



Mark A. Cowart
Chief Information Officer

2222 "M" Street
Merced, CA 95340
(209) 385-7331
(209) 725-3535 Fax
www.co.merced.ca.us

Equal Opportunity Employer

Issue Date: November 30, 2011

**THE COUNTY OF MERCED
DEPARTMENT OF ADMINISTRATIVE SERVICES-PURCHASING**

**INVITATION FOR BID
BID NO 6605
FOR:
CARPET AND UPHOLSTERY CLEANING
HUMAN SERVICES AGENCY
MERCED COUNTY**

Notice is hereby given that sealed bids will be received at the Merced County Department of Administrative Services-Purchasing until 4:00 P.M., local time, on **Thursday, January 12, 2012**, at which time they will be publicly opened, read and **published to the web** for the furnishing of all labor, materials and equipment, and performing all work necessary and incidental to clean the carpets and upholstery for the Human Services Agency of Merced County. Please carefully read and follow the instructions. **Bids shall be presented under sealed cover. Clearly marked with the bid number and bid submittal deadline date on the outside and mailed or delivered to:**

County of Merced
Department of Administrative Services-Purchasing
2222 "M" Street, Room 1
Merced, California 95340
Attn: Jacquie Michael
Phone: 209-385-3000 Ext. 5734
Fax: 209-354-2503
E-Mail: jmichael@hsa.co.merced.ca.us

Any bidder who wishes their bid to be considered is responsible for making certain that their bid is received in the Department of Administrative Services-Purchasing by the Bid Submittal Deadline. **NO ORAL, TELEPHONIC, TELEGRAPHIC, ELECTRONIC (E-MAIL), OR FACSIMILE BIDS OR MODIFICATIONS WILL BE CONSIDERED. BIDS RECEIVED AFTER THE BID SUBMITTAL DEADLINE WILL BE REJECTED REGARDLESS OF POSTMARK DATE AND WILL BE RETURNED TO THE BIDDER UNOPENED.**

BID SUBMITTAL DEADLINE: 4:00 P.M., THURSDAY, JANUARY 12, 2012

BIDS WILL BE CONSIDERED LATE WHEN THE OFFICIAL DEPARTMENT OF ADMINISTRATIVE SERVICES-PURCHASING TIME CLOCK READS 4:01 P.M.

STRIVING FOR EXCELLENCE

TABLE OF CONTENTS

SECTION.....	PAGE
1. Technical Specifications	4
2. Invitation for Bid Calendar and Checklist	12
3. Instructions for Submitting Bids	13
4. General Terms and Conditions	17
5. Award of Bid	25
EXHIBITS	
1. Partition Cleaning – 2115 W. Wardrobe Ave., Bldg. 1	28
2. Partition Cleaning – 2115 W. Wardrobe Ave., Bldg 2 & 3	29
3. One Time Cleaning – Los Banos Family Services/Public Health, 415 F Street, Los Banos	30
4. Twice Yearly Cleaning – 2115 W. Wardrobe Ave., Bldg 1	31
5. Twice Yearly Cleaning – 2115 W. Wardrobe Ave., Bldg 2 & 3	32
6. One Time Cleaning – Area Agency on Aging, 851 W. 23 rd Street.....	33
7. Twice Yearly Cleaning – 2115 W. Wardrobe Ave., Bldg 1	34
8. Twice Yearly Cleaning – 2115 W. Wardrobe Ave., Bldg 2 & 3	35
ATTACHMENTS	
A. Signature Sheet	36
B. Bid Cost Sheet.....	37
C. Reference List	39
D. Subcontractor List	40

Important Information:

This bid is expected to be under contract for a three (3) year period. Please read and follow all instructions.

Vendor should plan on visiting each sight to be sure to get appropriate measurements and visual of layout for this job to bid it correctly.

**SECTION 1
TECHNICAL SPECIFICATIONS**

Haworth Panels Bid specifications for Cleaning of Haworth Panels for fiscal year 2011/2012.

The Panels are a onetime cleaning. They are not included in the three (3) year contract.

1. Interested vendors are required to visit the site before bid submittal. A two (2) day notice would be appreciated. **
2. Cleaning of Haworth Panels will be at one (1) location.
3. Cleaning of Haworth Panels method will be steam extraction.
4. Cleaning of Haworth Panels will be done by truck mount extraction.
5. All upholstered surfaces are to be cleaned. *All heavily soiled upholstery will require spot treatment prior to cleaning.*
6. An employee will be on site to facilitate the project and to provide consultation as necessary.
7. Work must be performed after business hours and cleaned surfaces ready for use by 7:00 a.m. the next working day.
8. Work day will not be longer than 10 hours.
9. Day and time of service will be coordinated with the contact person and vendor selected.
10. After work is completed, if there are still spots on the Haworth panels that we feel were not cleaned sufficiently, the vendor will clean again FREE of charge until spots are gone or parties agree that further cleaning is not advantageous.
11. Specify in the bid the chemical ratios of the cleaning compounds used on the Haworth surfaces.
12. Material Safety Data Sheets (MSDS) to be supplied by vendor for all cleaning chemicals used.
13. We reserve the right to inspect at the time of service the agreed upon chemical ratios to insure appropriate chemical ratios are met.

Please see attached maps

Option 1 Carpet & Upholstery Cleaning

Bid specifications for once yearly Upholstery and Twice Yearly Carpet Cleaning for fiscal year 2011/2012.

1. Interested vendors are required to visit the eight sites before bid submittal. A two (2) day notice would be appreciated. **
 - a. 2115 Wardrobe Avenue, Merced (chairs & carpet in Bldg 1, carpet & chairs in Bldg 2 & Bldg 3) **Requesting a separate estimate for the cafeteria chairs**
 - b. 1579 W. Main St., Merced (chairs, love seats, couches, area rugs)
 - c. 851 W. 23rd Street – AAA (carpet, chairs, loveseats) **Requesting a separate estimate for one additional cleaning of the Main area at this site.**
 - d. 1471 “B” Street, Suites F, G & H, Livingston (chairs only)
 - e. 415 “F” Street, Los Banos (carpet, chairs) **Requesting a separate estimate for Merced County Health**
 - f. 848 6th Street, Los Banos (chairs only)
 - g. 635 “J” St., - WFSC, Los Banos (chairs, love seats)
 - h. 625 “J” St., - WFSC/Annex, Los Banos (chairs, love seats, sofa, recliner)
2. Carpet cleaning will be at Three (3) locations
 - Wardrobe site - Buildings 1, 2 and 3
 - AAA
 - Los Banos “F” Street
3. Chair cleaning will be at Eight (8) locations
 - Wardrobe site – Buildings 1, 2, and 3
 - AAA
 - 1579 W. Main St. Merced
 - Livingston
 - Los Banos “F” St
 - Los Banos 6th Street
 - Los Banos “J” St. (2 offices)
4. **The individual price for each site will be stated in the bid**
5. Carpet and chair cleaning method will be steam extraction.
6. Carpet and chair cleaning will be done by truck mount extraction.

7. All upholstered surfaces are to be cleaned. ***All heavily soiled upholstered furniture will require spot treatment prior to cleaning.*** All other surfaces (legs, arms, etc.) are to be wiped clean from chemical residue, dirt, and dust.
8. Chairs will be gathered to a common area by requestor when feasible with prior notice from vendor.
9. Heavily soiled carpet areas will require spot treatment prior to cleaning. Use a product specifically formulated to remove detergent residue and mineral deposits.
10. An employee will be on site to facilitate the project and to provide consultation as necessary.
11. Work must be performed after business hours and cleaned surfaces ready for use by 7:00 a.m. the next working day.
12. Periods of cleaning will not be longer than 10 hours in duration.
13. Multiple days will be required to complete the project.
14. Dates and time of service will be coordinated with the contact person and vendor selected with a minimum of two week notice.
15. After work is completed, if there are still spots on carpet and furniture that we feel were not cleaned sufficiently, the vendor will clean again FREE of charge until spots are gone or parties agree that further cleaning is not advantageous.
16. Material Safety Data Sheets (MSDS) to be supplied by vendor for all cleaning chemicals used.
17. Use only detergents that have a PH factor below 10 and contain low levels of volatile organic compounds (VOCs).

Manufactures Recommendation

120 PSI (pounds per square inch) or more of water delivery

150 inches of mercury lift or more vacuum.

