REQUEST FOR QUOTATIONS

(GOODS OR GOODS AND SERVICES - THIS IS NOT AN ORDER)

RETURN QUOTATIONS TO: COUNTY OF MENDOCINO 841 Low Gap Road Ukiah CA 95482 (707) 234-6050; (707) 463-4673 (fax)	**QUOTE NUMBER:** 75-17 **Job/Project Description:** **N/A** **ISSUE DATE:** 9-13-17 THIS BID/QUOTE MUST BE DELIVERED TO THE COUNTY PURCHASING AGENT BEFORE 2:00 P.M OF THE DATE BELOW: **DUE DATE: 9-27-17**

QUOTATIONS MUST BE RECEIVED BY CENTRAL SERVICES NO LATER THAN THE DATE AND TIME LISTED ABOVE

TO:

BIDDERS INSTRUCTIONS

- Please quote hereon your lowest price for the articles or services specified below. No charge for packing, drayage or for any other purpose will be allowed over and above the prices quoted.
- The right is reserved to accept or reject quotations on each item separately or as a whole.
- Fill in complete information before returning.
- If substitutes are offered give full explanation.
- Do not quote on articles you cannot supply.
- Please Read General Provisions (Attachment A), and General Conditions for Purchase Orders (Attachment B).
- All products delivered must conform to current specifications of Title 8, California Safety code – OSHA.
- Vendor agrees to be enrolled in the County of Mendocino ePayables program as the preferred payment method: ☐Yes* ☐No
  If yes, please see attached "Mendocino County ePayables Information"

FOR DELIVERY TO: Central Services 841 Low Gap Road, Ukiah, CA 95482 **FOB DESTINATION**

ITEM NO.	AMT.	UNIT	DESCRIPTION	UNIT	UNIT PRICE	EXTENSION
1	6	ea.	2017 / 2018 Toyota Camry Hybrid Color: White			
			The model year will be 2017 if the 2018 model is not available yet			
			Please refer to attached Bid/Quote Specifications			
			This is a Sealed Bid, due by 2:00 pm on September 27th, 2017			
			Please included a delivery date			
			Contact will be Dave Mendez Ph: (707) 234-6053, Email: mendezd@mendocinocounty.org			

THIS FORM MUST BE COMPLETED, SIGNED AND DATED FOR YOUR QUOTE TO BE VALID.

THE UNDERSIGNED OFFERS AND AGREES TO FURNISH THE ABOVE ARTICLES AND/OR SERVICES, AT THE PRICES AND TERMS STATED SUBJECT OT THE TERMS AND CONDITIONS OF THIS INVITATION FOR BID/QUOTE INCLUDING, WITHOUT LIMITATION, THE TERMS ON THE REVERSE SIDE HEREOF AND ATTACHED.

Signature:_____ Printed name:	Date_____	Phone: (____) ____ - _____ SUBJECT TO CASH DISCOUNT OF _____ % in ____ DAYS

ATTACHMENT A
RFQ GENERAL PROVISIONS

1. BRANDS

Unless otherwise stated, the use of the name or a manufacturer, or of any special brand or make in describing any item contained in these specifications and proposals does not restrict quoters to that manufacturer's specific article. This means it's used to simply indicate the character or quality of the article desired. The equipment on which proposals are submitted must be acceptable as equal in character, quality, and utility to brand and/or make indicated herein. The make or grade of the article on which a quotation is submitted should be stated in the quotation in every instance. Unless otherwise stated, it will be understood to be the specific article named in the proposal.

2. QUOTATIONS

If quotation is on an "All or Nothing" basis, bidder must so state. Cash discount must be shown on quotation; otherwise prices will be considered net. Time of delivery is a part of the quotation and must be adhered to. If it is impossible to meet delivery specified in Request for Quotations, quoter shall state best delivery possible in the column provided opposite an individual item or in the space provided for all items. Time, if stated as a number of days, shall mean calendar days.

