PURCHASING DEPARTMENT

CITY OF HUNTINGTON BEACH
2000 MAIN STREET
HUNTINGTON BEACH, CA 92648-2702

10-1202
Quotation Number
Show this number on outside of your envelope.

REQUEST FOR QUOTATION

PLEASE ENTER YOUR COMPANY NAME BELOW

Date Released:
November 10, 2010
Bids will be received until 4:00pm
December 2, 2010
at the office of the Purchasing Division 1st Floor City Hall
Marilyn Goldstein
mailto:mgoldstein@surfcity-hb.org

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
		The City of Huntington Beach is requesting quotations		
		For the following truck per specifications on the following page.		
5	Ea	Ford 2010 or 2011 Ranger XLT Extra Cab 4x2 6ft box 4.0L SOHC V6 5-speed Automatic w/overdrive 4x2 3.55 Non Limited Slip Axle Ratio		

***Submission of Responses*: Each submittal shall be in a sealed package marked" BID#10-1202 . Bids must be submitted not later than 4:00pm to:**

Buyer: Marilyn Goldstein
City of Huntington Beach/Purchasing Division
2000 Main St
PO Box 190
Huntington Beach CA 92648

Any questions regarding the specification, exceptions or approved equals must be put in writing to the above buyer. If the bidder is responding from our Website you must notify the appropriate buyer, which is listed on the front page of the RFQ. This is to notify the bidder of any addendums that may occur during the bidding process.

All quotations must be signed

_____
Signature

_____
Print Name

_____
Company Name

Title _____

Date _____

Phone Number _____

Total_____

SalesTax _____

Total _____

Terms _____%_____days

Email:_____

Delivery to be made on or before:

_____

or_____days from receipt of order.

EMAIL AND FAXED BIDS ARE NOT ACCEPTED

THIS IS NOT AN ORDER

PURCHASING DEPARTMENT
CITY OF HUNTINGTON BEACH
2000 MAIN STREET
HUNTINGTON BEACH, CA 92648-2702

«RFQ»
QUOTATION NUMBER

VENDOR NAME
«Company»

REQUEST FOR QUOTATION

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
		Exterior: • Oxford White, • Bed Liner: Spray in Bed or Plastic in Bed • 15" 7-spoke silver painted steel wheels • Full size spare tire Interior: • Medium Dark Flint cloth 60/40 split bench seat • Tilt Wheel • AM/FM stereo CD • Air Conditioning SnugTop Tonneau Cover with a lock– painted to match truck color. Model # SNUGLID SL One complete set of manufacturer's factory service and overhaul manuals Registration: • It shall be the responsibility of the successful bidder to register the vehicle/equipment with the California Department of Motor Vehicles in accordance with the requirement for an exempt "E" plate application. The city will supply a signed application for Exempt Registration form.		

CITY OF HUNTINGTON BEACH
INSTRUCTION TO BIDDERS

ALL PAGES OF THE BID MUST BE RETURNED

Quotations are requested for furnishing the items described in accordance with terms set forth herein. All quotations must be F.O.B. delivered. The detailed specifications or brand names or numbers given herein is descriptive and indicates quality and style of item required. Offer to supply articles substantially the same as those described herein will be considered provided the articles offered are equal in quality, durability, and fitness for the purpose intended. Acceptability of alternates will be determined solely by the City of Huntington Beach

EXAMINATION OF BID Each bidder is responsible for examining the invitation to bid and submitting its bid complete and in conformance with these instructions.

DISCREPANCIES IN BID DOCUMENTS Should bidder find discrepancies in, or omissions from the invitation to bid, or if the intent of the invitation is not clear, and if provisions of the specifications restrict bidder from bidding, they may request in writing that the deficiency(s) be modified. Such request must be received by the City's Central Service Manager five (5) days before bid opening date. All bidders will be notified by addendum of any approved changes in the invitation to bid documents.

ORAL STATEMENTS The City of Huntington is not responsible for oral statements made by any of their employees or agents concerning this invitation to bid. If the bidder required specific information, bidder must request that it be supplied in writing by the City of Huntington Beach.