****Please see attached maps****

**Human Services Agency
2115 WARDROBE, MERCED – BUILDING 1**

Interview Rooms 27 – 53

<u>#OF</u>	<u>DESCRIPTION</u>	<u>LOCATION</u>
44	2 cushion chairs (Client side only)	Interview rooms
	Carpet Measurement needed	See Map

2115 WARDROBE, MERCED – BUILDING 2

<u>#OF</u>	<u>DESCRIPTION</u>	<u>LOCATION</u>
60	2 Cushion chairs	Cafeteria Dining area
29	2 Cushion chairs	Orientation area (Cafeteria)
81	2 Cushion chairs	Cafeteria Storage Room
45	2 Cushion chairs	Cafeteria Office storage area

Building 2 Automation Services, Mental Health and Training Rooms 17-24

Carpet Measurement needed See Maps

**2115 Wardrobe – Building 3
Interview Rooms 109-118,**

<u>#OF</u>	<u>DESCRIPTION</u>	<u>LOCATION</u>
24	2 cushion chairs (chairs will be labeled)	Interview rooms
	Carpet Measurement needed	See Map

**Family Service Center
1579 W. Main St.
Merced, CA**

<u>#OF</u>	<u>DESCRIPTION</u>	<u>LOCATION</u>
1	Couch	Room 1
2	Love seats	Room 3
2	Love seats	Room 5
4	Large area rugs	Rooms 2, 3, 4 & 9

**Area Agency on Aging
(AAA)
851 West 23rd Street
Merced, CA 95340**

<u>#OF</u>	<u>DESCRIPTION</u>	<u>LOCATION</u>
2	Love Seats	Main area
4	Oversized chairs	Main area
5	2 cushion chairs	Main area
5	2 cushion chairs	Lobby area
2	2 cushion chairs	Reception area
3	2 cushion chairs	Bay area
46	2 cushion chairs	Main area
	Carpet Measurement needed	See Map

**LIVINGSTON
1471 'B' STREET, SUITES F, G & H**

<u>#OF</u>	<u>DESCRIPTION</u>	<u>LOCATION</u>
12	2-cushions chairs	Classroom B (Plato Lab)
18	2-cushions chairs	Classroom C
3	2-cushions chairs	ERC Room
5	2-cushions chairs	Reception/Lobby
3	2-cushions chairs	Interview Room 1
3	2-cushions chairs	Interview Room 2
4	2-cushions chairs	Interview Room 3
4	2-cushions chairs	Interview Room 4
2	2-cushions chairs	Interview Room 5
3	2-cushions chairs	Interview Room 6
2	cushion couches with 14 sections	Main Reception

**Los Banos
415 "F" STREET**

<u>#OF</u>	<u>DESCRIPTION</u>	<u>LOCATION</u>
4	2-cushions chairs	Lobby
18	2-cushions chairs	Interview Room
	Carpet	Measurement needed See Map

**Los Banos E&T
848 6th Street, Los Banos**

5	2 cushion chairs	Front reception
21	2 cushion chairs	Interview Rooms
12	2 cushion chairs	Orientation Room
10	2 cushion chairs	Job Readiness Room

**Westside Family Service Center
635 "J" Street, Los Banos**

<u>#OF</u>	<u>DESCRIPTION</u>	<u>LOCATION</u>
4	2 Cushion chairs	Visiting/Play Room
4	2 Cushion chairs	Parenting Room

**Westside Family Service Center/Annex
625 "J" Street, Los Banos**

5	2 Cushion chairs	Meeting Room
1	Sofa	Meeting Room
1	Recliner	Meeting Room
2	Love seats	Meeting Room

Merced County Human Services Agency

Option 2 Twice Yearly Major Walkways Carpet Cleaning

Twice Yearly carpet cleaning of the major walkways at the Wardrobe Complex for Buildings 1, 2 & 3 for fiscal year 2011/2012.

**2115 West Wardrobe Avenue
Merced, CA 95341-0112**

1. Carpet cleaning will be done by truck mount steam extraction.
2. Heavily soiled areas on the carpets will require spot treatment prior to cleaning.
3. An employee will be on site to facilitate the project and to provide consultation as necessary.
4. Work must be performed after business hours and cleaned surfaces ready for use by 7:00 a.m. the next working day.
5. Work days will not be longer than 10 hours.
6. After work is completed, and there are still spots on the carpet that we feel were not cleaned sufficiently, the vendor will clean again FREE of charge until spots are gone or parties agree that further cleaning is not advantageous.
7. Specify the chemical ratios of the cleaning compounds used for all surfaces.
8. Material Safety Data Sheets (MSDS) to be supplied by vendor for all cleaning chemicals used.
9. We reserve the right to inspect at the time of service the agreed upon chemical ratios to insure appropriate chemical ratios are met.

**Please see attached maps

SECTION 2
INVITATION FOR BID CALENDAR AND CHECKLIST

1. Calendar

- | | |
|---|-------------------|
| a. Availability of Invitation for Bid | November 30, 2011 |
| b. Submittal of Questions / Corrections – Section 3.2 | January 3, 2012 |
| c. Pre-Bid Conference – Section 3.5 | December 13, 2011 |
| d. Closing Date for Invitation for Bid – Section 3.3 | January 12, 2012 |

2. Submittal Checklist

- | | | |
|-----------------------|--------------|---------------|
| a. Signature Sheet | Attachment A | Section 3.1.a |
| b. Bid Cost Sheet | Attachment B | Section 3.1.a |
| c. Reference List | Attachment C | Section 3.4 |
| d. Subcontractor List | Attachment D | Section 4.14 |
| e. Bidder Exhibits | | |

SECTION 3
INSTRUCTIONS FOR SUBMITTING BIDS

1. Bid Submittal

- a. Bid must be submitted on the form(s) provided by and made available at the Office of the Merced County Department of Administrative Services-Purchasing, 2222 "M" Street, Room 1, Merced, CA 95340. All items shall be filled in and the signatures of all persons signing shall be written and printed in longhand. All bids submitted must have signature sheet, (**Attachment A**) completed, dated, with firm's name and signed by a duly authorized officer of the firm.

The bid cost sheet, (**Attachment B**) to be completed, signed and returned with bid submittal.

Bids not submitted on the form(s) provided may not be considered by the Department of Administrative Services-Purchasing.

- b. All bids shall be presented under sealed cover, clearly identified on the outside to read:
- Name of the bidder
 - Address of the bidder
 - Subject of the Bid
 - Invitation for Bid Number
 - Bid Submittal Deadline Date
- c. Please submit **one (1) original signature hard copy** to be signed in blue ink (original copies marked as such) and **two (2) copies**.
- d. All bids shall remain firm for at least ninety (90) calendar days after Bid Submittal Deadline unless otherwise specified. Within ninety (90) calendar days after the Bid Submittal Deadline opening, a purchase order and/or a contract may be awarded by the County to the lowest responsible bidder, as it may deem proper in its absolute discretion. The time for awarding a purchase order and/or a contract may be extended at the sole discretion of the County, if required to evaluate bids or for such other purposes as the County may determine, unless the bidder objects to such extension in writing with their bid.
- e. All prices shall be bid F.O.B. DESTINATION only.
- f. Delivery dates of all items/services shall be specified on the bid.
- g. Mistakes must be corrected and the correction inserted; correction must be initialed in blue ink by the person signing the bid.
- h. Bidder shall be able to withdraw their bid at any time prior to the Bid Submittal Deadline. After bid submitted deadline, the bidder shall not be relieved of its bid without the consent of the County, nor shall any change in the bid be made because of a mistake. The County may allow a bidder to withdraw a bid because of a mistake only when the bidder

has notified the County in writing within five (5) work days following the bid opening, specifying in detail how the mistake occurred, and has established to the satisfaction of the County that: (1) a mistake was made; (2) the mistake made the bid materially different from what the bidder intended; and (3) the mistake was made in filling out the bid and was not due to an error in judgment nor to carelessness in inspecting the site nor in reading the plans or specifications.

- i. The submission of a bid shall be considered an agreement to all the terms, conditions, and specifications provided herein and in the various bid documents, unless specifically noted otherwise in the bid.

