



# COMMUNITY ACTION

Bringing Hope Home

December 15, 2009

## REQUEST FOR BIDS for Refrigerators

The Community Action Agency of San Mateo County, Inc, (CAASM) is issuing this Request for Bids (CFB) for refrigerators. CAASM may purchase up to 300 refrigerators in any given year, and typically orders 10 to 15 refrigerators at a time. Most of the refrigerators purchased will be either 14.8 cf or 18 cf.

CAASM uses refrigerators that meet these criteria:

1. SIZES of 10 cf, 14.8 cf, 18 cf, 20 cf
2. Color = white
3. Freezer on top
4. Energy Star rated
5. Minimum warranty period of one year (longer is a plus for your bid).

Price quotes must include sales tax and delivery. Most will be delivered to our warehouse 930 Brittan Avenue in San Carlos, CA 94070. Some are delivered to our temporary storage warehouse at 673 East Brokaw Road, San Jose, CA, 95112.

In the unlikely event that a unit is defective upon delivery, vendor can either (a) send a repair person to our facility to repair the unit at your cost, or (b) pick the unit up and replace it.

You may list as many refrigerators of each size as you want, but please be sure to list the Brand, Model, Energy Star Rating, Warranty Period and Price for the refrigerators for which you are providing prices.

CAASM has had problems with defects in some units of Magic Chef, Hotpoint, and GE brands, so if you provide examples of those brands please provide the highest quality possible.

Purchases are initiated with our purchase order. Payment is net 30. Any vendor selected must agree to comply with any Federal or State regulations, contract provisions, or performance standards that are applicable to the source of funds for this agreement. These may be from CAASM, the Department of Energy (DOE) Weatherization Assistance Program (WX), the State Department of Community Services and Development (CSD), the Low Income Home Energy Assistance Program (LIHEAP), the Community Development

Block Grant, (CDBG) the Housing Preservation Grant, (HPG) or other sources as contracted. This is not as complicated as it sounds -- we will advise you on any special information needs or record keeping that goes beyond typical business procedures when we send you the purchase order.

New bids are requested annually. This contract will be for the period beginning January 1, 2010 through December 31, 2010.

The CAASM will make the final selection of vendors. The CAASM may select multiple vendors. CAASM is not obligated to use only the lowest price vendor, as other considerations such as availability, timeliness of delivery or repair, past performance, warranties or technical resources will be also be considered. If you are able to make specific commitments, e.g turnaround time on filling orders, or number of days needed to repair or replace defective units, please add that information to your response.

If you have awards or other validation of the quality of your products or services, please provide a copy.

Minority, small and women's business enterprises will be used to the extent practicable.

If you have questions, please e-mail James I. Masters at [jmasters2@caasm.org](mailto:jmasters2@caasm.org) with a copy to [grace@caasm.org](mailto:grace@caasm.org) or mail your questions to Mr. Masters at the address on this letterhead. **All questions must be in writing.** All questions and answers will be made available to all prospective bidders by posting them on the CAASM website at [www.caasm.org](http://www.caasm.org) within two business days after they are received.

Bidders may find it helpful to fill in the blanks on the attached form, but you are not obligated to use it.

All bids must be submitted in writing. Submit it by mail and postmarked by 5:00 pm Friday, January 8, 2010.

CAASM, C/O Refrigerator Vendor Selection, 930 Brittan Avenue, San Carlos, CA 94070.

Or, you may FAX your bid to 650.595.5376.

You will receive a confirmation that CAASM has received your bid, however this is only confirmation that your paperwork has been received – it does not constitute acceptance of its contents.

All vendors selected must, prior to execution of a contract, provide proof of (a) city or county business license, (b) liability insurance/bonding, (c) workman's compensation insurance, (d) if claimed, proof of minority, small, or women's business status.

**NOTE: If you have provided us pricing information after December 1, 2009 you do not need to respond. We will use it.**