted in a Bid as available for public inspection once the County has selected a successful Bidder. If you believe that you have a legally justifiable basis under the California Public Records Act (Government Section 6250 et. seq.) for protecting the confidentiality of any information contained within your Bid, you must identify any such information, together with the legal basis of your claim in your Bid, and present such information **separately** as part of your response package.

Upon receipt of a request for disclosure pursuant to the California Public Records Act for information that is set apart and marked as proprietary, County will notify you of the request for disclosure. You shall have sole responsibility for the defense of the proprietary designation of such information. Failure to respond to the notice and enter into an agreement with County providing for the defense of and complete indemnification and reimbursement for all costs incurred by the County in any legal action to compel the disclosure of such information, shall constitute a complete waiver of any rights regarding the information designated proprietary and such information will be disclosed by County pursuant to applicable procedures under the California Public Records Act.

- VII. Valid Offer:** Bids shall remain valid for one hundred twenty (120) days from the due date. The County reserves the right to negotiate with the successful Bidder any additional terms or conditions not contained in their submission which are in the best interest of the County or to otherwise revise the scope of this ITB.

This ITB does not constitute a contract nor an offer of employment.

VIII. County's Rights: The County reserves the right to:

1. Request clarification of any submitted information
2. Waive any informalities or irregularities in any qualification statement
3. Not enter into any agreement
4. Not select any vendor
5. Cancel this process at any time
6. Amend this process at any time
7. To award more than one contract if it is in the best interest of the County
8. Interview Bidder's prior to award
9. To request additional information during an interview

IX. El Dorado County Website Requirements: It is the Bidder's responsibility to monitor the PlanetBids website for possible addenda to this ITB in order to be informed of the most current specifications, terms, and conditions, and to submit a bid in accordance with the original ITB requirements and all addenda. All available ITBs and related addenda can be found at:

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

Failure of Bidder to obtain this information shall not relieve him/her of the requirements contained therein. Those Bidders not acknowledging and returning Addenda as required will not be considered and will be rejected as "non-responsive."

X. Bid Evaluation: This bid shall be evaluated and awarded using a combination of pricing offered and vendor qualifications. The award will be made on an all-or-none basis to the firm who County determines best meets all of the requirements in this bid and receives the highest number of points according to the scoring criteria:

1. Core Item Pricing - Maximum 40 points

The bid with the lowest overall price for the items listed in Exhibit "C" will receive the maximum number of points, and the other bids will receive a portion thereof.

Additional Discounts - Maximum 20 points

The bidder's additional discount offered for each of the categories below will be evaluated using an estimated total spend amount of \$40,000. The bid with the lowest overall calculated cost will receive the maximum number of points, and the other bids will receive a portion thereof. Discount ranges are not acceptable.

Paper Products
General Office Supplies
Electronics (not to include PCs)
Mailing and Shipping
Breakroom Supplies

2. **Ability to Comply with Requirements in Section II - Maximum 15 points**
Points shall be awarded according to the following criteria:

Section II Item C – Customer Service Contacts – 5 points

Scoring: Provide dedicated Customer Service and Accounts Receivable representatives = 5 points
Provide only dedicated Customer Service or Accounts Receivable representative = 1.5 points
No dedicated account representatives = 0 points

Section II Item E – Deliveries – 5 points

Scoring: Orders are delivered within two (2) business days for orders placed before 4:00 p.m. (Pacific) (FOB Destination, Freight Paid) = 5 points
Orders are delivered within four (4) business days for orders placed before 4:00 pm. (Pacific) or other FOB terms = 2 points
Orders are delivered within five (5) or more business days = 1 point

Section II Item F – Order substitutions/replacements – 5 points

Scoring: Order substitutions/replacements require concurrence from ordering County department = 5 points
Order substitutions/replacements or County concurrence not available = 0 points

3. **Ability to Comply with Requirements in Section III - Maximum 20 points**

Points shall be awarded according to the following criteria:

Section III Item A. 1. – Executive summary – 5 points

Scoring: 10+ years of experience = 5 points
5-9 years of experience = 2.5 points
1-4 years of experience = 1 point

Section III Item A. 2. – Reorganization Status – 5 points

Scoring: No organization changes = 5 points
Near future or recent organization change = 2.5 points
Currently in transition with explanation assuring limited disruptions = 1 point

Section III Item B – Detailed discussion – 5 points

Scoring: Bidder included a sample invoice and packing slip = 5 points
Sample invoice and packing slip not included = 0 points

Section III Item D – References – 5 points

Scoring: Three (3) public sector references submitted with bid = 5 points
Less than three (3) public sector references or a combination of public and private sector references = 2.5 points
No public sector references submitted with bid = 1 point
No references submitted = 0 points

4. Ability to Comply with Requirements in Section XXI - Maximum 5 points
Points shall be awarded according to the following criteria:

Section XXI – Invoicing fields – 5 points

Scoring: All specified requirements listed including discount percentage = 5 points
Missing one or more specified requirements = 0 points

- XI. Award:** The contract may be awarded to the lowest responsible and responsive bidder complying with the provisions of the Invitation for Bid. In determining whether a bid is lowest and responsive, and the bidder 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; j) Such other information as identified in the Purchasing Policy Manual having bearing on the decision to make the award. The award analysis will also include consideration for Local Vendor Preference (per Section XIV below). The County reserves the right to reject any and all bids and to waive any informality in bids received whenever such rejection or waiver is in the interest of the County. The County also reserves the right to reject the bid of a bidder who has previously failed to perform properly. **The decision of the County Board of Supervisors shall be final in making such determination.**

The successful Bidder will receive written notification of the award, along with instructions for finalizing the agreement documents. Receipt of the fully executed purchase contract will serve as Bidder's notice to proceed with services.

