



City of Lompoc

Request for Quotation No. 2733 Furnish and Install ADA Compliant Door Operators

The City of Lompoc is currently soliciting quotations to furnish and install ADA compliant door operators at the Lompoc Aquatics Center per the attached specifications. Quotations must be received by **3:00 p.m. PST, December 27, 2013**. Bids may be faxed to (805) 735-7628 or emailed.

In order to be sure that you are listed as a "Registered Bidder" and advised of any changes please complete and return the "Registered Bidder Information Sheet" today before you prepare and send your bid. Not returning the Registered Bidder Information Sheet may be a reason for disqualification.

It is the responsibility of the bidder to see that any bid submitted shall have sufficient time to be received by the Purchasing Office prior to bid/proposal opening time. Late bids will not be considered but will be retained on file.

Questions may be submitted, by written request, for an interpretation or correction thereof. Fax inquires to: Adrienne Boyd, Buyer/Purchasing Assistant, (805) 735-7628 or email a_boyd@ci.lompoc.ca.us.

A handwritten signature in black ink, appearing to read 'A. Boyd'.

Adrienne Boyd
Buyer/Purchasing Assistant



**“Registered Bidder Information Sheet”
Request for Quotation No. 2733
Furnish and Install ADA Compliant Door Operators**

****** Opening Date: December 27, 2013 at 3:00 P.M.******

To stay informed of any changes or modifications to this bid, please print your information and fax the completed sheet to (805) 735-7628 or email to a_boyd@ci.lompoc.ca.us

(Please type or print)

Company Name	Signature Of Authorized Representative
Address	Name And Title (Please Print)
City, State And Zip Code	E - Mail Address
Phone Number	Web Page
Fax Number	Date

1. **GENERAL:** Furnish and install ADA compliant automatic door operators per the following specifications:

a. Front Door: 1-Single opener (Besam SW-100 type), with 2-push plates, 36" tall, Stainless Steel Remote Controlled

b. Lobby Doors; 2-Single opener (Besam SW-100 type), with 2-push plates, 36" tall, Stainless Steel Remote Controlled.

c. Installation

d. Exclusion 110 volts to each door

e. Doors and operations must comply with Federal ADA rule and local building codes

2. **Award will not be made until after 1/ 1/ 2014.**

3. Site visits. To schedule site visit please contact Jeff Storie, Recreation Supervisor at (805) 875-2703.

4. The undersigned agrees to sell, F.O.B. Destination, to the City of Lompoc the goods/services specified in accordance with Request for Quotations No. 2733. I/We have stated hereon the price(s) at which we will accept as full payment the amount shown below.

5. F.O.B. destination indicates that the seller is responsible for the shipment until it reaches its destination, even if freight is allowed and paid by the buyer.

6. All bidders MUST calculate California Sales/Use Tax at the current rate in effect in Santa Barbara County as noted below. The City is obligated to pay all applicable taxes imposed in the county of receipt either to the supplier or directly to the state in the form of a Sales Tax (on the transfer of tangible personal property) or a Use Tax (on the storage, use or other consumption in California) of same.

7. **CONTRACTOR'S LICENSE:** The bidder to whom this quotation or bid is awarded must possess an appropriate and valid California Contractor's License at time of award. Bidders must indicate their contractor's license number, classification and expiration date on their bid.

Contractor Name	Contractor License No.
Classification	Expiration Date
The bidder is a/an (Corporation Partnership, or Individual) Organized and existing Under the laws of the State of:	
And doing business as:	

Date Submitted

8. The City has a local vendor preference. Under the Lompoc City code, in determining a lowest price, the ultimate receipt of local sales tax (1%) by the City shall be considered. However, all vendors who work within city limits of the City of Lompoc are required to have a Business Tax License. If you do not have a Business Tax License please contact the Lompoc City Clerk's Department at (805) 875-8242.

Do you conduct business in an office with a physical location within the City of Lompoc and therefore claim local vendor preference?	<input type="checkbox"/> Yes <input type="checkbox"/> No
City of Lompoc Business Tax License Number	
Business Name, within the City of Lompoc	
Business Address within the City of Lompoc	
Delivery time after receipt of order	days
The following discounts will be considered in award of bid: Discount for payment of invoice within 20 days of receipt of invoice	%

BID FORM

UNSIGNED BIDS WILL NOT BE CONSIDERED. Submission of a signed bid will be interpreted to mean that bidder has read the entire document and agrees to all of the terms and conditions set forth in all the sheets, which make up this invitation.

