

**INVITATION FOR QUOTES**

**CITY OF CONROE QUOTE #1424  
WATER TRAILER**



**CITY OF CONROE  
P.O. BOX 3066  
CONROE, TEXAS 77305**

**RESPONSES DUE JANUARY 4, 2024**

**CITY OF CONROE PURCHASING DEPARTMENT**



**CITY OF CONROE  
PURCHASING DEPARTMENT  
REQUEST FOR SEALED QUOTES**

Electronic Bids shall be sent through Vendor Registry or emailed to Lauren Arnold, Assistant Director of Park Operations at [larnold@cityofconroe.org](mailto:larnold@cityofconroe.org) clearly marked **"Quote# 1424 Water Trailer"** .

Date: 12/28/23

Bids will be received until: 2:00 P.M. on January 4, 2024

DESCRIPTION
<p><b>1. TOTAL LUMP SUM PRICE FOR THE TRAILER</b> (Please include information regarding the trailer you are quoting)</p>
<b>LUMP SUM PRICE:</b> _____
<p><b>ADD ON OPTIONS:</b></p> <p>1. 2" GENERAL PURPOSE PUMP WITH Honda OHV commercial engine \$ _____</p> <p>2. All hoses and plumbing compatible with potable drinking water \$ _____</p> <p>3. Fire hose connections: 2" Camlock coupler with ball valve \$ _____</p> <p>4. Hydrant fill: 2" anti-siphon with 25' of 2" fire hose \$ _____</p> <p>5. Hose Spigots: 3/4" hose spigots (1) gravity and (2) pressure \$ _____</p> <p>6. ATTACH: Warranty, specifications and yearly trade in offers along with this bid response.</p>

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

## CITY OF CONROE

### **1. Preparation of Bids:**

Submit quotes electronically through Vendor Registry or e-mail responses to Lauren Arnold, Assistant Director of Park Operations at [larnold@cityofconroe.org](mailto:larnold@cityofconroe.org) Prepare bids in accordance with the requirements of the instructions in the specifications and Bid Sheet.

### **2. Introduction and Summary of Work/ Specifications:**

The purpose of this "Request for Quotations" is to obtain offers from a qualified proposer concerning the purchase of a bumper pull water trailer for the Parks and Recreation Department.

#### **Trailer Specifications**

Typical Model: Bumper Pull Water Trailer with diamond tread fenders

Coupler:	2"- 2 5/16" Adjustable Bulldog Coupler
Channel Tongue	4"- 6"
UVW:	1,700 lbs. (Unloaded Vehicle Weight)
GVWR:	4,490-14,000 lbs. (Gross Vehicle Weight Rating)
Trailer Frame Type:	4"- 6" C-Channel
Axle:	(2) EZ-Lube 3,500-7,000 lbs. per
Wheel:	15" x 5" 5-8 bolt
Tire Size:	ST225/75R15
Brakes:	Electric brakes (Per Axle), Break-a-way box with battery
Suspension:	Leaf Spring
Cross members:	3"- 5" C-Channel
100%	Primed and Painted
Lighting:	LED DOT 2-Stop Lights, 2-Turn Indicators, 4 plus-Running Lights
Elec. Plug:	7-Way RV
Jack:	2,000 - 12,000 Jack (bolted on)
Safety Chains:	3/8" Grade 70 w/Safety Latch Hooks (2 each)
Spare Tire:	15" x 5" 5-8 bolt wheel with ST225/75R15
Tank:	500 Gallon FDA Approved Black Low-Profile Elliptical Poly Tank w/lid lock

#### **Add on options**

Pump:	2" General purpose pump with Honda OHV commercial engine
Hoses & Plumbing:	All hoses & plumbing compatible with potable drinking water
Fire hose connection:	2" Camlock coupler with ball valve
Hydrant fill:	2" Anti-Siphon with 25' of 2" fire hose
Hose Spigots:	3/4" hose spigots (1) gravity and (2) pressure

ALL WARRANTY, SPECIFICATIONS AND YEARLY TRADE-IN OFFERS MUST ACCOMPANY  
BID

3. **Questions and Inquires:**

Bidders desiring further information or interpretation must request such information or interpretation from:

Lauren Arnold, Assistant Director of Park Operations  
larnold@cityofconroe.org  
936-522-3843

4. **Owner:**

The City reserves the right to award parts of bids, reject any or all bids and to waive technical irregularities in bidding. Contract award will be made on the basis of the bidder who provides the goods and services at the best value for the City, considering the evaluation selection criteria below. No bid may be withdrawn before 90 days after submittal.