[Bid results available at https://edcapps.edcgov.us/contracts/bidresults.asp](https://edcapps.edcgov.us/contracts/bidresults.asp)

- XII. Business License Requirement:** 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 submittal. Successful Bidders may be required to possess a County business license to award contract.

- XIII. 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 ITB with the same terms and conditions specified there in, including pricing. The County shall incur no financial responsibility in connection with any agreement from another public agency. The public agency shall accept sole responsibility for contracting for services and making payment to the vendor. The County will not be a party to contracts with other public agencies.

XIV. 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 Exhibit "F" 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. Bidder claiming local vendor preference must submit the affidavit of eligibility with their bid.

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.

XV. Delivery: Deliveries shall be made during normal business hours which shall be defined as 8:00 AM to 4:30 PM (Pacific), Monday through Friday (excluding County-observed holidays). All orders shall be delivered "inside delivery" and require a proof of receipt by a County employee. County Offices are located along the Hwy 50 corridor between El Dorado Hills and South Lake Tahoe, CA. Possible ordering County locations include but are not limited to the locations listed on Exhibit "G". The successful Bidder shall make deliveries to the location specified at time of order. Consolidating orders into a single delivery for multiple departments, located in the same building, is **not acceptable**. Orders that are dropped off outside of a County facility shall not be considered delivered nor accepted by the County. The Bidder shall ensure that each order is packaged in such a way as to provide sufficient protection from normal shipping jostle, crushing box, etcetera.

XVI. Sales Assistance: The Successful Bidder shall be required to have a representative from the company available to the County to provide sales assistance and verbal quotes Monday through Friday, 8:00 a.m. – 5:00 p.m. (Pacific time zone), excluding County holidays.

XVII. Terms and Conditions: The terms and conditions contained in Exhibits "A" and "B" shall govern over any terms and conditions submitted by Bidders throughout the resulting agreement, and any optional extensions/renewals. The County, in its sole discretion, may choose to accept or reject any terms and conditions submitted by Bidders.

XVIII. 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.

XIX. 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 responsive, Bidder.

XX. 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. Failure to meet required delivery timeframes, or inaccurate or erroneous invoices (as determined by the Purchasing Agent) may be cause for the County to cancel the balance of the awarded contract and award will be made to the next responsive Bidder. Failure to receive County concurrence for substitutions or alternates will be documented and considered when evaluating continuation or extension of contract.

XXI. Invoices and Payment Terms: Invoices are to be mailed to the requesting County department(s) specified. All invoices must include the purchase order number and contract number; product description; and reference to back ordered items. Products must display list price as well as sell price, and a column showing discount percentage. Once an order is submitted, pricing is locked regardless of external circumstances. Failure to comply may result in delayed payments.

The County will make payment on a Net 45-day basis. 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. The beginning date described above shall be considered day zero for the purposes of counting days in the prescribed term.

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

XXIII. Conflict of Interest: By virtue of submitting a response to this ITB, Bidder acknowledges that no County officer or employee, nor any business entity in which they have an interest, has an interest in the ITB 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.

XXIV. Addenda: In the event that it becomes necessary to revise any part of this ITB, written addenda will be issued and posted at:

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

Any amendment to this ITB is valid only if in writing and issued by the Chief Administrative Office, Procurement and Contracts Division. Verbal conversations or agreements with any officer, agent, or employee of the County that modify any terms or obligations of this ITB are invalid.

XXVI. Protest Procedure: Notice of Intent to award 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).

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Instructions to Bidders:

1. Bidders are responsible to see that the response is received by the Procurement & Contracts Division through upload to PlanetBids or in hard copy prior to the ITB opening deadline date and time. Late responses will not be accepted.
2. 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.
3. Alternate or incomplete quotation schedules will NOT be accepted.
4. The County, at its sole option, may correct arithmetic or extension errors, and obtain clarification, if necessary.
5. Bid modifications, corrections, or additions received beyond the submission deadline will NOT be considered.
6. Telephone or facsimile responses will NOT be accepted.
7. By submitting a response to this ITB, Bidder acknowledges and accepts the County's standard terms and conditions.
8. Any alteration to the ITB must be added in addenda form, and must be issued by the County Purchasing Agent.

Brands:

1. The use of brand and/or manufacturer names in the quotation schedule 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 quotation schedule.

Guarantees:

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

Samples:

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.

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.

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 #2 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

OFFICE SUPPLIES

Item #	Specification/Description	Estimated Use	Bid Price
1	Battery - Alkaline – Size: AA - 24 Per Pack Duracell PC1500BKD or Equivalent Brand: _____ MFG Part #: _____ SKU# / Order#: _____	100	\$ _____ / Pack
2	Battery - Alkaline – Size: AAA - 24 Per Pack Duracell PC2400BKD or Equivalent Brand: _____ MFG Part #: _____ SKU# / Order#: _____	100	\$ _____ / Pack
3	Binder-Ring - View Binder Style - 1" Capacity – 11" x 8.5", 3 Round Rings – White Universal #20962 or equivalent Brand: _____ MFG Part #: _____ SKU# / Order#: _____	150	\$ _____ / Each
4	Binder-Ring - View Binder Style - 2" Capacity – 11" x 8.5", 3 Round Rings – White Universal #20982 or equivalent Brand: _____ MFG Part #: _____ SKU# / Order#: _____	50	\$ _____ / Each
5	Binder-Ring - View Binder Style - 3" Capacity – 11" x 8.5", 3 Round Rings – White Universal #20992 or equivalent Brand: _____ MFG Part #: _____ SKU# / Order#: _____	50	\$ _____ / Each

