

# 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:** B15-020

**COMMODITY TITLE:** One (1) V6 145" Wheelbase 1/2 Ton  
Pick-up Truck (Standard Cab)

**USER DEPARTMENT:** Inspection Department

**BUYER:** Lillie Finley

**BUYER TELEPHONE:** (334) 705-5120

**ISSUE DATE:** May 15, 2015

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### BID OPENING

**DAY/DATE:** June 1, 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) V6 145" Wheelbase 1/2 Ton Standard Cab Pick-up Truck for the Inspection Department** as per the attached specifications. Bids must be received by 2:00 PM on June 1, 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. 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 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 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.**
- 1.6 Vendors not listed on the City of Opelika's bid list shall submit with their bid a completed W-9 form. (attached)

### **SECTION 11 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 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.
- 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 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.
- 4.3 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**  
**V6 145" WHEELBASE 1/2 TON PICK-UP TRUCK (STANDARD CAB)**  
**ITB #B15-020**

**CAB and CHASSIS SCOPE**

One (1) V6 145" Wheelbase 1/2 Ton Standard Cab Pick-up Truck meeting the following minimum specifications.

INCLUDE ALL STANDARD AND SAFETY EQUIPMENT AND THE FOLLOWING FEATURES AND/OR OPTIONS:

EXTERIOR COLOR: WHITE  
TRIM: GREY OR STONE VINYL  
GVWR: 6000 MINIMUM  
LONG WHEEL BASE  
V6 ENGINE  
AIR CONDITIONING  
4 WHEEL ABS BRAKES  
AUTOMATIC TRANSMISSION  
RECEIVER HITCH  
CRUISE CONTROL

DELIVERED TO 700 FOX TRL, OPELIKA, AL 36801

**SERVICE MANUALS AND TRAINING**

Shall furnish two (2) parts, service and operators manuals.

**WARRANTY**

The warranty for the truck shall be for a full thirty six (36) months against defects in material and workmanship of the body and on all parts and labor after delivery of unit.

**PART THREE  
 BID FORM  
 V6 145" WHEELBASE 1/2 TON PICK-UP TRUCK (STANDARD CAB)  
 ITB #B15-020**

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

Item #	Qty.	Description	Unit Price	Total Price
1	1 Each	PICK-UP TRUCK	\$ _____	\$ _____

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

\_\_\_\_\_

**BID NO.: B15-020**

**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)