2. **Interpretation, Corrections and Addenda**

The Bidder must carefully examine the specifications, terms and conditions provided in the Invitation For Bid and become fully informed as to the requirements set forth therein. If anyone planning to submit a bid discovers any ambiguity, conflict, discrepancy, omission or error in the bid, has any questions in relationship to the requirements as specified in Section 1, or any other related matters, they shall immediately notify the contact person as shown on the "Cover Sheet" of such concern in writing and request clarification or modification of the document(s) no later than the deadline as set forth herein:

Deadline for submission of questions: **January 3, 2012**

No further requests for clarification or objections to the bid will be accepted or considered after this date. Any change in the bid will be made only by written addendum, issued by the Department of Administrative Services-Purchasing Division to each firm in receipt of the Invitation for Bid and shall be incorporated in the bid.

The Bidder shall sign and date the addendum and submit same with the bid. **Any oral communication by the County's designated contact person or any other County staff member concerning this proposal is not binding on the County and shall in no way modify this proposal or the obligations of the County or any Bidders.**

The Bidder may FAX, E-mail or mail the contact person as shown on the "Cover Sheet".

All inquiries shall be directed to the designated County staff person as shown. Contact with any other County personnel or any undue "badgering" of such County personnel by the Bidder is prohibited. Failure to comply with this request may be considered cause for disqualification of your bid.

3. **Bid Submittal Deadline**

The bid must be received in the Merced County Department of Administrative Services - Purchasing by 4:00 P.M. local time on **Thursday, January 12, 2012**. For the purposes of this bid, the time specified will be as defined by the Date/Time machine in the Office of the Department of Administrative Services-Purchasing, 2222 "M" Street, Room 1; Merced, California 95340. **BIDS RECEIVED AFTER THIS DEADLINE WILL BE REJECTED REGARDLESS OF POSTMARK DATE AND WILL BE RETURNED TO THE BIDDER UNOPENED.**

Without law or policy to the contrary, if the bidder took reasonable steps to submit the bid in due time, and failure of the bid to be on hand at the time of closing was not the result of negligence or other fault of the bidder, but was the result of negligence by the County, the County reserves the right to accept such bid.

4. **References**

Provide a list of at least three (3) three customer references, (**Attachment C**) which you have sold or are currently selling similar items/services. Include the company's name; the name, title, and telephone number of a contact person; the dollar amount of the contract; and the dates that these items/services were completed.

5. **Pre-Bid Conference**

A pre-bid conference will be held to discuss all relevant issues associated with the Invitation for Bid. While attendance is not required, all potential bidders are strongly encouraged to attend. Each firm will be limited to not more than two (2) representatives in attendance.

Please submit, in writing, any questions relevant to the Invitation For Bid that you would like answered at the pre-bid conference to the Department of Administrative Services-Purchasing as referenced above or fax your questions to (209) 725-3535, no later than three (3) work days before the conference. This will allow for a more thorough response.

The pre-bid conference may be taped and answers will be posted to the County of Merced Official Website (www.co.merced.ca.us) following the conference. Please contact the Merced County Department of Administrative Services-Purchasing at (209) 385-7331 for confirmation of your attendance. **Oral answers at the conference will not be binding on the County.**

The location, date and time will be as follows:

Location: Human Services Agency
2115 West Wardrobe Ave
Merced, CA 95341
Date: December 13, 2011
Time: 10:00 A.M.

6. Merced County Business License

Prior to the issuance of any purchase order and/or the performance of any contract derived from this bid, the successful bidder and its subcontractors shall be required to maintain a Merced County Business License in accordance with the County of Merced Ordinance No. 1705, “An Ordinance Establishing a requirement for a Business License and Temporary Business License and/or persons operating in the unincorporated areas of Merced County (www.caed.merced.ca.us).

It is the intent of the Board of Supervisors of the County of Merced to authorize that no person shall maintain, conduct, or carry-on a business, whether or not for profit, located in whole or in part at a fixed place of business within the County and outside the limits of any incorporated city, without first obtaining a license to operate as provided under the County of Merced Ordinance No. 1705.

**SECTION 4
GENERAL TERMS AND CONDITIONS**

1. Bid Rejection/Waiver of Informalities

THE COUNTY RESERVES THE RIGHT TO REJECT ANY OR ALL BIDS OR ANY PART THEREOF, TO WAIVE ANY INFORMALITIES IN THE BID AND MINOR IRREGULARITIES, TECHNICAL DEFECTS OR CLERICAL ERRORS.

The County's decision shall be final. The County's waiver of an immaterial defect shall in no way modify the bid documents or excuse the bidder from full compliance with its specifications if the bidder is awarded the bid.

2. Bonding Requirements

If required, before execution of the contract with the successful bidder by the County, the successful bidder shall file with the County the necessary bonds satisfactory to the County in the amounts and for the purposes noted. Bonds shall be duly executed by a responsible corporate surety, authorized to issue such bonds in California and secured through an authorized agent with an office in California. The successful bidder shall pay all bond premiums, costs and incidentals.

3. Condition of Equipment Bid

If equipment is proposed, it is to be the newest and latest model in current production. Used, re-manufactured, shopworn, demonstrator, prototype or discontinued models are not acceptable unless otherwise stipulated under this bid.

4. Brand Names

Manufacturers' brand names and model numbers, when used, are for reference to indicate the character or quality desired. Equal items will be considered, provided your offer clearly describes the item. Offers for equal items must state the manufacturers brand and model number, or level of quality. The determination of the Department of Administrative Services-Purchasing as to what items are equal is final and conclusive. When manufacturer's brands, model numbers or level of quality is not stated by bidder, the offer will be considered exactly as specified.

5. Payments, Invoicing and W-9 Certification Form

Invoices in triplicate, shall be mailed or delivered to the County Department whose name and address shall appear in the "INVOICE TO" section of any purchase order and/or contract as a result of this bid.

In addition to the itemized invoice(s) submitted by the successful bidder for payment, the successful bidder must also complete and submit a Form W-9, "Request for Taxpayer Identification Number and Certification", (www.irs.gov/pub/irs-pdf/fw9.pdf) to the County.

Both invoice(s) and W-9 form shall be forwarded to the County at the address indicated in the purchase order and/or contract. Upon approval by the County, the sum due hereunder shall be paid to the successful bidder within thirty (30) calendar days following acceptance pursuant to Section "Acceptance Test", and receipt of a proper invoice(s).

6. Delivery Hours

Delivery will be accepted from 9:00 a.m. to 4:00 p.m., Monday through Friday.

7. Damage of Items

All damages pursuant to items received by County due to the successful bidder's negligence shall be the responsibility of successful bidder to replace.

8. Cash Discount

In connection with any cash discount specified on this bid, time will be computed from the date of the complete delivery of the items/equipment as specified, or from date correct invoices are received in the County department requesting such items/equipment, whichever is later. For the purpose of earning the discount, payment is deemed to be made on the date of mailing of the County warrant or check.

9. Pricing

Unless otherwise provided, the items/services stated herein will not be subject to any price increase from the date of acceptance of bid to the date of termination/extension as stated herein. If the successful bidder established prices for any items/services listed herein is decreased during the term of this bid, then such discounts/ reductions in price shall be immediately applicable so that County may have benefit of such lower prices.

10. Examination of Bid Documents

All bidders shall carefully examine the specifications herein and must fully inform themselves of the conditions and requirement of the items/services to be furnished. Failure to do so will be at bidder's own risk and cannot secure relief on the plea of error, or dispute, or question such specifications and the directions explaining or interpreting them.

Should a bidder find discrepancies in, or omissions from, the specifications, or should he/she be in doubt to their meaning, he/she shall at once notify the County's Department of Administrative Services-Purchasing. Notification is to be in written form and must be submitted at least seven (7) work days prior to the Bid Submittal Deadline. Any interpretations by the County will be made in written form. Any change in requirements will be done in the form of a written addendum. The receipt of any resulting amendment must be acknowledged in accordance with the directions on the amendment. **Oral explanations or instructions given before the award of the contract will not be binding upon the County.**

All other questions should be directed to the buyer shown on the "Cover Sheet" of this Invitation for Bid (IFB).

11. Request for Changes

The County reserves the right to order in writing changes in the bid or alterations, additions, or omissions at any time prior to acceptance of the items/services without voiding the bid, and the successful bidder shall comply with such order. The successful bidder may also request changes in the bid, but no work will be performed on such changes until the request is approved in writing by the County. Such changes shall be performed in accordance with the original bid requirements except as modified by an amendment. Except as herein provided, the successful bidder shall have no claim for any other compensation due to changes in the work.