Item #	Specification/Description	Estimated Use	Bid Price
6	Binder-Ring - View Binder Style, 4" Capacity, 11" x 8.5", 3 D-Rings, White Universal #20962 or equivalent Brand: _____ MFG Part #: _____ SKU# / Order#: _____	25	\$ _____ / Each
7	Book, Appointment, Weekly, 11" x 8", Burgundy, 2022 At-A-Glance #G52014 or Equivalent Brand: _____ MFG Part #: _____ SKU# / Order#: _____	25	\$ _____ / Each
8	Book, Message Log Book, 8.5" x 8.25", 800-Message, 5 Pack Tops #4416 or Equivalent Brand: _____ MFG Part #: _____ SKU# / Order#: _____	40	\$ _____ / Pack
9	Book, Steno, Gregg Rule, 6" x 9", 80 Sheets, 6/Pack Universal #96920PK or Equivalent Brand: _____ MFG Part #: _____ SKU# / Order#: _____	600	\$ _____ / Pack
10	Box, HD Storage, Fast Assembly, Lift-Off Lid, White, 12/Case Universal #95224 or Equivalent Brand: _____ MFG Part #: _____ SKU# / Order#: _____	20	\$ _____ / Case

Item #	Specification/Description	Estimated Use	Bid Price
11	Calendar, Vertical-Format, Three-Month Reference Wall Calendar, 12" x 27", 2022 At-A-Glance #PM1128 Brand: _____ MFG Part #: _____ SKU# / Order#: _____	150	\$ _____ / Each
12	Calendar, Horizontal-Format, Three-Month Reference Wall Calendar, 24" x 12", 2022 At-A-Glance #PM1428 Brand: _____ MFG Part #: _____ SKU# / Order#: _____	20	\$ _____ / Each
13	Calendar, Monthly Wall Calendar with Ruled Daily Blocks, 8" x 11", White, 2022 At-A-Glance #PM128 Brand: _____ MFG Part #: _____ SKU# / Order#: _____	20	\$ _____ / Each
14	Binder Clips, Mini, Black/Silver, 36/Box Universal #10199VP3 or Equivalent Brand: _____ MFG Part #: _____ SKU# / Order#: _____	25	\$ _____ / Box
15	Binder Clips, Small, Black/Silver, 36/Box Universal #10200VP3 or Equivalent Brand: _____ MFG Part #: _____ SKU# / Order#: _____	100	\$ _____ / Box

Item #	Specification/Description	Estimated Use	Bid Price
16	Binder Clips, Medium, Black/Silver, 12/Box Universal #10210 or Equivalent Brand: _____ MFG Part #: _____ SKU# / Order#: _____	75	\$ _____ / Box
17	Binder Clips, Large, Black/Silver, 12/Box Universal #01220 or Equivalent Brand: _____ MFG Part #: _____ SKU# / Order#: _____	20	\$ _____ / Box
18	Clips, Paper, Small (#1), Silver, 100 Clips/Box, 10 Boxes/Pack Universal #72230 or Equivalent Brand: _____ MFG Part #: _____ SKU# / Order#: _____	50	\$ _____ / Pack
19	Clips, Paper, Jumbo, Silver, 100 Clips/Box, 10 Boxes/Pack Universal #72220 or Equivalent Brand: _____ MFG Part #: _____ SKU# / Order#: _____	50	\$ _____ / Pack
20	Clipboard, 1" Capacity, Holds 8.5" x 11", Brown, Each Universal #40304 or Equivalent Brand: _____ MFG Part #: _____ SKU# / Order#: _____	100	\$ _____ / Each

Item #	Specification/Description	Estimated Use	Bid Price
21	Clipboard, 1" Capacity, Holds 8.5" x 14", Brown, Each Universal #40305 or Equivalent Brand: _____ MFG Part #: _____ SKU# / Order#: _____	10	\$ _____ / Each
22	Duster, Compressed Gas, 10 Ounce Can, 2/Pack Perfect Data #1060325 or Equivalent Brand: _____ MFG Part #: _____ SKU# / Order#: _____	40	\$ _____ / Pack
23	Envelope, Kraft, Clasp, #55, Square Flap, Clasp/Gummed Closure, 6" x 9", Brown Kraft, 100/Box Universal #35260 or Equivalent Brand: _____ MFG Part #: _____ SKU# / Order#: _____	60	\$ _____ / Box
24	Envelope, Kraft, Clasp, #90, Square Flap, Clasp/Gummed Closure, 9" x 12", Brown Kraft, 100/Box Universal #35264 or Equivalent Brand: _____ MFG Part #: _____ SKU# / Order#: _____	100	\$ _____ / Box
25	Envelope, Kraft, Clasp, #97, Square Flap, Clasp/Gummed Closure, 10" x 13", Brown Kraft, 100/Box Universal #35267 or Equivalent Brand: _____ MFG Part #: _____ SKU# / Order#: _____	30	\$ _____ / Box

