CITY OF OPELIKA
PURCHASING DEPARTMENT

INVITATION TO BID

LILLIE FINLEY
PURCHASING-REVENUE MANAGER
OFFICE: (334) 705-5120
FAX: (334) 705-5128

BID DATA

BID NUMBER:	16003
COMMODITY TITLE:	Aerator
USER DEPARTMENT:	Public Works
BUYER:	Lillie Finley
BUYER TELEPHONE:	(334) 705-5120
ISSUE DATE:	December 1, 2015

BID OPENING

DAY/DATE:	December 21, 2015
TIME:	2:00PM
LOCATION:	City Hall Conference Room
MAILING ADDRESS:	City of Opelika Purchasing Department PO Box 390 Opelika, AL 36803-0390

The City of Opelika Purchasing Department will receive sealed bids for the purchase **ONE (1) Aerator** as per attached specifications. Bids must be received by 2:00 PM on December 21, 2015. Late bids will not be opened nor returned.

BIDS MAY BE MAILED TO:
City of Opelika
Purchasing Department
PO Box 390
Opelika, AL 36803-0390

BIDS MAY BE DELIVERED TO:
City of Opelika
Purchasing Department
204 S. 7th Street
Opelika, AL 36801

PART ONE
GENERAL TERMS AND INSTRUCTIONS

SECTION I TERMS AND CONDITIONS

1.1 All bids submitted shall be firm for a minimum of 90 days, unless otherwise specified.

1.2 The City reserves the right to cancel or make null and void any purchase order, if delivery cannot be made on the specified delivery date.

1.2.1 In case of default by the contractor, the City may procure the articles or services from other sources and hold the contractor responsible for any excess cost occasioned thereby.

1.3 Bid tabulations will not be given over the telephone. Vendors desiring a bid tabulation shall enclose a stamped and self-addressed envelope with their bid.

1.4 Bid awards are not official until a purchase order is issued or the Purchasing Department notifies the successful vendor in writing.

1.5 The name and manufacturer, trade name, manufacturer or vendor catalog number mentioned in the specifications and proposal sheet is for the purpose of designating a minimum standard of quality and type and for no other reason. Such references are not intended to be restrictive. Bids will be considered for any brand which meets or exceeds the quality of the specifications listed for any items unless, otherwise stated in the specifications or proposals.

1.6 Bid tabulations will not be given over the telephone. Vendors desiring bid tabulation shall enclose a stamped self-addressed envelope with their bid. Bid results will be posted on the City of Opelika web site for viewing at www.opelika.org.

1.7 Bid awards are not official until a purchase order is issued or the Purchasing Department notified the successful vendor in writing.

1.8 By signing this contract, the contracting parties affirm, for the duration of the agreement, that they will not violate federal immigration law or knowingly, hire for employment, or continue to employ an unauthorized alien within the State of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom.

1.9 Vendors not listed on the City bid list shall submit with their bid a completed W-9 form (attached).

SECTION II SUBMISSION OF BID

2.1 Bids received after the designated date and time will not be opened nor returned.

2.2 All bids shall be submitted on and in accordance with forms for this purpose, which are available from the Purchasing Department. Additional supplementary documentation, when requested, shall be submitted on the bidder's letterhead.

2.3 All bids are to be submitted in sealed, plainly marked envelopes. Envelopes shall be marked in the bottom left corner with the Title of the Invitation to Bid, the Bid Number and the Opening Date. Facsimile and telephone bids will not be accepted.

2.4 All bids shall be typewritten or completed in black ink.

2.5 An authorized officer or agent of the company submitting the bid in order to be considered must sign all bids.

2.6 **Bid documents shall be submitted, in duplicate**, to the City of Opelika, Purchasing Department.

2.7 Bids, which show any omission, irregularity, alteration of forms, additions not called for, conditional or unconditional unresponsive bids may be rejected.

2.8 Any bid submitted with corrected errors shall have the correction initialed by the person signing the bid.

2.9 Bidder shall submit with bid, the latest printed literature and detailed specifications on equipment they propose to furnish. This literature is for informational purpose only, and shall be used to help determine a product's compliance with specifications.

