

Date Issued: June 10, 2016

Bid No.: 16-032

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

Description: Repair Parts & Repair Services for Small Engines & Equipment

Bids must be received before June 28, 2016 at 2:00pm

Include 1 original and 1 copy of your bid submission.

Bid opening will be held on 3rd floor, Purchasing Department, Decatur City Hall 402 Lee Street

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

Email

Telephone

PRICE SHEET

Opening Date: June 28, 2016

Invitation to Bid No.: 16-032

Opening Time: 2:00pm

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

See Attached

- A bid bond **is not** required for this bid.
- Delivery can be made _____ days or _____ weeks after receipt of order.
- Terms: _____ (Discounts will be considered in the bid evaluation and will be taken without regard to date of payment.)
- Prices valid for acceptance within _____ days (not to be less than 60 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.

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 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.decaturlabamausa.com or by emailing purchasing@decaturnl.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: _____

Bid Document Checklist

Items Required with Bid	Submission Requirements Check List	Items Submitted (Bidders Initials)
	X = REQUIRED; BLANK=NOT REQUIRED	
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	
	Proof of Insurance	
X	Price Sheet Information Included	
	References	
X	Catalog	
X	Send in on or before given time	
	Business License	

If you have questions concerning the bid submission requirements, please call the Purchasing Department 256-341-4521 or email purchasing@decatur-al.gov.

RESPONSIBILITIES OF VENDOR

The responsibilities of Vendor include, but shall not be limited to, the following:

- A. Provide small engine repair parts as manufactured by the companies listed on Price Schedules.
- B. Provide the small engine repair parts for City during normal working hours, 8:00 a.m. to 5:00 p.m., Monday through Friday.
- C. Parts shall be picked up at Vendor's place of business by City personnel on an "as needed" basis. However, Vendor shall deliver parts to various City departments on an emergency basis as requested by City.
- D. Vendor certifies that all parts will meet the manufacturer's factory replacement part requirements. These OEM repair parts shall be for use in such items as turf maintenance equipment, golf course maintenance equipment, and other equipment powered by small engines.
- E. Vendor shall allow the City to return parts that become obsolete or unusable and obtain credit less agreed on restocking fee. Defective parts may be returned by the City for replacement or full refund, at its option, with no restocking fee.
- F. All products shall be priced as specified below. Vendor shall furnish a copy of the current published list price information for any parts lines supplied during the term of this Bid/Contract upon request by City.

PRICING DISCOUNT SCHEDULE

- A. Percentage discount shall be taken from current published price list(s). This pricing table shall govern how City's prices are calculated for all routine orders. Vendor may offer additional volume discounts or promotional pricing when available, at Vendor's discretion.
- B. If repair services are offered for any of the brands listed mark (Y) for Yes and (N) for No. If repair service is not offered leave blank. If repair services are offered complete the Repair Services Pricing Table.

Bidders may bid on any or all items or a combination of items. City reserves the right to award the items either individually or collectively, at the City's option. Further, the City may give consideration to bidders offering bid prices for the most items.

***Note: Bidders shall complete the following discount schedule and provide price sheets, books, readout, catalogs, or other price listing which demonstrates the source of the price calculation.**

Alternate Pricing Method:

(Complete this section only if applicable)

If any of the manufacturers for the parts specified do not publish a retail or jobber price list that is generally available to the public as a source of base pricing, bidder may offer an alternate pricing method.

In this case, City may consider pricing based on Supplier's invoice price/or cost plus a percentage mark-up over invoice, however incoming freight should not be included in the invoice price. Bidder must explain how pricing will be calculated for all product lines and must explain how City users can audit the pricing received to make sure invoices are accurate.

When completing the table above, update the headings in the table as needed to reflect your alternate pricing method.

If bidding and alternate pricing structure, complete items 1-3 below:

1. Describe below the base pricing source; i.e. suppliers invoice, etc. that will be used throughout the term of the agreement and also note it on the table above, Section II-A.