Any changes or deviation from the contract made without authority in writing from the County's Department of Administrative Services-Purchasing will be at the bidder's own risk. No such changes shall be made nor adjustment in compensation granted unless the successful bidder receives an executed amendment prior to making the changes.

12. Insurance

- a. Prior to the commencement of work, and as a precondition to this contract, Contractor shall purchase and maintain the following types of insurance for the stated minimum limits indicated during the term of this Agreement. Contractor shall provide a certificate of insurance and endorsements naming County as an additional insured on each policy. The insurance carrier shall be required to give County notice of termination at least 10 days prior to the intended termination of any specified policy. Each certificate of insurance shall specify if Contractor has a SIR, and if so, Contractor shall be required to provide the entire policy of insurance with which it has a SIR and/or deductible.
- b. Requirements and Limits:
 1. Commercial General Liability: \$1,000,000.00 per occurrence and \$2,000,000.00 annual aggregate covering bodily injury, personal injury and property damage. The County and its officers, employees and agents shall be endorsed to above policies as additional insured using ISO form CG2026, as to any liability arising from the performance of any contract resulting from this proposal.
 2. Automotive Liability: \$1,000,000.00 per accident for bodily injury and property damage, or split limits of \$500,000.00 per person/\$1,000,000.00 per accident for bodily injury and \$250,000.00 per accident for property damage.
 3. Workers' Compensation Statutory coverage, if and as required according to the California Labor Code, including Employers' Liability limits of \$1,000,000.00 per accident, the policy shall be endorsed to waive the insurer's subrogation rights against the County.

4. If the successful bidder elects to deliver products to the County using a common carrier that is not related to the bidders business entity. The bidder may request waiver of the automobile and workers compensation insurance requirements.

c. Insurance Conditions.

1. Insurance is to be placed with admitted insurers rated by A.M. Best Co. as A: VII or higher. Lower rated, or approved but not admitted insurers, may be accepted if prior approval is given by the County's Risk Manager.
2. Each of the required policies, noted above, shall be endorsed to provide the County with thirty (30) calendar days prior written notice of cancellation. Additionally, the policies shall also be endorsed by the insurance company (not the agent) to modify the policies to include Merced County, its officers, agents, and employees as additional insured. The County is not liable for the payment of premiums or assessments on the policy. No cancellation provisions in the insurance policy shall be construed in derogation of the continuing duty of successful bidder to furnish insurance during the term of the contract.
3. These requirements assume that standard insurance policy forms, terms, and conditions will apply to cover the expected risk exposures for the intended "Scope of Work". Additional qualifying policy conditions or special endorsements may be specified in the contract depending on the final "Scope of Work" agreed on by County and the successful bidder. Insurance questions may be directed to the Department of Administrative Services-Purchasing for response from the County's Risk Manager.

d. OSHA Requirements

1. In addition to specific compliance with Federal, State and local laws and regulations, all material, equipment, process, or labor submitted under this proposal by Bidder shall comply with health and safety regulations and standards of OSHA 1970 and CA-OSHA 1973 as last revised. Further, Bidder warrants that the said material or equipment will not produce or discharge in any manner or form, directly or indirectly, substances that could pose a hazard, injury or illness to the health or safety of anyone who may use or be exposed to the substance, process, material or equipment.

13. Qualification of Bidder

The County may make such investigation as it deems necessary to determine the ability of the bidder to provide the services requested herein, and the bidder shall furnish to the County all information and data for this purpose as the County may request. The County reserves the right to reject any bid should the evidence submitted by, or investigation of, the bidder fail to satisfy the County that such bidder is properly qualified to carry out the obligations of the bid and to complete the requirements contemplated therein.

14. Subcontracting

Any bidder using a subcontractor(s) must clearly explain the use of the subcontractor(s) and list the name(s) and address(es) of the subcontractor(s) providing work under this bid. **(Attachment D)** The successful bidder will be fully responsible for all work performed under this bid and will be considered as the Prime Contractor. Any subcontracting, or other legal arrangements made by the bidder are the sole responsibility of the bidder. Any contract that is entered into between the successful bidder and the subcontractor(s) shall contain provisions for federal and state access to the books, documents, records, and inspection of work.

15. Default

In the event the successful bidder who is awarded a purchase order and/or contract resulting from this bid shall be in breach or default, the County may procure the items/services from other sources and may deduct from any monies due, or that may thereafter become due to the successful bidder, the difference between the price named in the purchase order and/or contract and actual cost thereof to the County. Prices paid by the County must be considered the prevailing market price at the time such purchase is made. These rights and remedies shall not be exclusive but in addition to any other rights and remedies provided by contract law. Periods of performance may be extended if the facts as to the cause of delay justify such extension in the opinion of the Department of Administrative Services-Purchasing.

16. Cancellation of Purchase Order and/or Contract

The County may terminate any purchase order and/or contract derived from this bid as follows:

WITHOUT CAUSE at any time by giving thirty (30) calendar days written notice to the successful bidder.

WITH CAUSE (Default) at any time by giving ten (10) calendar days written notice to the successful bidder. Cancellation for cause shall be at the discretion of the Department of Administrative Services-Purchasing and shall be, but is not limited to, failure to supply the items, materials, equipment or services specified within the time allowed or within the terms, conditions or provisions of this bid.

The successful bidder may not cancel any purchase order and/or contract derived from this bid, without prior written consent of the Department of Administrative Services-Purchasing.

17. Rejection of Bid

THE COUNTY RESERVES THE RIGHT TO REJECT ANY OR ALL BIDS OR ANY PART THEREOF, TO WAIVE ANY INFORMALITIES IN THE BID, AND ALSO TO WITHHOLD AWARD FOR A PERIOD OF NINETY (90) CALENDAR DAYS FROM DATE OF BID OPENING.

18. Non-discrimination

During the performance of this bid, bidder and any sub-bidders shall not unlawfully discriminate against any employee or applicant for employment because of race, color, ancestry, religion, sex, national origin, marital status, age, medical condition (cancer related), physical handicap (including AIDS), or sexual orientation. Equal employment extends, but is not limited to recruitment, compensation, benefits, layoff, termination, and all other conditions of employment. Bidder and sub-bidders shall ensure that the evaluation and treatment of their employees and applicants for employment are free of such discrimination. Bidder and sub-bidders shall comply with the provisions of the Fair Employment and Housing Act (Government Code, Section 12900 et seq.) and the applicable regulations promulgated thereunder (California Administrative Code, Title 2, Section 7285.0 et seq.) The applicable regulations of the Fair Employment and Housing Commission implementing Government Code, Section 12900, set forth in Chapter 5 of Division 4 of Title 2 of the California Administrative Code and incorporated into this contract by reference and made a part hereof as if set forth in full.

Bidder and any sub-bidders shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement.

Bidder shall include the nondiscrimination and compliance provisions of the clause in all subcontracts to perform work under the contract.

Bidder shall grant access by representative of the Department of Fair Employment and Housing and the County upon reasonable notice at any time during normal business hours, but in no case less than twenty-four (24) hours notice, to such of its books, records, accounts, other sources of information and its facilities as said Department or County shall require to ascertain compliance with this clause.

19. Non-discrimination of the Disabled

The County will not aid or perpetuate discrimination against a qualified disabled individual by funding as an agency, organization, or person that discriminates on the basis of handicap in providing aid, benefit, or service to beneficiaries of the program or activity. The County is committed to provide access to all County services, programs, and meetings open to the public for people with disabilities.

In this regard the County and all of its vendors and bidders will take all reasonable steps to ensure that disabled individuals have the maximum opportunity for the same level of aid, benefit, or service as any other individual.

20. Governing Law and Venue

This bid, or any contract that may result from the award of this bid, shall be deemed to be made under, and shall be governed by and construed in accordance with, the laws of the state of California. Any action brought to enforce the terms, or provision of this bid or any contract that may result from the award of this bid, shall have venue in the County of Merced, State of California.

21. Taxes

Sales Tax should be shown separately on the bid form, when and where indicated. The County is exempt from Federal Excise Tax and should not be included in your bid. If your company is outside California and collects sales tax, please state the amount as a separate item if the County is to remit the tax.

