

**CITY OF SAN LEANDRO**

**REQUEST FOR BID**

<b>SUBMIT BID TO:</b> City of San Leandro Purchasing Department 835 East 14th Street San Leandro, CA 94577	<b>FOR FURTHER INFORMATION CALL:</b> Darryl Sweet, C.P.M. Purchasing Supervisor (510) 577-3377 fax (510) 577-3312 dsweet@ci.san-leandro.ca.us
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<b>BID NO:</b> 04-05.034	<b>DATE MAILED:</b> July 1, 2005	<b>THIS QUOTATION MUST BE DELIVERED TO THE CITY BEFORE:</b> 3:00 P.M. , Monday, July 18, 2005
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QTY.	DESCRIPTION	UNIT PRICE	EXTENSION
	<p><b>Lamps for City Facilities</b></p> <p><b>Notice to Bidders</b></p> <p>Provide Sylvania or equivalent lamps for various City facilities in accordance with the bid forms.</p> <p>Table 1 is for City Hall. Table 2 is for the Main Library. Table 3 is for City stock.</p> <p>The City reserves the right to waive minor variations in specifications bid.</p> <p>Special Provisions: Do not add sales tax to your quote, City will add tax to our PO. Include freight charges in your bid prices. No additional charges will be allowed. Vendor responsible for freight on returned items. City freight term is FOB Destination. The City does not own the goods until delivered, inspected and accepted at our Service Center.</p> <p><u>Piggyback provision:</u> Other agencies may piggyback on the pricing, terms and conditions in this bid package with mutual agreement between that agency and vendor.</p> <p>The City's Electrical Division of the Public Works Department is in charge of this project. The project administrator is Steve Lombardi and he can be reached at 510-577-3465.</p> <p><b>Sealed</b> bids shall be received at the Purchasing Office, City Hall, 835 E. 14<sup>th</sup> Street, San Leandro, CA up to <b>3:00 p.m., on Monday, July 18, 2005</b> at which time they will be publicly opened and read.</p>		See Bid Forms

Any bid may be withdrawn at any time prior to the time fixed for the opening of bids only by written request for the withdrawal of the bid filed with the City.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at the time fixed in the public notice for opening bids, a bid will not be received after that time nor may any bid be withdrawn after the time fixed in the public notice for opening of bids.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, any part of a bid, or to waive any informality or minor irregularity in the bids.

Payment shall be within 30 days following date of invoice.

To bid, complete and return these bid documents in a sealed envelope prior to the above-listed due date/time. The envelope shall be marked with the bid name and 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.

**Deliver to:**

**Public Works Service Center, 14200 Chapman Rd., San Leandro, CA 94578**

Firm \_\_\_\_\_

Address \_\_\_\_\_

By (Signature) \_\_\_\_\_

Date: \_\_\_\_\_

Phone: \_\_\_\_\_

FAX: \_\_\_\_\_

Print Name: \_\_\_\_\_



Title: \_\_\_\_\_

\_\_\_\_\_  
Darryl Sweet, C.P.M.  
Purchasing Supervisor

Bid 04-05.034

Table 1

LAMPS FOR CITY HALL

	Item	Quantity	Unit Price	Extension
1.	SYL FB031/841 U BENT OCTRON FLR LAMP	60		
2.	SYL F032/841/ECO OCTRON FLUOR LAMP	330		
3.	SYL 150W-120V IF MED LAMP ED LAMP	3		
4.	SYL FB032/841/6/ECO FLUOR LAMP	1841		
5.	SYL F025/841/ECO RS OCTRON FLUOR LAMP	6		
6.	SYL 150 PAR 46/M/MFL 120V MED LAMP V MED LAMP	6		
7.	SYL 90 PAR/CAP/FL-120V LAMP	57		
8.	SYL 75PAR30/CAP/FL-40 LAMP	15		
9.	SYLF96T12/CW/HO/SS/15PK 90W LAMP PK	2		
10.	SYL 50 MR16Q/40/FL (EXN) 12V LAMP	30		
11.	SYL 50MR16/NFL/25 EXZ 12V	30		
12.	CF13DD/841	775		
13.	4-FOOT T-12 COOL WHITE	10		
14.	8-FOOT T-12 COOL WHITE	10		
15.	3-FOOT T-12 COOL WHITE	10		
			TOTAL Table 1	\$

