

Date Issued: October 23, 2019

Invitation to Bid No.: 19-003

The City of Decatur will accept sealed bids for the following material, equipment or services.

Description: **Emergency Vehicle Repair & Maintenance**

**Bids must be received before: Monday, November 19, 2018 at 2:00 pm**

**A Mandatory Pre-Bid Conference will be held at 10:00 am on Tuesday, October 30, 2018 at the Decatur Fire & Rescue Facility 4119 Old Hwy 31 SW Decatur, AL 35603**

**Include 1 original and 1 copy of your original bid.**

Return **sealed and marked** bid to:

Regular Mail

City of Decatur  
Purchasing Department  
P.O. Box 488  
Decatur, AL 35602

Courier

City of Decatur  
Purchasing Department  
3rd Floor  
402 Lee St., NE  
Decatur, AL 35601

I/We agree to furnish at the prices shown and guarantee that each item offered will meet or exceed all specifications, terms and conditions, and requirements listed. I herein affirm I have not been in any agreement or collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding or otherwise. I have read and understand all terms and conditions of this bid.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Typed/Printed Authorized Name

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Title

\_\_\_\_\_  
Contractor's License No. (if required)

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Email

PRICE SHEET

Invitation to Bid No.: 19-003

Opening Date: November 19, 2018

Vendors shall include in their bid submission NFPA standard certifications for EVT 1, EVT 2, and EVT 3, levels available from that vendor.

NFPA Certification	# of Employees Certified	Hourly Labor Rate
EVT 1		
EVT 2 (if different from above)		
EVT 3 ((if different from above)		
<b>Emergency Hourly Labor Rate</b>		
EVT 1		
EVT 2 (if different from above)		
EVT 3 (if different from above)		

Emergency call-out as determined by the member agency is the vendor shall respond within 4 hours if not present on Decatur Fire & Rescue (DFR) property.

% Discount off list price for parts \_\_\_\_\_%

For parts, the % off discount shall be the % off the lowest current manufacturers published list price available. The vendor shall furnish the most recent list available to DFR.

Labor Warranty \_\_\_\_\_ Days                      Parts Warranty \_\_\_\_\_ Days

**PLEASE NOTE:** Any subcontracts/subcontractors or any work performed by any entity other than the submitting vendor will only be allowed with prior DFR approval.

Prices quoted above in all bids for personal property shall be total delivered price.

- A bid bond IS NOT required for this IFB.
- Evidence of insurance IS NOT required for this IFB.
- Delivery can be made \_\_\_\_\_ days or \_\_\_\_\_ weeks after receipt of order.
- Terms: \_\_\_\_\_ (Discounts offered in payment terms will be considered in the bid evaluation)
- Prices valid for acceptance within \_\_\_\_\_ days (not to be less than 30 days)
- Contracts for services are let for a period of one year and may be renewed for up to two additional years, provided the terms of the contract do not materially change.

**NOTE: FOR THIS BID TO BE CONSIDERED RESPONSIVE, ALL INFORMATION REQUESTED SHOULD BE SUPPLIED, AS APPROPRIATE OR THE ENTIRE BID MAY BE DISQUALIFIED. BID RESPONSE MUST BE IN INK OR TYPED WITH THE ORIGINAL SIGNATURE INCLUDED.**

\_\_\_\_\_  
Bidder Signature

\_\_\_\_\_  
Company

## STANDARD TERMS AND CONDITIONS

### **IN ORDER TO SUBMIT A RESPONSIVE BID, IT IS VERY IMPORTANT THAT ALL TERMS AND CONDITIONS, SPECIFICATIONS AND INSTRUCTIONS ARE READ THOROUGHLY.**

Bid response envelopes shall be properly identified on the front with the invitation to bid number, opening date and time. Each individual invitation to bid shall be submitted in a separate sealed envelope. Multiple bid responses submitted in the same envelope/courier package (that are not in separate envelopes properly identified) shall be rejected. The Purchasing Department assumes no responsibility for late bid responses that occur due to the U.S. Postal Service or private courier service.

Bid responses and signature page must be submitted on this form in ink or typewritten or the bid will be rejected. Submit this **original and (1) copy** of the original with your response.

