

## INVITATION TO BID

Sealed bids will be received by the City of Foley at Foley City Hall, 407 East Laurel Avenue, Foley, Alabama 36535 **or** P.O. Box 1750, Foley, Alabama 36536 until 2:00 p.m., Thursday, March 19, 2020 for:

### **PURCHASE OF (1) VAN WITH PRISONER TRANSPORT INSERT**

Requisition No. PD-031920

at which time and place they will be publicly opened and read. Specifications may be obtained at Foley City Hall, 407 East Laurel Avenue, Foley, Alabama, 36535, by calling (251) 943-1545, or, the bid may be downloaded from the City's website at <http://www.cityoffoley.org>.

To be eligible for consideration, bids must be submitted on complete original bid forms found in the Invitation to Bid package. **The specifications and all executed bid forms must be submitted in a sealed envelope, clearly marked, identifying the bid and the date of the bid opening.** It shall be the sole responsibility of the bidder to assure receipt of the bid at the Foley City Hall prior to the published time for the bid opening.

The City of Foley reserves the right to accept or reject any or all bids and to waive technical errors if, in the City's judgment, the best interests of the City will thereby be promoted.

Rachel Keith  
Purchasing Agent  
City of Foley, Alabama



CITY OF FOLEY, ALABAMA  
OFFICE OF PURCHASING AGENT

REQUISITION NO. **PD-031920**  
BIDS TO BE OPENED AT: **2:00PM**  
DATE: **Thursday, March 19, 2020**

Sealed bids will be received by the City of Foley, Alabama, at its office in Foley until the above date and time, and then opened as soon thereafter as practicable.

Rachel Keith  
Purchasing Agent

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SPECIFICATIONS: SEE ATTACHED

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If you are unable to furnish an item as specified and desire to offer a substitute, give full description of the item. No errors will be corrected after bids are opened. Substitutions will be treated as "approved equivalent or equal" which is discussed in paragraph 1.05 of the bid documents *GENERAL CONDITIONS*. Please refer to Paragraph 1.05 prior to offering any substitutions. No prices shall include State or Federal Excise Tax. Tax exemption certificates furnished upon request. City reserves the right to accept or reject all bids or any portion thereof.

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We are in a position to complete delivery as required per the attached quote within \_\_\_\_\_ days after receipt of notice of award. Any attachment hereto is made and becomes a part of this inquiry and must be signed by Bidder.

I hereby affirm I have not been in any agreement or collusion among bidders or prospective bidders in restraint of freedom of competition, by agreement to bid at fixed price or to refrain from bidding, or otherwise. I am not currently engaged in, nor will 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.

THIS BID MUST BE NOTARIZED  
Sworn to and subscribed before me  
this the \_\_\_\_\_ day of  
\_\_\_\_\_, 2020.

FIRM: \_\_\_\_\_

BY: \_\_\_\_\_  
Signature accepted in ink only

STREET ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_

TERMS: \_\_\_\_\_  
FOR CASH PAYMENT WITHOUT REGARD TO DATE  
OF REMITTANCE

\_\_\_\_\_  
NOTARY PUBLIC

BIDS MADE OUT IN PENCIL WILL NOT  
BE ACCEPTED.

**ALL BIDDERS MUST USE OUR BID FORM(S). THE BID NAME, REQUISITION NUMBER AND OPENING DATE AND TIME MUST BE PRINTED ON THE OUTSIDE OF THE SEALED ENVELOPE. EACH BID MUST BE IN SEPARATE ENVELOPES.**

**BIDDER'S INFORMATION:**

<b>Bid Requisition Number:</b>	<b>PD-031920</b>	
<b>Bid Name:</b>	<b>PURCHASE OF (1) VAN WITH PRISONER TRANSPORT INSERT</b>	
<b>Company Name:</b>		
<b>Submitted By:</b>		
<b>Mailing Address:</b>		
<b>Telephone Number:</b>		
<b>Fax Number:</b>		
<b>E-Mail Address:</b>		
<b>Ethics Disclosure:</b>	<b>Are you a City of Foley Appointed Official?</b> <b>Are you a City of Foley Employee?</b> <b>Are you the spouse of a City of Foley Appointed Official or Employee?</b>	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>

**ADDENDUM ACKNOWLEDGEMENT:**

Bidder acknowledges receipt of the following addendums and has incorporated the requirements of such addendums into the bid.

