



**CITY OF WENTZVILLE
WENTZVILLE, MO 63385**

INVITATION FOR BID COVER PAGE

IFB #: 16-546
TITLE: SURGE PROTECTION EQUIPMENT
Bid Issued: November 30, 2016

CONTACT: Jill Schmitz
PHONE NO.: (636) 639-2188
EMAIL: jill.schmitz@wentzvillemo.org

RETURN BID NO LATER THAN: December 15, 2016, 2:00 PM prevailing Central time

MAILING INSTRUCTIONS: The Bidder is to print or type **IFB Number, Return Due Date, and Title** on the lower left hand corner of the envelope or package. Delivered sealed bids must be in the Procurement Department by return bid date and time.

RETURN BID TO:
CITY OF WENTZVILLE
IFB #16-546
310 W. PEARCE BLVD
WENTZVILLE, MO 63385

This document constitutes a request for sealed bids from qualified companies, individuals, and/or organizations to furnish the product and services as described herein. The bidder hereby declares understanding, agreement and certification of compliance to provide the product and services, at the prices quoted, in accordance with all requirements and specifications contained herein and the City of Wentzville Terms and Conditions. The bidder further agrees that the language of this IFB shall govern in the event of a conflict with his/her bid. The bidder further agrees upon receipt of an authorized purchase order from the City of Wentzville is issued by an authorized official of the City of Wentzville, a binding contract shall exist between the bidder and the City of Wentzville.

BIDDER SIGNATURE REQUIRED

AUTHORIZED SIGNATURE	DATE
PRINTED NAME	TITLE
COMPANY NAME	(Individual Or Partnership Or Corporation) STATE OF:
MAILING ADDRESS	PHONE NO.
CITY, STATE, ZIP	FAX NO.
FEDERAL EMPLOYER ID NO.	Missouri Charter Number (if licensed in MO)
EMAIL ADDRESS	

PART ONE - STANDARD INSTRUCTIONS TO BIDDERS

- 1.1 **GENERAL INFORMATION:** The City of Wentzville is seeking to purchase certain equipment for surge protection; no installation.

Contract Period: One time purchase.

- 1.2 **CHECKLIST FOR SUBMITTING A BID:** This checklist is provided for the Bidder's information only and is not part of the Specifications and Contract Documents.

Bid package submittal shall consist of 1 original of the following:

- ✓ BID COVER PAGE, Page #1
- ✓ Bid Pricing Page completely filled out, properly executed by Bidder including manual signature
- ✓ Non-Collusive Affidavit filled out on the form provided
- ✓ Spec sheets for each item if bidding other than brand/model specified.
- ✓ Any addenda issued to this bid

Bid Quotation and all required attachments enclosed in a sealed envelope and

- ✓ Marked with Bid Number and Bid Title
- ✓ Marked with name of Bidder
- ✓ Due Date of Bid

- 1.3 **FAX / EMAIL:** The City of Wentzville for this IFB will not accept bid submissions by fax or email.

- 1.4 All bid pricing must be submitted on the City's IFB Pricing Pages.

1.5 **QUESTIONS AND UPDATES:**

- A. Bidders are encouraged to submit written questions through the Procurement Department's contact person shown on the Invitation for Bid Cover Page. In order to ensure all potential respondents receive the same information, the City will post its response on the City's website

http://www.wentzvillemo.org/departments/procurement/current_bidding_opportunities.php.

Bidders are responsible for checking the City's website for the issuance of any addendums. The Bidding Opportunities website shall be the official site for information as related to this IFB. Any documentation posted elsewhere will not be applicable should a bidder use the information as related to a contract protest. Please visit this site periodically to check for any additional information.

- B. Any information provided to a bidder outside of the procedural guidelines of this IFB shall be considered not to be valid and will not be considered during the evaluation process.

- C. To ensure fair consideration for all bidders, the City prohibits communication to or with any City department(s), board member(s), or employee(s) during the submission process, except as provided above. Additionally, the City prohibits communications initiated by a bidder to the City official(s) or employee(s) evaluating or considering the bids prior to the time an award decision is made. Any

communication between Bidder and the City will be initiated by the appropriate City official(s) or employee(s) in order to obtain information or clarification needed to develop a proper, accurate evaluation of the bid. Such communications initiated by a bidder may be grounds for disqualifying the offending bidder from consideration for award of the bid and/or any future bid(s).

