



**INVITATION TO BID #5747**  
**FOR**  
**BEHAVIORAL HEALTH FURNITURE**

**ISSUED: June 17, 2014**  
**DUE: June 26, 2014**

**County of Ventura**  
**General Services Agency**  
**Procurement Services**  
**800 S. Victoria Ave.**  
**Ventura, CA 93009-1080**

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**SECTION I INSTRUCTIONS TO VENDORS**

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**1.0 DEFINITIONS**

- 1.0.1 "Bid" means an offer, made in response to a solicitation to perform a contract for work and labor or to supply goods at a specified price, whether or not it is considered a "sealed bid" or results in award of a contract to a single or sole source.
- 1.0.2 "Bidder" means a supplier who submits a bid to the County in response to a solicitation.
- 1.0.3 "Solicitation" means the process, by whatever name known or in whatever form at used, of notifying prospective bidders that the County wishes to receive bids for furnishing goods or services.
- 1.0.4 "Supplier" means a business entity, bidder, offeror, vendor or contractor.

**1.1 SUBMISSION OF BIDS**

- 1.1.1 Bids must be hand delivered or sent via U.S. Mail, express mail or common carrier.
- 1.1.2 Submit one (1) original marked as "MASTER" and one (1) identical copy marked "COPY".
- 1.1.3 Where a "sealed" bid is required, each bid shall be separately sealed inside an envelope and must be signed and received by the closing time and date specified, and on the forms furnished by the County to be considered for award.
- 1.1.4 The bidder is solely responsible for ensuring that the full bid is received by the County in accordance with the solicitation requirements, prior to the date and time specified in the solicitation, and at the place specified. The County shall not be responsible for any delays in mail or by common carriers or delays or missed delivery.
- 1.1.5 If no time for receipt of bids is specified in the solicitation, the bid shall be due by **3:00 p.m.** on the date indicated, Pacific Standard Time (PST)/Pacific Daylight Time (PST).
- 1.1.6 Generally, sealed bids will be opened and read on the due date and time unless another date and time is specified in the solicitation or any addendum thereto.
- 1.1.7 Bids received after the time stated will be considered non-responsive. Late bids are to be returned unopened to the bidder.
- 1.1.8 County reserves the right to reject any or all bids.

**SECTION I INSTRUCTIONS TO VENDORS**

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**1.2 EVALUATION OF BID**

- 1.2.1 Where more than one line item is specified in the solicitation, the County reserves the right to determine the lowest responsible bidder, either on the basis of individual items, groups of Items or on the basis of all items included in its solicitation, unless otherwise expressly provided.
- 1.2.2 Unless otherwise specified in the solicitation, the County may accept any item or group of items of any bid unless the bidder expressly objects and conditions its response on receiving all items for which it provided a bid. In the event that the bidder so objects, the County may consider the bidder's objection and evaluate whether the award on such basis will result in the lowest price to the County or may determine in its sole discretion that such an objection is non-responsive and renders the bidder ineligible for award.
- 1.2.3 All other criteria to be used in evaluating bids will be identified elsewhere in the solicitation.
- 1.2.4 The County reserves the right to waive any minor bid informalities or irregularities received which do not go to the heart of the bid or prejudice other bidders. The County reserves the right to reject any and all bids submitted. Conditional bids or bids which take exception(s) to the specifications may be considered non-responsive and may be rejected.

**1.3 SUBSTITUTIONS**

- 1.3.1 Alternate product bid may be submitted for any item identified with the words "or equal." Complete manufacturer's specifications for alternates must be attached. Acceptance of a substitute is entirely at the discretion of the County and subject to the following qualifications:
  - 1.3.2 Equal in quality of materials used, in structural strength and in details of construction.
  - 1.3.3 Equal in productive and mechanical performance.
  - 1.3.4 Equal in finish, or in characteristics permitting specified finish to be applied.
  - 1.3.5 Availability of replacement parts and maintenance service.
  - 1.3.6 Manufacturer's name, trade names, model or catalog numbers used in these specifications are for the purpose of describing and establishing general quality levels. Such references are not intended to be restrictive. Bids will be considered for any brand, which meets or exceeds the quality of the specifications listed for any item; such bids shall state brand names and numbers and include detailed specifications.

**SECTION I INSTRUCTIONS TO VENDORS**

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**1.4 PROHIBITION OF ALTERATIONS & BID REJECTION**

1.4.1 Bids which are incomplete or which contain alterations or items not called for in the bid may be rejected. Bids submitted on forms other than those furnished by the County may not be considered.

**1.5 OBLIGATION OF BIDDER**

1.5.1 Each bidder shall be presumed to have examined the bid and to be thoroughly familiar with all specifications and requirements of this bid. The failure to or omission to examine any form, instrument or document shall in no way relieve bidder from any obligation in respect to this bid. The bid will be considered an acknowledgment on the part of the bidder of familiarity with all such conditions.