For a “no-bid” response, return the signature page signed and marked “no bid”. Non-response may result in removal from active bidders list.

The attached specifications are being provided to potential bidders as guidelines that describe the type and quality of equipment, supply, and/or service the City of Decatur is seeking to purchase. The bidder must indicate compliance or list exceptions to each specification item for consideration. Failure to comply with this provision could be cause for rejection of the bid.

Bid responses must be received in the office of the Purchasing Department not later than the date and time specified.

The Purchasing Department will not accept facsimile (fax) nor email transmissions of bids.

Changes or modifications of this Invitation to Bid are allowed only by written authority of the Purchasing Agent.

**Non Appropriation of Funds:** Continuation of any agreement between the City of Decatur and a bidder beyond a fiscal year is contingent upon continued legislative appropriation of funds for the purpose of this bid and any resulting agreement. Non availability of funds at any time shall cause any agreement to become void and unenforceable and no liquidated damages shall accrue to the City as a result. The City will not incur liability beyond the payment of accrued agreement payment.

**Descriptive Literature:** Reference to brand names and numbers is not restrictive, unless otherwise specified. Bids on equivalent items meeting the standards of quality indicated will be considered, providing the bid clearly describes the item offered and indicates how it differs from the referenced brands. Descriptive literature on any supplemental information necessary for comparison purposes shall be submitted with the bid or the Purchasing Agent may reject the bid for that item. Reference to literature submitted with a previous bid, or on file with the Purchasing Department will not satisfy this requirement.

The City of Decatur reserves the right to modify all or any portion of this Invitation to Bid when the best interest of the City is involved.

The City of Decatur is exempt from all Federal, sales and use taxes.

All bidders shall maintain such insurance as will protect bidder and the City of Decatur from claims under Workman's Compensation Acts and from claims for damage and or personal injury, including death, which may arise from the operation and/or fulfillment of the resulting contract of this Invitation to Bid. Insurance shall be written by companies authorized to do business in Decatur, Alabama. Evidence of insurance shall be furnished to the City of Decatur Purchasing Department with submitted bids when requested.

Any individual, company, or corporation doing business with the City of Decatur must possess and show proof thereof all proper licenses and/or proper certifications required by Federal, state and local statutes and regulations prior to award.

The City of Decatur reserves the right to terminate any contract resulting from this bid for just and reasonable cause whereby it appears to be in the best interest of the City.

The City of Decatur reserves the right to award this bid to a single vendor or multiple vendors.

The successful bidder agrees, by entering into this contract, to defend, indemnify, and hold the City of Decatur harmless from any and all causes of action or claims of damages arising out of or related to bidder's performance under this contract.

The successful bidder shall abide by all Federal, State, and Local Statutes, laws, regulations, and ordinances.

An electronic version of this bid is available on the City's website at [www.decaturlabamausea.com](http://www.decaturlabamausea.com) or by emailing [purchasing@decatur-al.gov](mailto:purchasing@decatur-al.gov). In order to decrease the evaluation time and insure award by the award date please enter your responses in the electronic version if possible, and return it with a hard copy with your bid response package.

The hard copy of the invitation to bid on file in the City of Decatur Purchasing office shall serve as the master document. Any alterations, deletions, additions or other changes that materially change the intent of the bid could be considered grounds for rejection of the bid response.

Exclusion of the electronic files in a bid response is not a basis for rejection.

Notice: As a condition of contract, grant or incentive performance with the City of Decatur, compliance with the requirements of the Beason-Hammon Alabama Taxpayer and Citizen Protection Act must be provided. Please enter the name of your company and your name and complete the affidavit below. Your signature must be notarized.

BUSINESS NAME: \_\_\_\_\_

APPLICANT'S NAME: \_\_\_\_\_

**E-VERIFY AFFIDAVIT**

I am the applicant listed above. In my capacity as \_\_\_\_\_ of the business entity listed above, I do hereby execute this affidavit on behalf of the business listed above and, by executing this affidavit, I verify that business' compliance with Section 31-13-9 of the Code of Alabama, 1975, stating affirmatively that it does not knowingly employ, hire for employment or continue to employ an unauthorized alien. Further, the business has registered with and is participating and will participate during the performance of any contract with the City in the federal work authorization program known as "E-verify" web address <https://e-verify.uscis.gov/enroll> , operated by the United States Citizenship and Immigration Service Bureau of the United States Department of Homeland Security to verify information of newly hired employees pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P. L. 99-603, in accordance with the applicable provisions of Alabama's Immigration law.

