

COUNTY OF FRESNO

REQUEST FOR QUOTATION

NUMBER: 425-5308

MISCELLANEOUS FREE STANDING FURNITURE - SEATING, CABINETS AND ERGONOMIC PRODUCTS

October 15, 2014

ORG/Requisition: 0440/ 4401500015

PURCHASING USE
ssi

G:\PUBLIC\RFQ\FY 2014-15\425-5308\425-5308 MISCELLANEOUS
FREE STANDING FURNITURE - SEATING, CABINETS AND

**IMPORTANT: SUBMIT QUOTATION IN SEALED PACKAGE WITH QUOTATION NUMBER, CLOSING DATE AND BUYER'S NAME
MARKED CLEARLY ON THE OUTSIDE TO:**

COUNTY OF FRESNO, Purchasing
4525 EAST HAMILTON AVENUE, 2nd Floor
FRESNO, CA 93702-4599

CLOSING DATE OF BID WILL BE AT 2:00 P.M., ON NOVEMBER 18, 2014.

QUOTATIONS WILL BE CONSIDERED LATE WHEN THE OFFICIAL PURCHASING TIME CLOCK READS 2:00 P.M.

All quotation information will be available for review after contract award.

Clarification of specifications is to be directed to: Carolyn Flores, e-mail CountyPurchasing@co.fresno.ca.us,
phone (559) 600-7112, FAX (559) 600-7126.

GENERAL CONDITIONS: See "County Of Fresno Purchasing Standard Instructions And Conditions For Request For Proposals (RFP'S) and Requests for Quotations (RFQ'S)" attached. Check County of Fresno Purchasing's Open Solicitations website at <https://www2.co.fresno.ca.us/0440/Bids/BidsHome.aspx> for RFQ/RFP documents and changes.

BIDDER TO COMPLETE

UNDERSIGNED AGREES TO FURNISH THE COMMODITY OR SERVICE STIPULATED IN THE ATTACHED QUOTATION SCHEDULE AT THE PRICES AND TERMS STATED, SUBJECT TO THE "COUNTY OF FRESNO PURCHASING STANDARD INSTRUCTIONS AND CONDITIONS FOR REQUEST FOR PROPOSALS (RFP'S) AND REQUESTS FOR QUOTATIONS (RFQ'S)" ATTACHED.

Except as noted on individual items, the following will apply to all items in the Quotation Schedule.

1. Complete delivery will be made within _____ calendar days after receipt of Order.
2. A cash discount _____ % _____ days will apply.

COMPANY

ADDRESS

CITY

STATE

ZIP CODE

()

()

TELEPHONE NUMBER

FACSIMILE NUMBER

E-MAIL ADDRESS

SIGNED BY

PRINT NAME

TITLE

COUNTY OF FRESNO PURCHASING

STANDARD INSTRUCTIONS AND CONDITIONS FOR REQUESTS FOR PROPOSALS (RFP'S) AND REQUESTS FOR QUOTATIONS (RFQ'S)

Note: the reference to "bids" in the following paragraphs applies to RFP's and RFQ's

GENERAL CONDITIONS

By submitting a bid the bidder agrees to the following conditions. These conditions will apply to all subsequent purchases based on this bid.

1. BID PREPARATION:

- A) All prices and notations must be typed or written in ink. No erasures permitted. Errors may be crossed out, initialed and corrections printed in ink by person signing bid.
- B) Brand Names: Brand names and numbers when given are for reference. Equal items will be considered, provided the offer clearly describes the article and how it differs from that specified. In the absence of such information it shall be understood the offering is exactly as specified.
- C) State brand or make of each item. If bidding on other than specified, state make, model and brand being bid and attach supporting literature/specifications to the bid.
- D) Bid on each item separately. Prices should be stated in units specified herein. All applicable charges must be quoted; charges on invoice not quoted herein will be disallowed.
- E) Time of delivery is a part of the consideration and must be stated in definite terms and must be adhered to. F.O.B. Point shall be destination or freight charges must be stated.
- F) All bids must be dated and signed with the firm's name and by an authorized officer or employee.
- G) Unless otherwise noted, prices shall be firm for one hundred eighty (180) days after closing date of bid.

2. SUBMITTING BIDS:

- A) Each bid must be submitted on forms provided in a sealed envelope/package with bid number and closing date and time on the outside of the envelope/package.
- B) Interpretation: Should any discrepancies or omissions be found in the bid specifications or doubt as to their meaning, the bidder shall notify the Buyer in writing at once. The County shall not be held responsible for verbal interpretations. Questions regarding the bid must be received by Purchasing stated within this document. All addenda issued shall be in writing, duly issued by Purchasing and incorporated into the contract.
- C) ISSUING AGENT/AUTHORIZED CONTACT: This RFP/RFQ has been issued by County of Fresno, Purchasing. Purchasing shall be the vendor's sole point of contact with regard to the RFP/RFQ, its content, and all issues concerning it.

All communication regarding this RFP/RFQ shall be directed to an authorized representative of County Purchasing. The specific buyer managing this RFP/RFQ is identified on the cover page, along with his or her telephone number, and he or she should be the primary

point of contact for discussions or information pertaining to the RFP/RFQ. Contact with any other County representative, including elected officials, for the purpose of discussing this RFP/RFQ, its content, or any other issue concerning it, is prohibited unless authorized by Purchasing. Violation of this clause, by the vendor having unauthorized contact (verbally or in writing) with such other County representatives, may constitute grounds for rejection by Purchasing of the vendor's quotation.

The above stated restriction on vendor contact with County representatives shall apply until the County has awarded a purchase order or contract to a vendor or vendors, except as follows. First, in the event that a vendor initiates a formal protest against the RFP/RFQ, such vendor may contact the appropriate individual, or individuals who are managing that protest as outlined in the County's established protest procedures. All such contact must be in accordance with the sequence set forth under the protest procedures. Second, in the event a public hearing is scheduled before the Board of Supervisors to hear testimony prior to its approval of a purchase order or contract, any vendor may address the Board.

- D) Bids received after the closing time will NOT be considered.

- E) Bidders are to bid what is specified or requested first. If unable to or unwilling to, bidder may bid alternative or option, indicating all advantages, disadvantages and their associated cost.

3. FAILURE TO BID:

- A) If not bidding, return bid sheet and state reason for no bid or your name may be removed from mailing list.

4. TAXES, CHARGES AND EXTRAS:

- A) County of Fresno is subject to California sales and/or use tax (8.225%). Please indicate as a separate line item if applicable.
- B) **DO NOT** include Federal Excise Tax. County is exempt under Registration No. 94-73-03401-K.
- C) County is exempt from Federal Transportation Tax. Exemption certificate is not required where shipping papers show consignee as County of Fresno.
- D) Charges for transportation, containers, packing, etc. will not be paid unless specified in bid.

5. W-9 – REQUEST FOR TAXPAYER IDENTIFICATION NUMBER AND CERTIFICATION & CALIFORNIA FORM 590 WITHHOLDING EXEMPTION CERTIFICATE:

Upon award of bid, the vendor shall submit to County Purchasing, a completed IRS Form W-9 - Request for Taxpayer Identification Number and Certification

Quotation No. 425-5308

and a California Form 590 Withholding Exemption Certificate if not currently a County of Fresno approved vendor.

6. AWARDS:

- A) Award(s) will be made to the most responsive responsible bidder; however, the Fresno County Local Vendor Preference and/or the Disabled Veteran Business Enterprise Preference shall take precedence when applicable. Said Preferences apply only to Request for Quotations for materials, equipment and/or supplies only (no services); the preference do not apply to Request for Proposals. RFQ evaluations will include such things as life-cycle cost, availability, delivery costs and whose product and/or service is deemed to be in the best interest of the County. The County shall be the sole judge in making such determination.
- B) Unless bidder gives notice of all-or-none award in bid, County may accept any item, group of items or on the basis of total bid.
- C) The County reserves the right to reject any and all bids and to waive informalities or irregularities in bids.
- D) Award Notices are tentative: Acceptance of an offer made in response to this RFP/RFQ shall occur only upon execution of an agreement by both parties or issuance of a valid written Purchase Order by Fresno County Purchasing.
- E) After award, all bids shall be open to public inspection. The County assumes no responsibility for the confidentiality of information offered in a bid.

7. TIE BIDS:

All other factors being equal, the contract shall be awarded to the Fresno County vendor or, if neither or both are Fresno County vendors, it may be awarded by the flip of a coin in the presence of witnesses or the entire bid may be rejected and re-bid. If the General Requirements of the RFQ state that they are applicable, the provisions of the Fresno County Local Vendor Preference shall take priority over this paragraph.

8. PATENT INDEMNITY:

The vendor shall hold the County, its officers, agents and employees, harmless from liability of any nature or kind, including costs and expenses, for infringement or use of any copyrighted or uncopyrighted composition, secret process, patented or unpatented invention, article or appliance furnished or used in connection with this bid.

9. SAMPLES:

Samples, when required, must be furnished and delivered free and, if not destroyed by tests, will upon written request (within thirty (30) days of bid closing date) be returned at the bidder's expense. In the absence of such notification, County shall have the right to dispose of the samples in whatever manner it deems appropriate.

10. RIGHTS AND REMEDIES OF COUNTY FOR DEFAULT:

- A) In case of default by vendor, the County may procure the articles or service from another source and may recover the cost difference and related expenses occasioned thereby from any unpaid balance due the vendor or by proceeding against performance bond of the vendor, if any, or by suit against the vendor. The prices paid by the County shall be considered the prevailing market price at the time such purchase is made.
- B) Articles or services, which upon delivery inspection do not meet specifications, will be rejected and the vendor will be considered in

default. Vendor shall reimburse County for expenses related to delivery of non-specified goods or services.

- C) Regardless of F.O.B. point, vendor agrees to bear all risks of loss, injury or destruction to goods and materials ordered herein which occur prior to delivery and such loss, injury or destruction shall not release vendor from any obligation hereunder.

11. DISCOUNTS:

Terms of less than fifteen (15) days for cash payment will be considered as net in evaluating this bid. A discount for payment within fifteen (15) days or more will be considered in determining the award of bid. Discount period will commence either the later of delivery or receipt of invoice by the County. Standard terms are Net forty-five (45) days.

