

CITY OF TUSCALOOSA P.O. BOX 2089 TUSCALOOSA, AL 35403		PURCHASING OFFICE 2201 UNIV. BLVD. TUSCALOOSA, AL 35401	INVITATION TO BID	
BID TITLE WORK BOOTS AND SAFETY SHOES			BID NO. 9040-092925-1	
PAGE 1 OF 15 PAGES			ISSUE DATE 09/15/25	
BIDS WILL BE OPENED AT 10:00 AM, CST ON SEPTEMBER 29, 2025, IN THE OFFICE OF THE PURCHASING AGENT, 2201 UNIVERSITY BLVD. TUSCALOOSA, AL 35401 AND MAY NOT BE WITHDRAWN FOR THIRTY (30) DAYS AFTER SUCH DATE & TIME.				
 <p style="text-align: center;"> MAYOR WALTER MADDOX </p> <p style="text-align: center;"> COUNCIL MEMBERS JOSEPH EATMON, SR. KIP TYNER RAEVAN HOWARD JOHN FAILE NORMAN CROW CASSIUS LANIER LEE BUSBY </p> <p style="text-align: center;"> PURCHASING AGENT AMANDA GANN </p>			<p style="text-align: center;"> Vendor Information (SECTION TO BE COMPLETED BY VENDOR) </p> <hr/> Company Name (Please Print)	
			<hr/> Phone Number	
			<hr/> Point of Contact	
			<hr/> Email Address	

GENERAL CONDITIONS OF INVITATIONS TO BID

1. PREPARATION OF BIDS

Bids will be prepared in accordance with the following:

- (a) Our enclosed Bid forms are to be used in submitting your bid.
- (b) All information required by the Bid form shall be furnished. The bidder shall print or type his name and manually sign the schedule and each continuation sheet on which any entry is made.
- (c) Unit prices shall be shown and where there is an error in extension of price, the unit price shall govern.
- (d) Proposed delivery time must be shown and shall include Sundays and holidays.
- (e) Bidder will not include federal taxes nor State of Alabama sales, excise, and use taxes in bid prices as the City is exempt from payment of such taxes. An exemption certificate will be signed where applicable upon request.
- (f) Bidders shall thoroughly examine the drawings, specifications, schedule, instructions and all other contract documents.
- (g) Bidders shall make all investigations necessary to thoroughly inform themselves regarding plant and facilities for delivery of material and equipment as required by the bid conditions. No plea of ignorance by the bidder of conditions that exist or that may hereafter exist as a result of failure or omission on the part of the bidder to make the necessary examinations and investigations, or failure to fulfill in every detail the requirements of the contract documents, will be accepted as a basis for varying the requirements of the City or the compensation to the vendor.
- (h) Bidders are advised that all City Contracts are subject to all legal requirements provided for in the Purchasing ordinance and/or State and Federal Statutes.

2. DESCRIPTION OF SUPPLIES

- (a) Any manufacturer's names, trade names, brand name, or catalog numbers used in specifications are for the purpose of describing and establishing general quality levels. SUCH REFERENCES ARE NOT INTENDED TO BE RESTRICTIVE. Bids will be considered for any brand which meets the quality of the specifications listed for any items.
- (b) Bidders are required to state exactly what they intend to furnish, otherwise they shall be required to furnish the items as specified.
- (c) Bidders will submit, with their proposal, data necessary to evaluate and determine the quality of the item(s) they are bidding.

3. SUBMISSION OF BIDS

- (a) All bids must be sealed, which means a bid must be enclosed in an envelope or package that is securely closed, not viewable without opening, and labeled as instructed. The envelope must be sealed in a way that reveals any tampering. If using an outer shipping package, the inner envelope must still be sealed and clearly labeled.
- (b) See INSTRUCTIONS TO BIDDERS for detailed instructions about submitting a sealed bid. Telegraphic bids will not be considered.

