

REQUEST FOR QUOTATION

(this RFQ is a request for information, not an order)

RFQ Number: 13141	CONTRACTING OFFICER:
RFQ TITLE: CLOTHING, HYGIENE ITEMS, AND PERSONAL SUPPLIES	Teresa Villegas, Procurement Specialist
QUOTATIONS DUE: 5/27/2026 5:00 PM	Phone: (858) 357-5634
QUESTIONS DUE: 5/20/2026 5:00 PM	Email: Teresa.Villegas@sdcounty.ca.gov
SUBMITTING YOUR QUOTATION: Submit your response, including completed forms via BuyNet or via email to the contracting officer listed in this RFQ.	AWARD: Will be based on: <input type="checkbox"/> EACH ITEM <input type="checkbox"/> EACH LOT <input checked="" type="checkbox"/> TOTAL (ALL ITEMS)

DESCRIPTION

THE COUNTY OF SAN DIEGO IS SEEKING QUOTES FROM QUALIFIED FIRMS (OFFERORS) TO PROVIDE CLOTHING, HYGIENE ITEMS, AND PERSONAL SUPPLIES, FOR THE PROBATION DEPARTMENT IN ACCORDANCE WITH THE TERMS & CONDITIONS CONTAINED WITHIN. THE COUNTY ANTICIPATES AWARDDING A ONE TIME PURCHASE ORDER .

SEE THE STATEMENT OF WORK FOR A DETAILED DESCRIPTION OF THE COUNTY'S REQUIREMENTS.

THIS REQUEST FOR QUOTATION INCLUDES AN RFQ SUBMISSION CHECKLIST TO BE COMPLETED BY OFFERORS.

SPECIAL INSTRUCTIONS

-

SUBMISSION CHECKLIST

SUBMISSION CHECKLIST

- Submit a completed and signed Offeror's Cover Page (PC600) form
 - https://www.sandiegocounty.gov/content/dam/sdc/purchasing/docs/PC600_dpc_Offerors_Cover_Page.pdf
- Submit a completed and signed Representations and Certifications form (PC601)
 - https://www.sandiegocounty.gov/content/dam/sdc/purchasing/docs/PC601_dpc_Reps_and_Certs.pdf
- Submit a completed and signed Small-Local Business Self-Certification Form (PC610)
 - All Offerors are encouraged to complete this form to support County data collection.
 - https://www.sandiegocounty.gov/content/dam/sdc/purchasing/docs/PC610_dpc_Small_Local_Self_Cert.pdf
- Submit a completed and signed Nondisclosure Indemnification Agreement (PC620) (if applicable).
 - Required if submitting Confidential/Proprietary Information (see information in Terms and Conditions below)
 - https://www.sandiegocounty.gov/content/dam/sdc/purchasing/docs/PC620_dpc_Nondisclosure_Indemnity.pdf
- Submit a completed Pricing Schedule.
 - (Page 11),

/

/

/

COUNTY OF SAN DIEGO
REQUEST FOR QUOTATION (RFQ) 13141 – CLOTHING, HYGIENE ITEMS, AND PERSONAL SUPPLIES

TERMS AND CONDITIONS OF REQUEST FOR QUOTATION

RESPONSES: Your response is due through electronic upload to BuyNet on the specified close date and time, local San Diego time. If Offeror is unable to submit via BuyNet for any reason, Offeror may submit by email or mail to the listed Contracting Officer, or by personal delivery to the Purchasing and Contracting front desk. Please use these methods only if unable to submit through BuyNet. If mailed or delivered, the above RFQ No. should be included on the front of the envelope.

It is the Offeror's responsibility to submit based on the most current RFQ, addenda thereto, responses to Questions, any other information posted on BuyNet, and any diligence material made available by the County. Offerors are advised to regularly check BuyNet for information. The County has no obligation to contact Offerors directly with any such RFQ-related information.

- In order to see all information related to this RFQ, to submit Questions, and to receive notifications of updates, Offerors must select "Participate in RFx" for this solicitation in BuyNet.

Forms required to be submitted with Offeror's Quotation are included in this RFQ or posted on the County's web site at <https://www.sandiegocounty.gov/content/sdc/purchasing/purchasing-forms.html>. Posted forms may be updated from time to time. Unless otherwise specified, Offerors may submit the version of a form in place as of the date of RFQ issuance or any later version.