22. Samples

Samples of items, when required, must be furnished free of cost. Samples may be retained for future comparison. Samples which are not destroyed by testing or which are not retained for future comparison will be returned upon request at your expense.

23. Liabilities

The bidder shall hold the County, its officers, agents, servants, and employees, harmless from liability of any nature or kind because of use of any copyrighted, or uncopyrighted composition, secret process, patented or unpatented invention, articles or appliances furnished or used under this order, and agrees to defend, at its own expense, any and all actions brought against the County or bidder because of the unauthorized use of such items.

24. Indemnification

Contractor has the contracted duty (hereinafter "the duty") to indemnify, defend and hold harmless, County, its Board of Supervisors, officers, employees, agents and assigns from and against any and all claims, demands, liability, judgments, awards, interest, attorney's fees, costs, experts' fees and expenses of whatsoever kind or nature, at any time arising out of or in any way connected with the performance of this Agreement, whether in tort, contract or otherwise. This duty shall include, but not be limited to, claims for bodily injury, property damage, personal injury, and contractual damages or otherwise alleged to be caused to any person or entity including, but not limited to employees, agents and officers of Contractor.

Contractor's liability for indemnity under this Agreement shall apply, regardless of fault, to any acts or omissions, willful misconduct or negligent conduct of any kind, on the part of the Contractor, its agents, subcontractors and employees. The duty shall extend to any allegation or claim of liability except in circumstances found by a jury or judge to be the sole and legal result of the willful misconduct of County.

This duty shall arise at the first claim or allegation of liability against County. Contractor will on request and at its expense, defend any action suit or proceeding arising hereunder. This clause for indemnification shall be interpreted to the broadest extent permitted by law.

25. Warranty, Successful Bidder

Successful bidder shall fully warrant all materials and equipment furnished under the terms of this bid against poor and inferior quality, for a period of not less than ***one (1) year*** from date of the final acceptance by the County. While under warranty, successful bidder shall repair or replace inoperable materials or equipment in a timely manner to minimize the disruption of County operations.

SECTION 5 AWARD OF BID

An evaluation team shall validate and evaluate all bids received. All requirements identified in this bid must be satisfied in order to ensure that a bid will qualify for consideration.

1. Lowest Responsive Bidder

Although competitive pricing is essential in the award of this IFB, consideration shall be given, but not limited to:

- a. Lowest responsive bidder following assessment of 5% Local Business Purchasing Preference, if applicable.
- b. The ability of the Bidder to comply with Terms and Conditions set forth herein.
- c. The ability of the Bidder to comply with the Specifications or Scope of Work set forth herein.

2. Lowest Responsible Bidder

- a. The quality and performance of the supplies/equipment to be provided by the bidder;
- b. The ability, capacity and skill of the bidder to perform the contract or accomplish the transaction within the time specified, without delay;
- c. The character, integrity, reputation, judgment, experience and efficiency of the bidder;
- d. The quality of bidder's performance on previous purchases by, or contracts with, the County;
- e. The ability of the bidder to provide future maintenance, repair parts and services for the supplies/equipment provided;

3. Award

The County reserves the right to:

- a. Award bids received on the basis of individual items/services, or groups of items/services, or on the entire list of items/services;
- b. Reject any or all responses, or any part thereof;
- c. Waive any informality in the bids;
- d. Accept the bid that is in the best interest of the County. The Department of Administrative Services-Purchasing's decision shall be final;

An evaluation of the bidder's ability, quality, and performance as set forth under Section 5.1, "Most Responsive Bidder" and Section 5.2, "Lowest Responsible Bidder", of this bid, will be used in addition to total cost as a basis of award for any ensuing contract.

4. Notice of Intent to Award

A “Notice of Intent to Award” will be sent to all participating Bidders upon conclusion of validation and evaluation of all bids submitted. This “Notice of Intent to Award” will be sent to all participating Bidders by U.S. postal mail, facsimile, and/or email.

5. Debriefing

A debriefing shall be held before the award of the Contract upon the timely request of an unsuccessful Bidder for the purpose of receiving information concerning the evaluation of the Bidder’s bid response. The request must be in writing, dated, signed either by the Bidder or a legally authorized individual on behalf of the Bidder and be received by the County’s Department of Administrative Services-Purchasing Division at 2222 “M” Street, Merced, California 95340 within three (3) working days following the County’s U.S. postal mail, email, or facsimile of the “Notice of Intent to Award”. Each requesting Bidder will be allotted a maximum of one hour for any debriefing conference. The information provided by the County will be based on the evaluators’ determinations of your company’s submitted bid as it relates to the evaluation criteria as stated herein above. The debriefing may be held, in the discretion of the County, by telephone conference call. The debriefing is not the forum to challenge the bid’s specification, requirements, or the selection criteria. The debriefing procedure provided herein to all requesting and unsuccessful Bidders to the County’s Invitation For Bid is the exclusive and sole remedy and means of receiving information upon the respective Bidder’s evaluation and preliminarily challenging of the award.

6. Protest

The protest process is made available in the event that an unsuccessful Bidder cannot reach agreement with the County after undergoing the debriefing process described herein above. Should an unsuccessful Bidder request a debriefing, and believes its submittal to be the most responsive to the County’s Invitation For Bid and that the County has incorrectly selected another Bidder for award, the appealing Bidder may submit a protest of the selection as described below:

All protests must be made in writing, dated, signed by the Bidder or an individual authorized to sign Contracts on behalf of the protesting Bidder, and contain a statement of the reason(s) for protest; citing the law(s), rule(s) and regulation(s) or procedure(s) on which the protest is based. The protesting Bidder must provide facts and evidence to support the protest.

Protest(s) to County’s notification to award must be sent either by U.S. mail, postage prepaid, or by personal delivery to:

County Executive Officer
County of Merced
2222 “M” Street
Merced, California 95340

All protests in relationship to the County's intended award decision must be received by the County Executive Officer no later than seven (7) working days following the County's U.S. postal mail, facsimile, or email of the "Notice of Intent to Award" to the Bidder.

7. Protest Procedures

A Bidder protesting the results of any of the processes described herein must follow the procedures set forth. By submitting a "Letter of Intent to Protest", the Bidder has agreed that the protest procedures herein shall precede any action in a judicial or quasi-judicial tribunal regarding this proposal. Protests that do not follow these procedures shall not be considered. The protest procedures constitute the sole administrative remedy available to the Bidder under this procurement. Upon exhaustion of this remedy no additional recourse is available with the County of Merced.

Upon receipt of the formal protest, the County Executive Officer, or his/her designee, will attempt to resolve the protest. If the protest has not been resolved, the Bidder will have an opportunity to address the Board of Supervisors stating their concerns. The decision of the Merced County Board of Supervisors constitutes the final step of the Bidder's administrative remedy. A protest shall be disallowed when, in the judgment of the County Executive Officer, or his/her designee, or County Board of Supervisors, it has been submitted: (1) as a delay tactic; (2) for the purpose of posturing the protester advantageously for future procurement; (3) in a form that deviates from the one prescribed; (4) without adequate factual basis or merit; or (5) in an untimely manner.