5. **Term of Contract:** NA

6. **Communications:**

The City of Conroe shall not be responsible for any verbal communication between any representative of the City and any potential firm. All modifications to this solicitation must be made in writing. A proposer's failure to examine relevant documents or specifications will not relieve proposer from any obligation with regard to their response to this invitation.

7. **Substitutions:**

Where materials or equipment are specified by a trade or brand name, it is not the intention of the City to discriminate against an equal product of another manufacturer, but to set a definite standard of quality or performance, and to establish an equal basis for the evaluation of bids. In preparing his bid, each bidder is expected to include in his base bid the cost of the items so specified.

8. **Default:**

The City reserves the right to terminate the contract immediately for failure to meet delivery or completion schedules, or otherwise perform in accordance with the general conditions of this proposal.

9. **References:** NA

The City of Conroe may request bidders to supply, with this Invitation to Bid, a list of at least five (5) references where like services have been supplied by their firm. Include name of firm, contact person, address, telephone number and fax number. ***The low bidder may be required to furnish Bid Bonds and Performance and Payment Bonds depending on references, reputation and State Laws and price threshold.***

10. **Delivery of Proposals:**

It is the bidder's responsibility to deliver his proposal at the proper time to the proper place. The fact that a proposal was dispatched will not be considered. The bidder must have the proposal actually delivered before the time set and the start of opening of the

bids. Any bids received after the time and date specified in the Notice to Bidders will be returned unopened.

**11. Corrections:**

Erasures or other corrections in the proposal must be noted over with the proposer's initials.

**12. Materials and Services:**

The Bidder warrants that goods, materials or services delivered to the City will meet the minimum specifications set forth therein. Bidder shall furnish all data pertinent to specifications and warranties, which apply to items in the bid.

**13. Conditions of Conduct:**

At all times any agent, officer, or employee of Proposer shall be present upon property owned by the City of Conroe, the terms and conditions of the Drug and Alcohol Policy currently adopted by the City of Conroe, shall be deemed applicable to such persons. Violations of terms and conditions while present on the premises owned by the City of Conroe shall be grounds for termination of any contract between the City and Proposer. A copy of this policy is available for public inspection in the office of the City Secretary and copies may be obtained at a nominal charge.

**14. Conditions of Work:**

Bidders are expected to be fully informed of specifications and labor conditions under which the work will be performed, and to have thoroughly reviewed the plans, contract documents and specifications. Failure to do so will not relieve a successful bidder of any obligations to furnish material and labor necessary to complete the project.

**15. Indemnification:**

The Proposer shall, defend, indemnify, and hold harmless the City of Conroe, their officers, and agents from and against any and all claims, demands, causes of action, orders, decrees, or judgments for injury, death, damage to person or property, loss, damage, or liability of any kind (including without limitation liability under any federal, state, or local environmental law, Compensation and Liability Act; fees and costs (including all costs or settlements and reasonable attorney's fees incurred in defending any claim, demand, or cause of action) occasioned by, growing out of, or arising from (a) the performance of any product or service to be supplied by the Proposer, or (b) by any act, error or omission on the part of the Proposer, its agents, employees, or subcontractors, and or (c) any failure to fully comply with all applicable laws and regulations by the Proposer, its agents, employees, or subcontractors.

**16. Insurance Requirements:**

The Proposer shall procure and maintain, at its expense, during the term of this proposal, at least the following insurance, covering work performed. The City shall be an

additional named insured under the Contractors policy, which may not be reduced or terminated without ten (10) days written notice to the City.

	COVERAGE	LIMITS
A.	Worker's Compensation	- Minimum required by Texas Law
B.	Employer's Liability	- \$ 500,000 each occurrence
C.	Public Liability (Bodily injury)	- \$1,000,000 combined single limit
D.	Public Liability (Property damage)	- \$1,000,000 combined single limit
E.	Automobile Liability (Bodily injury)	- \$ 200,000 each person
F.	Automobile Liability (Property damage)	- \$ 50,000 each occurrence

The Proposer agrees to furnish insurance certificates, showing the Proposer's compliance with this section prior to commencing any work under this agreement.

