

County of San Diego
REQUEST FOR QUOTATION
 THIS IS NOT AN ORDER

Date Issued: May 12, 2016

QUOTATION DUE DATE: <u>May 26, 2016</u> RFQ No. <u>7422</u>	FOR INFORMATION, PLEASE CONTACT Mark Cooper Phone: (858) 505-6343 Fax: (858) 715-6453 mark.cooper@sdcounty.ca.gov
SUBMIT COMPLETED FORM WITH YOUR BUYNET RESPONSE, or MAIL, FAX, EMAIL OR DELIVER TO: County of San Diego Department of Purchasing and Contracting 5560 Overland Avenue, Suite 270 San Diego, CA 92123-1204	AWARD: Will be based on: <input type="checkbox"/> EACH ITEM <input type="checkbox"/> EACH LOT <input checked="" type="checkbox"/> TOTAL PRICE <input type="checkbox"/> OTHER (SEE PRICING SCHEDULE)
Quotations must be received in BuyNet or at the above address on or before 5:00 p.m. on the due date. If mailed, the above RFQ No. must be included on the front of the envelope.	

DESCRIPTION

THE COUNTY OF SAN DIEGO, SHERIFF'S DEPARTMENT, HAS A REQUIREMENT FOR ELECTRONIC WASTE SERVICE, IN ACCORDANCE WITH THE TERMS AND CONDITIONS CONTAINED HEREIN. SEE PRICING PAGE FOR DESCRIPTION.

AWARD WILL BE MADE TO THE LOWEST RESPONSIVE, RESPONSIBLE OFFEROR ON EACH ITEM. AWARD WILL BE BASED ON THE TOTAL PRICE FOR THE TOTAL PERIOD OF THE QUOTE, BASE TERM PERIOD INCLUDING OPTIONS 1, 2, 3 & 4. ALL YEARS FOR ITEMS MUST BE PRICED FOR QUOTE TO BE CONSIDERED. PRICE MUST REMAIN FIRM FIXED FOR THE TERM OF THE CONTRACT.

BASE TERM PERIOD:	DATE OF AWARD THROUGH MAY 31, 2017
FIRST OPTION PERIOD:	APRIL 1, 2017 THROUGH MAY 31, 2018
SECOND OPTION PERIOD:	APRIL 1, 2018 THROUGH MAY 31, 2019
THIRD OPTION PERIOD:	APRIL 1, 2019 THROUGH MAY 31, 2020
FOURTH OPTION PERIOD:	APRIL 1, 2020 THROUGH MAY 31, 2021

PLEASE POST YOUR QUOTE ON BUYNET AND FAX OR EMAIL ALL ATTACHMENTS TO BUYER.

QUESTIONS AND REQUESTS FOR CLARIFICATION RELATED TO DEFINITION OR INTERPRETATION OF THIS RFQ SHALL BE REQUESTED IN WRITING PRIOR TO THE CLOSE OF BUSINESS ON MAY 19, 2016. THOSE RECEIVED AFTER THIS DATE MAY NOT BE ANSWERED AT THE DISCRETION OF THE COUNTY.

