



**Shasta County Department of Support Services**  
Purchasing Unit  
1450 Court Street, Suite 348  
Redding, CA 96001

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Issued: November 3, 2016

**REQUEST FOR BIDS (“RFB”) TO PROVIDE DESKS AND ACCESSORIES TO THE  
HEALTH AND HUMAN SERVICES AGENCY**

**RFB Number: 17-10**

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**Closing Date: December 5, 2016 at 2 p.m.**

Sealed Bids to this Request for Bids (RFB) are subject to:

1. The Terms and Conditions of the RFB (Attachment A, attached and incorporated herein by reference);
2. Bidder Information (Attachment B, attached and incorporated herein by reference);
3. The Specifications (Attachment C, attached and incorporated herein by reference);
4. Desks and Accessories Location Listing (Exhibit A, attached and incorporated herein by reference);
5. Redwood Blvd Trade Ins (Exhibit B, attached and incorporated herein by reference);
6. Such other contract/agreement provisions as may subsequently be agreed upon.

The Shasta County Department of Support Services Purchasing Unit is issuing this Request for Bids to provide desks and accessories to the Health and Human Services Agency (HHS).  

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**Timeline**

Release of RFB – 11/3/16

Questions Deadline – 11/23/16 at 2:00 p.m.

Answers Deadline – 11/28/16 at 2:00 p.m.

Closing Date – 12/5/16 at 2:00 p.m.

Bid Opening – 12/5/16 at 2:05 p.m.

# RFB Process

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## I. Submission of Bids

**Sealed bids must be received on or before 2:00 p.m. on December 5, 2016.** Bids received after 2:00 p.m. on December 5, 2016 will not be considered. Mailed Responses not received before 2:00 p.m. on December 5, 2016 will not be considered, even if postmarked before 2:00 p.m. Faxed and emailed Responses will not be accepted.

**EACH bid must be submitted in a sealed envelope, clearly labeled as a “Response to RFB 17-10”, and shall include ONE complete original and TWO complete copies of the bid. Alternate bids must be submitted in a separate sealed envelope.** All Responses shall be delivered to: Shasta County Department of Support Services – Purchasing Unit located at 1450 Court Street, Suite 348, Redding, CA 96001. All Responses must be clearly labeled as Responses to RFB 17-10.

**Each bid submission must include the following:**

1. A completed Bidder Information Form, **Attachment B**, attached hereto and incorporated herein.
2. A completed Specifications and Pricing Sheet, **Attachment C**, attached hereto and incorporated herein.
3. Any samples included with a response shall reference the appropriate item and section within Attachment C. Pricing for colors / finishes must be included in the bid price, additional bid prices for colors / finishes will NOT be considered. **Alternate bids must be submitted in a separate sealed envelope.**

Failure to submit all required items will result in rejection of the bid. Please feel free to attach additional pages of specifications regarding your equipment/product, or pages with additional relevant information, to your signed and returned Bid, which must be clearly labeled as a response to RFB 17-10.

For additional information please contact:

Chris Orr, Chief Fiscal Officer  
Shasta County Support Services – Purchasing Unit  
1450 Court Street, Suite 348  
Redding, CA 96001-1676  
corr@co.shasta.ca.us

## II. Opening of Bids

All sealed and timely received Bids will be opened on December 5, 2016 at 2:05 p.m., at the following location:

**Shasta County Support Services – Purchasing Unit**  
1450 Court Street, Suite 348  
Redding, CA 96001-1676

Attachment A  
**COUNTY OF SHASTA**  
Department of Support Services, Purchasing Unit

**TERMS AND CONDITIONS OF REQUEST FOR BIDS**

The following terms and conditions (the "Terms and Conditions") apply to solicitations by the County of Shasta, Department of Support Services, Purchasing Unit ("County"), for Request for Bids (an "RFB").

For the purposes of these Terms and Conditions, a Request for Bids is issued in order for the County to purchase products, goods, personal property, or supplies. Unless otherwise stated in the specifications for the RFB, the Bidder providing the lowest Bid and meeting all RFB terms, conditions and specifications will be awarded as outlined in the Shasta County Code 3.04. However, formal sealed bids are only required for purchases of related items commonly sold by a class of vendors where the cost would or could exceed \$25,000.