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Table 2

LAMPS FOR MAIN LIBRARY

	Item	Quantity	Unit Price	Amount
1.	SYL.F032/830 RS OCTRON FLOUR LAMP	1320		
2.	SYL CF32DT/E/IN/835 COMP FLOUR LAMP	17		
3.	SYL CF26DD/E/830 4 PIN	820		
4.	SYL FT36DL/835 TWIN FLUOR LAMP	68		
5.	SYL 100A/RS/2RP-120V RS MED LAMP	36		
6.	SYL 25A 120V IF A19 MED LAMP D LAMP	30		
7.	SYL 90 PAR/CAP/FL-120V LAMP	172		
8.	SYL F017/841/ECO RC OCTRON FLUOR LAMP	150		
9.	SYL FO32/841/ECO OCTRON FLUOR LAMP	165		
10.	SYL FT40DL/835/RS TWIN FLUOR LAMP	27		
11.	SYL F34CW/SS/ECO 40W ECO LAMP	3		
12.	SYL F20T12/CW 24-IN PH FLR LMP	4		
13.	SYL CF9DS/827 SINGLE TWIN TUBE	64		
14.	SYL FT40DL/830/RS TWIN FLUOR LAMP	11		
15.	SYL MP70/U/MED HID LAMP	88		
16.	SYL.CF15EL/830/MED/1 120V FLUOR LAMP	12		
17.	SYL CF13DS/827 COMPACT FLUOR LAMP	8		
			TOTAL Table 2	\$

Bid 04-05.034

Table 3

LAMPS FOR STOCK

	Item	Quantity	Unit Price	Amount
1.	SYL LU70 ED23-1/2 MOG HPS LAMP	200		
2.	SYL LU100 ED23-1/2 MOG HPS LAMP	200		
3.	SYL LU150/55/ECO USE LU150/55/ECO	200		
4.	SYL LU 200/ECO CLR E18MOG HPS LAMP	200		
			TOTAL Table 3	\$

City will verify all math and extensions and award to lowest total bid.

City will correct any math that needs correcting.

Unit prices govern and discrepancies.

F.O.B DESTINATION—include freight in your bid price.

# **ENVIRONMENTALLY PREFERABLE PURCHASING POLICY**

## **City of San Leandro, CA**

### **1.0 STATEMENT OF POLICY**

It is the policy of the City of San Leandro to:

- institute practices that reduce waste by increasing product efficiency and effectiveness,
- purchase products that minimize environmental impacts, toxics, pollution, and hazards to worker and community safety to the greatest extent practicable, and
- purchase products that include recycled content, are durable and long-lasting, conserve energy and water, use chlorine free manufacturing processes, and are lead-free and mercury-free.

### **2.0 PURPOSE**

This Policy is adopted in order to:

- conserve natural resources,
- minimize environmental impacts such as pollution and use of water and energy,
- eliminate or reduce toxics that create hazards to workers and our community,
- support strong recycling markets,
- reduce materials that are landfilled,
- increase the use and availability of environmentally preferable products that protect the environment, and
- identify environmentally preferable products and distribution systems.

### **3.0 SPECIFICATIONS**

#### **3.1 Source Reduction**

- 3.1.1 The City of San Leandro shall institute practices that reduce waste and result in the purchase of fewer products whenever practicable and cost-effective, but without reducing safety or workplace quality.
- 3.1.2 The City of San Leandro shall purchase remanufactured products such as toner cartridges, tires, furniture, equipment and automotive parts whenever practicable, but without reducing safety, quality or effectiveness.
- 3.1.3 All buyers shall consider short-term and long-term costs in comparing product alternatives, when feasible. This includes evaluation of total costs expected during the time a product is owned, including, but not limited to, acquisition, extended warranties, operation, supplies, maintenance, disposal costs and expected lifetime compared to other alternatives.