12. SPECIAL CONDITIONS IN BID SCHEDULE SUPERSEDE GENERAL CONDITIONS:

The "General Conditions" provisions of this RFP/RFQ shall be superseded if in conflict with any other section of this bid, to the extent of any such conflict.

13. SPECIAL REQUIREMENT:

With the invoice or within twenty-five (25) days of delivery, the seller must provide to the County a Material Safety Data Sheet for each product, which contains any substance on "The List of 800 Hazardous Substances", published by the State Director of Industrial Relations. (See Hazardous Substances Information and Training Act. California State Labor Code Sections 6360 through 6399.7.)

14. RECYCLED PRODUCTS/MATERIALS:

Vendors are encouraged to provide and quote (with documentation) recycled or recyclable products/materials which meet stated specifications.

15. YEAR COMPLIANCE WARRANTY:

Vendor warrants that any product furnished pursuant to this Agreement/order shall support a four-digit year format and be able to accurately process date and time data from, into and between the twentieth and twenty-first centuries, as well as leap year calculations. "Product" shall include, without limitation, any piece or component of equipment, hardware, firmware, middleware, custom or commercial software, or internal components or subroutines therein. This warranty shall survive termination or expiration of this Agreement.

In the event of any decrease in product functionality or accuracy related to time and/or date data related codes and/or internal subroutines that impede the product from operating correctly using dates beyond December 31, 1999, vendor shall restore or repair the product to the same level of functionality as warranted herein, so as to minimize interruption to County's ongoing business process, time being of the essence. In the event that such warranty compliance requires the acquisition of additional programs, the expense for any such associated or additional acquisitions, which may be required, including, without limitation, data conversion tools, shall be borne exclusively by vendor. Nothing in this warranty shall be construed to limit any rights or remedies the County may otherwise have under this Agreement with respect to defects other than year performance.

16. PARTICIPATION:

Bidder may agree to extend the terms of the resulting contract to other political subdivision, municipalities and tax-supported agencies.

Such participating Governmental bodies shall make purchases in their own name, make payment directly to bidder, and be liable directly to the bidder, holding the County of Fresno harmless.

Quotation No. 425-5308

17. CONFIDENTIALITY:

All services performed by vendor shall be in strict conformance with all applicable Federal, State of California and/or local laws and regulations relating to confidentiality, including but not limited to, California Civil Code, California Welfare and Institutions Code, Health and Safety Code, California Code of Regulations, Code of Federal Regulations.

Vendor shall submit to County's monitoring of said compliance.

Vendor may be a business associate of County, as that term is defined in the "Privacy Rule" enacted by the Health Insurance Portability and Accountability Act of 1996 (HIPAA). As a HIPAA Business Associate, vendor may use or disclose protected health information ("PHI") to perform functions, activities or services for or on behalf of County as specified by the County, provided that such use or disclosure shall not violate HIPAA and its implementing regulations. The uses and disclosures if PHI may not be more expansive than those applicable to County, as the "Covered Entity" under HIPAA's Privacy Rule, except as authorized for management, administrative or legal responsibilities of the Business Associate.

Vendor shall not use or further disclose PHI other than as permitted or required by the County, or as required by law without written notice to the County.

Vendor shall ensure that any agent, including any subcontractor, to which vendor provides PHI received from, or created or received by the vendor on behalf of County, shall comply with the same restrictions and conditions with respect to such information.

18. APPEALS:

Appeals must be submitted in writing within seven (7) working days after notification of proposed recommendations for award. A "Notice of Award" is not an indication of County's acceptance of an offer made in response to this RFP/RFQ. Appeals should be submitted to County of Fresno Purchasing, 4525 E. Hamilton Avenue, Fresno, California 93702-4599. Appeals should address only areas regarding RFP contradictions, procurement errors, quotation rating discrepancies, legality of procurement context, conflict of interest, and inappropriate or unfair competitive procurement grievance regarding the RFP/RFQ process.

Purchasing will provide a written response to the complainant within seven (7) working days unless the complainant is notified more time is required.

If the protesting bidder is not satisfied with the decision of Purchasing, he/she shall have the right to appeal to the Purchasing Agent/CAO within seven (7) business days after Purchasing's notification; except if, notified to appeal directly to the Board of Supervisors at the scheduled date and time.

If the protesting bidder is not satisfied with Purchasing Agent/CAO's decision, the final appeal is with the Board of Supervisors.

19. OBLIGATIONS OF CONTRACTOR:

- A) CONTRACTOR shall perform as required by the ensuing contract. CONTRACTOR also warrants on behalf of itself and all subcontractors engaged for the performance of the ensuing contract that only persons authorized to work in the United States pursuant to the Immigration Reform and Control Act of 1986 and other applicable laws shall be employed in the performance of the work hereunder.
- B) CONTRACTOR shall obey all Federal, State, local and special district laws, ordinances and regulations.

20. AUDITS & RETENTION:

The Contractor shall maintain in good and legible condition all books, documents, papers, data files and other records related to its performance under this contract. Such records shall be complete and available to Fresno County, the State of California, the federal government or their duly authorized representatives for the purpose of audit, examination, or copying during the term of the contract and for a period of at least three (3) years following the County's final payment under the contract or until conclusion of any pending matter (e.g., litigation or audit), whichever is later. Such records must be retained in the manner described above until all pending matters are closed.

21. DISCLOSURE – CRIMINAL HISTORY & CIVIL ACTIONS:

Applies to Request for Proposal (RFP); does not apply to Request for Quotation (RFQ) unless specifically stated elsewhere in the RFQ document.

In their proposal, the bidder is required to disclose if any of the following conditions apply to them, their owners, officers, corporate managers and partners (hereinafter collectively referred to as "Bidder"):

- Within the three-year period preceding the proposal, they have been convicted of, or had a civil judgment rendered against them for:
 - fraud or a 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 a federal or state antitrust statute;
 - embezzlement, theft, forgery, bribery, falsification, or destruction of records; or
 - false statements or receipt of stolen property

Within a three-year period preceding their proposal, they have had a public transaction (federal, state, or local) terminated for cause or default.

22. DATA SECURITY:

Individuals and/or agencies that enter into a contractual relationship with the COUNTY for the purpose of providing services must employ adequate controls and data security measures, both internally and externally to ensure and protect the confidential information and/or data provided to contractor by the COUNTY, preventing the potential loss, misappropriation or inadvertent access, viewing, use or disclosure of COUNTY data including sensitive or personal client information; abuse of COUNTY resources; and/or disruption to COUNTY operations.

Individuals and/or agencies may not connect to or use COUNTY networks/systems via personally owned mobile, wireless or handheld devices unless authorized by COUNTY for telecommuting purposes and provide a secure connection; up to date virus protection and mobile devices must have the remote wipe feature enabled. Computers or computer peripherals including mobile storage devices may not be used (COUNTY or Contractor device) or brought in for use into the COUNTY's system(s) without prior authorization from COUNTY's Chief Information Officer and/or designee(s).

No storage of COUNTY's private, confidential or sensitive data on any hard-disk drive, portable storage device or remote storage installation unless encrypted according to advance encryption standards (AES of 128 bit or higher).

The COUNTY will immediately be notified of any violations, breaches or potential breaches of security related to COUNTY's confidential information, data and/or data processing equipment which stores or processes COUNTY data, internally or externally.

Quotation No. 425-5308

COUNTY shall provide oversight to Contractor's response to all incidents arising from a possible breach of security related to COUNTY's confidential client information. Contractor will be responsible to issue any notification to affected individuals as required by law or as deemed necessary by COUNTY in its sole discretion. Contractor will be responsible for all costs incurred as a result of providing the required notification.

23. PURCHASING LOCATION & HOURS:

Fresno County Purchasing is located at 4525 E. Hamilton Avenue (second floor), Fresno, CA 93702. Non-holiday hours of operation are Monday through Friday, 8:00 A.M. to 12:00 Noon and 1:00 P.M. to 5:00 P.M. PST; Purchasing is closed daily from 12:00 Noon to 1:00 P.M. The following holiday office closure schedule is observed:

January 1*	New Year's Day
Third Monday in January	Martin Luther King, Jr.'s Birthday
Third Monday in February	Washington - Lincoln Day
March 31*	Cesar Chavez' Birthday
Last Monday in May	Memorial Day
July 4*	Independence Day
First Monday in September	Labor Day
November 11*	Veteran's Day
Fourth Thursday in November	Thanksgiving Day
Friday following Thanksgiving	
December 25*	Christmas

* When this date falls on a Saturday, the holiday is observed the preceding Friday. If the date falls on a Sunday, the holiday is observed the following Monday.

TABLE OF CONTENTS

TABLE OF CONTENTS	2
BIDDING INSTRUCTIONS CONTRACT SERVICES AND SUPPLY	3
BIDDER TO COMPLETE	12
PARTICIPATION.....	14
LOCAL VENDOR BID PREFERENCE AND DISABLED VETERAN BUSINESS ENTERPRISE BID PREFERENCE	15
PREFERENCE CERTIFICATION LOCAL VENDOR AND/OR DISABLED VETERANS BUSINESS ENTERPRISE	18
REFERENCE LIST.....	20
SPECIFICATIONS/REQUIREMENTS - PRODUCTS AND SERVICES.....	21
SPECIFICATIONS/REQUIREMENTS - ERGONOMIC TASK CHAIRS	24
QUOTATION SCHEDULE INSTRUCTIONS:.....	38
QUOTATION SCHEDULE	39
ERGONOMIC – TASK CHAIRS.....	39
EXECUTIVE SEATING	40
MISCELLANEOUS OFFICE FURNITURE	41
ERGONOMIC PRODUCTS.....	42
ADDITIONAL PRODUCTS.....	43
CHECK LIST	44
ATTACHMENT “A”	45

BIDDING INSTRUCTIONS CONTRACT SERVICES AND SUPPLY

The County of Fresno Purchasing is soliciting bids to establish an agreement under which the successful bidder will furnish miscellaneous free standing furniture - task seating, cabinets and ergonomic products as listed within the Quotation Schedules. The Request for Quotation will be used to establish a countywide agreement for the purchase of miscellaneous office furniture on an as needed basis.