4. REJECTION OF BIDS

- (a) The City may reject a bid if:
 1. The bidder misstates or conceals any material fact in the bid, or if,
 2. The bid does not strictly conform to the law or requirement of bid, or if,
 3. The bid is conditional, except that the bidder may qualify his bid for acceptance by the City on an "all or none" basis, or a "low item" basis. An "all or none" basis bid must include all items upon which bids are invited.
- (b) The City may, however, reject all bids whenever it is deemed in the best interest of the City. The City may also waive any minor informalities or irregularities in any bid.

GENERAL CONDITIONS OF INVITATIONS TO BID**5. WITHDRAWAL OF BIDS**

- (a) Bids may not be withdrawn after the time set for the bid opening for a period of time as specified.
- (b) Bids may be withdrawn prior to the time set for the bid opening.

6. LATE BIDS OR MODIFICATIONS

- (a) Bids and modifications received after the time set for the bid opening will not be considered.
- (b) Modifications in writing received prior to the time set for the bid opening will be accepted.

7. CLARIFICATIONS OR OBJECTION TO BID SPECIFICATIONS

If any person contemplating submitting a bid for this contract is in doubt as to the true meaning of the specifications or other bid documents of any part thereof, he may submit to the Purchasing Agent on or before five (5) days prior to scheduled opening a request for clarification. All such requests for information shall be made in writing and the person submitting the request will be responsible for its prompt delivery. Any objection to the specifications and requirements as set forth in this bid must be filed in writing with the Purchasing Agent on or before five (5) days prior to scheduled opening.

8. DISCOUNTS

- (a) Bidders may offer a cash discount for prompt payment; however, such discounts shall NOT be considered in determining the lowest net cost for bid evaluation purposes. Bidders are encouraged to reflect cash discounts in the unit prices quoted.
- (b) In connection with any discount offered, time will be computed from the date of receipt of supplies or services or from the date a correct invoice is received, whichever is the later date. Payment is deemed to be made on the date of mailing of the check.

9. SAMPLES

Samples, when required, must be submitted within the time specified at no expense to the City of Tuscaloosa. If not destroyed or used up during testing, samples will be returned upon request at the bidder's expense, unless stated otherwise in Special Conditions or Specifications. Each individual sample must be labeled with bidder's name and manufacturer's brand name and number.

10. AWARD OF CONTRACT

- (a) The contract will be awarded to the lowest responsive and responsible bidder based upon the following factors: quality; conformity with specifications; purpose for which required; terms of delivery; transportation charges; dates of delivery.
- (b) The city reserves the right to accept and award item by item, and/or by group, or in the aggregate, unless the bidder qualifies his bid by specified limitations. Re Par.4(a)3.
- (c) Prices quoted must be FOB Destination to Tuscaloosa with all transportation charges prepaid unless otherwise specified in the Invitation to Bid.
- (d) A written award of acceptance (Purchase Order), mailed or otherwise furnished to the successful bidder shall result in a binding contract.
- (e) The term of this contract shall be for a period of one (1) year from the date of the Purchase Order hereof and shall automatically renew each year for up to one (1) year for a total maximum contract term of two (2) years. However, either party may elect not to renew the contract by giving the other party thirty (30) days written notice prior to the anniversary date, in which event the contract shall terminate on the anniversary date.
- (f) For the life of the contract no price increase from the original bid prices shall be allowed.
- (g) Price Commitment. Awarded bidders must honor the bid pricing methodology (percentage discount from MSRP) for the entire contract term. The discounts quoted in the bid shall remain firm and unchanged throughout the contract's term. Awarded bidders who fail to honor the discounts for the full contract term will have their bid award rescinded for the remainder of the awarded contract period. Additionally, such failure may result in the rejection of any future bids submitted by the vendor to the City.

11. DELIVERY

- (a) Deliveries are to be FOB Destination unless otherwise specified in the Invitation to Bids.
- (b) Deliveries are to be made during regular business hours.

12. CONDITION OF MATERIALS AND PACKAGING

All items furnished must be new and free from defects. No others will be accepted under the terms and intent of this bid. All containers shall be new and suitable for storage or shipment, and price bid shall include standard commercial packaging.

