

ATTACHMENT A
GENERAL PROVISIONS

1. BRANDS

Unless otherwise stated, the use of the name or a manufacturer, or of any special brand or make in describing any item contained in these specifications and proposals does not restrict quoters to that manufacturer's specific article. This means is used simply to indicate the character or quality of the article desired. The equipment on which proposals are submitted must be acceptable as equal in character, quality, and utility to brand and/or make indicated herein. The make or grade of the article on which a quotation is submitted should be stated in the quotation in every instance. Unless otherwise stated, it will be understood to be the specific article named in the proposal.

2. QUOTATIONS:

If quotation is on an "All or Nothing" basis, bidder must so state.

Cash discount must be shown on quotation; otherwise prices will be considered net.

Time of delivery is a part of the quotation and must be adhered to. If it is impossible to meet delivery specified in Request for Quotations, quoter shall state best delivery possible in the column provided opposite an individual item or in the space provided for all items. Time, if stated as a number of days, shall mean calendar days.

3. TAXES:

Quoters must not include Federal Excise Taxes in quotation. Exemption certificate will be furnished to the successful quoter.

4. SAMPLES:

Samples of items, when required, must be furnished free of expense to the County of Mendocino and if not destroyed by tests will, upon request, be returned at the quoter's expense. Samples of selected items may be retained for comparison.

5. SUBMISSION OF BIDS:

Quotations and modifications or corrections thereof received after the closing time specified will not be considered.

Quotations will not be accepted via telephone or facsimile unless specifically approved by the Purchasing Office in advance.

6. AWARDS:

The County of Mendocino reserves the right to accept quotations on individual items listed, on groups of items, or on the proposal as a whole, to reject any and all quotations, to waive any informality in the quotations, and to accept the responsive quotation that appears to be for the best interest of the County of Mendocino.

In determining the successful quoter, the quoted prices will be given prime consideration. However, quality, delivery, warranty, suitability, compatibility with existing equipment and manufacturer's and/or vendor's reputation will be considered along with any other relevant facts.

7. PAYMENT:

Payments shall be made upon submission of itemized invoices in duplicate, at the prices stipulated on the purchase order, for supplies or equipment delivered and accepted or services rendered and accepted, less deductions, if any, as provided on the purchase order.

8. DISTRICT PARTICIPATION BY PUBLIC ENTITIES WITHIN MENDOCINO COUNTY:

Any or all Mendocino County tax-supported agencies such as schools and cities within the jurisdiction of Mendocino County who wish to participate shall be included in this quote. However, a separate contract or purchase order originating with such an agency and based on the net prices herein shall be arranged by the vendor.

9. PRICES AND TERMS:

Unless stipulated otherwise, prices and terms quoted herein shall be made available to other public agencies.

10. PROCUREMENT OF RECYCLED PRODUCTS

The Board of Supervisors has committed the County of Mendocino to the purchase and use of recycled products which will contribute to the conservation and protection of the resources referenced within this bid/quote.

11. LOCAL VENDOR PREFERENCE:

The County of Mendocino has established a local vendor preference. All informal and formal Invitations to Bid or Quote are evaluated with a 5% preference for local vendors. The vendor must claim local vendor preference to be considered. Please note the following exceptions:

- a. Those contracts which State Law or, other law or regulation precludes this local preference.
- b. Public Works construction projects.

"Local" vendor will be approved as such when, 1) it conducts business in an office with a physical location within the County of Mendocino; 2) it holds a valid business license issued by the County, and will be asked the name of the Local Agency which issued the license; and 3) business has been conducted in such a manner for not less than six (6) months prior to being able to receive the preference, said vendor will be asked the business address and how many years the business has been at that location.