THE ITEMS ON THE QUOTATION SCHEDULE ARE A SAMPLING OF ITEMS PURCHASED BY VARIOUS COUNTY DEPARTMENTS OVER THE PAST TWELVE (12) MONTHS AND ARE BEING USED FOR BIDDING PURPOSES ONLY. THE COUNTY GUARANTEES NO MINIMUMS.

LOCAL VENDOR PREFERENCE AND DISABLED VETERAN BUSINESS ENTERPRISE BID PREFERENCE: The Local Vendor Preference and Disabled Veteran Business Enterprise Preference **does** apply to this Request for Quotation.

DEFINITIONS: The terms Bidder, Proposer, Contractor and Vendor are all used interchangeably and refer to that person, partnership, corporation, organization, agency, etc. which is offering the quotation and is identified on page one of this Request For Quotation (RFQ).

ISSUING AGENT: This RFQ has been issued by County of Fresno, Purchasing. Purchasing shall be the vendor's sole point of contact with regard to the RFQ, its content, and all issues concerning it.

INTERPRETATION OF RFQ: Vendors must make careful examination of the requirements, specifications and conditions expressed in the RFQ and fully inform themselves as to the quality and character of services required. If any person planning to submit a quotation finds discrepancies in or omissions from the RFQ or has any doubt as to the true meaning or interpretation, correction thereof may be requested in writing from Purchasing by October 29, 2014 at 9:00 A.M., cut-off.

Questions shall be delivered to County of Fresno Purchasing, 4525 E. Hamilton Avenue, Fresno, California 93702, faxed to (559) 600-7126, or E-Mail: CountyPurchasing@co.fresno.ca.us If faxing, the bidder must confirm receipt by phone, within one-half (1/2) hour of transmission.

NOTE: Time constraints will prevent County from responding to questions submitted after the cutoff date.

Any change in the Request for Quotation will be made by written addendum issued by the County. The County will not be responsible for any other explanations or interpretations.

AWARD: Award will be made to the vendor whose product, price, delivery and service is deemed most advantageous to the County. **The County reserves the right to make the award on the basis of the entire group, per line item basis or any combination of items.** The County will be the sole judge in making such determination. The County reserves the right to make multiple awards. Award Notices are tentative: Acceptance of an offer made in response to this RFQ shall occur only upon execution of an agreement by both parties or issuance of a valid written Purchase Order by Fresno County Purchasing.

RIGHT TO REJECT BIDS: The County reserves the right to reject any and all bids and to waive informalities or irregularities in bids.

AUTHORIZED CONTACT: All communication regarding this RFQ shall be directed to an authorized representative of County Purchasing. The specific buyer managing this RFQ is identified on the cover page, along with his or her telephone number, and he or she should be the primary point of contact for discussions or information pertaining to the RFQ. Contact with any other County representative, including elected officials, for the purpose of discussing this RFQ, its content, or any other issue concerning it, is prohibited unless authorized by Purchasing. Violation of this clause, by the vendor having unauthorized contact (verbally or in writing) with such other County representatives, may constitute grounds for rejection by Purchasing of the vendor's quotation.

The above stated restriction on vendor contact with County representatives shall apply until the County has awarded a purchase order or contract to a vendor or vendors, except as follows. First, in the event that a vendor initiates a formal protest against the RFQ, such vendor may contact the appropriate individual, or individuals who are managing that protest as outlined in the County's established protest procedures. All such contact must be in accordance with the sequence set forth under the protest procedures. Second, in the event a public hearing is scheduled before the Board of Supervisors to hear testimony prior to its approval of a purchase order or contract, any vendor may address the Board.

NUMBER OF COPIES: Submit **one (1) original and three (3)** copies of your quotation no later than the quotation closing date and time as stated on the front of this document to County of Fresno Purchasing. Each copy to be identical to the original, include all supporting documentation (i.e. literature, brochures, reports, schedules etc.). The cover page of each quotation is to be appropriately marked "Original" or "Copy".

FIRM QUOTATION: For purpose of award all quotations shall remain firm for at least one hundred eighty (180) days. The anticipated effective date of any contracts resulting from this Request for Quotation will be on completion of the evaluation of all responses, and after Notice of Award is made.

NON-EXCLUSIVE: This will be a non-exclusive Agreement. The County of Fresno reserves the right to requote any of the items depending on department usage, increase in quantities, etc.

SALES TAX: Fresno County pays California State Sales Tax in the amount of 8.225% regardless of vendor's place of doing business. **DO NOT** include sales tax to the items listed on the quotation schedules. Appropriate sales tax will be applied at the time of each individual order once a contract has been awarded.

TAXES, PERMITS & FEES: The successful bidder shall pay for and include all federal, state and local taxes direct or indirect upon all materials; pay all fees for, and obtain all necessary permits and licenses, unless otherwise specified herein.

SPECIFICATIONS AND EQUALS: Brand names, where used, are a means of establishing quality and style. Bidders are invited to quote their equals. Alternate offers are to be supported by literature, which fully describes items that you are bidding.

No exceptions to or deviations from this specification will be considered unless each exception or deviation is specifically stated by the bidder, in the designated places. If no exceptions or deviations are shown, the bidder will be required to furnish items exactly as specified herein. The burden of proof of compliance with this specification is the responsibility of the bidder.

REPORTS: Contractor will be required to provide monthly reports for products ordered and/or purchased under any agreement resulting from this Request for Quotation.

Report information to include usage (manufacture stock number, description, quantity, etc.) by County Department (i.e. Public Works, General Services, etc), Department order numbers, dates of each order, delivery date and/or estimated delivery date and price charged. Reports must be delivered to County of Fresno Purchasing, 4525 E. Hamilton Avenue, Fresno, California 93702, Attention: Carolyn Flores, Senior Buyer, not later than ten (10) days following the end of the monthly period. The agreement number should be referenced on all reports.

Note: All usage reports will be considered as a part of the agreement and a public document.

MULTIPLE DELIVERIES: This Request for Quotation reflects the needs of various County departments. Successful bidder will be required to deliver to individual user departments and may be required to coordinate deliveries (dates/times etc.) with County Personnel.

F.O.B. DESTINATION: Bid to be quoted F.O.B. Destination and, where applicable, shall include any and all installation and adjustment fees. Bidder is responsible for said installation and adjustments to the satisfaction of the Department. Delay in delivery and/or installation will be considered a breach of contract. In case of default by vendor, the County may procure the articles or service from another source and may recover the cost difference and related expenses occasioned thereby from any unpaid balance due the vendor or by proceeding against performance bond of the vendor, if any, or by suit against the vendor. The prices paid by the County shall be considered the prevailing market price at the time such purchase is made.

INSTALLATION: All installation, if required, shall be in accordance with the Manufacturer's specifications and comply with the current uniform building code.

ALTERNATES MAY BE ACCEPTED: The County reserves the right to permit deviations from the specifications if an article offered is substantially in accord with the specifications and is deemed by the County to be satisfactory for its intended use as an article fully meeting specifications. The County will be the sole judge in the determination of acceptable deviations. Unless exceptions are noted by bidder, the article offered will be assumed to be in accord with specifications.

NOTE: All exceptions (deviations) to the specifications must be noted on the attached specifications sheets. Exceptions listed on a separate sheet will not be acceptable unless appropriately referenced on the attached specification sheets.

SAMPLE: Upon request, samples of the Ergonomic Task Chair alternates on which you are bidding shall be made available to the County for the purpose of demonstration. County will designate where the samples are to be delivered. Failure to provide delivery within five (5) working days may be considered as cause to reject bid. Samples will be delivered to the Purchasing Office at 4525 E. Hamilton Avenue, 2nd Floor, Fresno, CA 93702

REPAIRS WHILE UNDER WARRANTY: All shipping charges, mileage, charges for servicemen, parts, and labor required shall be included under warranty.

PAYMENT: The bidder agrees to provide product, delivery and other requirements as stated in this Request for Quotation. The County of Fresno agrees to pay bidder at the terms and conditions stated in the Request for Quotation.

Payment will be withheld until complete delivery is made by the Vendor and such delivery is accepted by County as being complete and satisfactory.

PAYMENT TERMS: Payment terms are Net 45 days unless otherwise quoted. The payment period shall be computed from the date that County makes final acceptance of the product or from date of receipt of invoice, whichever is latest. Invoices must be submitted as stated in the Purchase Order or Contract.

INVOICING: All invoices are to be delivered in duplicate to the ordering department. The Contractor shall obtain the "Invoice to" address when receiving the order. All invoices at a minimum must include the following:

- ◆ Requisition Number
- ◆ Contract Number
- ◆ Complete Product Description, Product Number and Quantity
- ◆ Items must include list price of product, discounted price and extended price.
- ◆ County Department Name/Ship-to Address/Contact Person and Phone Number

QUANTITIES: Quantities shown in the quotation schedules are estimates. County guarantees no minimum amount. The County Reserves the right to increase or decrease quantities.

LITERATURE: Bidders shall submit literature, which fully describes items on which they are bidding, not later than the closing date of this bid. Any and all literature submitted must be stamped with bidders name and address.

MERCHANDISE RETURNABLE FOR FULL CREDIT: Bidder agrees to accept for full credit any merchandise sold by him on contract or award resulting from this bid, if returned in good condition by the County.

GUARANTEE AGAINST DEFECTS: All items are to carry a full guarantee against defects in materials and workmanship and guarantee against breakage and other malfunctions when performing work for which they are designed.

PACKAGING: Each item listed in the bid gives as part of its description the minimum packaging size that the County would order. The County feels it more reasonable to order the successful bidder's standard "carton" sizes; therefore, each bidder is asked to fill in the information for each item. Normally the circumstances resort to minimum package size orders. Be sure to fill in your "standard" carton size on the quotation schedule if different from stated.

Quote separate prices on each individual item in County unit of measure (i.e. EA, DZ, PG, not your standard carton price).

VENDOR ASSISTANCE: Successful bidder shall furnish, at no cost to the County, a representative to assist County departments in determining their product requirements

MINOR DEVIATIONS: The County reserves the right to negotiate minor deviations from the prescribed terms, conditions and requirements with the selected vendor.

