

# 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  
4<sup>th</sup> Floor, Room S-408  
205 Government St  
Mobile, Alabama 36644

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

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Typed by:

Buyer:

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

DATE  
08/24/2020

BID NO.  
5462

DEPARTMENT  
Police

Commodities to be delivered F.O.B. Mobile to:  
As Specified

**This bid must be received and stamped by the Purchasing office not later than: 10:30 AM, Friday, September 4, 2020**

QUANTITY	ARTICLES	UNIT	UNIT PRICE		EXTENSION	
			Dollars	Cents	Dollars	Cents
7-20	<b>DIGITAL CAMERA</b>					
	<p>The City of Mobile is requesting bids on the following <b>Nikon</b> camera:</p> <p>Camera: <b>Nikon D850 DSLR Camera (Body Only).</b></p> <p>PRICE \$ _____ EA.</p> <p><b>No substitutions will be accepted.</b></p> <p>The City does not accept gray market goods. Camera must be new – never used, in the box.</p> <p>The exact quantities to be purchased can not be determined at this time.</p> <p>Upon the bid award, a purchase order for a minimum of 7 cameras will be written.</p> <p>Prices are to be held firm for six (6) months from bid award.</p> <p>This bid may be extended for up to five (5) additional 6-month periods with the approval of the successful vendor and the City of Mobile.</p> <p>Delivery will be required within twenty-one (21) days after receipt of purchase order by successful bidder.</p> <p>Page 1 of 2</p>					
			<b>TOTAL</b>			

**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 and 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 Verify your bid before submission as it cannot be withdrawn or corrected after being opened.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](http://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](http://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.

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

RETURN ONE SIGNED COPY OF THIS QUOTATION  
IN ENCLOSED ENVELOPE

Firm Name \_\_\_\_\_

By \_\_\_\_\_

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

The City of Mobile maintains a vendor self-service site where a vendor can register self-register and provide those categories that they wish to be on the bid list for. This may be a little lengthy, so please read all of our helpful hints and suggestions listed below.

The site or link is located here:

<https://mobileselfservice.tylertech.com/Vendors/default.aspx>,

You can create your own entry at this location.

You will also need to select and enter those categories that you wish to be on the bid list for, more on this later.

We recommend that a vendor pre-think as to how they wish to be in our system, that includes contact information, addresses, and how you will be paid if we issue a purchase order.

We recommend that the contact not be a salesperson that may leave, nor that a salesperson be the one holding the I.D. and password for the company, as the quote requests will be sent

to contact information that may no longer be relevant to the company.

Determine who will also be maintaining the contact information on our site. If personnel change/leave the company, that information needs to be changed, the same is true for telephone numbers, fax numbers and the methods you wish to receive quotes and orders for your company.

When you register notate the name and password that you create.

To enter your company in our system, you will need to be sure that the name of the company matches your W-9 form.

If the system refuses to allow you to enter your company once you enter either or both the company name and the W-9 / FEIN number, that is because someone has already registered your company into our system. Please check with your accounting department to see if they or the owners know the I.D. and or passwords.

Here is a really important part: The City uses a 5 digit product category code system to categorize our vendors so we can find them. This is being used by all the departments and the look up resides in Purchasing.

The numbering system is known as the NIGP product category code. We use the 5 digit version. Today with the thousands of vendors in our system, keeping a letter on file or us looking through the thousands of requests to be on the bid list for vendors is just impossible.

We use the 5 digit codes to search for the vendors who possibly handle the items we are looking for. It is our teaser file system.

How do I find the codes that relate to my company? That is a very good question. Truly, the look up on our website is not very easy to use or follow, so we have found the following to be the best way.

Using your favorite search engine, Yahoo, Google, etc., search using the following key words, TEXAS, COMPTROLLER, NIGP.

We are searching for the State of Texas Comptroller's site, which is really one of the best lookups for the NIGP Commodity Codes that we have found.

As of August 1, 2018 the following link address was active:

[https://cmbldreg.cpa.state.tx.us/commodity\\_book/Alpha\\_index\\_inquiry.cfm](https://cmbldreg.cpa.state.tx.us/commodity_book/Alpha_index_inquiry.cfm)

(you may need to cut and paste the address your computer)

You are looking for the "alpha" lookup for the commodities.

Select the result with the alpha look up and search for the general description of what you sell. This is not a specific item look up, but a general "commodity" look up. Yes some item names may appear as some commodities may be the same name as some items.

Remember you are looking for general descriptions. The Texas site has some really great cross references to items.

Think somewhat out of the box here, a bulldozer may be found in the following type descriptions : tractor tracked, tractor ground engaging, tracked. These are samples of how to look up and what you will find.

Feel free to select as few or as many categories that describe your company, but be sure to select those that your company will actively respond to. In Alabama, by State law, we can remove a vendor from the bid list, and we mean all the categories, and delete them from the bid list if you fail to respond to 3 requests for quotations.

Now that you have these, what do you do with them? There will be a point in the process where you are registering the company where you are prompted to add them.

We recommend you look the numbers up first before starting the process, that way you get everything done at one time.

You, the vendor, will be responsible to select and maintain the codes that pertain to your company.



We receive calls all the time that a vendor registered in vendor self service and is upset (many times mad) because they registered with vendor self service, but were not notified of a quotation, usually when we check, we find that either they did not select and add any codes or that they did not select the code for the commodity we issued the quotation for.

Another issue is that we find their company information is incorrect, addresses changed, that location closed, phone numbers and fax numbers changed or the email address is different.

The most common reason outside of no Commodity Codes, is that the information at registration was done by a salesperson or an employee, who holds the I.D. and password access and the company never really was registered and the person who registered is no longer with the company.

The City of Mobile pretty much quotes all needs and all the departments have access to these codes and are encouraged to use them to select vendors for quotes.

All sealed bids are listed on the City's bid page,  
[Cityofmobile.org/bids](http://Cityofmobile.org/bids) .



## **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)**