Offeror acknowledges Addendum No. 1 2 3 4 5

BELOW TO BE COMPLETED BY OFFEROR

PAYMENT TERMS ARE NET 30 UNLESS OTHERWISE INDICATED: _____ % _____ days

NAME AND ADDRESS OF OFFEROR (Type or Print) _____ Offeror/Company Name _____ Address _____ City, State, Zip () _____ Telephone Number _____ Website Address () _____ Fax Number	NAME, TITLE & CONTACT INFORMATION OF PERSON AUTHORIZED TO SIGN OFFER (Type or Print) _____ Name of Authorized Representative _____ Title of Authorized Representative _____ Email Address () _____ Telephone Number of Authorized Representative _____ Signature of Authorized Representative _____ Date
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Evaluation and Award. Quotations are subject to acceptance at any time within 60 days after opening of same, unless otherwise stipulated by the County. This RFQ is an informal negotiated procurement process. Lowest price may not always be the sole criteria for award of an RFQ. The County reserves the right to waive a variation in specification if, in the opinion of the County, such variation does not materially change the item or its performance within parameters acceptable to the County. The County reserves the right to reject any or all quotations and to accept or reject any item(s) thereon, or waive any informality in the quotation. The County reserves the right to perform a pre-award survey of the offeror to determine capability to perform, including but not limited to facilities, financial responsibility, materials/supplies, and past performance. The determination of the County as to the offeror's prospective ability to perform the contract shall be conclusive. Any order resulting from this solicitation is subject to the County's Terms and Conditions of Purchase.

County of San Diego
Department of Purchasing and Contracting
REPRESENTATIONS AND CERTIFICATIONS

The following representations and certifications are to be completed, signed and returned with the offer (the term "offer" includes bids, proposals, quotes or any other submission to provide goods and/or services).

1. BUSINESS TYPE

For-profit Non-profit Government

Attach proof of status for Non-profit.

2. INTERLOCKING DIRECTORATE

In accordance with Board of Supervisors Policy A-79, if Offeror is a non-profit as indicated in paragraph 1 above, Offeror is required to identify any related for-profit subcontractors in which an interlocking directorate, management or ownership relationship exists. If Offeror is a non-profit and will be subcontracting with a related for-profit entity, Offeror must list all such entity(ies) on an attached separate sheet, and authorization must be sought from Board of Supervisors. If Offeror is a non-profit and does not submit such a list, Offeror certifies it has no and will not enter into a subcontract relationship with a related for-profit entity.

3. BUSINESS REPRESENTATION

Offeror represents as a part of this offer the following information regarding the ownership, operation, and control of its business:

3.1. Are you a local business with a physical address within the County of San Diego? Yes No

3.2. Are you certified by the State of California as a:
 Disabled Veteran Business Enterprise (DVBE)
Certification #: _____

Small Business Enterprise (SBE)
Certification #: _____

3.3. Are you certified by the U.S. Dept Of Veterans' Affairs as:
 Veteran Owned Small Business (VOSB)
Certification # _____
 Service Disabled Veteran Owned Small Business (SDVOSB)
Certification # _____

3.4. Estimated percentage of work in this offer to be performed or fulfilled locally (within the geographic boundaries of the County of San Diego): _____ %

4. DEBARMENT, SUSPENSION AND RELATED MATTERS

4.1. Offeror hereby certifies to the best of its knowledge that neither it nor any of its officers:

4.1.1. Are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency.

4.1.2. Have within a three (3) year period preceding this agreement been convicted of or had a civil judgment rendered against them for commission of fraud or criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

4.2. Except as allowed for in Section 4.2.4, Offeror hereby certifies to the best of its knowledge that neither it nor any of its officers:

4.2.1 Are presently indicted for or otherwise criminally or civilly charged by a government entity (federal, state, or local) with the commission of any of the offenses enumerated in paragraph 4.1.2 of this certification;

4.2.2 Have within a three (3) year period preceding this agreement had one or more public transactions (federal, state or local) terminated for cause or default;

4.2.3 Are presently the target or subject of any investigation, accusation or charges by any federal, state or local law enforcement, licensing or certification body.

4.2.4 If Offeror is unable to certify any of the facts set forth in Sections 4.2.1, 4.2.2 or 4.2.3, it certifies that it has listed on a separate sheet(s) attached to this Representations and Certifications each fact that it cannot certify and the reason it cannot do so. That information must include the specific relevant facts (date(s), contract(s) and individual(s) involved, status of action(s), and any other relevant information) that prevent it from making the requested certifications. The County reserves the right to disqualify an Offeror based upon information disclosed.

4.3 Offeror has a continuing duty to disclose information until contract award/execution and shall report in writing to the County Department of Purchasing and Contracting within five business days of knowing or have any reason to know any change in status as certified in the preceding paragraphs 4.1 and 4.2.

