

**CITY OF OPELIKA**  
PURCHASING DEPARTMENT

**INVITATION TO BID**

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

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**BID DATA**

**BID NUMBER:** B15-028  
**COMMODITY TITLE:** Police Equipment for Police  
Package Automobiles  
**USER DEPARTMENT:** Police  
**BUYER:** Lillie Finley  
**BUYER TELEPHONE:** (334) 705-5121  
**ISSUE DATE:** September 22, 2015

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**BID OPENING**

**DAY/DATE:** October 2, 2015  
**TIME:** 2:00PM  
**LOCATION:** Opelika City Hall  
Conference Room  
**MAILING ADDRESS:** City of Opelika  
Purchasing Department  
P.O. Box 390  
Opelika AL 36803-0390

The City of Opelika Purchasing Department will receive sealed bids for the provision of **Equipment for Police Package Automobiles to outfit three (9) vehicles as per the attached specifications for the Opelika Police Department.** Bids must be received by **2:00 PM on October 2, 2015** at which time they will be opened and read aloud. Late bids will not be considered 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 of Opelika  
Purchasing Department  
204 S. 7<sup>th</sup> 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 60 days, unless otherwise specified.
- 1.2 The equipment furnished under these specifications shall be the latest improved model in current, as offered to commercial trade, and shall be of quality workmanship and material. The bidder represents that all equipment offered under this specification shall be new. **USED, SHOPWORN, DEMONSTRATOR, PROTOTYPE OR DISCONTINUED MODELS ARE NOT ACCEPTABLE, UNLESS SPECIFICALLY STATED OTHERWISE IN THE SPECIFICATIONS.**
- 1.3 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.
  - 1.3.1 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.
- 1.4 All items shall be delivered F.O.B. destination. Delivery costs and charges shall be included in the bid, unless otherwise stated in the specifications or proposal.
- 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 a bid tabulation shall enclose a stamped self-addressed envelope with their bid.
- 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's bid list shall submit with their bid, the completed W-9 form (attached).

## **SECTION II SUBMISSION OF BID**

2.1 Bid 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 must sign all bids in order to be considered.

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

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

2.8 Any bids 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 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 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 the 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 a reduced total price is being offered on the basis of receiving an award of all items covered by the total, an 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 the 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 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 Payment will be made by the City to the vendor upon receipt of invoice, a copy of the Title Application filed with the State of Alabama, a copy of certificate of Origin, Bill-of-Sale, and acceptable of the vehicle by the City.
  - 4.2.2 Any prompt pay discount 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.

#### **SECTION VII ADDENDA AND INTERPRETATIONS**

- 7.1 If it becomes necessary to revise any part of this bid, a written addendum will be provided to all the bidders.
- 7.2 The City of Opelika is not bound by any oral representations, clarifications or changes made in the written specifications by City of Opelika employees, unless such clarification or change is provided to bidders in written addendum form from the Purchasing Division.

**SECTION VIII LICENSE REQUIREMENT:**

8.1 All firms doing business in the City of Opelika are required to be licensed in accordance with the City's "Business, Professional, and Occupational Licensing (BPOL) Tax" Ordinance

**OPELIKA POLICE DEPARTMENT UNIFORM DIVISION  
2015 VEHICLE EQUIPMENT FOR NINE (9) SUV'S  
SPECIFICATIONS (PER VEHICLE)  
B15-028**

## **2015 CHEVY TAHOE PPV EQUIPMENT**

- (1) WHELEN IX45UFX INNER EDGE
- (1) WHELEN OE45UR6 OUTER EDGE
- (2) WHELEN M4BC FOG LED
- (1) WHELEN M4CT15 FOG LIGHT BRACKETS
- (2) WHELEN WIONB (FRONT GRILLE)
- (2) WHELEN WIONSMB (REAR GATE)
- (1) WHELEN SSFPOSI6 WIG WAG
- (4) WHELEN MCRNSB MICRON LED BLUE (RUNNING BOARD)
- (2) WHELEN LINSV2B WITH LSVBKT45 UNDER MIRROR INTERSECTOR LIGHT
- (1) WHELEN 295SL100 SIREN
- (1) WHELEN SA315P SPEAKER WITH SAK56 BRACKET
- (1) GO RHINO 5165 PUSH BUMPER
- (1) HAVIS C-VS-1013-TAH CONSOLE
- (1) HAVIS C-ARM-103 ARM REST
- (1) HAVIS C-CUP2-I CUP HOLDER
- (1) HAVIS C-AP-0325 ACCESSORY POCKET
- (1) HAVIS C-PS-4 SWITCH PLATE
- (4) HAVIS C-SW-1 SWITCH
- (1) HAVIS C-HDM-204 SIDE MOUNT POLE FOR COMPUTER MOUNT
- (1) HAVIS C-HDM-102 HEAVY DUTY SWING ARM
- (1) PRO-GARD PRG-P5702T15A PARTITION, STATIONARY WINDOW
- (1) PRO-GARD RP57T15 RECESSED PANEL
- (1) PRO-GARD SP57BS15 SPLIT EXTENSION PANEL
- (1) PRO-GARD G7210 DUAL GUN RACK
- (1) PRO-GARD S5705T15 ABS SEAT AND CARGO BARRIER
- (1) RAM-VPR-101 (RAM PRINTER CRADLE)
- (1) RAM-B-101-U-C (RAM MOUNT)

**THE PRICE SHALL INCLUDE THAT THE SUPPLIER WILL INSTALL ALL ITEMS INTO NEW 2015 CHEVROLET TAHOE PPV'S AS WELL AS STRIPPING OLD FORD CROWN VICTORIAS/DODGE CHARGERS AND INSTALLING ANY OTHER ITEMS FROM THEM THAT IS NOT LISTED ABOVE INTO THE 2015 CHEVROLET TAHOE. INSTALLATION WILL BE DONE AT THE OPELIKA POLICE DEPARTMENT OR A DESIGNATED AREA IN OPELIKA, ALABAMA.**

**\*\*ALL ABOVE-LISTED ITEMS WILL BE MULTIPLIED BY (9) DUE TO (9) VEHICLES BEING PURCHASED.**

The City of Opelika has prepared these specifications around a 2015 Tahoe. These specifications are not intended to eliminate anyone from consideration but to merely establish the quality of the equipment desired by the City. The City realizes that specifications may vary slightly among manufacturers. The City welcomes bids from any manufacturer who has a SUV believed to be equal or to exceed these specifications. The City will consider all bids and will award the contract to the supplier whose bid is believed to be in the best interest of the City. All suppliers submitting bids shall provide with their bid, printed literature, specifications and warranty information.

**BID FORM**  
**ITB #B15-028**  
**POLICE EQUIPMENT FOR SUV VEHICLES**

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 time specified.

**PLEASE SUBMIT BIDS IN DUPLICATE AS REQUESTED IN SECTION II, ITEM 2.6.**

Item	Qty.	Description	Unit Price	Total Price
1	9 Ea.	Police Equipment To outfit Sports Utility Vehicles	\$_____	\$_____

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

DATE\_\_\_\_\_

FEDERAL ID NUMBER\_\_\_\_\_

E-MAIL ADDRESS\_\_\_\_\_

WEB SITE \_\_\_\_\_

## 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.

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FIRM NAME

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BY (PRINTED)

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BY (SIGNATURE)

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TITLE

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ADDRESS

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PHONE NUMBER

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FAX NUMBER

BID NO.: **B15-028**  
**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)