



**CITY OF WENTZVILLE
WENTZVILLE, MO 63385**

INVITATION FOR BID COVER PAGE

**IFB #: 16-136
TITLE: Top Dresser
Bid Issued: February 29, 2016**

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

RETURN BID NO LATER THAN: March 15, 2016, 10:00 AM 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 #16-136
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 a supplier for the purchase of a Top Dresser.

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 and 1 copy of the following:

- ✓ BID COVER PAGE, Page #1
- ✓ Product Specification Sheet
- ✓ Bid Pricing Page completely filled out, properly executed by Bidder including manual signature
- ✓ Non-Collusive Affidavit filled out on the form provided
- ✓ 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 / E-MAIL

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 at:

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 at http://www.wentzvillemo.org/departments/procurement/current_bidding_opportunities.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 products 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.

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	February 29, 2016
Deadline for Questions from Bidders	March 4, 2016
City's Response to Questions	March 7, 2016
Bid Due Date	March 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 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 services and that of the contracted price.

Deliver to the following address **F.O.B. Destination:**
City of Wentzville, Progress Park
968 Meyer Road
Wentzville, MO 63385

C. Inspection and Acceptance:

No material received by the City pursuant to this contract shall be deemed accepted until the City has had reasonable opportunity to inspect said material. All material which is discovered to be defective, or which does not conform to any warranty of the Bidder herein, upon inspection, or at any later time if the defects contained in the material 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 shall not exclude any other legal, equitable or contractual remedies the City may have therefore.

D. Warranty:

Bidder expressly warrants that all articles, 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 PRODUCT SPECIFICATION SHEET

The specifications below describe the Top Dresser.

Bidders are to indicate “yes” or “no” if the equipment they are offering meets the specification. If the equipment does not meet the specification indicate the difference with bid. Return this page with your bid.

DESCRIPTION OF PRODUCT

Pull Unit

- Mounts on John Deere ProGator Model 2020A YES: ____ NO: ____

Frame

- Welded heavy duty sub-frame YES: ____ NO: ____
- Mounts using existing cylinder and box mount YES: ____ NO: ____
- Overall Dimensions: Height: 54”, Length: 103”,
Width: 60”, Weight: 780lbs with sub-frame YES: ____ NO: ____

Hopper

- Capacity: 23cu. Ft. (.65m3)level YES: ____ NO: ____
27cu. Ft. (.76m3) heaped (Required – Cannot exceed
recommended vehicle load rating for John Deere ProGator 2020A)
- Trackless 18” PVC crescent style belt YES: ____ NO: ____
- Powder Coat Paint YES: ____ NO: ____
- Hopper Length: 76” YES: ____ NO: ____
- Rear door adjustment from 0-7 inches YES: ____ NO: ____

Control Options

- Electric over hydraulic machine (controls belt and
spinner speed from the vehicle mounted control panel) YES: ____ NO: ____
- Manual hydraulic machine (valves on the side of the
machine to control the belt and spinner speed) with
vehicle mounted on/off switches YES: ____ NO: ____

Dual Spinner System

- 2 throw discs (24” diameter, 6 paddles per disc) YES: ____ NO: ____
- Quick change YES: ____ NO: ____
- 2 hydraulic motors, 1 per spinner-disc YES: ____ NO: ____
- Spreading width 12-40 foot variable YES: ____ NO: ____
- Spreading application (extremely fine to very heavy) YES: ____ NO: ____
- Capable of spreading a large variety of materials YES: ____ NO: ____

Additional Options to be included in bid

Option 1 - Spinners

- Black spinners (Fertilizer) YES: ____ NO: ____
- Green Spinners (Grass seed) YES: ____ NO: ____

Option 2 - Parking Stand

- Easy on/off using 4 legs
- Rear legs are jack stand

YES: _____ NO: _____
YES: _____ NO: _____

Option 3 - Conveyor Belt

- Conveyor Length: 57"
- Overall Conveyor Length: 61"
- Conveyor Belt Width: 14"
- Conveyor Height: 9"
- 16" Offset
- Laced Belt
- Ground Clearance: 18" minimum
- Variable Speed can be controlled from seat