3. TAXES

Quoters must not include Federal Excise Taxes in quotation. Exemption certificate will be furnished to the successful quoter.

4. SAMPLES

Samples of items, when required, must be furnished free of expense to the County of Mendocino and if not destroyed by tests will, upon request, be returned at the quoter's expense. Samples of selected items may be retained for comparison.

5. SUBMISSION OF BIDS

Quotations and modifications or corrections thereof received after the closing time specified will not be considered. Quotations will not be accepted via telephone or facsimile unless specifically approved by the Purchasing Office in advance.

6. AWARDS

The County of Mendocino reserves the right to accept quotations on individual items listed, on groups of items, or on the proposal as a whole, to reject any and all quotations, to waive any informality in the quotations, and to accept the responsive quotation that appears to be for the best interest of the County of Mendocino. In determining the successful quoter, the quoted prices will be given prime consideration. However, quality, delivery, warranty, suitability, compatibility with existing equipment and manufacturer's and/or vendor's reputation will be considered along with any other relevant facts.

7. PAYMENT

Payments shall be made upon submission of itemized invoices in duplicate, at the prices stipulated on the purchase order, for supplies or equipment delivered and accepted or services rendered and accepted, less deductions, if any, as provided on the purchase order.

8. DISTRICT PARTICIPATION BY PUBLIC ENTITIES WITHIN MENDOCINO COUNTY

Any or all Mendocino County tax-supported agencies such as schools and cities within the jurisdiction of Mendocino County who wish to participate shall be included in this quote. However, a separate contract or purchase order originating with such an agency and based on the net prices herein shall be arranged by the vendor.

9. PRICES AND TERMS

Unless stipulated otherwise, prices and terms quoted herein shall be made available to other public agencies.

10. SUSTAINABLE PRACTICES AND PROCUREMENT OF RECYCLED PRODUCTS

The Board of Supervisors has committed the County of Mendocino to purchase and use recycled products which will contribute to the conservation and protection of the resources referenced within this bid/quote. Further, it is the policy of Mendocino County to:

- Institute practices that reduce waste by increasing efficiency and effectiveness; and
- Purchase products that minimize environmental impacts, toxins, 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 agricultural fibers and residues, reduce greenhouse gas emissions, and use unbleached or chlorine-free manufacturing processes, are lead-free and mercury-free.

11. LOCAL VENDOR PREFERENCE

The County of Mendocino has established a local vendor preference. All informal and formal Invitations to Bid or Quote are evaluated with a 5% preference for local vendors. The vendor must claim local vendor preference to be considered. Please note the following exceptions:

- Those contracts which State Law or, other law or regulation precludes this local preference
- Public Works construction projects

"Local" vendor will be approved as such when, 1) it conducts business in an office with a physical location within the County of Mendocino; 2) it holds a valid business license issued by the County, and will be asked the name of the Local Agency which issued the license; and 3) business has been conducted in such a manner for not less than six (6) months prior to being able to receive the preference, said vendor will be asked the business address and how many years the business has been at that location.

12. PAYMENT OF PREVAILING WAGES

Pursuant to the provisions of the Labor Code of the State of California, the Department of Industrial Relations has made a determination of the rate of per diem wages to be paid on the prevailing rate of pay for regular, holiday and overtime work in the locality in which the public work is to be performed, for each craft, classification, or type of workman needed to execute the contract. All County of Mendocino projects greater than $1,000 require that contractors adhere to Prevailing Wage requirements (California Labor Code, Sections 1770 through 1775). The rates can be found online here:
http://www.dir.ca.gov/OPRL/DPreWageDetermination.htm

13. CONTRACTOR REGISTRATION

Per Labor Code Section 1771.1(a) A contractor or subcontractor shall not be qualified to bid on, be listed in a bid proposal, subject to the requirements of Section 4104 of the Public Contract Code, or engage in the performance of any contract for public work, as defined in this chapter, unless currently registered and qualified to perform public work pursuant to Section 1725.5. It is not a violation of this section for an unregistered contractor to submit a bid that is authorized by Section 7029.1 of the Business and Professions Code or by Section 10164 or 20103.5 of the Public Contract Code, provided the contractor is registered to perform public work pursuant to Section 1725.5 at the time the contract is awarded.

ATTACHMENT B
PURCHASE ORDER GENERAL CONDITIONS

The following provisions are hereby made a part of the Purchase Order contract and Vendor, by the acceptance of this order, the signer agrees thereto:

1. All products delivered must conform to the current specifications of Title 8, California Safety Code (CAL-OSHA).

2. No alteration in any of the terms, delivery, price, quality, quantities, or specifications of this order will be effective without prior consent of the Purchasing Agent of the County of Mendocino.

3. No charges will be allowed for packing, wrapping bags, containers, reels, etc., unless otherwise specified.

4. Time of delivery is part of the essence of this contract and the order is subject to cancellation for failure to deliver on time.

5. Materials purchased are subject to the approval of the County of Mendocino and, if rejected, are held subject to Vendor's risk and expenses incurred for their return.

6. PURCHASE ORDER NUMBER MUST appear on all invoices, packing lists, packages, shipping notices, instruction manuals, and any correspondence.

7. ITEMIZED PACKING LIST shall be enclosed in each box or package.

8. All specifications and plans referred to in this order shall form a part of the contract.

9. Vendor warrants articles supplied under this contract to conform to specifications herein, to be fit and sufficient for the purpose manufactured, merchantable, of good material and workmanship, and free from defect.

10. Purchase Orders will be paid only after all items on the order have been shipped and received and all invoices have been received by the Purchasing Agent.

11. Cash discount period on all invoices shall commence on the date correctly completed invoice(s) or shipment is received by the County of Mendocino, whichever is later. If an adjustment or damage occurs on a shipment subject to cash discount, discount will be taken effective on the date final approval for payment is authorized. For the purpose of earning the discount, payment is deemed to be made on the date of mailing of the County warrant or check.

12. The County of Mendocino must pay California state and local sales tax, unless Purchase Order specifically indicates exemption.

13. The County of Mendocino is exempt from Federal Excise and Transportation taxes. Exemption certificate will be furnished upon request.

14. Liens: Vendor, by accepting this Purchase Order, warrants and represents that the goods, wares, or merchandise ordered herein are free and clear from all claims and liens of any nature.

15. Vendor shall hold the County of Mendocino, its officers, agents, servants, and employees harmless from liability of any nature or kind because of use of any copyrighted or un-copyrighted composition, secret process, patented or un-patented invention, articles or appliances furnished or used under this order, and agrees to defend, at its own expense, any and all action brought against the County of Mendocino or Vendor because of the unauthorized use of such articles.

16. By Board Resolution, any claim over six months old must be presented to the Board of Supervisors for payment approval.

17. Upon Vendor request, the County of Mendocino will pay up to 50% down prior to receiving the items and the remaining 50% will be paid after the items are delivered to the destination. In no instance shall the County of Mendocino pay more than 50% prior to receiving the items.

MENDOCINO COUNTY EPAYABLES INFORMATION

The County of Mendocino is currently making electronic payments to all of our vendors and suppliers who qualify. To achieve this more efficient form of payment, the County has partnered with Bank of America and their ePayables credit card program. This electronic initiative will yield many benefits to its participants:

- Expedited receipt of cash – electronic payments provide cash flow benefits by eliminating mail and paper check float
- Elimination of check processing costs
- Remittance data transmitted with payment for more efficient back-end reconciliation
- No collection costs associated with lost or misplaced checks
- Reduced exposure to check fraud
- More efficient handling of exception items
- Fits with existing accounting software – requires no purchase of software, no modifications to existing accounts receivable system and no change to bank accounts.
- Going green with paperless electronic payments help conserve the environment by eliminating printing and mailing of paper checks.

For information regarding the payment process, please contact Margaret Yates yatesm@mendocinocounty.org or 707-234-6869.