PRODUCT DISCONTINUANCE: In the event that a manufacturer discontinues a product and/or model, the County of Fresno may allow the successful bidder to provide a substitute for the discontinued items or may cancel the contract. If the successful bidder requests permission to substitute a new product or model, the following information must be provided to the County:

- Documentation from the manufacturer that the product and/or model has been discontinued.

- Documentation that names the replacement product or model.
- Documentation that provides clear and convincing evidence that the replacement meets or exceeds all of the Specification required by the original Request for Quotation.
- Documentation confirming that the price for the replacement is the same as or less than the discontinued product or model.

Note: Product discontinuance applies only to those items specifically listed on any agreement resulting from the Request for Quotation. This will not apply to catalog items not specifically listed on the agreement.

QUOTATION REJECTION: Failure to respond to all questions or not to supply the requested information could result in rejection of your quotation.

BIDDERS' LIABILITIES: County of Fresno will not be held liable for any cost incurred by vendors in responding to the RFQ.

PRICE RESPONSIBILITY: The selected vendor will be required to assume full responsibility for all services and activities offered in the quotation, whether or not they are provided directly. Further, the County of Fresno will consider the selected vendor to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract. The contractor may not subcontract or transfer the contract, or any right or obligation arising out of the contract, without first having obtained the express written consent of the County.

PRICES: Bidder agrees that prices quoted are a maximum for the contract period, and in the event of a price decline such lower prices shall be extended to the County of Fresno. Prices shall be quoted F.O.B. destination

CONFIDENTIALITY: Bidders shall not disclose information about the County's business or business practices and safeguard confidential data which vendor staff may have access to in the course of system implementation.

NEWS RELEASE: Vendors shall not issue any news releases or otherwise release information to any third party about this RFQ or the vendor's quotation without prior written approval from the County of Fresno.

BACKGROUND REVIEW: The County reserves the right to conduct a background inquiry of each proposer/bidder which may include collection of appropriate criminal history information, contractual and business associations and practices, employment histories and reputation in the business community. By submitting a quotation/bid to the County, the vendor consents to such an inquiry and agrees to make available to the County such books and records the County deems necessary to conduct the inquiry.

EXCEPTIONS: Identify with explanation, any terms, conditions, specifications or stipulations of the RFQ with which you CAN NOT or WILL NOT comply.

ADDENDA: In the event that it becomes necessary to revise any part of this RFQ, addenda will be provided to all agencies and organizations that receive the basic RFQ.

SUBCONTRACTORS: If a subcontractor is proposed, complete identification of the subcontractor and his tasks shall be provided. The primary contractor is not relieved of any responsibility by virtue of using a subcontractor.

CONFLICT OF INTEREST: The County shall not contract with, and shall reject any bid or quotation submitted by the persons or entities specified below, unless the Board of Supervisors finds that special circumstances exist which justify the approval of such contract:

1. Employees of the County or public agencies for which the Board of Supervisors is the governing body.
2. Profit-making firms or businesses in which employees described in Subsection (1) serve as officers, principals, partners or major shareholders.
3. Persons who, within the immediately preceding twelve (12) months, came within the provisions of Subsection (1), and who were employees in positions of substantial responsibility in the area of service to be performed by the contract, or participated in any way in developing the contract or its service specifications.
4. Profit-making firms or businesses in which the former employees described in Subsection (3) serve as officers, principals, partners or major shareholders.
5. No County employee whose position in the County enables him to influence the selection of a contractor for this RFQ, or any competing RFQ, and no spouse or economic dependent of such employee, shall be employees in any capacity by a bidder, or have any other direct or indirect financial interest in the selection of a contractor.

CONTRACT TERM: It is County's intent to contract with the successful bidder for a term of three (3) years.

RENEWAL: Agreement may be renewed for a potential of two (2) one (1) year periods, based on the mutual written consent of all parties.

ORDERING: Orders will be placed as required by the various County Departments. The successful bidder will be required to provide an Order Form Coversheet, sample Excel spreadsheet Order Form and a County of Fresno Catalog containing pictures and specifications of the contracted items. Samples are attached as Exhibit "A".

TERMINATION: The County reserves the right to terminate any resulting contract upon written notice.

INDEPENDENT CONTRACTOR: In performance of the work, duties, and obligations assumed by Contractor under any ensuing Agreement, it is mutually understood and agreed that CONTRACTOR, including any and all of Contractor's officers, agents, and employees will at all times be acting and performing as an independent contractor, and shall act in an independent capacity and not as an officer, agent, servant, employee, joint venturer, partner, or associate of the COUNTY. Furthermore, County shall have no right to control or supervise or direct the manner or method by which Contractor shall perform its work and function. However, County shall retain the right to administer this Agreement so as to verify that Contractor is performing its obligations in accordance with the terms and conditions thereof. Contractor and County shall comply with all applicable provisions of law and the rules and regulations, if any, of governmental authorities having jurisdiction over matters the subject thereof.

Because of its status as an independent contractor, Contractor shall have absolutely no right to employment rights and benefits available to County employees. Contractor shall be solely liable and responsible for providing to, or on behalf of, its employees all legally-required employee benefits. In addition, Contractor shall be solely responsible and save County harmless from all matters relating to payment of Contractor's employees, including compliance with Social Security, withholding, and all other regulations governing such matters. It is acknowledged that

during the term of the Agreement, Contractor may be providing services to others unrelated to the County or to the Agreement.

ASSIGNMENTS: The ensuing proposed contract will provide that the vendor may not assign any payment or portions of payments without prior written consent of the County of Fresno.

SELF-DEALING TRANSACTION DISCLOSURE: Contractor agrees that when operating as a corporation (a for-profit or non-profit corporation), or if during the term of the agreement the Contractor changes its status to operate as a corporation, members of the Contractor's Board of Directors shall disclose any self-dealing transactions that they are a party to while Contractor is providing goods or performing services under the agreement with the County. A self-dealing transaction shall mean a transaction to which the Contractor is a party and in which one or more of its directors has a material financial interest. Members of the Board of Directors shall disclose any self-dealing transactions that they are a party to by completing and signing a Fresno County Self-Dealing Transaction Disclosure Form and submitting it to the County prior to commencing with the self-dealing transaction or immediately thereafter.

HOLD HARMLESS CLAUSE: Contractor agrees to indemnify, save, hold harmless and at County's request, defend the County, its officers, agents and employees, from any and all costs and expenses, damages, liabilities, claims and losses occurring or resulting to County in connection with the performance, or failure to perform, by Contractor, its officers, agents or employees under this Agreement and from any and all costs and expenses, damages, liabilities, claims and losses occurring or resulting to any person, firm or corporation who may be injured or damaged by the performance, or failure to perform, of Contractor, its officers, agents or employees under this Agreement.

MATERIALS TO BE NEW: All materials shall be new and of merchantable grade, free from defect. No bid will be considered unless it is accompanied by a complete list of manufacturer's catalog numbers of the items, which the bidder proposes to furnish, together with full descriptive literature on all items so enumerated. If item proposed differs from these specifications, bidder shall present specific explanation of functioning and structural characteristics for those details which differ from the specifications listed herein.

DAMAGE TO EXISTING WORK: Damage to existing construction, equipment, planting, etc., by the contractor in the performance of his work shall be replaced or repaired and restored to original condition by the contractor.

SAFEGUARDS: The contractor shall provide safeguards, in conformity with all local codes and ordinances as may be required.

INSURANCE:

Without limiting the COUNTY's right to obtain indemnification from CONTRACTOR or any third parties, CONTRACTOR, at its sole expense, shall maintain in full force and effect, the following insurance policies or a program of self-insurance, including but not limited to, an insurance pooling arrangement or Joint Powers Agreement (JPA) throughout the term of the Agreement:

A. Commercial General Liability

Commercial General Liability Insurance with limits of not less than One Million Dollars (\$1,000,000) per occurrence and an annual aggregate of Two Million Dollars (\$2,000,000). This policy shall be issued on a per occurrence basis. COUNTY may require specific coverages including completed operations, products liability, contractual liability, Explosion-Collapse-Underground, fire legal liability or any other liability insurance deemed necessary because of the nature of this contract.

B. Automobile Liability

Comprehensive Automobile Liability Insurance with limits for bodily injury of not less than Two Hundred Fifty Thousand Dollars (\$250,000.00) per person, Five Hundred Thousand Dollars (\$500,000.00) per accident and for property damages of not less than Fifty Thousand Dollars (\$50,000.00), or such coverage with a combined single limit of Five Hundred Thousand Dollars (\$500,000.00). Coverage should include owned and non-owned vehicles used in connection with this Agreement.

C. Professional Liability

If CONTRACTOR employs licensed professional staff, (e.g., Ph.D., R.N., L.C.S.W., M.F.C.C.) in providing services, Professional Liability Insurance with limits of not less than One Million Dollars (\$1,000,000.00) per occurrence, Three Million Dollars (\$3,000,000.00) annual aggregate.

D. Worker's Compensation

A policy of Worker's Compensation insurance as may be required by the California Labor Code.

CONTRACTOR shall obtain endorsements to the Commercial General Liability insurance naming the County of Fresno, its officers, agents, and employees, individually and collectively, as additional insured, but only insofar as the operations under this Agreement are concerned. Such coverage for additional insured shall apply as primary insurance and any other insurance, or self-insurance, maintained by COUNTY, its officers, agents and employees shall be excess only and not contributing with insurance provided under CONTRACTOR's policies herein. This insurance shall not be cancelled or changed without a minimum of thirty (30) days advance written notice given to COUNTY.

Within thirty (30) days from the date CONTRACTOR executes this Agreement, CONTRACTOR shall provide certificates of insurance and endorsement as stated above for all of the foregoing policies, as required herein, to the County of Fresno, Purchasing, 4525 E. Hamilton Avenue, Fresno, CA 93702, stating that such insurance coverage have been obtained and are in full force; that the County of Fresno, its officers, agents and employees will not be responsible for any premiums on the policies; that such Commercial General Liability insurance names the County of Fresno, its officers, agents and employees, individually and collectively, as additional insured, but only insofar as the operations under this Agreement are concerned; that such coverage for additional insured shall apply as primary insurance and any other insurance, or self-insurance, maintained by COUNTY, its officers, agents and employees, shall be excess only and not contributing with insurance provided under CONTRACTOR's policies herein; and that this insurance shall not be cancelled or changed without a minimum of thirty (30) days advance, written notice given to COUNTY.