4.4 If Offeror or any of its subcontractors, agents or consultants, have previously contracted with the County to perform related work on this project (e.g. preparing components of the statement of work or plans and specifications for this project), Offeror shall identify those previous agreement(s) and submit that list along with the proposal. Other than as may be submitted on said list, Offeror certifies to the best of its knowledge that it and its proposed subcontractors, agents and consultants have not previously contracted with the County to perform work on or related to this project.

5. CURRENT COST OR PRICING

Offeror certifies to the best of its knowledge that cost and/or pricing data submitted with this offer, or specifically identified by reference if actual submission of the data is impracticable, are accurate, complete, and current as of the date signed below.

6. INDEPENDENT PRICING

Offeror certifies that in relation to this procurement:

6.1. The prices in this offer have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with other offerors, with any competitors, or with any County employee(s) or consultant(s) involved in this or related procurements;

6.2. Unless otherwise required by law, the prices that have been quoted in this offer have not been knowingly disclosed by the Offeror and will not knowingly be disclosed by the Offeror prior to opening, in the case of a bid, or prior to award, in the case of a proposal, directly or indirectly to any other Offeror or to any competitor; and

6.3. No attempt has been made or will be made by the Offeror to induce any other person or firm to submit or not to submit an offer for the purpose of restricting competition.

7. TAX INFORMATION

The Offeror understands that prior to receiving a contract award from the County, the Offeror must submit a completed IRS W-9 form to provide a Federal Tax ID number, or if not available, to provide a Social Security Number (SSN).

CERTIFICATION

The information furnished in Paragraphs 1 through 7 and in the accompanying offer is certified to be factual and correct as of the date submitted and this certification is made under penalty of perjury under the laws of the State of California.

Name: _____

Signature: _____

Title: _____

Date: _____

Company/Organization: _____

SUBMIT THIS FORM AS DIRECTED IN THE REQUEST FOR SOLICITATION DOCUMENTS OR WITH THE OFFER

COUNTY OF SAN DIEGO
SAN DIEGO COUNTY SHERIFF'S DEPARTMENT
ELECTRONIC WASTE SERVICE

EXHIBIT A – STATEMENT OF WORK

1. General

The Sheriff's Department requires a one (1) year contract with four (4) one-year options for an Electronic Waste Service to dispose of electronic waste such as computers, monitors, televisions, cell phones, circuit boards, copiers, fax machines, and other electrical devices from the Sheriff's Evidence and Storage Division.

2. Specifications

Vendor shall:

- 2.1. Pick up all electronic waste that has been shrink-wrapped and palletized, from the Sheriff's Evidence and Storage Division and transport it to the Electronic Waste Service Facility within the United States on an as-needed basis.
- 2.2. Charge by the pallet and charges shall not exceed Six Hundred Dollars (\$600) for services per San Diego County's fiscal year.
- 2.3. Destroy all electronic waste by means of dismantling, recycling, or destroying.
- 2.4. Provide a Certificate of Destruction (original hard copy) to the Sheriff's Evidence and Storage Division upon completion of destroying electronic waste. Certificate of Destruction should include total number of pallets, date and method of destruction.
- 2.5. Shall have an approved destruction policy and procedures in place.
- 2.6. Shall have drug screening and criminal background checks performed.

