# CITY OF MOBILE

#### **BID SHEET**

**Purchasing Department** and Package Delivery:

Government Plaza 4th Floor, Room S-408 205 Government St

This	is	Not	an	Order

Mailing Address: P. O. Box 1948 Mobile, Alabama 36633

'e will allow a discount \_\_\_\_\_\_% 20 days from date of receipt of goods t correct invoice of completed order.

READ TERMS AND CONDITIONS

(2	51) 208-7434		Mobile, Alabama 36644	• • • •		RSE SIL BIDDIN(		THIS P	AGE
i en a al lacco	en		002 Buyer:	DEI		יווטטונע	_		
yped by:	PI		west price at which you will furnish	n the articles	listed	below			
DATE 04/21/20		BID NO. 5415	DEPARTMENT Municipal Garage	Commodities	to be d	elivered F.C o <b>Be Spe</b> c		ile to:	
This bid	must be rece	ived and stampe	d by the Purchasing office not late	er than:	30 P.M	l. Friday,	May 8,	2020	
		Bid on this fo	orm ONLY. Make no changes on this form.		UNIT	UNIT PE		EXTENS	
QUANTITY	ARTICLE		al information required to this form.  AND VEHICLE INSPECTION		UNIT	Dollars	Cents	Dollars	Cent
	Apparatus.  Vendor to prove the second of the current lie be downloade.  Regular service.	vide the following to Engine oil and filte Fuel Filters (Every Lubricate Chassis General safety insp Maximum of 2 hrs. Service not to incluengine, unless auth Driver/operator car Any additional repagarage personnel at will cover 125 vehicles additional vehicles will asse will be added to set of vehicles to be ced from cityofmobile ce intervals are 5000	o the City of Mobile:  r other oil change)  ection  to perform service  ide chassis mounted equipment with a sorized and billed on a separate PO.  anot authorize additional service or reparairs or service would require approval be and billed on a separate PO.  cles at time of award and this number is whose service plans will be expiring, be bought without oil service plans at	eparate airs. by designated					
	Fuel filters with by the city.	ill be changed every	other oil change or when requested						
	Vendor shall	RESPOND on this f	orm.						
	Vendor shall Mobile Police	have a place of Busi Jurisdiction.	ness within 5 (five) miles of the City of	f					1
		P	age 1 of 7			ТОТ	AL		
	ONE SIGNED COSED ENVELOP	OPY OF THIS BID	State delivery	y time within				eipt of	P.O.
			Typed Sign	nature					

- 1. All quotations must be signed with the firm name and by an authorized officer or employee.
- 2. Verify your bid before submission as it cannot be withdrawn or corrected after being opened.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.
- 4. 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)
- 8. 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.

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

Page 2 of 7  Bid shall be as per the following and attached specifications.  This Bid will be awarded for an initial 6 (six) month period with an extension for an additional 6 (six) month period, the award will be extended for two (2), additional one (1) year periods.  If the award is extended there will be no changes in prices or specifications allowed.  The City attaches to this additional specifications, vehicle listing (as of bid issue) and price sheet.  Bidders shall return these and attached sheets with the bid responses.  Failure to provide the documents required to be provided initially in the bid package, as well as, the additional information required, will cause your bid to be rejected.  All vendors will be required to provide verification of enrollment in the E-Verify program. Additional information may be found at <a href="http://minigration.alabama.gov/">http://minigration.alabama.gov/</a> 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 to determine whether a Certificate of Authority to do susines in the State of Alabama from the Secretary of State to determine whether a Certificate of ForeignCorps.aspx. Please note that the time between application for the issuance of a Certificate of Authority may be several weeks.  Upon notification, vendor will have 10 business days to provide the Certificate of Authority may be several weeks.  Upon totification, endor will may be 10 business days to provide the Certificate of Authority may be averaged by the certificate of Authority with the Secretary of State, nor the E-Verify for certification to submit a bid, but will need to obtain the Business License or Certificate of Authority writinciation and/or provide the E-Verify Certification, if applicable, prior to issuance of a Purchass Order.	QUANTITY	Bid on this form ONLY. Make no changes on this form. Additional in-		UNIT PR	ICE	EXTENS	ION
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		if applicable, prior to issuance of a rationase Order.		ТОТ	TAL		