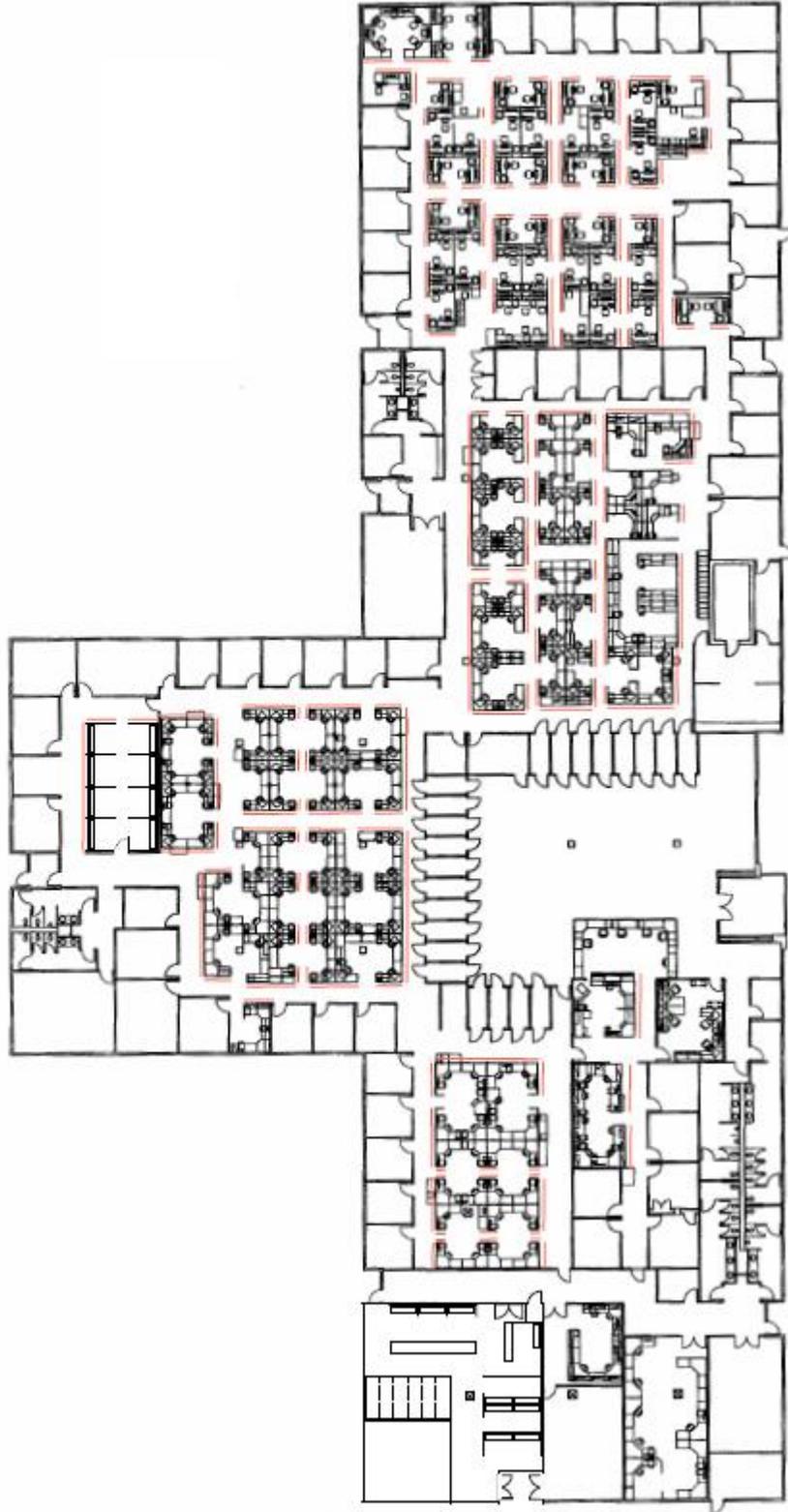
In the event that a protesting Bidder does not appear at the protest hearing as scheduled by Merced County, the protest will be disallowed.

EXHIBIT 1

**Human Services Agency
Main Building**

*2115 West Wardrobe Avenue, Building 1
Telephone (209) 385-3000*

Partition Cleaning
Area to be cleaned



Human Services Agency
Building 2 & 3
2115 West Wardrobe Avenue
Telephone (209) 385-3000

Partition Cleaning
Area to be cleaned

EXHIBIT 2

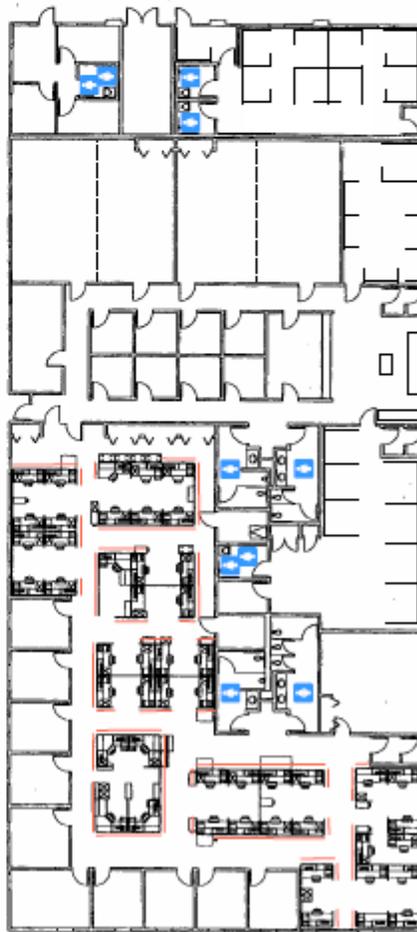
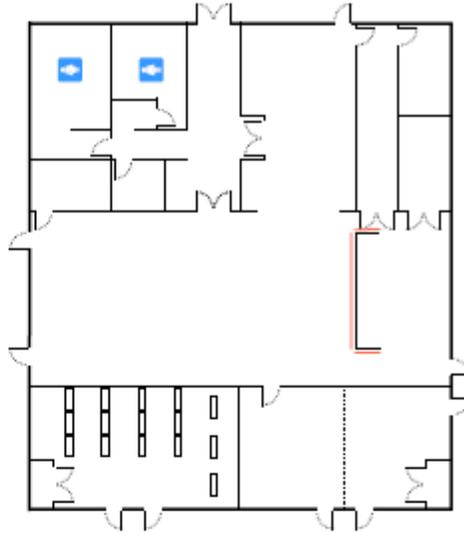


