In accordance with the requirements and provisions checked below, please quote on the following list of envelopes and forms for the City of Hayward Revenue Division.

Complete the attached quote form along with this form and return this to us no later than the date specified on said form.

Unless designated "all or none", responses may be considered on a line item basis, as the interest of the City requires.

Questions regarding these specifications may be directed to Michael Barnes, at 510-583-4630. Questions regarding the bidding process may be directed to Maria Carrillo, Purchasing Manager at 510-583-4800 or Rita Perez, Purchasing Technician at 510-583-4800.

Quotation must be in accordance with the following requirements and provisions (which are checked):

- BID PREFERENCE
- Specifications for: Revenue Forms and Envelopes
- General Provisions for Purchases of Work & Services
- Nondiscriminatory Employment Practices Provision
- Performance Bond
- Labor & Materials Bond
- Living Wage Ordinance
- Non-Nuclear Affirmation

**INDICATE IF YOUR FIRM IS...** (Voluntary: this information is for statistical purposes only.)
- Minority Owned
- Black
- Hispanic
- Asian
- American Indian
- Hayward Firm
- Woman Owned
- Other: ______________________________

**DELIVERY:** To be made in ________ calendar days after receipt of an order at prices quoted above.

**CASH DISCOUNT:** __________ % ________ days.

Use enclosed envelope to return bid or clearly mark an envelope with above quotation number.

---

**REQUEST FOR QUOTATION**

**THIS IS AN INQUIRY, NOT AN ORDER**

**PLEASE QUOTE PROMPTLY**

**ALL QUOTATIONS MUST BE F.O.B. DESTINATION, BOXING AND CARTAGE INCLUDED.**

**DO NOT INCLUDE ANY TAXES IN THE ABOVE PRICES FOR SUPPLIES OR EQUIPMENT.**

(Applicable taxes to be added to the successful bidder's prices when an order is written.)

IF THE QUOTE INVOLVES LABOR AND MATERIALS, TAXES MUST BE INCLUDED.

Right is reserved to reject any or all bids, or to accept separate items in a bid unless the right of partial acceptance is denied by the bidder. The City may waive any minor irregularities in the bid or bidding process.

**DATE:** October 04, 2017  
**ADDRESS REPLY TO:** PURCHASING DIVISION  
**REPLY DUE BY:** October 20, 2017 3:30 p.m.  
**QUOTATION NUMBER:** 1809-100417
REQUEST FOR QUOTATION NO. 1809-109417
(Response must be received no later than Friday, October 20, 2017 @ 3:30 PM)

Quotation must be made on this form and returned under sealed cover. Quotation must be received at the office of the Purchasing Manager, 777 B Street, Hayward, CA 94539. Late quotations will not be accepted and will be returned unopened.

*VENDOR NOTE: The City does not have storage ability. Successful vendor will be required to warehouse all items and deliver supplies on “as-needed” schedule until fully depleted.*

INSTRUCTIONS: Unless designated "all or none", responses may be considered on a line item basis, as the interest of the City requires.

NOTE: Sample forms/envelopes are provided for your information.