BRAND NAMES AND SPECIFICATIONS The detailed specifications and/or brand names stated are descriptive only and indicate quality, design, and construction of items required. Offers will be considered to supply articles substantially the same as those described herein provided the articles are equal in quality, durability, and fitness from the variation in the bid. Acceptability of alternate will be determined solely by the City of Huntington Beach. Bidder must submit specifications when bidding alternative equipment.

RIGHT TO REJECT City reserves the right to reject at any time any or all bids, or parts thereof, and to waive any variances, technicalities and informalities which do not impair the quality, utility, durability, or performance of the items.

SAMPLES Samples if items, when requested or required, must be furnished to the city free of expense to the city and, if not destroyed by tests will, upon request, be returned at the bidder's expense.

PRICES Individual item pricing must be shown for each line item. In case of error in extension of prices, unit price will govern. All prices must be firm for the contract term unless the city specifically provides for adjustment. Any proposed pricing adjustment shall be submitted to the City Representative in writing at least thirty (30) days prior to the proposed date of increase. All quotations must be FOB delivered.

FORM OF BID AND SIGNATURE The bid must be made on this form only. Bid should be enclosed in a sealed envelope, showing the Request for Quotation Number in the lower left corner, and addressed to the City of Huntington Beach, 2000 Main street, Huntington Beach CA 92648-2702
, Attn: Purchasing. This bid must be signed by an officer or authorized employee. Bids may be rejected if this form is not signed.

SUBMISSION DATE AND WITHDRAWAL OF BIDS Each bid must be delivered to the location and received on or before the due date and time stated. Bids may be withdrawn without prejudice, providing the Central Service Division receives the written request no later than the time set for opening bids. Withdrawals will be returned to bidder unopened. **FAXED BID IS NOT ACCEPTABLE.**

AWARD OF CONTRACT The City reserves the right to award this Contract by item or in its entirety, whichever is in the best interest of the City

Insurance Certificate is not required with submittal of Request for Quotation, Awarding vendor will be required to submit for approval before commencement of work.

CITY OF HUNTINGTON BEACH

Email: Justin.Wessels@surfcity-hb.org
Phone: 714-374-5378 Fax: 714-536-5212

Insurance Requirements vary for different applicants. Please see the below listed applicant types followed by the insurance requirements.

City of Huntington Beach Resolution 2008-63 requires that contractors, permittees, licensees/lessees and vendors have an approved Certificate of Insurance on file with the City of Huntington Beach for the issuance of any permit or city contract.

The insurance certificate must be approved by the City Attorney's Office as to meeting all of the city's insurance requirements. An original certificate is required or a PDF version attached to an email may be forwarded. If the insurance certificate is faxed, it must come directly from the insurance provider to the City of Huntington Beach. All insurance must be from a California admitted carrier with a current A.M. Best's Rating of no less than A:VII

1. CONTRACTORS – Any persons or entities or Contract with the City and/or provide service to the City which are readily available and efficiently procured by competitive bidding.
Requirements: General Liability, Workers' Compensation, Auto Liability, Additional Insured Endorsements

2. DESIGN PROFESSIONALS- Professional Service contractors who contract with the City and/or provide architectural and/or engineering services to the City.
Requirements: Errors and Emissions (Professional Liability) $1,000,000 coverage

3. LICENSEES/LESSEES – any person or entities who make contract with the city for the use of public property.
Requirements: General Liability, Workers' Compensation, Property Insurance, Additional Insured Endorsement

4. PERMITEES – any persons or entities who make application to the City for any use of encroachment upon any street, waterway, pier, or City property.
Requirements: General Liability, Workers' Compensation, Auto Liability, Additional Insured Endorsements

5. Professional Services – means those services, which involve the exercise of professional discretion and independent judgment on an advanced or specialized knowledge, expertise or training gained by formal studies or experience or services which are not readily or efficiently procured by competitive bidding pursuant to Huntington Beach Municipal Code Section 3.02. Such Services shall include but not be limited to those services provided by appraisers, architects, attorneys, engineers, instructors, insurance advisors, physicians and other specialized consultants.
Requirements: Errors and Emissions (Professional Liability) $1,000,000 coverage

Private Property Work Permit Requirements – If the planned work does not involve public property or its right-of-way (e.g. sidewalk/street), the Workers' Compensation Certificate is the only insurance requirement. However, if the work site is adjacent or attached to public property, the City Attorney's Office must be informed for consideration of liability and decides whether or not to approve the certificate with a specific "Private Property Only" approval stamp.

