

Bill To
 CHIEF EXECUTIVE OFFICE
 CENTRAL SVCS/PURCHASING DIV.
 841 LOW GAP ROAD
 UKIAH, CA
 95482

Requisition 00000023-00 FY 2022

Acct No:
 JA-864370
 Review:
 Buyer: rauja
 Status: Released

Vendor
 TAYLOR HOUSEMAN
 162 HARBOR CT

Ship To
 JAIL BU 2510
 951 LOW GAP ROAD

PITTSBURG, CA 94565

UKIAH, CA 95482

Date Ordered	Vendor Number	Date Required	Ship Via	Terms	Department
07/14/21	022877				JAIL

LN	Description / Account	Qty	Unit Price	Net Price
	General Notes			
	CONTACT: SCOTT MOSSHOLDER 925-628-9381 scott@taylorhouseman.com			
001	UWT065D40VX UNIMAC WASHER 65LB CAPACITY HIGH 400 G-FORCE EXTRACTION 48 CYCLE PORGRAMMABLE CONTROL 200-240/50-60/1-3PH WITH SPRAY RINSE. NO SOAP BOX 5 YEARS MANUFACTURER LIMITED WARRANTY ON BASKET, BEARINGS, FRAME AND SEAL 3 YEARS MANUFACTURER LIMITED WARRANTY ON ALL OTHER PARTS	1.00 EA	14779.80000	14779.80
1	JA-864370		14779.80	
002	THSHIP INBOUND SHIPPING AND HANDLING FROM MANUFACTURER	1.00 EA	845.00000	845.00
1	JA-864370		845.00	

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003 THLABOR INSTALLATION LABOR WITHIN 3 FEET OF MAHCINE CONNECTIONS. START-UP AND TRAINING	1.00 EA	2895.00000	2895.00
1 JA-864370		2895.00	
004 THKIT INSTALLATION WASHER PART KIT INCLUDES BOLTS, GROUT, AND PAINT	1.00 EA	161.00000	161.00
1 JA-864370		161.00	
005 THDISPOSAL DISPOSAL FEE	1.00 EA	150.00000	150.00
1 JA-864370		150.00	
006 THTHRAVEL TRAVEL FEE AND TOLLS	1.00 EA	395.00000	395.00
1 JA-864370		395.00	

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LN Description / Account	Qty	Unit Price	Net Price
007 ADM. FEES ADMINISTRATION FEES	1.00 EA	495.00000	495.00
1 JA-864370		495.00	
008 SALES TAX	1.00 EA	1479.98000	1479.98
1 JA-864370		1479.98	

Requisition Link

Requisition Total 21200.78

***** General Ledger Summary Section *****

Account	Amount	Remaining Budget
JA-864370	21200.78	201799.22
JAIL BU 2510		
EQUIPMENT		

***** Approval/Conversion Info *****

Activity	Date	Clerk	Comment
Queued	07/14/21	Tannis Boyd	
Queued	07/14/21	Christopher Dewey	
Queued	07/14/21	Juanita Dreiling	
Queued	07/14/21	Robert Johnson	
Queued	07/14/21	Paulette Klingbeil	
Queued	07/14/21	Megan Miltimore	

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Vendor
 TAYLOR HOUSEMAN
 162 HARBOR CT

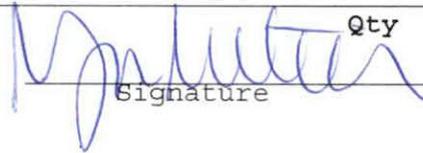
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PITTSBURG, CA 94565

Date Ordered	Vendor Number	Date Required	Ship Via	Terms	Department
07/14/21	022877				JAIL

LN Description / Account	Qty	Unit Price	Net Price
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Authorized By:


 Signature

Date: 7-14-21

22877 Reg # 23 JA864370



Taylor Houseman
162 Harbor Court
Pittsburg Ca. 94565

Ph: (800) 464-6866
Fax: (925) 432-0428
Sales - Service - Parts
Sales Agreement
License #595077

Cust #	02078
Quote #	AAAQ20007
Date	06/22/21
Quote Expires	07/22/21

Sold To: Mendocino County Jail
Christina Gonzalez
951 Low Gap Road
Ukiah, CA 95482

Phone: (707)463-4411
Fax: (707)463-4093

Ship To: Mendocino County Jail
Christina Gonzalez
951 Low Gap Road
Ukiah, CA 95482

Phone: (707)463-4411
Fax: (707)463-4093

Sales Rep	Ship VIA	F.O.B.	Terms*	PO#
Scott	Company Vehicle	Origin	GOD	
Item	Qty	Description	Unit Price	Ext. Price

Replacing washer on right side, customer is responsible for removal wood around washer. This job is Pre-vailing wage.