This is a request for information, and quotations furnished are not offers.

QUESTIONS: Please submit questions and requests for clarification related to definition or interpretation of this RFQ in writing to the contracting officer before the Questions Due date/time listed in this RFQ. Those received after this date may not be answered at the discretion of the County.

PRICING: The County may award a contract on the basis of initial quotations. Your price(s) should be the lowest possible for the RFQ requirements. Omit Sales and Use Taxes unless otherwise specified.

The Estimated Quantities in the Pricing Schedule are provided solely for evaluation of quotations. They represent approximate anticipated use based on historical consumption. If the County's actual requirements do not result in orders in the quantities described as "estimated" in the Schedule, that fact shall not constitute the basis for price adjustment.

EVALUATION AND AWARD. Quotations are subject to acceptance at any time within 90 days after submission due date/time, unless otherwise stipulated by the County. This RFQ is an informal negotiated procurement process. Lowest price may not always be the sole criteria for award of an RFQ. The County reserves the right to waive a variation in specification if, in the opinion of the County, such variation does not materially change the item or its performance within parameters acceptable to the County. The County reserves the right to reject any or all quotations and to accept or reject any item(s) thereon, or waive any informality in the quotation. The County reserves the right to perform a pre-award survey of the offeror to determine capability to perform, including but not limited to facilities, financial responsibility, materials/supplies, and past performance. The determination of the County as to an Offeror's prospective ability to perform the contract shall be conclusive.

SAMPLES: Samples, at Offeror's expense, may be required for evaluation by the County. Delivery of sample must be scheduled with contracting officer and provided within required timeline. The County shall have the right to review sample and to determine if such sample is acceptable. The County's decision to award is contingent upon its acceptance of the products provided in the sample. During the term of the award, the County must approve any substitutions from the initial sample in writing in advance of substitution. In no event shall the supplier be permitted to increase prices on the basis of substituted item(s).

Sample, if not destroyed by tests, will, upon request, be returned at Offeror's expense. Offeror must advise contracting officer at time of sending sample that they must be returned, provide return address and Federal Express account number.

BRAND NAME OR EQUAL: If items called for in this Request for Quotation have been identified in the schedule by a "brand name or equal" description, such identification is intended to be descriptive, but not restrictive, and is to indicate the quality and characteristics of products (including products of brand name manufacturer s other than the one described by

COUNTY OF SAN DIEGO
REQUEST FOR QUOTATION (RFQ) 13141 – CLOTHING, HYGIENE ITEMS, AND PERSONAL SUPPLIES

the brand name) to be considered for award if such products are determined by the County to meet fully the salient characteristic requirements listed in the request.

Unless the offeror clearly indicates in the quotation that an "or equal" product is being offered, quotation shall be considered as offering the brand name product specified.

If the offeror proposes to furnish an "equal" product, the brand name, if any, of the product to be furnished shall be inserted in the space provided in the request for quotation, or such product shall be clearly identified in the quotation. The evaluation of the quotation and the determination as to equality of the product offered shall be the responsibility of the County and will be based upon the information furnished by the offeror, or identified in the quotation as well as other information reasonably available to the purchasing activity. Caution to offerors: the purchasing activity is not responsible for locating or securing any information which is not identified in the quotation and reasonably available to the purchasing activity. Accordingly, to insure that sufficient information is available, the offeror must furnish, as part of the quotation, all descriptive material (such as cuts, illustrations, drawings, or other information) necessary for the purchasing activity to (i) determine whether the product offered meets the salient characteristic requirements of the request for quotation, and (ii) establish exactly what the offeror proposes to furnish and what the County is binding itself to purchase by making an award. The information furnished may include specific references to information previously furnished or to information otherwise available to the purchasing activity.

If the offeror proposes to modify a product so as to make it conform to the requirements of the Request for Quotation, he shall (i) include in the quotation a clear description of such modifications and (ii) clearly mark any description to show the proposed modifications.

DUTY TO INQUIRE: Should the Offeror find discrepancies in or omissions from the RFQ, plans, specifications or other documents, or should the Offeror be in doubt as to their meaning, the Offeror must at once notify the Buyer, in writing. If the point in question is not clearly and fully set forth, a written addendum will be issued and emailed to Offerors.