Item #	Specification/Description	Estimated Use	Bid Price
26	Flag, 1" Tabs, 1/5-Cut Tabs, Assorted Primary Colors, 6/Pack Post-It #686RYB or Equivalent Brand: _____ MFG Part #: _____ SKU# / Order#: _____	50	\$ _____ / Pack
27	Flag, Standard Page Flag in Dispenser, Bright Green, 100 Flags/Dispenser, 6/Pack Post-It #680BG2 or Equivalent Brand: _____ MFG Part #: _____ SKU# / Order#: _____	40	\$ _____ / Pack
28	Flag, Standard Page Flag in Dispenser, Blue, 100 Flags/Dispenser, 6/Pack Post-It #680BE2 or Equivalent Brand: _____ MFG Part #: _____ SKU# / Order#: _____	40	\$ _____ / Pack
29	Flag, Standard Page Flag in Dispenser, Green, 100 Flags/Dispenser, 6/Pack Post-It #680GN2 or Equivalent Brand: _____ MFG Part #: _____ SKU# / Order#: _____	40	\$ _____ / Pack
30	Flag, Standard Page Flag in Dispenser, Red, 100 Flags/Dispenser, 6/Pack Post-It #680RD2 or Equivalent Brand: _____ MFG Part #: _____ SKU# / Order#: _____	40	\$ _____ / Pack

Item #	Specification/Description	Estimated Use	Bid Price
31	Flag, Standard Page Flag in Dispenser, Purple, 100 Flags/Dispenser, 6/Pack Post-It #680PU2 or Equivalent Brand: _____ MFG Part #: _____ SKU# / Order#: _____	40	\$ _____ / Box
32	Folder, Pressboard Classification Folders, 1 Divider, Letter Size, Cobalt Blue, 10/Box Universal #10201 or Equivalent Brand: _____ MFG Part #: _____ SKU# / Order#: _____	20	\$ _____ / Box
33	Folder, 4-Section Pressboard Classification Folders, 1 Divider, Legal Size, Green, 10/Box Universal #10261 or Equivalent Brand: _____ MFG Part #: _____ SKU# / Order#: _____	20	\$ _____ / Box
34	Folder, Pressboard Classification Folders w/Safe SHIELD Coated Fasteners, 2/5 Cut, 1 Divider, Letter Size, Red, 10/Box Smead #13775 or Equivalent Brand: _____ MFG Part #: _____ SKU# / Order#: _____	20	\$ _____ / Box
35	Folder, 6-Section Pressboard Top Tab Classification Folders w/Safe SHIELD Fasteners, 2 Dividers, Letter Size, Blue, 10/Box Smead #14030 or Equivalent Brand: _____ MFG Part #: _____ SKU# / Order#: _____	20	\$ _____ / Box

Item #	Specification/Description	Estimated Use	Bid Price
36	Folder, 6-Section Pressboard Top Tab Classification Folders w/Safe SHIELD Fasteners, 2 Dividers, Letter Size, Dk. Blue, 10/Box Smead #14032 or Equivalent Brand: _____ MFG Part #: _____ SKU# / Order#: _____	20	\$ _____ / Box
37	Folder, Pressboard Classification Folders w/Safe SHIELD Coated Fasteners, 2/5 Cut, 2 Dividers, Letter Size, Red, 10/Box Smead #14075 or Equivalent Brand: _____ MFG Part #: _____ SKU# / Order#: _____	20	\$ _____ / Box
38	Folder, Top Tab 2-Fastener Folders, 1/3-Cut Tabs, Letter Size, 11 pt. Kraft, 50/Box Smead #14837 or Equivalent Brand: _____ MFG Part #: _____ SKU# / Order#: _____	20	\$ _____ / Box
39	Folder, Manila File Folders, 1/2-Cut Top Tabs, Assorted Positions, Letter Size, 11 pt. Manila, 100/Box Universal #12112 or Equivalent Brand: _____ MFG Part #: _____ SKU# / Order#: _____	100	\$ _____ / Box
40	Folder, Manila File Folders, 1/3-Cut Top Tabs, Assorted Positions, Letter Size, 11 pt. Manila, 100/Box Universal #12113 or Equivalent Brand: _____ MFG Part #: _____ SKU# / Order#: _____	20	\$ _____ / Box

Item #	Specification/Description	Estimated Use	Bid Price
41	Highlighters, Fluorescent Yellow, Chisel Tip, 12/Box Universal #08861 or Equivalent Brand: _____ MFG Part #: _____ SKU# / Order#: _____	30	\$ _____ / Box
42	Highlighters, Assorted Colors, Chisel Tip, 5/Box Universal #08860 or Equivalent Brand: _____ MFG Part #: _____ SKU# / Order#: _____	30	\$ _____ / Box
43	MK320 Wireless Keyboard + Mouse Combo, 2.4 GHz Frequency, 30' Wireless Range, Black Logitech #920002836 or Equivalent Brand: _____ MFG Part #: _____ SKU# / Order#: _____	40	\$ _____ / Box
44	MK520 Wireless Keyboard + Mouse Combo, 2.4 GHz Frequency, 30' Wireless Range, Black Logitech #920002553 or Equivalent Brand: _____ MFG Part #: _____ SKU# / Order#: _____	40	\$ _____ / Box
45	Label, Matte Clear Easy Peel Mailing Labels w/Sure Feed Technology, Inkjet Printers, 0.5" x 1.75", Clear, 80/Sheet, 25 Sheets/Pack Avery #8667 or Equivalent Brand: _____ MFG Part #: _____ SKU# / Order#: _____	30	\$ _____ / Pack

