

REQUEST FOR QUOTE NO. FCARC-00133
INTERIOR PLANT MAINTENANCE



By:
Samuel Cox, Buyer I
Riverside County Flood Control
and Water Conservation District
1995 Market Street
Riverside, CA 92501
Telephone: 951.955.0097
Email: slcox@rivco.org

NIGP Code(s): 91061

INSTRUCTIONS TO BIDDERS

1. **Vendor Registration** - Vendor Registration is a two-step process; the first step is to register your company on the County's website to receive purchase orders and payments, and the second step is a third party website, Public Purchase, for bidding opportunities.
 2. **First Step-County of Riverside Purchasing website** - Unless stated elsewhere in this document, vendors may participate in the bidding process, however, the County does encourage all bidders to register online at <http://www.purchasing.co.riverside.ca.us/Vendorsregistrationmaintenance.aspx>. If awarded a contract, bidder must be registered with the County of Riverside within five days of announced award. This will avoid delays in the purchasing and payment process.
 3. **Second Step-Public Purchase** - Public Purchase is a third party web based e-procurement service provider utilized by the County of Riverside for RFQs and RFPs. It will take only minutes to register and it is free. For future bidding opportunities, please also register online at <https://www.publicpurchase.com/gems/register/vendor/register>. For all RFQs, Riverside County's Purchasing website will post a notification on its website and will provide a direct link to PublicPurchase.com.
 4. **Format** - Use the electronic format provided by PublicPurchase.com. If submitting more than one bid, separate the bid documents.
 5. **Pricing/Delivery/Terms/Tax** - All pricing shall be quoted F.O.B. destination, (i.e., cash terms less than 20 days should be considered net) excluding applicable tax, which is a separate line item. The District reserves the right to designate method of freight. The District pays California Sales Tax and is exempt from federal excise tax. In the event of an extension error, the unit price shall prevail.
 6. **Other Terms and Conditions** - The terms and conditions as indicated in this document and/or attached are hereby included with full force and like effect as if set forth herein. Copies of the applicable Terms and Conditions may be obtained by visiting the Purchasing website at www.Purchasing.co.riverside.ca.us or by contacting the District at the number shown above and requesting a copy be emailed.
 7. **Period of Firm Pricing** - Unless stated otherwise elsewhere in this document, prices shall be firm for 90 days after the closing date and prior to an award being made.
 8. **Specification/Changes** - Wherever the District requests a brand name and if the District asks for an "or equal", it shall be considered as part of the specification. Therefore, when the District requests "or equal", Bidder may quote another service, make or model, and shall submit the proposed "or equal" and attach applicable specifications and/or brochures. If no service, make or model is stipulated, Bidder is to propose product/services that meet fit, form or function of the specifications delineated in this procurement. Variations in manufacturers, design, etc. may be acceptable and bidders are encouraged to offer them as alternatives; however, the District reserves the right to reject those alternatives as nonresponsive.
 9. **Recycled Material** - Wherever possible, the District is looking for items made from, or containing in part, recycled material. Bidders are encouraged to bid items containing recycled material as an alternative for the items specified; however, the District reserves the right to reject those alternatives as nonresponsive.
 10. **Method of Award** - The District reserves the right to reject any or all offers, to waive any discrepancy or technicality and to split or make the award in any manner determined by the District. The District is not legally bound to accept the lowest offer.
 11. **Return of Bid/Closing Date/Return to** - The bidder's response shall be submitted electronically to PublicPurchase.com by 1:30 p.m. Pacific Standard Time on the closing date listed above. Bid responses not received by District Purchasing by the closing date and time indicated above will not be accepted. The District will not be responsible for and will **not** accept late bids due to slow internet connection or incomplete transmissions. If the bidder cannot upload their bid, delivery of the bid response is accepted at Riverside County Flood Control and Water Conservation District, 1995 Market Street, Riverside, CA 92501 on or before 1:30 p.m. PST.
 12. **Local Preference** - The County of Riverside has adopted a local preference program for those businesses located within the County of Riverside. A five percent (5%) price preference may be applied to the total bid price during evaluation of the bid responses. If the overall low responsible and responsive business is a non local vendor, the low local vendor who is within five percent (5%) of that overall low bidder may, where applicable, be offered the opportunity to meet the overall low bidder's price and will receive the award. To qualify as a local business, the business must meet all criteria delineated in the Local Preference Affidavit Form 116-260 and submit the form with their bid. If Bidder fails to provide a completed Local Business Qualification Affidavit Form 116-260 with their bid submittal, the Bidder may be disqualified from obtaining local preference. It is the sole responsibility of the Bidder to identify local preference with each bid submittal. Application of this local preference may be waived if funding sources disallow it.
- or -
13. **Veterans Incentive Purchasing Program** - The County of Riverside has implemented a Veteran Business and Veteran Qualified Business preference policy. Where applicable, a five percent (5%) preference shall be applied to the total bid price of all quotes/bids/proposals received by the County from veteran owned businesses or veteran qualified businesses. A veteran business is one where at least 51% of the business is owned by an honorably discharged veteran. A veteran qualified business is one where at least 10% their workforce is honorably discharged veterans. If Bidder fails to provide a completed Veteran Qualified Business Qualification Affidavit Form with their bid submittal, the Bidder may be disqualified from obtaining the preference and it is the sole responsibility of the Bidder to identify the preference with each bid submittal. To qualify bidders must complete the Veteran Business/Veteran Qualified Affidavit Form 116-261. This preference does not apply to all types of bids such as public works projects and some grant funded programs.
 14. **Federal Exclusion List** - If the award is federal or state funded, the potential bidder must go to the following website (<https://www.sam.gov/portal/public/SAM>) and submit a printout with their proposal that verifies that the contractor is not listed on the Excluded Parties Listing System (EPLS) (Executive Order 12549, 7 CFR Part 3017, 45 CFR Part 76 and 44 CFR Part 17). If awarded a contract, awarded vendor must notify the County immediately if debarred at any time during the contract period.
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Terms and Conditions Acknowledgement (Please Insert Vendor Company Name):		
IF CHECKED, THE FOLLOWING DOCUMENTS HEREBY MADE PART OF THIS RFQ		
√ APPENDIX "A"	EXHIBIT(S) A	ATTACHMENT(S) A
√#116-260 Local Business Qualification Affidavit	√#116-261 Veterans Business Qualification Affidavit	
IF CHECKED, THE FOLLOWING GENERAL CONDITIONS ARE INCLUDED WITH FULL FORCE AND LIKE EFFECT AS IF SET FORTH HEREIN		
√#116-200 General Conditions Product/Personal/Professional Services	√#116-210 General Conditions Materials and/or Services	
√#116-230 General Conditions - Equipment	√#116-310 Boilerplate Contract	
To access any of these General Conditions, go to www.purchasing.co.riverside.ca.us , located in Vendor link. If an addendum is issued for this procurement, it will be the vendor's responsibility to retrieve all applicable addendum(s) from the Public Purchase website.		