Award will not be made until after 1/ 1/ 2014

QTY	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
1	Front Door: 1-Single opener (Besam SW-100 type), with 2-push plates, 36" tall, Stainless Steel Remote Controlled		
	Manufacturer/Product Code:		
1	Lobby Doors; 2-Single opener (Besam SW-100 type), with 2-push plates, 36" tall, Stainless Steel Remote Controlled.		
	Manufacturer/Product Code:		
	Product Subtotal		
	Sales Tax @ 8%		
	Exact Freight (No estimates allowed)		
	Labor		
	Total Bid Amount		
Estimated Delivery date:			

We hereby certify that:

- This bid was not made in the interest of or on behalf of any undisclosed person, partnership, association or corporation.
- This bid is genuine and not collusion or sham; and that we did not, directly or indirectly, induce or solicit anyone else to submit a false or sham bid.
- We have not, directly or indirectly, by agreement, communication or conference with anyone attempted to induce action prejudicial to the interest of the City of Lompoc, or any other bidder or anyone else interested in the proposed contract; and further,
- Did not, in any manner, directly or indirectly, seek by agreements, communications, or conference with anyone to raise or fix any overhead, profit, or cost element of this bid price, or that of anyone else.

Company Name	Signature Of Authorized Representative
Address	Name And Title (Please Print)
City, State And Zip Code	Email Address
Phone Number	Web Page
Fax Number	Date

GENERAL TERMS AND CONDITIONS

1. **ISSUANCE OF BID:** This bid request creates no obligation on the part of the City and the City reserves the unconditional right, at its option, to either reject all proposals or waive any irregularities or informalities therein.
2. **BID SUBMISSION:** Proposals must be mailed or delivered in sealed envelope and must be labeled with the ***Name of Bidder, Bid Title, and Date and Time of Opening***. Prices shall be printed or typewritten. Mistakes may be crossed out and corrections printed adjacent and initialed by person signing the bid. Bidders must complete and return the Exceptions to Specifications page of the specification page(s) in order to be considered.
3. **MORE THAN ONE BID:** More than one bid is allowed.
4. **BID VALIDITY/ WITHDRAWAL:** Prices shall remain valid for ninety (90) days from date of opening and be inclusive. Proposals submitted may be withdrawn by written request received BEFORE the hour set for opening. No bidder may withdraw their bid after the time set for opening.
5. **QUESTIONS:** Questions may be submitted, by written request, for an interpretation or correction thereof. Fax or email inquires to: Adrienne Boyd, Buyer/Purchasing Assistant, (805) 735-7628, a_boyd@ci.lompoc.ca.us.
6. **MATERIAL SAFETY DATA SHEETS:** When applicable, bidders shall conform to California Labor Code, Section 6360 and Title 8 CAC, Section 339 and 5194 and submit MSDS on hazardous substances with bid.
7. **LOWEST APPARENT BIDDER SUBMITTAL REQUIREMENTS:** The lowest apparent bidder may be required to submit the following:
 - a. Proof of authorized distributorship
 - b. A sample or demonstration of any product/unit offered. Samples and/or demonstration must be free of expense to the City.
 - c. City Business Tax number
 - d. PUC permit
 - e. Insurance requirements
 - f. Proof of driver training on hazardous substances
 - g. References
8. **QUANTITY ADJUSTMENT:** When applicable, it is mutually accepted that the quantities defined in this document reflect the approximate City requirements and may be adjusted. City may require and order or reorder more than the quantity listed here by mutual agreement with the prevailing vendor.
9. **COMPLIANCE WITH LAWS:** All proposals shall comply with current federal, state and local laws relative thereto, including applicable Federal and State Occupation Safety and Health laws and that Seller will indemnify and hold the Buyer harmless for any failure to so conform.
10. **CONTRACT LIMITATIONS:** Any resulting contract shall be limited to all terms and conditions herein, including any general and special conditions and instructions, purchase order or other documents issued by the City.
11. **NEW/ UNUSED AND LATEST MODEL:** Bidders shall provide pricing on new and unused items, material and/or units specified unless otherwise stated in specifications.
12. **WARRANTIES:** Bidder will fully warrant all materials and equipment for a period of not less than one (1) year from date of final acceptance by the City unless otherwise noted. All warranties, standard and extended, shall be shown on any units offered, and all costs related to the servicing of said warranties shall be clearly stated on bid form.
13. **F.O.B. POINT AND SHIPPING CHARGES:** All prices shall be quoted F.O.B. destination Lompoc, California. Any and all shipping, handling and freight charges shall be shown separately and included in the bid unless otherwise noted on bid form. If there are no shipping or handling charges itemized they are assumed to be included in the base price offer and no charges will be paid separately.
14. **CANCELLATION:** Any agreement resulting from an award may be canceled by either party at any time upon thirty (30) days written notice. The City may cancel any agreement WITH CAUSE within ten (10) days written notice to supplier.
15. **LAWS GOVERNING CONTRACT:** The contract shall be in accordance with the laws of the State of California and the County of Santa Barbara is the only appropriate forum for any litigation. In the event a suit or action is instituted arising out of any contract, the prevailing party shall be entitled to receive, in addition to its cost, such sum as the court may adjudge reasonable as to attorney's fees and costs.
16. **TAXES (FEDERAL EXCISE/ SALES OR USE/ LOCAL PREFERENCE):** The City is exempt from Federal Excise Tax. All taxes, if applicable, shall be shown on bid form page. ALL TAXES; Sales, Use and Local Preference will be a consideration in bid evaluation.
17. **MINORITY BUSINESS ENTERPRISES:** It is the policy of the City that minority business enterprises shall have the maximum opportunity to participate in the City's bidding requirements.