1	UWT065D40VX	UniMac Washer 65lb Capacity High 400 G-Force Extraction 48 Cycle Programmable Control 200-240/50-60/1-3ph With Spray Rinse, No Soap Box 5 Years Manufacturer Limited Warranty on Basket, Bearings, Frame & Seal 3 Years Manufacturer Limited Warranty on all other Parts See Manufacturer's Policy for Further Details	\$14,779.80	\$14,779.80
1	TSHIP	Inbound Shipping and Handling from manufacturer	\$845.00	\$845.00
1	THLABOR	Installation Labor Within 3 feet of machine connections, Start-up & Training	\$2,895.00	\$2,895.00
1	THKIT	Installation washer part kit includes bolts, grout, and paint.	\$161.00	\$161.00
1	THDISPOSAL	Disposal Fee	\$150.00	\$150.00
1	THTRAVEL	Travel Fee & Tolls	\$395.00	\$395.00
1	Adm. Fees	Administration Fees	\$495.00	\$495.00

SubTotal \$19,720.80
Sales Tax \$1,479.98

Total	\$21,200.78
Deposit (previously paid).	\$0.00
Balance due immediately upon delivery of equipment.	\$21,200.78

(Buyer) _____ (Title) _____ (Date) _____
To accept this agreement, sign all pages and fax back to 925 432-0428
See Detail Sheet and Contract of Sale for additional Terms & Conditions
Permits, Fees, Licenses, Engineering and Architectural Fees not Included.
Quote shows cash discount, actual price is 3% higher.
If quote does not contain sales tax or have the correct sales tax you will be assessed local sales tax per CA BOE on final invoice.

Payment Information	
Account Payable Contact:	_____
Address:	_____
Phone:	_____
Email:	_____

contact: Scott Mossholder
925-628-9381
scott@taylorhouseman.com



COUNTY OF MENDOCINO
Executive Office
Central Services Division

EB No. 21-243

CARMEL J. ANGELO
CHIEF EXECUTIVE OFFICER
PURCHASING AGENT

EXCEPTION TO COMPETITIVE BIDDING PROCESS

SOLE/SINGE SOURCE PURCHASING, AND DISCLOSURE STATEMENT

Request Date:	06/28/21	
Requesting Department:	Sheriff – Coroner Office	
Contact Name:	Joyce Spears	
Contact No.	Email: spearsj@mendocinocounty.org	Phone: 234-2131
Prior Sole Source Reference No.(s), if any:		
Description of purchase or service:	Washing machine	
Requested Vendor:	Taylor Houseman	
Estimated Total Cost: <i>(Attach all written quotations)</i>	\$21,200.78	

OVERVIEW

State and local laws subject Mendocino County to competitive bidding rules. Requests for goods and/or services from a specific vendor or limited to a specific brand, where substitutes to the recommended vendor or brand are unacceptable, must be accompanied by a written justification (carefully documented on an 'Exception to Bidding' form) explaining the circumstances that make alternatives unacceptable. The employee signing the justification must disclose in writing whether or not he/she has a potential or actual conflict of interest. County employees who have a business relationship with or financial interest in the recommended vendor must disclose the conflict of interest. Any employee with an actual or potential conflict of interest may not participate in the purchase decision.

Employees signing the justification must disclose in writing whether or not he/she has a potential or actual conflict of interest. County employees who have a business relationship with or financial interest in the recommended vendor must disclose the conflict of interest. Any employee with an actual or potential conflict of interest may not participate in the purchase decision.

The Chief Executive Officer/Purchasing Agent or authorized designee will determine whether the justification is appropriate. Requests for exception must be supported by factual statements that will pass an audit.

Goods: Departments must also note that the County must comply with competitive bidding on purchases of goods in the amount \$10,000 or more. This competitive bidding process is conducted solely by the Executive Office/Central Services Division.