Item #	Specification/Description	Estimated Use	Bid Price
46	Label, Vibrant Inkjet Color-Print Labels w/Sure Feed Technology, 1" x 2-5/8", Matte White, 600/Pack Avery #8250 or Equivalent Brand: _____ MFG Part #: _____ SKU# / Order#: _____	30	\$ _____ / Pack
47	Label, Easy Peel White Address Labels w/Sure Feed Technology, Laser Printers, 1" x 2.63", White, 30/Sheet, 250 Sheets/Pack Avery #5960 or Equivalent Brand: _____ MFG Part #: _____ SKU# / Order#: _____	25	\$ _____ / Pack
48	Label, Easy Peel White Address Labels w/Sure Feed Technology, Laser Printers, 1" x 2.63", White, 30/Sheet, 100 Sheets/Pack Avery #5160 or Equivalent Brand: _____ MFG Part #: _____ SKU# / Order#: _____	45	\$ _____ / Pack
49	Label, Shipping Labels w/True Block Technology, Laser Printers, 3.33" x 4", White, 100 Sheets/Box, Avery #5164 or Equivalent Brand: _____ MFG Part #: _____ SKU# / Order#: _____	10	\$ _____ / Box

Item #	Specification/Description	Estimated Use	Bid Price
50	Label, Shipping Labels w/True Block Technology, Laser Printers, 8.5" x 11", White, 100 Sheets/Box, Avery #5165 or Equivalent Brand: _____ MFG Part #: _____ SKU# / Order#: _____	20	\$ _____ / Box
51	Label, Label Writer Shipping Labels, 2.4" x 3.9", White, 300 Labels/Roll Brother DK-1202 or Equivalent Brand: _____ MFG Part #: _____ SKU# / Order#: _____	50	\$ _____ / Roll
52	Marker, Dry-Erase Marker, Broad Chisel Tip, Assorted Colors, 16/Pack Expo #81045 or Equivalent Brand: _____ MFG Part #: _____ SKU# / Order#: _____	20	\$ _____ / Pack
53	Marker, Dry-Erase Marker, Extra Fine Needle Tip, Assorted Colors, 8/Pack Expo #81045 or Equivalent Brand: _____ MFG Part #: _____ SKU# / Order#: _____	10	\$ _____ / Pack
54	Marker, Fine Tip Permanent Marker, Fine Bullet Tip, Black, 12/Box Sharpe #30001 or Equivalent Brand: _____ Manufacturer's Part #: _____ Order# / SKU# _____	90	\$ _____ / Box

Item #	Specification/Description	Estimated Use	Bid Price
55	Marker, Ultra Fine Tip Permanent Marker, Extra-Fine Needle Tip, Black, 12/Box Sharpe #37001 or Equivalent Brand: _____ Manufacturer's Part #: _____ Order# / SKU# _____	40	\$ _____ / Box
56	Moistener, Envelope Moistener w/Adhesive, 2.2 Ounce Bottle, Clear, 4/Pack Universal #46065VP or Equivalent Brand: _____ Manufacturer's Part #: _____ Order# / SKU# _____	30	\$ _____ Pack
57	Notebook, Wire bound Business Notebook, Wide/Legal Rule, Black Cover, 8" x 5", 80 Sheets Mead #06074 Brand: _____ Manufacturer's Part #: _____ Order# / SKU# _____	80	\$ _____ Each
58	Notebook, Coil-Lock Wire bound Notebooks, 1 Subject, Medium/College Rule, Assorted Color Covers, 10.5" x 8", 70 Sheets Tops #65021 or Equivalent Brand: _____ Manufacturer's Part #: _____ Order# / SKU# _____	250	\$ _____ Each
59	Paper, Universal Print & Copy Paper, 8.5" x 11", 20#, White, 92 Brightness Rating, 500 Sheets/Ream, 10 Reams/Case Universal #21200 or Equivalent Brand: _____ Manufacturer's Part #: _____ Order# / SKU# _____	1500	\$ _____ / Case

Item #	Specification/Description	Estimated Use	Bid Price
60	Paper, Universal Copy Paper, 8.5" x 14", 20#, White, 92 Brightness Rating, 500 Sheets/Ream, 10 Reams/Case Universal #24200 or Equivalent Brand: _____ Manufacturer's Part #: _____ Order# / SKU# _____	25	\$ _____ / Case
61	Paper, Universal Copy Paper, 11" x 17", 20#, White, 92 Brightness Rating, 500 Sheets/Ream, 10 Reams/Case Universal #28110 or Equivalent Brand: _____ Manufacturer's Part #: _____ Order# / SKU# _____	30	\$ _____ / Case
62	Paper, Deluxe Colored Paper, 8.5" x 11", 20#, Blue, 500 Sheets/Ream Universal #11202 or Equivalent Brand: _____ Manufacturer's Part #: _____ Order# / SKU# _____	50	\$ _____ / Ream
63	Paper, Deluxe Colored Paper, 8.5" x 11", 20#, Canary, 500 Sheets/Ream Universal #11201 or Equivalent Brand: _____ Manufacturer's Part #: _____ Order# / SKU# _____	15	\$ _____ / Rea,
64	Paper, Deluxe Colored Paper, 8.5" x 11", 20#, Green, 500 Sheets/Ream Universal #11203 or Equivalent Brand: _____ Manufacturer's Part #: _____ Order# / SKU# _____	15	\$ _____ / Ream

