

REQUEST FOR QUOTE # FCARC-000090

ROCK AND COARSE AGGREGATE PRODUCTS



By:

Marilyn Weisenberg, Buyer I

Riverside County Flood Control & Water Conservation District

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Riverside, CA 92501

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NIGP Code(s): 75035, 75056, 74501, 77006, 96712

INSTRUCTIONS TO BIDDERS

1. **Vendor Registration** – Unless stated elsewhere in this document, vendor may participate in the bidding process. However the District does encourage all bidders to register online at www.Purchasing.co.riverside.ca.us. 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.
2. For future bidding opportunities please also register Bidder Company at: <https://www.publicpurchase.com/gems/register/vendor/register>. Public Purchase is a 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.
3. 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 County 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 District Purchasing at the number shown above and requesting a copy faxed, or mailed to you.
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 brand names are used, the words "or equal" shall be considered to appear and be a part of the specification. If you are quoting another make or model, cross out our nomenclature and insert yours. If no make or model is stipulated, insert yours. Attach applicable specifications and/or brochures. 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 to be most advantageous to the District. 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.
11. **Return of Bid/Closing Date/Return to** - The bid response shall be submitted electronically to PublicPurchase.com by 1:30 p.m. 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.
12. **Local Preference** - The County of Riverside has adopted a local preference program for those bidders 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 bidder 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 have fixed offices within the geographical boundaries of Riverside County and must credit all sales taxes paid resulting from this RFQ to that Riverside County location and file the Local Preference Affidavit with their bid submittal. To qualify for local preference Bidder must include a copy of a Riverside Business Tax Certificate that supports the local preference status and complete Form 116-260 Local Business Qualification Affidavit. Application of this local preference may be waived if funding sources disallow it.or
13. **Disabled Veteran Business Enterprise Preference** - The County of Riverside has implemented a Disabled Veteran Owned Business preference policy. A three percent (3%) preference shall be applied to the total bid price of all quotes/bids/proposals received by the County from **certified** disabled veterans owned businesses. If the bid is submitted by a non-Disabled Veteran owned business, but lists subcontractors that are identified and qualified as Disabled Owned Business, the total bid price will be adjusted by 3% of the value of that subcontractor's portion of the bid.
14. **Federal Exclusion List**- if Federally 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.

IF CHECKED, THE FOLLOWING DOCUMENTS HEREBY MADE PART OF THIS RFQ

APPENDIX "A" EXHIBITS ___ PLANS/DRAWINGS ___ SAMPLES
 #116-260 Local Business Qualification Affidavit ___ #116-310 Boilerplate Contract

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 ___#116-220 General Conditions - Public Works

To access any of these General Conditions go to www.purchasing.co.riverside.ca.us, located in Vendor Registration/Bidding Opportunities. 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 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 bottom of page 2 of this document.
- 1.2 CASH DISCOUNT ___% 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.
- 1.3 Delivery: ___ calendar days after receipt of order.
- 1.4 Please Check: ___ Disabled Veteran ___ Local Business – if checked, the above signer certifies that the above business is located within the geographical boundaries of Riverside County and that all sales taxes generated based on this RFQ will be credited to that location in Riverside County. Attention Bidders, if claiming the Local Preference please submit the form 116-260.
- 1.5 If Bidder experiences technical issue with the online bidding process, Bidder must contact the Procurement Contract Specialist (PCS)/Buyer for further bid submission instructions. Bidder must contact the appropriate PCS/Buyer a minimum of 2 hours prior to bid close time of 1:30 PM.

2.0 PURPOSE/BACKGROUND

Riverside County Flood Control and Water Conservation District (District) is responsible for the daily maintenance and emergency repair of its flood control facilities consisting of over 680 miles of flood control channels, basins, storm drains, dams, and levees along with nearly 62 dams and detention basins. The District's Operations and Maintenance Division will often utilize Rock and Coarse Aggregate to complete day-to-day maintenance tasks including rehabilitation or restoration on its facilities to ensure unobstructed flow of water in the event of heavy rains or flooding and/or respond to emergency situations that require immediate repair of a flood control facility within the District's boundaries.

The Riverside County Flood Control and Water Conservation District is soliciting quotations from interested and qualified firms to supply various sizes of Rock and Coarse Aggregates (Gravel) as detailed in Attachment "A", Specifications of this RFQ.

The intent of this solicitation is to establish multiple year agreements with multiple awarded Vendors to provide the District with Rock and Coarse Aggregate as the need arises. The initial contract results in a basic ordering agreement under which future orders may be placed. A purchase order will be issued under this basic ordering agreement becoming a binding contract. However, the District shall not be obligated to order all of its Rock and Coarse Aggregate from any one vendor under this RFQ or any one purchase order. The District does not guarantee a minimum value for this contract.

3.0 TIMELINE	DATES:
1. RELEASE OF REQUEST FOR QUOTATION	September 25, 2014
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: October 8, 2014 Time: 1:30 PM Pacific Time
4. DEADLINE FOR QUOTATION SUBMITTAL Bid results are posted on PublicPurchase.com	October 23, 2014 at 1:30 PM Pacific Time
5. 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 4 year(s), with each year renewable in one-year increments, with the completion date of 06/30/2018, with no obligation by the District to purchase any specified amount of 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 District, 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

District reserves the right of award in regard to any other factors the District 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 District 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 Purchasing website at <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's purchasing website at <http://rcflood.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.

6

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 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.

10.2 No price increases will be permitted during the first year of the award. All price decreases (for example, if CONTRACTOR offers lower prices to another governmental entity) will automatically be extended to the District. The District requires written proof of cost increases prior to any approved price adjustment. After the first year of the award, a minimum of 30-days advance written notice is required for consideration and approval by District. No retroactive price adjustments will be considered. The net dollar amount of profit will remain firm during the period of the Agreement. Annual increases shall not exceed the Consumer Price Index- All Consumers, All Items - Greater Los Angeles, Riverside and Orange County areas Rock and Aggregate materials and be subject to satisfactory performance review by the District and approved (if needed) for budget funding by the Board of Supervisors.

11.0 BACK ORDERS

The District will accept:

Backorders _____accepted –Bidders must provide details of shipment timelines.

Substitutions _____accepted –Bidders must provide details of substitutions.

The District will NOT accept:

Backorders _____

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.

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
1995 Market Street, Riverside, CA 92501

Attn: _____

Ph: 951-_____

Between 8:00 AM to 4:00 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 County 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.

INSURANCE REQUIREMENTS:

INSURANCE: Without limiting or diminishing the Contractor's obligation to indemnify or hold the County harmless, Contractor shall procure and maintain or cause to be maintained, at its sole cost and expense, the following insurance coverage's during the term of this Agreement:

1 Workers' Compensation: If the Contractor has employees as defined by the State of California, the Contractor shall maintain statutory Workers' Compensation Insurance (Coverage A) as prescribed by the laws of the State of California. Policy shall include Employers' Liability (Coverage B) including Occupational Disease with limits not less than \$1,000,000 per person per accident. **The policy shall be endorsed to waive subrogation in favor of the County of Riverside, and, if applicable, to provide a Borrowed Servant/Alternate Employer Endorsement.**

2 Commercial General Liability: Commercial General Liability insurance coverage, including but not limited to, premises liability, contractual liability, products and completed operations liability, personal and advertising injury covering claims which may arise from or out of Contractor's performance of its obligations hereunder. **Policy shall name all Agencies, Districts, Special Districts, and Departments of the County of Riverside, their respective directors, officers, Board of Supervisors, employees, elected or appointed officials, agents or representatives as Additional Insured's.** Policy's limit of liability shall not be less than \$1,000,000 per occurrence combined single limit. If such insurance contains a general aggregate limit, it shall apply separately to this Agreement or be no less than two (2) times the occurrence limit.

