



Request for Bids (RFB)
Water Authority
Inventory Supplies
CITY OF PICO RIVERA

Advertisement Date: October 22, 2015
Submission Due Date: November 12, 2015

I. INTRODUCTION

The City of Pico Rivera, hereinafter referred to as “City”, is seeking bids from qualified vendors, hereinafter referred to as “Bidder”, for water utility supplies and repair parts.

II. SCOPE OF SERVICES

A. General Information

The City is seeking proposals for delivery of various water utility supplies and repairs parts as listed in Attachment A – Itemized Cost Proposal.

B. Brand Names

References to brand names and/or numbers in the solicitation are intended to be restrictive, and not merely descriptive, unless otherwise specified. If the specific product cannot be supplied by the Bidder, equivalent items meeting the standards of quality specified will be considered. Unless a Bidder indicates otherwise, it is understood that the proposer is offering the referenced brand item as specified in the solicitation. The City reserves the right to determine whether a substitute offer is equivalent to and meets the standards of quality indicated by the brand name referenced, and the City may require the supply of additional descriptive material and a sample.

C. Samples

Samples of goods may be required prior to award to determine Bidder's responsiveness to the RFB's requirements. If requested such samples must be provided at no cost and delivered to the address specified within the timeframe identified in the notification. Failure to submit samples as specified may be grounds for rejection of a Bidder's proposal. Unless expressly set forth in the solicitation, the sample of goods furnished must be identical in all respects to the product or products being offered. Bidders offering products of a different manufacturer and model number than those specified in the solicitation may be required to submit samples for inspection and specification compliance testing in order for the City to determine if the item offered is equivalent to and meets the minimum standards of quality acceptable to the City. Samples, if not destroyed by tests, may, upon request made by the Bidder at the time the sample is furnished, be returned at Bidder's expense.

D. Customer Service

Describe the level of customer service that will be provided, including procedures that will ensure consistency and problem resolution. The description should include, but is not limited to:

1. Customer service organizational structure
2. Contact process (phone, email, fax, etc.)
3. Follow up process
4. Process to handle back ordered or out-of-stock products, including alternate suggestions and pricing policy
5. Internal procedures to track customer service contact and resolution

E. Cost Proposal, Pricing and Price Adjustments

Bidders must submit fixed pricing as required by Attachment A – Itemized Cost Proposal. Pricing shall include all anticipated charges, including but not limited to, cost of materials and product, overhead, profit, freight and delivery, and other costs or expenses incidental to the Bidder's performance.

Bidders shall propose a single-rate standard discount from manufacturers' list pricing, for

non-contract items that Bidder is able to provide and City may purchase under the terms of any Master Agreement that results from this RFB.

The prices proposed in the Bidder's response will be valid for the original three year term after any resulting agreement is signed. The Bidder's proposal must describe how future price increases will be minimized and capped and how both increases and decreases will be passed on to the City if the agreement is renewed after the initial term.

It is expected that all Bidders to this solicitation will offer the Bidder's best government or comparable favorable rates.

F. Contract vs. Non-Contract Products

The term "Contract Item" is defined as any item or replacement item (as agreed to by the City) that is included in Attachment A- Itemized Cost Proposal, or any resulting agreement that may result from this RFBj. The term "Non-Contract Item" is defined as any item that vendor is able to provide that is not included with a specific price in Attachment A.

G. Inventory, Estimated Volume

The City has demonstrated an ongoing need for the products indicated in this RFP. These products are based on recent 12-month usage. The Bidder awarded an Agreement shall maintain access to a reasonable stock of such products on hand for the full term of the Agreement. Failure to maintain minimum access to a reasonable stock may result in termination of default of the Agreement.

III. CITY CONTACT

The City Contact, hereinafter referred to as "Contact", is the sole point of contact for this solicitation. All communication shall be in writing and submitted to the Contact. Bidders are not permitted to communicate with other City staff or officials about this RFB, except for during pre-bid meetings, demonstrations, and/or interviews, unless otherwise directed by the Contact.

Contact: Kathlynn Vasquez
E-mail: kvasquez@pico-rivera.org

Bidders interested in participating in this RFB should immediately provide the Contact with a phone number, fax number, and an e-mail address for dissemination of addenda and/or supplemental information, as applicable. Failure to provide said contact information may result in late notifications and/or incomplete bids.

IV. DEADLINE FOR SUBMITTING QUESTIONS

Any questions regarding the RFB must be submitted to the Contact referenced above no later than November 5, 2015. Reference the RFB Title when making inquiries. All questions will be noted and a consolidated answer list will be sent to all interested Bidders.

V. FORMAT AND SUBMISSION

All Bidders are required to follow the format content specified below.

1. A brief description of the history and organization of the Bidder's firm.
2. A description of similar bids successfully awarded within the past three (3) years.
3. A detailed fixed cost proposal using Attachment A – Itemized Cost Proposal.

