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

REQUEST FOR BIDS (RFB) TO PROVIDE
Law Enforcement Officer Vehicles

RFB Number	**21-08**
Release Date	September 21, 2020
Questions Deadline	October 5, 2020 at 2:00 PM
Bid Closing Date	**Monday, October 12, 2020**
Bid Closing Time	**2:00 PM**
Submittal Location	**Shasta County Department of Support Services** **Purchasing Division** **1450 Court Street, Suite 348** **Redding, CA 96001**
Electronic Submittal Location	Public Purchase Linked Here
All Correspondence	Tommy Talkington Agency Staff Services Analyst – Confidential (530) 225-5093 trtalkington@co.shasta.ca.us
Public Bid Opening Date	October 12, 2020
Public Bid Opening Time	2:05 PM
Public Bid Opening Location	1450 Court Street, Suite 348 Redding, CA

REQUIREMENTS FOR SUBMITTALS

- Responses may be submitted either on paper or electronically.
- Response must include: *one (1) original and three (3) copies in hard-copy form* or *one (1) electronic PDF version* of the Bid.
- Response must be submitted in a sealed envelope and clearly marked "Response to RFB 21-08". If submitting electronically, please title the PDF "Response to RFB 21-08".
- Response must be signed, dated, and received by the Purchasing Division either physically or electronically by the RFB Closing date and time stated above. Late submittals will not be considered.
- Responses received via fax and email will not be considered.

I. OVERVIEW

The County of Shasta, through its Department of Support Services - Purchasing Unit, is issuing this Request for Bids to provide New 2021 Law Enforcement Vehicles: Dodge Durango Pursuit AWD WDEE75, Dodge Charger SXT, Ford F250 2WD with Scelzi service bed, Ford F150 Police Responder and a Ford F250 Diesel Crew Cab with a 6' bed. as identified in **Attachment B1 – B6**, Specifications, attached hereto and incorporated herein.

All vehicles Bid must have a dealership and/or service department within 30 miles of 1654 Court Street, Redding CA, in order to provide service and/or warranty work.

This RFB will establish a Blanket Purchase Order with the successful bidder(s) for the purchase of these vehicles during the Fiscal Year beginning July 1st, 2020 and ending June 30th, 2021. Each vehicle will be awarded to the low-price bidder meeting all specifications for that vehicle. Responders may bid on all or some of the vehicles identified in Attachments B1 – B6. The quantities indicated in the attached specifications are estimated quantities to be purchased over the course of the Fiscal Year. The total quantities to be purchased may be less than or greater than those stated, depending upon the County's need.

The successful bidder is expected to ensure prices remain equal to or less than the price bid throughout the entire Fiscal Year, regardless of quantities actually purchased.

II. INQUIRIES

To make inquiries regarding this RFB, Responders may contact only the RFB Contact and are specifically directed not to contact other County officers, employees, or agents on any matter related to this RFB. Failure to comply with the preceding sentence may result in a Responder being barred from consideration under this RFB. For purposes of this section of this RFB, the word "officer" does not include members of the Shasta County Board of Supervisors.

Questions to County shall be submitted *via E-mail* to the RFB Contact or submitted online through Public Purchase. Answers will be sent via email to the individual who asked the question, and shall be posted on the County Competitive Procurements web page and on Public Purchase. The County will not respond to any questions submitted after the Question Deadline stated on this RFB.

Any Responder who attempts to influence the RFB process by interfering or colluding with other Responders and/or with any County officer, employee, or agent; or who deviates from the RFB process as set forth in the requirements, or terms and conditions of the RFB, may be disqualified at any time from further participation in the RFB process.

III. BID FORMAT AND CONTENT

Sealed responses to this RFB are subject to the Terms and Conditions of Requests for Bids, **Section VI.**
Each response must include the following required documents, submitted in the order shown:

1. Completed Responders Information, **Attachment A** attached hereto and incorporated herein.
2. Completed Specifications & Pricing, **Attachment B1 – B6**.

NOTE: Bidders are to ensure all additional fees (e.g. Document, Tire, Title) are individually listed, and marked as either taxable or non-taxable as instructed in Attachments B1 – B6. The bottom line total should match the total that would be invoiced for the purchase of one vehicle.

IV. SUBMISSION OF RESPONSES

Responses may be submitted either on paper or electronically via Public Purchase. Responses received via fax and email will not be considered.