**1.6 BID WITHDRAWAL**

1.6.1 Bids may be withdrawn by written or telegraphic notice received by Procurement prior to the exact hour and date specified for receipt of bids.

1.6.2 A bid may also be withdrawn in person by a bidder or his authorized representative, provided his identity is made known and he signs a receipt for the bid, but only if the withdrawal is made prior to the exact hour and date set for the opening of bids.

**1.7 CLIENT REFERENCE**

1.7.2 Include a listing of three (3) clients that have recently purchased similar furniture from the bidder at the time of bid. Client references should include Company/Organization name, contact person, title and telephone number to contact for information regarding the equipment's performance and service level.

**1.8 AMENDMENTS TO BID**

1.8.1 If it becomes evident that this bid has to be amended, a formal amendment will be issued to bidders. If necessary, a new bid due date will be established.

**1.9 BID CHECKLIST**

Bidders are to include the following information with bid response:

- i. One original, marked as "MASTER" and **ONE** identical copy of the bid.
- ii. Bid –Signature Sheet, Section III
- iii. Section IV-Specifications with "Comply or Alternate" indicated
- iv. Complete literature & specifications on all "or equal" offered (*if required*)
- v. Piggyback Agreement (Attachment A)
- vi. Information Required of Bidder (Attachment B)
- vii. Non Collusion Affidavit (Attachment C)

**SECTION I INSTRUCTIONS TO VENDORS**

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**1.10 SOLICITATION ADDENDUM (ADDENDA)**

1.10.1 If a supplier received this solicitation through some means other than being a pre-qualified supplier on the County's supplier list, it is the responsibility of the supplier to advise the buyer of its intention to provide a bid so that addenda or other correspondence related to the solicitation will be sent to the supplier.

1.10.2 In the event that the solicitation is revised by an addendum, supplier shall submit the original solicitation and any addenda required to be submitted by the buyer.

1.10.3 Price(s) offered shall reflect all addenda issued by the County. Failure to do so will permit the County to interpret the bid to include all addenda issued in any resulting contract.

**1.11 ASSIGNMENT**

1.11.1 This contract shall not be assignable by the contractor in whole or in part without the written consent of the County; such consent will not be unreasonably withheld.

**1.12 VALIDITY OF BID**

1.12.1 Unless specified elsewhere in the solicitation, bidder's bid shall be valid for forty-five (45) days following the date the response is due.

**1.13 NON-RESPONSE**

1.13.1 Non response to a bid may automatically remove your company from the County's supplier mailing list. If you are not bidding and want to continue to receive bids return your bid and write "No Bid".

**SECTION II GENERAL TERMS AND CONDITIONS**

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**2.1 DELIVERIES**

See Section IV, Specification.

**2.2 F.O.B.**

All deliveries shall be F.O.B. Destination; Oxnard, CA. The bidder shall be responsible for all freight claims.

**2.3 TAXES**

Prices quoted in the bid shall exclude all applicable Sales or Use Taxes. The County is subject to State and local sales tax.

**2.4 PUBLIC AGENCY**

2.4.1 It is intended that other public agencies (i.e., city, special district, public authority, public agency and other political subdivision of public corporation of California) located in Ventura County shall have the option to participate in any agreement created as a result of this Invitation to Bid with the same terms and conditions as to the price of the product. The County shall incur no financial responsibility in connection with a purchase order from another public agency. The public agency shall accept sole responsibility for placing orders and making payment to vendor. **The granting of this option shall not be considered in bid evaluation.** Vendor will state in bid response willingness to extend pricing to other public agencies.

**2.5 ABILITY TO PERFORM**

2.5.1 Bidders must have a record of quality service and on-time delivery of the required quantities.

**2.6 REFERENCE CHECKS**

2.6.1 The County may make reference checks and obtain financial ratings of all bidders, joint venture partners or subcontractors in order to determine responsibility. Submission of a bid shall be consent to any and all reference checks.

**2.7 PRICING**

2.7.1 Prices shall include any and all charges associated with the performance of this contract and compliance with all specification and terms and conditions. Additional charges will not be allowed.

**2.8 INVOICING**

2.8.1 Vendor will submit two (2) copies of invoices to the address indicated on the Purchase Order. Invoices will be itemized for each delivery, showing the Purchase Order number, release number, date of shipment, prices,

**SECTION II GENERAL TERMS AND CONDITIONS**

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quantities, and description of goods. Description will not be entirely encoded. Invoices must show signature of authorized department representative.

