



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

Submit QUOTE RESPONSE BY E-MAIL TO Kristina Colville, Purchasing Manager [kcolville@cityofconroe.org](mailto:kcolville@cityofconroe.org). For questions regarding the items requested please call Victor Vega 936-522-3811 or e-mail [vvega@cityofconroe.org](mailto:vvega@cityofconroe.org)

Date: 11/17/2020

Bids will be received until: 2:00 P.M. on November 23, 2020

For: Conroe Sign Department

**Items to be delivered FOB to Conroe Texas**

**This quote will be for sign materials to be purchased/ordered throughout the year. Pricing shall be per each and totaled using the estimated quantity based on last years usage. Bid each item you can supply and NoBid the items you do not supply.**

**INSTRUCTIONS TO PROPOSER -----PLEASE READ CAREFULLY**

1. The City of Conroe, Tax No. 74-6000-555 is exempt from all Federal Excise Taxes. Do not include tax in your bid price or invoice. Taxable items must be so designated, and the City will supply contractor with Tax Exemption Certificate, properly executed. Prices should be itemized.
2. The City of Conroe will pay for articles or services purchased under this bid within thirty (30) days after due and proper delivery or performance of service is made and accompanied by an invoice.
3. This purchasing contract is subject to the attached **Purchasing Terms and General Conditions**.
4. In case of discrepancy between the unit price and the extension price, the unit price will be taken.
5. **ALL PROPOSALS MUST BE SIGNED BY HAND.**

The undersigned hereby offers to furnish and deliver the articles or services as specified above at the prices and terms there stated and in strict accordance with the specifications and general conditions of bidding, all of which are made a part of this offer. This offer is not subject to withdrawal.

Delivery can be made: \_\_\_\_\_ Cash Discounts \_\_\_\_\_% \_\_\_\_\_ Days

Names of Business: \_\_\_\_\_

Mailing \_\_\_\_\_ Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

By: \_\_\_\_\_ Title \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

**CITY OF CONROE**

**1. Preparation of Quotes:**

Quotes for “**City of Conroe- Sign Supplies**” shall be E-mailed to the attention of the Purchasing Manager, Kristina Colville [kcolville@cityofconroe.org](mailto:kcolville@cityofconroe.org). Questions regarding materials in the quote request: Contact Victor Vega 936-522-3811 or email [vvega@cityofconroe.org](mailto:vvega@cityofconroe.org)

**2. Owner:**

The City reserves the right to waive technical irregularities in bidding. Award will be made on the basis of the lowest qualified responsible bidder or the bidder who provides the goods and services at the best value for the City, considering the evaluation selection criteria below.

***Best Value Selection Criteria:***

- |                             |         |
|-----------------------------|---------|
| a) Reasonableness of costs. | 50Pts.  |
| b) Delivery time            | 50 Pts. |

**3. Bidders:**

Bidders desiring further information or interpretation must request such information or interpretation from the Purchasing Department. Should a Bidder discover a discrepancy or an omission in the plans or specifications, he should at once notify the Purchasing Department so that an addendum can be issued. No explanation or interpretation other than an addendum issued by the City will be considered official or binding.

**4. 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.

**5. 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.

**6. 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.

**7. References:**

STANDARD PURCHASE TERMS AND GENERAL CONDITONS

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The City of Conroe may request bidders to supply, with this Invitation to Quote, a list of at least three (3) references where like services have been supplied by their firm. Include name of firm, contact person, address, telephone number and fax number.

**8. Delivery of quotes:**

It is the bidder's responsibility to deliver his quote 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. IF no quotes are received by the due date, the City reserves the right to extend the due date of the quotes.

**9. Corrections:**

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

**10. 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.

**11. 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.

**12. Ethical Standard:** No City official or employee shall have interest in any contract resulting from this "RFQ". Individuals with a possible conflict will enact a public disclosure record by completing a "Statement of Financial Interest" form.

**13. 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.

**14. 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.

	COVERAGE	LIMITS
A.	Worker's Compensation	- As 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.

**15. 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 Invitation for Quotes 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.