In the event CONTRACTOR fails to keep in effect at all times insurance coverage as herein provided, the COUNTY may, in addition to other remedies it may have, suspend or terminate this Agreement upon the occurrence of such event.

All policies shall be with admitted insurers licensed to do business in the State of California. Insurance purchased shall be purchased from companies possessing a current A.M. Best, Inc. rating of A FSC VII or better.

EPAYMENT OPTION: The County of Fresno provides an Epay Program which involves payment of invoices by a secure Visa account number assigned to the supplier after award of contract. Notification of payments and required invoice information are issued to the supplier's

designated Accounts Receivable contact by e-mail remittance advice at time of payment. To learn more about the benefits of an Epay Program, how it works, and obtain answers to frequently asked questions, click or copy and paste the following URL into your browser: www.bankofamerica.com/epayablesvendors or call Fresno County Accounts Payable, 559-600-3609.

DISPUTE RESOLUTION: The ensuing contract shall be governed by the laws of the state of California .Any claim which cannot be amicably settled without court action will be litigated in the U.S. District Court for the Eastern District of California in Fresno, CA or in a state court for Fresno County.

DEFAULT: In case of default by the selected bidder, the County may procure the services from another source and may recover the loss occasioned thereby from any unpaid balance due the selected bidder, or by any other legal means available to the County.

ASSIGNMENTS: The ensuing proposed contract will provide that the vendor may not assign any payment or portions of payments without prior written consent of the County of Fresno.

ASSURANCES: Any contract awarded under this RFQ must be carried out in full compliance with The Civil Rights Act of 1964, The Americans With Disabilities Act of 1990, their subsequent amendments, and any and all other laws protecting the rights of individuals and agencies. The County of Fresno has a zero tolerance for discrimination, implied or expressed, and wants to ensure that policy continues under this RFQ. The contractor must also guarantee that services, or workmanship, provided will be performed in compliance with all applicable local, state, or federal laws and regulations pertinent to the types of services, or project, of the nature required under this RFQ. In addition, the contractor may be required to provide evidence substantiating that their employees have the necessary skills and training to perform the required services or work.

AUDITS AND RETENTION: The Contractor shall maintain in good and legible condition all books, documents, papers, data files and other records related to its performance under this contract. Such records shall be complete and available to Fresno County, the State of California, the federal government or their duly authorized representatives for the purpose of audit, examination, or copying during the term of the contract and for a period of at least three years following the County's final payment under the contract or until conclusion of any pending matter (e.g., litigation or audit), whichever is later. Such records must be retained in the manner described above until all pending matters are closed.

BIDDER TO COMPLETE

PRICES: Bidder to indicate below if firm pricing can be guaranteed for longer than one (1) year, and if so, how long.

GUARANTEED DELIVERY: Bidder will be considered in award of bid only if they can guarantee delivery. Enter guaranteed delivery on this line (i.e. number of days from receipt of order to delivery):

By: _____

(Authorized Signature)

DISCOUNTS-ADDITIONAL PRODUCTS: County desires to include, under this Request for Quotation, less commonly purchased office furniture. **FAILURE TO PROVIDE PRICING STRUCTURE ON ADDITIONAL ITEMS MAY BE CAUSE TO REJECT BID.**

Bidders are requested to bid these items by quoting a discount from a stated price in a current published price list (s), entire product line, catalog etc. Such pricing may become, at County's option, a part of any agreement resulting from the Request for Quotation.

In the event the submitted price list(s) are superseded during the contract period the successful bidder may request that it/they be replaced with current price list(s). Such request must be made in writing, to the Fresno County Purchasing Manager a minimum of thirty (30) days prior to the desired effective date of the change(s). Acceptance or rejection of the change(s) will be made in writing to the Contractor.

In the absence of the successful bidder's written request for a price list change and County's acceptance of same any product purchased will be priced in accordance with the price list(s) (and applicable discount(s)) as identified under the agreement between the successful bidder and County.

In the event County rejects the request for change to the price list(s) the successful bidder will not be required to sell additional products at the prices indicated in the price list(s) (less the applicable discounts). The successful bidder will remain obligated to sell those products listed on the Quotation Schedule of this Request for Quotation at the prices bid for the contract's effective period.

Prices on additional items will be based upon successful bidder's firm discount prices. Successful bidder will be required to file any new catalog price list that may become effective during the life of the contract with the County of Fresno Purchasing Manager within thirty (30) days of its becoming effective.

MINIMUM ORDER: Bidder to state minimum order quantities and charges. (if not stated it will be assumed there are none).

State Purchase Order Mailing Address:

Fax Orders to: _____

Phone Orders to: _____

E-mail Orders to: _____

BIDDER TO COMPLETE THE FOLLOWING:**PARTICIPATION**

The County of Fresno is a member of the Central Valley Purchasing Group. This group consists of Fresno, Kern, Kings, and Tulare Counties and all governmental, tax supported agencies within these counties.

Whenever possible, these and other tax supported agencies co-op (piggyback) on contracts put in place by one of the other agencies.

Any agency choosing to avail itself of this opportunity, will make purchases in their own name, make payment directly to the contractor, be liable to the contractor and vice versa, per the terms of the original contract, all the while holding the County of Fresno harmless. If awarded this contract, please indicate whether you would extend the same terms and conditions to all tax supported agencies within this group as you are proposing to extend to Fresno County.

☐ Yes, we will extend contract terms and conditions to all qualified agencies within the Central Valley Purchasing Group and other tax supported agencies.

☐ No, we will not extend contract terms to any agency other than the County of Fresno.

(Authorized Signature)

Title

**COUNTY OF FRESNO
LOCAL VENDOR BID PREFERENCE
AND
DISABLED VETERAN BUSINESS ENTERPRISE BID
PREFERENCE**

The Local Vendor and Disabled Veteran Business Enterprise Preferences apply to this RFQ.

Whenever the Purchasing Agent purchases supplies, materials and/or equipment for the County through the use of competitive bids, the Purchasing Agent, in evaluating the price or bid for such supplies, materials and/or equipment shall determine if each bidder is a Fresno County Local Vendor (FCLV) and/or a Disabled Veteran Business Enterprise (DVBE). Bidders that are either an FCLV or a California State Certified DVBE may be granted a preference when determining the award of a bid. FCLV and DVBE, for the purposes of this section, are defined below.

A. Fresno County Local Vendor (FCLV)

1. The vendor has its headquarters, distribution point or locally-owned franchise located in or having a street address within the County for at least six (6) months immediately prior to the issuance of the request for competitive bids by the Purchasing Agent; and
2. The vendor holds any required business license by a jurisdiction located in Fresno County; and
3. The vendor employs at least one (1) full-time or two (2) part-time employees whose primary residence is located within Fresno County, or if the business has no employees, shall be at least fifty percent (50%) owned by one or more persons whose primary residence(s) is located within Fresno County.

B. Disabled Veteran Business Enterprise (DVBE)

A vendor must be certified by the State of California as a Disabled Veteran Business Enterprise (DVBE) as of the close of the competitive bid process in which they are participating. State certification as a DVBE is issued by the California Department of General Services.

Other Conditions

1. Any vendor claiming to be a FCLV as defined above, or a DVBE shall so certify in writing to the Purchasing Agent. The Purchasing Agent shall not be required to verify the accuracy of any such certifications, and shall have sole discretion to determine if a vendor meets the definition of a FCLV.
2. Any person or business falsely claiming to be a FCLV or DVBE under this section shall be ineligible to transact any business with the County for a period of not less than three (3) months and not more twenty-four (24) months as determined at the sole discretion of the Purchasing Agent. The Purchasing Agent shall also have the right to terminate all or any part of any contract entered into with such person or business.
3. In the event that the Purchasing Agent rejects a vendor's claim that they are a FCLV and/or a DVBE, and as such declares them to be ineligible, such vendor shall be entitled to a public

hearing before the Board of Supervisors and a five (5) day notice of the time and place thereof.

4. This section shall not apply to contracts required by state or federal statutes or regulations to be awarded to the lowest responsible bidder or otherwise exempted from local preference.

Preferences

FCLVs and DVBEs that submit a bid within five percent (5%) of the lowest responsive and responsible bid will, under certain specified circumstances, qualify to submit a new bid within two County business days of County's notification. Such new bids must be in an amount less than or equal to the lowest responsive and responsible bid previously determined by the Purchasing Agent. If the Purchasing Agent receives new bids from qualifying FCLVs and/or DVBEs, he shall award the contract to the FCLV or DVBE that submits the lowest responsive and responsible bid. If no new bids are received, the contract shall be awarded to the original low bidder as announced by the Purchasing Agent. The lowest responsive and responsible bid shall be solely determined by the Purchasing Agent.

The Purchasing Agent will consider the following four categories of bidder relative to the Fresno County Local Vendor Preference and the Disabled Veteran Business Enterprise Preference.

Vendor Preference Categories

- 1) FCLV – Fresno County Local Vendor as defined above.
- 2) DVBE – Disabled Veteran Business Enterprise as defined above; a DVBE is not also a FCLV unless specifically designated as such.
- 3) FCLV & DVBE – A vendor that is both a Fresno County Local Vendor and Disabled Veteran Business Enterprise as defined above.
- 4) VNP – Vendor No Preference; A vendor that is neither a Fresno County Local Vendor nor a Disabled Veteran Business Enterprise.

The following table identifies the various combinations of vendor preference categories that could be received in response to an RFQ. It also indicates when a vendor qualifies for a re-bid under either the FCLV or DVBE Preference.

The first column of the table identifies the Vendor Preference Category of the bidder that the Purchasing Agent has determined to be the lowest cost, responsive and responsible bidder. Each vendor preference category is shown in the columns to the right. The table indicates when a vendor category qualifies for a re-bid relative to the low bid category in the first column (read left to right).