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Quantity</th>
<th>Unit</th>
<th>Description</th>
<th>Price Per Thousand</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>80,000</td>
<td>Each</td>
<td>HAYWARD WATER SYSTEM BILLS</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>NOTE: Changes on the back of water bill.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>50,000</td>
<td>Each</td>
<td>EMERGENCY SERVICES FACILITIES TAX CITY OF HAYWARD</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Color: GREEN</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>12,500</td>
<td>Each</td>
<td>BUSINESS TAX RECEIPT CITY OF HAYWARD</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Color: ORANGE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Item No.</td>
<td>Quantity</td>
<td>Unit</td>
<td>Description</td>
<td>Price Per Thousand</td>
<td>Extension</td>
</tr>
<tr>
<td>---------</td>
<td>----------</td>
<td>------</td>
<td>-------------</td>
<td>--------------------</td>
<td>-----------</td>
</tr>
<tr>
<td>4</td>
<td>200,000</td>
<td>Each</td>
<td>#10 Window with Permit&lt;br&gt;Front return address:&lt;br&gt;Logo with City of Hayward information&lt;br&gt;REVENUE/WATER below address</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>20,000</td>
<td>Each</td>
<td>#10 Window (no permit) REVENUE&lt;br&gt;Front return address:&lt;br&gt;Logo with City of Hayward information&lt;br&gt;REVENUE below address</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>225,000</td>
<td>Each</td>
<td>#9 Regular, White Wove Envelope&lt;br&gt;Front to read:&lt;br&gt;HAYWARD WATER SYSTEM&lt;br&gt;PO BOX 6004&lt;br&gt;HAYWARD, CA 94540-6004&lt;br&gt;With scan line (see sample).</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Item No.</td>
<td>Quantity</td>
<td>Unit</td>
<td>Description</td>
<td>Price Per Thousand</td>
<td>Extension</td>
</tr>
<tr>
<td>---------</td>
<td>----------</td>
<td>------</td>
<td>-------------</td>
<td>--------------------</td>
<td>-----------</td>
</tr>
<tr>
<td>7</td>
<td>20,000</td>
<td>Each</td>
<td>#9 Regular, White Wove Envelope</td>
<td>$_________</td>
<td>$_________</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Front to read: EMERGENCY SERVICES FACILITIES TAX PO BOX 6004 HAYWARD, CA 94540-6004 With scan line (see sample). Delete text on back flap.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>20,000</td>
<td>Each</td>
<td>#9 Regular, White Wove Envelope</td>
<td>$_________</td>
<td>$_________</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Front to read: CITY OF HAYWARD TAX AND LICENSE OFFICE 777 B STREET HAYWARD, CA 94541-5007 With scan line (see sample).</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>TOTAL:</td>
<td>$_________</td>
<td>$_________</td>
</tr>
</tbody>
</table>

Can you provide delivery on demand (24 hour notice/Just-In-Time)? ______ yes ______ no
COMPANY NAME: ________________________________________________

CONTACT: ______________________________________________________

AUTHORIZE SIGNATURE: __________________________________________

TELEPHONE: _____________________________________________________

EMAIL: __________________________________________________________

TERMS: _____% _____ days, net _____ days

DELIVERY: Completion date is _______ calendar days A.R.O.

QUOTE ALL ITEMS F.O.B. DESTINATION
understanding Your Bill

Rtiation of Charges:

ater Usage Charges — based upon the amount of water used during the cycle and the property’s location inside or outside of incorporated Hayward. 100 Cubic Feet = 748 Gallons. Your charges are also based on a tier structure with units costing more as you use more water.

eter Service Charge — this assists in recovering the costs of system maintenance, reading meters, and servicing and billing customer accounts. The charge is a flat-rate based on the size of the meter.

wer Charge — reflects the costs of sewer system maintenance and waste treatment. Sewer rates for residential customers are a Standard bi-monthly rate discounted when water usage is between 0-4 units (Lifeline Rate) and 5-8 (Economy Rate).

ther Charges — charges that could appear on your bill include, but are not limited to: service initiation, deposit, service restoration, and collection notification.

ergency Services Facilities Tax — this excise tax is a general tax levied on residences in the City of Hayward. For residences receiving individual service from the Hayward Water System, the tax rate is $36 per year, billed $6 bi-monthly on your utility bill. For information, please visit: www.hayward-ca.gov/esft

rturned Check Fee — A minimum fee of $25 is charged if a check is returned the bank for any reason. Additional collection charges may also apply.

Income Discount:

An income discount is available if total gross family income falls below the government allowable income limit. For an application and to see income limits, call (510) 583-4600, or visit: www.hayward-ca.gov/lowincomeapplication

ment Methods

automatic Payment — sign-up for FEE-FREE automatic payments from your checking account! Visit www.hayward-ca.gov/EFTform or fill out the form below and submit along with your check. Please allow one billing period for automatic payments to take effect.

bit Card / Debit Card — pay with your credit or debit card online at www.hayward-ca.gov/HSS, or over the phone by calling 1-855-385-9416. A convenience fee will apply.