2.8.2 The County **does not** pay interest on late payments.

**2.9 INSURANCE**

Contractor, at its sole cost and expense, will obtain and maintain in full force during the term of this contract the following types of insurance:

- 1) 1. General Liability "occurrence" coverage in the minimum amount of \$1,000,000 combined single limit (CSL) bodily injury & property damage each occurrence and \$2,000,000 aggregate, including personal injury, broad form property damage, products/completed operations, broad form blanket contractual and \$50,000 fire legal liability.
- 2) Commercial Automobile Liability coverage in the minimum amount of \$1,000,000 CSL bodily injury & property damage, including owned, non-owned, and hired automobiles. Also to include Uninsured/Underinsured Motorists coverage in the minimum amount of \$100,000 when there are owned vehicles.
- 3) Workers' Compensation coverage, in full compliance with California statutory requirements, for all employees of Contractor and Employer's Liability in the minimum amount of \$1,000,000.

**NOTE:** The WC requirement is waived ONLY IF the Contractor is a sole proprietor with no employees, volunteers or family members working in the business. Written notification is required.

- B) All insurance required will be primary coverage as respects County and any insurance or self-insurance maintained by County will be excess of Contractor's insurance coverage and will not contribute to it.
- C) County is to be notified immediately if any aggregate insurance limit is exceeded. Additional coverage must be purchased to meet requirements.
- D) The County of Ventura are to be named as Additional Insured as respects to work done by Contractor under the terms of this contract for General Liability Insurance.
- E) Contractor agrees to waive all rights of subrogation against the County of Ventura, Its Boards, Agencies, Departments, Officers, Employees, Agents and Volunteers for losses arising from work performed by Contractor under the terms of this contract.



**SECTION II GENERAL TERMS AND CONDITIONS**

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- F) Policies will not be canceled, non-renewed or reduced in scope of coverage until after sixty (60) days written notice has been given to the County of Ventura, Risk Management Division.
- G) Contractor agrees to provide County with the following insurance documents on or before the effective date of this contract:
1. Certificates of Insurance for all required coverage.
  2. Additional Insured endorsement for General Liability Insurance.
  3. Waiver of Subrogation endorsement (a.k.a.: Waiver of Transfer Rights of Recovery Against Others, Waiver of Our Right to Recover from Others) for Workers' Compensation.

Failure to provide these documents will be grounds for immediate termination or suspension of this contract.

**2.10 CASH DISCOUNT**

2.10.1 Bids offering a cash discount of 30 days or more are awarded on the net dollar value - assuming the County will earn and deduct the discount.

**2.11 COMMUNICATIONS – VERBAL**

2.11.1 Any oral communications from the County concerning the Bid are not binding on the County and shall in no way excuse the Bidder of obligations as set forth in the Bid, unless the Bid has been formally amended.

**2.12 DRAWINGS**

Behavioral Health Project layout drawings will be available upon award of bid.

**SECTION III BID FORM / SIGNATURE PAGE**

ITEM	DESCRIPTION	QTY. (each)	MFG.	OR EQUAL MFG.	UNIT COST	EXTENDED COST W/O SALES TAX
1	<p><b>M10 Meridian Chair (open wood arm)</b>                      6092 Yes - Multiple Fabrics (2)                      S5- SERIES: Series 5 Fabric                      O- CO-NAME Other Manufacturers                      TOR- <b>MOMENTUM SILICA MOSS</b>                      SEAT Add this fabric to the Seat                      S6 SERIES: Series 6 Fabric                      O CO-NAME: Other Manufacturers                      TOR MOMENTUM BANTER 310404707                      STONE                      REMAINDER Add this fabric to the remainder                      6115 No- do not add moisture barrier                      1011 No - CTB133                      8616 Standard seat and back covers                      10047 IZ - Aged Teak wood finish                      8794 Include black urethane arm cap                      11060 Do not add panel arms                      8408 No - do not gang unit                      OR EQUAL</p>	4	Nemschoff			
2	<p><b>M10 Meridian Chair (open wood arm)</b>                      6092 Yes - Multiple Fabrics (2)                      S5 SERIES: Series 5 Fabric                      O CO-NAME Other Manufacturers                      TOR <b>MOMENTUM SILICA 103402210</b>  <b>CLOAK</b>                      SEAT Add this fabric to the Seat                      S6 SERIES: Series 6 Fabric                      O CO-NAME: Other Manufacturers                      TOR MOMENTUM BANTER 310404707                      STONE                      REMAINDER Add this fabric to the Remainder                      6115 No- do not add moisture barrier                      1011 No - CTB133                      8616 Standard seat and back covers                      10047 IZ - Aged Teak wood finish                      8794 Include black urethane arm cap                      11060 Do not add panel arms                      8408 No - do not gang unit                      OR EQUAL</p>	3	Nemschoff			
3	<p><b>M18 Meridian Bariatric Chair</b>                      6092 Yes - Multiple Fabrics (2)                      S5 SERIES: Series 5 Fabric                      O CO-NAME Other Manufacturers                      TOR <b>MOMENTUM SILICA MOSS</b>                      SEAT Add this fabric to the Seat                      S6 SERIES: Series 6 Fabric                      O CO-NAME: Other Manufacturers                      TOR MOMENTUM BANTER103402210                      CLOAK                      REMAINDER Add this fabric to the Remainder                      6115 No- do not add moisture barrier                      1011 No - CTB133                      9067 Standard seat and back covers                      10047 IZ - Aged Teak wood finish                      8794 Include black urethane arm cap                      OR EQUAL</p>	1	Nemschoff			
4	<p><b>M18 Meridian Bariatric Chair</b>                      6092 Yes - Multiple Fabrics (2)</p>	1	Nemschoff			