Item #	Specification/Description	Estimated Use	Bid Price
65	Paper, Premium Multipurpose Copy Paper, 8.5" x 11", 20#, White, 97 Brightness Rating, 500 Sheets/Ream, 10 Reams/Case Navigator #NMP1120 or Equivalent Brand: _____ Manufacturer's Part #: _____ Order# / SKU# _____	100	\$ _____ / Case
66	Paper, 30% Post-Consumer Recycled Copy Paper, 8.5" x 11", 20#, White, 92 Brightness Rating, 500 Sheets/Ream, 10 Reams/Case Universal #200305 or Equivalent Brand: _____ Manufacturer's Part #: _____ Order# / SKU# _____	20	\$ _____ / Case
67	Paper, NCR Paper 5-Part, Pre-Collated, Reverse-Sequence, 1000 Sets, 5000 Sheets/Case, Colored (Gold, Pink, Canary, Green & White) Brand: _____ Manufacturer's Part #: _____ Order# / SKU# _____	50	\$ _____ / Ream
68	Pen, Profile Ballpoint Pen, Retractable, Bold 1.4mm, Blue Ink, 12/Box Paper Mate #89466 or Equivalent Brand: _____ Manufacturer's Part #: _____ Order# / SKU# _____	40	\$ _____ / Box

Item #	Specification/Description	Estimated Use	Bid Price
69	Pen, Soft Feel Ballpoint Pen, Retractable, Medium 1mm, Blue Ink, 12/Box Bic #SCSM11BE or Equivalent Brand: _____ Manufacturer's Part #: _____ Order# / SKU# _____	40	\$ _____ / Box
70	Pen, Round Stic Xtra Life Ballpoint Pen Value Pack, Stick, Medium 1mm, Black Ink, 60/Box Bic #SCSM11BE or Equivalent Brand: _____ Manufacturer's Part #: _____ Order# / SKU# _____	200	\$ _____ / Box
71	Pen, Round Stic Xtra Life Ballpoint Pen Value Pack, Stick, Medium 1mm, Blue Ink, 60/Box Bic #SCSM11BE or Equivalent Brand: _____ Manufacturer's Part #: _____ Order# / SKU# _____	60	\$ _____ / Box
72	Pen, G2 Premium Gel Pen, Retractable, Bold 1mm, Blue Ink, 12/Box Pilot #31257 or Equivalent Brand: _____ Manufacturer's Part #: _____ Order# / SKU# _____	25	\$ _____ / Box
73	Pen, G2 Premium Gel Pen, Retractable, Extra-Fine 0.5mm, Blue Ink, 12/Box Pilot #31003 or Equivalent Brand: _____ Manufacturer's Part #: _____ Order# / SKU# _____	30	\$ _____ / Box

Item #	Specification/Description	Estimated Use	Bid Price
74	Pen, G2 Premium Gel Pen, Retractable, Fine 0.7mm, Black Ink, 12/Box Pilot #31020 or Equivalent Brand: _____ Manufacturer's Part #: _____ Order# / SKU# _____	50	\$ _____ / Box
75	Pen, G2 Premium Gel Pen, Retractable, Fine 0.7mm, Blue Ink, 12/Box Pilot #31021 or Equivalent Brand: _____ Manufacturer's Part #: _____ Order# / SKU# _____	150	\$ _____ / Box
76	Planner, Monthly Planner, 12" x 8", Black Two-Piece Cover, 2021-2022 At-A-Glance #SK200 or Equivalent Brand: _____ Manufacturer's Part #: _____ Order# / SKU# _____	40	\$ _____ / Each
77	Planner, Monthly Planner, 11" x 9", Black, 2022-2023 At-A-Glance #7026005 or Equivalent Brand: _____ Manufacturer's Part #: _____ Order# / SKU# _____	30	\$ _____ / Each
78	Postcard, Postcards for Laser Printers, 4.25" x 5.5", Uncoated White, 4/Sheet, 200 Sheets/Box Brand: _____ Manufacturer's Part #: _____ Order# / SKU# _____	40	\$ _____ / Box

Item #	Specification/Description	Estimated Use	Bid Price
79	Rubber Band, Size 64, 3.3" Length x 0.3" Width, 320/Pack Business Source #15748 or Equivalent Brand: _____ Manufacturer's Part #: _____ Order# / SKU# _____	40	\$ _____ / Pack
80	Scissors, Stainless Steel Office Scissors, 8" Long, 3.75" Cut Length Universal #92009 or Equivalent Brand: _____ Manufacturer's Part #: _____ Order# / SKU# _____	30	\$ _____ / Each
81	Staples, Standard Chisel Point Staples, 0.25" Leg, 0.5" Crown, Steel, 5,000/Box, 5 Boxes/Pack Universal #79000 or Equivalent Brand: _____ Manufacturer's Part #: _____ Order# / SKU# _____	150	\$ _____ / Box
82	Staples, Standard Chisel Point Staples Value Pack, 0.25" Leg, 0.5" Crown, Steel, 5,000/Box, 5 Boxes/Pack Universal #79000VP or Equivalent Brand: _____ Manufacturer's Part #: _____ Order# / SKU# _____	50	\$ _____ / Pack
83	Tape, White-Out EZ Correction Tape Value Pack, Non-Refillable, 1/6" x .472", 10/Box Bic #WOTAP10 or Equivalent Brand: _____ Manufacturer's Part #: _____ Order# / SKU# _____	75	\$ _____ / Pack