All responses must be signed, dated, and received by the Purchasing Division either physically or electronically by the RFB Closing date and time. Late submittals will not be considered.

All submittals, inquiries, and correspondence related to this Request for Bid shall be directed to:

Tommy Talkington, Agency Staff Services Analyst – Confidential
Shasta County Department of Support Services - Purchasing
1450 Court Street, Suite 348
Redding, CA, 96001
530.225.5093
trtalkington@co.shasta.ca.us

1. **Hard Copy Responses**

   a. If submitting a hard copy response to this RFB, one (1) original, clearly marked 'Original', and three (3) copies of each Bid must be submitted in a sealed envelope clearly labeled with the RFB number and Responder name.

   b. Materials submitted shall be in sequence, with each section clearly labeled, consistent with the response format and content described in herein. Failure to do so may result in rejection of the response. Failure to submit all required items may result in the rejection of Responder's Bid.

   c. Responses must be submitted no later than the exact Closing Date and time indicated on this Request for Bid. Mailed Responses not received before the Closing Date and time will not be considered, even if postmarked prior. Faxed and emailed Responses will not be accepted.

2. **Electronic Responses**

   a. If submitting a response to this RFB electronically, one (1) PDF digital file of the Bid must be submitted via Public Purchase at:

      https://www.co.shasta.ca.us/index/support-services/purchasing/competitive-procurements

      Materials submitted shall be in sequence, with each section clearly labeled, consistent with the response format and content described in herein. Failure to do so may result in rejection of the response. Failure to submit all required items may result in the rejection of Responder's Bid.

      Responses must be submitted no later than the exact Closing Date and time indicated on this Request for Bid. Faxed and emailed Responses will not be accepted.

   b. Visit the County's Vendor Registration webpage below to receive instructions on how to register as a vendor using Public Purchase. Vendor registration is required to submit responses via Public Purchase.

      There are no fees required to register as a vendor with the County of Shasta. Be advised that the registration process may take up to two business days to complete.

      https://www.co.shasta.ca.us/index/support-services/purchasing/vendors

V. PUBLIC OPENING OF BIDS

All sealed and timely Bids will be publicly opened on the date, time, and at the location indicated on this RFB. Responder names and prices will be disclosed at the Public Bid Opening.

VI. 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.

RESPONDER INFORMATION

RESPONDER MUST FILL IN APPROPRIATE SPACES AND BOXES BELOW.

Responder represents that he/she/it is one of the following (check appropriate):

☐ A regular dealer of the product(s) and/or service(s) quoted upon
☐ A manufacturer of the product(s) and/or service(s) quoted upon

Responder operates as:

☐ An Individual
☐ Partnership
☐ Corporation, incorporated in the State of:
☐ Other entity (specify):

Responder agrees to provide the requested service(s) and/or product(s) on the terms and conditions stated in the Offer for days following the deadline for receipt of Offer.

COMPANY NAME

CONTACT NAME

STREET ADDRESS

CITY STATE ZIP CODE

PHONE NUMBER FAX NUMBER

E-MAIL ADDRESS

By signing, Responder represents that he/she has the authority to authorize this Offer and to bind the party on whose behalf his/her execution is made, and certifies that all information provided on this form and contained within the Offer are true. Signer acknowledges that if the Offer contains any false statements, the County may declare any contract, purchase order or agreement made as a result of the Offer to be void.

SIGNATURE OF PERSON AUTHORIZED TO SIGN RESPONSE

PRINT OR TYPE SIGNER'S NAME AND TITLES DATE

VEHICLE SPECIFICATIONS

Instructions:

- For each item specification, place a check mark in the appropriate column.
- Vendor to supply full and complete explanation of any deviations.
- Any attachment with additional information must reference the appropriate section of this. Specification.

Technical Specifications			Meets Specifications Y/N	Deviation from Specifications Explain below.
Item	**Option code**	**NEW 2021 Dodge Durango Pursuit AWD WDEE75**		
a.	2BZ	6 Cylinder engine		
b.	LNF	Left led spot lamp		
c.	LNA	Right led sot lamp		
d.	XDV	Driver side ballistic panel		
e.	XDG	Passenger side ballistic panel		
f.	GXA	Keyed alike frequency 2		
g.	AYF	Police group		
h.	ADL	Skid plate group		
i.	PXJ	Black Paint		
j.	XPW	Wiring harness		
k.	XAN	Blind spot and cross path detection		
l.	ADG	Technology group		
m.		Must be delivered by June 30, 2021		

		Each	Quantity	Total
	List Make/Model:	**$**	**X1**	**=**
Taxable?	Additional Fees *(e.g. tire, title, document, etc.):*			
☐ **Y** ☐ **N**	1.	**$**	**X1**	**=**
☐ **Y** ☐ **N**	2.	**$**	**X1**	**=**
☐ **Y** ☐ **N**	3.	**$**	**X1**	**=**
☐ **Y** ☐ **N**	4.	**$**	**X1**	**=**
	Sales Tax @ 7.25%			**+**
	TOTAL FOR ONE (1) NEW 2021 Dodge Durango Pursuit AWD			**=**
	Pricing to be good through June 30, 2021. *Initial Purchase Estimate: 3 Units*			

		Technical Specifications	Meets Specifications Y/N	Deviation from Specification
Item	**Option code**	**2021 Dodge Durango Pursuit AWD WDEE75**		
a.	2BZ	6 Cylinder engine		
b.	XAN	Blindspot and cross path detection		
c.	AYF	Police Group		
d.	CUF	Full length floor console		
e.	WP1	Aluminum wheels		
f.		Ability to remove options at time of order		
g.		Non-premium paint color selected at time of order		
h.		must be delivered by June 30, 2021		
			Price Each	**Totals**
		Make Model:	**$**	
TAXABLE?		**Additional Fees** *(e.g. tire, title, document, etc.):*		
☐ Y ☐ N		1.	**$**	**$**
☐ Y ☐ N		2.	**$**	**$**
☐ Y ☐ N		3.	**$**	**$**
☐ Y ☐ N		4.	**$**	**$**
		Sales Tax at 7.25%	**$**	**$**
		TOTAL FOR ONE (1) NEW 2021 Dodge Durango Pursuit AWD	**$**	**$**
		Pricing to be good through June 30, 2021. *Initial Purchase Estimate: 1 Units*		

Item	Technical Specifications	Meets Specifications Y/N	Deviation from Specification
Item	**NEW 2021 Dodge Charger SXT**		
a.	V6 engine		
b.	Automatic transmission		
c.	Power windows/door locks		
d.	Backup camera		
e.	Hands free phone		
f.	Cruise control		
g.	Spare tire / wheel with jack kit		
h.	Three (3) sets of keys with fobs		
i.	Floor mats		
j.	Neutral color, non-premium, chosen at time of order		
k.	Must be delivered by June 30, 2021		
		Price Each	**Totals**
	Make Model:	**$**	
TAXABLE?	**Additional Fees** *(e.g. tire, title, document, etc.):*		
☐ Y ☐ N	1.	**$**	**$**
☐ Y ☐ N	2.	**$**	**$**
☐ Y ☐ N	3.	**$**	**$**
☐ Y ☐ N	4.	**$**	**$**
	Sales Tax at 7.25%	**$**	**$**
	TOTAL FOR ONE (1) NEW 2021 Dodge Charger SXT	**$**	**$**
	Pricing to be good through June 30, 2021. *Initial Purchase Estimate: 2 Units*		

Item	Technical Specifications	Meets Specifications Y/N	Deviation from Specification
	NEW 2021 Ford F250 2WD with Scelzi Service Bed		
a.	V8 Gas engine		
b.	Single Cab long bed 142'' single rear wheel		
c.	Electronic locking rear differential		
d.	Power windows/ Power door locks		
e.	Two-wheel drive		
f.	Hand free phone		
g.	110-volt/400-watt A/C outlet		
h.	Factory trailer brake controller		
i.	Backup camera		
j.	Spare tire and wheel		
k.	240-amp alternator		
l.	Cruise control		
m.	Scelzi-Crown series/Vertical open top/ 3-piece roller top/ Led lights/ Fork lift accessible material rack.		
n.	Box to use factory receiver and back up camera		
o.	Must be delivered by June 30, 2021		
		Price Each	**Totals**
	Make Model:	**$**	
TAXABLE?	**Additional Fees** *(e.g. tire, title, document, etc.):*		
☐ Y ☐ N	1.	**$**	**$**
☐ Y ☐ N	2.	**$**	**$**
☐ Y ☐ N	3.	**$**	**$**
☐ Y ☐ N	4.	**$**	**$**
	Sales Tax at 7.25%	**$**	**$**
	TOTAL FOR ONE (1) NEW 2021 Ford F250 2WD with Scelzi Service Bed	**$**	**$**
	Pricing to be good through June 30, 2021. *Initial Purchase Estimate: 2 Units*		

