

**REQUEST FOR QUOTATION**

**\*\*THIS IS NOT AN ORDER\*\***

<b>BOARD OF COUNTY COMMISSIONERS, PALM BEACH COUNTY PURCHASING DEPARTMENT</b> 50 S. MILITARY TRAIL, SUITE 110, WEST PALM BEACH, FL 33415-3199 PHONE (561) 616-6814 FAX (561) 242-6714 E-Mail: <a href="mailto:scser@pbcgov.com">scser@pbcgov.com</a>	
RFQ #: <u>070113-763/SWC</u> BUYER: <u>Sandy Cservenyak</u> DATE: <u>July 2, 2013</u>	To ensure that your offer is considered it must be received in Palm Beach County Purchasing no later than <b>4:00 PM, PALM BEACH COUNTY LOCAL TIME</b> , on <b>July 10, 2013</b> . Offers received after this time will <u>not</u> be considered.  ***** FAXED RESPONSES ACCEPTED *****
TITLE: <u>OIL, FOOD GRADE FOR MIEX SYSTEM, PURCHASE OF</u>	

Quotations are requested for furnishing the goods/services described below in accordance with applicable terms, conditions and specifications as set forth herein without any modification, change or alterations to any terms, conditions or provisions of this solicitation, unless specifically approved in writing by the County. ALL QUOTATIONS MUST BE F.O.B. DESTINATION. PALM BEACH COUNTY IS EXEMPT from FEDERAL, STATE and CITY TAXES. An Exemption Certificate will be furnished upon request.

By submitting an offer which is accepted by the County, a binding contract is formed in accordance with the terms, conditions and specifications as set forth in this RFQ (Request for Quotation) and in the Purchase Order/Term Contract Standard Terms and Conditions located at ([www.pbcgov.com/purchasing](http://www.pbcgov.com/purchasing)).

CONDITIONED OFFERS: Vendors are cautioned that any condition, qualification, provision, or comment in their quote, or in other correspondence transmitted with their quote, which in any way modifies, takes exception to, or is inconsistent with the specifications, requirements, or any of the terms, conditions, or provisions of this solicitation, is sufficient cause for the rejection of their quote and shall be considered as non-responsive.

ITEM	DESCRIPTION	UNIT	QTY	TOTAL OFFER
1.	FOOD GRADE OIL, FOR MIEX SYSTEM, SHALL BE NSF H1 REGISTERED, NON-TOXIC, GRADE ISO VG220, SYNTHETIC MULTIPURPOSE LUBRICANT, DELIVERED IN 55 GALLON DRUM, MFR: BEL-RAY, MFR P/N: 64239DRNOTOXSYNTRAOIL220, OEM ONLY	DRUM	1	\$ _____

All unit prices bid should be within two (2) decimal points. If bidder's pricing exceeds two (2) decimal points, Purchasing reserves the right to round up or down accordingly.

DELIVERY SHALL BE \_\_\_\_\_ DAYS A.R.O

**PLEASE COMPLETE AND AFFIX SIGNATURE BELOW**

FIRM NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

SIGNATURE OF AUTHORIZED AGENT: \_\_\_\_\_ DATE: \_\_\_\_\_  
IT IS THE VENDOR'S SOLE RESPONSIBILITY TO ROUTINELY CHECK OUR WEBSITE FOR ANY AMENDED RFQ'S THAT MAY HAVE BEEN ISSUED PRIOR TO THE DEADLINE FOR RECEIPT OF QUOTES

NAME OF AUTHORIZED AGENT: \_\_\_\_\_ TITLE: \_\_\_\_\_  
PRINT OR TYPE

PHONE NO. \_\_\_\_\_ FAX NO. \_\_\_\_\_ FED ID # or SS # \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

**QUOTATIONS ACCEPTED ON THIS FORM ONLY  
 IN ACCORDANCE WITH THE PROVISIONS OF ADA, THIS DOCUMENT MAY  
 BE REQUESTED IN AN ALTERNATE FORMAT**

## **1. AWARD (ALL-OR-NONE)**

Palm Beach County shall award this bid to the lowest, responsive, responsible bidder on an all-or-none, total offer basis.

## **2. METHOD OF ORDERING (PURCHASE ORDER)**

Item shall be ordered via individual purchase order. Invoices shall reflect the purchase order number.

## **3. F.O.B. POINT**

The F.O.B. point shall be destination. Exact delivery point will be indicated on the purchase order. Bid responses showing other than F.O.B. destination shall be rejected. Bidder retains title and assumes all transportation charges, responsibility, liability and risk in transit, and shall be responsible for the filing of claims for loss or damages.

## **4. AS SPECIFIED**

A purchase order will be issued to the successful bidder with the understanding that all items delivered must meet the specifications herein. Palm Beach County will return, at the expense of the successful bidder, items not delivered as specified.

## **5. ADDITIONAL QUANTITIES**

For a period not exceeding TWELVE (12) months from the date of bid award, Palm Beach County reserves the right to purchase from the successful bidder any amount of additional items at the prices bid in response to this Invitation and under the same Terms and Conditions, upon mutual written agreement.

## **6. BRAND/MANUFACTURER REFERENCED**

Only the referenced manufacturer will be considered.

## **7. WARRANTY**

The successful bidder shall furnish factory/manufacturer warranty on all items furnished hereunder against defect in materials and/or workmanship. The factory/manufacturer warranty shall become effective on the date of delivery and acceptance by Palm Beach County. Should any defect in materials or workmanship, excepting ordinary wear and tear, appear during the above stated warranty period, the successful bidder shall repair or replace same at no cost to Palm Beach County.

## **8. SBE ORDINANCE**

### **Item 1 - Policy**

It is the policy of the Board of County Commissioners of Palm Beach County, Florida, that SBE(s) have the maximum practical opportunity to participate in the competitive process of supplying goods and services to the County. To that end, the Board of County Commissioners adopted a Small Business Ordinance which is codified in Sections 2-80.21 through 2-80.34 (as amended) of the Palm Beach County Code, which sets forth the County's requirements for the SBE program, and is incorporated in this solicitation. Compliance with the requirements contained in this section shall result in a bidder being deemed responsive to SBE requirements. The provisions of this Ordinance are applicable to this solicitation, and shall have precedence over the provisions of this solicitation in the event of a conflict.

### **Item 2 – Contract Award Criteria**

For purchases made as a result of this solicitation, the County shall make an award to the vendor who is certified as a small business with Palm Beach County and who is within 10% of the lowest responsive, responsible bidder, providing that the small business is also deemed responsive and responsible to the terms and conditions of the solicitation.

### **Item 3 - SBE Certification**

Only those firms certified as a small business enterprise by Palm Beach County at the time of bid opening shall be counted toward the established SBE goals. Upon receipt of a complete application, **IT TAKES UP TO NINETY (90) DAYS TO BECOME CERTIFIED AS AN SBE WITH PALM BEACH COUNTY.** It is the responsibility of the bidder to confirm the certification of any proposed SBE; therefore, it is recommended that bidders visit the on-line Vendor Directory at [www.pbcgov.org/osba](http://www.pbcgov.org/osba) to verify SBE certification.

**Item 4 - Decertification**

As part of the consideration for bid award under the SBE Ordinance, any firm/proposer decertified by Palm Beach County shall be considered non-responsive to the SBE requirements.

**Pursuant to PPM# WUD-P-018, the Palm Beach County Water Utilities Department (PBCWUD) has a no gift policy covering all PBCWUD employees. Please do not send or supply any gifts of any type to any PBCWUD employee regardless of value.**