Drop — A drop box is located on the east side of the City Hall building at 521 Watkins Street. Check or money order only.

AUTOMATIC PAYMENTS AUTHORIZATION FORM

Complete this form with your Financial Institution Information and signature. Your signature confirms that you have read and understood the terms & conditions stated at www.hayward-ca.gov/EFTform.

For security purposes, please ensure that the name on the check matches the utility account holder’s name. Submitted check must contain the same information as given below.

Mail this completed form in with your CHECK payment or bring it into the office at the address listed above or drop it off in our Night Drop Box. Please allow one billing period for automatic payments to take effect. Your bill will be noted, “EFT is set-up. Payments are deducted the Friday prior to the Delinquent Date.” If this is not on your utility bill, EFT has not been set up. Continue to make payments as normal until you see this notice.

Bank Name:
Routing Number (9 Digits Only):  
Account Number:  
Signature: ___________ Date: ___________

Pay your bill, view consumption history, past payments, and other account information at www.hayward-ca.gov/HSS
Get your bill by email! Email HSS@hayward-ca.gov or enter your email address here:  

ward Water System, 777 B Street, Hayward, CA 94541  
Customer Service (510) 583-4600  
After Hours Emergencies: (510) 293-2700  
TDD: (510) 247-3340

Elderly or Disabled Customers:
If you desire third party notification for all account notices, please submit a letter from the third party accepting responsibility. Verification of your disability or age is necessary. Please call (510) 583-4600 for more information.

Charges Are Due Upon Bill Receipt:
Charges on your bill are due and payable now. The charges will be delinquent if not paid by the delinquent date printed on the reverse side of this bill, and at that time a $5 late fee and 1% interest charge will be assessed. Delinquent accounts may result in the discontinuance of service and incur reconnection fees. Also, in compliance with HMC §11-3, delinquent charges may be added as an assessment to the property owner’s Alameda County property tax bill, at which time additional fees and interest may be assessed. If you have any questions about this bill, please contact the Revenue Department at (510) 583-4600 for an explanation.

Stopping Service / Person Responsible for Payment:
The party that initially signed up for service is responsible for the payment of charges until we are contacted to discontinue service or a new party requests to establish a new account. We are unable to backdate account closure dates, and per Hayward Municipal Code, it is the sole responsibility of the account holder to cancel service and close the account. Contact our office at least 48 hours prior to the date you wish to stop service at (510) 583-4600, or email your name, account number, forwarding address, phone number, and the requested service stop date to HSS@hayward-ca.gov. Note — we do not complete account shut-offs on Fridays, weekends, or holidays. Also, you will receive a final bill.

In Person — visit the Cashier in the Revenue Division, Hayward City Hall during the office hours listed above to pay your bill in person.

By Mail to:
Hayward Water System
P.O. Box 6004
Hayward, CA 94540

If mailing your payment, to avoid the imposition of late fees and interest, allow for sufficient time for your payment to reach the City and be processed before your Delinquent Date. Postmarks are not accepted.
Why was the Emergency Services Facilities Tax adopted?
The Emergency Services Facilities Tax (ESFT) was adopted by the City Council in September 1990. By increasing general City funds, the ESFT will help make it possible to retrofit or strengthen the City of Hayward's facilities against the damaging effects of an earthquake without significantly impairing other City services or programs. By retrofitting these public facilities, City employees will be better able to respond to your needs in an emergency situation.

What kind of tax is the Emergency Services Facilities Tax?
The ESFT is not a property or utility tax. It is a general tax on individuals, not based on property ownership or the amount of utilities consumed, and is collected on a per household basis. The ESFT is an excise tax and is a flat amount based on a service or privilege received.

What is an excise tax?
An excise tax is a tax that may be imposed by cities and other public authorities on the enjoyment of a privilege or service, the performance of an act, or engaging in an occupation. The best known excise tax in California is the sales tax imposed “on the privilege of selling personal property at retail.” For the City of Hayward, the excise tax is for “the privilege of having emergency response facilities available that are located, constructed, and rehabilitated to maximize their availability and resistance to damage from earthquakes.”