**16. 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.

**17. 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.

**18. 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.

**19. Term of Contract:**

This will be a blanket contract for one year

**20. 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 Address)

SIGN MATERIALS QUOTE  
PRICE SHEET

ITEM NUMBER	ITEM DESCRIPTION	QUANTITY	PRICE PER EACH	TOTAL COST
1	OPERATING SUPPLIES (PO# 20-00277)			
2	HP 831 LATEX OPTIMIZER PRINTHEAD CZ680A	4		
3	HP 831 LIGHT MAGENTA AND LIGHT CYAN LATEX PRINTHEAD CZ679A	2		
4	HP 831 YELLOW AND MAGENTA LATEX PRINTHEAD CZ678A	3		
5	HP 831 LATEX MAINTENANCE KIT CZ681A	2		
6	HP 831A 775ml BLACK LATEX INK CARTRIDGE CZ682A	4		
7	HP 831A 775ml YELLOW LATEX INK CARTRIDGE CZ685A	8		
8	HP 831A 775ml LATEX OPTIMIZER INK CARTRIDGE CZ706A	2		
9	HP 831A 775ml CYAN LATEX INK CARTRIDGE CZ683A	6		
10	HP 831A 775ml LIGHT CYAN LATEX INK CARTRIDGE CZ686A	2		
11	HP 831A 775ml LIGHT MAGENTA LATEX INK CARTRIDGE CZ687A	2		
12	HP 831A 775ml MAGENTA LATEX INK CARTRIDGE CZ684A	4		
13	ORAJET 3640 GLOSS 54" X 150' VINYL	4		
14	NUFLEX 16oz BLOKOUT BANNER 54" X 150'	1		
15	NUFLEX 14oz NUFLEX SUPREME II GLOSSY BANNER 54" X 150'	2		
16	HP PHOTO REALISTIC POSTER PAPER 54" X 200'	1		
17	GF 213 MATTE FLOOR LAMINATE 54" X 150'	1		
18	NU ONE-WAY VISION II PERFORATED WINDOW FILM 54" X 164'	1		
19	NU ADJUSTABLE FLEX BANNER STAND-NUS14006	1		
20	NU ROLL-UP BANNER STAND 35" X 80" BLACK	1		
21	STEP AND REPEAT 8' X 10' BANNER STAND	1		
22	BIG BLUE SAFETY RULER 96"	1		
23	CUTTING MAT 60" X 120"	2		
24	MOBILE MEDIA RACK MR16	1		
25	NIKKALITE BRAND FLEXIBLE ENGINEERING GRADE-PS REFLECTIVE SHEETING (WHITE) 48012P	24		
26	NIKKALITE BRAND FLEXIBLE ENGINEERING GRADE-PS REFLECTIVE SHEETING (BLACK) 48003W	1		
27	NIKKALITE BRAND ENGINEERING GRADE-PS REFLECTIVE SHEETING (YELLOW) 48004W	1		
28	NIKKALITE BRAND OVERLAY FILM PS A142 (CLEAR)	20		
29	TRI-SLIP ASSEMBLY SOUTHERN PLAINS BOLT ASSEMBLY	15		
30	SURFACE MOUNT BASE	5		
31	36" ANCHOR STUB FOR 2 7/8"	10		
32	2 3/8" 12' POST	148		
33	CHAIN LINK FENCE SIGN BRACKET	25		
34	DOUBLE SIDED SIGN CLAMP 2 3/8" POST	45		
35	36" YELLOW MULTI-PURPOSE TOP DELINEATOR	75		
36	U-BOLT SIGN CLAMP 2 7/8" POST	20		
37	3" CAP 2 7/8" POST WITH BLADE HOLDER (POZ-LOZ)	10		
38	CAP 2 3/8" POST WITH BLADE HOLDER	200		
39	CROSS FLAT BLADE	210		
40	UNIVERSAL SIGN BRACKET	35		
41	SIGN CLAMP 2 3/8" OD	500		
42	ACORN CAP 2 3/8" OD	150		
43	9" X 30" ALUMINUM SIGN BLANK	100		
44	9" X 36" ALUMINUM SIGN BLANK	350		
45	18" X 84" ALUMINUM SIGN BLANK	2		
46	30" X 30" ALUMINUM SIGN BLANK	150		
47	24" X 18" ALUMINUM SIGN BLANK	30		
48	30" X 30" ALUMINUM STOP SIGN BLANK	100		
49	18" X 72" ALUMINUM SIGN BLANK	2		
50	18" X 96" ALUMINUM SIGN BLANK	2		
51	24" X 48" ALUMINUM SIGN BLANK	25		
52	24" X 30" ALUMINUM SIGN BLANK	50		
53	12" X 18" ALUMINUM SIGN BLANK	50		
54	24" X 36" ALUMINUM SIGN BLANK	10		
55	30" X 48" ALUMINUM SIGN BLANK	15		
56	18" X 18" ALUMINUM SIGN BLANK	25		
57	24" X 24" ALUMINUM SIGN BLANK	10		
58	30" SCHOOL ALUMINUM SIGN BLANK	10		
59	48" X 48" ALUMINUM SIGN BLANK	5		
60	18" X 60" ALUMINUM SIGN BLANK	2		
61	PREFORMED THERMOPLASTIC (WHITE) 4" LINES	2		
62	PREFORMED THERMOPLASTIC (WHITE) 12" LINES	3		
63	STRAIGHT/LEFT/RIGHT COMBINATION PREFORMED THERMOPLASTIC PAVEMENT MARKINGS	2		