(List all addendums issued for this bid.)

No.	Date

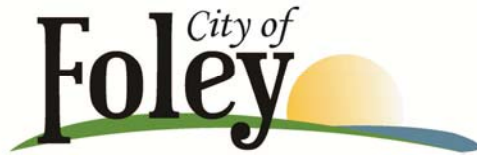
No.	Date

No.	Date

No.	Date

No.	Date

No.	Date



## **PURCHASE OF (1) VAN WITH PRISONER TRANSPORT INSERT MINIMUM BID SPECIFICATIONS**

These specifications shall be construed as minimum. Should manufacturer's current published data or specifications exceed these, such standards shall be considered minimum and furnished. All integral parts not specifically mentioned in the scope of these specifications that are necessary to provide a complete working unit shall be furnished.

The City intends to purchase one (1) van with the prisoner transport insert and miscellaneous equipment.

Where a specific brand is noted, all bidders should be aware that the brand name is used to indicate the desired quality and performance of the product with the exception of line items which state that "no substitution" will be accepted. If equivalents are bid, please provide manufacturer, item number and specifications of the item.

The City is aware that all products listed may not be available from one specific vendor; therefore, the City reserves the right to make award to multiple vendors. Vendors will not be required to quote all items but are asked to quote all items they can provide.

### **2020 Ford Transit-150 Cargo Van**

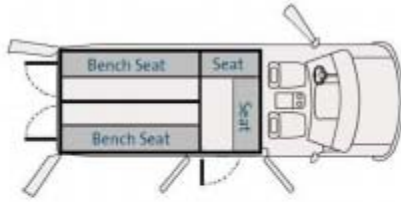
- 2020 or Newer Model
- Regular (217.8) or Long (235.5) Length
- Medium Roofline 130"
- Gray Color
- Would Prefer Pull Side Door instead of Sliding Door Option (if available)
- Engine: 3.5L PFDi V6 Flex-Fuel
  - Includes port injections
- Transmission: 10-Spd Automatic w/OD & SelectShift
  - Includes auxiliary transmission oil cooler
- 3.73 Axle Ratio
- GVWR: 8,550lbs
- Tires: 235/65R16C 121/119 R AS BSW
- Wheels: 16" Silver Steel w/ Black Hubcap
- Ebony Cloth Bucket Seats
  - Includes 2-way manual driver seat with lumbar, 2 way manual passenger seat and driver and passenger seat armrest.
- Radio: AM/FM Stereo
  - Includes Bluetooth, dual USB ports and a 4.0 multi-function display
- 130" Wheelbase
- Short – Arm Manual – Folding Heated Power Adjusting Mirrors
- Extended Length Running Boards
- 110V/150W Power Outlet

- 2 Additional Keys (4 Total)
- Blind Spot Information System (BLIS)
- Front & Rear Split –View Camera
- Reverse Sensing System
- Side Sensing System
- Front Heavy Duty Tray Style Floor Mats
- 50 – State Emissions System
- Basic – 3 year or 36,000 miles warranty
- Powertrain – 5 year or 60,000 miles warranty
- Roadside Assistance – 5 year or 60,000 miles warranty

