



CITY OF SAN DIEGO

PURCHASING & CONTRACTING DEPT.

1200 Third Avenue, Suite 200
San Diego, CA 92101-4195

Quotation No. 9217-08-A

REQUEST FOR QUOTATION

Closing Date: January 30, 2008

@ 5:00 pm P.S.T.

Subject: Furnish the City of San Diego with Water Meter Parts

Timeline: As may be required for a period of two (2) years from date of award, with options to renew for three (3) additional one (1) year periods, in accordance with the attached specifications.

Company _____

Name _____

Federal Tax I.D. No. _____

[PRINT OR TYPE]

Street Address _____

Signature* _____

City _____

Title _____

State _____ Zip Code _____

Date _____

Tel. No. _____ Fax No. _____

**Authorized Signature: The signer declares under penalty of perjury that she/he is authorized to sign this document and bind the company or organization to the terms of this agreement.*

E-Mail _____

SUBMITTED QUOTATION MUST HAVE A SIGNATURE.

If your firm is not located in California, are you authorized to collect California sales tax? _____ Yes _____ No

Cash discount terms _____ % _____ days. [Terms of less than 20 days will be considered as Net 30 for bid evaluation purposes.]

If Yes, under what Permit # _____

State delivery time required: _____ days after receipt of order.

City of San Diego Business Tax License #: _____

FOR CONSIDERATION AS A RESPONSIVE QUOTATION, THE FOLLOWING IS REQUIRED:

- 1) Quotation must be submitted on official City bid forms.
- 2) All information on this Request for Quotation cover page must be completed.
- 3) This cover page must be signed with an original signature.
- 4) Beginning January 1, 2008, all bidders must complete the Vendor Registration Form. Eventually, this form will also be available for on-line submittal.
- 5) Quotation must be submitted on or before the exact closing date and time. Quotation received after the exact closing date and time will NOT be considered. If hand delivering, please allow enough time for travel and parking to submit by the closing date and time.

FOR FURTHER INFORMATION CONCERNING THIS QUOTATION, PLEASE CONTACT:

PEARL ADAMS/cnn, Senior Procurement Specialist

Phone: (619) 533-6289

Fax: (619) 533-3228

E-mail: PAdams@sandiego.gov

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I. PRICING PAGE

Item No.	Annual Est. Qty.	U/M	Description	Manufacturer	Model No.	Unit Price	Extension
1.	30,000	EA	Miscellaneous parts for Hersey brand water meters.			\$	\$
2.	5,000	EA	Miscellaneous parts for Kent brand water meters.			\$	\$
3.	25,000	EA	Miscellaneous parts for Neptune brand water meters.			\$	\$
TOTAL:							\$

DISCOUNT OFF MANUFACTURER'S PUBLISHED PRICE LIST

Bidder shall indicate below the percentage discount off the Manufacturer's Published Price List at time of order for any additional items not listed above. This information will not be considered in the award evaluation.

Manufacturer	Product Line/Description	Discount Off of List Price
		%
		%
		%
		%

II. SPECIFIC PROVISIONS

A. PRICING

Prices quoted shall be FOB Destination to various City of San Diego locations. Prices shall include all delivery and freight charges.

Unit prices shall be based on the Unit of Measure (U/M) as specified on the Pricing Page(s). Any changes to the Unit of Measure made by the Bidder may be cause for the item to be rejected as non-responsive.

B. AWARD

This bid shall be awarded on an item by item basis, or in any group or combination of items, or as a lot, as may be in the best interest of the City.

C. SUBMITTALS

1. BID SUBMITTAL

Quotes may be returned in a sealed envelope to the Purchasing & Contracting Department, 1200 Third Avenue, Suite 200, San Diego, CA 92101. The quote number and closing date/time must be referenced on the outside of the envelope (lower left corner). Quotes must be received by the Purchasing & Contracting Department prior to 5:00 p.m. on due date. Quotes may be faxed.