EXHIBIT 3

**Human Services Agency
Los Banos Family Services/Public Health**
415 F Street, Los Banos, CA
Telephone (209)826-1821

One-Time Cleaning

Human Services Agency
Merced County Health

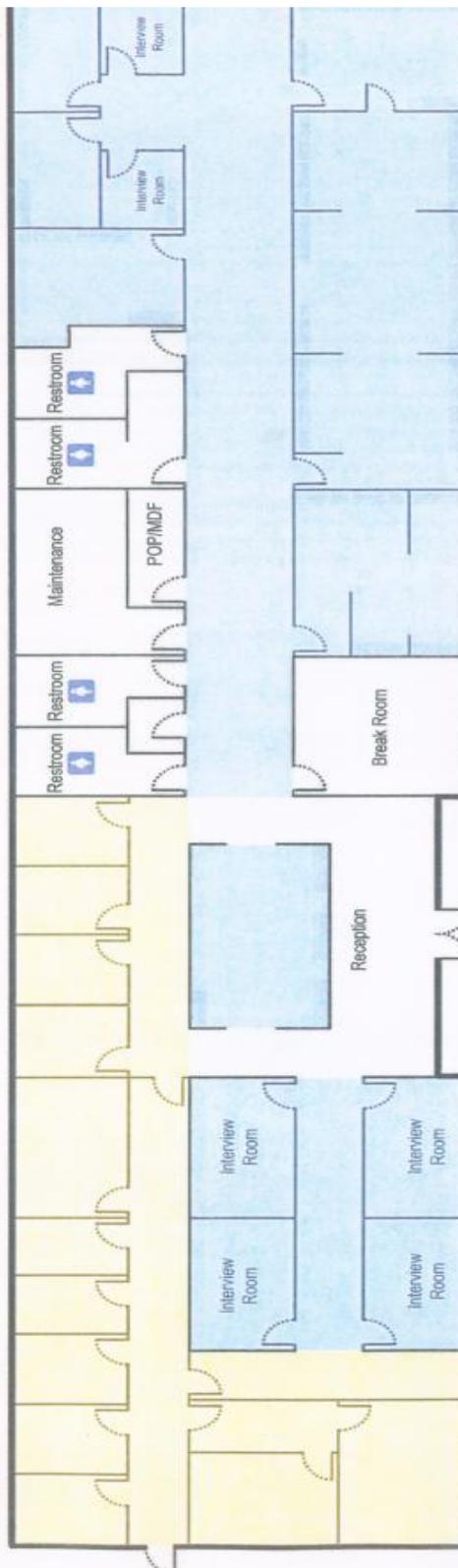


EXHIBIT 4

**Human Services Agency
Main Building
2115 West Wardrobe Avenue, Building 1
Telephone (209) 385-3000**

Twice Yearly Cleaning
Area to be cleaned

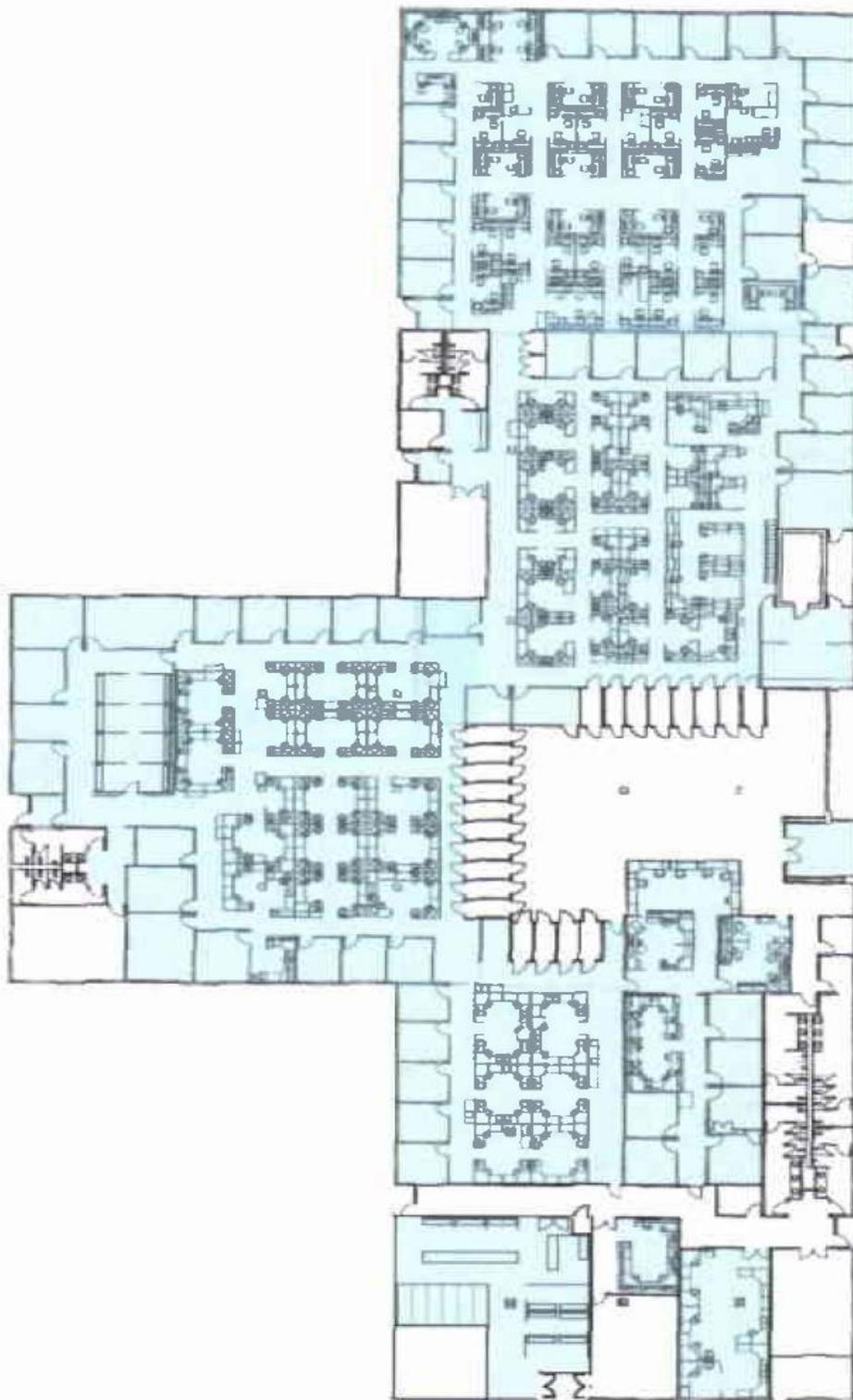


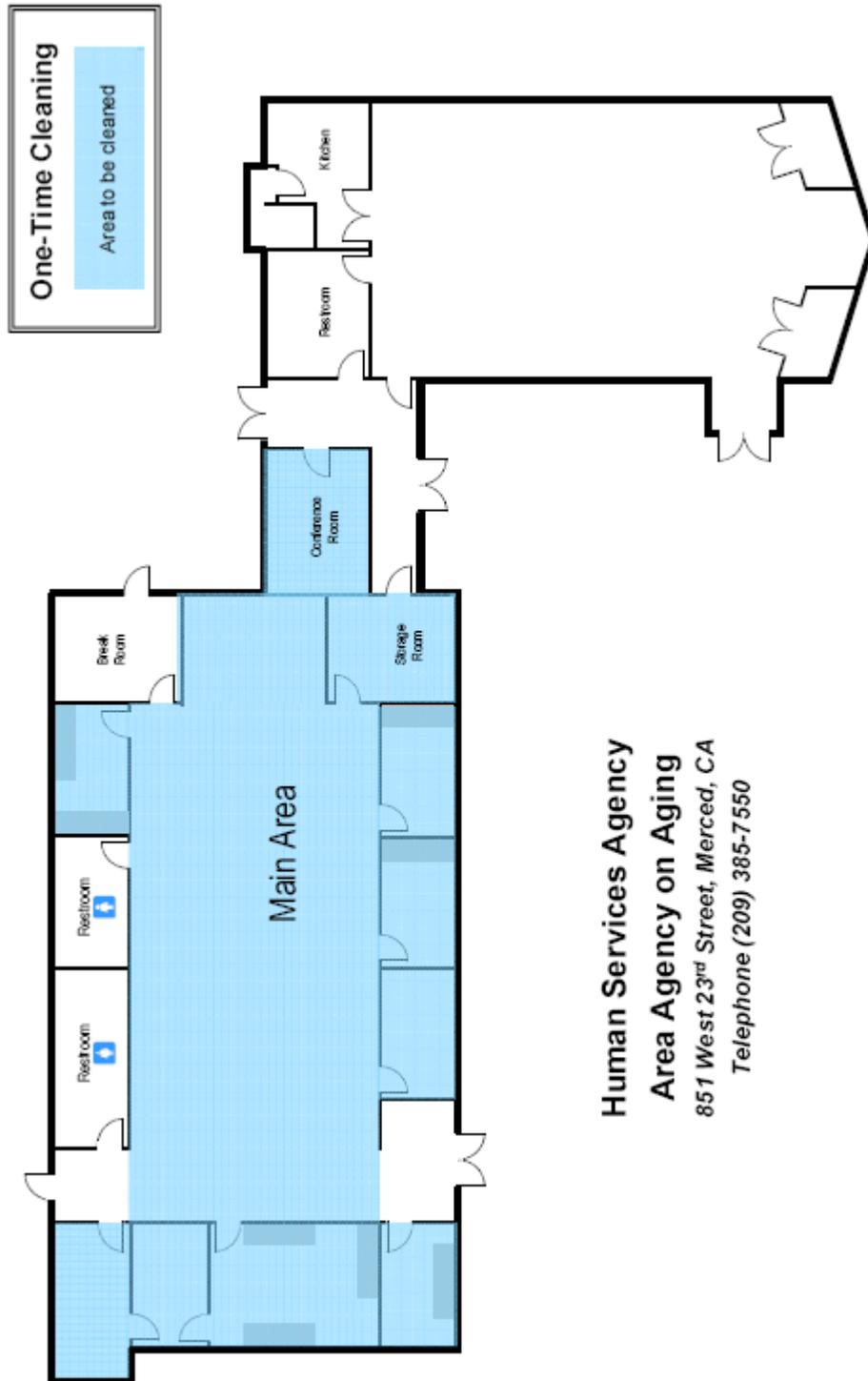
EXHIBIT 5

**Human Services Agency
Building 2 & 3
2115 West Wardrobe Avenue
Telephone (209) 385-3000**

Twice Yearly Cleaning
Area to be cleaned



EXHIBIT 6

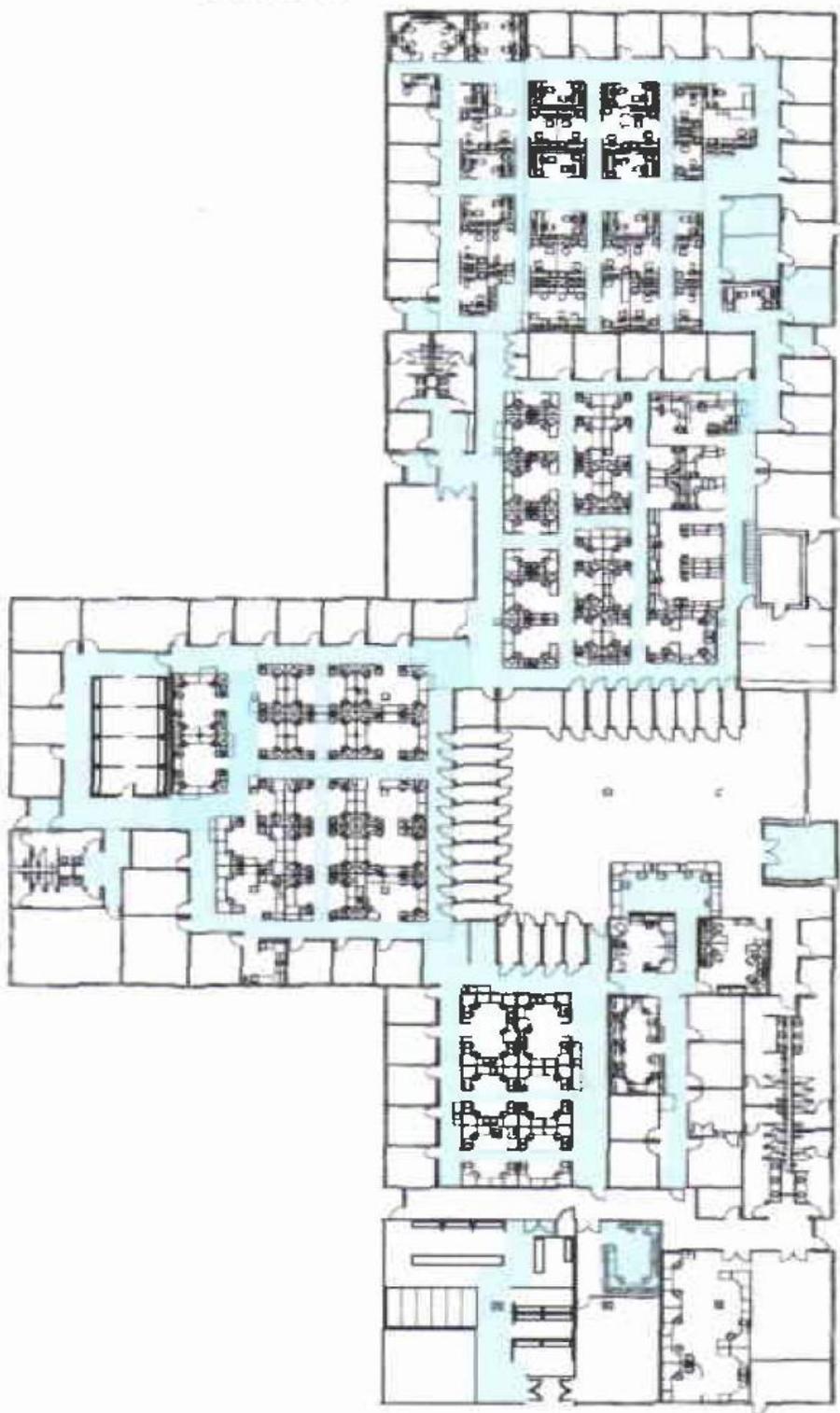


**Human Services Agency
Area Agency on Aging**
851 West 23rd Street, Merced, CA
Telephone (209) 385-7550

EXHIBIT 7

**Human Services Agency
Main Building
2115 West Wardrobe Avenue, Building 1
Telephone (209) 385-3000**

Twice Yearly Cleaning
Area to be cleaned



Human Services Agency

Building 2 & 3

2115 West Wardrobe Avenue

Telephone (209) 385-3000

Twice Yearly Cleaning
Area to be cleaned

EXHIBIT 8



**ATTACHMENT A
SIGNATURE SHEET**

I/We the undersigned hereby certify that I/We am/are a duly authorized official of the company and have the authority to sign on behalf of the company and assure that all statements made in the bid are true. I/We agree to furnish and deliver the specified items/services at the prices stated herein, and have read, understand, and agree to the terms and conditions contained herein and on all of the attachments.

Name of Individual/Company: _____

Business Address: _____

Telephone No.: _____ Fax No.: _____

County Business License No. _____ Expiration Date: _____

Professional License No. _____ Expiration Date: _____

State Business License No. _____ Expiration Date: _____

Signature of Authorized Official: _____

Name/Title of Authorized Official: _____

E-Mail: _____

THIS PAGE MUST BE COMPLETED AND RETURNED WITH BID

**ATTACHMENT B
 BID COST SHEET**

I/We agree that the prices stated herein will be firm for ninety (90) calendar days from the Bid Submittal Deadline.

Item Number	Qty	Description (Model / Manufacture #)	Unit Price		Total
1		Haworth Panels			
2		Option 1			
		Carpets			