The deadline for submitting a bid is **Thursday, November 12, 2015, 10:00 a.m.** Any bid received after this time will be returned unopened. Bids must be submitted in a sealed

envelope with the bid number on the face thereof and the Bidder's name, and shall be clearly addressed as follows:

City of Pico Rivera
City Clerk's Office
RFB Water Authority Inventory Supplies
6615 Passons Blvd.
Pico Rivera, CA. 90660

Faxed or e-mailed bids will not be accepted as this RFB requires bids to be submitted in a sealed envelope, per the City's Municipal Code Title 3, Chapter 3.20.

VI. SELECTION PROCESS

A. Responsive Bidder/ Responsible Bidder

After the public bid opening, where the apparent low bid is identified, bids will be reviewed to ascertain that they are in compliance with the RFB requirements. Bidders may be deemed non-responsive for failure to comply with the requirements set forth herein.

The following will be applied in determining the lowest responsible Bidder:

1. The Bidder's ability, capacity, and skill to provide the service or commodity required.
2. The Bidder's record of performance with the City.
3. The Bidder's ability to provide future maintenance and/or service for the product or service required.

B. AWARD PROCESS

Once the lowest responsible/responsive Bidder has been determined, a Notification of Intent to Award will be issued to all Bidders who submitted a bid identifying the lowest responsible/responsive Bidder.

C. COMMENCEMENT OF SERVICES

A Purchase Order will be issued once:

1. Council authority is granted, if applicable.
2. All agreements have been executed.
3. Verification of current vendor application & W-9 State Tax Form.

Commencement of services shall begin once Bidder receives the Notice to Proceed and Purchase Order.

VII. STANDARD TERMS & CONDITIONS

In addition to the previous requirements, the Bidder shall, at minimum, perform or make provisions for the following general requirements:

A. Addenda: The City reserves the right to modify and issue addenda to this RFB. A signed copy of all addenda shall be submitted as part of the bid. Failure to include the addenda may result in a non-responsive submittal. Addenda shall become a part of this RFB and any Agreement, which may result from this solicitation.

B. Additional Information: Provide the City with any additional information it deems necessary to accurately determine Bidders ability to perform services, and/or provide products proposed. During selection process, the City may conduct any reasonable

inquiry from any and all sources concerning the bid, including reference verification to determine the responsibility of the Bidder. Furthermore, submission of a bid constitutes permission by the Bidder for the City to verify all information contained therein. Failure to comply with any request for additional information may disqualify the Bidder from further consideration.

- C. **Bid Commitment:** The bid shall be firm and binding for 120 days after the submittal deadline. Submission of a bid shall constitute a commitment on the part of the Bidder to furnish the products/services set forth in this RFB.
- D. **Bid Errors:** City is not responsible for errors or omissions on the part of Bidders in drafting their bids. In the event of a calculation error, the unit price shall prevail. The City is not responsible for any conclusions or interpretations made by the Bidder regarding information provided by the City.
- E. **Contractual Obligation:** After the City selects a Bidder, the contents of the submitted bid will become a contractual obligation. The RFB and any addenda, Bidder's bid, and the Agreement constitute the entire Agreement between the Bidder and the City and shall incorporate the provisions thereof. Failure of the Bidder to agree to include all portions thereof as contractual Agreement may result in cancellation of the award.
- F. **Disclaimer:** This RFB does not commit the City to continue with the procurement of the subject services/products nor to enter into an Agreement with any Bidder. The City makes no representation that any Agreement will be awarded. In the event of award, the City makes no guarantee to expend any agreement amount to its maximum. Award of an Agreement may require City Council authorization. Furthermore, the City may re-issue the RFB at any time for any reason at its sole discretion.
- G. **Late Bid:** Late bids will not be considered. It is the Bidder's responsibility to ensure that the bid arrives on or before the specified time. The City will not be responsible for bids not properly marked and/or delivered. Postmarks will not be accepted in lieu of actual receipt.
- H. **Evidence of Insurance:** In the event an Agreement is awarded, Bidder shall provide evidence of insurance coverall by an admitted California insurer legally licensed and qualified to conduct business in the State of California in accordance with the provisions described herein, prior to the commencement of services. The required insurance coverage shall be maintained for the duration of the Agreement: General Liability insurance presently in effect with a combined single limit of not less than \$1,000,000 per occurrence, and \$2,000,000 aggregate; and vehicle insurance (where applicable) is in effect with a minimum coverage of \$1,000,000 per occurrence.