### **Insert Options**

- Prisoner Transport Insert for 2020 Ford Transit Medium Roof Standard Length 130 WB Cargo Van
  - 3 compartment insert each approximately 60” high or more”
    - To include drivers side compartment to run approximately 80” from rear towards front with solid metal bench seat, running lengthwise.
    - Passenger side compartment to run approximately 80” from rear towards front with solid metal bench seat, running lengthwise.
    - Separate compartment approximately 40” at front, portioned off from other compartments with solid metal bench seat facing outward with side access door.
  - Driver’s Side and Passenger’s Side compartments to have solid metal partition running down the center line with no visibility from prisoner secured compartment to other secured compartments.
  - Must provide seatbelts, seat dividers, and grab straps for each prisoner seat.
  - Must provide rear heat and air-conditioning ducting for each prisoner compartment that connects to Ford factory rear A/C system.
  - Insert doors must be securable from the outside. Access doors should have emergency release capability, with subdued emergency lighting.
  - All metal bench seats flooring must have anti-slip strips or coating.
  - Must have mesh wire ports both front and rear partitions for air flow and observation of all prisoners.
  - Must have camera (both picture and audio) prisoner monitoring system with monitoring screen mounted in front officer cab, digitally recordable.
  - Must have powered prisoner compartment vent.
  - Must have rear LED roof loading / backup light.
  - Must have drains or system to be cleaned out with water hose.
- Prisoner Transport Power Vent Option – Havis Product # PT-A-903
- Ford Transit Prisoner Transport Vent Adapter Kit – Havis Product # PT-A-503
- Prisoner Transport Option to be used with PT-A-503 Adapter Kit – Havis Product # PT-A-504
- Flip Down Step Option – Havis Product # PT-A-902
- Prisoner Transport Sound Deadening Insulation Option – Havis Product # PT-A-904
- Prisoner Transport 4 Camera Video System Option – Havis Product # PT-A-604
- 24” Enclosed 10” High Console – Havis Product # C-2410
- 4-Piece Front and Rear Hump Mounting Bracket for 2020 Ford Transit – Havis Product # C-B68

This is the preferred configuration of the insert.



**Three (3) Compartment Unit:**

**Model IT-3C (Standard Length)**

**Model IT-3CX (Extended Length)**

**Two Rear & One Side Inmate Doors.**

**BID PRICING:**

The City of Foley is exempt from payment of all Federal, State, and Local Taxes. Vendor can be provided with a tax exempt form if it is required.

**DELIVERY:**

Vehicle shall be delivered to 200 East Section Ave, Foley, AL 36535. If there is a delivery fee, this cost shall be noted on the price sheet.

**ADDITIONAL INFORMATION:**

All questions related to this bid must be documented through email and should be sent to Rachel Keith at [rkeith@cityoffoley.org](mailto:rkeith@cityoffoley.org) no later than 48 hours prior to the scheduled bid opening. No questions will be addressed by any means other than email. Answers will be emailed to all bidders in the event that clarification is required. If further clarification is needed about a particular product bid or change within the bid, an Addendum will be emailed stating the change. All addendums must be acknowledged in the "Addendum Acknowledgment" section located on page 3 of this bid packet.

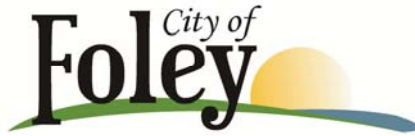
**INSTRUCTIONS TO BIDDERS:**

To be eligible for consideration, bids must be submitted on complete original forms found in the Invitation to Bid package. **The entire bid packet and all executed bid forms must be submitted in a sealed envelope, clearly marked, identifying the bid and the date of the bid opening.** It shall be the sole responsibility of the bidder to assure receipt of the bid at the Foley City Hall prior to the published time for the bid opening.