**1. RESPONSES TO RFBs**

Responses to RFBs ("Bids"), modifications, and requests for withdrawal thereof, received after the deadline for receipt of the Bid will not be considered. Telephoned Bids or those sent by facsimile ("FAX") or email will not be accepted.

Bids shall be written in ink, typewritten, or written using a word processing program/printer. Prior to submitting a Bid, mistakes may be crossed out and corrections inserted adjacent thereto and must be initialed in ink by the person signing the Bid.

Prices proposed in a Bid shall include all costs of packing and of transportation to the delivery point or points indicated in the RFB, including applicable sales and use taxes, unless otherwise specified. Unless stated otherwise in the RFB, a Bid may be tendered for any item or group of items, or portion thereof, of the item(s) specified in the RFB. Unit prices, a total price for each group of units, and a grand total may also be provided in the Bid, depending upon the specifications of the RFB. In case of a conflict between a unit price and the total price(s), or the grand total, the unit price, multiplied by the number of units to be provided, will govern.

When a particular brand or make of a product is specified in an RFB, an "equal" brand or make will be considered by the County. However, in such cases, the Bidder must establish that the alternate brand or make is equal to or better than the specified brand or make, and indicate the brand name, model, and catalog number of each item listed as an alternative. Unless otherwise indicated in the Bid, the brand or make specified in the RFB shall be furnished if the RFB is accepted by the County and a contract/agreement between the Bidder and the County is executed.

The time, date, and location for delivery of the product(s) shall be as specified in the RFB or the contract/agreement between the Bidder and the County. Delivery time, if stated in days, includes Saturdays, Sundays, and holidays. Bidder may propose in the Bid alternate times, dates, and locations for delivery of the product(s) for the County's consideration.

Samples of products, when required by the specifications of the RFB, must be submitted within the time specified and at no expense to the County. If not destroyed by testing, or if not required for the

purpose of inspecting deliveries during the term of the contract/agreement between the Bidder and the County, samples will be returned to the Bidder at the County's expense.

The products described in a Bid must conform to the safety orders of the State of California, Division of Industrial Safety and with all applicable federal, state, and local laws, ordinances, regulations, rules and policies. Only current product models as offered by manufacturers will be accepted. All products offered must be new and unused unless otherwise specified in the RFB.

## **2. LOCAL PREFERENCE**

Unless otherwise stated in the specifications of the RFB, or unless prohibited by law, a five percent local preference, not to exceed \$10,000.00, shall be granted to qualified Bidders. To qualify for local preference, a Bidder must either submit a copy of a current city business license, issued by a city within the geographical boundaries of the County of Shasta, or complete and sign a declaration under penalty of perjury, stating that as of the date the RFB was issued, the Bidder's business was physically maintained and operated at a fixed office or other business premises located within the geographical limits of the County of Shasta, and providing such other information as may be requested by the County.

## **3. SELECTION AND BID AWARD PROCESS**

Unless otherwise stated in the specifications for the RFB, the Bidder providing the lowest Bid and meeting all RFB terms, conditions and specifications will be awarded the contract/purchase order.

After the award of the Bid, the County may enter into negotiations with the top ranked Bidder regarding the terms and conditions of a contract for the provision of the requested product(s); or the County may, in its sole discretion, elect to reject all submitted Bids and terminate the RFB process.

If an agreement to enter into a contract cannot be reached with the highest ranked Bidder, then the negotiations with that Bidder will be terminated. Negotiations will then be opened with the next lowest qualified Bidder (based on second lowest Bid and meeting all RFB terms, conditions and specifications) and the process repeated, or the County may elect to reject all submitted Bids. In any event, once negotiations with a particular Bidder are terminated, the County will not reopen negotiations with that Bidder.

## **4. RESERVATIONS**

Notwithstanding any other provisions, the County reserves the right, in its sole discretion, to accept or reject any or all Bids, or any part thereof; to reject any Bid for failure to submit the Bid in conformity with the requirements of the RFB and these Terms and Conditions; and to waive informalities and irregularities in a Bid, if deemed to be in the best interest of the County. The County reserves the right to cancel this RFB process at any time.