RETURN ONE SIGNED COPY OF THIS QUOTATION READ ABOVE INSTRUCTIONS BEFORE QUOTING IN ENCLOSED ENVELOPE

Fir	m Name	 	 	
Ву		 		

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

Page	of	

QUANTITY	ARTICLES  Bid on this form ONLY, Make no changes on this form. Additional information to be submitted on separate sheet and attached bereto.	LINUX	UNIT PE	ICE	EXTENS	SION
	ARTICLES formation to be submitted on separate sheet and attached hereto.	UNIT	Dollars	Cents	Dollars	Cents
	Page 3 of 7					
	Č					1
	City of Mobile Business License Required					
	•					1
	State of Alabama Local Vendor Preference Law 41-16-50 (a)					
	and (d) will apply to this purchase.					
	If you have any questions places feel fire to poste the					
	If you have any questions, please feel free to contact the Purchasing Department at 251-208-7434 or					
	purchasing@cityofmobile.org.					
	parential ingreency of moone.org.					
	Questions involving the bid specifications will Not be			1 1		
1	answered within 48 hours of the bid opening. You need			1 1		
1	to ask your questions early on,					-
	as soon as possible.					
1	PLACE PRICING ON FOLLOWING SHEET.					
	TO BE AWARDED ALL OR NONE.					
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RETURN ONE SIGNED COPY OF THIS QUOTATION IN ENCLOSED ENVELOPE

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

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QUANTITY	ARTICLES  Bid on this form ONLY. Make no changes on this form. Additional information to be submitted on separate sheet and attached hereto.	UNIT	UNIT PR	ICE	EXTENS	SION
	described to accommission of acparate street and attached hereto.	ONT	Dollars	Cents	Dollars	Cents
	Page 4 of 7					
	For vehicles with oil capacities of 29 quarts or less.					
	No fuel filter(s).					1
	Price Day Changes					
	Price Per Change:	1				
	For vehicles with oil capacities of 30 quarts or more.					
	No fuel filter(s).	1				
	Duigo Dou Chango	1		l i		
	Price Per Change:					
	For vehicles with oil capacities of 29 quarts or less with	1 1				
	fuel filter(s) changed.					
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	Price Per Change:					
	For vehicles with oil capacities of 30 quarts or more with					
	fuel filter(s) changed.					
	Poisson Poss Olympia	1				
	Price Per Change:					
	Award will be based on the total number of units in each group					1
	times the price of the oil change of the group.					1
	The City is looking for the one (1) price per grouping.	1				1
	The City is looking for the one (1) price per grouping.					1
	The City is not looking for different prices for all the various					
	capacities that are listed on the sheet attached to the bid.					
	The City recognizes that there are different prices for different					1
	quantities, but the City is attempting to simplify the process					
	paperwork-wise.					
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RETURN ONE SIGNED COPY OF THIS QUOTATION IN ENCLOSED ENVELOPE