Bids should be sent to one of the following addresses:

U.S. Postal Service  
City of Foley  
Attn: Purchasing Agent  
P.O. Box 1750  
Foley, AL 36536

Physical Address  
City of Foley  
Attn: Purchasing Agent  
407 E. Laurel Avenue  
Foley, AL 36535



**PURCHASE OF (1) VAN WITH PRISONER TRANSPORT INSERT**

Requisition No. PD-031920

**PRICE SHEET**

ITEM DESCRIPTION	UNIT PRICE
2020 Ford Transit-150 Cargo Van	\$ _____
Delivery to the City of Foley	\$ _____
Total Price	\$ _____

ADDITIONAL INFORMATION	
Vehicle Year	
Vehicle Make	
Vehicle Model	
Delivery Timeframe	
Warranty: _____ _____	

PRODUCT NUMBER	ITEM DESCRIPTION	UNIT PRICE
American Aluminum Model #IT-3C	Prisoner Transport Insert	\$ _____
Havis Product # PT-A-903	Prisoner Transport Power Vent Option	\$ _____
Havis Product # PT-A-503	Ford Transit Prisoner Transport Vent Adapter Kit	\$ _____

Havis Product # PT-A-504	Prisoner Transport Option to be used with PT-A-503 Adapter Kit	\$ _____
Havis Product # PT-A-902	Flip Down Step Option	\$ _____
Havis Product # PT-A-904	Prisoner Transport Sound Deadening Insulation Option	\$ _____
Havis Product # PT-A-604	Prisoner Transport 4 Camera Video System Option	\$ _____
Havis Product # C-2410	24" Enclosed 10" High Console	\$ _____
Havis Product # C-B68	4-Piece Front and Rear Hump Mounting Bracket for 2020 Ford Transit	\$ _____
	Installation Cost	\$ _____
	Total Cost	\$ _____

ITEM DESCRIPTION	UNIT PRICE
2020 Ford Transit-150 Cargo Van Total Price	\$ _____
Prisoner Insert Total Price	\$ _____
Grand Total Price	\$ _____

**Company:** \_\_\_\_\_

**Submitted By:** \_\_\_\_\_

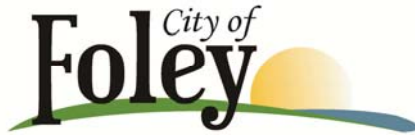
**Address:** \_\_\_\_\_

\_\_\_\_\_

**Phone:** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_





## THE CITY OF FOLEY, ALABAMA GENERAL CONDITIONS

To insure acceptance, all bidders submitting bids to the City of Foley shall be governed by the following conditions, attached specifications, and bid form(s) unless otherwise specified. Bids **not** submitted on the bid form(s) provided may be rejected, and bids **not** complying with these conditions will be subject to rejection.

1.0 Intent of Specifications:

It is the intent of the specifications attached hereto to set forth and describe certain item(s) or service(s) to be purchased by the City of Foley including all materials, equipment, machinery, tools, apparatus, and means of transportation (meaning freight costs) necessary to provide these items or services.

1.01 Legal Requirements:

All applicable provisions of Federal, State, County and local laws including all ordinances, rules and regulations shall govern the development, submittal and evaluation of all bids received in response to these specifications, and shall govern any and all claims between person(s) submitting a bid response hereto and the City of Foley, by and through its officers, employees and authorized representatives. A lack of knowledge by the bidder concerning any of the aforementioned shall not constitute a cognizable defense against the legal effect thereof.

1.02 Sealed Bids:

The specifications and all executed bid forms must be submitted in a sealed envelope. All proposals must be signed by an authorized representative of the bidder. In the event more than one bid opening is scheduled for the same date and time, do not include bids concerning different sets of specifications within the same envelope. **The face of the envelope shall be plainly marked identifying the bid requisition number and opening date and time.** It shall be the sole responsibility of the bidder to assure receipt of bid at the Purchasing Office prior to the published time for the bid opening. No bid will be opened that is received after closing time for receipt of bids, nor will any offers by telephone, fax, or any electronic means be accepted.

1.03 Exceptions to Specifications:

During the drafting of written specifications, a sincere effort is made to describe products and services best suited to the needs of the City; however, in order that fair consideration is given in evaluating bids, all exceptions to or deviations from the specifications as written must be noted and fully explained. The Mayor and City Council are the final authority in determining the acceptability of any exceptions to specifications.