The Certificate of Insurance shall provide:

- a) That the insurer will not cancel the insured's coverage without thirty (30) days prior notice to the City;
- b) That the City, and it's employees, volunteers, officers, and agents of each of them, are included as additionally insured, but only insofar as the operations under this contract are concerned;
- c) That the City and its employees, officers, and agents of each of them will not be responsible for any premiums or assessments on the policy;
- d) That the insurer has an AM Best rating of A: VII or equivalent.

Contractor agrees that the bodily injury liability insurance herein provided shall be in effect at all times during the term of this contract. In the event said liability insurance coverage expires at any time or times during the term of this contract, contractor agrees to provide at least thirty (30) days prior to said expiration date, a new certificate of insurance evidencing insurance coverage as provided herein for not less than the remainder of the term of the contract, or for a period of not less than one (1) year.

New Certificates of Insurance are subject to approval and the contractor agrees that no work or services shall be performed prior to the giving of such approval. In the event contractor fails to keep in effect at all times insurance coverage as herein provided, the City may in addition to any other remedies it may have, terminate this contract upon the occurrence of such event.

Worker's Compensation insurance coverage as required by the State of California of \$1,000,000 per occurrence.

- I. **Payments and Invoicing:** Unless otherwise agreed, payment will not be made until goods/services are delivered and accepted as specified. Invoices presented for payment must be submitted in accordance with instructions contained on the purchase order. In order to receive prompt payment, send invoices directly to: City of Pico Rivera, Attn: Accounts Payable, 6615 Passons Blvd., Pico Rivera, CA 90660. The City's standard payment terms are Net 30.
- J. **Property of City:** All bids and materials submitted become the property of the City and may be used by the City in any way it deems appropriate. In addition, bids received will be subject to the California Public Records Act.
- K. **Reservation of Rights:** The City expressly reserves the right to modify and/or suspend any and all aspects of the RFB, to obtain further information from any Bidder responding to this RFB, to waive any defect as to form or content of this RFB or any response thereto, to extend deadlines for accepting responses, to reject any and all responses to the RFB, and to choose the firm that best serves the City's interests, at its own discretion. Should all bids be rejected a written notification will be sent to all Bidders to this effect. The City also reserves the right to select another Bidder in the case that the original Bidder, for any reason, is unable to perform, or is dismissed from the project.
- L. **Submission Cost:** The City will not be liable for any costs incurred in the preparation of bids or incidental to the preparation and presentation of qualifications orally or in writing. All costs for preparation, submission of bids, submission of additional information, delivery, and/or any other aspect of the RFB incurred by the Bidder are the sole responsibility of the Bidder.

Attachment A - Itemized Cost Proposal

Name of Company: _____				
Company Address: _____				
Company Phone: _____		Number of Years in Business: _____		
**Estimated quantities are based on historical averages and used only for bidding purposes. There is no guarantee these quantities will be purchased during the term of this contract.				
Est. Qty	Description & reference part number	Unit Price	Extended Price	Manufacturer
**Acceptable Brass Manufacturers are Mueller, Jones and Ford Only. Mueller Part Numbers Listed As Reference Only				
Bronze Service Saddles - Double Strap				
10	4" AC & Ductile iron - IP thread - BR2B0474IP100			
5	4" AC & Ductile iron - IP thread - BR2B0474IP200			
20	6" AC & Ductile iron - IP thread - BR2B0684IP100			
10	6" AC & Ductile iron - IP thread - BR2B0684IP200			
30	8" AC & Ductile iron - IP thread - BR2B0899IP100			
15	8" AC & Ductile iron - IP thread - BR2B0899IP200			
**Acceptable Brass Manufacturers are Mueller, Jones and Ford Only. Mueller Part Numbers Listed As Reference Only				
Corporation Stops				
60	1" - IP thread- P-25028N			
30	2" -IP thread- P-25028N			
**Acceptable Brass Manufacturers are Mueller, Jones and Ford Only. Mueller Part Numbers Listed As Reference Only				
Service Fittings				
50	Straight Meter Coupling - H-10896N 5/8" x 3/4" x 3/4"			
40	Straight Meter Coupling - H-10896N 1"			
65	Pack Joint Coupling P-15403N 1"			