READ ABOVE INSTRUCTIONS BEFORE QUOTING

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

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

Page 5 of 7  GENERAL REQUIREMENTS  1. Vendor shall provide a list of all their service facility locations within the five (5) mile radius of the Mobile Police Jurisdiction.  2. Vendor shall be capable of providing, with complete accounting reports detailing each vehicle service.  4. Vendor must be able to Bill/Invoice to Include Vehicle Number, Date, Time, Odometer Reading, Asset Number with Invoice to Include Vehicle Number, Date, Time, Odometer Reading, Asset Number with Invoice to Include Vehicle Number, Date, Time, Odometer Reading, Asset Number with Invoice to Include Vehicle Number, Date, Time, Odometer Reading, Asset Number with Invoice to Include Vehicle Number, Date, Time, Odometer Reading, Asset Number with Invoice to Include Vehicle Number, Date, Time, Odometer Reading, Asset Number with Invoice to Include Vehicle Number, Date, Time, Odometer Reading, Asset Number with Invoice to Include Vehicle Number, Date, Time, Odometer Reading, Asset Number with Invoice to Include Vehicle Number, Date, Time, Odometer Reading, Asset Number with Invoice to Include Vehicle Number, Date, Time, Odometer Reading, Asset Number with Invoice to Include Vehicle Number, Date, Time, Odometer Reading, Asset Number with Invoice to Include Vehicle Number, Date, Time, Odometer Reading, Asset Number with Invoice to Include Vehicle Number, Date, Time, Odometer Reading, Asset Number, Invoices Asial Include with their bid response an explanation of the requirements and process for scheduling an appointment.  8. Successful vendor is required to be ADEM certified to collect and dispose of waste oil and antificeze (copy of certificate is required to be submitted with bid).  9. Vendor shall provide this with Bid, the Brands of the products to be provided at time of oil change service.  City of Mobile reserves the right to inspect the winner's locations prior to Award.  The City also reserves the right to inspect the winner's locations at any time during the Contract and to pall oil samples as needed.  City will notify vendor of approva	QUANTITY	ARTICLES  Bid on this form ONLY. Make no changes on this form. Additional information to be submitted on separate sheet and attached bords.	UNIT	UNIT PR	ICE	EXTENS	ION
GENERAL REQUIREMENTS  1. Vendor shall provide a list of all their service facility locations within the five (5) mile radius of the Mobile Police Jurisdiction.  2. Vendor shall provide a schedule of their hours and days of operation.  3. Vendor shall be capable of providing, with complete accounting reports detailing each vehicle service.  4. Vendor must be able to Bill/nvoice the City of Mobile for service rendered. Purchase Order Number must be on Invoice. City will not he making payment at time of Service. Invoice to include Vehicle Number, Date, Time, Odometer Reading, Assex Number with Invoice total.  5. Vendor shall provide detailed outline of work to be performed and parts used for typical oil change.  6. A brake inspection is to be performed and the City informed if a replacement of brakes in the near future is indicated.  7. Vendor shall include with their bid response an explanation of the requirements and process for scheduling an appointment.  8. Successful vendor is required to be ADEM certified to collect and dispose of waste oil and antifreeze (copy of certificate is required to be submitted with bid).  9. Vendor shall provide Top Quality Brands of Oils and Filters, that meet or exceed OEM Specifications by Vehicle Type, off brand or knock off products will NOT be accepted.  10. Vendor shall provide this with Bid, the Brands of the products to be provided at time of oil change service.  City of Mobile reserves the right to inspect a vendor's locations prior to Award.  The City also reserves the right to inspect a vendor's locations prior to Award.  The City also reserves the right to inspect the winner's locations at any time during the Contract and to pull oil samples as needed.  City will notify vendor of approval to service by issuing a purchase order with the vehicle's asset number.  Invoices shall be sent daily to the city for prompt processing. At no time should more than 7 (seven) days elapse between service and sending of the bill and paperwork.  Inspection reports must come with bill.  N		termation to be submitted on separate sheet and attached hereto.	ONTI	Dollars	Cents	Dollars	Cents
Service time should be no more than (TWO) 2 hours.  TOTAL		Page 5 of 7  GENERAL REQUIREMENTS  1. Vendor shall provide a list of all their service facility locations within the five (5) mile radius of the Mobile Police Jurisdiction.  2. Vendor shall provide a schedule of their hours and days of operation.  3. Vendor shall be capable of providing, with complete accounting reports detailing each vehicle service.  4. Vendor must be able to Bill/Invoice the City of Mobile for service rendered. Purchase Order Number must be on Invoice. City will not be making payment at time of Service. Invoice to include Vehicle Number, Date, Time Odometer Reading, Asset Number with Invoice total.  5. Vendor shall provide detailed outline of work to be performed and parts user for typical oil change.  6. A brake inspection is to be performed and the City informed if a replacemen of brakes in the near future is indicated.  7. Vendor shall include with their bid response an explanation of the requirements and process for scheduling an appointment.  8. Successful vendor is required to be ADEM certified to collect and dispose o waste oil and antifreeze (copy of certificate is required to be submitted with bid).  9. Vendor shall provide Top Quality Brands of Oils and Filters, that meet or exceed OEM Specifications by Vehicle Type, off brand or knock off products will NOT be accepted.  10. Vendor shall provide this with Bid, the Brands of the products to be provide at time of oil change service.  City of Mobile reserves the right to inspect a vendor's locations prior to Award.  The City also reserves the right to inspect the winner's locations at any time during the Contract and to pull oil samples as needed.  City will notify vendor of approval to service by issuing a purchase order with the vehicle's asset number.  Invoices shall be sent daily to the city for prompt processing. At no time should more than 7 (seven) days elapse between service and sending of the bill and paperwork.  Inspection reports must come with bill.  No repairs will be done unless approved by the City of Mobile and a Purch	t	Dollars	Cents	Dollars	Cents
		• Service time should be no more than (TWO) 2 hours.		TOT	AL		