1.04 Discounts:

Terms offering a discount for prompt payment will be considered in determining the low bid. The discount period shall begin whenever (1) the conditions of the specifications have been fully met and the product or service judged acceptable to the City of Foley or (2) a correct invoice and other required documents have been received, whichever is later. Discounts offered for a period of less than thirty (30) days will not be considered in determining the low bid.

1.05 Approved Equivalent or Equals:

Unless otherwise specified, any manufacturer's names, trade names, brand names, model numbers, etc. listed in the specifications are for information only and not intended to limit competition. The bidder may offer any brand for which he is an authorized representative that meets or exceeds the specifications as written. If the bid is based on an "approved equivalent or equal" item, supportive information in the form of manufacturer's printed literature or brochures, sketches, diagrams and/or complete specifications must accompany the bid. The bidder must explain in detail the reasons why the proposed equivalent or equal will meet specifications and not be considered an exception thereto. The City of Foley reserves the right to determine acceptance of proposed equivalent or equal item.

1.06 Bid Withdrawals:

Bids may be withdrawn by written request received from bidders prior to the time fixed for opening but no bid may be

withdrawn after closing time for receipt of bids for a period of sixty (60) days. Negligence on the part of the bidder in preparing the bid confers no right for the withdrawal of the bid after it has been opened.

1.07 Rejection of Bids:

The City of Foley reserves the right to accept or reject any or all bids, to award bids on a split-order basis, to waive any minor bid irregularities, technicalities, or informalities, and to re-advertise for bids when deemed in the best interest of the City of Foley.

If there is any reason for believing that collusion exists among the bidders, any or all proposals may be rejected, and those participating in such collusion may be barred from submitting bids on the same or other work with the City of Foley.

1.08 Delivery:

Bid quotations shall include all freight cost to Foley, Alabama to point(s) specified herein or specified at the time the purchase order is placed. No title to the item(s) ordered nor any risk of loss shall be passed to the City of Foley until after receipt of delivery has been acknowledged by an authorized representative of the City of Foley.

1.09 Taxes:

The City of Foley, a Municipal Corporation, is a tax exempt entity per Section 40-23-4(11), Code of Alabama 1975. The City of Foley is exempt from all state and local sales taxes. This should **not** be construed to mean that contractors or suppliers doing business with the City of Foley are exempt from paying tax (General Conditions, Section 1.11 Permits and Taxes).

1.10 Licenses, Registration and Certificates:

A City of Foley Business License must be obtained within ten days of bid award. Each bidder must provide proof of State required competency certifications whenever applicable to engage in the business of contracting (or special contracting if the work to be performed necessitates a particular type of specialty contractor) in the City of Foley.

1.11 Permits and Taxes:

The contractor shall procure all permits, pay all charges, fees and taxes and give all notices necessary and incidental to the due and lawful prosecution of the work.

1.12 Compliance with Federally Funded Programs:

The successful bidder shall assure the City of compliance with any and all special provisions (if applicable) contained in the contract being bid. These provisions may include but are not limited to maintaining a Drug-Free Workplace, compliance with Clean Air and Water Laws and Regulations, and compliance with Equal Opportunity and Non-Segregated Facilities guidelines.

1.13 Proof of Liability & Worker's Comp Insurance:

If applicable, Proof of Liability and/or Worker's Comp Insurance must be included in the bid packet. If a company is not covered by Worker's Comp Insurance, labor and material charges should be separated on the bid/proposal. This should be done in order for the City to determine the Worker's Comp rate (in accordance with the City's current Worker's Comp fee schedule) that will be deducted from payment to the company performing the work.

1.14 Background Check:

The bid award of "Public Works" projects over \$50,000 will be contingent upon the results of a background check of the successful low bidder as stated in Ordinance No. 1029-08. According to this ordinance, the City of Foley will take criminal histories into account when deciding whether a low bidder is qualified to do work for the City.