SECTION III BID EVALUATION

3.1 The City reserves the right to evaluate all bids, waive any technical or informalities, reject any and/or all bids and proposals, and further specifically reserves the right to make the award and/or awards in the best interest of the City. The City also reserves the right to request additional information.

3.2 The bid evaluation will be made on the following criteria:

- 3.2.1 Bid Price
- 3.2.2 Compliance with specifications
- 3.2.3 Ability to deliver product or service
- 3.2.4 Prompt pay discount, if offered, and meeting requirements of **Section 3.4
- 3.2.5 Availability of warranty service and parts

3.3 The City may waive minor differences in specifications, provided these differences do not violate the specification intent, materially affect the operation for which the item or items are being purchased nor increase the estimated maintenance and repair cost to the City.

3.4 In order for a prompt pay discount to be considered as a factor in the award of this bid, the minimum days allowed for payment to receive discount shall be 15 days after receipt of a correct invoice.

3.5 The City reserves the right to award all bids in their entirety or part, whichever, in its opinion, best serves the interest of the City.

3.6 Unless clearly shown on the bid that it is the intent that a reduced total price is being offered on the basis of receiving an award of all items covered by the total, any totals should be the actual sum of the

extension of unit prices; otherwise, in the event of any discrepancy between a unit price(s), extended price(s) and/or total price(s), unit price shall govern and the bid will be refigured accordingly.

3.7 Alabama Bid Law allows a Local Preference to businesses located within the City of Opelika when their bid is within 5% of the lowest responsible bid. The City will extend that preference when applicable.

3.8 The City shall be sole judge as to an item meeting or exceeding the specifications.

3.9 NON-COLLUSION: Vendors, by submitting a signed bid, certify that the accompanying bid is not the result of, or affected by, any unlawful act of collusion with any other person or company engaged in the same line of business or commerce, or any other fraudulent act punishable under Alabama or United State law.

SECTION IV BILLING AND PAYMENT

4.1 The vendor shall submit an invoice in duplicate to:

City of Opelika
Accounting Department
PO Box 390
Opelika, AL 36803-0390

4.2 Payment by the City shall be made within thirty days, unless otherwise specifically provided, subject to any discounts offered.

4.2.1 The City will make payment to the vendor, when an invoice is received and the City accepts the service or item(s).

4.2.2 Any prompt pay discount offered will be computed from the date of delivery of the equipment, supplies, or materials at destination, when final inspection and acceptance are at those points, or from the date the correct invoice is received, if the latter is later than the date of delivery.

PART TWO
SPECIFICATIONS
ONE (1) AERATOR
ITB #16003

1.0 SCOPE – 3-point hitch, PTO driven, deep tine, core and solid aerator to meet the following specifications.

Working width:	82" (2.08m)
Working depth:	up to 9" (225mm)
Weight:	2138lbs (970kg)
Hole spacing (side to side):	4" (130mm) @ 1" (24mm) holes
Tractor required:	50HP, liftcap 2866lbs (1300kg)
Hole spacing @ 540rpm PTO:	5" (130mm) @ up to 2.2mph (3.58km/h) 7.5" (195mm) @ up to 3.34mph (5.38km/h)
3-point connection:	Cat 1-2
Capacity (max):	Up to 80257ft²/h (7456m²/h)

2.0 DELIVERY

_____ The unit shall be delivered completely assembled, serviced, and ready to operate. The bidder shall have a qualified service representative in attendance with the equipment during startup operations to make any adjustments needed and to give operator instruction on the proper operation of the equipment.

_____ Bidder to state delivery date.

_____ The bidder shall supply TWO (2) complete manuals. The manuals shall include system/ component descriptions, equipment operation, maintenance, troubleshooting, illustrated parts listing with part numbers, and schematics for the equipment. They shall also include reproducible periodic maintenance schedules.

_____ Auxiliary manuals to be provided. They are to consist of operations and maintenance, maintenance schedules, component technical manual, and an illustrated parts catalog.

3.0 DEMONSTRATION AND TESTING: Each vendor submitting a bid may be required to provide an identical unit as bid, for testing to evaluate the lifting and handling capabilities of the unit bid. Each vendor submitting a bid shall be notified of the date, time, and location of any scheduled test in order that they may be present if they so choose.

4.0 TRAINING: Complete training on the maintenance and operating of the equipment shall be included.

5.0 MANUAL(S): Manual(s) containing illustrated parts list(s), operating and service instructions for unit and engine shall be delivered with unit.