13. CLAIMS

Successful bidder(s) will be responsible for making any and all claims against carriers for missing or damaged items.

GENERAL CONDITIONS OF INVITATIONS TO BID**14. LOCAL, STATE, AND FEDERAL COMPLIANCE REQUIREMENTS**

Bidders shall comply with all local, state, and federal directives, orders and laws as applicable to this bid and subsequent contract(s). Bidders must be eligible to do business in the State of Alabama pursuant to Title 10A of the Code of Alabama. Contract award to purchase the materials covered in this Invitation to Bid and the purchase contract shall be construed and governed by the laws of the State of Alabama and each party hereto agrees to be subject to the jurisdiction of the courts if the State of Alabama.

15. PROVISION FOR OTHER AGENCIES

Unless otherwise stipulated by the bidder, the bidder agrees when submitting his bid to make available to all City agencies, departments, and in-city municipalities the bid prices he submits, in accordance with the bid terms and conditions, should any said department, agency, or municipality wish to buy under this proposal.

16. COLLUSION

The bidder, by affixing his signature to this proposal, agrees to the following: "Bidder certifies that his bid is made without previous understanding, agreement, or connection with any person, firm, or corporation making a bid for the same items and is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action".

17. VARIANCE IN CONDITIONS

Any and all special conditions and specifications attached hereto which vary from General Conditions shall have precedence.

18. TERMINATION

Termination for Convenience. The City may, by written notice, terminate this purchase order, in whole or in part, when it is in the best interest of the City. Any invoice received from the contractor for work performed prior to the notice of termination shall be thoroughly reviewed by the City to verify that no excessive costs are included. The City shall pay the contractor after being terminated for convenience an amount equal to the lesser of: a. The actual cost of any work, labor, or materials actually performed or in place and the actual cost of any labor, equipment, or materials ordered in good faith that could not be canceled, less the salvage value thereof; or b. The pro rata percentage of completion based upon any schedule of payments set forth in the contract, plus the actual cost of any labor, equipment, or materials ordered in good faith that could not be canceled, less the salvage value thereof.

PLEASE CONTINUE READING THE NEXT PAGE

SPECIAL CONDITIONS

The General Conditions of Invitations to Bid and any Special Conditions stated shall be considered as part of the specifications of the bid.

Reference to brand names and numbers is descriptive, but not restrictive, unless otherwise specified. Bids on equivalent items meeting the standards of quality thereby indicated will be considered, providing the bid clearly describes the article offered and indicates how it differs from the referenced brands. Descriptive literature and manufacturer's specifications plus any supplemental information necessary for comparison purposes must be submitted with the bid or the bid on that item will be rejected. Reference to literature submitted with a previous bid or on file with the Division of Purchasing will not satisfy this requirement. The burden is on the bidder to demonstrate that the item bid is equivalent to the item specified in the ITB. Any exceptions taken to any item(s) must be fully explained in written detail on bidders' letterhead and attached to the bid when submitted.

HOW TO ASK QUESTIONS

Any questions concerning the bid process and/or specifications should be directed to <https://bit.ly/ContactPurchasing>.

ADDENDUM

Any addenda issued for this bid will be posted on the City of Tuscaloosa website at <http://www.tuscaloosa.com/bids>. It is the responsibility of the bidder to check this page for any addendums before submitting their bid.

INVOICING

Invoices shall be emailed to accountspayable@tuscaloosa.com.

Invoices must include the following information:

- Name and address of Vendor
- PO Number
- Date of invoice
- Invoice number (invoice number cannot be repeated)
- City employee name that the boots are for
- Full Boot Description
- MSRP
- % Discount
- Total Invoice Amount

PAYMENTS

City P-Cards (Visa/Mastercard) will be the primary payment method; no surcharges permitted.