CONFIDENTIAL/PROPRIETARY INFORMATION: If confidential/proprietary is contained within the submission:

- 1) It must be submitted in a separate file or document marked as EXHIBIT–CONFIDENTIAL/PROPRIETARY;
- 2) Responses to solicitation requirements that include the confidential/proprietary information, shall refer to the response contained within the EXHIBIT–CONFIDENTIAL/PROPRIETARY (for example: If submittal requirement #1 requires staff Social Security Numbers, the response to requirement #1 shall reflect “see response #1 contained within Exhibit-Confidential/Proprietary”); and
- 3) It must include a signed Nondisclosure Indemnification Agreement (PC620).

NOTE: As a Public Agency, the County of San Diego must adhere to the California Public Records Act, therefore pricing cannot be considered confidential/proprietary.

TERMS OF RESULTING CONTRACTS: Any purchase order(s) issued as a result of an RFQ will contain the County's standard Purchase Order (PO) terms and conditions and any additional terms and conditions referenced in this RFQ. The County's PO Terms and Conditions are available at:

https://www.sandiegocounty.gov/content/dam/sdc/purchasing/docs/dpc_terms_and_conditions.pdf

Payment terms are NET 30, unless terms more favorable to the County are included in Offerors quotation. Note: qualified Small-Local Businesses may be eligible for more advantageous payment terms including NET15, in accordance with Board Policy [B-53 Small-Local Business Policy \(SLBP\)](#).

AVAILABILITY OF FUNDING: The County's obligation for payment of any contract beyond the current fiscal year end is contingent upon the availability of funding from which payment can be made. No legal liability on the part of the County shall arise for payment beyond June 30 of the calendar year unless funds are made available for such performance.

CALIFORNIA REVENUE AND TAXATION CODE SECTION 18662: In compliance with California Revenue and Taxation code section 18662, if you are a non resident of California (out-of-state invoices) who receives California source income, the County will pay California Use Tax directly to the State of California per permit no. SR FH 25-632384. Fifteen (15) business days prior to the first payment, new suppliers or suppliers with expired forms or forms with incorrect information, must submit new forms to the County (forms are available from the Franchise Tax Board website listed below).

COUNTY OF SAN DIEGO
REQUEST FOR QUOTATION (RFQ) 13141 – CLOTHING, HYGIENE ITEMS, AND PERSONAL SUPPLIES

Under certain circumstances you may be eligible for reduced or waived nonresident withholding. If you have already received a waiver or a reduced withholding response from the State of California and the response is still valid, submit the response to the County in lieu of the forms. Failure to submit the required forms will result in withholding of payments. Refer to the Franchise Tax Board websites (listed below) for tax forms and information on nonresident withholding, including waivers or reductions. The County will not give you any tax advice. It is recommended you speak with your tax adviser and/or the State of California for guidance.

Franchise Tax Board Websites:

<https://www.ftb.ca.gov>

<https://www.ftb.ca.gov/forms/search/>

/

/

/

COUNTY OF SAN DIEGO
REQUEST FOR QUOTATION (RFQ) 13141 – CLOTHING, HYGIENE ITEMS, AND PERSONAL SUPPLIES

STATEMENT OF WORK

1. Scope of Work/Purpose

The County of San Diego Probation Department requires clothing, hygiene items, and personal supplies, as requested by the County for Probation youth. These supplies are intended to assist female and male youth on Probation with appropriate attire for job interviews and other essential needs once they are out in the community. Contractor must ensure that all items supplied meet County specifications, quality standards, and delivery requirements.

2. Goals and Outcomes

2.1. Goals:

Contractor shall provide the items described herein to support the County's efforts to ensure youth have equitable access to essential clothing, hygiene supplies, and personal supplies to assist female and male youth on Probation in the community.

2.2. Outcome Objectives:

Contractor shall achieve the following measurable outcomes:

2.2.1. Contractor shall supply items that meet 100% of County-specified product requirements, as measured by San Diego County Probation Department (Probation).

2.2.2. Contractor shall deliver all requested items no later than June 30, 2026.

2.2.3. Contractor shall support County efforts to ensure equitable distribution by providing products in quantities aligned with regional needs, as determined by the County.

3. Specific Requirements for Service Delivery

3.1. Contractor shall provide clothing and hygiene products specifically intended for female youth in Probation.

3.2. Contractor shall provide new and sealed (if appropriate) items requested by Probation.

3.3. All products delivered must meet quality, safety, and health standards applicable to youth-serving environments.

3.4. Contractor shall coordinate delivery schedules with designated staff and adhere to all access, security, and sign-in requirements.

3.5. Contractor shall maintain communication with the Contracting Officer Representative (COR) regarding product availability, backorders, substitutions, and delivery schedules.

3.6. Any substitutions shall be approved by the COR first.

4. Item Requirements

4.1. Hygiene & Personal (individually wrapped or bulk packaging):

4.1.1. Cotton thick seamless black hair ties 200-pcs, no damage, elastic hair tie

4.1.2. SheaMoisture Shampoo 13oz Manuka Honey and Mafura Oil Intensive Hydration or equal

4.1.3. SheaMoisture Conditioner 13oz Manuka Honey and Mafura Oil Intensive Hydration or equal

4.1.4. TSA approved plastic 3.4oz Travel Containers with flip cap

4.1.4.1. Reusable

4.1.4.2. 50-100 count

4.1.4.3. Leak-resistant travel containers for liquid products.

4.1.5. Tampax Pearl Tampons 100-count, individually wrapped tampons or equal

4.1.5.1. Regular or mixed absorbency.

4.1.6. Feminine sanitary pad with wings

4.1.6.1. 100-count

4.1.6.2. Dimensions: 9.52in x 4in

4.1.7. U by Kotex Ultra-thin sanitary pads with wings or equal

4.1.7.1. Regular absorbency

4.1.7.2. 50-count

4.1.8. Makeup remover wipes, pre-moistened wipes 100-count

4.1.8.1. Individually wrapped

4.1.8.2. Alcohol-free

COUNTY OF SAN DIEGO
REQUEST FOR QUOTATION (RFQ) 13141 – CLOTHING, HYGIENE ITEMS, AND PERSONAL SUPPLIES

- 4.1.8.3. Hypoallergenic
- 4.1.8.4. For all skin types
- 4.1.8.5. Travel size
- 4.1.9. Sunscreen Broad-spectrum SPF30+, 100-count
 - 4.1.9.1. Individually wrapped
 - 4.1.9.2. Non-expired.
- 4.1.10. Small stainless steel flat nail clippers, 120-count
 - 4.1.10.1. Waterproof
 - 4.1.10.2. Rust-proof
 - 4.1.10.3. Package dimensions: 6.02 x 4.21 x 3.35 inches
- 4.1.11. RBUGR Lip Balm 12 various flavors, natural organic moisturizing 126-count or equal
 - 4.1.11.1. 0.15oz each
 - 4.1.11.2. Individually wrapped
- 4.1.12. Unscented, Talc-free 6g all-natural body and foot powder
 - 4.1.12.1. 30-count
 - 4.1.12.2. Single-use powder
 - 4.1.12.3. Travel size
- 4.1.13. ECOEarth 1fl. Oz Spring Breeze scent 100-count body lotion or equal
 - 4.1.13.1. Travel size
- 4.1.14. Slanted stainless steel tweezers
 - 4.1.14.1. 64-count
 - 4.1.14.2. Black in color
 - 4.1.14.3. Dimensions: 4in length x 0.15in tip x 0.3in opening width
- 4.1.15. Three-ply pocket size travel small paper towel pack
 - 4.1.15.1. 6 sheets per pack
 - 4.1.15.2. 100-count
- 4.1.16. Big Otters Compressed Towel or equal
 - 4.1.16.1. 100-count
 - 4.1.16.2. White in color
 - 4.1.16.3. Individually wrapped
- 4.1.17. Disposable 2-blade razors 100-count
 - 4.1.17.1. Individually wrapped
- 4.1.18. Disposable toothbrush with toothpaste and flosser 300-count
 - 4.1.18.1. individually wrapped
- 4.1.19. Double-tipped cotton swabs
 - 4.1.19.1. 100-count
 - 4.1.19.2. 4 pieces per bag, individually wrapped
 - 4.1.19.3. Round and pointed shape on the tip
- 4.1.20. ECOEarth 1fl. Oz Spring Breeze scent body wash or equal
 - 4.1.20.1. 100-count
 - 4.1.20.2. Travel size
- 4.1.21. Unscented adult body wipes
 - 4.1.21.1. 200-count
 - 4.1.21.2. Individually packaged
- 4.1.22. Disposable foaming hand sheets
 - 4.1.22.1. 20-count with 20 sheets per package
 - 4.1.22.2. Individually wrapped
- 4.1.23. Unscented shaving cream 0.35fl. oz
 - 4.1.23.1. 100-count
 - 4.1.23.2. Individually wrapped
- 4.1.24. Colorful spiral hair ties
 - 4.1.24.1. Phone cord ponytail holders
 - 4.1.24.2. 36-count
 - 4.1.24.3. Individually wrapped
- 4.1.25. Secret Antiperspirant Deodorant for Women 0.5oz or equal
 - 4.1.25.1. 24-pack
- 4.1.26. Degree Men Antiperspirant Deodorant 0.5oz or equal