The undersigned further represents that, should the business employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to the contract with the City, it will secure from such subcontractor(s) verification of compliance with Section 31-13-9 of the Code of Alabama, 1975, in a form substantially similar to this affidavit. The Business further agrees to maintain records of such compliance and provide a copy of each said verification on request of the City.

\_\_\_\_\_  
E-verify Employment Eligibility Verification User Identification Number

\_\_\_\_\_  
Applicant

Sworn to and subscribed before me on this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

**By signing this contract, \_\_\_\_\_ represents and agrees that it is not currently engaged in, nor will it engage in, any boycott of a person or entity based in or doing business with a jurisdiction with which the State of Alabama can enjoy open trade.**

## **SCOPE OF SERVICE**

### **INTRODUCTION**

The City of Decatur is seeking a qualified vendor(s) with five (5) years or more experience to provide repair and maintenance, including a comprehensive preventative maintenance program, for the City of Decatur Fire & Rescue (DFR) vehicles at DFR facilities. See the attached list of vehicles.

### **SERVICE DETAILS**

The successful vendor shall meet the following:

- Provide a NFPA 1071 technician at Decatur Fire & Rescue (DFR) Training Center facility two days a week for repairs and preventive maintenance. (Days to be determined by DFR)
- Provide full service of apparatus twice a year (dates to be established by DFR)
- Provide a complete NFPA 1911 preventive maintenance inspection twice a year on apparatus.
- Provide annual pump testing on apparatus.
- Meet all requirements of NFPA standards including but not limited to:
  - 1911 – Standard for the Inspection, Testing, and Retirement of In-Service Automotive Fire Apparatus
  - 1071 – Emergency Vehicle Technician Professional Qualifications
- Must have the capability to perform maintenance and repairs to all aspects of emergency vehicles (pump, engine, transmission, electrical, etc.)
- Must be on site of an emergency breakdown of an apparatus within 4 hours from time of contact or leaving voice message, to at a minimum diagnose the problem
- Must supply all tools and equipment required to perform service and repairs

The Vendor must provide the City project manager with an estimate of repair cost and estimated completion time prior to any work.

The same technician shall be made available each visit if at all possible.

The City project manager will give authorization to proceed with, or may disapprove of the proposed repair(s).

The Vendor shall notify the City if hidden damage is found once the repair has started. The Vendor shall state the extent of the damage and provide the City with a written estimate of the additional repairs needed. The additional repairs must be approved by the City project manager. Should the damages be of exceptional proportions continually, the City shall have the right to audit the Vendor.

The Vendor shall be responsible for faulty labor or workmanship and shall promptly correct improper work, without cost to the City, within 48 hours after receipt of notification of such faulty labor or workmanship. If the Vendor fails within 48 hours to correct defects, the City shall be entitled to have such work remedied and the Vendor shall be fully liable for all costs and expense reasonably incurred by the City. If faulty labor or workmanship becomes excessive in the opinion of the City the vendor's contract will be subject to cancellation and awarded to the second lowest bidder or rebid at the City's discretion.

All invoicing presented to the City shall have the vehicle or equipment identification number, work completed, cost, warranty information.

Vendor's employees must wear a uniform or company shirt/badge with employee name and company name when performing work for DFR.

**EMERGENCY WORK**

The Vendor agrees to accept such work as may be determined by the City Project Manager as an emergency and so declared, further agrees to give such emergency work priority over all other work in the Vendor.

