

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: Don Brockman Purchasing Agent (510) 577-3377 fax (510) 577-3312 dbrockman@ci.san-leandro.ca.us
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BID NO: 06-07.025	DATE MAILED: NOVEMBER 30, 2006	THIS QUOTATION MUST BE DELIVERED TO THE CITY BEFORE: 3:00 PM – THURSDAY, DECEMBER 21, 2006
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QTY.	DESCRIPTION	UNIT PRICE	EXTENSION
150,000 gallons	<p>SODIUM HYPOCHLORITE 12.5%</p> <p>Bid No. 06-07.025 Due: Thursday, December 21, 2006 by 3:00 PM PST Purchasing Division 510-577-3377</p> <p>Notice to Bidders</p> <p>Provide Sodium Hypochlorite as required by the City of San Leandro Water Pollution Control Plant through the 2006-2007 fiscal year in accordance with the specifications below.</p> <p>The City of San Leandro seeks a firm price 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 2007 through April 2008.</p> <p>Quantity of 150,000 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</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 Thursday, December 21, 2006 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 150,000</p>	<p>\$ _____ Total</p>

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Product and Delivery Specifications

- Estimate 150,000 gallons usage for the fiscal year (7/1/07 thru 6/30/08)
- Sodium Hypochlorite @ a minimum of 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 – 3:00 pm
- **Delivery Address:** 3000 Davis Street, San Leandro, CA 94577

Paperwork with each delivery to include:

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

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FIRM QUOTE. Bidders' prices shall remain firm for a period of ninety- (90) days from the Date Due, unless otherwise specified in the Request for Quotation (RFQ).

FORMS. It is recommended that quotations be submitted on recycled-content paper (PCF). Quotes submitted by email are also acceptable, but subject to verification.

INFORMED BIDDERS. Before submitting Quotes, Bidders must fully inform themselves of the conditions, requirements and specifications of the work or materials to be furnished. Failure to do so will be at Bidders' own risk and they cannot secure relief on the plea of error.

INK OR TYPEWRITTEN. All information, prices, notations, signatures, and corrections must be in ink or typewritten. Mistakes may be crossed out and corrections typed or printed adjacent to the mistake and initialed in ink by the person signing the quote. Purchasing will confirm that your email quote was intentionally sent.

PAYMENT TERMS. Net 30.

PRICES. Quotes shall include all labor, materials and supplies.

OFFERS OF MORE THAN ONE PRICE. Only one quote per company is allowed on this RFQ.

QUESTIONS. Questions about the quote documents should be made in writing and directed to the Purchasing Division at 835 E. 14th Street, San Leandro, CA 94577, or dbrockman@ci.san-leandro.ca.us. General questions may be directed to the Purchasing Division Office by calling 510-577-3376 or faxing to 510-577-3312.

RESULTS. A tabulation of the quotes received will be available within a reasonable time after the Date Due and posted on the City's web site.

Project Manager. Laura Anhalt 510-577-3434

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RULES FOR SUBMITTING QUOTES.

Date Due. Thursday, December 21, 2006 at 3:00PM PST

- **Responsibility.** Bidders are solely responsible for ensuring their Quote is received by Purchasing in accordance with the solicitation requirements, before the date and time specified in the RFQ, and at the place specified. The City shall not be responsible for any delays in mail or by common carriers or by transmission errors or delays or mistaken delivery.
- **Time for Receipt.** 3:00PM local time.
- **Extension of Date Due And/Or Time.** The City reserves the right to extend the Date Due and/or time when it is in the best interest of the City.
- **Facsimile Transmissions.** Quotes may be submitted by facsimile unless prohibited herein. Any bidder purposely impeding the facsimile transmissions of other bidders will be disqualified from quoting.
- **Forms.** Quotes and other relevant correspondence submitted in hard-copy must be on recycled content paper.
- **Late Quotes.** This is an informal solicitation with an informal Date Due. The Date Due has been established for the convenience of the City; it is not a firm date. The City reserves the right to accept quotes received after the Date Due. However, quotes received after an award has been made will be determined to be "late" and will not be considered.
 - **Unsealed.** Quotes may be submitted by hand, electronically or by facsimile or any other method specified by the RFQ. It is *not* necessary that quotes be submitted in a sealed envelope.

