

**REQUEST FOR QUOTE NO. FCARC-00130**

**ONE (1) 2016/17 FORESTRY HEAD SHREDDING/MULCHING  
ATTACHMENT FOR A HIGH FLOW BOBCAT/CATERPILLAR  
SKID STEER LOADER**



By:  
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Riverside County Flood Control  
and Water Conservation District  
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Riverside, CA 92501  
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NIGP Code(s):02015, 02066, 76023

## INSTRUCTIONS TO BIDDERS

1. **Vendor Registration** – Vendor Registration is a two-step process vendor registration; first step is to register your company on the County's website to receive purchase orders and payments, and the second step is a 3rd 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 3rd party web based e-Procurement service provider utilized by the County of Riverside for RFQ's and RFP's. 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 RFQ's 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, (e.g., 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](http://www.Purchasing.co.riverside.ca.us), or by contacting the District at the number shown above and requesting a copy 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, 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 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](http://PublicPurchase.com) by 1:30 PM Pacific 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 St., Riverside, CA 92501, on or before 1:30 PM PT.
  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 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 business or veteran qualified business. 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.

<b>Terms and Conditions Acknowledgement (Please Insert Vendor Company Name):</b>		
<b>IF CHECKED, THE FOLLOWING DOCUMENTS HEREBY MADE PART OF THIS RFQ</b>		
√ APPENDIX "A"	EXHIBIT(S)	PLANS/DRAWINGS
√#116-260 Local Business Qualification Affidavit    √#116-261 Veterans Business Qualification Affidavit		
<b>IF CHECKED, THE FOLLOWING GENERAL CONDITIONS ARE INCLUDED WITH FULL FORCE AND LIKE EFFECT AS IF SET FORTH HEREIN</b>		
√ #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 <a href="http://www.purchasing.co.riverside.ca.us">www.purchasing.co.riverside.ca.us</a> , 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](http://www.purchasing.co.riverside.ca.us). Bidders must acknowledge the applicable terms and conditions that are checked at the top of page 3 and pages 7-9 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 Delivery: \_\_\_ calendar days after receipt of order. **Indicate delivery lead time.**  
  
Electronic Delivery of Licenses: \_\_\_ calendar days after receipt of order. Indicate delivery lead time.
- 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](mailto:support@thepublicgroup.com). Please refer to Point 11 on page 2.
- 1.6 In the event of proven technical difficulties, Bidder must contact the Procurement Contract Specialist (PCS)/Buyer for further bid submission instructions a minimum of two (2) hours prior to bid close time of 1:30 PM PST, and alternative bid submissions will be accommodated.

**2.0 PURPOSE/BACKGROUND**

It is the intent of Riverside County Flood Control and Water Conservation District (herein known as the District) to purchase a **Forestry Head Shredding/Mulching attachment** that will mount of the front of existing High-Flow Bobcat/Caterpillar Skid-Steer Loader. The District is soliciting quotations for this purchase as detailed in this RFQ.

<b>3.0 TIMELINE</b>	<b>DATES:</b>
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1. RELEASE OF REQUEST FOR QUOTATION	November 7, 2016
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.	<b>Must be submitted by November 16, 2016 Time: 1:30 PM, PST</b>
3. DEADLINE FOR QUOTATION SUBMITTAL Bid results are posted on PublicPurchase.com	<b>December 6, 2016 at 1:30 PM, PST</b>
4. TENTATIVE DATE FOR AWARDDING CONTRACT	5-90 days, contingent upon lowest bidder meeting all of the bid specifications.

<b>4.0 PERIOD OF PERFORMANCE</b>
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The period of performance shall be for current Fiscal Year 2016-2017 year(s) with the completion date of date of delivery, with no obligation by the County of Riverside to purchase any specified amount of goods or services.

<b>5.0 GENERAL REQUIREMENTS</b>
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**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.

<b>6.0 METHOD OF AWARD (Specifications)</b>
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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 [rcflood.org](http://rcflood.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 [rcflood.org](http://rcflood.org) and [PublicPurchase.com](http://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 are 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 thirty (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

**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 non-responsive. 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 fully evaluating or demonstrating 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.

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**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: **Michael Haywood**  
Ph.: 951.955.3105  
Between 7:00 AM to 3:30 PM Pacific Time

**14.0 WARRANTY**

Bidder shall provide a warranty that includes all parts and labor. Awarded Bidder shall handle all repairs/services of equipment(s) 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 a 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**

**Item # 1 - ONE (1) EACH: 2016/17 – FORESTRY HEAD SHREDDING/MULCHING  
ATTACHMENT FOR A HIGH-FLOW BOBCAT/CATERPILLAR SKID STEER LOADER**

The preferred manufacturer is "Diamond Mowers", an equivalent that meets all the product specifications will be reviewed and taken into consideration.

**NOTICE: TECHNICAL SPECIFICATIONS** – The minimum requirements acceptable are listed below. Bidder shall complete right-hand column indicating specific size and/or make and model of all components when not exactly as specified or check Meets Specifications. **FAILURE TO COMPLETE RIGHT-HAND COLUMN WILL INVALIDATE BID. ALL COMPONENTS NOT "OEM" IN ORIGIN MUST BE IDENTIFIED ON THIS BID.**

The following specifications are for:

**ONE (1) EACH: 2016/17 – FORESTRY HEAD  
SHREDDING/MULCHING ATTACHMENT FOR A HIGH-FLOW  
BOBCAT/CATERPILLAR SKID-STEER LOADER**

All specifications are **minimum specifications** unless stated in the description.