REPORTING REQUIREMENTS

- Vendors shall provide quarterly usage reports. The preferred format is in Excel or CSV.
- Reports must include: employee name, department, full boot description, MSRP, % Discount, net total.
- Reports shall be submitted electronically to the Purchasing Division no later than 15 days after the close of each quarter.
 - purchasing@tuscaloosa.com

MINIMUM QUALIFICATION REQUIREMENTS

- 5+ years supplying safety footwear
- Vendor must maintain a fixed retail location within a 15-mile radius of 2201 University Boulevard, Tuscaloosa, AL 35401, open Monday–Friday, 10:00 AM–4:00 PM, for fitting, customer service, and order pick-up.
- Boot trucks are allowed as supplemental service.
- Vendor must maintain sufficient stock or reliable fulfillment practices to ensure orders are available promptly.

ESTIMATED QUANTITIES

The City estimates that up to 400 employees may utilize this contract annually. This is only an estimate and does not obligate the City to a specific purchase volume.

SPECIAL CONDITIONS, CONTINUED**ORDER, DELIVERY, AND AVAILABILITY**

- All products must be new and first quality. No used, demo, or irregular items will be accepted.
- Orders on an as-needed basis.
- Preferred 30-day fulfillment.
- Individual packaging/labelling required.

NOTICES AND CONTRACT REPRESENTATIVES

Upon awarding the contract, the following individual will serve as the designated point of contact. The designated point of contact will oversee and facilitate contract administration and compliance.

For City of Tuscaloosa:

Name: Bridgette Riter

Title: Manager of Finance & Inventory

Email: briter@tuscaloosa.com

Phone: 205-248-5253

Mailing

PO Box 2089

Tuscaloosa, AL 35403

Physical

2201 University Blvd

Tuscaloosa, AL 35401

Important: *This information is for use **after the bid award**. During the bid submission and evaluation process, all inquiries must follow the communication procedures outlined herein. Unauthorized communication with City employees outside this process may result in bid disqualification.*

PRICING AND MSRP VERIFICATION

1. **Published MSRP** – All pricing under this contract shall be calculated as a fixed percentage discount from the Manufacturer's Published Suggested Retail Price (MSRP). MSRP is defined as the price published by the manufacturer in a catalog, official website, or other formal pricing document intended for all distributors or end-users. Vendor-created price sheets or internal "list prices" will not be accepted as MSRP.
2. **Discount Consistency** – The awarded discount(s) shall apply uniformly to all models, sizes, and configurations offered within the awarded schedule(s), unless otherwise specified in the bid response.
3. **Documentation** – At the time of bid submission, vendors shall provide at least one official MSRP source for each brand offered (catalog page, screenshot of the manufacturer's website, or published price list). The documentation must clearly show the MSRP for the representative models listed in the Representative Evaluation Worksheet. Bids submitted without supporting MSRP documentation for the representative models will be deemed non-responsive. The City reserves the right to audit invoices against published MSRP at any time during the contract term.
4. **Non-Compliance** – Failure to provide valid MSRP proof or maintain discounts may result in bid rejection and/or termination.

PARTICIPATION BY SCHEDULE

Vendors are not required to submit bids for all Schedules under this Invitation for Bids. Bidders may choose to submit for one, multiple, or all Schedules (A–D). Each Schedule represents a distinct category of work footwear, separated to reflect differences in function, style, market pricing, and historical purchasing patterns.

Grouping footwear into separate Schedules:

- Ensures apples-to-apples comparisons within each category (lace-up vs. pull-on vs. Western vs. safety shoes).
- Allows vendors to compete in areas of their choosing.
- Provides City departments with the flexibility to source the most appropriate footwear for their employees across a variety of work environments.

Awards may be made by Schedule, by group, by item, or in the aggregate, consistent with City General Conditions.