APPENDIX A

1.0 INFORMATION

- 1.1 "Electronic or physical bid submission hereof is certification that the Bidder has read and understands the terms and conditions hereof, and that the Bidder's principal is fully bound and committed." All County terms and conditions are found at www.purchasing.co.riverside.ca.us. Bidders must acknowledge the applicable terms and conditions that are checked at the top of page two (2) of this document and submit and upload with your bid submission.
- 1.2 Prompt Payment Discount ____% at ____ days from receipt of good or invoice, whichever is later. (Terms less than 20 days will be considered net.) Cash discount shall be applied to grand total. **Indicate prompt payment discount amount and terms.**
- 1.3 Electronic Delivery of Licenses: Five (5) calendar days after receipt of order.
- 1.4 Please Check: ____ Veteran (116-261) **or** ____ Local Business (116-260). If either preference is checked, the submitter certifies that the above business meets all requirements as outlined in either Form 116-260 or Form 116-261. If claiming the Local or Veterans Preference, please submit the appropriate form along with your bid response. Both forms are included with as part of this bid document.
- 1.5 If Bidder experiences technical issues with the online bidding process, please contact Public Purchase's Vendor Support at support@thepublicgroup.com. Please refer to Point 11 on Page 2.
- 1.6 In the event of proven technical difficulties, Bidder must contact the Buyer for further bid submission instructions a minimum of two (2) hours prior to bid close time of 1:30 p.m. PST and alternative bid submissions will be accommodated.

