

CITY OF SAN LEANDRO
REQUEST FOR QUOTATION

SUBMIT BID TO: City of San Leandro Purchasing Department 835 East 14th Street San Leandro, CA 94577	FOR FURTHER INFORMATION CALL: Darryl Sweet Purchasing Supervisor (510) 577-3377 fax (510) 577-3312 dsweet@ci.san-leandro.ca.us
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BID NO: 03-04.031	DATE MAILED: June 17, 2004	THIS QUOTATION MUST BE DELIVERED TO THE CITY BEFORE: 3:00 P.M. , Friday, July 9, 2004
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QTY.	DESCRIPTION	UNIT PRICE	EXTENSION
140,000 gallons	<p>SODIUM HYPOCHLORITE</p> <p>Notice to Bidders</p> <p>Provide Sodium Hypochlorite as required by the City of San Leandro Water Pollution Control plant for the 2004-2005 fiscal year in accordance with the specifications on page 3.</p> <p>City of San Leandro seeks a price firm for the term. City may renew agreement for an additional two (2) one-year terms if mutually agreed upon by the contractor and the City. In the case of contract renewal the base price per gallon will be adjusted by the SF Bay Area CPI from April 2004 through April 2005.</p> <p>Quantity of 140,000 gallons is an estimate based on past usage. The City of San Leandro does not guarantee the amount. The actual amount for the year may be more or less. Price shall remain firm <i>regardless of actual annual gallons</i>.</p> <p>All bidders must submit with their proposal sufficient literature to show compliance with specifications. Any deviations from specifications must be clearly indicated in writing at the time the proposal is submitted. The City reserves the right to waive minor variations in specifications bid.</p> <p>Do not include sales tax in your bid. Sales tax will be added to the purchase order and remitted with invoice payments. As of July 1, 2004, Alameda County sales tax rate will be 8.75%.</p> <p>Invoices shall reference the official City purchase order and be submitted to Accounts Payable Department, City of San Leandro, 835 E. 14th Street, San Leandro, California 94577.</p> <p>Sealed bids shall be received at the Purchasing Office, City Hall, 835 E. 14th Street, San Leandro, CA up to 3:00 p.m., on Friday, July 9, 2004 at which time they will be publicly opened and read.</p>	<p>\$ _____ base price per gallon</p> <p>+</p> <p>\$ _____ pesticide assessment per gallon</p> <p>x 140,000</p>	<p>\$ _____ Total</p>

Any bid may be withdrawn at any time prior to the time fixed for the opening of bids only by written request for the withdrawal of the bid filed with the City. The request shall be executed by the bidder or bidder's duly authorized representative. The withdrawal of a bid does not prejudice the right of the bidder to file a new bid. Whether or not bids are opened exactly at the time fixed in the public notice for opening bids, a bid will not be received after that time nor may any bid be withdrawn after the time fixed in the public notice for opening of bids.

As stated in Public Contract Code Section 5100 to 5108, inclusive (State Contract Act) concerning relief of bidders and in particular to the requirement therein, that if the bidder claims a mistake was made in his bid, the bidder shall give the City written notice within five (5) days after the opening of the bids of the alleged mistake, specifying in the notice, in detail how the mistake occurred.

All bidders shall verify if any addendum for this project has been issued by the City. It is the bidder's responsibility to ensure that all requirements of contract addendum are included in the bidder's submittal.

The successful bidder shall submit a certificate of insurance showing compliance with the enclosed insurance requirements. This insurance shall be maintained at all times during the course of any resulting agreement. In addition, the successful bidder shall have the proper City of San Leandro business license and all other applicable licenses and permits.

The award will be made to the lowest responsible bidder whose bid complies with the specifications in a manner satisfactory to the City's best interests as determined by the City. The right is reserved, as the interest of the City may require, to reject any or all bids, or to waive any informality or minor irregularity in the bids.

Payment shall be within 30 days following acceptance of bid items.

- Delivery shall be F.O.B. destination
- There shall be no charge(s) for delivery of bid items.

To bid, complete and return a copy of the Request and the other required forms, sealed in the enclosed envelope. The envelope shall be marked with the project name and bid number. The bid must be received by the date and time shown in order to be considered. Please note that there is a one-day delay in mail delivery to City Hall by the U.S. Postal Service.

Delivery shall be to:
Water Pollution Control Plant
3000 Davis Street
San Leandro, CA 94577.

Firm _____

Address _____

By (Signature) _____

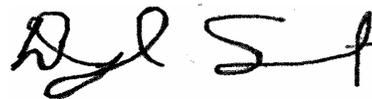
Title: _____

Date: _____

Phone: _____

FAX: _____

Print Name: _____



Darryl Sweet
Purchasing Supervisor

City of San Leandro

Bid 03-04.031

140,000 gallons (approx.) for 7/1/04 through 6/30/05

Sodium Hypochlorite 12.5%

Product and Delivery Specifications

- Estimate 140,000 gallons usage for the fiscal year (7/1/04 thru 6/30/05)
- Sodium Hypochlorite @ 12.5%
- Delivery within 2 days after receipt of order
- Orders placed via fax (order procedures to be determined with contractor)
- Delivery via tanker. City will attempt to order 4500-4700 gallons per load, but will not guarantee each order will be for the maximum amount. The price remains the same *regardless of gallons in order*.
- Delivery hours 7:00 am – 4:00 pm at 3000 Davis Street.

Paperwork with each delivery to include:

1. Bill of Lading
2. Certificate of Analysis
3. Weigh scale certificate