5.1 The manual(s) shall be as detailed as possible outlining all necessary service and operating instructions. Part's list shall cover all components of the unit. Necessary warnings and safety precautions shall be included.

5.2 The following additional information shall be provided by the vendor at time of delivery if it is not included in the manual(s) required above.

5.2.1 Manufacturer's recommended service/preventive maintenance intervals.

5.2.2 Recommended fluids, lubricants and their SAE equivalents.

5.2.3 Bidder to provide the location of the nearest parts facility and field service mechanics.

PART THREE
BID FORM
ONE (1) AERATOR
ITB #16003

The undersigned declares that before preparing their bid, they read carefully the specifications and requirements for Bidders and that their bid is made with full knowledge of the kind, quality and quantity of services and equipment to be furnished, and their said bid is as stated on these pages. The undersigned offers and agrees, if this bid is accepted within FORTY-FIVE (45) calendar days from date of opening, to furnish any or all of the items upon which prices are offered at the price set opposite each item, delivered at the designated point(s) within the specified time.

ONE (1) AERATOR **$_____**

Delivery Information: Delivery shall be made within _____ calendar days after receipt of purchase order.

Discounts will be allowed for prompt payment: _____percent, 10 calendar days
_____percent, 15 calendar days
_____percent, 20 calendar days
_____percent, 30 calendar days
_____Net 30

COMPANY SUBMITTING BID _____

ADDRESS _____

CITY, STATE, ZIP CODE _____

_____

SIGNATURE OF PERSON AUTHORIZED TO SIGN BIDS

_____

TYPED NAME AND TITLE OF SIGNER

_____ _____

TELEPHONE NUMBER FAX NUMBER

_____

FEDERAL ID NUMBER

_____

E-MAIL ADDRESS

ANTI-COLLUSION STATEMENT

THE BELOW SIGNED QUOTER HAS NOT DIVULGED TO, DISCUSSED OR COMPARED HIS QUOTE WITH OTHER QUOTERS AND HAS NOT COLLUDED WITH ANY OTHER QUOTER OR PARTIES TO A QUOTE WHATSOEVER.
NOTE: NO PREMIUMS, REBATES OR GRATUITIES TO ANY EMPLOYEE ARE PERMITTED WITH, PRIOR TO, OR AFTER ANY DELIVERY OF MATERIALS. ANY SUCH VIOLATION WILL RESULT IN THE CANCELLATION AND/OR RETURN OF MATERIAL (AS APPLICABLE) AND THE REMOVAL FROM THE MASTER BIDDERS LIST.

_____
FIRM NAME

_____
BY (PRINTED)

_____
BY (SIGNATURE)

_____
TITLE

_____
ADDRESS

_____
PHONE NUMBER

_____
FAX NUMBER

BID NO.: 16003
STATEMENT OF NO BID/PROPOSAL

NOTE: If you <u>DO NOT</u> intend to bid on this commodity or service, please complete and Return this form immediately. Your response will assist us in evaluating all responses for this important project and to improve our bid solicitation process.

The Purchasing Division of the City of Opelika wishes to keep its bid list file up-to-date. If, for any reason you cannot supply the commodity/service noted in this bid/proposal solicitation, this form must be completed and returned to remain on the particular bid list for future projects of this type.

If you do not respond to this inquiry within the time set for the proposal opening date and time noted, we will assume that you can no longer supply this commodity/service, and your name will be removed from this commodity/service list.

_____ Specifications too "tight", i.e. geared toward one brand or manufacturer only.

_____ Specifications are unclear (explain below)

_____ We are unable to meet specifications.

_____ Insufficient time to respond to the Request for Proposal.

_____ Our schedule would not permit us to perform.

_____ We are unable to meet bond requirements.

_____ We are unable to meet insurance requirements.

_____ We do not offer this product or service.

_____ Remove us from your proposers list for this commodity or service.

_____ Other (specify below).

REMARKS _____

_____

SIGNED: _____ NAME: _____
(Type or Print)

TITLE: _____ DATE: _____

FIRM NAME: _____

PHONE: _____ FAX: _____

ADDRESS: _____
(Street address) (City) (State) (Zip)