2. Fill in the exact discounts or mark-ups offered on the table provided in Section II-A. Explain further how Supplier will calculate the City's price for products in all product lines offered (Invoice or cost plus mark-up percentage, or other). Explain how incoming freight and delivery charges will be applied to City orders.

Explain why this type of pricing will result in better pricing for the City compared to a "price list less a discount" type formula.

Discounts percentages stated are firm for the entire term of this Agreement.

BRAND	Discount % Off List Price	Pricing Source (Name of price list which will be used as the source of base pricing).	Repair Services Offered Y/N
Alkota			
Allen			
Amicus			
Ariens			
Badger			
Briggs & Stratton			
Coleman			
Craftsman			
Deweze			
Diamond/Boart			
DR			
Dyna-Pac			
Eager			
Echo			
Essick			
Exmark			
Gardner Denver			
Generac			
Gravely			

BRAND	Discount % Off List Price	Pricing Source (Name of price list which will be used as the source of base pricing).	Repair Services Offered Y/N
Grayco			
Hobart			
Hale Savage			
Honda			
Howard			
Husqvarna			
Hydroblaster			
HydroTek			
Ingersol Rand			
Jacobsen			
John Deere			
Kawasaki			
Kohler			
Kubota			
Landa			
Lawn Master			
Lincoln			
MBW			
MTD			
McCulloch			

BRAND	Discount % Off List Price	Pricing Source (Name of price list which will be used as the source of base pricing).	Repair Services Offered Y/N
McElroy			
McLane			
Meco			
Miller			
Molco			
Multiquip			
Onan			
Partner			
Pave-Mark			
Pionjar			
Porter Cable			
Power Trim			
Promaster			
Rasmussen			
Robin			
Rotomist			
Ryan			
Ryobi			
SDI			
Shindaiwa			

BRAND	Discount % Off List Price	Pricing Source (Name of price list which will be used as the source of base pricing).	Repair Services Offered Y/N
Smith			
Snapper			
Stihl			
Stone			
Tanaka			
Target			
Tecumseh			
Teel			
Toro			
Tempest			
Troy Built			
Tru-cut			
Vermeer			
Walker			
Waterous			
Whacker			
Wisconsin			
Yamaha			
Other:			

DISCOUNT SCHEDULE EVALUATION TABLE

(Bidders must complete the pricing evaluation table below for only those brands of parts offered by your company as part of this bid. This table is also available in Excel format upon request.)

For bid evaluation purposes only, provide net prices that are calculated using the item price from the published list price source minus the percentage discount as stated above.

Update the headings in the table as needed if bidding an alternate pricing method.

No guarantee of the actual product requirement is implied or expressed by the quantities stated in this bid evaluation schedule.

Item #	Part #	Brand/Mfg.	If Different from specified, provide Mfg./Part #	List Price	% Discount from Table Above	Net Bid Price
1	7215800	Ariens				
2	7500100	Ariens				
3	631021B	Briggs & Stratton				
4	693593	Briggs & Stratton				
5	418168	Craftsman				
6	157103	Craftsman				
7	810690	Deweze				
8	840027	Deweze				
9	100581	DR				
10	100411	DR				

Item #	Part #	Brand/Mfg.	If Different from specified, provide Mfg./Part #	List Price	% Discount from Table Above	Net Bid Price
11	4700935696	Dyna-Pac				
12	4700799862	Dyna-Pac				
13	631021	Eager				
14	36905	Eager				
15	A021000941	Echo				
16	A056000150	Echo				
17	109-7264	Exmark				
18	48-2591	Exmark				
19	90749	Generac				
20	53667	Generac				
21	11779	Gravely				
22	87818	Gravely				
23	545-100X0-B23	Hale Savage				
24	501-3090-01	Hale Savage				
25	72511-VK6-000	Honda				
26	30500-ZK8-C02	Honda				
27	05-270	Howard				
28	07-383	Howard				
29	506-2227-03	Husqvarna				
30	504-0370-05	Husqvarna				