In addition, the County reserves the right to waive any deviations from the requirements or specifications of an RFB that are included in any Bid.

Solicitation of an RFB does not commit the County to finalize any contract/agreement with a particular Bidder, to pay any costs associated with the preparation of any Bid, and/or to enter into a contract/agreement with the Bidder submitting the least costly Bid. The County reserves the right to enter into negotiations with, and to finalize a contract and its terms with, the Bidder that, in the sole

discretion of the County, submits the Bid that has the lowest cost and is in the best interests of the County.

## **5. VALID CONTRACT**

Receipt of an Official Purchase Order of the County of Shasta covering the supplies, materials, or equipment as described in the Bid to an RFB will indicate acceptance of the Bid and will constitute a contract to purchase (unless a separate contract or agreement is otherwise entered into between the Bidder and the County).

## **6. DISQUALIFICATION**

Unless a Bidder provides all the information requested in the RFB, the Bid may, at the sole discretion of the County, be disregarded and given no consideration. Any Bidder who attempts to influence the RFB process by interfering or colluding with other Bidders and/or with any County officer, employee, or agent; or who deviates from the RFB process as set forth in the requirements of the RFB and/or in these Terms and Conditions, may be disqualified at any time from further participation in the RFB process. Bidders are specifically directed not to contact any person other than the designated County contact person listed in this RFB for meetings, conferences, information, or technical discussions related to this RFB. Failure to comply with the preceding sentence may result in a Bidder being disqualified from this RFB process. No questions regarding this RFB will be answered by other County staff. The RFB process shall extend until the date stated on the County's written notice of intent to award a contract or the date stated on the County's written notice of cancellation of the RFB process that will be issued to Bidders.

## **7. RETENTION OF BIDS/PUBLIC RECORD**

All Bids shall become the sole property of the County. The County reserves the right to use any ideas in a Bid regardless of whether that Bidder is selected to enter into a contract/agreement with the County. At such time as a Bidder is selected and a contract/agreement is finally negotiated, all Bids and related documents become a matter of public record, with the exception of those parts of each Bid which are clearly designated by the Bidder as business or trade secrets and marked as "confidential" or "proprietary." The County, however, shall not in any way be liable or responsible in connection with the County's disclosure of any Bid or any part thereof, if disclosure is required by the California Public Records Act (Gov. Code, §6250 et seq.) or pursuant to law or legal process. By submitting a Bid, the Bidder agrees to save, defend, keep, hold harmless, and fully indemnify the County of Shasta, its elected officials, officers, employees, agents, and volunteers from all damages, claims for damages, costs, or expenses, whether in law or in equity, that may at any time arise for not disclosing a business or trade secret pursuant to the California Public Records Act. Each bid or the full details of each bid will be kept on file by the Purchasing Unit and made available for public inspection, together with the name of the successful Bidder, for thirty days after a bid is awarded.

## **8. PROTESTS**

The County will consider any protest or objection regarding the award of a contract/agreement pursuant to the RFB, provided that it is submitted in writing and received by the County Director of Support Services, 1450 Court St, Room 348, Redding CA 96001 within 10 calendar days of the date stated on the County's written notice of intent to award a contract issued to Bidders. Mailed objections not received before the deadline will not be considered, even if postmarked before the deadline. The County's determination with respect to any protest shall be in the County's sole discretion and shall be final and conclusive.

## **9. COMPLIANCE WITH REQUIREMENTS OF RFB**

Any Bidder submitting a response to an RFB understands and agrees that his/her/its submitted Bid shall constitute acknowledgment and acceptance of, and intent to comply with, all these Terms and Conditions and the requirements of the RFB. The determination of the compliance with these Terms and Conditions and the requirements of the RFB shall be in the County's sole judgment and shall be final and conclusive.