Below is a listing of current DFR vehicles, this bid cover those vehicles and any other that may be added during the term of this bid/contract:

Year	Make	Model	Engine	Trans.	Pump	GPM
2009	Pierce	Arrow XT	Cummins ISM 500 07	Allison 4000EVS	Hale Qmax 125-23L	2000
2007	Rosenbauer	M2-106	Mercedes MBE900-330	Allison 3000EVS	Hale Qmax	1250
2001	KME	Excel MFD	Cummins ISC 350	Allison MD-3066P	Hale Qmax 150-21LL	1500
2017	Sutphen	SL 75	Cummins ISL-450	Allison EVS 3000	Hale Qmax 200	2000
2017	Sutphen		Cummins ISL-450	Allison EVS 3000	Hale Qmax-200-23L	2000
2007	Rosenbauer	M2-106	Mercedes MBE900-330	Allison 3000EVS	Hale Qmax	1250
2001	KME	Panther	Detroit Series 40	Allison MD3060P	Hale QFLO125-23L	1250
2002	E-One	Saulsbury	Cummins		n/a	
2016	Sutphen	Guardian	Cummins ISL	Allison EVS 3000	Hale QFLO-125	1250
2016	Sutphen	Heavy Rescue	Cummins ISL9	Allison EVS 3000	n/a	
2016	Sutphen	Guardian	Cummins ISL	Allison EVS 3000	Hale QFLO-125	1250
2016	Sutphen	Guardian	Cummins ISL	Allison EVS 3000	Hale QFLO-125	1250
2003	Pierce	Dash	Detroit Series 60		Qmax125-23X	1250

**CITY OF DECATUR, ALABAMA**  
**Contractor Pre-qualification Form (PQF)**

**This form must returned in your sealed bid submission**

<b>Safety Health and Environmental (FOR CONTRACTORS AND MAJOR SUPPLIERS)</b>			
<b>GENERAL INFORMATION</b>			
1. Company Name:		Telephone:	
Street Address:		Mailing Address:	
2. Contact for Insurance Information (Name):			
Title:		Telephone:	Fax:
3. PQF Completed By (Name):			
Title:		Telephone:	Fax:
<b>ORGANIZATION</b>			
4. Project Description:			
<hr/>			
<hr/>			
<b>SAFETY, HEALTH &amp; ENVIRONMENTAL PERFORMANCE</b>			
5. Injury & Illness Stats (Year) (Year) (Year)			
(previous 3 years)			
Total Recordable Incidents:	<hr/>	<hr/>	<hr/>
Fatalities:	<hr/>	<hr/>	<hr/>
6. Has your company received any Citations, Notice of Violations, or other penalties relative to safety, health, or environmental within the last three years?			
Yes _____ No _____			
If Yes, please provide detailed explanation.			
<hr/>			
<hr/>			
<hr/>			

7. Does your organization have a "Drug Free Workplace Policy" and/or Program?

Yes  No

8. Does your organization have an Accident/Incident Reporting and Investigation procedure?

Yes  No

9. Do you have a Safety Orientation Program?

Yes  No

10. Do you conduct field safety inspections?

Yes  No

11. Do you conduct Safety Meetings?

Yes  No

12. Company Safety Health and Environmental contact:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: Mobile \_\_\_\_\_

Office \_\_\_\_\_

Email Address: \_\_\_\_\_

13. Company Representative:

Signature \_\_\_\_\_

Date \_\_\_\_\_

### Bid Document Checklist

<b>Items Required with Bid</b>	<b>Submission Requirements Check Sheet X = REQUIRED; BLANK=NOT REQUIRED</b>	<b>Items Submitted (Bidders Initials)</b>
<b>X</b>	<b>Envelope Sealed and Marked w/bid # on front</b>	
<b>X</b>	<b>Statement of Non-Collusion Enclosed</b>	
<b>X</b>	<b>Original Signatures (in ink)</b>	
	<b>Bid Bond or Check</b>	
	<b>Addendum</b>	
<b>X</b>	<b>E-Verify form</b>	
	<b>Proof of Insurance</b>	
<b>X</b>	<b>Price Sheet Information Included</b>	
	<b>References</b>	
	<b>Catalog (if required)</b>	
<b>X</b>	<b>Send in on or before given time</b>	
	<b>Business License (if awarded the bid)</b>	
<b>X</b>	<b>Contractor Pre-Qualification form</b>	

**For questions on the bid process and your response to this bid contact the City of Decatur Purchasing Department at 256-341-4520 or email [purchasing@decatur-al.gov](mailto:purchasing@decatur-al.gov).**

**For questions about the specifications contact Lt. Marcus Schrimsher at (256)341-4869 or email [maschrimsher@decatur-al.gov](mailto:maschrimsher@decatur-al.gov).**