COUNTY OF SAN DIEGO
REQUEST FOR QUOTATION (RFQ) 13141 – CLOTHING, HYGIENE ITEMS, AND PERSONAL SUPPLIES

- 4.1.26.1. Cool Rush scent
- 4.1.26.2. 36-pack
- 4.1.27. ECOEarth 2-in-1 shampoo and conditioner 1fl. Oz or equal
 - 4.1.27.1. Spring Breeze scent
 - 4.1.27.2. 100-count
- 4.1.28. Hyuestra Plastic Detangling Vent Hairbrush or equal
 - 4.1.28.1. Black in color
 - 4.1.28.2. 100-count
- 4.1.29. Pocket plastic black hair combs 150-count
 - 4.1.29.1. 2mm fine tooth side and 3mm wide tooth side
 - 4.1.29.2. Dimensions: 5in x 1.3in
 - 4.1.29.3. Individually wrapped
- 4.2. Clothing Storage & Accessories**
 - 4.2.1. Non-slip white velvet heavy-duty metal hangers
 - 4.2.1.1. 50-count
 - 4.2.1.2. White coated hooks
 - 4.2.2. Mr. Pen Space Saving White Hangers 8-count or equal
 - 4.2.2.1. Shirt/pant holders, closet organizers designed to secure shirts and pants
 - 4.2.3. Clear plastic self-adhesive Index Card Pockets with top open
 - 4.2.3.1. 52-count
 - 4.2.3.2. Dimensions: 3.5in x 2in
 - 4.2.3.3. Plastic card sleeve to hold index card
 - 4.2.4. Small white blank cardstock cards
 - 4.2.4.1. Dimensions: 3.5in x 2in
 - 4.2.4.2. 300-count
 - 4.2.4.3. Unruled with rounded corners
 - 4.2.5. Budding Joy Shoe Organizer for closet or equal
 - 4.2.5.1. 2-pack
 - 4.2.5.2. White or Beige with reinforced handles
 - 4.2.5.3. Foldable shoe storage containers with adjustable divider that fits 16 pairs of shoes
 - 4.2.5.4. Dimensions: 16.9in x 16.9in x 11.8in
 - 4.2.6. Vtopmart large clear plastic stackable storage drawers 6-pack or equal
 - 4.2.6.1. Dimensions: 12in D x 7.5in W x 7in H
 - 4.2.7. Intergreat metal wardrobe closet 71in or equal
 - 4.2.7.1. White with locking storage doors
 - 4.2.7.2. Wardrobe cabinet with shelves and wardrobe rod
 - 4.2.7.3. Dimensions: 16in D x 32in W x 71in H
 - 4.2.8. Drawstring bag with cinch sack gym bag
 - 4.2.8.1. 120-count multicolor durable polyester backpack with reinforced corners
 - 4.2.8.2. Dimensions: 16.5in x 13.3in
- 4.3. Clothing – Apparel**
 - 4.3.1. Gildan Adult Heavy Cotton Unisex T-shirts or equal
 - 4.3.1.1. Sizes: Small, Medium, Large, X-large, XX-large
 - 4.3.1.2. Color: Black
 - 4.3.1.3. 10-count
 - 4.3.1.4. Material: 100% Cotton
 - 4.3.2. Unisex Crewneck Sweatshirt Pullover
 - 4.3.2.1. Sizes: Small, Medium, Large, X-large, XX-large
 - 4.3.2.2. Material: 50% Cotton, 50% Polyester
 - 4.3.2.3. Color: Black
 - 4.3.3. Men's Jogger Pants
 - 4.3.3.1. Breathable and flexible with zipper pockets
 - 4.3.3.2. Material: 100% Polyester
 - 4.3.3.3. Sizes: Small, Medium, Large, X-large, XX-large
 - 4.3.3.4. Color: Black
 - 4.3.4. Women's Jogger Sweatpants with pockets
 - 4.3.4.1. Drawstring closure with elastic around the ankles