Item #	Part #	Brand/Mfg.	If Different from specified, provide Mfg./Part #	List Price	% Discount from Table Above	Net Bid Price
31	UG055	HydroTek				
32	YU2140	HydroTek				
33	54755087	Ingersol Rand				
34	59830315	Ingersol Rand				
35	4256572	Jacobsen				
36	3009537	Jacobsen				
37	I213348	John Deere				
38	CH14967	John Deere				
39	11060-1051	Kawasaki				
40	12005-2093	Kawasaki				
41	41-755-25	Kohler				
42	47-559-11-S	Kohler				
43	70000-01055	Kubota				
44	70060-01703	Kubota				
45	87153360	Landa				
46	98021820	Landa				
47	16586	MBW				
48	1070	MBW				
49	16261-96710	Miller				

Item #	Part #	Brand/Mfg.	If Different from specified, provide Mfg./Part #	List Price	% Discount from Table Above	Net Bid Price
50	16613-72840	Miller				
51	043-04300-15	Multiquip				
52	234-36002-03	Multiquip				
53	541-0765	Onan				
54	193-0351	Onan				
55	506-2318-03	Partner				
56	506-3372-02	Partner				
57	501-8398-01	Partner				
58	9232-2407-71	Pionjar				
59	9232 2509	Pionjar				
60	51068-108	Poulan				
61	361	Power Trim				
62	319	Power Trim				
63	212000	Promaster				
64	212015	Promaster				
65	234-32601-00	Robin				
66	261-32601-17	Robin				
67	519041	Ryan				
68	519042	Ryan				

Item #	Part #	Brand/Mfg.	If Different from specified, provide Mfg./Part #	List Price	% Discount from Table Above	Net Bid Price
69	9910-659204	SDI				
70	9910-650085	SDI				
71	20024-85008	Shindaiwa				
72	72933-82210	Shindaiwa				
73	SPS8.251690RK	Smith				
74	S20150	Smith				
75	7034284	Snapper				
76	7036006	Snapper				
77	0000-350-0526	Stihl				
78	4002-710-2191	Stihl				
79	6693909	Tanaka				
80	6693633	Tanaka				
81	40126	Target				
82	161499	Target				
83	611056	Tecumseh				
84	632019A	Tecumseh				
85	3339652	Teel				
86	2227247	Teel				
87	600-075	Tempest				

Item #	Part #	Brand/Mfg.	If Different from specified, provide Mfg./Part #	List Price	% Discount from Table Above	Net Bid Price
88	600001	Tempest				
89	01-264-0010	Toro				
90	105-7150-03	Toro				
91	753-04839	Troy Built				
92	753-05229	Troy Built				
93	115246001	Vermeer				
94	180005153	Vermeer				
95	5052-5	Walker				
96	8960-20	Walker				
97	K1000	Waterous				
98	82102-1	Waterous				
99	220079	Weedeater				
100	711550	Weedeater				
101	108139	Whacker				
102	114066	Whacker				
103	YO27	Wisconsin				
104	LP74ES1	Wisconsin				
105	7CN-E4101-11-00	Yamaha				
106	7CN-E4451-00-00	Yamaha				

Additional charge (if any) for delivery of parts on an emergency basis \$_____

Parts restocking fee or percentage: _____

Special conditions and limitations of parts warranty, if any:

REPAIR SERVICES TABLE: If your firm provides repair services for any of the brands above that you marked (Y) for Yes provide the labor rates in the table below:

REPAIR SERVICES:	DOLLARS/PER HOUR
HOURLY LABOR RATES FOR REPAIRS AT VENDOR'S FACILITY:	
EMERGENCY HOURLY LABOR RATES FOR REPAIRS AT VENDOR'S FACILITY:	
HOURLY LABOR RATES FOR REPAIRS AT CITY'S FACILITY:	
EMERGENCY HOURLY LABOR RATES FOR REPAIRS AT CITY'S FACILITY:	

Describe your warranty on repairs:
