

SUBMITTING BIDS

1. All bids shall be typewritten or written in ink. No erasures permitted. Mistakes shall be crossed out and corrections typed/inked adjacent, dated and initialed. Bids shall not be returned for change/correction after receipt by County.
2. State brand name or make on each item. If quoting other than item specified, include the manufacturer's name, a product description and model number.
3. Bid each item separately. Prices must be stated in units as specified.
4. Each bid must be in a separate sealed envelope with both the bid number and closing date plainly visible on the envelope. Bid must be received at the place, time and on the date specified. Late bids will not be considered and shall be returned unopened to the bidder. Bidders are responsible to assure each bid is properly marked and timely delivered. County assumes no financial obligations for preparation and submittal of bid. Bidder shall be solely responsible for understanding the specifications and requirements.
5. All bids must be signed with the firm's name and by an authorized officer or employee. Obligations assumed by such signature must be fulfilled.
6. Prior to bid award, County reserves the right to request clarification on any bid.
7. County reserves the right to waive, at its sole discretion, any formality in the bidding or evaluation in order to expedite the process, accommodate minor error, or respond to unforeseen circumstances, and to reject any or all bids and to reject any items thereon. County may, at its sole discretion, cancel this solicitation at any time prior to award.
8. Bids are subject to acceptance at any time within 60 calendar days of the closing date stated herein, unless otherwise stated.
9. County may, at its sole option, select other than low priced bidder if, as solely determined by County, another bid is a more responsible and responsive offer.
10. If required, samples of items shall be furnished at no cost and, if not destroyed by tests, will, upon bidder's written request, be returned at bidder's expense. Unless specifically requested, bidders shall not submit samples. If there is a cost to be born by the vendor for the testing process, it will be stated in the bid.
11. If you do not bid, return this solicitation ("Request") and state reason. If you do not respond or do not submit a bid for three (3) consecutive Requests, you may, at County's sole option, be removed from the mailing list.

12. Bidder shall provide either the serial number or its retailer's permit to engage in business as a seller (if a CA company). Without one of these numbers, County will not pay sales/use tax direct to any vendor. Bids must include employer's identification number as assigned by the U.S. Treasury Department.

All bids must include a completed "Minority and Women Participation Survey" attached hereto. Bids not including a completed Form may, at County's option, be returned or the bidder may be required to provide completed Form prior to consideration.