- 3.1.4 Products that are durable, long lasting, reusable or refillable are preferred whenever feasible.
- 3.1.5 The City of San Leandro requests vendors to eliminate packaging or use the minimum amount necessary for product protection, to the greatest extent practicable.
- 3.1.6 Packaging that is reusable, recyclable or compostable is preferred, when suitable uses and programs exist.
- 3.1.7 Vendors shall be encouraged to take back and reuse pallets and packaging materials.
- 3.1.8 Suppliers of electronic equipment, including but not limited to computers, monitors, printers, and copiers, shall be encouraged to take back equipment for reuse or environmentally safe recycling when the City of San Leandro discards or replaces such equipment, whenever possible.

### **3.2 Recycled Content Products**

- 3.2.1 All products for which the United States Environmental Protection Agency (U.S. EPA) has established minimum recycled content standard guidelines, such as those for printing paper, office paper, janitorial paper, construction, landscaping, parks and recreation, transportation, vehicles, miscellaneous, and non-paper office products, shall contain the highest postconsumer content practicable, but no less than the minimum recycled content standards established by the U.S. EPA Guidelines.
- 3.2.2 Copiers and printers purchased shall be compatible with the use of recycled content products.
- 3.2.3 In accordance with California Public Contract Code, Sec. 10409, the City of San Leandro shall purchase re-refined lubricating and industrial oil for use in its vehicles and other equipment, as long as it is certified by the American Petroleum Institute (API) as appropriate for use in such equipment. This section shall not prohibit the purchase of virgin-oil products for exclusive use in vehicles whose warranties expressly prohibit the use of products containing recycled oil.
- 3.2.4 When specifying asphalt, concrete, aggregate base or portland cement concrete for road construction projects, the City of San Leandro shall use recycled, reusable or reground materials when practicable.
- 3.2.5 The City of San Leandro shall specify and purchase recycled content transportation products, including signs, cones, parking stops, delineators, and barricades.
- 3.2.6 All pre-printed recycled content papers intended for distribution that are purchased or produced shall contain a statement that the paper is recycled content.

### **3.3 Energy and Water Savings**

- 3.3.1 Where applicable, energy-efficient equipment shall be purchased with the most up-to-date energy efficiency functions. This includes, but is not limited to, high efficiency space heating systems and high efficiency space cooling equipment.
- 3.3.2 When practicable, the City of San Leandro shall replace inefficient lighting with energy-efficient equipment.

- 3.3.3 All products purchased by the City of San Leandro and for which the U. S. EPA Energy Star certification is available shall meet Energy Star certification, when practicable. When Energy Star labels are not available, choose energy-efficient products that are in the upper 25% of energy efficiency as designated by the Federal Energy Management Program.
- 3.3.4 The City of San Leandro shall purchase water-saving products whenever practicable.

### **3.4 Green Building – Construction and Renovations**

- 3.4.1 All building and renovations undertaken by the City of San Leandro shall consider Green Building practices for design, construction, and operation, where appropriate, as described in the LEED™ Rating System.

## **3.5 Landscaping**

- 3.5.1 All landscape renovations, construction and maintenance performed by the City of San Leandro, including workers and contractors providing landscaping services for the City of San Leandro, shall employ Bay Friendly Landscaping or sustainable landscape management techniques for design, construction and maintenance practices whenever possible, including, but not limited to, integrated pest management, grasscycling, drip irrigation, composting, and procurement and use of mulch and compost that give preference to those produced from regionally generated plant debris and/or food waste programs.
- 3.5.2 Plants should be selected to minimize waste by choosing species for purchase that are appropriate to the microclimate, species that can grow to their natural size in the space allotted them, and perennials rather than annuals for color. Native and drought-tolerant plants that require no or minimal watering once established are preferred.
- 3.5.3 Hardscapes and landscape structures constructed of recycled content materials are encouraged. The City of San Leandro shall limit the amount of impervious surfaces in the landscape, wherever practicable. Permeable substitutes, such as permeable asphalt or pavers, are encouraged for walkways, patios and driveways.