What are the rates at which the Emergency Services Facilities Tax will be levied?
- For single-family or multi-family residences, the tax shall be $36 per unit per year.
- For persons who reside together in a mobile home within a mobile home park, the tax shall be $24 per unit per year.

How will the Emergency Services Facilities Tax be collected?
For multi-unit tenants or residents of mobile homes, the ESFT will be collected every quarter. Since you will be billed every three months, you will be billed $9 per billing for a total of $36 per year if you live in a multi-family residence. If you live in a mobile home, you will be billed $6 quarterly, for a total of $24 annually.

Is anyone exempt from paying the ESFT?
The ESFT will not be imposed upon any person that is, or is part of a family that is, very-low-income as defined or modified by the State of California.

To see if you qualify for an exemption from this tax and to receive an application, please call (510) 583-4600, or visit: www.hayward-ca.gov/lowincomeapplication.

To learn more or inquire about the ESFT:
Website: www.hayward-ca.gov/esft
Telephone: (510) 583-4600
Email: excise@hayward-ca.gov

Like to receive this bill by email? Enter your email address below:

(name address)

HOME PREPAREDNESS
If a major earthquake struck today, you might be without direct assistance for up to 72 hours. Are you prepared to be self-sufficient?

Steps to take:
1. Have a family meeting place and an out of town contact phone number.
2. Learn how to shut off gas, water, and electricity in case the lines are damaged.
3. Make sure your home is bolted to the foundation.
4. Secure your water heater and appliances that could move enough to rupture utility lines.
5. Put latches on cabinet doors to keep them closed during shaking.
6. Maintain emergency food, water, and other supplies, including: medicine, a first-aid kit, and clothing.
7. Practice drop, cover, and hold-on drills with your family.

For more information about preparing yourself and your family for the next earthquake and other natural disasters, visit:
www.earthquakecountry.info
www.earthquake.usgs.gov
www.calema.ca.gov
www.seismic.ca.gov/prepare
www.fema.gov

Name Correction: ____________________________________________________________
Move-In Date Correction: ____________________________________________________
HAYWARD WATER SYSTEM
PO BOX 6004
HAYWARD CA 94540-6004
TAX AND LICENSE OFFICE
CITY OF HAYWARD
777 B STREET
HAYWARD, CALIFORNIA 94541-5007
Re: City of Hayward Request for Quotation

Dear Bidder:

Article 9 of the Hayward Municipal Code establishes a Business Enterprise Preference System. Under the provisions of this article,

A business firm with fixed offices or locally taxable distribution points within the City of Hayward and holding a valid City business license with a Hayward street address shall extend a 5% bid preference for City purchases of materials, equipment, or supplies.

Does your firm meet the requirements set forth above? Yes ______ No ______

If yes, does your firm claim the preference? Yes ______ No ______

TO CLAIM A PREFERENCE, YOU MUST COMPLETE THIS FORM AND RETURN IT WITH YOUR BID SUBMITTAL.
ARTICLE 9

BUSINESS ENTERPRISE PREFERENCE SYSTEM

(Added by Ord. 86-09 C.S., adopted March 18, 1986; amended by Ord. 93-18, adopted July 13, 1993)

SEC. 2-9.01 DEFINITIONS. The following words and phrases shall be construed as defined in this section unless it is apparent from their context that a different meaning is intended.

(a) "Local" shall mean a business firm with fixed offices or locally taxable distribution points within the boundaries of the City of Hayward which holds a current and valid City of Hayward business license with a Hayward business street address.

(b) "Supplies contract" is any contract, purchase order, or agreement for provision of materials, equipment, or supplies to or for the City of Hayward, which is entered into with or on behalf of the City of Hayward.

SEC. 2-9.02 PREFERENCES. Subject to the limitations contained in this article, in the evaluation of bids or proposals for the award of all supplies contracts meeting or exceeding the threshold dollar amounts set forth in Hayward Municipal Code section 2-7.04, there shall, upon written application noted on the space provided on City bid or proposal documents, be extended a 5 percent preference for a local business.