3. Location:

~~The location of pick up for electronic waste is as follows:~~

San Diego County Sheriff's Department
Crime Laboratory
Evidence and Storage Division
5255 Mt. Etna Drive
San Diego, CA. 92117

Attn: Brian Nichols
Brian.nichols@sdsheriff.org
858-467-4662

4. Invoicing/Payment/Department Contact

San Diego County Sheriff's Department
Evidence and Storage Division
Crime Laboratory
5255 Mt. Etna Drive
San Diego, CA 92117
(858) 467-4464

County of San Diego
PRICING SCHEDULE

ITEM NO	DESCRIPTION: ELECTRONIC WASTE SERVICE BASE YEAR- DATE OF AWARD TO MAY 31, 2017	EST. QUANT.	UNIT OF MEASURE	UNIT PRICE	EXTENDED PRICE
1	Electronic waste service to dispose of electronic waste.	1	PALLET		\$ _____
					\$ _____ (TRANSFER TOTAL AMOUNT TO PRICING SUMMARY)

ITEM NO	DESCRIPTION: LAPEL MICROPHONES OPTION YEAR 1- APRIL 1, 2017 TO MAY 31, 2018	EST. QUANT.	UNIT OF MEASURE	UNIT PRICE	EXTENDED PRICE
1	Electronic waste service to dispose of electronic waste.	1	PALLET		\$ _____
					\$ _____ (TRANSFER TOTAL AMOUNT TO PRICING SUMMARY)

ITEM NO	DESCRIPTION: LAPEL MICROPHONES OPTION YEAR 2- APRIL 1, 2018 TO MAY 31, 2019	EST. QUANT.	UNIT OF MEASURE	UNIT PRICE	EXTENDED PRICE
1	Electronic waste service to dispose of electronic waste.	1	PALLET		\$ _____
					\$ _____ (TRANSFER TOTAL AMOUNT TO PRICING SUMMARY)

ITEM NO	DESCRIPTION: LAPEL MICROPHONES OPTION YEAR 2- APRIL 1, 2019 TO MAY 31, 2020	EST. QUANT.	UNIT OF MEASURE	UNIT PRICE	EXTENDED PRICE
1	Electronic waste service to dispose of electronic waste.	1	PALLET		\$ _____
					\$ _____ (TRANSFER TOTAL AMOUNT TO PRICING SUMMARY)

ITEM NO	DESCRIPTION: LAPEL MICROPHONES OPTION YEAR 2- APRIL 1, 2020 TO MAY 31, 2021	EST. QUANT.	UNIT OF MEASURE	UNIT PRICE	EXTENDED PRICE
1	Electronic waste service to dispose of electronic waste.	1	PALLET		\$ _____
					\$ _____ (TRANSFER TOTAL AMOUNT TO PRICING SUMMARY)

LEAD TIME (DAYS): _____

PRICING SUMMARY

ITEM NO.	BASE TERM	FIRST OPTION YEAR	SECOND OPTION YEAR	THIRD OPTION YEAR	FOURTH OPTION YEAR	TOTAL: BASIS FOR AWARD (ENTER INTO BUYPNET)
1	\$ _____ TOTAL	\$ _____ TOTAL	\$ _____ TOTAL	\$ _____ TOTAL	\$ _____ TOTAL	\$ _____

COUNTY OF SAN DIEGO

SPECIAL INSTRUCTIONS OF REQUEST FOR QUOTATION

DELIVERY DOCUMENTS MUST REFLECT THE FOLLOWING MINIMUM INFORMATION:

Name of Contact Person
Company Name
Ordering Organization and Location
Purchase Order Number
Quantity, Description, Unit Price and Extended Price

PRICING INSTRUCTIONS:

Please enter your quotation pricing on BuyNet and provide attachments to contracting officer through BuyNet, or by email, fax, or mail. Include technical specifications, stating brand and part number with your fax or email.

Quotation must meet specifications provided.

All items must be quoted for quotation to be considered responsive.

Quote F.O.B. Destination pricing only.

Do not include sales tax in unit price.

County of San Diego
TERMS AND CONDITIONS OF REQUEST FOR QUOTATION

RESPONSES: Your response is due on the specified close date and time, local San Diego time. The BuyNet system time is the official time for responses submitted through the BuyNet system. The time stamp at the front desk of Purchasing and Contracting is the official time for responses delivered or submitted in person.

If responding through BuyNet, enter pricing information on the site and provide all required forms, documents, and additional information with your response. Documents may be uploaded to the site or submitted by alternate means before the due date.