**SECTION III BID FORM / SIGNATURE PAGE**

	<p>S5 SERIES: Series 5 Fabric                  O CO-NAME Other Manufacturers                  TOR <b>MOMENTUM SILICA 103402210</b>                  CLOAK                  SEAT Add this fabric to the Seat                  S6 SERIES: Series 6 Fabric                  O CO-NAME: Other Manufacturers                  TOR MOMENTUM BANTER103402210                  CLOAK                  REMAINDER Add this fabric to the Remainder                  6115 No- do not add moisture barrier                  1011 No - CTB133                  9067 Standard seat and back covers                  10047 IZ - Aged Teak wood finish                  8794 Include black urethane arm cap                  OR EQUAL</p>				
5	<p><b>MS10-2-LS Meridian Suspended (open wood arm)</b>  <b>Standard</b>                  6092 Yes - Multiple Fabrics (2)                  S5 SERIES: Series 5 Fabric                  O CO-NAME Other Manufacturers                  TOR <b>MOMENTUM SILICA MOSS</b>                  SEAT Add this fabric to the Seat                  S6 SERIES: Series 6 Fabric                  O CO-NAME: Other Manufacturers                  TOR MOMENTUM BANTER103402210                  CLOAK                  REMAINDER Add this fabric to the Remainder                  6115 No- do not add moisture barrier                  1011 No - CTB133                  8664 Standard seat and back covers                  10047 IZ - Aged Teak wood finish                  8794 Include black urethane arm cap                  11060 Do not add panel arms                  8408 No - do not gang unit                  OR EQUAL</p>	2	Nemschoff		
6	<p><b>MS10-2-LS Meridian Suspended (open wood arm)</b>  <b>Standard</b>                  6092 Yes - Multiple Fabrics (2)                  S5 SERIES: Series 5 Fabric                  O CO-NAME Other Manufacturers                  TOR <b>MOMENTUM SILICA 103402210</b>                  CLOAK                  SEAT Add this fabric to the Seat                  S6 SERIES: Series 6 Fabric                  O CO-NAME: Other Manufacturers                  TOR MOMENTUM BANTER 310402210                  CLOAK                  REMAINDER Add this fabric to the Remainder                  6115 No- do not add moisture barrier                  1011 No - CTB133                  8664 Standard seat and back covers                  10047 IZ - Aged Teak wood finish                  8794 Include black urethane arm cap                  11060 Do not add panel arms                  8408 No - do not gang unit                  OR EQUAL</p>	1	Nemschoff		
7	<p><b>M10-2 Meridian Non-Suspended (open wood arm)</b>                  6092 Yes - Multiple Fabrics (2)</p>	3	Nemschoff		

**SECTION III BID FORM / SIGNATURE PAGE**

	<p>S5 SERIES: Series 5 Fabric                  O CO-NAME Other Manufacturers                  TOR MOMENTUM SILICA MOSS                  SEAT Add this fabric to the Seat                  S6 SERIES: Series 6 Fabric                  O CO-NAME: Other Manufacturers                  TOR MOMENTUM BANTER 310404707                  STONE                    REMAINDER Add this fabric to the Remainder                  6115 No- do not add moisture barrier                  1011 No - CTB133                  8616 Standard seat and back covers                  10047 IZ - Aged Teak wood finish                  8794 Include black urethane arm cap                  11060 Do not add panel arms                  8408 No - do not gang unit                  OR EQUAL</p>				
<b>8</b>	<p><b>M10-3 Meridian Non-Suspended (open wood arm)</b>                  6092 Yes - Multiple Fabrics (2)                  S5 SERIES: Series 5 Fabric                  O CO-NAME Other Manufacturers                  TOR MOMENTUM SILICA MOSS                  SEAT Add this fabric to the Seat                  S6 SERIES: Series 6 Fabric                  O CO-NAME: Other Manufacturers                  TOR MOMENTUM BANTER 310404707                  STONE                    REMAINDER Add this fabric to the Remained                  6115 No- do not add moisture barrier                  1011 No - CTB133                  8616 Standard seat and back covers                  10047 IZ - Aged Teak wood finish                  8794 Include black urethane arm cap                  11060 Do not add panel arms                  8408 No - do not gang unit                  OR EQUAL</p>	1	Nemschoff		
<b>9</b>	<p><b>M10-2 Meridian Non-Suspended (open wood arm)</b>                  6092 Yes - Multiple Fabrics (2)                  S5 SERIES: Series 5 Fabric                  O CO-NAME Other Manufacturers                  TOR MOMENTUM SILICA 103402210                  CLOAK                  SEAT Add this fabric to the Seat                  S6 SERIES: Series 6 Fabric                  O CO-NAME: Other Manufacturers                  TOR MOMENTUM BANTER 310404707                  STONE                    REMAINDER Add this fabric to the Remainder                  6115 No- do not add moisture barrier                  1011 No - CTB133                  8616 Standard seat and back covers                  10047 IZ - Aged Teak wood finish                  8794 Include black urethane arm cap                  11060 Do not add panel arms                  8408 No - do not gang unit                  OR EQUAL</p>	3	Nemschoff		
<b>10</b>	<p><b>MLT-30-1 Meridian Tables Freestanding Table</b>                  23 1/2 W x 23 1/2 D x 18 3/4 H                  8455 Laminate top                  10258 2K - Aged Teak laminate</p>	3	Nemschoff		