INSTRUCTIONS TO BIDDERS

Bid Submission Requirements

1. **Completed Bid Forms** – Use the forms included herein to submit your response.
 - a. Use the provided fillable PDF version of the bid forms.
 - b. All forms must be completed in full and returned in the original format. Do not reformat, rearrange, or recreate the bid forms.
 - c. Each page that requires a signature must be signed by an authorized representative.
 - d. Signature fields are intentionally not prefilled in the PDF. It is the bidder's responsibility to sign each applicable page after completing the fillable fields.
 - i. Acceptable methods include wet ink (handwritten) or a verified digital signature.
 - ii. Typed names without authentication are not sufficient.
 - e. Bids that are incomplete, unsigned, or submitted with altered forms may be deemed non-responsive and rejected.
2. **Supporting Documentation** – Include any technical literature, specifications, or other documentation as outlined in this IFB.
3. **Additional Required Items** – Submit any other required items, such as forms, samples, or documents requested in this IFB.
4. **W-9 Form** – Include a completed and signed IRS Form W-9. A blank template is available at: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>.
5. **Acknowledged Addenda** – If applicable, include all completed and signed addenda.
 - a. *It is the bidder's responsibility to monitor the City's official website for issued addenda.* www.tuscaloosa.com/bids
6. **Bid Submission Methods and Bid Envelope Instructions as detailed below MUST be followed.**

Bid Submission Methods

Bidders must choose one of these four bid submissions listed below:

1. Electronic Submission

Bidders may submit complete bid packages as PDF files at: www.centralbidding.com.
For technical assistance, contact Central Bidding at (225) 810-4814 or support@centralbidding.com.

2. Commercial Delivery Service (e.g., UPS, FedEx, DHL)

Bidders may submit sealed bids using a commercial delivery service (e.g., UPS, FedEx, DHL).

Physical Delivery Address for Commercial Delivery Service

Amanda Gann, Purchasing Agent
City of Tuscaloosa
2201 University Boulevard, Tuscaloosa, AL 35401

3. Delivery by USPS Mailing Method

*****Important Note on USPS Mailing Method:**

Do not use standard USPS First-Class or regular stamped mail. Bids submitted this way will not be accepted.

*If using the U.S. Postal Service, the bidder **MUST SELECT** a USPS service that includes both tracking and signature confirmation (e.g., Priority Mail with Signature Confirmation).

*The City is not responsible for misrouted or delayed USPS mail, and late submissions will not be accepted under any circumstance.

Mailing Address for USPS is different than the other delivery methods. Address for USPS delivery is

Amanda Gann, Purchasing Agent
City of Tuscaloosa
PO Box 2089, Tuscaloosa, AL 35403

4. Hand Delivery

Bidders may hand-deliver sealed bids to the security desk at the City Hall complex. Entry is located on the 4th level of the Intermodal Facility parking deck, accessible from 7th Street beside Government Plaza. Security will notify Purchasing staff.

Hand Delivery Address

Amanda Gann, Purchasing Agent
City of Tuscaloosa,
2230 7th St, Tuscaloosa, AL 35401

INSTRUCTIONS TO BIDDERS CONTINUED ON NEXT PAGE

INSTRUCTIONS TO BIDDERS, CONTINUED

Bid Envelope Instructions

1. Outer Envelope Labeling Requirements
 - a) Outer Envelope **MUST HAVE THE WORD "BID"** prominently displayed somewhere on the outside envelope
 - b) Outer Envelope **MUST HAVE** Bidder's name and address
 - c) Outer Envelope **MUST HAVE** Bid Title (found on Page 1 of this document)
 - d) Outer Envelope **MUST HAVE** the Date and Time of the Bid Opening (found on Page 1 of this document or as revised by an issued Addenda)
 - 2) **Additional Notes**
 - a) One bid per sealed envelope
 - b) Allow adequate delivery time
 - c) Improperly packaged, labeled, or misrouted envelopes may result in bid rejection
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Bid Opening

The bid opening is open to the public and may be attended in person.

- Bids will be publicly opened and read aloud at the date, time, and location specified on Page 1 of this IFB (or as amended via addendum).
- Only the names of bidders and total base bid amounts (if applicable) will be announced at the opening. Detailed evaluations or award decisions will not be made at that time.
- Bids received after the official deadline will be marked late and returned unopened.
- Bidders are responsible for ensuring that their bids are received by the deadline. No exceptions will be made for late deliveries regardless of the cause.

Bid results will be:

- Posted as a preliminary bid tabulation on the City's website following the opening, which are advertised at www.tuscaloosa.com/bids.