2.0 PURPOSE/BACKGROUND

The Riverside County Flood Control and Water Conservation District is seeking proposals for interior plant maintenance services for a professional office environment, incorporating a variety of plants that are owned by the District. Plant maintenance is to consist of watering, leaf polishing, pruning, feeding, pest control, spraying and free replacement service.

Services are required at the Districts main lobby and two connecting building including break rooms.

3.0 TIMELINE DATES:

1. RELEASE OF REQUEST FOR QUOTATION	March 14, 2017
2. DEADLINE FOR SUBMISSION OF QUESTIONS Bidders must submit their questions online at PublicPurchase.com. All questions submitted are within the correct RFQ located on PublicPurchase.com.	Must be submitted by: Date: March 22, 2017 Time: 1:30 p.m. PST
3. DEADLINE FOR QUOTATION SUBMITTAL All Bids must be submitted within the correct RFQ located on PublicPurchase.com. Bid results will be posted on PublicPurchase.com	March 29, 2017 at 1:30 p.m. PST
4. TENTATIVE DATE FOR AWARDED CONTRACT	5-90 days, contingent upon lowest bidder meeting all of the bid specifications.

4.0 PERIOD OF PERFORMANCE

The period of performance shall be for **5** year(s), with service beginning on July 1, 2017 and a completion date of **June 30, 2022**, with no obligation by the County of Riverside to purchase any specified amount of goods or services.

5.0 GENERAL REQUIREMENTS

Procedures for Submitting Quotations

All quotations must be submitted in accordance with the standards and specifications contained within this Request for Quote (RFQ).

The District reserves the right to waive, at its discretion, any irregularity which the District deems reasonably correctable or otherwise not warranting rejection of the quotation.

The District shall not pay any costs incurred or associated in the preparation of this or any quotation or for participation in the procurement process.

Quotes must be specific unto themselves. For example, "*See Enclosed Manual*" will not be considered an acceptable quotation. Receipt of all addenda, if any, must be acknowledged in the quotation.

Late quotations will not be accepted. Postmarks **will not** be accepted in lieu of this requirement. Quotations submitted to any other County office will be rejected.

6.0 METHOD OF AWARD (Specifications)

Quotations will be evaluated based upon criteria determined to be appropriate by the County, which may include but are not necessarily limited to the following:

- a. Lowest overall purchase price
- b. Adherence to specifications as detailed in this RFQ
- c. Prompt payment discounts on 30 days or less
- d. Warranties
- e. All associated delivery costs

- f. Delivery date
- g. Product acceptability
- h. Service/Customer Support

County reserves the right of award in regard to any other factors the County determines to be appropriate.

7.0 EVALUATION PROCESS

All quotations will be given thorough review. All contacts during the review selection phase will be only through the Purchasing Department. Attempts by the Bidder to contact any other District representative may result in disqualification of the Bidder. The District recognizes that prices are only one of several criteria to be used in judging an offer, and the District is not legally bound to accept the lowest offer.

8.0 INTERPRETATION OF RFQ

The Contractor must make careful examination and understand all of the requirements, specifications and conditions stated in the RFQ. If any Contractor planning to submit a quote finds discrepancies in or omissions from the RFQ or is in doubt as to the meaning, a written request for interpretation or correction must be given to the District. Any changes to the RFQ will be made only by written addendum and may be posted on the District website at reflood.org and PublicPurchase.com. The District is not responsible for any other explanations or interpretations. If any provision in this agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will nevertheless continue in full force without being impaired or invalidated in any way. All notices regarding this procurement may be posted on the District website at reflood.org and PublicPurchase.com.

9.0 CANCELLATION OF PROCUREMENT PROCESS

The District may cancel the procurement process at any time. All quotations become the property of the District. All information submitted in the quotation becomes "public record" as defined by the State of California upon completion of the procurement process. If any proprietary information is contained in or attached to the quote, it must be clearly identified by the Bidder, otherwise, the Bidder agrees that all documents provided may be released to the public after bid award.

The District reserves the right to withdraw the Request for Quote (RFQ), to reject a specific quote for noncompliance within the RFQ provisions or not award a bid at any time because of unforeseen circumstances or if it is determined to be in the best interest of the District.

10.0 COMPENSATION

10.1 The District shall pay the awarded bidder for equipment and services performed after the equipment is installed and tested to the satisfaction of the District. Expenses incurred and compensation shall be paid in accordance with an invoice submitted to the District by awarded bidder. The District shall pay the acceptable invoice within 30 working days from the date of receipt of the invoice or the goods/services are received, whichever is later.

11.0 BACK ORDERS

The District **will not** accept:
Backorders - Bidders must provide details of shipment timelines.
Substitutions - Bidders must provide details of substitutions.

12.0 "OR EQUAL"

If a reference to a specific brand name is made in these bid specifications, the brand name is illustrative and to be construed as a specification which describes a component that has been tested or evaluated by the District as best meeting specific operational, design, performance, maintenance, quality, reliability standards and requirements of the District, thereby incorporating these requirements by reference within the specification. An equivalent ("or equal") may be offered by the bidder, subject to testing or evaluation by the District prior to award of contract. The District shall be the sole judge of whether any proposed item will fulfill its requirements for the District's intended purpose and reserves the right to reject proposed item as nonresponsive. It shall be the sole responsibility of the bidder to provide, at bidder's expense, any product information, test data and other information or documents the District may require to fully evaluate or demonstrate the acceptability of the offered substitute. Where appropriate, independent testing or evaluation (including destructive testing) may be required as a condition of acceptance at a qualified test facility at the bidder's expense.

13.0 DELIVERY

Delivery appointments **MUST** be made with the District 72 hours prior to scheduled delivery date. The contact person will be provided upon award of bid. The District will not be responsible for cost incurred due to shipments attempted during non-receiving hours or unscheduled deliveries. All delivery of products must be F.O.B. Destination. Delivery address:

Riverside County Flood Control
and Water Conservation District
Attn: Samuel Cox
Ph.: 951.955.0097
Between 7:00 a.m. to 3:30 p.m. Pacific Standard Time

14.0 WARRANTY

Bidder shall provide a warranty that includes all parts and labor. Awarded Bidder shall handle all repairs/services of equipment under warranty, manufacture warranty or Awarded Bidder's Company warranty. Awarded Bidder shall assume all responsibilities pertaining to shipping and handling of equipment that has to be sent back to the manufacture for repairs/services. In the event the equipment is beyond repair, a replacement of brand new equipment of the same model or equivalent shall be provided by Awarded Bidder. REMANUFACTURED equipment is not accepted.

15.0 USE BY OTHER POLITICAL ENTITIES

The Contractor agrees to extend the same pricing, terms and conditions as stated in this Agreement to every political entity, special district and related non-profit entity in Riverside County. It is understood that other entities shall make purchases in their own name, make direct payment and be liable directly to the Contractor, and District shall in no way be responsible to Contractor for other entities' purchases.

16.0 CONFIDENTIALITY AND PROPRIETARY DATA

Subsequent to the District's evaluation, bids/proposals which were required to be submitted in response to the solicitation process become the exclusive property of the District. All such documents become a matter of public record and shall be regarded as public records. Exceptions will be those elements in the California Government Code section 6250 et. seq. (Public Records Act) and which are marked "trade secret", "confidential", or "proprietary". The District shall not in any way be liable or responsible for the disclosure of any such records,

including, without limitation, those so marked, if disclosure is required by law or by an order issued by a court of competent jurisdiction. In the event the District is required to defend an action on a Public Records Act request for any of the aforementioned documents, information, books, records and/or contents of a proposal marked "trade secret", "confidential", or "proprietary", the Vendor agrees to defend and indemnify the District from all costs and expenses, including reasonable attorney's fees, in action or liability arising under the Public Records Act. Where applicable, federal regulations may take precedence over this language.

EXHIBIT "A"

**PRODUCT/SERVICE SPECIFICATIONS
SCOPE OF WORK**

Interior Plant Maintenance

RIVERSIDE COUNTY FLOOD CONTROL AND WATER CONSERVATION DISTRICT

1. **DESCRIPTION OF SERVICES:** The Contractor shall maintain interior plants, shrubs and trees (hereinafter referred to as "plants") and plant related furnishings. The District has ownership of provided plants. The Contractor shall plan, organize and coordinate with District personnel concerning all aspects proper maintenance and related furnishings. The Contractor shall be responsible for providing supervision, labor, materials, supplies, warehouse space, tools, equipment and protection materials necessary to perform the plant installation and maintenance to ensure the continued health, appearance and longevity of the displayed plants during the life of the contract. There are no storage facilities to house tools, maintenance materials or plants within the District.

The Contractor shall not be responsible for employees' personal plants or flowers. The requirement is to provide plants and related services in accordance with the following requirements:

A. Implementation

- 1) The Contractor shall conduct a site survey for each building to review site conditions and all planter locations, and shall make recommendations to the District Project Team for adjustment or relocation of planters and plants. Current inventory of District plants is identified in Attachment A. The District Project Team shall advise the Contractor of any schedule adjustments, should any be required.
- 2) Should the District Project Team choose to add new plant selections, plant furnishing selections or change the interior plants cape scheme, they will contact the Contractor. No plants or plant furnishings may be delivered or installed without first receiving written approval from the District Project Team on the final selection of particular plant species and/or types, their respective quantity, their location and their respective furnishings.
- 3) The Contractor shall provide onsite supervision and quality control and shall provide the following:
 - a) Develop and maintain a plant master plan to include plant description and quantity and date installed or replaced.
 - b) Provide onsite supervisor(s) who are part of the working crew and who are responsible for the control for the crew, their conduct and their work schedules.
 - c) Coordinate staging, uncrating and trash removal as required to complete this service.

B. Routine Maintenance

Maintenance shall occur on a regular basis but no less than weekly, and shall include those services that ensure the proper health of the plants and encourage growth, good color and adequate root development. Maintenance shall be performed by or under the supervision of fully insured personnel with a horticulture degree. Services shall include watering, misting, environmentally friendly and odor-free fertilizer, spraying, cleaning, leaching, aerating, replacement of potting materials and fillers, and plant replacement in accordance with sound horticulture practice. The Contractor shall be responsible for providing and executing a not less than monthly maintenance plan in which the Contractor shall maintain the plants in a healthy, vigorous and attractive condition.

- 1) **Plant Areas:** All plants shall present a well-groomed appearance at all times. All planters and planted areas shall be free of all paper, gum, bottles, trash and other discarded material. Surface soil areas of

planters will be kept dressed by Contractor covering material that meets normal commercial standards for florist/interior plantings. Replenish standard filler as necessary.

- 2) Watering: All planted areas (planters) shall show no signs of excess dryness at any time. All areas shall be checked for moisture content on a regular basis. Contractor is responsible for ensuring all areas receive proper water, fertilizer and pest control application and coverage based on the type of plants provided.
- 3) Leaves: Areas shall be kept free of fallen leaves. The Contractor will remove all clippings, trimmings, cuttings, trash, excess soil and debris from floor and planter areas resulting from work or from normal plant leave droppings.
- 4) Natural Appearance: All trees and plants shall be shaped to achieve a natural appearance. Trees and plants shall present a neat, well-maintained appearance free of dust, and provide unobstructed access to seating and pedestrian areas at all times.
- 5) Pest, Disease and Weed Control:
 - a) The Contractor shall furnish all chemicals, including fertilizer and required insecticides necessary to comply with quality requirements (reference Paragraph (c) below). All chemicals shall be approved as suitable for interior use in public buildings by Federal, State, and local regulation. The contractor shall provide Material Safety and Data Sheets to the District Project Team prior to use of any such substances. There shall be no evidence of pests or disease in plants provided and maintained by the Contractor. The Contractor is responsible for removing and disposing of any contaminated material from District property at their expense.
 - b) The Contractor shall apply fertilizers and trace elements as necessary to maintain healthy and attractive plants.
 - c) The Contractor shall inspect soil and foliage for insects and disease and apply any needed pesticides and fungicides. Soil samples, if required, shall be taken from areas where plant health problems are suspected of occurring and analyzed at the Contractor's expense by an approved testing laboratory. Any costs of any special analysis or treatment will be fully at Contractor's expense.
- 6) The Contractor shall be responsible for correcting or replacing damaged plant related furnishings and for plants not in sound horticultural health. This includes plants that are damaged, die or lose their original form due to natural causes or negligence or improper maintenance by the Contractor, and such plants shall be replaced in equal kind and size at no expense to the District. The Contractor shall not be held responsible for replacement of plant materials damaged or killed due to vandalism or extreme environmental conditions beyond the Contractor's control.
- 7) The Contractor shall provide to the District Project Team a quarterly plant inventory database in Microsoft Excel format identifying plant type, size, condition, container condition and location.

C. Manner and Time to Conduct Services

The services including delivery, installation and routine plant maintenance shall occur during normal District business hours (8:00 a.m. to 5:00 p.m.) Monday through Friday. Work may not be performed on government holidays. Services such as quarterly inventory and walk through with the District Project Team shall occur during the District's normal business hours.

ATTACHMENT "A"
(Page 1 of 3)

RIVERSIDE FLOOD

1995 MARKET ST., RIVERSIDE, CA 92501
951-955-0097
ACCESS CODE:

CONTACT: SAMUEL COX
WATER: JANITOR & KITCHENS
TIME:

PLANT INVENTORY

DATE
MOSS COLOR: GREY
KEY: N

BLD/FL	LOCATION	QTY	PLANT AND POT SIZE	POT DESCRIPTION		
PLANNING	FRONT LOBBY	2	10" DRACAENA LISA			
		1	10" DRACAENA COMPACTA			
		1	14" KENTIA PALM CWI			
		4	6" POTHOS			
		2	6" AGLOANEMA			
		2	6" COLOR SEASONAL			
		2	6" COLOR SEASONAL			
		6	4" ASSORTED PLANTS			
		1	8" AGLOANEMA MARIA			
		2	6" AGLOANEMA ELITE			
		1	6" COLOR SEASONAL			
			BEHIND RECEPTION	2	10" DRACAENA JC	
1	15 GAL FICUS BENJ STANDARD					
8	6" POTHOS					
1	6" AGLOANEMA					
1	6" POTHOS					
1	6" POTHOS					
1	6" POTHOS					
1	6" POTHOS					
1	2 GAL DRACAENA LISA					
DESIGN	KELLY O'SULLIVAN			1	6" AGLOANEMA	
				1	6" POTHOS	
				1	6" POTHOS	
		1	10" DRACAENA LISA			
		1	6" POTHOS			
		1	6" POTHOS			
		1	10" DRACAENA LISA			
		1	10" DRACAENA LISA			
		1	6" POTHOS			
		1	6" POTHOS			
		1	10" DRACAENA WARNECKII			