**17. Independent Contractor Relationship:**

The Proposer is and shall perform these services as an independent contractor, and as such, shall have and maintain complete control over all of its employees, agents, and operations. Neither the Proposer nor anyone employed by it shall be, represent, act, purport to act or be deemed to be the agent, representative, employee or servant of the City of Conroe.

The Proposer selected by this Request for Proposal will be working as an independent contractor and will be required to take out and keep in force all permits, licenses, certifications, other approvals, and or insurance that may be required by the City of Conroe, any local or regional governmental agency, the State of Texas, or the federal government. Failure to comply with any of these items would be grounds for immediate cancellation of the contract.

**18. Equal Employment Opportunity:**

Attention is called to the requirements for ensuring that employees and applicants for employment are not discriminated against because of their age, race, color, creed, sex or national origin.

**19. Price of Materials and Sales Tax:**

Prices for all goods or services shall remain firm for the duration of this contract and shall be stated on the bid sheet. Prices shall be all inclusive. Any price not shown on the bid sheet will not be honored by invoice. No price changes, additions or subsequent qualifications will be honored during the course of this contract. All prices must be written in ink or typewritten. Transportation, freight or other charges are to be prepaid by the bidder and included in the bid price. If there are additional charges of any kind, other than those mentioned above, specified or unspecified, Bidder must indicate both items required and attendant cost or forfeit the right to payment. Invoices must be submitted by the vendor in duplicate to the City of Conroe Purchasing Dept., P.O. Box 3066, Conroe TX 77305.

This Contract is issued by an organization, which qualifies for exemption pursuant to the provisions of Article 20.04 (F) of the Texas Limited Sales, Excise and Use Tax Act.

**20. Unit Prices:** The unit price of each of the bid items in the bid proposal shall include it pro-rata share of overhead so that the sum of the products obtained by multiplying the quantity shown for each item by the unit price bid represents the total bid. Any bid not conforming

to the condition may be rejected. The unit prices will be used to determine the amount of any change orders resulting from an increase or decrease in quantities.

22. **Change Orders:** The Owner may, at any time or from time to time, order additions, deletions or revisions to the Work; such changes will be authorized by written Change Order to be prepared by the PURCHASING DEPARTMENT for execution by the OWNER and the CONTRACTOR. The Change Order shall set forth the basis for any change in contract price as hereinafter set forth for Extra Work, and any change in contract time which may result from the change.

Any request by the CONTRACTOR for a change in Contract Price shall be made prior to beginning the work covered by the proposed change.

It is agreed that the basis of compensation to the CONTRACTOR for Work either added or deleted by a Change Order for which a claim for Extra Work is made shall be determined by one or more of the following methods:

- Method (A) - By agreed unit prices; or
- Method (B) - By agreed lump sum

23. **Payment:** Payment will be scheduled within thirty (30) days upon complete delivery and acceptance of all equipment/material and receipt of an original invoice for the equipment/material complying with the terms and conditions of the award. The City reserves the right to withhold up to ten percent (10%) of the purchase price in the event there is a conditional acceptance.

### **Proposal Agreement and Certification**

#### **The Undersigned Agrees That:**

- A. No Federal, State, County or Municipal taxes have been included in the quoted prices and none will be added.
- B. Prices in this proposal have been arrived at independently, without consultation, communication or agreement for the purpose of restricting competition.
- C. No attempt has been made nor will be to induce any other person or firm to submit a proposal for the purpose of restricting competition.
- D. The individual signing this proposal certifies that he/she is a legal agent of the proposer, authorized to represent the proposer and is legally responsible for the offer with regard to supporting documentation and prices provided.

\_\_\_\_\_  
(Company Name)

\_\_\_\_\_  
(Name of Authorized Agent – Printed)

\_\_\_\_\_  
(Street Address / P.O. Box)

\_\_\_\_\_  
(Authorized Agent Signature)

\_\_\_\_\_  
(City / State / Zip Code)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Phone)

\_\_\_\_\_  
(E-Mail)