2. SUBMITTALS REQUIRED WITH BID

Failure to provide the required submittals with the bid shall be cause for the bid to be rejected as non-responsive.

- a. Recycled Material Certificate (as specified in Section II, paragraph H).
- b. Affidavit of Compliance (as specified in Section III, paragraph C).
- c. Vendor Registration (use form on pages 9-10).

3. SUBMITTALS REQUIRED UPON PROVISIONAL AWARD

Failure to provide the following documentation within the time period specified may be cause for the provisional award to be voided and the bid to be rejected as non-responsive.

- a. Taxpayer Identification Number (W-9) as specified in City of San Diego General Provisions, Section C, paragraph 15, if not currently on file.
- b. Business Tax License as specified in Section II, paragraph J, if not currently on file.

D. OPTION TO RENEW

The City reserves the option to renew the contract for three (3) additional one (1) year periods under the terms and conditions of the current contract beginning on the anniversary of the commencement of contract. The renewal is contingent on a mutual agreement between the City and the Contractor with such agreement to be confirmed sixty (60) days prior to the expiration of the contract period. Either the City or the Contractor may decline to confirm the renewal of the contract for any reason whatsoever, which shall render the renewal option null and void.

The City's initial letter offering the Bidder an opportunity to renew the contract does not constitute an award of the option period. Any option acceptance must be confirmed by the City, in writing, before it becomes valid.

Bidder shall indicate the maximum percentage increase to which the prices in effect at the end of the current contract year would be subject if the renewal options were exercised. _____%

Failure to submit or complete the price increase section above will be construed to mean that prices bid will not be increased during any option period. The City will not grant an option, if the Contractor requests a price increase which exceeds above stated percentage. If a price increase is requested, the Contractor must provide detailed supporting documentation to justify the requested increase. The requested increase will be evaluated by the City, and the City reserves the right to accept or reject such request.

This section will not be considered in the evaluation for award.

The City may also desire to extend a contract on a month-to-month basis upon expiration of the current contract period under the terms and conditions of the current contract unless modified in writing. The renewal is contingent on a mutual agreement between the City and the Contractor with such agreement to be confirmed in writing prior to the expiration of the contract period.

E. PRICE ADJUSTMENT CLAUSE FOR OPTION RENEWAL

In the event the Contractor does not request a price increase at the time of the contract renewal, and the Manufacturer subsequently announces a general increase in the price of their products, the Contractor may request an increase at that time. The Contractor must provide detailed supporting documentation from the Manufacturer to support the requested increase. The requested increase shall not exceed the percentage increase indicated in the "Option to Renew" clause.

F. DELIVERIES

Contractor shall deliver water meter parts to:

Water Meter Shop
2797 Caminito Chollas
San Diego, CA 92105-5097

The City reserves the right to add or remove delivery locations throughout the contract period at no additional cost to the City.

All deliveries must be accompanied by an invoice or delivery receipt which includes the price of the item being delivered. A copy of this document must be signed by the individual accepting delivery. All invoices and delivery tickets must reference applicable purchase order numbers and/or sub-order numbers.

Orders shall be delivered within ten (10) business days after receipt of order (verbal and/or written).

The City reserves the right to make purchases via purchase order and/or purchase by procurement card (reference General Provisions for Bids dated 01/03/2005) for will call/pick up by City employees from Contractor's facility if a facility is available within the San Diego City limits, or for delivery by Contractor to City facilities throughout the County of San Diego.

G. BACKORDERS

Contractor shall ship items in the quantities shown on the Purchase Order, backorders are unacceptable without prior City approval. Unauthorized backorders may be cause for contract termination. The City reserves the right to evaluate the number of backorders to determine if backorders are negatively impacting the City's daily operations, which may be cause for termination of the contract.