ATTACHMENT "A"
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BLD/FL	LOCATION	QTY	PLANT AND POT SIZE	POT DESCRIPTION
REGULATORY	ERS-2	1	2 GAL DRACAENA MICHIKO	
		1	6" POTHOS	
	FPM	1	6" POTHOS	
	ERS-1	1	10" SANSEVIERA	
WATERSHED	N.P.D.E.S	1	10" AGLOANEMA	
		1	10" SANSEVIERA	
		1	10" DRACAENA LISA	
	MICHAEL PHIPPS	1	6" SANSEVIERA	
	BOB COLLAON	1	6" POTHOS	
	WATERSHED PROTECTION	1	10" DRACAENA LISA	
FINANCE	OPEN AREA	2	10" DRACAENA JANET CRAIG	
		1	10" ASPIDISTRA	
	MIREYA CASTRO	1	10" DRACAENA LISA	
	JEANINE REY OUTSIDE	1	10" AGLOANEMA	
	JEANINE REY OUTSIDE	1	6" ZAMIOCULCAS ZAMIIFOLIA	
	REGINA NEAL	1	6" CORDATUM	
	PURCHASING	1	6" AGLOANEMA	
INFO TECH	INFO SERVICES	1	10" DRACAENA WARNECKII	
		1	10" DRACAENA JANET CRAIG	
		1	10" SANSEVIERA	
	ERIK OOMS	1	6" POTHOS	
	JOHN CARILLO	1	6" SANSEVIERA	
	GABRIEL ESPARZA	1	6" POTHOS	
	CHRIS DIAZ	1	6" POTHOS	
	REPRODCUTION	1	10" DRACAENA MASSANGEANA	
		1	2 GAL DRACAENA LISA TIPS	
ADMIN	LETICIA VILLELA	1	10" DRACAENA LISA	
	JASON UHLEY	1	6" AGLOANEMA	
		1	2 GAL DRACAENA LISA	
		1	10" SANSEVIERA	
		1	2 GAL DRACAENA JANET CRAIG	
	DUSTY WILLIAMS	1	10" DRACAENA LISA	
		1	10" RHAPHIS PALM	
		1	6" POTHOS	
	BECKY PATTERSON	1	10" BAMBOO PALM	

ATTACHMENT "A"
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BLD/FL	LOCATION	QTY	PLANT AND POT SIZE	POT DESCRIPTION
	ADMIN LOBBY	1	10" ZAMIOCULCAS ZAMIIFOLIA	
	BY REAR DOOR	1	12" FICUS BENJ	
	EXECUTIVE CONFERENCE	1	10" DRACAENA LISA	
	OPERATIONS ENGINEERING	1	2 GAL DRACAENA LISA	
	ROBIN PIERCE	1	6" POTHOS	
	RICK LANDEROS	1	6" POTHOS	
	ZULLY SMITH	1	10" DRACAENA MICHIKO	
		1	10" DRACAENA JANET CRAIG	
	BACK CORNER	1	10" ZAMIOCULCAS ZAMIIFOLIA	
SURVEYS	JIM MCNEILL	1	6" POTHOS	
	PHOTOGRAMMETRY	1	2 GAL DRACAENA LISA	
	SURVEYS	1	10" ZAMIOCULCAS ZAMIIFOLIA	
	KEATH REAM	1	6" AGLOANEMA	
	EMPTY	1	6" POTHOS	
RIGHT OF WAY	OFFICE	1	6" ZAMIOCULCAS ZAMIIFOLIA	
		1	6" SANSEVIERA	
	RIGHT OF WAY ENGINEERING	2	10" DRACAENA LISA	
		2	10" SANSEVIERA	
	STORAGE	1	6" POTHOS	
	TONY KORHELY	1	6" POTHOS	
	LEANN CLEVELAND	1	6" POTHOS	
	ENGINEERING DOCS	1	6" AGLOANEMA	
	AMI URISTA	1	6" POTHOS	
	ADMIN FILE COUNTER	1	6" POTHOS	
	LUNCH ROOM	1	10" DRACAENA MICHIKO	
		4	6" POTHOS	
		1	6" AGLOANEMA	

NOTES:

Local Business Qualification Affidavit

The County of Riverside Local Business Preference may be applied to this Request for Proposal/Quotation. If you qualify for this preference, this form must be submitted along with each bidder's response to this RFP/Q. If a Bidder fails to provide a completed Local Business Qualification Affidavit form with their bid submittal, the Bidder may be disqualified from obtaining local preference. It is the sole responsibility of the Bidder to identify local preference with each bid submittal. The County does not track local businesses that qualify for the 5% preference.