## **10. COUNTY NOT RESPONSIBLE FOR COSTS OF PREPARATION**

The County shall not be liable for any costs of work performed in the preparation and production of a Bid, or for any work performed prior to the formal execution of a contract/agreement between a Bidder and the County. By submitting a Bid, the Bidder agrees not to make any claims for, or have any right to, damages because of any misunderstanding or misrepresentation of these Terms and Conditions and the requirements of the RFB, or because of any misinformation or lack of information.

# BIDDER INFORMATION

BIDDERS MUST FILL IN APPROPRIATE SPACES AND BOXES BELOW.

- 1) Bidder represents that he/she/it is a  regular dealer in,  manufacturer of, the product(s) and/or service(s) bid upon.
- 2) Bidder operates as an  individual,  partnership,  corporation, incorporated in the State of \_\_\_\_\_ ( ) other entity (Specify): \_\_\_\_\_
- 3)  **Local Preference.** Bidder has a current city business license, issued by a city within the geographical boundaries of the County of Shasta, or has completed and signed a declaration under penalty of perjury, stating that as of the date the RFB was issued, the Bidder’s business was physically maintained and operated at a fixed office or other business premises located within the geographical limits of the County of Shasta. **Business license or signed declaration must be submitted with complete bid packet.**

Bidder agrees to provide the requested service(s) and/or product(s) on the terms and conditions stated in the Bid for \_\_\_ days after the deadline for receipt of Bids.

\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
CONTACT NAME

\_\_\_\_\_  
STREET ADDRESS

\_\_\_\_\_  
CITY STATE ZIP CODE

\_\_\_\_\_  
PHONE NUMBER FAX NUMBER

\_\_\_\_\_  
E-MAIL ADDRESS

\_\_\_\_\_  
SIGNATURE OF PERSON AUTHORIZED TO SIGN RESPONSE

\_\_\_\_\_  
PRINT OR TYPE SIGNER'S NAME AND TITLES



A - TECHNICAL SPECIFICATIONS		B - MEETS SPECS	C - DEVIATES FROM SPECS	D - DEVIATIONS
<b>3.</b>	<b>10 Height Adjustable Desks</b>			
	a. Desk top 60"W x 30"D			
	b. Two legs			
	c. Minimum height adjustment range 25" to 48"			
	d. Programmable electric adj. control with a minimum memory of 2 positions			
	e. Base color - Black			
	f. Desk top color -Tan or Gray			
	g. Meets ANSI/BIFMA Standards			
	h. Minimum weight capacity: 220 lbs			
	i. Delivery within 60 days			
<b>4.</b>	<b>4 Height Adjustable Desks - Frame Only</b>			
	a. Frame width - 48"			
	b. Frame depth - 24"			
	c. Two legs			
	d. Minimum height adjustment range 25" to 48"			
	e. Programmable electric adj. control with a minimum memory of 2 positions			
	f. Base color - Black			
	g. Meets ANSI/BIFMA Standards			
	h. Minimum weight capacity: 220 lbs			
	i. Delivery within 60 days			
<b>5.</b>	<b>12 72" L-shape Desk with Hutch, Left Hand Return</b>			
	a. Desk - 72" x 30" x 29"			
	b. Left hand return - 42" x 24" x 29"			
	c. 72" desktop hutch with flip-up locking doors			
	d. Under hutch lighting			
	e. 72" Tack board			
	f. File/File Pedestal			
	g. Box/Box/File Pedestal			
	h. Color - Tan or Gray			
	i. Meets ANSI/BIFMA Standards			
	j. Delivery of 1 within 60 days			
	k. Delivery of 1 within 90 days			
	l. Delivery of 8 within 90 days			
	m. Delivery of 2 within 180 days			
<b>6.</b>	<b>22 72" L-shape Desk with Hutch, Right Hand Return</b>			
	a. Desk - 72" x 30" x 29"			