18. **EQUAL EMPLOYMENT OPPORTUNITY:** It is the policy of the City to promote the full realization of equal employment opportunity.
19. **BID PROTEST:** Interested parties wishing to protest City solicitation documents may obtain a copy of Lompoc Code, Title 3, Chapter 3.36.170 by calling the Purchasing Office at (805) 875-8000 or on the City's web site at:
<http://www.cityoflompoc.com/ManagementServices/purchasing/protest.pdf>.
20. **SELL OR ASSIGN:** Contractor shall not have the right to sell, assign or transfer any obligations resulting from the award without the specific written consent of the Purchasing and Materials Manager.
21. **REASONS FOR AUTOMATIC DISQUALIFICATION OF PROPOSALS:**
 Failure of bidder to fulfill all basic requirements will result in automatic bid rejection. A Letter of Bid Disqualification is sent to bidder failing to meet any of the requirements. The checklist of reasons for rejection as follows:
 - Failure to sign bid document.
 - Failure to ensure bid was received by City of Lompoc Purchasing Offices on or before bid opening date and time and the address specified in the bid.
 - Failure to provide bid security (if required and in the form and amount specified).
 - Failure to attend mandatory bidders' conference or mandatory site inspection.
 - Failure to initial price alterations for one or more items.
 - Failure to provide information or other supplemental materials as specified in the RFP or bid.
- Failure to bid on all items when specifically required.
- These items are self-explanatory and are applied equally and irrevocably to all vendors and their proposals. Therefore, bidders must be conscientious in fulfilling all requirements in order to have their proposals considered for award.
22. **ENTIRE AGREEMENT** Any Agreement resulting from this Bid will consist of the following documents, in order of precedence, and shall be the entire agreement between parties:
 - a. Purchase Order
 - b. CITY's Invitation to Bid
 - c. Attachments
 - d. CONTRACTOR's Bid
23. **TIME OF BID SUBMISSION:** Bids or Proposals shall be submitted so as to be received in the office designated in the request for proposals not later than the exact time set for opening of proposals. Lompoc City Code Section 2603.E. reads "Bid Opening. No bid shall be considered which has not been received at the place, and at or prior to the time, stated in the invitation for proposals." The official time clock for this bid will be the U. S. Naval Observatory (USNO):
<http://www.time.gov/timezone.cgi?Pacific/d/-8/java>.
- Solicitations opening at 3:00 p.m. PST will be considered late at 03:00:01 p.m. PST and will not be accepted or considered. The Purchasing and Materials Manager Agent or his representative designated as the bid opening official shall decide when the time set for bid opening has arrived, and so shall declare to those present. Proposals will be publicly opened and announced.