

**WESTCHESTER COUNTY BUREAU OF PURCHASE AND SUPPLIES
INSTRUCTIONS AND CONDITIONS**

- 1) All items furnished shall comply in all respects with applicable Federal, State and County status, rules orders and regulations, including but not limited to the Federal Food, Drug and Cosmetic Act and subsequent decisions of the Department of Agriculture or any other administering agency.
- 2) Awards may be made by individual item, grouped items or lot. The County reserves the right to reject any or all bids or any portion thereof.
- 3) These Specifications are intended to be descriptive and not restrictive and to indicate the quality and the characteristics of the product that will be satisfactory. Bids offering an equivalent will be considered if such product is clearly identified in the bid and are determined by the County of Westchester Purchasing Department to meet fully the salient characteristics requirements referenced in this inquiry. We will be the sole judge of the acceptability and may reject any bid for any reason including, but not limited to, Westchester County's inability to determine that the item is an equivalent.
- 4) Purchases by the County of Westchester are NOT subject to any Federal, State and Local taxes. Do not include any of these taxes when bidding or invoicing.
- 5) Failure to deliver within the specified time may be cause for cancellation of the order and/or the removal of Bidder's name from Bidder's List. Any additional costs incurred by the County may be charged to original vendor.
- 6) All items delivered must be guaranteed against faulty materials and workmanship. Deliveries of incorrect or faulty items will be rejected and returned to sender at vendor's expense.
- 7) All deliveries are to be considered PLATFORM DELIVERY unless otherwise indicated.
- 8) When deliveries are inside, such deliveries must be made to the specific floor, or area specified.
- 9) Prices quoted must be F.O.B. Destination and without charges of any type.
- 10) The bidder certifies that this bid is made without any connection with any other person making a bid for the same purpose, and is in all respects fair and without collusion or fraud, and that no elected official or other officer or employee or person whose salary is payable in whole or in part from the County Treasury, is directly or indirectly interested therein, or in the supplies, materials and equipment to which it relates, or in any portion of the profits thereof. This provision shall not apply in instances of direct or indirect holdings of less than 1% of the stock of a corporation.
- 11) Full consideration is given to items meeting specifications and made with recycled materials.
- 12) All quotes should be for new equipment unless otherwise stated.
- 13) The County encourages and supports significant meaningful participation by MBE and WBE's.
- 14) Award information posted on this site is not to be considered as an official order to a vendor/supplier. Vendors will be issued an official purchase order by The County of Westchester.
- 15) Bidder agrees to comply with the provisions of Westchester County Executive Order No. 6-2007 which requires that all toys, jewelry or other similar items intended for use by children under the age of six which are sold to the County are lead free and further agrees to complete a lead free merchandise certification upon award if applicable to the subject of this bid/quote.
- 16) The County of Westchester remits vendor payments via an Electronic Funds Transfer ("EFT") program known as Vendor Direct. Any successful bidder that will not accept payment in that method will be considered non-responsive to our solicitation and their bid may be rejected.
- 17) Westchester County Bureau of Purchase & Supplies reserves the right to "no award" an RFQ that has been posted on the Empire State Purchasing Group's site if lower pricing has been obtained via another method.