

CITY OF MOBILE

BID SHEET

This is Not an Order

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

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

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

Typed by: _____ en Buyer: 002

Please quote the lowest price at which you will furnish the articles listed below

DATE 04/21/2020	BID NO. 5415	DEPARTMENT Municipal Garage	Commodities to be delivered F.O.B. Mobile to: To Be Specified
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This bid must be received and stamped by the Purchasing office not later than: 12:30 P.M. Friday, May 8, 2020

QUANTITY	ARTICLES	UNIT	UNIT PRICE		EXTENSION	
			Dollars	Cents	Dollars	Cents
	<p style="color: red; text-align: center; font-size: small;">Bid on this form ONLY. Make no changes on this form. Attach any additional information required to this form.</p> <p style="text-align: center;">OIL CHANGE AND VEHICLE INSPECTION</p> <p>This Bid will be Heavy Trucks (larger than Ford F550's) Heavy Trucks and Fire Apparatus.</p> <p>Vendor to provide the following to the City of Mobile:</p> <ul style="list-style-type: none"> Engine oil and filter Fuel Filters (Every other oil change) Lubricate Chassis General safety inspection Maximum of 2 hrs. to perform service Service not to include chassis mounted equipment with a separate engine, unless authorized and billed on a separate PO. Driver/operator cannot authorize additional service or repairs. Any additional repairs or service would require approval by designated garage personnel and billed on a separate PO. <p>This Program will cover 125 vehicles at time of award and this number will increase as additional vehicles whose service plans will be expiring, as well as, additional vehicles will be bought without oil service plans at time of purchase will be added to the Program.</p> <p>The current list of vehicles to be covered at time of award is attached and may be downloaded from cityofmobile.org/services/business/bids.</p> <p>Regular service intervals are 5000 miles. City will keep track of mileage and send vehicles once they meet the mileage criteria for service.</p> <p>Fuel filters will be changed every other oil change or when requested by the city.</p> <p>Vendor shall RESPOND on this form.</p> <p>Vendor shall have a place of Business within 5 (five) miles of the City of Mobile Police Jurisdiction.</p>					
	Page 1 of 7		TOTAL			

**RETURN ONE SIGNED COPY OF THIS BID
 IN ENCLOSED ENVELOPE**

State delivery time within _____ days of receipt of P.O.

Firm Name _____

Typed Signature _____

By _____

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

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 www.sos.alabama.gov/BusinessServices/ForeignCorps.aspx. 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

QUANTITY	ARTICLES	UNIT	UNIT PRICE		EXTENSION	
			Dollars	Cents	Dollars	Cents
	<p>Page 2 of 7</p> <p>Bid shall be as per the following and attached specifications.</p> <p>This Bid will be awarded for an initial 6 (six) month period with an extension for an additional 6 (six) months after the 2nd, 6 (six) month period, the award will be extended for two (2), additional one (1) year periods.</p> <p>If the award is extended there will be no changes in prices or specifications allowed.</p> <p>The City attaches to this; additional specifications, vehicle listing (as of bid issue) and price sheet.</p> <p>Bidders shall return these and attached sheets with the bid responses.</p> <p>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.</p> <p>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/</p> <p>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.</p> <p>Vendors are solely responsible for consulting with the Secretary of State to determine whether a Certificate is required. See: www.sos.alabama.gov/BusinessServices/ForeignCorps.aspx. Please note that the time between application for the issuance of a Certificate of Authority may be several weeks.</p> <p>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).</p> <p>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.</p>					
			TOTAL			

RETURN ONE SIGNED COPY OF THIS QUOTATION IN ENCLOSED ENVELOPE

READ ABOVE INSTRUCTIONS BEFORE QUOTING

Firm Name _____

By _____

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

BID CONTINUATION SHEET

QUANTITY	ARTICLES	UNIT	UNIT PRICE		EXTENSION	
			Dollars	Cents	Dollars	Cents
	<p>Page 3 of 7</p> <p>City of Mobile Business License Required</p> <p>State of Alabama Local Vendor Preference Law 41-16-50 (a) and (d) will apply to this purchase.</p> <p>If you have any questions, please feel free to contact the Purchasing Department at 251-208-7434 or purchasing@cityofmobile.org.</p> <p>Questions involving the bid specifications will Not be answered within 48 hours of the bid opening. You need to ask your questions early on, as soon as possible.</p> <p>PLACE PRICING ON FOLLOWING SHEET.</p> <p>TO BE AWARDED ALL OR NONE.</p>					
			TOTAL			

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			Dollars	Cents	Dollars	Cents
	Page 4 of 7					
	<p>For vehicles with oil capacities of 29 quarts or less. No fuel filter(s).</p> <p style="padding-left: 40px;">Price Per Change: _____</p> <p>For vehicles with oil capacities of 30 quarts or more. No fuel filter(s).</p> <p style="padding-left: 40px;">Price Per Change: _____</p> <p>For vehicles with oil capacities of 29 quarts or less with fuel filter(s) changed.</p> <p style="padding-left: 40px;">Price Per Change: _____</p> <p>For vehicles with oil capacities of 30 quarts or more with fuel filter(s) changed.</p> <p style="padding-left: 40px;">Price Per Change: _____</p> <p>Award will be based on the total number of units in each group times the price of the oil change of the group.</p> <p>The City is looking for the one (1) price per grouping.</p> <p>The City is not looking for different prices for all the various capacities that are listed on the sheet attached to the bid.</p> <p>The City recognizes that there are different prices for different quantities, but the City is attempting to simplify the process paperwork-wise.</p>					
			TOTAL			

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	Page 5 of 7					
	<p><u>GENERAL REQUIREMENTS</u></p> <ol style="list-style-type: none"> 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 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. <p>City of Mobile reserves the right to inspect a vendor's locations prior to Award.</p> <p>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.</p> <p>City will notify vendor of approval to service by issuing a purchase order with the vehicle's asset number.</p> <p>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.</p> <p>Inspection reports must come with bill.</p> <p>No repairs will be done unless approved by the City of Mobile and a Purchase Order issued.</p> <p>Returning employees and vehicles is a priority with us.</p> <ul style="list-style-type: none"> • Oil Change, Oil Filter Change, Fuel Filter Change (when Specified), Chassis Lubrication, and Vehicle Inspection. • Waiting Times should be less than 30 minutes. • Service time should be no more than (TWO) 2 hours. 					
			TOTAL			

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	Page 6 of 7					
	<p><u>ITEMS TO BE INSPECTED</u></p> <ul style="list-style-type: none"> Water Pump Radiator Hose Coolant Level Brake Fluid (if so equipped) Brake Lines Brake Pads Universal Joints Rear Differential CV Joints CV Boots Ball Joints Check Lights Windshield Condition, Chips, Cracks, Spidering, etc. Wiper Blades Windshield Washer Fluid Horn Tire Pressure Tire Wear Exhaust System <ul style="list-style-type: none"> Leaks Holes Damaged Brackets <p>Deficiency shall be NOTED in the Report.</p> <p>City will make the necessary repairs.</p> <p>No repair or correction will be made without the permission of the City of Mobile Garage. A printed Purchase Order is required.</p> <p>No Employee, Department Head, Police Officer or Firefighter or Mechanic will have the authority or permission to approve any repair or incur any additional expenditure of funds without a written/printed City of Mobile PURCHASE ORDER.</p> <p>Repair Approval will be given in writing – NO VERBAL APPROVALS.</p> <p>Vendors upon award will be given the names of who can approve repairs.</p> <p>Vendor will be responsible for any engine damage resulting from oil servicing, i.e., no oil, insufficient oil fill, drain plug not properly inserted or not installed or oil leak from filter or failure to install a filter. Vendor will be responsible for any servicing done incorrectly resulting in damage to the vehicle.</p>					
			TOTAL			

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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 hereto.	UNIT	UNIT PRICE		EXTENSION	
				Dollars	Cents	Dollars	Cents
<p>Page 7 of 7</p> <p>DOCUMENTS TO BE PROVIDED WITH BID RESPONSE</p> <p>Vendor must provide the following with their bid response; Failure to provide will cause rejection of your bid response:</p> <ul style="list-style-type: none"> • 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). 							
				TOTAL			

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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 before 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)