

Date Issued: August 29, 2017

Invitation To Bid No.: 17-033

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

Description: **Electrical Service**

Sealed original bids and (1) copy must be received before 2:00 PM, September 13, 2017.

Return sealed bid to:

Regular Mail

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

Courier

City of Decatur
Purchasing Department
Third 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

Contractors License No. (if required)

Telephone

Email

PRICE SHEET

Opening Date: September 13, 2017

Invitation to Bid No.: 17-033

Opening Time: 2:00 PM

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

| LINE NO. | COMMODITY/SERVICE DESCRIPTION | |
|----------|--|----|
| 1 | Hourly Rate - Technician | \$ |
| 2 | Hourly Rate – Helper (<i>Important: See Specs</i>) | \$ |
| 3 | Materials Markup | % |

- A bid bond is not required for this ITB (see Terms & Conditions page).
- 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 bid 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

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.

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 reserves the right to award this bid to a single vendor or multiple vendors when in the best interest of the City.

The City of Decatur reserves the right to seek clarification of bid responses from vendors submitting responses. 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 when requested.

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 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. Including but not limited to a current business license and remittance of sales tax owed to the City.

An electronic version of this bid is available on the City's website at www.decaturalabamausa.com or by emailing 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.

A BID RESPONSE MAY BE REJECTED IF:

- Bids improperly submitted or identified
- Bid not signed or not original signature
- Requested information, or documentation not submitted with bid
- Failure to acknowledge receipt of addendum with bid
- Material alteration of the master document
- Invitation to bid number not on face of envelope
- Received late
- Bid response not on original form
- Bid not in ink or typed
- Proper licensing not included/provided as required by law

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: _____

Electrical Repair and Maintenance – City of Decatur

The City of Decatur solicits your bid to provide various electrical repair and maintenance services for the various facilities. The city offers a contract to the successful bidder for a period beginning October 1, 2017 and ending September 30, 2018. This contract may be renewed annually for an additional two (2) years so long as:

- Quoted prices remain in effect
- Contractor adheres to the terms of the agreement embodied here
- Quality of service remains high.

This contract contemplates numerous jobs to be performed at various city locations which are individually of a relatively minor nature. Larger jobs requiring substantial time, labor, and material may be separately competed by informal quote or sealed bid.

A responsive bid shall include, in addition to a quoted pricing schedule, evidence of all required certifications, licenses, and adequate insurance in force at the time of bid. Services shall be performed in accordance with applicable manufacturer's specifications. A city business license is not necessary to bid, but must be obtained prior to contract award.

Services shall be generally performed during business hours and billed at the contract rate except in the case of emergency. After hours emergency service shall be performed only at the request of the department Director or the Director of Building Maintenance.

Vendor shall be available to start work within four (4) hours after notification. Inability to meet this response time may result in securing alternate contractor. All work shall be completed as soon as possible after commencing.

Cost estimates shall be provided prior to starting work to Department Director or his designee.

Materials shall be furnished by vendor unless otherwise directed by the Department Director. Materials purchased for a job shall be priced as a quoted markup from actual cost. Receipts for this material shall be attached to job ticket. Materials and parts used from vendor stock shall be billed at standard rates.

Hours billed shall be limited to those on the job. Travel time shall not be billable to the City of Decatur. Labor provided under this contract shall be for services of one (1) technician only. If a job requires a helper for reasons of safety, labor will be provided by the City of Decatur unless otherwise approved by the requesting department's director. *Bidder understands that hours for helper or additional technicians will only be honored when specific approval bearing the signature of the responsible department director accompanies the bill.*

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

**This form must returned in your sealed bid submission and can be filled in using
MS Word**

| Safety Health and Environmental (FOR CONTRACTORS AND MAJOR SUPPLIERS) | | | |
|--|------------------|------------|--------|
| GENERAL INFORMATION | | | |
| 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: | |
| ORGANIZATION | | | |
| 4. Project Description: | | | |
| _____ | | | |
| _____ | | | |
| _____ | | | |
| SAFETY, HEALTH & ENVIRONMENTAL PERFORMANCE | | | |
| 5. Injury & Illness Stats (previous 3 years) | (Year) | (Year) | (Year) |
| Total Recordable Incidents: | _____ | _____ | _____ |
| Fatalities: | _____ | _____ | _____ |
| 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. | | | |
| _____ | | | |
| _____ | | | |
| _____ | | | |

7. Does your organization have a Substance Abuse and Prevention 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 _____

At the City of Decatur we strive to be a top performing safety organization, and provide safety and healthful worker places for our employees, while ensuring that public safety remains at the forefront of our operations. The preceding information has been requested as part of the City of Decatur's Safety and Health program, and supports efforts to improve safety in all of our activities.

Thank you for your cooperation and assistance, address any questions to me at 256-341-4897 or by email at rshepherd@decatour-al.gov

Bid Document Checklist

| Items Required with Bid | Submission Requirements Check Sheet X = REQUIRED; BLANK=NOT REQUIRED | Items Submitted (Bidders Initials) |
|--|---|---|
| X | Envelope Sealed and Marked w/bid # on front | |
| X | Original Signatures on front page (in ink) | |
| | Bid Bond or Check | |
| | Addendum | |
| X | E-Verify form | |
| X | Proof of Insurance | |
| X | Price Sheet Information Included | |
| X | References | |
| | Catalog | |
| X | Send in on or before given time | |
| X | Business License if Bid is awarded | |

**PLEASE CALL OR EMAIL THE PURCHASING DEPT IF YOU HAVE ANY
QUESTIONS ABOUT THE BID REQUIREMENTS (256) 341-
4521/PURCHASING@DECATUR-AL.GOV.**