**SECTION III BID FORM / SIGNATURE PAGE**

	10047 IZ - Aged Teak wood finish OR EQUAL				
11	<b>MT-10-5 Meridian Tables Freestanding Table</b> 42 W x 20 1/2 D x 14 3/4 H 8455 Laminate top 10258 2K - Aged Teak laminate 10047 IZ - Aged Teak wood finish OR EQUAL	3	Nemschoff		
12	<b>605 9 Pocket vertical magazine and literature rack</b> Frame Frame finish: Natural Maple Back Panel Color: Aloe OR EQUAL	1	Peter Pepper		
13	<b>605 9 Pocket Vertical Magazine and Literature Rack</b> Frame Frame Finish: Natural Maple Back Panel Color: Burnt Orange OR EQUAL	1	Peter Pepper		
14	<b>609 Pocket Divider, Clear Acrylic</b> OR EQUAL	6	Peter Pepper		
15	<b>N52GHAC JIMINY,GUEST,ARMS,MOBILE</b> Grade 7 71007 Brisa Bark 501 Platinum Metallic C11 Hard Casters (Standard) OR EQUAL	68	National Office Furniture		
16	<b>N52GHAC JIMINY,GUEST,ARMS,MOBILE</b> Grade 7 71014 Brisa Aztec 501 Platinum Metallic C11 Hard Caster (Standard)	52	National Office Furniture		
17	<b>5623YB1.A95 Focus Task, Mesh Back, Enhanced</b> <b>Synchro Control, A95 Fully adjustable arms</b> MC1 Black FABRIC Fabric Grade Selections 26-GRD6 Fabric Grade 6 SCUBA Scuba Standard Color Selection SCU-CHINCH Scuba Chinchilla Z2 Silver ~ No Heavy Duty Upgrade ~ Std Black Base C15 <b>55mm Caster, Std</b> E3 Seat Depth Adjustment Upgrade LB1 Adjustable Lumbar Support CA Assembled in Bag, Southern CA OR EQUAL	29	SIT-ON-IT		
18	<b>5623YB1.A95 Focus Task, Mesh Back, Enhanced</b> <b>Synchro Control, A95 Fully adjustable arms</b> MC1 Black FABRIC Fabric Grade Selections 26-GRD6 Fabric Grade 6 SCUBA Scuba Standard Color Selection SCU-CHINCH Scuba Chinchilla Z2 Silver ~ No Heavy Duty Upgrade ~ Std Black Base C15 <b>55mm Caster, Std</b> E3 Seat Depth Adjustment Upgrade CA Assembled in Bag, Southern CA OR EQUAL	11	SIT-ON-IT		