TERMS OF THE OFFER. City's acceptance of Bidder's offer shall be limited to the terms herein unless expressly agreed in writing by the City. Quotes offering terms other than those shown herein will be declared non-responsive and will not be considered.

WITHDRAWAL. Bidders' authorized representative may withdraw Quotes only by written request received by the Purchasing Supervisor before the Quote Date Due.

FOB Destination on all city orders, if applicable.

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Terms and Conditions

AGREEMENT. Submission of a signed quote or emailing a quote will be interpreted to mean bidder hereby agrees to all the terms and conditions set forth in all the pages of this Request for Quotations. Bidder's quote and City's purchase order shall constitute a contract.

ASSIGNMENT OF RIGHTS OR OBLIGATIONS. Successful Bidder may not assign, transfer or sell any rights or obligations resulting from this quote without first obtaining the specific written consent of the City.

CANCELLATION OF SOLICITATION. The City may cancel this solicitation at any time.

COMPLIANCE OR DEVIATION TO SPECIFICATIONS. It is understood that the materials, equipment or services offered by the bidder will meet all requirements of the specifications in this Request for Quotation (RFQ) unless deviations therefrom are clearly indicated in the pages of this solicitation, or in an attachment entitled "Exceptions to Specifications" submitted and signed by bidder's authorized representative. In order for the quote to be considered, an explanation must be made for each item in which an exception is taken, giving in detail the extent of the exception and the reason for which it was taken. Submittal of brochures or other manufacturers' literature as substitution for compliance/deviation information shall not be deemed to comply with this requirement and may be grounds for rejection of quote. Submittal of brochures or other literature as additional information is desirable. Bidder shall submit with his quote full descriptive data, including make and model specifications, general drawings (if applicable), brochures, and any other product or service information.

LAWS GOVERNING THE CONTRACT. This contract shall be in accordance with the laws of the state of California. Parties further stipulate that this contract was entered into in the County of (County) and the State of (State) is the only appropriate forum for any litigation resulting from breach hereof or any questions arising herefrom.

RIGHTS RESERVED.

A. **Rejection.** The City reserves the right to reject any or all quotes or any part thereof, or to accept any quote or any part thereof, or to waive any informalities in any quote, whenever it is deemed to be in the best interest of the City. The City also reserves the right to reject the quote of any bidder who has previously failed to perform adequately for the City or any other governmental agency.

B. **Cover.** Should the successful bidder fail to comply with the conditions of this quote or fail to complete the required work or furnish the required materials within the time stipulated, the City reserves the right to purchase the materials in open market, or to complete the required work, at the expense of the successful bidder.

C. **Severability.** If any provision, or any portion of any provision, of any contract resulting from this quote shall be held invalid, illegal, or unenforceable, the remaining provisions or portions of any provisions shall be valid and enforceable to the extent possible.

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TERMS OF THE CONTRACT. The terms of the contract shall be limited to the terms herein unless expressly agreed otherwise in writing by the City.

WARRANTY BY BIDDER. Successful Bidder shall fully warrant all materials, equipment, and service against poor and inferior quality or workmanship for a period of not less than one- (1) year from date of final acceptance by the City. Time is of the essence of this contract. Successful Bidder shall repair or replace any inoperable materials or equipment in a timely manner during warranty.

PREVAILING WAGE. City of San Leandro requires payment of prevailing wages in course of performing work for the City.

LICENSES. Contractor license required to bid, City of San Leandro business license required prior to start of work (but not required to submit a bid.)

INSURANCE. City of San Leandro to be named as an additional insured prior to start of work, and City's insurance requirements are available from Purchasing.

GREEN BUSINESS. In accordance with the City's Environmentally Preferable Purchasing Policy, please indicate if your business is certified as green business, and if so, by which certifying agency.

Green

Agency of Certification.

San Leandro, CA 94577.

Firm _____

Date: _____

Address _____

Phone: _____

FAX: _____

By (Signature) _____

Print Name: _____

Title: _____

Don Brockman
Purchasing Agent