RETURN ONE SIGNED COPY OF THIS QUOTATION READ ABOVE INSTRUCTIONS BEFORE QUOTING IN ENCLOSED ENVELOPE

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

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QUANTITY	ARTICLES  Bid on this form ONLY, Make no changes on this form. Additional information to be submitted on separate sheet and attached hereto.	UNIT	UNIT PE	ICE	EXTENS	SION
	ARTICLES formation to be submitted on separate sheet and attached hereto,	CIAIT	Dollars	Cents	Dollars	Cents
	Page 6 of 7					
		1				
	ITEMS TO BE INSPECTED			1		
	Water Pump					
	Radiator Hose					
	Coolant Level	1				
	Brake Fluid (if so equipped)					
	Brake Lines					
	Brake Pads			1 1		
	Universal Joints					
	Rear Differential			6		
	CV Joints					
	CV Boots					
	Ball Joints					1
	Check Lights			1 1		
	Windshield Condition, Chips, Cracks, Spidering, etc.	ļ.		1 1		
	Wiper Blades	1		1		1
	Windshield Washer Fluid			1 1		
	Horn	1				
	Tire Pressure					
	Tire Wear			1		
	Exhaust System					1
	Leaks			1 1		
	Holes			1		
	Damaged Brackets					
	Deficiency shall be NOTED in the Report.					
	City will make the necessary repairs.					
	No repair or correction will be made without the permission of the City of Mobile					
	Garage. A printed Purchase Order is required.					
	No Employee, Department Head, Police Officer or Firefighter or Mechanic will					
	have the authority or permission to approve any repair or incur any additional	1				
	expenditure of funds without a written/printed City of Mobile PURCHASE			1		
	ORDER.					
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	Repair Approval will be given in writing – NO VERBAL APPROVALS.	ļ,				
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	Vendors upon award will be given the names of who can approve repairs.			1		
	Transfer apon award win be given the names of who can approve repairs.					
	Vendor will be responsible for any engine damage resulting from oil servicing, i.e.,			1		1
	no oil, insufficient oil fill, drain plug not properly inserted or not installed or oil leak	-		1		
	from filter or failure to install a filter. Vendor will be responsible for any servicing	Ì				
	done incorrectly resulting in damage to the vehicle.					_
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	ARTICLES formation to be submitted on separate sheet and attached hereto.	Olali	Dollars	Cents	Dollars	Cents
	Page 7 of 7					
	DOCUMENTS TO BE PROVIDED WITH BID RESPONSE Vendor must provide the following with their bid response; Failure to provide will cause rejection of your bid response:					
	City of Mobile Business License E-Verify Registration Listing of All locations within the 5 (five) mile Police Jurisdiction Listing of Hours of Operation List of Oil Brand and Filters to be used on vehicles Listing of Brands of products and oils to be used with City vehicles. ADEM certificate to collect and dispose of waste oil and antifreeze (copy of certificate is required to be submitted with bid).					
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# 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!

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