City of San Leandro

Request for Quotation #40394

Postcards, Brochures and Labels
For Food Waste Recycling Program
Due: Tuesday, October 29, 2002 at 3:00 PM
Purchasing Division 510-577-3376

FIRM QUOTE. Bidders' prices shall remain firm for a period of ninety- (90) days from the Date Due, unless otherwise specified in the Request for Quotation (RFQ).

FORMS. Letterhead shall be used for mailed or faxed quotes. Should you email your quote, please clearly identify your company in the text of your email.

INFORMED BIDDERS. Before submitting Quotes, Bidders must fully inform themselves of the conditions, requirements and specifications of the work or materials to be furnished. Failure to do so will be at Bidders' own risk and they cannot secure relief on the plea of error.

INK OR TYPEWRITTEN. All information, prices, notations, signatures, and corrections must be in ink or typewritten. Mistakes may be crossed out and corrections typed or printed adjacent to the mistake and initialed in ink by the person signing the quote. Purchasing will confirm that your email quote was intentionally sent.

PAYMENT TERMS. Net 30.

PRICES. Prices shall be stated in units and quotations made separately on each item.

OFFERS OF MORE THAN ONE PRICE. Only one quote per company is allowed on this RFQ.

QUESTIONS. Questions about the quote documents should be made in writing and directed to the Purchasing Division at 835 E. 14th Street, San Leandro, CA 94577, or dsweet@ci.san-leandro.ca.us. General questions may be directed to the Purchasing Division Office by calling 510-577-3376 or faxing to 510-577-3312.

RESULTS. A tabulation of the quotes received will be available within a reasonable time after the Date Due. Results will be faxed or mailed to interested parties upon request.

Project Manger. Environmental Services Division, Solid Waste Recycling. 510-577-6026

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RULES FOR SUBMITTING QUOTES.

- **Date Due.** Tuesday, October 29, 2002.
- **Responsibility.** Bidders are solely responsible for ensuring their Quote is received by Purchasing in accordance with the solicitation requirements, before the date and time specified in the RFQ, and at the place specified. The City shall not be responsible for any delays in mail or by common carriers or by transmission errors or delays or mistaken delivery.
- **Time for Receipt.** 3:00PM local time.
- **Extension of Date Due And/Or Time.** The City reserves the right to extend the Date Due and/or time when it is in the best interest of the City.
- **Facsimile Transmissions.** Quotes may be submitted by facsimile unless prohibited herein. Any bidder purposely impeding the facsimile transmissions of other bidders will be disqualified from quoting.
- **Forms.** As indicated in the RFQ
- **Late Quotes.** This is an informal solicitation with an informal Date Due. The Date Due has been established for the convenience of the City; it is not a firm date. The City reserves the right to accept quotes received after the Date Due. However, quotes received after an award has been made will be determined to be "late" and will not be considered.
- **Unsealed.** Quotes may be submitted by hand, electronically or by facsimile or any other method specified by the RFQ. It is *not* necessary that quotes be submitted in a sealed envelope.

TERMS OF THE OFFER. City's acceptance of Bidder's offer shall be limited to the terms herein unless expressly agreed in writing by the City. Quotes offering terms other than those shown herein will be declared non-responsive and will not be considered.

WITHDRAWAL. Bidders' authorized representative may withdraw Quotes only by written request received by the Purchasing Supervisor before the Quote Date Due. After that time, Bidders may not withdraw their Quotes for a period of ninety- (90) days from the date of opening. At no time may the successful Bidder(s) withdraw his Quote.

FOB Destination on all city orders.

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SCOPE OF WORK

Postcard
Quantity: 14,000
Size: 5 x 7 $_____
Color: 4/4
Bleeds
Stock: New Leaf Reincarnation, 80# cover

Brochure
Quantity: 14,000
Size: 8.5 x 11 $_____
Fold: Tri-fold
Color: 4/4
Stock: New Leaf Reincarnation, 80# text

Label
Quantity: 14,050
Size: 4.5 x 5.5 $_____
Color: 3 PMS/0
Stock: To be determined by vendor - Must be a laminated-type label (glossy) with waterproof or weatherproof capabilities. If possible, product should contain recycled-content. (Labels to adhere to plastic food waste recycling bins.)

Text and artwork to be supplied by the City.

No overruns may be charged to the City. Invoice based on the above numbers only.

FOB Destination (No additional delivery, include any delivery charges in your quote.)

City will add 8.25% sales tax to the quote.

Award is based on sum of the three print jobs.

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Terms and Conditions

AGREEMENT. Submission of a signed quote or emailing a quote will be interpreted to mean bidder hereby agrees to all the terms and conditions set forth in all the pages of this Request for Quotations. Bidder's quote and City's purchase order shall constitute a contract.

ASSIGNMENT OF RIGHTS OR OBLIGATIONS. Successful Bidder may not assign, transfer or sell any rights or obligations resulting from this quote without first obtaining the specific written consent of the City.

CANCELLATION OF SOLICITATION. The City may cancel this solicitation at any time.

COMPLIANCE OR DEVIATION TO SPECIFICATIONS. It is understood that the materials, equipment or services offered by the bidder will meet all requirements of the specifications in this Request for Quotation (RFQ) unless deviations therefrom are clearly indicated in the pages of this solicitation, or in an attachment entitled "Exceptions to Specifications" submitted and signed by bidder's authorized representative. In order for the quote to be considered, an explanation must be made for each item in which an exception is taken, giving in detail the extent of the exception and the reason for which it was taken. Submittal of brochures or other manufacturers' literature as substitution for compliance/deviation information shall not be deemed to comply with this requirement and may be grounds for rejection of quote. Submittal of brochures or other literature as additional information is desirable. Bidder shall submit with his quote full descriptive data, including make and model specifications, general drawings (if applicable), brochures, and any other product or service information.

LAWS GOVERNING THE CONTRACT. This contract shall be in accordance with the laws of the state of California. Parties further stipulate that this contract was entered into in the County of (County) and the State of (State) is the only appropriate forum for any litigation resulting from breach hereof or any questions arising herefrom.

RIGHTS RESERVED.

A. **Rejection.** The City reserves the right to reject any or all quotes or any part thereof, or to accept any quote or any part thereof, or to waive any informalities in any quote, whenever it is deemed to be in the best interest of the City. The City also reserves the right to reject the quote of any bidder who has previously failed to perform adequately for the City or any other governmental agency.

B. **Cover.** Should the successful bidder fail to comply with the conditions of this quote or fail to complete the required work or furnish the required materials within the time stipulated, the City reserves the right to purchase the materials in open market, or to complete the required work, at the expense of the successful bidder.

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C. **Severability.** If any provision, or any portion of any provision, of any contract resulting from this quote shall be held invalid, illegal, or unenforceable, the remaining provisions or portions of any provisions shall be valid and enforceable to the extent possible.

TERMS OF THE CONTRACT. The terms of the contract shall be limited to the terms herein unless expressly agreed otherwise in writing by the City.

WARRANTY BY BIDDER. Successful Bidder shall fully warrant all materials, equipment, and service against poor and inferior quality or workmanship for a period of not less than one- (1) year from date of final acceptance by the City. Time is of the essence of this contract. Successful Bidder shall repair or replace any inoperable materials or equipment in a timely manner during warranty

Sincerely,

Darryl Sweet
Purchasing Supervisor