- **General Liability (G/L)** – The general liability requirement is for $1,000,000 with "per occurrence" type claims coverage and a separate "Additional Insured Endorsement" page listing both the policy number and naming the "*City of Huntington Beach, its officers, elected or appointed officials, employees, agents and volunteers*" as additional insured on the endorsement. (see below for Additional Insured requirements)

- **Additional Insured Endorsement Requirements** – The City, its officers, elected or appointed officials, employees, agents and volunteers are to be specifically named and covered as additional insureds by separate attached endorsement(s) as respects liability arising out of action performed by or on behalf of the contractor, products and completed operations of the contractor, premises owned, occupied or used by the contractor, or automobiles owned, leased or borrowed by the contractor. The coverage shall contain no special limitations on the scope of protection afforded to the City, its agents, officers and employees. The endorsement should include the policy number it correlates to.

- **Primary Insurance** – General Liability Insurance coverage shall be primary insurance as respects the City, its agents, officers, and employees. Any insurance or self-insurance maintained by the City, its agents, officers, and employees shall be excess of the submitted insurance and shall not contribute with it.

- **Description of work** – The staff contact and purpose of the evidence of coverage must be identified on the certificate of insurance.

- **Automotive Insurance** – Automobile insurance requirement is for $1,000,000 and a separate "Additional Insured Endorsement" page listing both the policy number and naming the "*City of Huntington Beach, its officers, elected or appointed officials, employees, agents and volunteers*" as additional insured on the endorsement. The City of Huntington Beach has a zero deductible/SIR requirement.

- **Worker's Compensation Insurance (W/C)** – The Worker's Compensation insurance requirement is the State statutory limits of $250,000 bodily injury by disease, policy limit, and $100,000 bodily infury each employee for accident or disease per occurrence. Certificate holder listed on the certificate is:
  City of Huntington Beach, 2000 Main St., Huntington Beach, CA 92648.
  If your organization/company has no compensated employees working on the project, you may complete and return a "Non-Employer Status" form to be used in lieu of a W/C insurance certificate.

- **Cancellation Clause Notice** – The cancellation clause must contain a thirty (30) day notice. A ten
  (10) day notice for non-payment of premium is acceptable in combination with 30 day notice.

- **Professional Liability** – Coverage must be provided at a minimum of $1,000,000 per occurrence and in the aggregate.

- **Deductibles**– The following deductibles are acceptable and all others must be removed from the insurance policy or a waiver can be requested (see below) :

  - **General Liability -** $5,000
  - **Auto Liability -** $1,000
  - **Professional Liability/Errors & Emissions -** $10,000

- **Waiver Procedure** – If unable to comply with a requirement, the "INSURED" may request a waiver of a specific requirement. The Insurance Waiver form is an internal form that the City of Huntington Beach will complete. (see following page for waiver form) ***The exception to the waiver is the G/L & Auto "Additional Insured Endorsement" page.***
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Waiver Procedure

To request a waiver, indicate here☐ and provide a brief description (1 – 2 sentences) of the proposed work/project, its dollar value (if not a specific dollar amount, use an average, annual estimate or non-profit) and projected timeframe (per job or as-needed basis).
For substantial dollar deductible/SIR amounts, a financial statement is required (Balance Sheet, Budget Reports, Dun & Bradstreet Report, etc.).

Waiver Requested: _____

Encroachment Permit☐ Private Property Work Permit☐ Consultant Services☐
Other: _____
Proposed Work: _____
_____
_
Dollar Value: _____
Projected Timeframe:
_____