Additional information regarding the Bank of America Program is also available at:

http://corp.bankofamerica.com/business/ci/landing/epayables-vendors?cm_mmc=sb-general-_-vanity-_-sg01vn000r_epayablesvendors-_-na

If vendor agrees to be enrolled as an ePayables vendor, the Auditor's office will email them a welcome letter with instructions on how to sign-up.

COUNTY OF MENDOCINO – FACILITIES AND FLEET DIVISION

SPECIFICATION: MOTOR VEHICLE

FLEET SEDAN
TOYOTA CAMRY HYBRID
QUANTITY NEEDED: 6
COLOR: WHITE

VENDOR: _____

VEHICLE DESCRIPTION: 4 DOOR SEDAN MID-SIZE - TOYOTA CAMRY HYBRID _____

_____

REPLACING; 21-073 PH NURSING BU 4013 V# 18-24 FUND 1100 | 21-068 PH NURSING FB V# 18-25 FUND 1100 | 13-185 POOL BU 1710 V# N/A FUND N/A (WRECKED MALIBU)

ADDITION; MH/BHRS BU 4050 V# 18-27 FUND 1223 | FAMILY AND CHILDREN SERVICES BU 5010 V# 18-32 FUND 1100

ADULT AND AGING SERVICES BU 5011 V# 18-35 FUND IHSS

SPECIFICATION	INCLUDED	NOT-INCLUDED	OTHER OPTIONS
FUEL ECONOMY			
City min.:			
Highway min.:			
Combined:			
Fuel: Reg/Unl.			
POWER TRAIN			
Engine: 4 Cyl Hybrid ECVT			
Horse Power:			
Drive Type:			
Transmission:			
Sequential Shift Control			
SUSPENSION & HANDLING			
Front Suspension: Strut			
Rear Suspension: Multi-Link			
Steering Activation: Electric Power Assist			
Steering Type: Rack-Pinion			
Brakes: 4-Wheel Disc			
WHEELS AND TIRES			
Tires: AS			
Wheel Diameter:			
Wheel Width:			
SAFETY AND SECURITY			
Passenger Front Impact Airbag			
Driver Side Impact Airbag: Seat-mounted			

SPECIFICATION:

Passenger Side Impact Airbag: Seat-mounted			
Overhead Airbag: Curtain			
Front Passenger Airbag Occupancy Sensor			
Side Impact Beams			
Height-Adjustable Seatbelts: Front			
Seatbelt Pre-Tensioners: Front			
ABS: 4-Wheel			
Panic Brake Assist			
Traction Control ABS and Driveline			
Electronic Stability Control			
Panic Alarm			
Security System			
Immobilizer			
LIGHTING AND INSTRUMENTS			
Headlight Beam: Halogen			
Exterior Light Control: Fully Automatic			
Delay Off Headlamps			
Daytime Running Lights			
Dome Light Fade			
Illuminated Entry			
Front Reading Lights			
Windshield Wipers: Variable/Intermittent			
Window Tint Light			
Tachometer			
Engine Temperature Gauge			
Low Fuel Warning			
Low Tire Pressure Warning: Tire Specific			
Maintenance Reminder			
Driver Information: Center			
Exterior Temperature			
Clock in Radio Display			
Compass			
Trip Computer			
BODY EXTERIOR			
Body Material: Full Galvanized Steel			
Number of Doors: 4			
Driver Mirror: Power Remote			
Passenger Mirror: Power Remote			
Front Bumper: Body-colored			
Rear Bumper: Body-colored			
VEHICLE INTERIOR			
AM/FM Air Conditioning: Manual			
External Digital Memory Control			
Door Locks: Power with 2 Stage Unlock			
Remote/Keyless Entry: Key Fob (all doors)			
Front Windows: Power			
Rear Windows: Power			
Cruise Control w/Steering Wheel Controls			
Front Beverage Holders			
Rear Beverage Holders			
12V DC Power Outlet: 2			
Passenger Door Bin:			
Overhead Console:			
Floor Console:			
Glove Box: Illuminated			