COUNTY OF SAN DIEGO
REQUEST FOR QUOTATION (RFQ) 13141 – CLOTHING, HYGIENE ITEMS, AND PERSONAL SUPPLIES

- 4.3.4.2. Material: 82% Polyester, 18% Spandex
- 4.3.4.3. Sizes: Small, Medium, Large, X-large, XX-large
- 4.3.4.4. Color: Black

4.3.5. Men's Boxer Briefs

- 4.3.5.1. Material: Breathable Cotton, Nylon
- 4.3.5.2. 75-count
- 4.3.5.3. Five colors
- 4.3.5.4. Sizes: Small, Medium, Large, X-large, XX-large

4.3.6. Trail Maker Men's Flip-flops or equal

- 4.3.6.1. Color: Black
- 4.3.6.2. 50-count
- 4.3.6.3. Material: Rubber with non-chafing strap and ribbed soles
- 4.3.6.4. Sizes: Small (size 7-8), Medium (size 9-10), Large (size 11-12), X-large (size 13-14)

4.3.7. Trail Maker Women's Flip-flops or equal

- 4.3.7.1. Color: Black
- 4.3.7.2. 50-count
- 4.3.7.3. Material: Rubber with non-chafing strap and ribbed soles
- 4.3.7.4. Sizes: Small (size 6-7), Medium (size 7-8), Large (size 9-10)

4.3.8. Unisex Low-cut Ankle Socks

- 4.3.8.1. Material: Cotton or polyester, breathable
- 4.3.8.2. No-show athletic sock
- 4.3.8.3. Color: White, grey, or black
- 4.3.8.4. 100-count

4.3.9. Fruit of the Loom Women's Multicolored Tan Top Style Sports Bra or equal

- 4.3.9.1. Sizes: 32, 34, 36, 38, 40, 42
- 4.3.9.2. 6-count pack for each size

4.3.10. Fruit of the Loom Women's Underwear or equal

- 4.3.10.1. 12-count pack for each size
- 4.3.10.2. Fit/Style: Bikini or Hipster
- 4.3.10.3. Color: Black
- 4.3.10.4. Material: 94% Cotton, 6% Spandex
- 4.3.10.5. Sizes: 5, 6, 7, 8, 9

4.3.11. Women's Boy Short Style Underwear – Full coverage

- 4.3.11.1. Material: 95% Cotton, 5% Elastane
- 4.3.11.2. Color: Black
- 4.3.11.3. Sizes: Small, Medium, Large, X-large, XX-large

4.3.12. Men's Athletic Gym Shorts with pockets

- 4.3.12.1. 5-count
- 4.3.12.2. Color: Black
- 4.3.12.3. Material: 100% Polyester
- 4.3.12.4. 7in to 9in inseam
- 4.3.12.5. Sizes: Small, Medium, Large, X-large, XX-large

4.3.13. Women's Gym Shorts with zipper pocket

- 4.3.13.1. Color: Black
- 4.3.13.2. Material: Between 88-92% Polyester and 8-12% Spandex
- 4.3.13.3. 3in-6in inseam
- 4.3.13.4. Sizes: Small, Medium, Large, X-large, XX-large
- 4.3.13.5. Color: Black and various other colors

5. Delivery

5.1. Quantities to be delivered will be provided after award of contract.

5.2. Delivery addresses include, but are not limited to:

- 5.2.1. Youth Development Center (YDC)
2901 Meadow Lark Drive
San Diego, CA 92123

5.3. Delivery shall occur during normal business hours, between 9:00 A.M. and 3:30 P.M. Monday through Friday, excluding the following holidays:

- 5.3.1. Memorial Day - Monday, May 25, 2026

COUNTY OF SAN DIEGO
REQUEST FOR QUOTATION (RFQ) 13141 – CLOTHING, HYGIENE ITEMS, AND PERSONAL SUPPLIES

5.3.2. Juneteenth – Friday, June 19, 2026

6. Invoicing and Payment

- 6.1.** Invoices shall be sent via email to Probation at probation.invoices@sdcounty.ca.gov or via mail to:
San Diego County Probation Department
9444 Balboa Ave Suite 500
San Diego, CA 92123
- 6.2.** Invoices shall be dated and provided to Probation no later than June 30, 2026.