**SECTION III BID FORM / SIGNATURE PAGE**

19	<p><b>5622YB1.A95 Focus Task, Mesh Back, Enhanced Synchro Control, A95 Fully adjustable arms</b>                  MC1 Black                  FABRIC Fabric Grade Selections                  26-GRD6 Fabric Grade 6                  SCUBA Scuba Chinchilla                  Z2 Silver                  ~ No Heavy Duty Upgrade                  ~ Std Black Base                  C14 55mm, No Barrel &amp; Hood, <b>Soft Wheel Casters</b>                  E3 Seat Depth Adjustment Upgrade                  LB1 Adjustable Lumbar Support                  CA Assembled in Bag, Southern CA                  OR EQUAL</p>	3	SIT-ON-IT			
20	<p><b>5623YB4.A95 Focus Task, Fully Uph Back, Enhanced Synchro Control, A95 Fully Multi-Adjustable Arms</b>                  FABRIC Fabric Grade Selections                  26-GRD6 Fabric Grade 6                  SCUBA Scuba Standard Color Selection                  SCU~CHINCH Scuba Chinchilla                  Z2 Silver                  ~ No Heavy Duty Upgrade                  ~ Std Black Base                  C15 <b>55mm Caster, Std</b>                  E3 Seat Depth Adjustment Upgrade                  LB1 Adjustable Lumbar Support                  CA Assembled in Bag, Southern CA                  OR EQUAL</p>	8	SIT-ON-IT			
21	<p><b>3112-22 Glide System Cool Grey W/22 P2 TG Track</b>                  1 Standard Palm Support Foam                  OR EQUAL</p>	28	Workrite			
22	<p><b>PA1000 Workrite Poise Arm w/ Desk Base &amp; Grommet</b>                  S Silver                  OR EQUAL</p>	48	Workrite			
23	<p><b>1353 Benton Jr. Muffet Settee 24 Diameter</b>                  Fabric Grade 8                  Top Top Fabric: Silica Appletini                  Base Base Fabric: Silica Marigold                  OR EQUAL</p>	2	ERG			
24	<p><b>1353 Benton Jr. Muffet Settee 24 Diameter</b>                  Fabric Grade 8                  Top Top Fabric: Silica Marigold                  Base Base Fabric: Silica Appletini                  OR EQUAL</p>	1	ERG			
25	<p><b>1357 Junior Post Table</b>                  30 Sq. Top, Height 20 - Laminate Top                  Laminate Wilsonart: Studio Teak 7960K-18                  Edge - Group2 Edge Finish:3MM 2-B Dark Brown                  Base - Base Finish: Rust Textured                  OR EQUAL</p>	1	ERG			
26	<p><b>H105679 10500 Series Mobile Printer/Fax Cart LAM: Harvest</b>                  LAM: Harvest                  OR EQUAL</p>	28	Hon			
27	<p><b>H214 210 Series Vertical File 4 Drawer</b>                  Letter w/Lock                  Lock: Lock                  PAINT: Select Core paint                  PAINT: Shadow</p>	41	Hon			

**SECTION III BID FORM / SIGNATURE PAGE**

	OR EQUAL					
28	<b>H215 210 Series Vertical File 5 Drawer</b> Letter w/Lock Lock: Lock PAINT: Select Core paint PAINT: Shadow OR EQUAL	10	Hon			
29	<b>H4071 Pagoda 4070 Series Fan Back</b> Guest Set of 2 GRADE: M5 UPHOLSTERY UPH: Idyll (Crypton) COLOR: Harvest FRAME: Platinum Metallic OR EQUAL	28	Hon			
30	<b>H4071 Pagoda 4070 Series Fan Back</b> Guest Set of 2 GRADE: M5 UPHOLSTERY UPH: Silvertex Vinyl COLOR: Basil FRAME: Platinum Metallic OR EQUAL	2	Hon			
31	<b>HMVR-2454G-NS Motivate Table</b> <b>Rectangular 24Dx54W, 2mm</b> Edge Nesting Base No Grommets L1 Core Lam Opts Harvest Harvest Caster Paint Grade: Choice Paint PAINT: Platinum Metallic OR EQUAL	56	Hon			
32	<b>HF23C Lock Core Replacement Kit</b> Brushed Kit Key Number: 204E OR EQUAL	36	Hon			
33	<b>HF23C Lock Core Replacement Kit</b> Brushed Chrome KEY NUMBER: 203E OR EQUAL	15	Hon			
34	<b>HTLA3060 Preside 60W x 30D Racetrack</b> <b>Shaped</b> Laminate Top 2MM/Flat LAM: Harvest No Grommets LAM: Harvest OR EQUAL	2	Hon			
35	<b>DELIVERY AND ASSEMBLY</b>					

**NOTE:** Vendor submitting alternate product bids, must provide the alternate product manufacture catalog containing specifications that are equal to the manufacturer specified in the Bid Form.

**SECTION III BID FORM / SIGNATURE PAGE**

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Sealed bids will be received by the Ventura County Purchasing Agent until **3:00 p.m., Thursday, June 26, 2014** at the:

Ventura County Procurement Services,  
General Services Agency, Hall of Administration  
Lower Plaza, 800 S. Victoria Ave  
Ventura, Ca 93009-1080

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Mark the lower left hand side of your envelope with:

BID NO: 5747 DUE: 3:00 P.M. Thursday, June 26, 2014

FOR Behavioral Health Furniture

ATTN: Rick Tolentino, Buyer

1. **Bids may not be returned by facsimile machine**
2. The website [www.time.gov](http://www.time.gov) (Pacific Time Zone) will be used as the official US Time.