Low Bid Submitted by Vendor Preference Category	FCLV & DVBE	FCLV	DVBE (Not a FCLV)	VNP
FCLV & DVBE Award to Low Bid No Re-bid Opportunity	No Re-bid Opportunity	No Re-bid Opportunity	No Re-bid Opportunity	No Re-bid Opportunity
VNP Award Subject to Preference Re-bid	May Re-bid when within 5% of low bid	May Re-bid when within 5% of low bid	May Re-bid when within 5% of low bid	No Re-bid Opportunity
FCLV Award Subject to Preference Re-bid	May Re-bid when within 5% of low bid	No Re-bid Opportunity	No Re-bid Opportunity	No Re-bid Opportunity
DVBE (Not a FCLV) Award Subject to Preference Re-bid	May Re-bid when within 5% of low bid	May Re-bid when within 5% of low bid	No Re-bid Opportunity	No Re-bid Opportunity

Applying the Preferences

In determining the award of a Request for Quotation (RFQ), the Purchasing Agent will first identify the lowest cost responsive and responsible bidder, and award will be made to that vendor when such vendor is both a FCLV and a DVBE.

If the lowest such bidder is not an FCLV, it will be determined if the Local Vendor Preference and/or the DVBE Preference are applicable to other bidders. The preferences will then apply to bids submitted by FCLVs and DVBEs that are within 5% of the designated low bid. The vendors submitting bids that are within the 5% will be granted an opportunity to submit a new bid. It must be stressed that in the event of a tie between a FCLV and a DVBE that is not a FCLV, the FCLV shall take precedence in award of the contract. This condition is necessary to remain consistent with Fresno County Charter Section 12 (h), which specifically calls for a preference to local vendors.

When the lowest responsive and responsible bidder is a FCLV, other bidders who are both FCLVs and DVBEs will have the opportunity to re-bid.

When the lowest responsive and responsible bid is from a non-local DVBE, all FCLVs will be offered a re-bid opportunity.

**PREFERENCE CERTIFICATION
LOCAL VENDOR
AND/OR
DISABLED VETERANS BUSINESS ENTERPRISE**

The Fresno County Local Vendor Preference (FCLV) and the Disabled Veteran Business Enterprise Preference (DVBE) are applicable to this Request for Quotation as previously explained.

Qualified Vendors that desire consideration as a FCLV and/or a DVBE under this RFQ must complete the "Statement of Local Vendor Certification" and/or the "Statement of DVBE Certification", each is included below, and submit it/them as a part of their quotation. Late submittals of these certification forms will not be considered. Submission of either or both certifications will qualify the vendor for treatment as a local vendor or a DVBE for purposes of this RFQ only. The certification(s) made under this RFQ do not qualify the vendor for a preference under any other RFQ.

NOTIFICATION OF RE-BID

If a vendor's bid qualifies under the Fresno County Local Vendor Preference or the DVBE Preference, the vendor will be notified of his/her opportunity to re-bid. If so notified, the Vendor must submit his/her re-bid within two County business days of notification.

Notification will be issued by e-mail or Fax, whichever is preferred by the vendor. Notification to Vendor shall be considered complete upon County's transmission of e-mail or Fax. It will be the vendor's responsibility to check his/her e-mail or Fax messages for notification. The vendor's delay in retrieval of his/her notification will not alter the two (2) County business day period allowed for re-bid submission.

FCLV or DVBE TO COMPLETE:

Indicate ONE method for notification of re-bid opportunity by providing the appropriate e-mail address or Fax number. Submit this document as a part of your quotation.

E-Mail Address or Fax Number (Identify contact person)

STATEMENT OF LOCAL VENDOR CERTIFICATION
COUNTY OF FRESNO

Qualified local vendors desiring consideration under the Fresno County Local Vendor Preference must complete the following and submit with their quotation (print or type).

I, _____, _____,
(individual submitting bid) (title)
of/for _____
(Company Name) _____
Certify that _____
(Company Name)

Is a Fresno County local Vendor as defined within this RFQ and therefore qualifies for the Local Vendor Preference.

Signature _____ Title _____ Date _____

(Print Name)

STATEMENT OF DISABLED VETERAN BUSINESS ENTERPRISE CERTIFICATION

Qualified vendors desiring consideration under the Fresno County DVBE Preference must complete the following and submit with their quotation (print or type).

I, _____, _____
(individual submitting bid) (title)
of/for _____ Certify that _____
(*Company Name) (Company Name)

Is a Disabled Veteran Business Enterprise certified by the State of California and therefore qualifies for the DVBE Preference.

State of California DVBE Certification Number:

Signature Title Date

(Print Name)

*Company name on file with the State of California DVBE program.

VENDOR MUST COMPLETE AND RETURN WITH REQUEST FOR QUOTATION.

Firm: _____

REFERENCE LIST

Provide a list of at least five (5) customers for whom you have recently provided similar products/services. Be sure to include all requested information.

Reference Name: _____ Contact: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone No.: (_____) _____ Date: _____
Service Provided: _____

Reference Name: _____ Contact: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone No.: (_____) _____ Date: _____
Service Provided: _____

Reference Name: _____ Contact: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone No.: (_____) _____ Date: _____
Service Provided: _____

Reference Name: _____ Contact: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone No.: (_____) _____ Date: _____
Service Provided: _____

Reference Name: _____ Contact: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone No.: (_____) _____ Date: _____
Service Provided: _____

Failure to provide a list of at least five (5) customers may be cause for rejection of this RFQ.

SPECIFICATIONS/REQUIREMENTS - PRODUCTS AND SERVICES

The following pages state the specifications and requirements for the products and services covered under this Request for Quotation. Bidders are instructed to indicate their compliance or non-compliance with specification.

Compliance is to be noted by marking "YES" on the line provided to the right of the specification. Non-compliance is to be indicated by marking "NO" on the line. Exceptions may be explained on a separate page entitled "EXCEPTIONS". Each exception must appropriately reference the specification by Page Number, Name and Item Number. The bidder's response to County specifications must be submitted as a part of his/her quotation

NOTE: Merely attaching pre-printed product literature, specifications, etc., does not satisfy the above requirement. As such, it will not exempt the bidder from responding as instructed.

SPECIFICATIONS	COMPLIANCE
1. All pricing to be F. O. B Destination to the user Departments within the County of Fresno. Note: the largest percent of deliveries will be to locations within the city. Successful bidder(s) will be required to coordinate deliveries with County Departments, which may include specific dates, times, etc.	<hr/>
2. Delivery shall include inside delivery, uncrating, inspection and placement of assembled furniture. Cardboard, packing and other waste shall be removed.	<hr/>
3. After award is made, upon request, the successful bidder(s) will be required to provide a sample of each Ergonomic Task Chair. The chairs will remain at Purchasing during the term of the contract. Each chair will be provided at no cost to the County and shall be clearly labeled as "DEMO" or "SAMPLE". The label shall include the chair make, model, description and contract price. Samples to be provided within five (5) days of request at no cost to the County.	<hr/>
4. If additional Ergonomic Task Chairs are added during the term of the Agreement, the successful bidder will be required to provide a sample, free of charge, to remain at Purchasing. All shown in item 3 above shall apply.	<hr/>
5. Upon request, the successful bidder(s) will be required to supply Purchasing with catalogs for countywide distribution.	<hr/>
6. The successful bidder(s) will be required to provide copies of color charts and fabric charts to Purchasing.	<hr/>
7. Successful bidder will be required to provide monthly reports for all purchases made under any agreement resulting from this Request for Quotation. Report information to include but not be limited to the following: <ul style="list-style-type: none"> ➤ Requisition order number ➤ Product description ➤ Quantity ➤ Order date ➤ Delivery Date/or estimated delivery date. ➤ List Price ➤ Discount ➤ Net Price 	<hr/>
8. Successful bidder will be required to place a restriction on items other than contracted items (i.e. toner cartridges, office supplies, etc.).	<hr/>
9. The successful bidder(s) will be required to provide the format for furniture order forms similar to that shown in Attachment "A".	<hr/>

SPECIFICATIONS**COMPLIANCE**

10. Product Discontinuance:

In the event that a manufacturer discontinues a product and/or model, the County of Fresno may allow the successful bidder to provide a substitute for the discontinued item or may cancel the contract. Vendor must give a minimum of thirty (30) days notice in writing when discontinuing a product. If the successful bidder requests permission to substitute a new product or model, the following information must be provided to the County.

- Documentation from the manufacturer that the product and/or model has been discontinued. _____
- Documentation that names the replacement product or model. _____
- Documentation that provides clear and convincing evidence that the replacement meets or exceeds all of the Specifications required by the original Request for Quotation. _____
- Documentation that provides clear and convincing evidence that the replacement will be compatible with all the functions or uses of the discontinued product or model. _____
- Documentation confirming that the price for the replacement is the same as or less than the discontinued product or model. _____
- Burden of proof of equal quality falls on the vendor and must be accepted as equal by the County Contract Administrator. _____

Note: Product discontinuance applies only to those items specifically listed on any agreement resulting from the Request for Quotation. This will not apply to catalog items not specifically listed on the agreement.

11. The price for the items in the Quotation Schedules shall be guaranteed for a minimum of one (1) year. The discount on additional items will be based on the price list in effect at the time of placement of order. _____
12. Quantities shown on the Quotation Schedules are a sampling of items purchased by various County Departments over an approximate twelve month period. On items where the quantity is one (1) there may not have been purchases; however the County desires to maintain the item. The County guarantees no minimum amount. _____
13. Grades of fabrics and colors where indicated, are those preferred by the County. For products where grade or colors are not indicated the County of Fresno will make its selection from successful bidder(s) standard fabric and/or color chart. _____
14. The County has many twenty-four (24) hour operations so chairs must be equipped to handle such operations. _____

SPECIFICATIONS/REQUIREMENTS - ERGONOMIC TASK CHAIRS

The following pages state the specifications and requirements for the Ergonomic Task Chairs covered under this Request for Quotation. All task chairs listed have been approved by Risk Management and have been a part of the recent furniture contract. Bidders are instructed to indicate their compliance or non-compliance with specification.

Compliance is to be noted by marking "YES" on the line provided to the right of the specification.

Non-compliance is to be indicated by marking "NO" on the line. When the specification includes a size or dimensions, the bidder shall also indicate the size or dimensions of the alternate they are quoting. Alternates may be explained on a separate page entitled "ALTERNATES". The bidder's response to County specifications must be submitted as a part of his/her quotation

The County reserves the right to permit deviations from the specifications if an article offered is substantially in accordance with the specifications and is deemed by the County to be satisfactory for its intended use as an article fully meeting specification.