YES: _____ NO: _____
YES: _____ NO: _____
YES: _____ NO: _____
YES: _____ NO: _____
YES: _____ NO: _____
YES: _____ NO: _____
YES: _____ NO: _____
YES: _____ NO: _____

INCLUDE WARRANTY AND PRODUCT INFORMATION WITH BID

PRICING PAGE

The Bidder shall provide the following bid prices for providing services 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 providing the services listed below shall be considered incidental and are to be included in the bid price. **Deliveries shall be FOB Destination.**

DESCRIPTION	BRAND & PRODUCT NUMBER	UNIT PRICE
Top Dresser (including Option 1, 2 and 3)	Brand _____ Product # _____	\$ _____

Delivery on or before April 30, 2016

Bid prices valid until (show date): _____

Company Legal Name: _____

Address: _____

Signature: _____ Print Name: _____

Phone: _____ Fax: _____

Email: _____

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

Registration Number: _____

INCLUDE WARRANTY AND PRODUCT INFORMATION WITH BID

PART FOUR - BID EVALUATION AND AWARD

4.1 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.

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

4.3 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 Missouri)
) 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 Contract.
- 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: _____



**INCLUDED AS SAMPLE – NOT REQUIRED WITH BID
AGREEMENT FOR THE SALE OF GOODS
CONTRACT #16-136
Top Dresser**

THIS AGREEMENT FOR THE SALE OF GOODS (this “Agreement”), is made and entered into as of this ____ day of _____, 2016, by and between _____, a _____ having a principal office at _____ (the “Seller”), and the City of Wentzville, a Missouri municipal corporation located in St. Charles County (the “City”). *All capitalized terms used and not defined herein shall have the meanings ascribed to them in the Contract Documents (as hereinafter defined).*

RECITALS

A. In response to INVITATION FOR BID #16-136 of the City requesting bids for certain Top Dresser the Seller has submitted a certain bid in accordance with the Bid Documents to perform the Services.

B. After due consideration, the City has accepted the bid response of the Bidder, and the parties hereto desire to enter into this Agreement whereby the Bidder shall undertake the performance of the Services in accordance with the Contract Documents and the City shall pay the Bidder as hereinafter specified.

AGREEMENT

NOW, THEREFORE, in consideration of the foregoing recitals and of the mutual promises hereinafter set forth the City and the Bidder hereby agree as follows:

1. **Contract Documents.** This Agreement shall consist of: (i) IFB #16-017 including, without limitation:
 - a. Bid Cover Page
 - b. Product Specification Sheet
 - c. Bid Pricing Page(s) completely filled out
 - d. Non-Collusive Affidavit filled out on the form provided
 - e. Any addendums issued to the bid
 - f. Invitation for Bids
 - g. Supporting Documentation
 - h. Executed Agreement for Sale of Goods
 - i. Terms and Conditions
 - j. Notice of Award issued by City
 - k. Notice to Proceed issued by City

2. **Term: This is a one-time purchase.**

3. **Description of Goods:** Seller agrees to transfer and deliver to Buyer, on or before April 30, 2016, the goods described in Seller’s PRICING PAGE incorporated herein by reference.

4. **Payment Terms:** Seller shall be paid the amount quoted on Exhibit A. The Seller 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 products as shown on Exhibit A. Payment Terms are net 30 days. Remit Address is City of Wentzville, Accounts Payable, 5 W. Pearce Blvd., Wentzville, MO 63385.

5. **Termination:** The City shall have the right to terminate the Agreement at any time for any reason by giving Seller written notice to such effect. City shall pay to Seller in full satisfaction and

discharge of all amounts owing to Seller under the Contract an amount equal to the cost of all Services performed by Seller up to such termination date, less all amounts previously paid to Seller. Seller shall submit to City its statement for the aforesaid amount, in such reasonable detail as City shall request, within thirty (30) days after such date of termination. City shall not be liable to Bidder for any damages on account of such termination for loss of anticipated future profits with respect to the remainder of the Services.

