## CITY OF MOBILE

### **BID SHEET**

**Mailing Address:**P. O. Box 1948
Mobile, Alabama 36633 (251) 208-7434

mns

Typed by:

Purchasing Department and Package Delivery: Government Plaza 4th Floor, Room S-408 205 Government St Mobile, Alabama 36644

Buyer:

003

READ TERMS AND CONDITIONS ON REVERSE SIDE OF THIS PAGE BEFORE BIDDING

	Ple	ease quote the lo	west price at which you	ı will furnish	the articles	listed	below			
08/20/2019 5334 Municipal Court Probation I			ies to be delivered F.O.B. Mobile to: Dept, 200 Government St, Mobile, AL 36602							
This bid	must be rece	ived and stampe	d by the Purchasing of	ffice not late	er than:	30 AM,	Tuesday, S	eptembe	r 10, 2019	
QUANTITY	Bid on this form ONLY. Make no changes on this form. Attach		Attach	lā muz	UNIT PRICE		EXTENSION			
QUANTIT	ATTIOLE	any addition	iai illiotittation required to till	s tomi.		TINU	Dollars	Cents	Dollars	Cents
	The C		TESTING SUPPI		nlies					
Appx. 5,000 – 12,00	Dispo strips cup re	sable Urine Coll on the side of the quirements: 7 panel cups mu BZO, and OXY Cups to measure Temperature inc Size is approxin (Wide top is pre Easy to read dar Negative results	ection Cups that include cup for an All-Inclusive ast test for THC, COC, are up to 130 ml of fluid. Idicator on the side of the mately 3 ½ inches tall beferred for ease of collections.	de a panel of ve test kit. Co AMP, MOP, ae cup. y 2 inches w ction.)	7 testing ollection, MET,					
	Provid	ding:								
		Price	each							
	The na the spe style, t	ecific brand, make ype, character and	kits per case.  and or manufacturer does or manufacturer named; i quality of the item desire be the equal of that speci	it conveys the ed. The City a	general at its sole					
			y for the purpose intende				TOTA	i,		
	ONE SIGNED C SED ENVELOP	OPY OF THIS BID	Sta	te delivery	time withir					.O.
Ve will allow nd correct ir	a discount	% 20 days fro d order.	om date of receipt of goods		ature					

- 1. All quotations must be signed with the firm name and by an authorized officer or employee.
- Verify your bid before submission as it cannot be withdrawn or corrected after being opened. In case of error in extension of prices, the unit price will govern.
- 3. If you do not bid, return this sheet and state reason. Otherwise, your name may be removed from our mailing list.
- The right is reserved to reject any, or all quotations, or any portions thereof, and to waive technicalities if deemed to be in the interest of the City of Mobile.
- 5. This bid shall not be reassignable except by written approval of the Purchasing Agent of the City of Mobile.
- 6. State brand and model number of each item. All items bid must be new and latest model unless otherwise specified.
- 7. If bid results are desired, enclose a self-addressed and stamped envelope with your bid. (All or None bids only)
- Do not include Federal Excise Tax as exemption certificate will be issued in lieu of same. The City is exempt from the Alabama and City sales taxes.
- 9. PRICES ARE TO BE FIRM AND F.O.B. DESTINATION UNLESS OTHERWISE REQUESTED.
- 10. BID WILL BE AWARDED ON ALL OR NONE BASIS UNLESS OTHERWISE STATED.
- 11. Bids received after specified time will be returned un-opened
- 12. Failure to observe stated instructions and conditions will constitute grounds for rejection of your bid.
- 13. Furnish literature, specifications, drawings, photographs, etc., as applicable with the items bid.
- 14. Vendor May be required to obtain City of Mobile Business License as applicable to City of Mobile Municipal Code Section 34-50. For Business License inquiry contact the Revenue Department at (251) 208-7461 or cityofmobile.org/taxes.php.
- 15. If a bid bond is required in the published specifications, see below: Each Bid Shall be Accompanied By A Cashier's Check, Certified Check, Bank Draft Or Bid Bond For the Sum Of Five (5) Percent Of The Amount Bid, Made Payable To The City Of Mobile And Certified By A Reputable Banking Institution. All Checks Shall Be Returned Promptly, Except The Check Of The Successful Bidder, Which Shall Be Returned After Fulfilling The Bid.
- 16. Contracts in excess of \$50,000 require that the successful bidder make every possible effort to have at least fifteen (15) percent of the total value of the contract performed by socially and economically disadvantaged individuals.
- 17. All bids/bid envelopes must have the bid number noted on the front. Bids that arrive unmarked and are opened in error shall be returned to vendor as an unacceptable bid
- 18. If successful vendor's principal place of business is out-of-state, vendor may be required to have a Certificate of Authority to do business in the State of Alabama from the Alabama Secretary of State prior to issuance of a Purchase Order. Vendors are solely responsible for consulting with the Secretary of State to determine whether a Certificate is required. See <a href="https://www.sos.alabama.gov/BusinessServices/ForeignCorps.aspx">www.sos.alabama.gov/BusinessServices/ForeignCorps.aspx</a>. Please note that the time between application for and issuance of a Certificate of Authority may be several weeks.
- 19. Vendors do not need a City of Mobile Business License or Certificate of Authority from the Alabama Secretary of State to submit a bid, but will need to obtain the Business License and Certificate of Authority, if applicable, prior to issuance of a Purchase Order.