- D. The City may add, delete, or amend services as it may deem advisable. Any and all addendums or amendments as related to this IFB must be processed and approved through the City's Procurement Department to be applicable to this IFB.

1.6 PREPARATION OF BIDS:

- A. Bidders are expected to examine the Specifications, delivery schedule, requirements and all instructions of the Invitation for Bid. Failure to do so will be at Bidder's risk. In case of a mistake in extension, the unit price(s) will govern.
- B. All supplies and equipment offered in a bid must be new and of current production unless the Invitation for Bid clearly specifies that used or reconditioned supplies or equipment may be offered.

1.7 PRICE:

- A. All prices shall be as indicated on the Pricing Page. The City shall not pay nor be liable for any other additional costs including but not limited to fuel, fuel surcharges, taxes, shipping and handling charges, personnel, time, travel, vehicles, mileage, insurance, interest, penalties, termination payments, attorney fees, liquidation damages, etc.
- B. Unless otherwise indicated, prices quoted shall be firm for acceptance for ninety (90) calendar days from bid opening and for the specified contract period.

- 1.8 DEVIATION OF SPECIFICATION:** Any bidder deviating from the specifications must provide supportive documentation explaining such deviation. The supportive documentation is required with the bid submission.

- 1.9 OPEN COMPETITION:** Any manufacturer's name, trade names, brand names, information and/or catalog numbers listed in a specification and/or requirement are for informational purposes only and are not intended to limit competition. The bidder may offer any brand of product that meets or exceed the specifications. Determination of equivalency shall rest solely with the City. Bids that do not comply with the requirements and specifications, are subject to rejection without further consideration.

- 1.10 ESTIMATED QUANTITY:** The quantity specified in this IFB is an estimate only. If the City requires more or less material than stated, the Seller shall furnish and deliver the City's requirements at the contracted unit price. The Seller shall not be entitled to damages and/or additional compensation by reason of quantity reductions.

- 1.11 MODIFICATION OR WITHDRAWALS OF BIDS:** Bids may be modified or withdrawn by written notice received prior to the official closing date and time specified. A bid may also be withdrawn or modified in person by the Bidder or his authorized representative provided proper identification is presented before the official closing date and time. Verbal phone requests to withdraw or modify a bid will not be considered. After the official closing date and time, no bid may be modified or withdrawn.

- 1.12 INCURRED EXPENSES:** The City is not responsible for any expenses which bidders may incur in preparing and submitting bids called for in this Invitation for Bid.
- 1.13 BID OPENING:** The bid opening shall be public on the date and at the time specified on the Invitation for Bid document.
- 1.14 TABULATIONS:** The bid tabulation will be posted on the City's website http://www.wentzvillemo.org/departments/procurement/bid_tabulations.php
- 1.15** All bids become the property of the City. If any proprietary information is contained in the bid, it should be clearly identified. Marking the entire bid as proprietary will be neither accepted nor honored. If a request is made to view a Bidder's bid submission, the City will comply according to Missouri Sunshine Law.
- 1.16 PAYMENT:** Bidder shall be paid the amount quoted on the Pricing Page. The Bidder shall submit all invoices complete with necessary support documentation to City and City shall make payment within 30 days of receipt of an invoice after satisfactory performance of the delivery and receipt of the goods as shown on the Pricing Page.
- 1.17 COMPLIANCE WITH TERMS AND CONDITIONS:** The Bidder is cautioned when submitting pre-printed terms and conditions regarding proprietary information, copyright, usage restrictions, license agreements, etc., to make sure such documents do not contain other terms and conditions which conflict with those of the IFB and its contractual requirements.
- 1.18 BUY AMERICAN:** Bidders are encouraged to purchase American-made equipment and products.
- 1.19 BUY STATE OF MISSOURI PREFERENCE:** Bidders are encouraged to purchase commodities and tangible property manufactured, produced, or grown within the local area and in State of Missouri and from all firms, corporations, or individuals with licensed businesses in the State of Missouri. This guideline pertains to all commodities and tangible property when quality is equal or better and the delivered price is the same or less, or when competing bids, in their entirety, is comparable.
- 1.20 CITY SEAL, FLAG AND LOGO:** In accordance with City of Wentzville Ordinance No. 2633, the City of Wentzville logo is a registered trademark. The City logo is not to be used in bid submissions or advertisements. The Bidder agrees that it shall not use in any form or medium the name of the City for any advertising unless it receives the prior written consent of the Board of Aldermen of the City.
- 1.21** The City of Wentzville hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this solicitation, disadvantaged business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.
- 1.22 EQUIPMENT:** The unit(s) shall be new, and of current production model. All equipment, parts, special tools and features not specifically mentioned which are considered to be standard and/or necessary for the unit to be complete and ready for day-to-day operation shall be included. The equipment and/or materials provided shall