## **3.6 Toxics and Pollution**

- 3.6.1 When maintaining buildings and landscapes, the City of San Leandro and its contractors shall manage pest problems through prevention and physical, mechanical and biological controls. The City of San Leandro may either adopt and implement an organic pest management policy and practices or adopt and implement an Integrated Pest Management (IPM) policy and practices using the least toxic pest control as a last resort.
- 3.6.2 When maintaining buildings, the City of San Leandro shall use products with the lowest amount of volatile organic compounds (VOCs), highest recycled content, and low or no formaldehyde when purchasing materials such as paint, carpeting, adhesives, furniture and casework.

- 3.6.3 To the extent practicable, the City of San Leandro shall purchase, or require janitorial contractors to supply, industrial and institutional cleaning products that meet Green Seal certification standards for environmental requirements.
- 3.6.4 To the extent practicable, the City of San Leandro shall purchase paper, paper products, and janitorial paper products that are unbleached or that are processed without chlorine or chlorine derivatives.
- 3.6.5 The City of San Leandro will prohibit the purchase of products that use polyvinyl chloride (PVC) such as, but not limited to, furniture and flooring, whenever practicable.
- 3.6.6 The City of San Leandro shall purchase products and equipment with no lead or mercury whenever possible. For products that contain lead or mercury, the City of San Leandro shall give preference to those products with lower quantities of these metals and to vendors with established lead and mercury recovery programs.
- 3.6.7 When replacing vehicles, the City of San Leandro shall consider less-polluting alternatives to diesel such as compressed natural gas, biobased fuels, hybrids, electric batteries, and fuel cells, as available.

#### **4.0 PRIORITIES**

- 4.1 The City of San Leandro has made significant investments in developing a successful recycling system and recognizes that recycled content products are essential to the continuing viability of that recycling system and for the foundation of an environmentally sound production system. Therefore, to the greatest extent practicable, recycled content shall be included in products that also meet other specifications, such as chlorine free.
- 4.2 Nothing contained in this policy shall be construed as requiring a department, purchaser or contractor to procure products that do not perform adequately for their intended use, exclude adequate competition, risk the health or safety of workers and citizens, or are not available at a reasonable price in a reasonable period of time.
- 4.3 Nothing contained in this policy shall be construed as requiring the City of San Leandro, department, purchaser or contractor to take any action that conflicts with local, state or federal requirements.

#### **5.0 IMPLEMENTATION**

- 5.1 The Finance Director and the Public Works Director, or their designees, shall coordinate implementation of this policy.
- 5.2 Successful bidders shall certify in writing that the environmental attributes claimed in competitive bids are accurate. In compliance with State law, vendors shall be required to specify the minimum or actual percentage of recovered and postconsumer material in their products, even when such percentages are zero.
- 5.3 Purchasers shall attempt to include businesses certified by the Bay Area Green Business Program in requests for products and services.

- 5.4 Vendors, contractors and grantees shall be encouraged to comply with applicable sections of this policy for products and services provided to the City of San Leandro, where practicable.

## **6.0 PROGRAM EVALUATION**

- 6.1 The Directors of Finance and Public Works shall periodically evaluate the success of this policy's implementation.

## **7.0 DEFINITIONS**

- 7.1 "Agricultural Bio-Based Products" means commercial or industrial products (other than food or feed) that utilize agricultural crops or residues but does not include products made from forestry materials.
- 7.2 "Bay Area Green Business Program" is a partnership of governments and businesses that certifies the environmental performance of government agencies and businesses.
- 7.3 "Bay-Friendly Landscaping" means working with the natural ecosystems of the San Francisco Bay Area to foster soil health, to reduce runoff and pollution, prevent and reuse plant waste, and conserve water and other natural resources. Bay-Friendly Landscaping practices are described in the forthcoming *Bay-Friendly Landscape Guidelines*, by the Alameda County Waste Management Authority & Recycling Board.
- 7.4 "Buyer" means anyone authorized to purchase or contract for purchases on behalf of this jurisdiction or its subdivisions.
- 7.5 "Chlorine free" means products processed without chlorine or chlorine derivatives.
- 7.6 "Contractor" means any person, group of persons, business, consultant, designing architect, association, partnership, corporation, supplier, vendor or other entity that has a contract with the City of San Leandro or serves in a subcontracting capacity with an entity having a contract with the City of San Leandro for the provision of goods or services.
- 7.7 "Energy Star" means the U.S. EPA's energy efficiency product labeling program.
- 7.8 "Energy-Efficient Product" means a product that is in the upper 25% of energy efficiency for all similar products, or that is at least 10% more efficient than the minimum level that meets Federal standards.
- 7.9 "Federal Energy Management Program" is a program of the Department of Energy that issues a series of *Product Energy Efficiency Recommendations* that identify recommended efficiency levels for energy-using products.
- 7.10 "Green Seal" is an independent, non-profit environmental labeling organization. Green Seal standards for products and services meet the U.S. EPA's criteria for third-party certifiers. The Green Seal is a registered certification mark that may appear only on certified products.

