



CITY OF SAN RAMON
REQUEST FOR QUOTATION

Vendor Name: _____ Date: _____

Address: _____ City: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

Submitted by: _____ Title: _____
(Printed Name of Vendor Representative)

Signature: _____

The City of San Ramon is requesting quotations from qualified vendors for the purchase of:

SMALL EQUIPMENT REPAIR SERVICES

Prices to be valid for the following time period: July 1, 2024 through June 30, 2025

Questions regarding the specifications for this Request for Quotation should be directed to:

Name: THOMAS ANDERSON Phone: 925-973-2830 E-mail: TANDERSON@SANRAMON.CA.GOV

Qualified vendors are asked to provide quotations; including licensing fees, delivery/transportation fees, and any other charges along with a detailed description of the item(s) proposed for purchase. We agree that the following shall form a part of this quotation:

- 1. Complete and Signed "Request for Quotation" Document
2. Quotation and Price Schedule submitted by supplier - Attachment A

Any deviation from the specifications must be detailed by the vendor and submitted as part of the vendor's quotation. All quotations must be firm, not subject to escalation or deviation. Each vendor shall attach in writing, as part of his or her quotation, any special terms and conditions. When stated, these terms and conditions form a part of the quotation submitted. The City of San Ramon reserves the right to accept or reject all or any part of the quotation as the public good may require. The "Request for Quotation" process is considered an informal request for quotes for goods, supplies, and services not subject to the City's formal public bidding requirements. As such, the results will not be posted on the City's webpage, but copies of submittals may be requested by submitting a Request for Public Information to the City Clerk. Consideration for determining the most advantageous price quotation are: responsibility of the vendor and his or her ability to perform satisfactorily in the transaction; total cost to the CITY to include but not be limited to trade discounts, shipping costs and life cycle costs when included in the specifications; quality and performance of the supplies, materials and equipment; quality of vendor's performance of the supplies, materials and equipment; quality of vendor's performance on prior purchases by the city or others; and where appropriate, the ability of the vendor to provide future maintenance, repair parts, and service. The City of San Ramon reserves the right to purchase these item(s) from the vendor deemed most responsive to the needs of the CITY at the sole discretion of the CITY.

Submit completed documents via e-mail to astein@sanramon.ca.gov by: Tuesday, April 9, 2024 at 3:00 PM

Approved by: [Signature] Date: March 22, 2024
(Project Manager Signature)

QUOTATION AND PRICE SCHEDULE

DELIVERY

Supplies to be delivered to selected sites, including but not limited to; the City of San Ramon Service Center, 5000 Crow Canyon Road, San Ramon, CA 94582; the Dougherty Valley Service Center, at 2011 Rancho Park Loop Road, San Ramon, CA 94582; selected job sites throughout the City of San Ramon; other vendor or Contractor facility or storage yards; OR WILL BE AVAILABLE BY "Will Call" at the VENDOR's place of business. The CITY may conclude that it is advantageous to pick up materials but requests a delivery cost from each VENDOR for comparison purposes. In the event the CITY picks up any of the materials contained in this Request for Quotations, the prices quoted herein will apply, minus any delivery charge.

All deliveries are to be completed during regular business hours, which are 8:30 a.m. – 2:30 p.m. Monday through Friday, unless requested and approved in advance by the CITY.

The VENDOR shall conduct the delivery required in such a manner as to cause the least amount possible of interference to the public and the general operation of the CITY.

The VENDOR shall submit a unit cost to provide additional manpower to off-load any deliveries.

SAFETY

All merchandise must comply with the California State Division of Industrial Safety Orders and O.S.H.A. requirements. All deliveries will be conducted in a manner that will safeguard all persons from injury and shall take all precautions required by applicable regulations of the State Department of Industrial Relations.

ACCEPTANCE

The CITY may refuse to accept **SMALL EQUIPMENT REPAIR SERVICES** which, in the sole determination of the CITY does not comply with the specifications contained in this Request for Quotations. The CITY shall not incur any additional charges, including, but not limited to restocking, return or additional delivery charges, as a consequence of rejecting any **SMALL EQUIPMENT REPAIR SERVICES**. The VENDOR shall deliver acceptable **SMALL EQUIPMENT REPAIR SERVICES** to replace any rejected as soon as possible.

Quotations shall be provided for the following **SMALL EQUIPMENT REPAIR SERVICES** (*based upon a variable number of units*).

City of San Ramon Comments

- All prices are FOB destination. No additional charges are allowed. Do not include sales tax in your quotation; sales taxes will be added to the invoice and paid by the CITY.
- All products must be shipped in manufacturer's original, undamaged, packaging.
- If VENDOR chooses to bid an "equal", it is the VENDOR's responsibility to demonstrate to the satisfaction of the CITY that the product is, in fact, equal to that requested. The CITY shall have sole and final determination if the product offered is equal.
- Where applicable, MSDS must accompany all deliveries.

QUOTATION AND PRICE SCHEDULE

- Terms: Net 30. Please state discount for early payment in the space provided above.
- Out of state sales or use taxes shall not be invoiced or paid unless the vendor provides the CITY their state permit number for collection of California use tax.

ADDITIONAL PRICING & PURCHASING DETAILS		
	Yes	No
Loaner equipment available for use during equipment repair		___
On site/mobile services available	Yes	No
<ul style="list-style-type: none"> • If yes, please include pricing and service descriptions with your quotation for review. 		
Provide weekly repair(ed) equipment pick-up/return	Yes	___ No
<ul style="list-style-type: none"> • Pickup/return location 5000 Crow Canyon Road, San Ramon, CA 94582 		
Delivery Turnaround (following receipt of order/equipment):		___ Days
Delivery Charges (including offloading man-hours/all fees including split deliveries):		___ Charge
Discounted Rates:	___ \$ or % PER	___ Units
Other Charges (Restocking, Return, or additional delivery, etc.)		___

QUOTATION AND PRICE SCHEDULE

Vendor Name: _____

Item #	Description	Unit Cost
1.	Repair/Preventative Maintenance Services Hourly Rate*	\$
2.	Hedge Trimmer Blade Sharpening	\$
3.	Chainsaw Blade Sharpening (12')	\$
4.	Preventative Maintenance for a 21" mower including: <ul style="list-style-type: none"> • Replace spark plug • Replace air filter • Oil/filter change Clean deck	\$
5.	Preventative maintenance package for an edger, including: <ul style="list-style-type: none"> • Oil/filter change • Lube • Sediment cup cleaning • Pull start rope • Change belt and blade Adjust carburetor	\$
6.	Preventative maintenance package for a rototiller, including: <ul style="list-style-type: none"> • Oil/filter change • Lube • Replace tines Adjust carburetor, linkage, etc.	\$

***Repairs/Preventative Maintenance Services**

Small and large equipment repairs/preventative maintenance service includes, but is not limited to:

Reel mowers, mowers, chainsaws, rototiller, high pressure washers, blowers, generators, power hedgers, weed eaters/edgers, athletic field conditioner, off-road utility vehicles, mechanical lifts, etc.

All equipment must be maintained per manufacture's specifications and requirements. If applicable, certifications required by manufacture certain equipment should be updated and kept current.

Additional Comments: _____