3 Vehicle Liability: If vehicles or mobile equipment are used in the performance of the obligations under this Agreement, then Contractor shall maintain liability insurance for all owned, non-owned or hired vehicles so used in an amount not less than \$1,000,000 per occurrence combined single limit. If such insurance contains a general aggregate limit, it shall apply separately to this Agreement or be no less than two (2) times the occurrence limit. **Policy shall name all Agencies, Districts, Special Districts, and Departments of the County of Riverside, their respective directors, officers, Board of Supervisors, employees, elected or appointed officials, agents or representatives as Additional Insured's**

BID BONDS: NOT REQUIRED

PAYMENT BONDS: NOT REQUIRED

PERFORMANCE BONDS: NOT REQUIRED

EXHIBIT "A"

PRODUCT SPECIFICATIONS

FOR SAND, CRUSHED /COURSE AGGRGATE, ROCK, AND RIP RAP

PURPOSE

It is the intent of the Riverside County Flood Control and Water Conservation District to secure product pricing under an annual contract for various sizes of Crushed/Coarse Aggregate, Rock, Rip Rap and Sand. Product specifications are detailed within this Request for Quote (RFQ). The District does not guarantee a minimum value for this Contract; therefore this will be an indefinite-quantity type contract. At this time there is no prior contract information that can be provided.

CONTRACT TERM

The initial term of a contract awarded as a result of this RFQ shall be from award date through June 30th, 2015. The contract may be renewed according to the terms stated herein for three (3) additional one (1) year periods. If, at any time, the District determines it is in its best interest to discontinue use of these services the District reserves the right to cancel this Agreement by giving thirty (30) days advance written notice.

PRICING

Include aggregate costs based on per ton, per cubic yard, haul fee per ton within service area as identified in Exhibit C – Service Area, per mile haul fee outside of identified service area, will-call ‘per load fee’, stand-by fee (per 20 minutes) , and Emergency (weekend and after hours hauls fee per ton); refer to Exhibit B – Financial Response. Multiple discount levels on various aggregate are acceptable as long as they are clearly noted in the response.

DELIVERY AND OTHER ADDED FEES

Aggregate may be picked up at a location branch or requested to be delivered directly to the project site. Include delivery, setup and pick up fees, where required, and clearly identified in your quote. . Delivery of quarry materials shall include unloading. The Vendor shall comply with all local, state and federal laws and regulations. The Vendor shall furnish all personnel and equipment for the loading, weighing, transporting and unloading of the material for delivery. The Vendor shall provide a single telephone number through which coordination of delivery can be made. Other fees (environmental recovery fees, cleaning, refueling fees, etc.) shall be separate items and clearly identified in the proposal response. The District will provide awarded Vendor(s) a certificate of insurance.

Each load ticket must include the following information at a minimum:

- Project Name
- Date
- Material Type
- Net weight of the delivered load

Each invoice must include the following information at a minimum:

- Project Name
- Purchase Order Number
- Date
- Material Type
- Quantity
- Unit Price
- Fees
- Taxes
- Total Price

Delivery and Performance Time

Start work dates and work completion dates shall be determined at the time Purchase Orders are placed and will be listed in the appropriate locations on the Purchase Order.

Days and Hours of Work

Unless otherwise mutually agreed, all work shall be performed between 7:00 AM to 3:30 PM, (Pacific time) Monday through Thursday, excluding holidays.

Location of Project Work

Actual location of ordered work will be stated on each Purchase Order placed.

SPECIFICATIONS

Samples: When the District requires samples as part of the proposal and vendor selection process bidders must provide requested samples with the time allotted, and no cost to the District. Materials will not be returned to vendors.

The materials specified to be supplied and delivered is:

- Sand
- Decomposed Granite
- 1" Crushed Aggregate Base
- ¾ - 1" Crushed Rock
- 3" Track-out
- ¼ Ton Rip Rap
- ½ - 1 ½ Ton Rip Rap
- 2 - 3 Ton Rip Rap
- 4 - 5 Ton Rip Rap

The Aggregates shall consist of hard, durable particles of crushed rock/gravel and filler of natural sand or other finely divided mineral matter such as silt, clay or lime. The crushed rock/gravel aggregate shall be free of lumps of clay loam, organic matter, and/or excessive amounts of thin and elongated pieces.