- 7.11 “Integrated Pest Management” is an ecosystem-based strategy that focuses on long-term prevention of pests or their damage through a combination of techniques such as biological control, habitat manipulation, modification of cultural practices, and use of resistant varieties. Pesticides are used only after monitoring indicates they are needed according to established guidelines, and treatments are made with the goal of removing only the target organism. Pest control materials are selected and applied in a manner that minimizes risks to human health, beneficial and nontarget organisms, and the environment.
- 7.12 “LEED™ Rating System” means the self-assessing system developed by the U.S. Green Building Council designed for rating new and existing commercial, institutional, and high-rise residential buildings.
- 7.13 “Organic Pest Management” prohibits the use and application of toxic chemical pesticides and strives to prevent pest problems through the application of natural, organic horticultural and maintenance practices. All pest control products shall be in keeping with, but not limited to, those products on the approved list of California Certified Organic Foods (CCOF).
- 7.14 "Postconsumer Material" means a finished material which would normally be disposed of as a solid waste, having reached its intended end-use and completed its life cycle as a consumer item, and does not include manufacturing or converting wastes.
- 7.15 “Practical” and “Practicable” mean whenever possible and compatible with local, state and federal law, without reducing safety, quality, or effectiveness and where the product or service is available at a reasonable cost in a reasonable period of time.
- 7.16 “Preconsumer Material” means material or by-products generated after manufacture of a product is completed but before the product reaches the end-use consumer. Preconsumer material does not include mill and manufacturing trim, scrap, or broke which is generated at a manufacturing site and commonly reused on-site in the same or another manufacturing process.
- 7.17 “Recovered Material” means fragments of products or finished products of a manufacturing process, which has converted a resource into a commodity of real economic value, and includes preconsumer and postconsumer material but does not include excess resources of the manufacturing process.
- 7.18 “Recycled Content” means the percentage of recovered material, including preconsumer and postconsumer materials, in a product.
- 7.19 “Recycled Content Standard” means the minimum level of recovered material and/or postconsumer material necessary for products to qualify as “recycled products.”
- 7.20 “Recycled Product” means a product that meets the City of San Leandro’s recycled content policy objectives for postconsumer and recovered material.
- 7.21 “Remanufactured Product” means any product diverted from the supply of discarded materials by refurbishing and marketing said product without substantial change to its original form.

- 7.22 “Reused Product” means any product designed to be used many times for the same or other purposes without additional processing except for specific requirements such as cleaning, painting or minor repairs.
- 7.23 “Source Reduction” refers to products that result in a net reduction in the generation of waste compared to their previous or alternate version and includes durable, reusable and remanufactured products; products with no, or reduced, toxic constituents; and products marketed with no, or reduced, packaging.
- 7.24 “U.S. EPA Guidelines” means the Comprehensive Procurement Guidelines established by the U.S. Environmental Protection Agency for federal agency purchases as of May 2002 and any subsequent versions adopted.
- 7.25 “Water-Saving Products” are those that are in the upper 25% of water conservation for all similar products, or at least 10% more water-conserving than the minimum level that meets the Federal standards.

## **8.0 EFFECTIVE DATES**

This policy shall take effect on 10/4/04.