All alternate offers will require approval by Risk Management.

NOTE: Merely attaching pre-printed product literature, specifications, etc., does not satisfy the above requirement. As such, it will not exempt the bidder from responding as instructed.

ERGONOMIC TASK SEATING SPECIFICATIONS**COMPLIANCE****1. HAWORTH - Very Task****Model # SCT-20-4145****Mid Back Mesh Task Chair or equal**

- Asymmetrical Height adjustable Lumbar Support
- Back Lock and Forward Tilt
- 3 point pivot Tilt-Tension Adjustment
- 5 degree forward tilt range
- Forward tilt
- Synchronous Tilt mechanism
- Pneumatic Seat-Height Adjustment
- Seat-Depth Adjustment
- Height Adjustable Arms
- Waterfall seat edge
- Grade A Fabric

State alternate manufacturer, make and model:

State warranty:

ERGONOMIC TASK SEATING SPECIFICATIONS**COMPLIANCE****2. Paoli - FIRE Mesh task chair****MODEL # P-1783****Mid Back Task Control Swivel or equal**

- Pneumatic cylinder for easy height adjustment
- Height & Width adjustable arms
- Back tilt
- Synchronous Tilt control includes side mounted tilt tension and multi position tilt
- Back lock for maximum ergonomic comfort and adjustability
- Grade A Fabric

State alternate manufacturer, make and model:

State warranty:

ERGONOMIC TASK SEATING SPECIFICATIONS

COMPLIANCE

3. Sitmatic Super Alpha High Back



Model #173SX SS + 1A or equal

- Super Alpha High Back
- Adjustable Height & Width arms
- Sliding Seat and height adjustment
- Seat height adjustment
- Back angle adjustment
- Grade 2 Fabric

State alternate manufacturer, make and model:

State warranty:

ERGONOMIC TASK SEATING SPECIFICATIONS

COMPLIANCE

4. Global Loover Mesh task Chair



**Model # 2662-3
Mid Back Mesh Task Chair or equal**

- Tension adjustment
- Chair tilt lock
- Seat height & depth adjustment
- Back height adjustment
- Back angle adjustment
- Arm height & Width adjustments
- Synchro-tilt movement
- Waterfall seat edge
- Grade 3 Fabric

State alternate manufacturer, make and model:

State warranty:

ERGONOMIC TASK SEATING SPECIFICATIONS

COMPLIANCE

5. Global Granada Deluxe



**Model #1171-3
Mid Back Task Chair or equal**

- Tension adjustment
- Chair tilt lock
- Seat height & depth adjustment
- Forward set angle
- Ratchet back
- Back angle adjustment
- Arm height adjustments
- Seat slider
- Center-tilt movement
- Waterfall seat edge
- Grade 3 Fabric

State alternate manufacturer, make and model:

State warranty:

ERGONOMIC TASK SEATING SPECIFICATIONS

COMPLIANCE

6. Global Stamina



**Model #2440td
High Back Large Task Chair or equal**

- Memory foam seat
- Tension adjustment
- Chair tilt lock
- Seat height & depth adjustment
- Back height adjustment
- Back angle adjustment
- Forward seat angle adjustment
- Arm height & Width adjustments
- Pneumatic seat height adjustment
- Seat slider
- Waterfall seat edge
- Contoured cushions
- 450 lb. maximum weight limit
- Grade 3 Fabric

State alternate manufacturer, make and model:

State warranty:

ERGONOMIC TASK SEATING SPECIFICATIONS**COMPLIANCE****7. Global Dexter****Model 2436-1****High Back 24 hour Task Chair or equal**

- Memory Foam Seat & Back
- Tension adjustment
- Chair tilt lock
- Back height adjustment
- Seat height & depth adjustment
- Synchro-tilt movement
- Concave Oval 3R Arm provides impact resistant pad
- Arm height & Width adjustments
- Waterfall seat edge
- Contoured cushions
- Heavy-duty 14" steel tube seat
- 24hr intensive use
- 350 lb. maximum weight limit
- Grade 3 Fabric

State alternate manufacturer, make and model:

State warranty:

ERGONOMIC TASK SEATING SPECIFICATIONS**COMPLIANCE****8. Global Dexter****Model # 2437-1****Medium back 24 hr task chair or equal**

- Memory Foam Seat & Back
- Tension adjustment
- Chair tilt lock
- Back height adjustment
- Seat height & depth adjustment
- Synchro-tilt movement
- Concave Oval 3R Arm provides impact resistant pad
- Arm height & Width adjustments
- Waterfall seat edge
- Contoured cushions
- Heavy-duty 14" steel tube seat
- 24hr intensive use
- 350 lb. maximum weight limit
- Grade 3 Fabric

State alternate manufacturer, make and model:

State warranty:

ERGONOMIC TASK SEATING SPECIFICATIONS

COMPLIANCE

9. ECD Metropolis



Model # 506JSXTLS or equal

- Fully Upholstered Back
- Heavy duty Executive tilt
- Pneumatic seat height adjustment
- Seat Slider
- 26" 5 Prong Reinforced Base
- Height and Width Adjustable Arm Rests
- Ratchet Back Height Adjustment
- Grade C Fabric

State alternate manufacturer, make and model:

State warranty:

ERGONOMIC TASK SEATING SPECIFICATIONS**COMPLIANCE****10. Counter Stool with Arms****Model ECD 905, With Foot ring or equal**

- Fully Upholstered Back
- Compound Curves Inner-Structure with Natural Lumbar Support
- Adjustable Back Height and Back Angle
- Pneumatic seat height adjustment
- Seat Slider
- Contoured Reinforced Inner Structure with Waterfall Seat Front
- Impact Casters
- 26" 5 Prong Reinforced Base
- Height and Width Adjustable Arm Rests
- Height Adjustable Arms Seat Dimensions: 19"D x 20"W
- Mid-Range Cylinder Seat Height Low 20" / High 28"
- Back Dimensions 18"H x 20"W
- Grade C Fabric

State alternate manufacturer, make and model:

State warranty:

ERGONOMIC TASK SEATING SPECIFICATIONS**COMPLIANCE****11. Counter Stool with NO Arms****Model ECD 904, With Foot ring or equal**

- Fully Upholstered Back _____
- Compound Curves Inner-Structure with Natural Lumbar Support _____
- Adjustable Back Height and Back Angle _____
- Pneumatic seat height adjustment _____
- Seat Slider _____
- Contoured Reinforced Inner Structure with Waterfall Seat Front _____
- Impact Casters _____
- 26" 5 Prong Reinforced Base _____
- Height and Width Adjustable Arm Rests _____
- Height Adjustable Arms Seat Dimensions: 19"D x 20"W _____
- Mid-Range Cylinder Seat Height Low 20" / High 28" _____
- Back Dimensions 18"H x 20"W _____
- Grade C Fabric _____

State alternate manufacturer, make and model:

State warranty:

EXECUTIVE SEATING SPECIFICATIONS

COMPLIANCE

1. Global Softcurve



Model #4690LM-3
Leather Task Chair or equal

- Tension adjustment
- Chair tilt lock
- Seat height & depth adjustment
- Forward seat angle
- Ratchet back
- Back angle adjustment
- Arm height adjustments
- Seat slider
- Center-tilt movement
- Waterfall seat edge
- Dimensions: 26w x 27d x 45 1/2h
- Grade 7 Leather

State alternate manufacturer, make and model:

State warranty:

EXECUTIVE SEATING SPECIFICATIONS

COMPLIANCE

2. Highmark HB



Model # 7110E7-A56-SS4 or equal

- High back
- Tension adjustment
- Chair tilt lock
- Seat height & depth adjustment
- Forward seat angle
- Back height adjustment
- Back angle adjustment
- Arm height adjustments
- Seat slider
- Grade 3 Leather

State alternate manufacturer, make and model:

State warranty:

QUOTATION SCHEDULE INSTRUCTIONS:

SEATING AND MISCELLANEOUS OFFICE FURNITURE

SPECIFICATIONS & EQUALS: Brand names, where used, are a means of establishing quality and style. Bidders are invited to quote their equals. **Alternate offers are to be supported by literature, which fully describes items that you are bidding.** Bidders are to supply brand, part number, manufacture and model numbers in the space provided.

- **All Quotations must be submitted on the forms provided.**
- **For bid purposes do not include sales tax, appropriate sales tax will be applied to each order.**
- **Quoted Prices shall include the following:**
 - **Product Price**
 - **All assembly, shipping and Handling/Freight**
 - **Inside delivery to location**
 - **Unpacking/Unboxing**
 - **Set in Place**
 - **Adjustments as required**
 - **Removal of all packaging and debris.**
- **AWARD:** The County of Fresno reserves the right to make the award on the basis of the entire group or on a per line item basis. The award will be made in a manner determined to be to the best advantage of the County. The County will be the sole judge in making such determination.

All items listed on the Quotation Schedules are a sampling of items purchased by various County departments in the past twelve (12) months and are being used for bidding purposes only. The County does not guarantee a minimum amount.