### **BID CONTINUATION SHEET**

Page \_\_\_\_\_ of \_\_\_\_

UANTITY	Bid on this form ONLY. Make no changes on this form. Additional in-		UNIT PRICE		EXTENSION	
IUANTITT	ARTICLES formation to be submitted on separate sheet and attached hereto.	UNIT	Dollars	Cents	Dollars	Cent
	Page 2 of 3					
	1 age 2 01 3					
	name of the manufacturer, brand or trade name, catalog number,					
	etc., of article offered.					
	cic., of afficie officied.					i
	All items shall have a one (1) year shelf life and be new, in first					
	class condition, including containers suitable for shipment and					
	storage.					
	storage.					
	Freight must be included in your price.					
	Item(s) bid must meet or exceed specifications.					
	Ease of use may be a factor in the award of this bid. It will include					
	collection and reading.					
	Provide a nonreturnable sample of the product that you are					
	bidding with your bid if bidding other than specified.					
8	Quantities to be purchased cannot be determined at this time. The					
	City currently uses approximately 8,500 kits annually.					
	G't - CM 1-'le leuringer liegues may be required. See Item 14					
	City of Mobile business license may be required – See Item 14		l			
1	(on reverse side of page 1).					
	All vendors will be required to provide verification of enrollment in					
	the E-Verify program. Additional information may be found at					
	http://immigration.alabama.gov/					ŀ
					}	
	If the successful vendor's principal place of business is out-of-state,					
	vendor may be required to have a Certificate of Authority to do					
	business in the State of Alabama from the Secretary of State prior					
	to issuance of a Purchase Order.					
	Vendors are solely responsible for consulting with the Secretary of					
	State to determine whether a Certificate is required.					
	See: <a href="https://www.sos.alabama.gov/BusinessServices/ForeignCorps.aspx">www.sos.alabama.gov/BusinessServices/ForeignCorps.aspx</a> .  Please note that the time between application for the issuance of a					
	Certificate of Authority may be several weeks.					
			TO	TAL		
						1
DETLID	IN ONE SIGNED CORVINE THIS QUIOTATION READ ABOVE INST	RUCTIO	INS BEF	ORE (	JUOTING	

RETURN ONE SIGNED COPY OF THIS QUOTATION READ ABOVE INSTRUCTION IN ENCLOSED ENVELOPE

Firm Name	 	
Rv		

We will allow a discount %	20 days from	n date of	receipt of	goods
and correct invoice of completed order				

### **BID CONTINUATION SHEET**

Page \_\_\_\_\_ of \_\_\_

UANTITY	Bid on this form ONLY. Make no changes on this form. Additional in-	UNIT	UNIT PRICE		EXTENSION	
- IOANTITT	ARTICLES formation to be submitted on separate sheet and attached hereto.	UNIT	Dollars	Cents	Dollars	Cent
	Page 3 of 3					
	Upon notification, vendor will have 10 business days to provide the Certificate of Authority and the E-Verify numbers to the Purchasing Department before award can be completed. (Vendors will possibly need to pay the expedite fee to meet this requirement because application is not sufficient. We must have a copy of the certificate with your Company ID number).  Vendors do not need a City of Mobile Business License or Certificate Of Authority from the Alabama Secretary of State, nor the E-Verify for certification to submit a bid, but will need to obtain the Business License and Certificate of Authority verification and/or provide the E-Verify Certification, if applicable, prior to issuance of a Purchase Order.					
	State of Alabama Local Vendor Preference Law 41-16-50 (a) and (d) will apply to this purchase.					
	Be sure to sign and return this page including the terms and conditions on the reverse of Page 1.					
	Prices are to be held firm for a one (1) year period following the award of this bid. At the option of the City of Mobile and the successful vendor, the award of this bid may be extended for two (2) additional one (1) year periods.					
	If you have any questions, contact Anne Foley at 251-208-5850 or submit questions to <a href="mailto:purchasing@cityofmobile.org">purchasing@cityofmobile.org</a> no later than 48 hours prior to bid opening.					
	If you are not currently a vendor with the City of Mobile, please return the vendor form and your W-9 with your bid.					
			ТО	TAL		
RETUR	N ONE SIGNED COPY OF THIS QUOTATION READ ABOVE INSTR	RUCTIO	ONS BEF	ORE C	UOTING	

IN ENCLOSED ENVELOPE

Firm Name	
Ву	 

We will allow a discount \_\_\_\_\_\_ % 20 days from date of receipt of goods and correct invoice of completed order.



# PROCUREMENT DEPARTMENT

Potential bidders are responsible to check this site for any ADDENDUMS that are issued. It is the responsibility of the BIDDER to check for, download, and include with their BID RESPONSE any and all ADDENDUMS that are issued for a specific BID published by the City of Mobile. Failure to download and include ADDENDUMS in your BID RESPONSE may cause your bid to be rejected.

This is a sealed bid. Any responses faxed or e-mailed will be rejected.

This is a sealed bid. Any response must be submitted in a sealed envelope with the bid number and bid opening date on the outside of the envelope.

Any response that arrives improperly marked or with no bid number and opening date on the outside of the delivery or express package and opened in error will be rejected and not considered.

It is the responsibility of the bidder to insure that their bid response is delivered to and received in the Purchasing Department <u>before</u> the date and time of the bid opening.

Be sure to read the Terms and Conditions. All bids are F.O.B. Destination unless otherwise stated.

Be sure to sign your bid!

Package/Bid Delivery Address: Purchasing Department 205 Government St. Room S408 Mobile, AL 36644

(Request First Delivery)