SEC. 2-9.03 PREFERENCE CEILINGS. Notwithstanding Section 2-9.02, bids or proposals for supplies contracts qualifying for one of those preferences shall be subject to the following dollar amount maximums on preferences given for each contract:

<table>
<thead>
<tr>
<th>Size of Transaction</th>
<th>Local Vendor Preference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Below $200,000</td>
<td>$5,000</td>
</tr>
<tr>
<td>Between $200,000 and $400,000</td>
<td>$7,500</td>
</tr>
<tr>
<td>Between $400,000 and $750,000</td>
<td>$8,750</td>
</tr>
<tr>
<td>Over $750,000</td>
<td>$10,000</td>
</tr>
</tbody>
</table>

SEC. 2-9.04 IMPLEMENTING RULES AND REGULATIONS AND DELEGATION OF RESPONSIBILITY. The City Manager shall promulgate all rules, regulations, and forms necessary to implement the provisions of this article.

The City Manager may, at his or her discretion, delegate responsibility and authority for administering the provisions of this article to such officers or employees of the City as necessary for proper administration of this program.

SEC. 2-9.05 EXEMPTIONS. The following contracts are exempt from the provisions of this article:

(a) Contracts to the extent to which application of the provisions would be prohibited by state or federal law or regulation or would result in what the City Council finds to be an unacceptable loss of government revenue or funding:

(b) Contracts funded in total or part from donations and gifts to the City of Hayward to the extent the provisions would conflict with any special conditions attached to the gifts or donations, provided the gift and the special conditions have been approved and accepted by the City Council by resolution;

(c) Contracts resulting from exigent emergency requisitions where any delay in completion or performance of the contract would jeopardize the public health, safety, or welfare of the citizens of Hayward, or where in the judgment of the City Manager the operational effectiveness of a significant City function would be seriously threatened if the contract were not entered into expeditiously; and

(d) Contracts with any single or sole source supplier of any goods, services, or construction activity.

SEC. 2-9.06 ENFORCEMENT AND PENALTIES. If the City Manager or his or her designee determines that a contractor or bidder for a contract has made an intentional misstatement to obtain a price preference under this article, or has failed to comply with any rules or regulations adopted pursuant to this article, or contract provisions pertaining to the Business Enterprise Preference System, the contractor or bidder shall be subject to any remedy available to the City at law or equity including but not limited to both of the following:

(a) A finding of intentional misstatement or non-compliance shall be regarded by the City Council as a basis for determining whether or not the bidder or contractor is a responsible bidder for the present and for future contracts. Any disqualification imposed as a result of this determination shall last for a period of one year.

(b) An intentional misstatement made to obtain a price preference under this article shall subject the receiver of any such price preference to a civil penalty of treble the dollar price preference received or $1,000, whichever is greater.

SEC. 2-9.07 PERIODIC REVIEW. This article shall be reviewed by the City Council to determine whether termination or any revision is appropriate by December 31, 1996. The same or any revised program shall be periodically reviewed at least every three years thereafter.
AFFIRMATION ON NON-INVolVEMENT IN
DEVELOPMENT OF PRODUCTION OF NUCLEAR WEAPONS

The undersigned hereby certifies:

1) That it understands that City of Hayward Ordinance No.87024 C.S. prohibits award of contract to, or purchase of goods or services from, "any person which is knowingly or intentionally engaged in the development or production of nuclear weapons."

2) That it understands the ordinance defines "Nuclear Weapon" as "any device the intended explosion of which results from the energy released by fission or fusion reactions involving atomic nuclei."

3) That it understands the ordinance defines "Person" as "any person, private corporation, institution or other entity..."

As the owner or company official of the firm identified below, I affirm that this company is not knowingly or intentionally engaged in such development or production.

Print/Type Company Name

Print/Type Official Name & Title

Company Address

Signature of Company Official

City/State/Zip Code

Date

PLEASE FAX TO (510) 583-3600