If further information is needed, contact Rick Tolentino, Buyer, at the above address or by phone: (805) 662-6886 or email to: [rick.tolentino.ventura.org](mailto:rick.tolentino.ventura.org)



**SECTION III BID FORM / SIGNATURE PAGE**

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We have stated herein the prices at which we will furnish behavioral Health Furniture as specified.

We have carefully reviewed the County of Ventura's Bid Terms and Conditions and attached specifications and attachments for Behavioral Health Furniture (Bid # 5747). Therefore, I, the undersigned, hereby agree to deliver, within the time specified and the price quoted therein and without any additional charges to the County of Ventura.

1. Bid is valid for \_\_\_\_\_ days.
2. Discounts for payment of invoice within 30 days of receipt \_\_\_\_%.
3. Delivery: \_\_\_\_\_ calendar days after receipt of order.

\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
COMPANY ADDRESS

\_\_\_\_\_  
NAME

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PHONE NO.

\_\_\_\_\_  
FEDERAL TAX ID#

\_\_\_\_\_  
FAX NO.

\_\_\_\_\_  
E-MAIL

\_\_\_\_\_

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**SECTION IV SPECIFICATIONS**

These specifications are not meant to limit the vendor: they are to be guidelines to minimum qualifications. Bids on equipment differing in minor detail from these specifications will be considered. Difference or alternations shall be **correctly stated** and described in detail by the bidder.

<p>Bidders shall fill in all boxes under the column marked – “Comply or Alternate.” Alternates to the following specifications must be explained in detail. Alternates may be detailed on a separate page and referenced to the appropriate section number. Failure to furnish this information may be cause for rejection of bid.</p>	<p><b>Answer “Comply or Alternate”</b></p>

<p><b>1.0 <u>General</u></b></p> <p>The furniture and accessories offered shall be either identical or equal to those listed in this document. Each will be manufactured by the same manufacturer and match exactly in color, texture, finish, upholstery, style, dimensions, quality and performance.</p> <p>Successful vendor(s) will furnish, deliver and install all furniture for the County of Ventura Behavioral Health.</p>	
<p><b>2.0 <u>Delivery Address</u></b></p> <p>County of Ventura Behavioral Health 2655 Saviers Rd. Oxnard, CA 93033</p>	
<p><b>3.0 <u>Delivery &amp; Installation</u></b></p> <p>Vendor shall procure listed items and store them at their own storage facility.</p> <p>The vendor shall deliver the items on the dates agreed upon with the Manager of Operations.</p> <p>Delivery shall be made with a lift-gate truck as loading docks may or may not be available.</p> <p>Vendor shall not charge us storage fees should the delivery dates be delayed.</p> <p>Vendor shall set up each piece of furniture at the designated location. In addition, room check lists and floor-plans will be posted on each door to guide installers. Installers shall check-off the</p>	

**SECTION IV SPECIFICATIONS**

<p>equipment they place on the room checklists posted on each door and initial.</p> <p>The Vendor shall make every effort to avoid damaging the facilities. Vendor will be held liable for damages caused by the delivery, installation and trash removal.</p> <p>The Vendor is responsible to remove any and all debris and packing materials from the clinics.</p> <p>The Vendor shall retain one copy of each kind of instruction manual received with the equipment, put them together in one binder and give to the Manager of Operations or Designee.</p> <p>The Vendor shall walk the entire Project Area with the Manager of Operations or Designee to establish that the work has been accomplished to our satisfaction. Invoices should be submitted directly to the Manager of Operations to facilitate timely payment.</p> <p><b>Three copies of invoice required when furniture is delivered.</b></p>	
<p><b>4.0 <u>Returns</u></b></p> <p>All returns will be at no charge to the County and the County will receive full credit for them. A straight forward return procedure is preferred and vendors are requested to describe return procedure on Bid Sheet.</p>	
<p><b>5.0 <u>Service Representative</u></b></p> <p>The vendor must provide one full-time representative to respond to all questions regarding orders and billing. This requirement may be waived by Procurement Services if vendor demonstrates that more than one employee can effectively respond to County needs.</p>	
<p><b>6.0 <u>Catalogs</u></b></p> <p>The vendor shall furnish a sufficient number of current catalogs to meet the requirements of the County. Catalogs are to be delivered to each location. All catalogs will be at no charge to County. The County prefers the vendor to issue a custom catalog of the County's contract items, if possible.</p>	
<p><b>7.0 <u>Payment</u></b></p> <p>The County issues payment to the firm approximately thirty days after receipt of the commodity (merchandise and/or service) and the correct original invoice, whichever arrives last.</p>	

**SECTION IV SPECIFICATIONS**

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All invoices must contain the proper pricing as specified by the bidder in this request. In addition, all invoices must include the appropriate purchase order number. Invoices not including the proper purchase order number may experience delayed payment.

