

Date Issued: 10/11/2018

Invitation to Bid No.: 19-001

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

Description: **Hydraulic Cylinder Repair**

Bids must be received before 2:00 pm on October 23, 2018 and will be opened in the Purchasing Department, 3rd floor City Hall.

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.: 19-001

Opening Date: October 23, 2018

VENDOR NAME: _____

HYDRAULIC CYLINDER REPAIR – REMOVE, REBUILD, TEST AND REINSTALL EQUIPMENT

Hourly Labor Rate \$ _____

Emergency Hourly Labor Rate \$ _____

% Discount off list price for parts _____ %

Labor Warranty _____ Days

Parts Warranty _____ Days

Location of safe and secure facility for City owned vehicles and equipment:

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

- The 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.

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.

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.decaturlabamausa.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
- Bids improperly submitted or identified
- 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: _____

SCOPE OF SERVICE

INTRODUCTION

The City of Decatur is seeking qualified vendors with five (5) years or more experience to provide repair of hydraulic components on City owned vehicles and equipment. Repair shall include, but not be limited to, removal, replacement, refurbishment and rebuilding of hydraulic components and equipment.

GENERAL INFORMATION

Hydraulic components may consist of, but are not limited to, cylinders, pumps, motors, valves, hoses, fittings, seals, repair kits, heat exchangers, filter elements, filter housing, accumulators, metal or rubber lines, pins, bushings, eyelets or any other component found on a hydraulic system. Hydraulic equipment includes, but is not limited to: mowers, tractors, cars, pickup trucks, light, medium, and heavy-duty trucks and heavy construction. The attached list contains examples of the equipment to be included under this bid contract. The City's Fleet may change during the term of this contract.

The Vendor must have resources available and capability to perform machine work, and to rebuild hydraulic components.

The Vendor shall return all worn, defective, damaged or otherwise replaced parts from the repaired item/equipment when the item/equipment is returned to the City Project Manager.

SERVICE DETAILS

1. All components shall be cleaned, disassembled, repaired, reassembled, repainted and pressure tested to 2,000 PSI for proper function. Component shall be within OEM specification when delivered to the City. All materials used to complete repairs shall meet or exceed OEM specifications. Use of any material other than those that meet or exceed OEM specifications shall require pre-approval from the City Project Manager as to brand, quality and price.
2. At its discretion, the City may remove the hydraulic component in need of repair from the City owned vehicle or equipment.
3. The City removed component or the entire vehicle (if operational) or equipment shall be picked up from the City of Decatur Public Works facilities or any designated place provided by the City and transported to the Vendor's repair location to have the component removed, rebuilt, tested and reinstalled in the vehicle or equipment as ordered by the City.
4. When it is necessary for the Vendor to drive a City vehicle for repair, the Vendor shall ensure that any employee tasked to drive the City vehicle is properly licensed to safely operate the vehicle as required by law. Under no circumstance shall an unlicensed operator drive a City

vehicle. If the vehicle is immobile, the City will arrange to have the vehicle or equipment containing the faulty hydraulic component towed to the Vendor's repair location.

5. The Vendor must pick up the hydraulic components or vehicle and equipment within twenty-four (24) hours of notification. If the Vendor is notified of needed repairs on days that precede weekends or City recognized holidays, the Vendor shall complete the pickup on the next business day on or before the time the notification was made the previous business day. (ex. If Vendor is notified at noon on Friday, pickup is expected by noon on Monday)

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

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

8. When given proper authorization, the Vendor shall complete the proposed repair(s) only and return the hydraulic component(s) or vehicle to the City within two (2) hours of the completed repair(s). If repair(s) are completed after 2:00 PM, the component(s) shall be returned to the City by 9:00 AM the next business morning.

9. 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.

10. If a component cannot be rebuilt, the Vendor shall provide a written explanation detailing the component's failure and a written quote for a new replacement component. The quote must be presented to the City Project Manager for approval and must include the part number, make, model and warranty information of the new part. The Vendor must have the City Project Manager's approval before replacing the component as quoted. Vendor will always attempt to acquire the best price available.

11. 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.

12. All invoicing presented to the City shall have the vehicle or equipment identification number, work completed, cost, warranty information and estimate of what it would cost to purchase a new hydraulic component of the same type.

13. The Vendor must provide a safe and secure location for all city owned vehicles and equipment within thirty (30) miles of the City limits. A site visit may be conducted and Vendor's proposed location will be approved by City Project Manager.

14. Vendor's employees must wear a uniform or company shirt/badge with employee name and company name.

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's shop(s).

Below is a current list of equipment for the City of Decatur

Description	Description
1990 FORD F150	2018 WARR TRANSFER TRAILER
1987 LODAL LODAL	2018 WARR TRANSFER TRAILER
1991 LODAL LODAL	2000 FREIGHTLNR RLD120SD TRACTOR TRK
2014 MAR MARATHON M-1475 COMP	1991 LODAL
2018 INTL TRACTOR HS520 6X4	2000 FREIGHTLNR FLD120S TRACTOR TRK
1999 LODAL	1985 MACK TRACTOR TRUCK
1999 FREIGHTLNR TRACTOR TRUCK	2007 FREIGHTLNR CL120 TRACTOR TRUCK

1995 LODAL	1998 J&J TRANSFER TRL
1992 LODAL	1994 LODAL
1989 CLEM TRANSFER TRAILER	2001 MACK MR688S REFUSE
2001 MACK REFUSE	2001 MACK REFUSE MR688S
2017 INTL 7500 SBA 4X2	1989 TRANSFER TRAILER
2017 INTL 7500 SBA 4X2 REFUSE	1998 LODAL REFUSE
1998 LODAL REFUSE	2014 PETR 320 CABOVER
2014 PETR 320 CABOVER	2006 LODAL EVO-MAG20-C275 REFUS
2006 LODAL EVO-MAG20-C275 REFUS	2006 LODAL EVO-MAG20-C275 REFUS
1986 VULCAN	2006 LODAL EVO-MAG20-C275 REFUS
2006 LODAL EVO-MAG20-C275 REFUS	2006 LODAL EVO-MAG20-C275 REFUS
2010 LODAL EVO-MAG20-N285 FT	2010 LODAL EVO-MAG20-N285FT REF
2014 MACK LEU 612 SIDEWINDER	2004 STECO TRANSFER TRAILER
1999 INTL 4900 LOADER TRUCK	1999 INTL LOADER TRUCK
2016 INTL LOADER TRUCK 4400SBA	2016 INTL LOADER TRUCK 4400SBA
2018 INTL 4300 SBA 4X2 LOADER	2019 INTL PACKMAC
1991 FORD FORD	1992 GMC FLAT DUMP
1992 GMC	1994 GMC LOADER TRUCK
1994 GMC LOADER TRUCK	1994 GMC LOADER TRUCK
1997 FORD LOADER TRUCK	1995 FORD LOADER TRUCK
1995 FORD LOADER TRUCK	1995 FORD LOADER TRUCK
2003 STERLING LUCKY	2003 STERLING LUCKY
2003 STERLING LUCKY	2006 INTL LOADER TRUCK
2006 INTL LOADER TRUCK	2008 FREIGHTLNR LOADER TRUCK M2106
2008 FREIGHTLNR LOADER TRUCK M2106	2013 INTL DURASTAR 4400 LOADER
2013 INTL DURASTAR 4400 LOADER	

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 (if required)	

	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	
X	Contractor Pre-qualification Form	

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