Item #	Specification/Description	Estimated Use	Bid Price
84	Tape, Invisible Tape, 1" Core, 0.75" x 83.33', Clear, 12/Pack Universal #83412 or Equivalent Brand: _____ Manufacturer's Part #: _____ Order# / SKU# _____	50	\$ _____ / Pack
85	Tape, TZe Standard Adhesive Laminated Labeling Tapes, 0.47" x 26.2', Black on White, 2/Pack P-Touch #TZE2312PK or Equivalent Brand: _____ Manufacturer's Part #: _____ Order# / SKU# _____	75	\$ _____ / Pack
86	Tape, Magic Tape Value Pack, 1" Core, 0.75" x 83.33', Clear, 10/Pack Scotch #810P10K or Equivalent Brand: _____ Manufacturer's Part #: _____ Order# / SKU# _____	75	\$ _____ / Pack
87	Wastebasket, Deskside Plastic Wastebasket, Rectangular, 7 Gallon, Black Rubbermaid #295600BK or Equivalent Brand: _____ Manufacturer's Part #: _____ Order# / SKU# _____	50	\$ _____ / Each
88	Wipes, Disinfecting Wipes, 7" x 7.25", Scented, 80 Wipes/Canister Lysol Brand or Equivalent Brand: _____ Manufacturer's Part #: _____ Order# / SKU# _____	100	\$ _____ / Canister

**Erasures, overwrites, and the use of correction fluid/tape are NOT acceptable.
Refer to #2 of the General Conditions for specific instructions**

ADDITIONAL DISCOUNTS

CATEGORY DISCOUNTS

Provide a discount schedule for categories of office supplies to be included in the evaluation.

Paper Products _____ %

General Office Supplies _____ %

Electronics (not to include PCs) _____ %

Mailing and Shipping _____ %

Breakroom Supplies _____ %

**Erasures, overwrites, and the use of correction fluid/tape are NOT acceptable.
Refer to #2 of the General Conditions for specific instructions**

REQUIRED OF ALL BIDDERS

ADDITIONAL PURCHASES – QUOTE REQUIRED

Bidders must provide an On-Line quote for ITEMS not listed in the Quotation Schedule above.

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 the use of correction fluid/tape are NOT acceptable.
Refer to #2 of the General Conditions for specific instructions**

SALES and ACCOUNTS RECEIVABLE ASSISTANCE

Name of Sales Representative: _____

Phone Number: (____) _____

Fax Number: (____) _____

E-Mail: _____

Name of Supervisor: _____

Phone Number: (____) _____

Fax Number: (____) _____

E-Mail: _____

Name of Accounts Receivable Representative: _____

Phone Number: (____) _____

Fax Number: (____) _____

E-Mail: _____

Name of Supervisor: _____

Phone Number: (____) _____

Fax Number: (____) _____

E-Mail: _____

1. Location of Servicing Warehouse:

Street _____

City _____ State _____ Zip Code _____

Remittance Address:

Street or PO Box _____

City _____ State _____ Zip Code _____

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

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

4. Please provide a brief description of your proposed process for pick-up and exchange/refund of defective or returned product:

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

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.
- 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.

Intergovernmental

Insurance or Self Funding: Each party shall be responsible for providing appropriate insurance or self-funded coverage through its own resources for any liability arising out of this Agreement, the services rendered pursuant to this Agreement, or the use of the information provided pursuant to the performance of services required in this Agreement.

Each party shall be responsible for providing workers' compensation coverage for its employees in accordance with the laws of its jurisdiction.

No Employees

Contractor has no employees and shall not be required to obtain Workers' Compensation and Employers' Liability Insurance. Should during the term of this Agreement Contractor hire one or more employees who will provide any services related to this Agreement he/she shall immediately obtain Full Workers' Compensation and Employer's Liability insurance and furnish County with certificate for same.



Exhibit "F" ITB #21-615-048

LOCAL VENDOR PREFERENCE AFFIDAVIT OF ELIGIBILITY

Complete all areas below. Incomplete forms may be rejected.

1. LEGAL NAME OF FIRM:

Mailing Address:

Physical Address (if different):

2. Year your business was established in El Dorado County: _____

3. Business License Number issued by El Dorado County, or incorporated City within the County:

License Number: _____ Issued by: _____

4. For transactions which require sales tax, provide the following Reseller information:

Reseller Permit Number: _____

Enter the Company Name and Address as it appears on permit:

5. Does your business have more than one office in the State of California?

Yes No

If Yes, specify the office location considered as the point-of-sale for sales tax purposes:

6. Was the local business required to pay business and/or real property tax for the most recent tax year?

Yes No

If Yes, did the local business pay any of this tax to El Dorado County?

Yes No

Under penalty or perjury, the undersigned states that the foregoing statements are true and correct. The undersigned also acknowledges that any person, firm, corporation or entity intentionally submitting false information to the County in an attempt to qualify for local preference shall be prohibited from bidding on County of El Dorado products and services for a period of one (1) year, pursuant to County of El Dorado Board of Supervisors Policy C17, Section 5.7.1.