Driver Vanity Mirror: Illuminated			
Tilting Steering Wheel: Manual			
Telescoping Steering Wheel: Manual Backup Camera System			
SEATS AND TRIM			
Seating Capacity: 5			
Driver Seat 8-Way Direction Control 6-Way Power			
Front Passenger Seat Way-Direction Control: 4			
Front Head Restraints: Adjustable			
Rear Head Restraints: Fixed			
Rear Bench Seat:			
Seat Material: Cloth/Leatherette			
Floor Mats: Carpet Front/Rear			
Floor Trim: Carpet			
Headliner: Cloth			
Steering Wheel: Urethane			
ENTERTAINMENT/COMMUNICATION			
AM/FM Radio External Digital Memory			
Voice-Activated Audio			
Speakers: 6			
Antenna: Window Grid			
Wireless Phone Connectivity: Bluetooth			
CAPACITIES			
Seating: 5			
Passenger Volume			
Cargo Volume:			
Fuel Tank Capacity:			
Front Headroom:			
Exterior Width:			
Rear Leg Room:			
Rear Hip Room:			
Rear Shoulder Room:			
Front Hip Room:			
Front Leg Room:			
Front Shoulder Room:			
WARRANTY			
Basic: 36 Month			
Basic Distance: 36,000 Miles			
Powertrain: 60 Months			
Powertrain Distance: 100,000 Miles			
Roadside Assistance: 60 Months/100,000 Miles			
Corrosion Perforation: 72 Months			
Corrosion Perforation Distance: 100,000 Miles			
ADD-ONS			
Spare Tire			
Hands Free Phone Capabilities			
PRICE			
LICENSE			

WARRANTY: The manufacturer's regular new vehicle warranty shall apply to each vehicle procured against this specification. All warranty certificates and/or cards shall be supplied with each vehicle delivered. The warranty shall be factory authorized and shall cover not less that three (3) years/36,000 miles bumper to bumper, no charge parts and labor, starting from the date the vehicle is placed into service. The receiving agency will notify the dealer of the actual "in-service" date. All emission-related components shall be warranted in compliance with CARB and Federal requirements.

DOCUMENTATION PREPARED AS FOLLOWS:
County of Mendocino
841 Low Gap Road
Ukiah, CA 95482

NOTE: If "Included" is checked that means "as specified". If "Not Included" is checked that means the specification is different and a separate sheet of paper must accompany your bid package explaining the exception to the specification.

VENDOR TO GIVE COUNTY A MINIMUM OF 48 HOURS ADVANCED DELIVERY NOTICE

A SIGNATURE IS REQUIRED ON EVERY SPECIFICATION SHEET.

COMPANY NAME: _____

SIGNATURE: _____

DATE: _____

NOTICE: YOUR BID WILL BE REJECTED IF YOU FAIL TO COMPLETE AND RETURN THE SPECIFICATION SHEETS ALONG WITH THE "REQUEST FOR QUOTATIONS" FORM COMPLETED AND SIGNED.

Vehicle Quote Summary

Company Name: _____

Complete Address: _____

Telephone Number: _____

E-mail Address: _____

Authorized Signature: _____

Print Name & Title: _____

Item #: 1 2017/2018 Toyota Camry Hybrid, per attached specification

Make: _____ Model: _____

QTY	UOM	UNIT COST	TIRE RECYCLE FEE	FREIGHT	UNIT TOTAL	EXTENDED AMOUNT	NO BID
6	EA	_____	8.75 ea.	_____	_____	_____	▪

The following notes apply to this quote:

- Quotes must be signed by an authorized representative of the Company.
- Prior to Bid Opening Date and Time, quotes must be submitted in a sealed envelope with the Bid Number and Opening Date clearly identified to:

Mendocino County
Central Services Division
841 Low Gap Road
Ukiah, CA 95482