Services: Departments shall obtain competitive bids for personal and professional services contracts over \$25,000. If a department holds a contract between \$10,000 and \$25,000 for up to three years, said department shall obtain competitive bids for that contract before beginning the fourth year of said contract.

INSTRUCTIONS:

- Complete all relevant information and sections within the form.
- Provide full explanations, complete descriptions, and/or list all relevant reasons as requested.
- Sign and date the form.
- Improperly completed, and/or unsigned forms may be returned to the sender.
- Submit completed form to the County Counsel. Following their review, County Counsel will forward to the Executive Office (for service related requests, submit prior to the initiation of the contract process; for the acquisition of goods/commodities, submit prior to the submission of a requisition).
- Reference Mendocino County Policy No. 1 and Executive Office's Competitive Procurement Guidelines.

Exception to Bidding Substantiation/Documentation**1. Select one of the following:**

- Sole/single source procurement.** Sole Source is defined as a product or service which is practicably available only from one source. A single source is a source specifically selected amongst others, if any, due to specific reasons, i.e. replacement parts, compatibility, quality, service, support, etc.
- Proprietary procurement.** A proprietary procurement restricts the product to that of one manufacturer. In such cases, the consideration of proposed equals is excluded. Competition may be obtained among the distributors which carry the specific product.

2. Please check all applicable categories below and provide additional information where indicated to support the type of exception indicated in No. 1 above.

- The requested product is an integral repair part or accessory compatible with existing equipment.
Existing Equipment: _____
Manufacturer/Model Number: _____
Age: _____
Current Estimated Value: _____
- The requested product has unique design/performance specifications or quality requirements that are not available in comparable products.
- The County has standardized the requested product or service and the use of another brand/model would require considerable time and funding to evaluate.
- The requested product or service is one with which I (and/or my staff) have specialized training and/or extensive expertise. Retraining would incur substantial cost in time and/or funding.
- The requested product is used or demonstration equipment available at a lower-than-new cost.
- Repair/Maintenance service is available only from manufacturer or designated service representative.
- Upgrade to or enhancement of existing software is available only from manufacturer.
- Service proposed by vendor is unique; therefore, competitive bids are not available or applicable.
- Other factors (provide detailed explanation and substantiation in No. 3 below).

3. Provide a detailed explanation and pertinent documentation for each category checked in item 2 above. Attach additional sheets if necessary: The Sheriff's Office Corrections Division does laundry for up to 300 inmates every day. In order to accomplish this, a washing machine needs to be of an industrial size, capable of washing 65 pounds of laundry per wash. The only company that sale this type of washing machine in the state is Taylor Housman. The only company in this region that repairs industrial washing machine is Taylor Houseman.

- 4. Was an evaluation of other equipment, products, or services performed?** Yes No
If yes, please provide all supporting documentation, including copies of any quotes obtained, and an explanation below.
- _____

- 5. List below the name of each individual who was involved in the evaluation, if conducted, and in making the recommendation to procure this product or service. Attach additional information, if necessary. Each individual must submit a completed and signed Disclosure Statement (attached).**
- _____

6. I certify that the above information is accurate to the best of my knowledge, and a signed copy of this document will be kept on file and available for audit in my department.

J. Spears 2261 6 28 21
Signature / Date

Joyce Spears
Printed Name

Department D. Brewster 06/29/2021
Department Head Signature / Date

Title Undersheriff
Darren Brewster
Printed Name

EXECUTIVE OFFICE/CENTRAL SERVICES REVIEW

APPROVED / DENIED:

Brina Blanton

July 2, 2021

County Counsel / Date

APPROVED / DENIED:

Buyer Approval / Date

Christina 7/14/2021

Janette Ran 7/14/2021

Executive Office/Purchasing Agent Approval / Date

Comments:

**DISCLOSURE STATEMENT TO ACCOMPANY
REQUEST FOR EXCEPTION TO COMPETITIVE BIDDING PROCESS**

Each individual involved in evaluating and/or in making a recommendation to purchase must complete, sign, and submit a Disclosure Statement with the applicable Purchase Requisition. Filing an annual statement of economic interest does not exempt an employee from this requirement. (Attach additional information if necessary.)