Any changes to the bid submission deadline or opening schedule will be issued through a formal Addendum, which are advertised at www.tuscaloosa.com/bids. Bidders are responsible for monitoring the website for updates.

PLEASE CONTINUE READING THE NEXT PAGE

SPECIFICATIONS

GENERAL

The City of Tuscaloosa is soliciting sealed bids to establish a contract for the purchase of work boots and safety footwear for City employees. The intent is to secure competitive pricing and provide reliable availability of footwear across a range of duty types.

SCOPE

To ensure fair and consistent evaluation, the City has separated work footwear into four distinct Schedules (A–D). This structure reflects both historical purchasing patterns and functional differences in footwear types. Lace-up boots, Pull-on utility boots, Low-cut safety shoes, and Pull-on Western/roper boots.

Schedule A – Lace-Up Boots

Heavy-duty lace-up safety boots intended for industrial, utility, and field work. May be waterproof or insulated. Must meet ASTM F2413 (current version) with steel/composite/alloy toe, EH, and slip resistance.

Schedule B – Pull-On Boots (non-western)

Pull-on boots designed for heavy-duty industrial or utility work (non-Western styling). Waterproofing, insulation, and safety compliance per ASTM F2413 (current version).

Schedule C – Safety Shoes & Ankle/Chelsea

Low-cut, athletic-style, or Chelsea/ankle-height boots that still meet ASTM F2413 (current version) safety standards. Suitable for lighter duty, warehouse, or indoor/outdoor work requiring safety certification.

Schedule D – Western / Roper Pull-On Boots

Western or roper-style boots, including traditional cowboy-boot silhouettes, designed for field and outdoor work meeting ASTM F2413 (current version) safety standards.

DISCOUNT AND PRICING STRUCTURE

1. Representative Model Discounts

- Bidders shall provide a percentage discount from Manufacturer's Published Suggested Retail Price (MSRP) for each representative model listed in the Evaluation Worksheet for the Schedule(s) they are bidding.
- MSRP is defined as the price published by the manufacturer in a catalog, official website, or other formal pricing document intended for all distributors or end-users. Bidder created price sheets or internal "list prices" will not be accepted as MSRP.

2. Floor Discount Requirement

- For each Schedule (A-D), the percentage discount applied to all non-representative models shall be **equal to or greater than the lowest discount** quoted by the Bidder on any representative model within that Schedule.
 1. Example: If discounts on representative models are 25%, 22%, and 20%, the Bidder's discount for all other models in that Schedule may not be less than 20%.
 2. Bidders may, at their discretion, extend a higher uniform discount (e.g., 25% across all models), but under no circumstance may they apply a discount lower than the lowest discount offered within the Schedule (e.g., 20%).

3. Discount Consistency Across Models

- The awarded discount(s) must apply uniformly to all models, sizes, and configurations offered within the awarded Schedule(s), unless otherwise specified in the bid response.
- Discounts may not vary selectively between products of the same brand or product line.

4. Documentation

- At least one MSRP source for each representative model listed in the Evaluation Worksheet must be provided with the bid response (catalog page, manufacturer price list, or screenshot of manufacturer's website). The MSRP source type for each representative model listed must be notated in the Evaluation Worksheet table.
- Upon request during contract, the Vendor shall provide current MSRP documentation to verify compliance. The City reserves the right to audit invoices against published MSRP at any time during the contract term.

SPECIFICATIONS, CONTINUED

EVALUATION AND AWARD BASIS

Bids will be evaluated using the representative Evaluation Worksheet that reflects historical purchases and typical models. This ensures consistent apples-to-apples comparison of vendor pricing.

Evaluation factors include:

- Pricing on representative models by Schedule.
- Discount structure applied to additional models.
- Conformity with specifications
- Vendor qualifications, local service availability, and stock capacity.
- Reporting compliance, and payment acceptance.