Proposal Checklist:

The following checklist is provided to ensure all required documents are included in your proposal:

- Financial Response Form (Exhibit B)
- Service Area Response Form (Exhibit C)
- Vendors Information Response Form (Exhibit D)
- Local Business Affidavit
- Non-Collusion Affidavit
- W9 and Current Business License
- Proof of Current Insurance

EXHIBIT "B"

FINANCIAL RESPONSE

Must be completed and submitted with Proposal

COMMONLY ORDERED BY THE DISRICT	"STANDARD HOURS OF OPERATIONS" COST PLEASE INDICATE YOUR M-F HOURS OF OPERATON _____							EMERGENCY / STORM
DESCRIPTION	COST PER TON	COST PER CUBIC YARD	HAUL FEE WITHIN SERVICE AREA PER TON	PER MILE HAUL FEE OUTSIDE OF SERVICE ZONE	WILL CALL "PER LOAD FEE"	ENVIRONMENTAL FEE (please state the % charged)	STAND-BY FEE (PER 20 MINUTES)	WEEKEND & AFTER HOURS HAUL FEE (PER TON)
Sand								
Decomposed Granite								
1" Crushed Aggregate Base								
3/4" - 1" Crushed								
3" Trackout								
1/4 Ton RipRap								
1/2 - 1 1/2 Ton RipRap								
2-3 Ton RipRap								
4-5 Ton RipRap								
(OPTIONAL) ADDITIONAL ITEMS PER VENDOR	COST PER TON	COST PER CUBIC YARD	HAUL FEE WITHIN SERVICE AREA PER TON	PER MILE HAUL FEE OUTSIDE OF SERVICE ZONE	WILL CALL "PER LOAD FEE"	ENVIRONMENTAL FEE (please state the % charged)	STAND-BY FEE (PER 20 MINUTES)	WEEKEND & AFTER HOURS HAUL FEE (PER TON)
Trucking Types:	SEMI - END DUMPS	TRUCK & TRANSFER TRAILER	TRUCK AND PUP	BOTTOM DUMPS	OTHER (PLEASE SPECIFY)			
YES OR NO								
ADDITIONAL CHARGE IF APPLICABLE								

EXHIBIT "C"
SERVICE AREA RESPONSE

SERVICE AREAS BY CITY AND DISTRICT (MUST BE COMPLETED AND SUBMITTED WITH PROPOSAL.)			
CITIES	YES	NO	DISTRICT
CANYON LAKE			D1
LAKE ELSINORE			D1
RIVERSIDE			D1, D2
WILDOMAR			D1
CORONA			D2
EASTVALE			D2
JURUPA VALLEY			D2
NORCO			D2
HEMET			D3
MURRIETA			D3
SAN JACINTO			D3
TEMECULA			D3
BLYTHE			D4
CATHEDRAL CITY			D4
COACHELLA			D4
DESERT HOT SPRINGS			D4
INDIAN WELLS			D4
INDIO			D4
LA QUINTA			D4
PALM DESERT			D4
PALM SPRINGS			D4
RANCHO MIRAGE			D4
BANNING			D5
BEAUMONT			D5
CALIMESA			D5
MENIFEE			D5
MORENO VALLEY			D5
PERRIS			D5
ALL RIVERSIDE COUNTY			ALL

EXHIBIT "D"
VENDORS INFORMATION RESPONSE FORM

RFQ

FCARC-000090

Legal Name of Vendor: _____

Company Name:	
Street Address	
City, State & Zip Code	
Type of Business (Corporation, Partnership, etc.)	
Name & Title of Authorized Signer	
Primary Contact	
Phone	
Fax	
Email	
After hours / weekend Contact Name and Phone #	
Company Website	
Tax ID and State where issued	

Form 116-260

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, please submit this form along with your response to this RFP/Q.

Definition of Local Business

A local business shall mean a business or firm with fixed offices located within the geographical boundaries of Riverside County, and authorized to perform business within the County. In doing so, credit all sales tax from sales generated within Riverside County to the County, and who provide product or perform contracted work using employees, of whom the majority are physically located in said local offices.

Local businesses" shall have a Riverside County business street address. Post office box numbers, residential addresses, or un-staffed sales offices shall not suffice to establish status as a "local business." To qualify as a "local business" the location must be open and staffed during normal business hours and the business must establish proof that it has been located and doing business in Riverside County for at least (6) six months preceding its certification to the County as a local business.

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 local business needs to be operating from a functional office that is staffed with the company's employees, during normal business hours.

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.