comply or exceed all applicable Federal and State of Missouri safety, health, lighting and noise regulations and standards in effect and applicable to equipment furnished at the time of manufacture and comply with SAE definitions and standards. The equipment furnished under this specification shall be the latest improved model in current production, as offered to commercial trade, and shall be of quality workmanship and material. All parts shall conform in strength, quality, and represents that all equipment offered under this specification shall be new. USED, SHOPWORN, DEMONSTRATOR, PROTOTYPE, OR DISCONTINUED MODELS ARE NOT ACCEPTABLE.

- 1.23 SUBSTITUTIONS:** The awarded Seller shall not substitute any item(s) that has been awarded to the Seller without the prior written approval of the City's applicable Director and executed by the Procurement Director. Any product substitution must be of equal or better functionality and of equal or lower pricing.

PART TWO - SPECIFICATIONS

2.1 GENERAL INFORMATION

A. Schedule: The following schedule of events is anticipated by the City. The City may, at its' discretion, revise the schedule of events at any time as may be in the best interests of the City.

Publish the Invitation for Bid	November 30, 2016
Deadline for Questions from Bidders	December 6, 2016
City's Response to Questions	December 7, 2016
Bid Due Date	December 15, 2016

B. Delivery: The Bidder shall deliver in accordance with the contracted delivery time specified in the bid or City-issued Purchase Order. Noncompliance with this specification may be viewed as noncompliance with the bid specifications. Failure of the Bidder to complete delivery as stated in the bid; the City reserves the right to cancel orders, or any part thereof, without obligation, if delivery is not completed within the time frame(s) specified in the bid. If the Bidder fails to complete authorized deliveries as specified; the City reserves the right to obtain goods and services by any means the City deems necessary to fulfill the City's requirements. The Bidder shall be required to reimburse the City the cost differential of the City's payment for goods and services and that of the contracted price.

Deliver to the following address **F.O.B. Destination:**
Water Reclamation Center
2455 Mette Road
Wentzville, MO 63385

C. Inspection and Acceptance: No goods or materials received by the City pursuant to this contract shall be deemed accepted until the City has had reasonable opportunity to inspect said goods or materials. All goods or materials which are discovered to be defective, or which do not conform to any warranty of the Bidder herein, upon inspection, or at any later time if the defects were not reasonably ascertainable upon the initial inspection, may be returned at the Bidder's expense for full credit or replacement. Such right to return offer to the City arising from the City's receipt of defective goods or materials shall not exclude any other legal, equitable or contractual remedies the City may have therefore.

D. Warranty: Bidder expressly warrants that all goods, materials and work covered by this contract will conform to each and every specification, drawing, sample or other description which is furnished to or is adopted by the City and that they will be fit and sufficient for the purpose intended, merchantable, of good material and workmanship, and free from defect. Such warranty shall not be deemed waived either by reason of the City's acceptance of said material or goods or by payment for them.

2.2 SPECIFICATIONS FOR EQUIPMENT:

Award will be made on an item-by-item basis.

1. TRANSTECTOR DRDC 24 model 1101-680 Din-Rail surge suppressor, or equal.
4-20 ma protectors
p.n. 1101-680
Approximate Quantity = 16
2. TRANSTECTOR, ACP 100BW3R, transient suppressor 120 volt 15 Amp, or equal
p.n 1100-855
Approximate Quantity = 1
3. 120 KA External 480 VAC SPD (Surge Protective Device) or equal
p.n PTX120-NN400
Approximate Quantity = 1
4. TRANSTECTOR PDS-1 model 1101-586, pipe data surge suppressor or equal
4-20 ma pipe mount
p.n. 1101-586
Approximate Quantity = 16
5. EATON MTL TP-AC range, surge protection 120 v protector, or equal
p.n. 1104-15000
Approximate Quantity = 16
6. Green #12 THWN AWG or equal
Approximate Quantity = 150'

PART THREE - PRICING PAGE

The Bidder shall provide the following bid prices for providing goods in accordance with the provisions and requirements stated herein. All costs (shipping/handling, personnel, time, travel, fuel, fuel surcharge, vehicles, mileage, reporting, or other costs) associated with delivering the goods listed below shall be considered incidental and are to be included in the bid price. **Deliveries shall be FOB Destination.**

Award will be made on an item-by-item basis.