- 6. Delivery: Seller will arrange for delivery through a carrier chosen by Seller, the costs of which shall be F.O.B. City of Wentzville.
- 7. Risk of Loss: The risk of loss from any casualty to the Goods, regardless of the cause, will be the responsibility of the Seller until the Goods have been received and accepted by the City.
- 8. Acceptance: City will have the right to inspect the goods upon receipt, and within ten (10) business days after delivery, City must give notice to Seller of any claim for damages on account of condition, quality, or grade of the goods, and City must specify the basis of the claim in detail. All notices between the parties must be in writing and delivered by courier or by U.S. mail.
- 9. Charges: Seller shall invoice City upon and for each shipment. City shall pay all charges on terms of the PRICING PAGE.
- 10. Warranty: Seller warrants that the goods sold hereunder are new and free from substantive defects in workmanship and materials. Seller warrants that the goods are free from any and all security interests, liens, and encumbrances.
- 11. Taxes: The City is exempt from sales tax.
- 12. Governing Law: This Agreement shall be governed by the laws of the State of Missouri. Any disputes hereunder will be heard in the appropriate federal and state courts located in or serving St. Charles County, Missouri.
- 13. Force Majeure: City or Seller may, without liability, delay performance or cancel this Agreement on account of force majeure events or other circumstances beyond its control, including, but not limited to, strikes, acts of God, political unrest, embargo, or casualty.
- 14. Miscellaneous: This Agreement contains the entire agreement between the parties and supersedes and replaces all such prior agreements with respect to matters expressly set forth herein. No modification shall be made to this Agreement except in writing and signed by both parties. This Agreement shall be binding upon the parties and their respective heirs, executors, administrators, successors, assigns and personal representatives.

SELLER

CITY OF WENTZVILLE, MISSOURI

By: _____
Signature

By: _____

Name & Title

Date

Date

**CITY OF WENTZVILLE, MISSOURI
TERMS AND CONDITIONS**

- A. This contract expresses the complete agreement of the parties and performance shall be governed solely by the terms and conditions contained herein. Changes, additions or modifications hereto must be writing and signed by the Procurement Director.
- B. **DELIVERY:** Time is of the essence of this order. If deliveries or completion time are not made at the time agreed upon, the City reserves the right to cancel or to purchase elsewhere and hold Seller liable for any re-procurement costs.
- C. **SHIPMENT:** Deliveries shall be FOB Destination unless otherwise specified by the City.
- D. **EQUIPMENT:** The unit 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.
- E. **INSPECTION AND ACCEPTANCE:** No material received by the City pursuant to this contract shall be deemed accepted until the City has had reasonable opportunity to inspect said material. All material which is discovered to be defective, or which does not conform to any warranty of the Seller herein, upon inspection, or at any later time if the defects contained in the material were not reasonably ascertainable upon the initial inspection, may be returned at the Seller's expense for full credit or replacement. Such right to return offer to the City arising from the City's receipt of defective goods shall not exclude any other legal, equitable or contractual remedies the City may have therefore.
- F. **WARRANTY:** Seller expressly warrants that all articles, 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.
- G. **DELIVERY PERFORMANCE:** The Seller shall deliver in accordance with the contracted delivery time specified in the Contract or City-issued Purchase Order. **All orders must be shipped FOB Destination.** Noncompliance with this specification may be viewed as noncompliance with the bid specifications.
- H. **NONCOMPLIANCE WITH DELIVERY:** Failure of the Seller to complete delivery as stated in paragraph G above; 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 referenced paragraph. If the Seller fails to complete authorized deliveries as specified; the City reserves the right to obtain services by any means the City deems necessary to fulfill the City's requirements. The Seller shall be required to reimburse the City the cost differential of the City's payment for services and that of the contracted price.
- I. **SUBSTITUTIONS:** The 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.