Definition of Local Business

A local business shall mean a business firm meeting the following requirements:

1. Fixed offices located within the geographical boundaries of Riverside County, authorized to perform business within the county, and in doing so, credit all sales tax from sales generated within Riverside County to the county, and provides, produce/s, or performs contracted work using employees, of whom the majority are physically located in said local offices, and
2. A Riverside County business street address, shall be open and staffed during normal business hours and,
3. The business must establish proof that it has been located and doing business in Riverside County for at least six (6) months preceding its certification to the county as a local business.

Post office box numbers shall not suffice to establish status as a "local business". For the complete Board of Supervisors Policy (B-17 Disabled Veteran and Local Business Enterprises), please refer to the Riverside County Clerk of the Board website at <http://www.rivcocob.org/board-policies/>.

Additional supporting documentation that may be requested by the County to verify qualification includes:

1. **A copy of their current BOE 531-A and/or BOE 530-C form** (State, Local & District Sales, and Use Tax Return Form). This is what businesses submit to the State Board of Equalization when paying the sales tax to the State of California indicating the amount of the payment to be credited to each jurisdiction (i.e. Counties, Cities).
2. **A current business license** if required for the political jurisdiction the business is located.
3. **Proof of the current business address. The business address must match for points 1, 2 and 3.**

Business Name: _____

Physical Address: _____

Phone: _____ FAX: _____ E-Mail: _____

Length of time at this location: _____ Number of Company Employees at this address: _____

If less than 6 month, list previous Riverside County location: _____

Business License # (where applicable): _____ Jurisdiction _____

Hours of Operation: _____

Primary function of this location (i.e., sales, distribution, production, corporate, etc.):

Signature of Company Official

Date

Print Name, Title

Submittal of false data will result in disqualification of local preference and/or doing business with the Riverside County.

Veteran Business and Veteran Qualified Business Affidavit

The County of Riverside Veteran Business and Veteran Qualified Business Preference may be applied to this Request for Proposal/Quotation. If you qualify for this preference, please submit this form along with your response to this RFP/Q.

Definition of Veteran Business and Veteran Qualified Business

A **Veteran Business** shall mean a business that is at least fifty-one percent (51%) owned by one or more veterans.

A **Veteran Qualified Business** shall mean a business which can provide proof of their workforce containing no less than ten percent (10%) veterans.

Veterans as used in this policy means a person who has served or is currently serving in the U. S. armed services, reserves or active, and is serving honorably or has been honorably discharged.

Additional supporting documentation that may be requested by the County to verify qualification includes:

Please check the category you are applying for:

Veteran Business:

Company must be registered with Vet Biz at www.vetbiz.gov/cve_completed_s.jpg: This site provides verification information about Service-Disabled Veteran-Owned Small Businesses (SDVOSBs) and Veteran-Owned Small Businesses (VOSBs). Companies who want to participate in the County's Veterans Preference Program must be listed in this database in order to be eligible for veteran preferences.
Company must submit DUNS # for website verification.

Veteran Qualified Business: Company must submit payroll records that demonstrate that 10% of your workforce is comprised of veterans. DD214 Forms must be submitted for all employees claiming veteran status.

Business Name: _____

Physical Address: _____

Phone: _____ FAX: _____ E-Mail: _____

Total Number of Company Employees (where applicable): _____ Total Number of Veteran Employees:

_____ DUNS # (where applicable): _____

Hours of Operation: _____

Signature of Company Official

Date

Submittal of false data will result in disqualification of Veteran Preference and/or doing business with Riverside County.