CITY OF OPELIKA
PURCHASING DEPARTMENT

INVITATION TO BID

LILLIE FINLEY
PURCHASING-REVENUE MANAGER
OFFICE: (334) 705-5121
FAX: (334) 705-5128

BID DATA

BID NUMBER:	B15-029
COMMODITY TITLE:	RECYCLING CARDBOARD TRAILER
USER DEPARTMENT:	SOLID WASTE DEPARTMENT
BUYER:	LILLIE FINLEY
BUYER TELEPHONE:	(334) 705-5121
ISSUE DATE:	SEPTEMBER 24, 2015

BID OPENING

DAY/DATE:	OCTOBER 19, 2015
TIME:	2:00 PM
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 a minimum of **Ten (10) Cardboard Recycling Cage Trailers** for the Solid Waste Division as per attached specifications. Bids must be received by **2:00 PM on Oct 19, 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

GENERAL TERMS AND INSTRUCTIONS

SECTION I TERMS AND CONDITIONS

1.1 All bids submitted shall be firm for a minimum of 60 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 The name and manufacturer, trade name, manufacturer or vendor catalog number mentioned in 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.

1.4 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.

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

1.6 By signing this bid, 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.

1.7 Vendors not listed on the City's vendor list shall complete and return with their bid, the attached W-9 form.

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.

2.10 Bidders not listed on the City of Opelika's bid list shall submit with their bid a completed W-9 form. (attached)

2.11 Bidders shall complete, notarize and return with their bid, the attached affidavits concerning the Alabama Immigration Law. Submittals shall also include verification that said company has registered with e-verify. Documentation must be included. (Forms attached)

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.

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
3.2.6 Delivery date

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 3% 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.

SECTION IV BILLING AND PAYMENT

4.1 The vendor shall submit an invoice:

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 Payment will be made by the City to the vendor upon receipt of invoice, and acceptance of the item(s) by the City.

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, of from the date the correct invoice is received, if the latter is later than the date of delivery.

SPECIFICATIONS
Ten (10) Cardboard Recycling Cage Trailers

	Comply
Black In Color	Yes____ No ____
82" X 96" Cardboard Recycling Cage Trailer	Yes ____ No ____
Inside Height- #72"	Yes____ No____
Enclosed with on top with 1 1/2 "#9 Expanded Metal	Yes____ No____
Flooring- Wood floor with 2'x6" Treated Lumber with one row of screws in flooring	Yes____ No____
One Rear Swing Gate to Curb Side Angle Iron on Frame and Tongue 2"x3" x3/16"	Yes____ No ____
One 3,500 axle	Yes____ No____
Tail/Brake Lights with center rear 3 Light bar, Side Marker Lights	Yes____ No____
Cross Member 2"x2"x 3/16" Angle Iron	Yes____ No____
Support Braces 2"x2"x3/16" Angle Iron	Yes____ No____
GVWR 2,990	Yes____ No____
Frame Coupler	Yes____ No____
Safety Chains	Yes____ No____
Fenders and Back	Yes____ No____
Tires 205x75x15	Yes____ No____
Uprights and Cross Members on 24" Centers	Yes____ No____
12" Opening on Each Side Framed with 2"x2"x3/16 Angle Iron	Yes____ No____

Please Note: Minimum of Four Trailers will be order. All items shall be delivered F.O.B. destination. Delivery costs and freight charges shall be included in the bid. If any questions, contact Terry White with the Solid Waste Department at 334-705-2090 or tmwhite@ci.opelika.al.us

ITB #B15-029
BID FORM

The undersigned declares that before preparing their bid, they read carefully the specification 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 time specified. ***PLEASE SUBMIT BIDS IN DUPLICATE AS REQUESTED IN SECTION II, ITEM 2.6.***

QTY	UNIT	DESCRIPTION	TOTAL PRICE
10	Ea.	Cardboard Recycling Cage Trailer	$_____

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

COMPANY SUBMITTING BID _____

ADDRESS _____

CITY, STATE, ZIP CODE _____

_____
SIGNATURE OF PERSON AUTHORIZED TO SIGN BIDS

_____
TYPED NAME AND TITLE OF SIGNER

_____
TELEPHONE NUMBER

_____
DATE

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.: B15-029

STATEMENT OF NO BID/PROPOSAL

NOTE: If you DO NOT 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)