Item #	DESCRIPTION	BRAND & PRODUCT # BIDDING	EST QTY	UNIT PRICE
1	TRANSTECTOR DRDC 24 model 1101-680 Din-Rail surge suppressor, or equal. 4-20 ma protectors	Brand _____ Product # _____	16	\$ _____
2	TRANSTECTOR, ACP 100BW3R, transient suppressor 120 volt 15 Amp	Brand _____ Product # _____	1	\$ _____
3	120 KA External 480 VAC SPD	Brand _____ Product # _____	1	\$ _____
4	TRANSTECTOR PDS-1 model 1101-586, pipe data surge suppressor or equal 4-20 ma pipe mount	Brand _____ Product # _____	16	\$ _____
5	EATON MTL TP-AC range, surge protection 120 v protector	Brand _____ Product # _____	16	\$ _____
6	Green #12 THWN AWG	Brand _____ Product # _____	150'	\$ _____/foot

SUBMIT PRODUCT SPEC SHEET IF BIDDING OTHER THAN BRAND/MODEL SPECIFIED WITH ALL DIFFERENCES NOTED

Estimated Delivery Date after receipt of order: _____ days

Company Legal Name: _____

Address: _____

Signature: _____ Print Name: _____

Phone: _____ Fax: _____

Email: _____

State in which bidding company is incorporated: State of _____ and the State
Registration Number: _____

PART FOUR - BID EVALUATION AND AWARD

4.0 Method of Award: The solicitation shall be awarded to the lowest, responsive, responsible bidder. The City reserves the right to reject any or all bids, or portions thereof, to waive technicalities or deficiencies in any or all the bids. The City of Wentzville reserves the right to cancel this IFB in part or in its entirety. This IFB does not commit the City of Wentzville to award a contract or to pay any costs to bidders in preparation of their bid.

Award will be made on an item-by-item basis.

4.1 Before providing the City with the item(s), Seller must receive a properly authorized Purchase Order.

4.2 Per City of Wentzville Procurement Policy of March 25, 2015, for the purchase of goods valued at or above \$25,000, where a responsive, responsible local proposer meets all specifications and submits a bid that is within 5% of the lowest, responsive, responsible proposer, the local proposer will be provided an opportunity to match the same price, terms and conditions of the lowest, responsive, responsible proposer, and if it does match such bid, then the award will go to the local proposer unless otherwise prohibited by law. A local proposer is defined as having a City Business license as required by Section 605.040 of the Wentzville Municipal Code.

NON-COLLUSIVE AFFIDAVIT OF PRIME BIDDER

State of _____)
S.S.
County of _____)

_____, being first duly sworn, deposes and says that:

1. They are the (owner, partner, officer, representative, or agent) of _____, the Bidder that has submitted the attached Bid;
2. They are fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid;
3. Such bid is genuine and is not a collusive or sham bid; and that all statements made and fact set out in the Proposal are true and correct;
4. Neither the said Bidder nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest including this affidavit, has in any way colluded, considered, connived, or agreed, directly or indirectly with any other bidder, firm, or person, to submit a sham bid in connection with the Contract for which the attached bid has been submitted or to refrain from bidding in connection with such Contract; or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other bidder, firm, or person to fix the price or prices in the attached Bid or of any other bidder, or to fix the overhead, profit, or cost element of the Bid price of the other bidder, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against the City of Wentzville or any person interested in the Proposed Contact.
5. The price or prices quoted in the attached Bid are fair and proper, and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affidavit; and
6. They further certify that bidder is not financially interested in or financially affiliated with any other Bidder on this project.

Signed: _____

Title: _____

Subscribed and sworn to before me this _____ day of _____, 2016.

Notary Public

My Commission expires: _____