Authorized Signature: _____

Date: _____

Printed Name & Title: _____

Phone: _____

Dept Name	Shipping Address	City	Zip
Agriculture	311 Fair Ln	Placerville	95667
Assessor	360 Fair Ln Bldg B	Placerville	95667
Auditor - Controller	360 Fair Ln Bldg B	Placerville	95667
Board of Supervisors	330 Fair Ln Bldg A	Placerville	95667
Chief Administrator Office	330 Fair Ln Bldg A	Placerville	95667
County Counsel	330 Fair Ln Bldg A	Placerville	95667
Procurement & Contracts	330 Fair Lane Bldg A	Placerville	95667
Child Support Services	3883 Ponderosa Road	Shingle Springs	95682
Dept. of Transportation (DOT)	2850 Fairlane Court Bldg. C	Placerville	95667
Dept. of Transportation (DOT)	3000 Fairlane Court Suite 2	Placerville	95667
Dept. of Transportation (DOT)	2441 Headington Rd	Placerville	95667
Admin and Finance	2850 Fairlane Ct	Placerville	95667
Dept. of Transportation (DOT)	1121 Shakori Dr	Meyers	96150
Dept. of Transportation (DOT)	924 Emerald Bay Road Suite B	South Lake Tahoe	96150
DEV SVCS - Planning & Building	2850 Fairlane	Placerville	95667
DOT Engineering	2441 Headington Rd	Placerville	95667
District Attorney	778 Pacific Street	Placerville	95667
District Attorney	1360 Johnson Blvd Suite 105	South Lake Tahoe	96150
El Dorado Hills Sr. Center	990 Lassen Lane	El Dorado Hills	95672
Elections	2850 Fairlane Ct	Placerville	95667
Environmental Management	2850 Fairlane Ct	Placerville	95667
Environmental	924 Emerald Bay Road Suite B	South Lake Tahoe	96150
Human Resources	330 Fair Ln Bldg A	Placerville	95667
Human Services - Community Svcs	1360 Johnson Blvd Suite 103	South Lake Tahoe	96150
Human Services - PH-WIC	931 Spring Street	Placerville	95667
Human Services - Senior Center	937 Spring St	Placerville	95667
Human Services - Social Services	3057-A Briw Rd	Placerville	95667
Human Services - Social Services	3047-A Briw Rd	Placerville	95667
EDC Water Agency	4330 Golden Center Suite C	Placerville	95667
Information Technologies	360 Fair Ln Bldg B	Placerville	95667
Juvenile Hall	299 Fair Ln	Placerville	95667
Juvenile Treatment Center	1041 Al Tahoe Blvd	South Lake Tahoe	96150
Library	345 Fair Ln	Placerville	95667
Mental Health	1900 Lake Tahoe Blvd	South Lake Tahoe	96150
Mental Health - Acct	3057 Briw Rd Suite B	Placerville	95667
Library / Museum	104 Placerville Dr	Placerville	95667
Public Authority	3057 Briw Rd Suite A	Placerville	95667
Probation	3974 Durock Rd Suite 205	Shingle Springs	95682
Probation	1360 Johnson Blvd Suite 102	South Lake Tahoe	96150
Public Defender	3976 Durock Rd	Shingle Springs	95682
Public Defender	1360 Johnson Blvd Suite 106	South Lake Tahoe	96150
HHSA - Administration	3057-B Briw Road	Placerville	95667
HHSA - Animal Shelter	6435 Capital Ave	Diamond Springs	95619
Public Health - Animal	1120 Shakori Ln	South Lake Tahoe	96150
Public Health - CCS	941 Spring Street Suite 3	Placerville	95667
Public Health - Clinic	931 Spring Street	Placerville	95667
Public Health - EMS	2900 Fair Lane	Placerville	95667
Public Health - Nursing	941 Spring Street Suite 3	Placerville	95667

Recorder - Clerk	360 Fair Ln Bldg B	Placerville	95667
Sheriff	200 Industrial Drive	Placerville	95667
Sheriff / Fiscal	200 Industrial Drive	Placerville	95667
Sheriff	3615 China Garden Rd	Placerville	95667
Coroner's Office	240 Industrial Drive	Placerville	95667
Sheriff	200 Industrial Drive	Placerville	95667
Sheriff	1360 Johnson Blvd Suite 100	South Lake Tahoe	95150
Sheriff Jail	300 Forni Road	Placerville	95667
Sheriff	1051 Al Tahoe Blvd	South Lake Tahoe	96150
Surveyor	360 Fair Lane Bldg B	Placerville	95667
Treasurer - Tax Collector	360 Fair Lane Bldg B	Placerville	95667
Veterans Services	130 Placerville Drive	Placerville	95667
DEV SVCS - Planning	2850 Fair Lane Court Bldg C	Placerville	95667
Sheriff	200 Industrial Drive	Placerville	95667
Recorder - Clerk	3368 Lake Tahoe Blvd Ste 108	South Lake Tahoe	96150
Human Services - Social Services	3368 Sandy Way	South Lake Tahoe	96150
Mental Health - Adult	768 Pleasant Valley Rd. #201	Diamond Springs	95619
Mental Health - ADP	929 Spring Street	Placerville	95667
Child Support Services	3368 Lake Tahoe Blvd Ste 203	South Lake Tahoe	96150
S Lake Tahoe Branch Library	1000 Rufus Allen Blvd	South Lake Tahoe	96150
Air Quality Management	360 Fair Lane Bldg B	Placerville	95667
Assessor's Office Tahoe	3368 Lake Tahoe Blvd #103	South Lake Tahoe	96151
Public Health-MCAH	941 Spring Street #3	Placerville	95667
Senior Day Care Facility	935 Spring Street	Placerville	95667
STAR	200 Industrial Drive	Placerville	95667
Community Services	768 Pleasant Valley Rd.	Diamond Springs	95619
HHSA-Human Services	3883 Ponderosa Road	Shingle Springs	95682
Econ Dev/ Parks & Trails	200 Armory Drive	Placerville	95667
DEPT CCC	3974 Durock Rd Suite 205	Shingle Springs	95682
El Dorado Hills Library	7455 Silva Valley Parkway	El Dorado Hills	95762
Cameron Park Library	2500 Country Club Drive	Cameron Park	95682
CDS Operations	2850 Fair Lane Court	Placerville	95667
CARES- Central Fiscal	330 Fair Lane Bldg A	Placerville	95667