A - TECHNICAL SPECIFICATIONS		B - MEETS SPECS	C - DEVIATES FROM SPECS	D - DEVIATIONS
b.	Right hand return - 42" x 24" x 29"			
c.	72" desktop hutch with flip-up locking doors			
d.	Under hutch lighting			
e.	72" Tack board			
f.	File/File Pedestal			
g.	Box/Box/File Pedestal			
h.	Color - Tan or Gray			
i.	Meets ANSI/BIFMA Standards			
j.	Delivery of 4 within 60 days			
k.	Delivery of 6 within 90 days			
l.	Delivery of 9 within 90 days			
m.	Delivery of 3 within 180 days			
<b>7.</b>	<b>2 60" L-shape Desk, Left Hand Return</b>			
a.	Desk - 66" x 30" x 29"			
b.	Left hand return - 60" x 24" x 29"			
c.	File/File Pedestal			
d.	Box/Box/File Pedestal			
e.	Color - Tan or Gray			
f.	Meets ANSI/BIFMA Standards			
g.	Delivery within 60 days			
<b>8.</b>	<b>1 72" L-shape Desk, Right Hand Return</b>			
a.	Desk - 72" x 30" x 29"			
b.	Right hand return - 66" x 44" x 29"			
c.	File/File Pedestal			
d.	Box/Box/File Pedestal			
e.	Color - Tan or Gray			
f.	Meets ANSI/BIFMA Standards			
g.	Delivery within 60 days			
<b>9.</b>	<b>5 Desk Hutches</b>			
a.	60" L x 34.5" H x 14" D			
b.	Flip up, locking doors			
c.	Under hutch lighting			
d.	Color - Tan or Gray			
e.	Meets ANSI/BIFMA Standards			
f.	Delivery within 90 days			

**R Accessories**

A - TECHNICAL SPECIFICATIONS		B - MEETS SPECS	C - DEVIATES FROM SPECS	D - DEVIATIONS
<b>D. Accessories</b>				
<b>10.</b>	<b>49 Mobile Pedestals</b>			
	a. Box/file configuration			
	b. Locking capability			
	c. Maximum height - 25 1/2" including cushion			
	d. Minimum of 1 1/2" cushion			
	e. Depth - 22"			
	f. Color - Tan or Gray			
	g. All foam meets Cal TB#117 and BIFMA x 5.7 flammability standards			
	h. Delivery of 39 in 60 days			
	i. Delivery of 10 in 90 days			
<b>11.</b>	<b>47 CPU Holders</b>			
	a. 360 degree swivel			
	b. Slide out capability			
	c. Adjustable width minimum of 2.5" - 8.25"			
	d. Adjustable height minimum of 13" - 21"			
	e. Under desk mount			
	f. Color - Black			
	g. Delivery of 42 in 60 days			
	h. Delivery of 5 in 90 days			
<b>12.</b>	<b>42 Dual Monitor Arm</b>			
	a. Accommodates up to two 21" monitors			
	b. Adjustable arm range minimum 6.5" - 19.5" (13" total)			
	c. Vertical/backward/forward movement capability			
	d. Tilt & swivel capability			
	e. Includes mounting hardware i.e. desk clamp and/or grommet			
	f. VESA mount standards			
	g. Color - Black or Silver			
	h. Delivery of 37 in 60 days			
	i. Delivery of 5 in 90 days			
<b>13.</b>	<b>5 Single Monitor Arm</b>			
	a. Accommodates up to 21" monitor			
	b. Vertical/backward/forward movement capability			
	c. Tilt & swivel capability			
	d. Includes mounting hardware i.e. desk clamp and/or grommet			
	e. VESA mount standards			