QUOTATION SCHEDULE

ERGONOMIC – TASK CHAIRS

	Item Description	Model #	Alternate Make/Model	QTY	Unit	Unit Price	Extended Price
1.	HAWORTH - Very Task	SCT-20-4145		48	ea	\$	\$
2.	Paoli - FIRE Mesh Task Chair	P-1783		10	ea	\$	\$
3.	Sitmatic Super Alpha High Back	173SX SS + 1A		33	ea	\$	\$
4.	Global Loover Mesh Task Chair	2662-3		1	ea	\$	\$
5.	Global Granada Deluxe Mid Back Task Chair	1171-3		1	ea	\$	\$
6.	Global Stamina High Back Large Task Chair	2440td		12	ea	\$	\$
7.	Global Dexter High Back 24 hour Task Chair	2436-1		9	ea	\$	\$
8.	Global Dexter 24 hour Task Chair	2437-1		17	ea	\$	\$
9.	ECD Metropolis Task Chair	506JSXTLS		7	ea	\$	\$
10.	Counter Stool with Arms	ECD 905		1	ea	\$	\$
11.	Counter Stool with NO Arms	ECD 904		1	ea	\$	\$

Page Total \$ _____

EXECUTIVE SEATING

	Item Description	Model #	Alternate Make/Model	QTY	Unit	Unit Price	Extended Price
1.	Global Leather Task Chair	4690LM-3		1	ea	\$	\$
2.	Highmark HB	7110E7-A56-SS4		1	ea	\$	\$

Page Total \$ _____

MISCELLANEOUS OFFICE FURNITURE

	Item Description	Model #	Alternate Make/Model	QTY	Unit	Unit Price	Extended Price
1.	Guest Chair With Arms	Global OTG #11703		1	ea	\$	\$
2.	Stack Chair Polymer Seat and Back 7/16" Steel Rod Frame	Global Duet 6621		146	ea	\$	\$
3.	Vertical files 4-drawer, letter 52" High	Global #26-401		1	ea	\$	\$
4.	Vertical files 4-drawer, legal 52" High	Global #26-451		1	ea		
5.	Vertical files 5-drawer, letter 64" High	Global #26-501		7	ea	\$	\$
6.	Vertical files 5-drawer, legal 64" High	Global #26-551		6	ea	\$	\$
7.	Lateral Files 4-drawer w/ lock, 36"W x 54" H	9336P-4FIH		6	ea	\$	\$
8.	Lateral Files 4-drawer w/ lock, 42"W x 54 1/4" H	9342P-4FIH		1	ea	\$	\$

Page Total \$ _____

ERGONOMIC PRODUCTS

	Item Description	Model #	Alternate Make/Model	QTY	Unit	Unit Price	Extended Price
1.	Clip Mouse Keyboard Tray 3 dimension mousing position adjust Height, Depth, lateral and tilt adjustability Humanscale.	5G90091HG		50	ea	\$	\$
2.	Keyboard tray with 8" clip mouse (Board and Mouse only.) Humanscale.	90090		1	ea	\$	\$
3.	Mechanism only. Humanscale.	5G		1	ea	\$	\$
4.	Small corner sleeve 16" diameter fits desks 1"-1 1/2" thick. Humanscale.	DE200		2	ea	\$	\$
5.	Mouse Mate Humanscale.	MM10		51	ea	\$	\$
6.	Copy Drawer document Holder, Adjustable paper tray angle, 3 1/2" paper tray height adj range. 9" paper tray depth adj range. Incl: magnifying line guide. Demensions 15 1/2" W x 15"D x 2 1/8" high Humanscale.	CH3000		20	ea	\$	\$
7.	Document Holder only-(No Drawer) Humanscale.	CH900		20	ea	\$	\$
8.	Flat Panel Monitor Arm Clamp Mount Bolt-Through Mount	M2Cx M2Bx		1 1	ea ea	\$ \$	\$ \$
9.	Flat Screen Monitor Arm	EDGE		1	ea	\$	\$
10.	Dual Flat Screen Monitor Arm	EDGE2		1	ea	\$	\$

Page Total \$

In cases where labor for "Ready to Assemble" furniture exceptions may be made: Vendor must indicate a cost per hour for assembly.

\$ _____ Per Hour

ADDITIONAL PRODUCTS

Vendor Name _____

The County may require additional items other than those stated on the Quotation Schedules. List below those manufacturers that your company offers. Provide the date and a copy of the current catalog being bid.

FAILURE TO PROVIDE PRICING STRUCTURE ON ADDITIONAL ITEMS MAY BE CAUSE TO REJECT BID.

Manufacturer/Company	Date of List/Catalog	%Discount

CHECK LIST

This Checklist is provided to assist the vendors in the preparation of their bid response. Included in this list, are important requirements and is the responsibility of the bidder to submit with the bid package in order to make the bid compliant. Because this checklist is just a guideline, the bidder must read and comply with the bid in its entirety.

Check off each of the following:

1. _____ Front page of the Request for Quotation (RFQ) has been signed (original signature) and completed.
2. _____ **One (1) original and three (3) copies** of the RFQ have been provided.
3. _____ Addenda, if any, have been completed, signed and included in the bid package.
4. _____ The completed *Reference List* as provided with this RFQ.
5. _____ The *Quotation Schedule* as provided with this RFQ has been completed, priced reviewed for accuracy and any corrections initialed in ink.
6. _____ Indicate all of bidder exceptions to the County's requirements, conditions and specifications as stated within this RFQ.
7. _____ The *Participation* page as provided within this RFQ has been signed and included
8. _____ The *Local Vendor Bid Preference and Disabled Veteran Business Enterprise Bid Preference* section (if applicable) has been completed signed and included.
9. _____ *Bidder to Complete* page as provided with this RFQ.
10. _____ Completed Specification/Compliance pages, descriptions etc. for items offered under bidder(s) quotation.
11. _____ Completed Specification/Compliance pages for Ergonomic Task Chairs offered under bidder(s) quotation.
12. _____ Completed *Additional Products* page as provided with this RFQ
13. _____ Lastly, on the **LOWER LEFT HAND CORNER** of the sealed envelope, box, etc. transmitting your bid include the following information:

County of Fresno RFQ No. 425-5308
Closing Date: November 18, 2014
Closing Time: 2:00 P.M.
Commodity or Service: Miscellaneous Free Standing Furniture - Seating, Cabinets and Ergonomic Products

This Checklist does not need to be returned with your bid.

ATTACHMENT "A"
ORDER COVERSHEET
and
SAMPLE FORMAT-ORDER FORM

**FREE STANDING FURNITURE/MODULAR FURNITURE
ORDER FORM COVER SHEET**

Fax to: ☐ ABC Company
Attn: John Doe, Susan Brown

Fax: (559) **123-4567**
Phone: (559) 123-7890

Indicate One Vendor

Requisition Number:

County Contact Person:

Phone Number:

_____ - _____

Fax Number:

_____ - _____

(Note: Call to confirm receipt of Fax)

e-Mail Address:

Department Name:

Org Number:

Billing Address:

Ship To/ Installation/ Delivery Address:

Manufacturer Name:

Special Instructions:

Note: Failure to provide the requested information will result in a delay in your order.



DIRECT REQUISITION FOR FURNITURE (\$5,000.00 MAXIMUM)



REQUISITION NO.		DATE		CUSTOMER NUMBER		DEPARTMENT NAME				SHIP TO NUMBER		
FUND		SUBCLASS		ORG		ACCOUNT		PROGRAM		YEAR		
QTY	FABRIC STYLE/ NUMBER	COLOR	MODEL	DESCRIPTION		COST	QTY	FABRIC STYLE/ NUMBER	COLOR	MODEL	DESCRIPTION	COST
CHAIRS						ERGONOMIC ITEMS, HUMANSCALE (INSTALLED)						
STACKING CHAIRS												
			Global OTG 11700	Stack Chairs						5G90091HG	Clip Mouse Keyboard Tray, Fully adjustable	
			Global Duet 6621	Stack Chairs						M2BX	Monitor Arm, bolt thru mount, white or silver	
FOLDING CHAIRS (CARTON 4)												
			VIRCO MODEL 167	Chair, Folding						M2CX	Monitor Arm, clamp mount, white or silver	
										5G	Mechanism Only	
GUEST CHAIRS (2 PER CARTON)												
			Global OTG 11703	Guest Chair with Arms						DE100	Large Corner Sleeve, 29 1/2"x12 3/16" fits desks 1-1 1/2" thick	
			Global OTG 11704	Armless Guest Chair						DE200	Small Corner Sleeve, 16" diameter fits desk 1-1 1/2" thick	
										M4-B1-B-A-LP-SL	Monitor Arm w/bracket mount, VESA compatible	
										MM10	Mouse Mate	
										CH3000 (Gray)	Copy Drawer Document Holder, adjustable paper tray angel	
COUNTER HEIGHT STOOLS												
			ECD 904	With Foot Ring, w/o arms, Grade C Fabric						M4BY	Flat Panel Monitor Arm (Black)	
			ECD 905	With Foot Ring and arms, Grade C Fabric						CPU600	CPU Holder, 16" nylon glide track, full rotation for rear access	
TASK CHAIRS (Seat Slide, Adjustable arms)												
			GLOBAL LOOVER	Mesh back, multi-tilter Grade 3 Fabric						CH900	Document Holder - Holder Only, No Drawer	
			GLOBAL GRANADA DELUXE	Ratchet back, contoured seat, lumbar back Grade 3						90090	Keyboard Tray w/ 8" Clip Mouse (Board & Mouse Only)	
			SITMATIC 173SXSS-1A	Super Alpha, high back, Grade 2 Fabric, w/ seat slider						6G90091F22	Keyboard and platform	
			GLOBAL 2440TD	Stamina, rated to 450 lbs, Grade 3 Fabric, memory foam								
			Hayworth SCT-20-4145	Very Task-Mesh Back								
			Paoli P-1783	Fire Mesh Back Task								
MULTI-TASK CHAIR - 24 HOUR												
			GLOBAL 2436-1	Dexter, Adjustable arms, High Back, Grade 3 Fabric								
			GLOBAL 2437-1	Adjustable Arms, Grade 3 Fabric								
EXECUTIVE ERGONOMIC TASK CHAIR						ESI MONITOR ARMS (INSTALLED) DESK OR GROMMET MOUNT						
			GLOBAL 4690LM-3	Executive Task Chair						MRFS-ELITE	Monitor Arm for flat screen - desk or grommet mount	
			HIGHMARK HB	Highback, synchro control, seat slider						MRFS-ELITE2	Monitor Arm for dual flat screens - desk or grommet mount	
ADDITIONAL ITEMS *						ADDITIONAL ITEMS *						
						NO READY-TO-ASSEMBLE FURNITURE						
						* ADDITIONAL ITEMS (CONTACT PURCHASING IF ADDITIONAL INFORMATION IS NEEDED).						
						Confirm receipt of order if faxing to vendor.						

I hereby certify that the supplies or services requested are, to my own personal knowledge, necessary for the operation of this department, and that I have verified the availability of sufficient funds in the budget cover same. If the supplies or services requested relate to construction projects or to personal services by an independent contractor, I further certify that the expenditure will not exceed the limits established by Sections 4.04.010 F&G and 4.08, all of the Fresno County Ordinance Code and cited sections of the California Government Code.

Auth. Signature _____

Contact Person: _____ Phone: _____