% Off MSRP with Floor Discount:

Pricing under this IFB is based on a fixed percentage discount from Manufacturer's Suggested Retail Price (MSRP). Vendors must provide discounts on the representative models listed in the Evaluation Worksheet. To ensure fairness and prevent manipulation, the discount applied to all other models within a Schedule must be **equal to or greater than the lowest discount quoted on any representative model in that Schedule**. This establishes a **minimum floor discount**, guaranteeing that employees retain broad choice across brands and models without paying a higher markup than what was evaluated.

Consistent with General Conditions, contracts will be awarded to the lowest responsible bidder(s) based on price, quality, conformity to specifications, purpose for which required, terms of delivery, transportation charges, and delivery timelines.

The City reserves the right to award by Schedule, by group, by item, or in the aggregate.

PLEASE CONTINUE READING THE NEXT PAGE

BID RESPONSE FORM**Schedule A – Lace Up Boots****EVALUATION WORKSHEET**

Line Item	Schedule	Brand, Model, Toe	MSRP	Discount % (off MRSP)	City Net Price (Post Discount)	MSRP Source (Attach & Identify Below: Catalog, Website, etc.)
A-1	Schedule A – Lace Up	Ariat Treadfast 6" H2O (Steel Toe) (ST)				
A-2	Schedule A – Lace Up	Georgia Flexpoint 6" (Steel Toe) (G6644)				
A-3	Schedule A – Lace Up	Red Wing CoolTech 6349 (Safety Toe)				

SCHEDULE WIDE FLOOR DISCOUNT

Question	Response (Discount % off MSRP)
A-4	Floor discount (% off MSRP) applied to all other brands and models in Schedule A not listed above
A-5	Notes/Exceptions: If any exceptions apply, bidders shall mark "Yes" in this field and provide full details on company letterhead, clearly identifying the affected: Schedule, brand(s) and/or product line(s). All exceptions must be disclosed at the time of bid. Failure to disclose exceptions may result in the bid being deemed non-responsive.

BID RESPONSE TABLE CONTINUED TO THE NEXT PAGE

BID RESPONSE FORM, CONTINUED**Schedule B – Pull-On (Non-Western)****EVALUATION WORKSHEET**

Line Item	Schedule	Brand, Model, Toe	MSRP	Discount % (off MRSP)	City Net Price (Post Discount)	MSRP Source (Attach & Identify Below: Catalog, Website, etc.)
B-1	Schedule B – Pull-On Boots (non-western)	Timberland PRO Wellington (Steel/Composite Toe) (TB11AFX214)				
B-2	Schedule B – Pull-On Boots (non-western)	Georgia Wellington (Steel Toe) (G4673)				

SCHEDULE WIDE FLOOR DISCOUNT

Question		Response (Discount % off MSRP)
B-3	Floor discount (% off MSRP) applied to all other brands and models in Schedule B not listed above	
B-4	Notes/Exceptions: If any exceptions apply, bidders shall mark “Yes” in this field and provide full details on company letterhead, clearly identifying the affected: Schedule, brand(s) and/or product line(s). All exceptions must be disclosed at the time of bid. Failure to disclose exceptions may result in the bid being deemed non-responsive.	

BID RESPONSE TABLE CONTINUED TO THE NEXT PAGE

BID RESPONSE FORM, CONTINUED**Schedule C – Safety Shoes & Chelsea/Ankle Style****EVALUATION WORKSHEET**

Line Item	Schedule	Brand, Model, Toe	MSRP	Discount % (off MRSP)	City Net Price (Post Discount)	MSRP Source (Attach & Identify Below: Catalog, Website, etc.)
C-1	Schedule C – Safety Shoes & Chelsea/Ankle Style	Ariat Turbo Chelsea H2O Carbon (Carbon Toe) (10027331)				
C-2	Schedule C – Safety Shoes & Chelsea/Ankle Style	Keen Lansing Chelsea Dark Earth (Steel Toe) (1027686)				

SCHEDULE WIDE FLOOR DISCOUNT

Question		Response (Discount % off MSRP)
C-3	Floor discount (% off MSRP) applied to all other brands and models in Schedule C not listed above	
C-4	Notes/Exceptions: If any exceptions apply, bidders shall mark “Yes” in this field and provide full details on company letterhead, clearly identifying the affected: Schedule, brand(s) and/or product line(s). All exceptions must be disclosed at the time of bid. Failure to disclose exceptions may result in the bid being deemed non-responsive.	