1.15 Disqualification:

The City can disqualify a company based upon the results of a background check or if the company has been prohibited from contracting with another government agency as stated in Ordinance No. 1029-08.

If, in the opinion of The City of Foley, a sealed bid contains false or misleading statements or references that do not support a function, attribute, capability, or condition as contended by Company, the sealed bid may be disqualified from further consideration.

1.16 Expenses:

Expenses for developing sealed bids and addressing information requests herein are solely and entirely the responsibility of Company and shall not be chargeable in any manner to the City of Foley.

- 1.17 Beason-Hammon Act:  
Must be in compliance with the Beason-Hammon Alabama Taxpayer and Citizen Protection Act, Act No. 2011-535 dealing with immigration (Immigration Act).
- 1.18 Alabama Immigration Law:  
The Contractor receiving the bid award must abide by the Alabama Immigration Law (also referred to as "Act 2011-535" and codified in State law as Title 31, Chapter 13 of the Code of Alabama 1975) and as it was amended by Act #2012-491 that was signed by Governor Bentley on May 18, 2012.
- 1.19 Local Bid Preference:  
The City of Foley has accepted the local bid preference guidelines established in Act 2015-293 and allows these guidelines to be utilized when appropriate, on a case by case basis. The local preference area has been established per Resolution 15-2369-RES and is defined as the area within the police jurisdiction of the City of Foley. Bid awards may be made to local vendors in this area if their submission is within 5% of a lower bid submitted by a vendor outside of this area and a 10% preference is extended if the lower bidder is located outside the state.

***"The City of Foley encourages all vendors to list job openings with Job Services of Alabama.***

# AFFIDAVIT OF ALABAMA IMMIGRATION COMPLIANCE

*The signed Affidavit must be notarized.*

In compliance with Sections 31-13-9 of the Alabama Code, this Affidavit of Alabama Immigration Compliance must be completed and signed by an officer or the owner of a business entity or employer and notarized. Please complete Part I if you do NOT employ one or more employees or Part II if you DO employ one or more employees.

<b>Company Name</b>	
<b>Company Representative</b>	<i>(Please Print Name)</i>
<b>Address</b>	
<b>City, State, &amp; Zip Code</b>	

**PART I – (Complete if you do NOT employ one or more employees and notarize below.)**

I certify in my capacity as \_\_\_\_\_ for the above noted business entity that said entity does not employ one or more employees. I further certify that should my status change and I am required to comply, I will submit all required documents to the City of Foley. I have read this Affidavit and swear and affirm that it is true and correct.

\_\_\_\_\_  
Signature of Affiant

**PART II – (Complete if you DO employ one or more employees and notarize below.)**

As a condition of the above-referenced Entity/Company’s receipt of any contract, grant, or incentive from, by or with the City of Foley, Alabama, the undersigned, as such officer, agent or representative of said Company, after being first duly sworn, states as follows:

1. That said Company will not knowingly employ, hire for employment, or continue to employ an unauthorized alien.
2. That said Company has enrolled in, is currently participating in, and will continue to participate in the “E-Verify” program run by the United States Citizenship and Immigration Service Bureau of the United States Department of Homeland Security for the entire term of said Company’s performance under any contract, grant, or incentive it has with the City of Foley, Alabama.
3. The undersigned further represents that, should said entity/company employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to the contract with the City of Foley, 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.

**Entity’s E-Verify Employment Eligibility Verification User Identification Number is: \_\_\_\_\_**

I have read this Affidavit and swear and affirm that it is true and correct.

\_\_\_\_\_  
Signature of Affiant

**NOTARY SECTION**

State of \_\_\_\_\_:  
County of \_\_\_\_\_:

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_. I certify that the affiant is known (or made known) to me to be the identical party he or she claims to be.

\_\_\_\_\_  
*Signature and Seal of Notary Public*  
My Commission Expires: \_\_\_\_\_

Please execute, have notarized, and return to the **City of Foley, P.O. Box 1750, Foley, AL 36536.**