SUBMIT BIDS TO: CITY OF TUSCALOOSA
P.O. BOX 2089
TUSCALOOSA, AL 35403
Purchasing Office
2201 University Blvd.
TUSCALOOSA, AL 35401

INVITATION TO BID

AFF F MIL-SPEC FOAM

BID NO. 6010-061919-1

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BIDS WILL BE OPENED AT 2:00 PM ON JUNE 19, 2019 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 TUSCALOOSA, AL 35401 AND MAY NOT BE WITHDRAWN FOR THIRTY (30) DAYS AFTER SUCH DATE & TIME.

MAYOR
WALTER MADDOX

COUNCIL MEMBERS
PHYLLIS W. ODOM  MATTHEW CALDERONE
RAEVAN HOWARD  KIP TYNER
CYNTHIA LEE ALMOND  EDDIE PUGH
SONYA McKINSTRY

PURCHASING AGENT
DAVID COGGINS

Vendor Information
(SECTION TO BE COMPLETED BY VENDOR)

Company Name (Please Print)

Phone Number  Fax Number

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 shall 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) Bids and changes thereto shall be enclosed in sealed envelopes addressed to David Coggins, Purchasing Agent, 2201 University Blvd., Tuscaloosa, Alabama 35401. The name and address of the bidder, the date and hour of the bid opening and the material or service bid on shall be placed on the outside of the envelope.

(b) Bids must be submitted on the forms furnished. 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.

5. WITHDRAWAL OF BIDS
The City of Tuscaloosa has voluntarily adopted a Minority / Disadvantaged Business Enterprise (“MBE/DBE/WBE”) Program called Tuscaloosa Builds, which is designed to encourage the participation and development of minority and disadvantaged business enterprises and to promote equal business opportunities to the fullest extent allowed by state and federal law. To learn more about this program, visit the City’s website at www.tuscaloosa.com.

** PRELIMINARY BID TAB WILL BE POSTED ON THE CITY’S WEBSITE ONCE AVAILABLE at https://www.tuscaloosa.com/bids.**
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.

Awards shall be made or contracts entered into with the lowest responsible bidder(s) meeting all specifications and terms and conditions established by the Division of Purchasing. The Division of Purchasing reserves the right to determine the lowest responsible bidder on the basis of an individual item or group of items. Delivery dates may be a factor in awards.

The issuance of a City of Tuscaloosa Purchase Order or Purchasing Card is required to constitute a contract between the vendor and the City of Tuscaloosa, which shall bind the vendor to furnish and deliver the commodities and/or services ordered at the prices, terms, and conditions quoted.

Questions concerning the bid process should be directed to David Coggins at (205) 248-5186 or dcoggins@tuscaloosa.com (email is preferred). Questions concerning Specifications should be directed to Tony Klostermann at (205) 248-5440 or jkloster@tuscaloosa.com.

Any addendums 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.

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 two (2) years for a total maximum contract term of three (3) years from the date of execution hereof, unless sooner terminated pursuant to the provision herein provided. 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.

Vendor to submit the following:

- Signed Special Conditions page
- Any necessary descriptive literature and/or specifications information as outlined above and/or elsewhere in this document
- Completed and signed Specifications/Bid Submissions page(s)
- Completed and signed Bidder’s Response Form

NOTE: Sheet(s) submitted without Company Name & Signature WILL NOT be considered for bid award.

VENDOR MUST SUBMIT AN ORIGINAL BID AND ONE COMPLETE COPY OR THE BID MAY BE REJECTED.

Bid submissions shall be submitted in a sealed envelope and addressed to: David Coggins, Purchasing Agent, 2201 University Blvd., Tuscaloosa, AL 35401. The name and address of the bidder, the date and hour of the bid opening and the Bid Title shall be placed on the outside of the envelope. Failure to properly address and label sealed envelope may result in bid rejection.
SPECIFICATIONS

REQUIREMENTS

The foam required by the City of Tuscaloosa is MIL-F-24385F Mil-Spec foam. This is the only acceptable foam, and no substitutions will be accepted. Bids submitted for any foam other than MIL-F-24385F foam will be rejected.

NOTE: By signing and submitting this bid document, bidder states that the foam submitted for consideration does meet this MIL-F-24385F requirement.

If at any point, the awarded bidder delivers any foam that does not meet the MIL-F-24385F specification, bid award shall be immediately terminated.

QUANTITIES

The City intends to purchase this foam in 55-gallon drum quantities. Bidders shall submit their price for one (1) 55-gallon drum.

Foam will be purchased on an as needed basis. There are no guarantees as to purchase quantities throughout the three-year term of the bid award. The City does expect to purchase approximately 500 gallons initially after bid award; however, this purchase quantity is not guaranteed.

PRICING

Bid price shall include all shipping and delivery charges. Delivery shall be F.O.B. Destination to location(s) in the City of Tuscaloosa as designated by the Tuscaloosa Fire & Rescue Department. No additional freight, handling, delivery, or any other charges shall apply.

Awarded bid prices shall be firm for one year from date of award. Awarded bidder(s) may request price adjustments to be effective at the one-year and two-year anniversary dates. All requests for price increases must be supported by documentation that justifies the request (manufacturer price increases, etc.). No price increases will be approved by the City without sufficient justification. In the event prices for any items decrease, awarded bidder(s) are required to pass those price reductions on to the City at the next anniversary date.
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.

BID PRICE (per 55-gallon drum): __________________________________________

COMPANY NAME: ______________________________________________________

CONTACT PERSON: _____________________________________________________

COMPLETE MAILING ADDRESS: __________________________________________

_____________________________________________________________________

AUTHORIZED SIGNATURE: _____________________________________________

PRINTED NAME: ______________________________________________________

TELEPHONE NUMBER: _________________________________________________

E-MAIL ADDRESS: _____________________________________________________

DELIVERY TIME: ______________________________________________________

COPIES SUBMITTED:

__________ VENDOR MUST SUBMIT AN ORIGINAL BID AND ONE COMPLETE COPY OR THE BID MAY BE REJECTED.

Awarded bidder(s) may 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 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.
NON-BIDDER RESPONSE FORM

For purposes of maintaining accurate bidder's list and facilitating your firm's response to our invitation for bid, the City of Tuscaloosa is interested in ascertaining reasons for prospective bidders' failure to respond to invitations for bids. If your firm is not responding to this bid, please indicate the reason(s) by checking any appropriate item(s) below and returning this form to Mr. David Coggins, Purchasing Agent, 2201 University Blvd., Tuscaloosa, Alabama 35401. Failure to either submit a bid proposal or return this form may result in removal of your firm's name from our bidder's lists. Thank you for your cooperation.

We are not responding to this invitation for bid for the following reason(s):

___ Items or materials request not manufactured by us or not available to our company.
___ Our items or materials do not meet specifications.
___ Specifications not clearly understood or applicable (too vague, too rigid, etc.)
___ Quantities requested are too small.
___ Insufficient time allowed for preparation of bid.
___ Incorrect address used. Correct mailing address is:

________________________________________________________________________

___ Our branch/division handles this type of bid. Correct name and mailing address is:

________________________________________________________________________

___ Other reason(s):__________________________

Company Name:__________________________
Address:_______________________________
City/State/Zip:___________________________
Signature:_____________________________