BID RESPONSE TABLE CONTINUED TO THE NEXT PAGE

BID RESPONSE FORM, CONTINUED**Schedule D – Pull-On Boots -Western & Roper****EVALUATION WORKSHEET**

Line Item	Schedule	Brand, Model, Toe	MSRP	Discount % (off MRSP)	City Net Price (Post Discount)	MSRP Source (Attach & Identify Below: Catalog, Website, etc.)
D-1	Schedule D – Pull-On Boots – Western & Roper	Ariat Workhog Wide Square H2O (Composite Toe) (10017420)				
D-2	Schedule D – Pull-On Boots – Western & Roper	Double H Roper (Composite Toe) (DH5357)				
D-3	Schedule D – Lace Up	Twisted X Bomber 12" (Alloy Toe) (MLCA001)				

SCHEDULE WIDE FLOOR DISCOUNT

Question						Response (Discount % off MSRP)
D-4	Floor discount (% off MSRP) applied to all other brands and models in Schedule D not listed above					
D-5	Notes/Exceptions: If any exceptions apply, bidders shall mark "Yes" in this field and provide full details on company letterhead, clearly identifying the affected: Schedule, brand(s) and/or product line(s). All exceptions must be disclosed at the time of bid. Failure to disclose exceptions may result in the bid being deemed non-responsive.					

BID RESPONSE TABLE CONTINUED TO THE NEXT PAGE

BID RESPONSE FORM, CONTINUED**Payment & Reporting**

Line Item	Question	Response (Yes / No)
1	Do you accept City-issued Purchasing Cards (P-Cards) (Mastercard/Visa) as the standard method of payment? (Note: Additional surcharges beyond contract price are not permitted.)	
2	Can you provide quarterly reports in Excel or CSV format showing employee name, department, full boot description, MSRP, % Discount, net total?	

Vendor Capabilities

Line Item	Question	Response
3	How many years has your company been in business under its current name and ownership?	State the number of years.
4	Provide State of Incorporation and Date of Incorporation.	Example: Alabama, 2008
5	What is your company's primary business?	Brief description (e.g., footwear retail, industrial supply).
6	Provide the address of the physical location where City employees will visit for services and/or order pickup.	Provide full street address, city and zip.
7	Specify the regular days/times this location is accessible to City employees without prior appointment.	Example: Monday–Friday, 8:00 a.m.–5:00 p.m.
8	Average lead time for stock items (in calendar days).	State average number of days.
9	Do you maintain local/regional stock to support order fulfillment?	Yes / No. If Yes, list location(s).

BID RESPONSE TABLE CONTINUED TO THE NEXT PAGE

BID RESPONSE FORM, CONTINUED

MESSAGE TO BIDDERS: Please review your bid documents for accuracy, completeness, required documentation, and necessary signatures before submitting. Please label the outer mailing/shipping package with the bid information as directed.

BIDDER INFORMATION			
Company Name		Contact Name	
Email Address		Telephone Number	
Physical Business Address		Mailing Address for Payments	
Authorized Signature			

MESSAGE TO BIDDERS: Please review your bid documents for accuracy, completeness, required documentation, and necessary signatures before submitting. Please label the outer mailing/shipping package with the bid information as directed.

Awarded bidder(s) will be required to obtain a City of Tuscaloosa business license in order to provide goods and/or services in response to this bid and subsequent contract(s). Inquiries regarding business license requirements should be directed to the City's Revenue & Financial Services Division at (205) 248-5200. Failure to obtain and maintain the required city business license(s) may result in rescinding of bid award and contract termination.

Note: By signing this contract, the contracting parties affirm, for the duration of the agreement, that they will not violate federal immigration law or knowingly employ, 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.

FAILURE TO COMPLETE ALL OF THE ABOVE WITH AN AUTHORIZED SIGNATURE MAY SUBJECT BID TO REJECTION.