Attachment A - Itemized Cost Proposal

30	Pack Joint Coupling P-15403N 1" x 3/4"			
25	Pack Joint Coupling P-15403N 2"			
20	Pack Joint Coupling E-15404N 3/4" IPS PE			
20	Pack Joint Coupling E-15404N 1" IPS PE			
20	Pack Joint Coupling E-15404N 2" IPS PE			
30	Pack Joint Coupling E-15443N 3/4" IPS PJ X 1"CTS PJ			
20	Straight Coupling V-15442N 3/4" IPS PJ X 3/4" FIP			
20	Straight Coupling V-15442N 1" IPS PJ X 1" FIP			
15	Straight Coupling V-15442N 2" IPS PJ X 2" FIP			
30	Straight Coupling V-15440N 3/4" IPS PJ X3/4" MIP			
40	Straight Coupling V-15440N 1" IPS PJ X 1" MIP			
15	Straight Coupling V-15440N 2" IPS PJ X 2" MIP			
50	Pack Joint x MIP Coupling P-15428N 1" x 3/4"			
50	Pack Joint x MIP Coupling P-15428N 1"			
30	Pack Joint x MIP Coupling P-15428N 2"			
50	Pack Joint x FIP Coupling P-15451N 1" x 3/4"			
50	Pack Joint x FIP Coupling P-15451N 1"			
30	Pack Joint x FIP Coupling P-15451N 2"			
30	Pack Joint Quarter Bend P-15526N 1"			
20	Pack Joint Quarter Bend P-15526N 2"			
30	Pack Joint Coupling CTS PJ X IPS PJ - E15443N 3/4" x 1"			
50	Coupling CTS PJ X Copper Flair - P-15071N 1" x 3/4"			
50	Coupling CTS PJ X Copper Flair - P-15071N 1"			
15	U Branch Connection P-15363N 1" x 3/4" x 7 1/2"			
60	Ball Angle Meter Valve P-24258N 5/8" x 3/4" x 1"			
60	Ball Angle Meter Valve P-24258N 1"			
40	Ball Angle Meter Valve B-24265N 5/8" x 3/4" x 3/4"			
40	Ball Angle Meter Valve B-24265N 5/8" x 3/4" x 1"			
20	Ball Straight Meter Valve B-24351N 5/8" x 3/4" x3/4"			
20	Ball Straight Meter Valve B-24351N 1"			
40	Ball Straight Service Valve B-20200N 3/4"			
40	Ball Straight Service Valve B-20200N 1"			
20	Ball Straight Meter Valve B-24337N 2"			
10	Ground Key Angle Meter Valve P-14277N 2"			
10	Ball Straight Service Valve B-20200N 2" FIP			
250	1" CTS Poly Pipe Inserts			

Attachment A - Itemized Cost Proposal

100	2" CTS Poly Pipe Inserts			
20	1" CTS Poly Pipe Drisco Plex 100' ROLL			
5	2" CTS Poly Pipe Drisco Plex 100' ROLL			
1,000	3/4" Meter Gaskets 1/16" Thick Rubber			
1,000	3/4" Meter Gaskets 1/16" Thick Poly/Nylon			
1,000	1" Meter Gaskets 1/16" Thick Rubber			
1,000	1" Meter Gaskets 1/16" Thick Poly/Nylon			
300	1-1/2" Meter Flange Gaskets			
300	2" Meter Flange Gaskets			
	METER BOXES & COVERS			
	**Armorcast Only. No Alternates			
50	Armorcast Meter Box - A6000494			
40	Armorcast Meter Box Cover - A6000482			
30	Armorcast Meter Box Cover - A6000482 TR			
75	Armorcast Meter Box - A6000486			
60	Armorcast Meter Box Cover - A6000483			
30	Armorcast Meter Box Cover - A6000483 TR			
30	Armorcast Meter Box - A6001419			
20	Armorcast Meter Box Cover - A6001420			
20	Armorcast Meter Box Cover - A6001420 TR			
15	Armorcast Meter Box - A6001946PCX12			
10	Armorcast Meter Box Cover - A6001866			
10	Armorcast Meter Box Cover - A6001866 TR			
	GATE & BUTTERFLY VALVES			
	** Mueller Co. or Approved Equal. Gate Valves Must Meet AWWA C509 Specification, with Integral Stems (Low Zinc Manganese Bronze) and Fully Encapsulated Iron Wedge. Butterfly Valves Must Meet AWWA C504 Specifications.			
1	4" Mueller Gate Valve - A2362- FLG X FLG - 306			
1	4" Mueller Gate Valve - A2362- FLG X MJ - 19			
1	4" Mueller Gate Valve - A2362 - MJ X MJ - 23			
2	6" Mueller Gate Valve - A2362 - FLG X FLG - 306			
4	6" Mueller Gate Valve - A2362 - FLG X MJ - 19			

Attachment A - Itemized Cost Proposal

Pursuant to the Request for Bids, the undersigned declares that he/she has carefully examined specification for Request for Bids - Water Authority Inventory Supplies. The undersigned agrees that the bid amounts offered herein shall remain in effect throughout the full term of the resulting agreement. In submitting this Itemized Cost Proposal, Bidder agrees to comply with the terms and conditions illustrated in this RFB.

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I, the undersigned, hereby certify that this Bid and the amount offered in this Itemized Cost Proposal are true and accurate to the best of my knowledge in accordance with the requirement of California Business and Professions Code Section 7028.15.

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Person from your company who completed the bid package:

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Signature: _____

Date: _____

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Printed Name and Title: _____

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E-Mail: _____

Phone: _____