A - TECHNICAL SPECIFICATIONS			B - MEETS SPECS	C - DEVIATES FROM SPECS	D - DEVIATIONS
	f.	Color - Black or Silver			
	g.	Delivery within 60 days			
<b>14.</b>	<b>1 Noise Cancelling Partition Wall - 7' x 10'</b>				
	a.	7' H x 10' W			
	b.	Freestanding			
	c.	Metal Framing			
	d.	Sound absorbing panel materials			
	e.	Color - Tan or Gray			
	f.	Delivery within 60 days			
<b>15.</b>	<b>2 Noise Cancelling Partition Wall - 9' x 10'</b>				
	a.	9' H x 10' W			
	b.	Freestanding			
	c.	Metal Framing			
	d.	Sound absorbing panel materials			
	e.	Color - Tan or Gray			
	f.	Delivery within 180 days			
<b>16.</b>	<b>Standards</b>				
	a.	Items to be delivered to various locations - Exhibit A			
	b.	Items to be fully assembled prior to or at time of delivery			
	c.	Minimum of 5 years for any fabric, foam and/or work surface components			
	d.	Lifetime for structural and mechanical components			
<b>C.</b>	<b>Pricing</b>		<b>Qty</b>	<b>Each</b>	<b>Total</b>
	1.	<b>26 Height Adjustable Desks - 66"W x 24"D</b>	26		-
	2.	<b>37 Height Adjustable Desks - 60"W x 24"D</b>	37		-
	3.	<b>10 Height Adjustable Desks - 60"W x 30"D</b>	10		-
	4.	<b>4 Height Adjustable Desks - Frame Only</b>	4		-
	5.	<b>12 72" L-shape Desk with Hutch, Left Hand Return</b>	12		-
	6.	<b>22 72" L-shape Desk with Hutch, Right Hand Return</b>	22		-
	7.	<b>2 60" L-shape Desk, Left Hand Return</b>	2		-
	8.	<b>1 72" L-shape Desk, Right Hand Return</b>	1		-
	9.	<b>5 Desk Hutches</b>	5		-
	10.	<b>49 Mobile Pedestals</b>	49		-
	11.	<b>47 CPU Holders</b>	47		-

A - TECHNICAL SPECIFICATIONS		B - MEETS SPECS	C - DEVIATES FROM SPECS	D - DEVIATIONS
12.	42 Dual Monitor Arm	42		-
13.	5 Single Monitor Arm	5		-
14.	1 Noise Cancelling Partition Wall - 7' x 10'	1		-
15.	2 Noise Cancelling Partition Wall - 9' x 10'	2		-
Subtotal				-
CA Sales Tax @ 7.50%				-
Shipping				
Installation				
<b>Total</b>				-
<b>Trade in Allowance for Surplus Chairs</b>				
a.	10 Desks from 1265 Redwood Blvd - See Exhibit B for pictures of various types and sizes.			
Total Trade in Allowance				-
<b>Grand Total</b>				-

**Due to funding stream restrictions imposed on the County, Local Preference will not be granted to Bidders responding to this RFB.**

RFB 17-10 Desks and Accessories Location Listing

Item Number on Attachment C	1	2	3	4	5 & 6	7	8	9	10	11	12	13	14	15
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DAYS	Location	Surplus	Height Adjustable Desk 66"W x 24"D	Height Adjustable Desk 60"W x 24"D	Height Adjustable Desk 60"W x 30"D	Height Adjustable Desk - Frame only	L-shape Desk with Hutch	60" L-shape Desk, Left Hand Return	72" L-shape Desk, Right Hand Return	Desk Hutches	Mobile Pedestals	CPU Holders	Dual Monitor Arm	Single Monitor Arm	Noise Cancelling Partition Wall 7' x 10'	Noise Cancelling Partition Wall 9' x 10'
60	1220 Sacramento St			32		4	5				23	32	27	5		
60	36911 Main St. Burney														1	
60	2650 Breslauer Way							2	1		6					
90	1411 Yuba St						5									
90	1612 Market St						2			5	5					
60	1265 Redwood Blvd	10 desks			10						10	10	10			
120	2640 Breslauer Way W4E						12									
60	2460 Breslauer Way															
180+	4222 Shasta Dam Blvd		26				5									2
90	To Be Decided			5							5	5	5			
120	1810 Market St						5									
	TOTAL		26	37	10	4	34	2	1	5	49	47	42	5	1	2

# Exhibit B



Page 15 of 21

42"Dx72"L - R hand return 26'D x 37"L

# Exhibit B



Page 16 of 21

28"Dx46"L - Hutch 10"D

# Exhibit B



Page 17 of 21

30"Dx60"L

# Exhibit B

Page 18 of 21

30"Dx66"L

# Exhibit B

Page 19 of 21

34"Dx60"L

# Exhibit B



Page 20 of 21

34"Dx60"L - Pull out typewriter table

# Exhibit B

Page 21 of 21

35"Dx62"L - 5 similar approx 30"Dx60"L