		Wardrobe Building 1, 2, 3			
		Los Banos F St			
		Los Banos F St Health Department			
		AAA			
		AAA Additional cleaning of Main area			
		Chairs			
		Wardrobe Building 1, 2, 3			
		Main St			
		AAA			
		Livingston			
		Los Banos F St			
		Los Banos F St Health Department			
		Los Banos 6 th St.			
		2 offices Los Banos J St			
3		Option 2			
		Wardrobe Building 1, 2, 3			

Discount					
GRAND TOTAL	\$				

Date:

Signature:

THIS PAGE MUST BE COMPLETED AND RETURNED WITH BID

USE ADDITIONAL PAPER AS NEEDED

**ATTACHMENT C
REFERENCE LIST**

1) NAME: _____

ADDRESS: _____
 P.O. Box/Street City State Zip

CONTACT PERSON/TITLE: _____

TELEPHONE NUMBER: _____ FAX NUMBER: _____

DOLLAR AMOUNT OF CONTRACT: _____

DATE AND SERVICES PROVIDED: _____

2) NAME: _____

ADDRESS: _____
 P.O. Box/Street City State Zip

CONTACT PERSON/TITLE: _____

TELEPHONE NUMBER: _____ FAX NUMBER: _____

DOLLAR AMOUNT OF CONTRACT: _____

DATE AND SERVICES PROVIDED: _____

3) NAME: _____

ADDRESS: _____
 P.O. Box/Street City State Zip

CONTACT PERSON/TITLE: _____

TELEPHONE NUMBER: _____ FAX NUMBER: _____

DOLLAR AMOUNT OF CONTRACT: _____

DATE AND SERVICES PROVIDED: _____

THIS PAGE MUST BE COMPLETED AND RETURNED WITH BID

ATTACHMENT D
SUBCONTRACTOR LIST

SUBCONTRACTOR NO: 1 - COMPANY NAME: _____

ADDRESS: _____

CONTACT PERSON: _____ TITLE: _____

E-MAIL: _____ TELEPHONE NUMBER: _____

AMT. OF CONTRACT: _____ DATE AND TYPE OF SERVICE _____

SUBCONTRACTOR NO: 2 - COMPANY NAME: _____

ADDRESS: _____

CONTACT PERSON: _____ TITLE: _____

E-MAIL: _____ TELEPHONE NUMBER: _____

AMT. OF CONTRACT: _____ DATE AND TYPE OF SERVICE _____

SUBCONTRACTOR NO: 3 - COMPANY NAME: _____

ADDRESS: _____

CONTACT PERSON: _____ TITLE: _____

E-MAIL: _____ TELEPHONE NUMBER: _____

AMT. OF CONTRACT: _____ DATE AND TYPE OF SERVICE _____

SUBCONTRACTOR NO: 4 - COMPANY NAME: _____

ADDRESS: _____

CONTACT PERSON: _____ TITLE: _____

E-MAIL: _____ TELEPHONE NUMBER: _____

AMT. OF CONTRACT: _____ DATE AND TYPE OF SERVICE _____

SUBCONTRACTOR NO: 5 - COMPANY NAME: _____

ADDRESS: _____

CONTACT PERSON: _____ TITLE: _____

E-MAIL: _____ TELEPHONE NUMBER: _____

AMT. OF CONTRACT: _____ DATE AND TYPE OF SERVICE _____

THIS PAGE MUST BE COMPLETED AND RETURNED WITH BID