All equipment bids must meet all 2017 CAL-OSHA safety standards and shall have all safety related devices and equipment installed.

Vehicle Specifications	Meets Specifications Yes or No	Bidder Comments/Exceptions
<p><b><u>PRODUCTION CAPABILITIES:</u></b> The unit bid must be able to shred brush/scrub growth, branches, 12-inch stumps, out-of-the-ground root balls, logs, 10-inch diameter standing trees and brush piles, as well as mulch material up to 6 inches. The unit must be able to shred material completely to grade level and disturb the surface up to two (2) inches deep. Units that cut or slash parallel to the ground and throw material laterally (sideways) are not permitted. Units that only cut up material are also not acceptable. The unit must be capable of producing a finely shredded, mulch size material. The majority of the shredded material must be three (3) inches or less.</p>		



<p><b>GENERAL SPECIFICATIONS:</b> It is the purpose of the following specifications to describe a self-propelled, hydraulically driven, front mounted, rotary mower, which will mow forward of the front tires. The unit will be of the manufacturer's current production model, meeting or exceeding the terms of these specifications. Unit(s) will be the manufacturer's most heavy-duty model available. The manufacturer will furnish parts and operation manuals for the unit(s) bid. The manufacturer will also guarantee equipment against defects in workmanship and materials for a period of one (1) year.</p>		
<p><b>SAFETY SPECIFICATIONS:</b> Unit will meet or exceed the following industry standards: SAE J232 (specifically excluding section 7.2 of SAE J232,) J115, J517, J920, J1150, J1170. ANSI/SAE S441.1, EP363.1, S390.1, S203.13, S217.11, S278.6, S318.14, S483. ASTM A370. A compliance report will be available upon request.</p>		
<p><b>CUTTING HEAD:</b> The cutting head will have a minimum weight of 2,250 lbs., with a tip speed of 17,900 ft. /min. at 40 gpm, and a cutting width of 60 inches of actual cut. The cutting assembly will be rotary, and hydraulically driven. Cutting head will be capable of cutting material 12 inches in diameter and mulching material 12 inches diameter. Cutting head will be capable of cutting/mulching material with its entire bottom plane, in addition to its cutting edge. Cutting head deck will have a heavy duty steel housing of ½-inch grade-80 with 80,000 psi yield strength, with full length replaceable skid shoes on inner and outer ends. Cutting head will be a 60-inch solid 1-inch thick steel disk with 47 replaceable teeth (including three (3) frame mounted teeth), bolt protector, and center mounted cutter, and attach to the spindle by six (6) 5/8-inch grade-8 bolts. Hydraulic motor will have a rating of 99 hp.</p>		
<p><b>SPINDLE:</b> Spindle will be one piece 8630 steel, mounted in straight roller bearings, with a minimum speed of 1,200 rpm. Spindle for power to cutting assembly will be 6.5 inches in diameter at its largest area x 13 inches long, with bearing diameter of 2.755 inches with a minimum of 4.5 inches between bearing centers. Spindle will be direct coupled with a splined end, and be attached to the cutting head so as to absorb 240,000 lbs. of shear strength, and distribute this load over an area of 169 inch<sup>2</sup>. Spindle and motor will be serviceable locally, specifically prohibiting designs that require service by the original equipment manufacturer.</p>		
<p><b>MOUNTING SPECIFICATIONS:</b> Mower deck mounting</p>		

<p>bracket will be of a quick detachable design. Mower deck mounting bracket will attach in place of the bucket on the skid steer lift arms.</p>		
<p><b><u>HYDRAULIC SYSTEM:</u></b> Hydraulic oil pressure and return system hoses will be 3/4-inch. ID high pressure unrestricted. Hoses will have a burst pressure 4x working pressure. Hydraulic motor will be gear type with cast steel housing and steel gears (specifically excluded will be aluminum pumps, motors, and aluminum gears), with a rating of 133 hp. Hydraulic oil to the power center head will not pass through a restriction causing valve while operating the cutting head. Hydraulic valve will not cause restriction to generate drift while in the off position. The skid steer hydraulic system will supply oil for the mower's lift system, and will power the motor for the forestry brush cutter.</p>		
<p><b><u>MANUAL, MICROFICHE OR OTHER DATA FORMAT:</u></b> Operators Manual - 2 required Parts Manual - 2 required Service Manual - 2 required</p>		
<p><b><u>EQUIPMENT MANUFACTURER WARRANTY:</u></b> Equipment manufacturer warranty. (1 yr. / Hyd. Components Frame, housing &amp; welding) parts and labor included.</p>		

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**EXECUTION HEREON IS CERTIFICATION THAT THE UNDERSIGNED HAS READ AND UNDERSTOOD THE INSTRUCTIONS, GENERAL CONDITIONS AND SPECIFICATIONS INCLUDED IN THIS REQUEST FOR QUOTATION AND THAT THE UNDERSIGNED'S PRINCIPAL IS FULLY BOUND AND COMMITTED.**

Vendor Must Complete This Section:

EQUIPMENT DESCRIPTION	ORDER DATE	BUILD DATE (if applicable)	DELIVERY DATE

Item #1 PRICING PER UNIT \$ \_\_\_\_\_ QUANTITY OF 1 = \$ \_\_\_\_\_

Company:

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

I hereby swear under penalty that the information provided is true and correct.

Print name: \_\_\_\_\_ Signed by: \_\_\_\_\_ Date: \_\_\_\_\_

**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.**

Riverside County Flood Control  
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**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](http://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.**