Item	Technical Specifications	Meets Specifications Y/N	Deviation from Specification
	NEW 2021 FORD F150 POLICE RESPONDER		
a.	Super-crew 4X4 with 5.5' Box		
b.	3.5L Eco-Boost		
c.	Fixed Rear Window		
d.	Reverse Sensing System		
e.	Black Exterior Color		
f.	Must be delivered by June 30, 2021		
		Price Each	**Totals**
	Make Model:	**$**	
TAXABLE?	**Additional Fees** *(e.g. tire, title, document, etc.):*		
☐ Y ☐ N	1.	**$**	**$**
☐ Y ☐ N	2.	**$**	**$**
☐ Y ☐ N	3.	**$**	**$**
☐ Y ☐ N	4.	**$**	**$**
	Sales Tax at 7.25%	**$**	**$**
	TOTAL FOR ONE (1) NEW 2021 FORD F150 POLICE RESPONDER	**$**	**$**
	Pricing to be good through June 30, 2021. *Initial Purchase Estimate: 1 Units*		

Item	Technical Specifications	Meets Specifications Y/N	Deviation from Specification
	NEW 2021 FORD F250 Diesel Crew-Cab 6ft Bed		
a.	Four Wheel Drive		
b.	6.7L diesel engine		
c.	3.55 Electronic locking rear differential		
d.	Power windows / Power door locks		
e.	SYNC hands free phone		
f.	LT265/70/17 A/T tires		
g	High Capacity trailer tow package		
h.	Factory trailer brake controller		
i.	10,000 GVWR rating		
j.	Must be delivered by June 30, 2021		
		Price Each	**Totals**
	Make Model:	**$**	
TAXABLE?	**Additional Fees** *(e.g. tire, title, document, etc.):*		
☐ Y ☐ N	1.	**$**	**$**
☐ Y ☐ N	2.	**$**	**$**
☐ Y ☐ N	3.	**$**	**$**
☐ Y ☐ N	4.	**$**	**$**
	Sales Tax at 7.25%	**$**	**$**
	TOTAL FOR ONE (1) NEW 2021 FORD F250 Diesel Crew-Cab 6ft Bed	**$**	**$**
	Pricing to be good through June 30, 2021. *Initial Purchase Estimate: 1 Units*		

SHASTA COUNTY
AUDITOR-CONTROLLER

ACH/DIRECT DEPOSIT AUTHORIZATION

Shasta County has been offering ACH/Direct Deposit to its vendors since 2002. This process allows the County to transmit vendor payments directly into a checking or savings account instead of printing and mailing a paper check. This service has become even more critical over the years with the increasing cost of postage and the closure of post offices. ACH/Direct Deposit is available to all county vendors, district employees, and county employees who receive payments from the County of Shasta.

For your convenience we have enclosed an ACH/Direct Deposit Authorization enrollment form. To elect to have future payments deposited directly into your bank account, please complete the form below, sign it and return it along with a voided check. Please complete this form in its entirety as **incomplete forms will not be processed.**

For questions about this form, please contact Auditor-Controller Accounts Payable area at (530) 245-6904
Please note: Federal Reserve regulations require 2-3 banking days for transmission of funds to any account. Once Shasta County Auditor-Controller's office approves the claim for payment, payees will receive an e- mail notification that confirms when the funds will be deposited.

Mail this form and voided check to Shasta County Auditor-Controller 1450 Court St. Suite 238, Redding, CA 96001-1671

SAMPLE

BANKING INFORMATION:			
Print "VOID" across the front of a check and attach it to this form or attach a printout from your financial institution that contains the correct routing and account number.	Choose One		
	☐ Checking	☐ Savings	
	Bank Name:		
	Bank City:	Bank State:	
	Routing #: *9 digits*	Account #:	
PERSONAL INFORMATION:			
Once activated, **ALL** future payments will be processed via ACH/ Direct Deposit. To discontinue ACH/ Direct Deposit, notify the Auditor's office one week in advance of discontinue date.	Vendor Name:		
	Street Address:		
	City:	State:	
	Zip:	Phone:	
	Email: *required*		

I hereby authorize Shasta County to initiate direct deposits (or correcting entries to previous deposits) to my account. By signing below I hereby hold harmless the County of Shasta, its agents, and representatives for any misdirection, or miscreditation of the direct depositing of my accounts payable funds.

Signature Date