The vendor must submit a statement and corresponding invoices on a regular basis. The statement will list all invoices for the period in ascending invoice number order. The invoices will be attached to the statement in the same order listed. Each invoice must include applicable sales tax. Order requisition and County account numbers must be on all corresponding invoices and credit memos. Monthly statements should include the following information: Invoice number, date item(s) purchased, dollar amount, and name of County employee making the purchase.

The County reserves the right to audit vendor's records when deemed necessary to verify correct pricing.

**ATTACHMENT A  
PUBLIC AGENCY AGREEMENT  
Bid # 5747**

**Behavioral Health Furniture**

It is intended that other public agencies (i.e., city, special district, public authority, public agency and other political subdivision of public corporation of California) located in Ventura County shall have the option to participate in any agreement created as a result of this Invitation to Bid with the same terms and conditions as to the price of the product.

The County shall incur no financial responsibility in connection with a purchase order from another public agency. The public agency shall accept sole responsibility for placing orders and making payment to VENDOR.

- Bidder's agreement or failure to agree to the "piggyback" agreement will not be a factor in award of the bid.
- Check one of the following:
- The prices, terms, and conditions in our bid/proposal are not extended to any other agency.

I hereby agree to extend all prices, terms, and conditions of my bid/proposal to any other public agency located in Ventura County with the following exception(s) noted on attached.

\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
COMPANY ADDRESS

\_\_\_\_\_  
NAME

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PHONE NO.

\_\_\_\_\_  
FAX NO.

**ATTACHMENT B  
INFORMATION REQUIRED OF BIDDER  
Bid # 5747**

No Bid Will Be Considered Unless This Document Is Complete In Full. All Applicable Items Must Be Filled Out. This Document Must Be Returned With Your Bid.

**Bidder is required to supply the following information. Additional sheets may be attached if necessary.**

1) Name: \_\_\_\_\_

2) Address: \_\_\_\_\_

3) Telephone No: \_\_\_\_\_ Fax No. \_\_\_\_\_

4) Type of Firm (individual, partnership, corporation.): \_\_\_\_\_

5) Corporation organized under the laws of the State of: \_\_\_\_\_

6) List names and addresses of all members of the firm or names and titles of all officers of the corporation:

NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

5) Number of years this company has been in business doing the type of work specified herein in California: \_\_\_\_\_.

6) List at least three customers as of most recent date:

a. CUSTOMER: \_\_\_\_\_

LOCATION: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

PHONE NO. \_\_\_\_\_ DOLLAR AMOUNT \$ \_\_\_\_\_

PERFORMANCE PERIOD: \_\_\_\_\_

=====

b. CUSTOMER: \_\_\_\_\_

**ATTACHMENT B  
INFORMATION REQUIRED OF BIDDER  
Bid # 5747**

LOCATION: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

PHONE NO. \_\_\_\_\_ DOLLAR AMOUNT \$ \_\_\_\_\_

PERFORMANCE PERIOD: \_\_\_\_\_

=====

c. CUSTOMER: \_\_\_\_\_

LOCATION: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

PHONE NO. \_\_\_\_\_ DOLLAR AMOUNT \$ \_\_\_\_\_

PERFORMANCE PERIOD: \_\_\_\_\_

=====

7) List the name and address of each subcontractor who will perform work in or about the service and indicate what part of the work will be done by each subcontractor:

NAME	ADDRESS	WORK PERFORMED
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

8) Name and address of Contractor/Agent for your firm:

\_\_\_\_\_

**Phone Number** \_\_\_\_\_

**Fax Number** \_\_\_\_\_

**ATTACHMENT C  
NON-COLLUSION AFFIDAVIT  
Bid # 5747**

State of California    )  
                                  ss)  
County of Ventura    )

\_\_\_\_\_, being first duly sworn, deposes and says that he or she is (Owner) of \_\_\_\_\_(Contractor Name) the party making the foregoing proposal that the proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the proposal is genuine and not collusive or sham; that the proposer has not directly or indirectly induced or solicited any other proposer to put in a false or sham proposal, and has not directly or indirectly colluded, conspired, connived, or agreed with any proposer or anyone else to put in a sham proposal, or that anyone shall refrain from bidding; that the proposer has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the proposal price of the proposer or any other proposer, or to fix any overhead, profit, or cost element of the proposal price, or of that of any other proposer, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the proposal are true; and further, that the proposer has not , directly or indirectly, submitted his or her proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, proposal depository, or to any member or agent thereof to effectuate a collusive or sham proposal."

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNED AT (PLACE)

\_\_\_\_\_  
PROPOSER NAME  
(Person, Firm, or Corp)

\_\_\_\_\_  
AUTHORIZED REPRESENTATIVE

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
REPRESENTATIVE NAME

\_\_\_\_\_  
CITY, STATE, ZIP

\_\_\_\_\_  
REPRESENTATIVE TITLE