**COUNTY OF SAN DIEGO
REQUEST FOR QUOTATION (RFQ) 13141 – CLOTHING, HYGIENE ITEMS, AND PERSONAL SUPPLIES**

PRICING SCHEDULE

Please submit the Pricing Schedule posted to Buynet (as a file named rfq_13141_pricing_schedule) with the complete information regarding pricing.

COUNTY OF SAN DIEGO
REQUEST FOR QUOTATION (RFQ) 13141 – CLOTHING, HYGIENE ITEMS, AND PERSONAL SUPPLIES

COUNTY OF SAN DIEGO
STANDARD TERMS AND CONDITIONS OF PURCHASE

1. Acceptance. By acceptance of this purchase order, Vendor agrees to be bound by, and to comply with, these terms and conditions, and all prior or contemporaneous agreements, understandings and representations, oral or written, are superseded. The terms of any proposal from Vendor referred to in this order are included and made a part of the order, but only to the extent of specifying the nature, price and delivery date of the goods and/or services ordered, and then only to the extent that such terms are consistent with the terms and conditions of this order. Any invoice, acknowledgement or other form used by Vendor shall not add to, amend, or modify these terms and conditions.
2. Affirmative Action. If applicable, Vendor shall comply with the Affirmative Action Program for Vendors as set forth in Article IIIk (Commencing at Section 84) of the San Diego County Administration Code which program is incorporated herein by reference. A copy of this affirmative action program will be furnished upon request.
3. Assignment. This order is assignable by County. Except as to any payment due hereunder, this order is not assignable by Vendor without written approval of County.
4. Audit Right. Pursuant to California Government Code Section 8546.7, the parties acknowledge that every contract involving the expenditure of public funds in excess of \$10,000 shall be subject to audit by the State Auditor.
5. Cash Discounts. In connection with any cash discount specified on this order, time will be computed from the later of the date of (i) complete delivery of the goods and/ or services as specified, or (ii) receipt of correct invoices. Payment is deemed to be made, for the purpose of earning the discount, on the date of mailing of the County warrant or check.
6. Changes. County shall recognize no change to this order by Vendor without written approval.
7. Compliance With Laws. Vendor shall comply with all laws, codes, regulations, rules and orders (collectively, "Regulations") applicable to the good and/or services to be provided hereunder. Vendor's failure to comply with any applicable Regulations shall constitute a material breach of this purchase order.
8. Governing Law. This contract shall be construed and interpreted according to the laws of the State of California.
9. Delivery. Unless otherwise specified in writing in this order, all shipments will be F.O.B. point of destination. Freight or handling charges are not billable unless referenced on this order. Transportation receipts, if allowed by order, must accompany invoice.
10. Food Products.
 - A. Package. Each package shall be identified with manufacturer's label, which shall conform to the requirements of the Fair Packaging and Labeling Act of the California Business and Professions Code Section 12601-12615.5.
 - B. Compliance. Vendor hereby guarantees that the product or products comprising each shipment made by Vendor to County, as of the date of delivery, is not adulterated or misbranded within the meaning of the U.S. Federal Food, Drug, and Cosmetic Act, as amended, or within the meaning of applicable U.S. State Laws or Municipal ordinances in which the definitions of adulteration and misbranding are substantially the same as those contained in the U.S. Act. Distressed food commodities that are reconditioned, relabeled and/or re-cased are not acceptable.
11. Force Majeure. Each party hereto shall be excused from performance hereunder resulting from delays caused by an act of God, war, civil disturbance, court order, governmental action, laws, orders, regulations, directions or requests, or as a result of events such as public enemies, fires, earthquakes, floods, strikes or other labor disturbances of the other party or any third party, or other cause beyond its reasonable control (financial inability excepted) and which it could not have prevented by reasonable precautions, and, such non-performance shall not be a default hereunder or a ground for termination hereof. In the event that Vendor is excused from performance under this paragraph, Vendor shall take all reasonable actions to resume or provide alternative performance of its obligations at no additional charge to County. If any such delay exceeds thirty (30) days, then County may terminate this order.
12. Formal Bids. In the event this purchase order results from a formal bid, terms and conditions of that bid are incorporated herein and form a part of this purchase order. In the event of any conflict or inconsistency between the terms of this purchase order and the terms of a formal bid, the terms of the formal bid shall control.