H. RECYCLED MATERIAL CONTENT

City Council Policy No. 100-14 allows for a \$5,000.00 price preference per contract for products which are made partially or fully from recycled material(s). This preference will be applied during the bid evaluation for each contract. Please submit proof, such as a Recycled Material Certificate, Material Safety Data Sheet, or other with your bid.

Please specify the recycled material and the percentage of recycled material used (if any) in the product bid:

Type of recycled material: _____

Percent of recycled material used: _____

I. GENERAL PROVISIONS

Except as otherwise specified herein, the City of San Diego General Provisions, dated January 3, 2005, (on file in the Office of the Purchasing Agent) are incorporated as part of this bid and any resulting contract by reference. The General Provisions are available online at www.sandiego.gov/purchasing or via request from the Purchasing & Contracting Department by calling (619) 236-6000.

By signing and/or authorizing the bid submittal, the Bidder/Proposer acknowledges that they have read and understood the meaning, intent and requirements of said General Provisions; and acknowledge said General Provisions are included as a part of this bid.

J. BUSINESS TAX LICENSE

Any company doing business with the City of San Diego is required to comply with Section 31.0301 of the San Diego Municipal Code regarding Business Tax. For more information please visit the City of San Diego website at www.sandiego.gov/treasurer/ or call (619) 615-1500.

The City requires that each vendor to provide a copy of their Business Tax License, or a copy of their application receipt. Failure to provide the required documents within ten (10) business days of the City's request may result in a Bid being declared non-responsive and rejected.

III. SPECIFICATIONS

A. GENERAL

To provide parts for repair of water meters currently in service in the City of San Diego. Bidders must supply all parts needed for the brands of water meters specified. Bidders must offer parts that meet all applicable American Water Works Association (AWWA) standards.

B. WARRANTY

All water meter parts shall have the regular manufacturer's guarantees against defects in material and workmanship. Where a standard manufacturer's warranty exceeds a period of one (1) year, this warranty shall also be provided to the City. In the event that the water meter parts prove defective within one (1) year in installation, contractor will repair or replace water meters without charge to the City.

C. AFFIDAVIT OF COMPLIANCE

Bidder must include with bid submittal an affidavit from the manufacturer of the parts offered, stating that all parts furnished shall comply with all applicable AWWA standards. Failure to provide an affidavit of compliance may be cause for the bid to be rejected as non-responsive.



The City of San Diego
Purchasing and Contracting Department
Vendor Registration

Vendor ID:

Firm Information

Firm Name:
Firm Address:
City: State: Zip:
Phone: Fax:
Taxpayer ID: Business License:
Website:

Contact Information

Name:
Title:
Email:
Phone: Cell:

Address to Which Bids Should Be Sent (if different from above)

Check here if same from above ☐

Mailing Address:
City: State: Zip:

Contractor Licenses

License Number:		License Type:	
License Number:		License Type:	
License Number:		License Type:	
License Number:		License Type:	

Form continues on reverse side

Ownership Classification

Classification:
(* select from the list of Ownership Classification Codes provided below)
Check here if Certified by Agency: ☐
Certification #:
Agency:
Certification #:
Agency:

Ownership Classification Codes:

MBE/African American	(Minority Business Enterprise/African American)
MBE/Hispanic	(Minority Business Enterprise/Hispanic)
MBE/Asian	(Minority Business Enterprise/Asian)
MBE/Pacific Islander	(Minority Business Enterprise/Pacific Islander)
MBE/Native American	(Minority Business Enterprise/Native American)
WBE	(Women Business Enterprise)
DBE	(Disadvantaged Business Enterprise)
DVBE	(Disabled Veteran Business Enterprise)
OBE	(Other Business Enterprise)

Product/Services Description:

Product/Services Information:

NAICS Codes:
*select from a list of available NAICS Codes either from the website
<http://www.census.gov/epcd/www/naics.html>
and select 2007 NAICS codes 6 digit only
or from a hard copy available at Purchasing and Contracting