1. Please list any income or gifts you received from this company during the past 12 months:

No

2. Please list any financial interests (stocks, shares, investments, etc.) you have in this company:

No

3. Do you have any other type of business relationship with this company?

No

4. To the best of your knowledge, does any member of your departmental staff have a business relationship with this company?

No

5. Do you or any of your near relatives have any financial interest in this company?

No

6. Please provide any additional information you believe should be disclosed at this time:

No

7. I certify that the above information is true:

Joyce Spears
Signature

Joyce Spears
Printed Name

07/01/21
Date

Lt
Title

Tannis Boyd - Fwd: Re: Request for Emergency Purchase

From: Megan Miltimore
To: Tannis Boyd
Date: 7/14/2021 3:17 PM
Subject: Fwd: Re: Request for Emergency Purchase
Cc: Juanita Dreiling
Attachments: EB# 21-243.pdf

Hi Tannis,

Please enter a requisition for Taylor Houseman for the jail washing machine - and request Central Services rush the purchase order since it is considered an emergency purchase.

Attach this email as CEO authorization to proceed prior to getting Board approval. Please also include the attached approved Exception to Bidding (quote included) and charge to: JA-864370.

Let me know if you have any questions.

Thanks,
Megan

Megan Miltimore

Account Specialist Supervisor
Mendocino County Sheriff's Office
951 Low Gap Road, Ukiah CA 95482
Phone (707) 468-3451
Fax (707) 463-5797
miltimom@mendocinocounty.org

>>> Juanita Dreiling 7/14/2021 3:09 PM >>>
Hi all,

Please see Cherie's email below re the Jail washing machine.

Megan - Could you please process this purchase?

My Lan - We will need to get this on the agenda for retro BOS approval since it is a fixed asset. Please let me know if you don't have all the necessary forms (appropriation, fixed asset request, approved exception to bid, etc.).

Thanks so much!

Juanita

Juanita Dreiling

Administrative Services Manager
Mendocino County Sheriff's Office
951 Low Gap Road, Ukiah 95482
(707) 463-4409 - Office

>>> Cherie Johnson 7/14/2021 2:52 PM >>>
Hi-

Approved to purchase.

Thanks
Cherie

>>> Juanita Dreiling 7/13/2021 3:10 PM >>>
Hi Cherie,

Please see attached request and supporting documentation for a fixed asset expenditure. Per Policy 1 - 2.7 (*also see language below in italics*), we are requesting an exception to make an emergency purchase of an industrial washer for the Jail to replace one of two washers that is leaking and causing a safety hazard. There is water on the floor where inmates and staff are present and electrical is located nearby. (Not to mention we're in a drought and wasting a lot of water!) Repair cost is almost as much as a new one and it does not make sense to spend a lot of money on repairing an older machine.

We intend to bring this item forward for retroactive BOS approval, but believe the situation is too emergent to wait several weeks. One washer is not enough to service the laundering needs of our inmate population and if the second washer goes down, this will create other problems. Please let us know if the Purchasing Agent agrees and whether we should proceed with the purchase under the emergency purchase exception. Funding is available in the Jail (JA 2510) budget.

Thanks so much.

"2.7 Emergency purchases - An "emergency" exists when an item must be purchased in order to ensure the continued operation of the office or department, or when necessary for the preservation of life or property. (See Mendocino County Code section 2.32.040.) During regular working hours, any purchase not authorized under Mendocino County Code section 2.3 required to alleviate an emergency must be made by advising the Purchasing Agent or designee of the circumstances constituting the emergency."

Juanita

Juanita Dreiling

Administrative Services Manager
Mendocino County Sheriff's Office
951 Low Gap Road, Ukiah 95482
(707) 463-4409 - Office

Tannis Boyd - Pending requisition approval

From: <workflow@munis.com>
To: <boydtl@mendocinocounty.org>
Date: 7/14/2021 4:13 PM
Subject: Pending requisition approval

User boydtl has entered the requisition 23 (fiscal year 2022) for department 2510 with the commodity code and a general description of JAIL WASHING MACHINE.

This requisition can be accessed for approval in the Requisition Approval program in MUNIS.

This is a Munis system generated message. Please do not reply to this unmonitored mailbox.

This email sent from Munis environment: MENDOCINO COUNTY PRODUCTION v11.3,
database name: munprod