13. Hazardous Materials. If the product being supplied presents a physical or health hazard as defined in Title 8 of the California Code of Regulations, Section 5194, or if the product contains one or more of the substances listed on the "List of Hazardous Substances" prepared by the Director of the California Industrial Relations Department pursuant to Labor Code Section 6380, the Vendor shall forward a "Material Safety Data Sheet", pursuant to Cal/OSHA requirements, referencing this purchase order/sub order number with the product shipment.
14. Timeliness. Time is of the essence and this purchase order is subject to termination for failure to deliver on time.
15. Indemnity. County shall not be liable for, and Vendor shall defend and indemnify County and the employees and agents of County (collectively, "County Parties") against any and all claims, demands, liability, judgments, awards, fines, mechanic's liens or other liens, labor disputes, losses, damages, expenses, charges or costs of any kind or character, including attorney's fees and court costs (hereinafter collectively referred to as "Claims"), related to or arising out of this purchase order, and arising either directly or indirectly from any act, error, omission or negligence of Vendor or its contractors, licensees, agents, servants or employees, including Claims caused by the concurrent negligent act, error or omission of County Parties. However, Vendor shall have no obligation to defend or indemnify County Parties against Claims (i) to the extent they arise from the active concurrent negligence of County Parties, or (ii) caused by the sole negligence or willful misconduct of County Parties.
16. Patent Indemnity. Vendor warrants and agrees that it shall defend, indemnify, and hold County harmless, at Vendor's expense, against any claim, suit, or proceeding brought against County insofar as it is based on a claim of infringement of any patent, copyright, trademark, or trade secret of a third party and will pay any costs or damages in connection therewith, including attorney's fees, arising out of this order.
17. Sales and Use Tax. On invoices, Vendor shall show any sales or use tax if applicable, as separate items, giving permit number authorizing collection of Use tax. Vendor shall deduct cash discount before computing Sales or Use Tax.
18. Termination For Cause - Cancellation. The County may, by written notice of default to the Vendor, terminate this order in whole or in part, should the Vendor fail to make satisfactory progress, fail to deliver within the time specified or fail to deliver in strict conformance to specifications or requirements set forth herein. In the event of such termination, the County reserves the right to purchase or obtain the supplies or services elsewhere and the defaulting Vendor shall be liable for the difference between the prices set forth in this order and the actual cost thereof to the County. In such case, the prevailing market price shall be considered to be the fair repurchase price. The rights and remedies of County provided in this Article shall not be exclusive and are in addition to any other rights and remedies provided by law or under this order.
- 18.1 If, after notice of termination of this order under the provisions of this clause, it is determined for any reason that the Vendor was not in default under the provisions of this clause, the rights and obligations of the parties shall be the same as if the notice of termination had been issued pursuant Clause 19, Termination For Convenience.
19. Termination For Convenience. The County may, by written notice stating the extent and effective date, terminate this order for convenience in whole or in part, at any time. The County shall pay the Vendor, as full compensation for performance until such termination, the unit or pro-rata order price for any delivered and accepted portion of the order. In no event shall the County be liable for any loss of profits on the order or portion thereof so terminated.
20. Warranty. Vendor agrees that any goods and/or services furnished under this order shall be covered by the most favorable commercial warranties Vendor gives to any of its customers for the same or substantially similar goods and/or services. Any warranties so provided shall supplement, and shall not limit or reduce, any rights afforded to County by any other provision of this order or by any applicable Uniform Commercial Code warranties.
21. Disallowance. In the event the Contractor receives payment for services under this contract which is later disallowed by the County, the Contractor shall promptly refund the disallowed amount to the County on request, or at its option, the County may offset the amount disallowed from any payment due to the Contractor under any contract with the County.