If this system is for any reason unavailable for the entry of electronic responses, it is your responsibility to submit your response through an alternate means before the close date and time.

This is a request for information, and quotations furnished are not offers.

PRICING: The County may award a contract on the basis of initial quotations. Your price(s) should be the lowest possible for the RFQ requirements. Omit Sales and Use Taxes unless otherwise specified.

The Estimated Quantities in the Pricing Schedule are provided solely for evaluation of quotations. They represent approximate anticipated use based on historical consumption. If the County's actual requirements do not result in orders in the quantities described as "estimated" in the Schedule, that fact shall not constitute the basis for price adjustment.

DUTY TO INQUIRE: Should the Offeror find discrepancies in or omissions from the RFQ, plans, specifications or other documents, or should the Offeror be in doubt as to their meaning, the Offeror must at once notify the contracting officer, in writing. If the point in question is not clearly and fully set forth, a written addendum will be issued and posted on the County's website "BUYNET." **It is the Offeror's responsibility to register for the corresponding commodity code and to periodically check the Web site for such addenda.** The County will not be responsible for any oral instructions nor for any written materials provided by any County personnel that are not also posted on the BuyNet website.

County of San Diego
TERMS AND CONDITIONS OF REQUEST FOR QUOTATION

CONFIDENTIAL/PROPRIETARY INFORMATION: If confidential/proprietary is contained within the submission:

- 1) It must be submitted in a separate file or document marked as EXHIBIT–CONFIDENTIAL/PROPRIETARY
- 2) Responses to solicitation requirements that include the confidential/proprietary information, shall refer to the response contained within the EXHIBIT–CONFIDENTIAL/PROPRIETARY (for example: If submittal requirement #1 requires staff Social Security Numbers, the response to requirement #1 shall reflect “see response #1 contained within Exhibit-Confidential/Proprietary”); and
- 3) It must include a signed Indemnification Certification.

NOTE: As a Public Agency, the County of San Diego must adhere to the California Public Records Act, therefore pricing cannot be considered confidential/proprietary.

TERMS OF RESULTING CONTRACTS: Any purchase order issued as a result of an RFQ will contain the County's standard purchase order terms and conditions and any additional terms and conditions referenced in the RFQ.

AVAILABILITY OF FUNDING: The County's obligation for payment of any contract beyond the current fiscal year end is contingent upon the availability of funding from which payment can be made. No legal liability on the part of the County shall arise for payment beyond June 30 of the calendar year unless funds are made available for such performance.

CALIFORNIA REVENUE AND TAXATION CODE SECTION 18662: In compliance with California Revenue and Taxation code section 18662, if you are a non resident of California (out-of-state invoices) who receives California source income, the County will pay California Use Tax directly to the State of California per permit no. SR FH 25-632384. Fifteen (15) business days prior to the first payment, new suppliers or suppliers with expired forms or forms with incorrect information, must submit new forms to the County (forms are available from the Franchise Tax Board website listed below).

Under certain circumstances you may be eligible for reduced or waived nonresident withholding. If you have already received a waiver or a reduced withholding response from the State of California and the response is still valid, submit the response to the County in lieu of the forms. Failure to submit the required forms will result in withholding of payments. Refer to the Franchise Tax Board websites (listed below) for tax forms and information on nonresident withholding, including waivers or reductions. The County will not give you any tax advice. It is recommended you speak with your tax adviser and/or the State of California for guidance.

FRANCHISE TAX BOARD WEBSITES:

<http://www.ftb.ca.gov>

http://www.ftb.ca.gov/individuals/Withholding_Definitions.shtml

http://www.ftb.ca.gov/individuals/wsc/Processing_Changes_for_2010.shtml

http://www.ftb.ca.gov/individuals/wsc/forms_and_publications.shtml

http://www.ftb.ca.gov/individuals/wsc/decision_chart.shtml