

# CITY OF MOBILE

## BID SHEET

### 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

This is Not an Order

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

Typed by: mns Buyer: 002

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

DATE	BID NO.	DEPARTMENT	Commodities to be delivered F.O.B. Mobile to:
06/04/2019	5293	Tennis Center	To Be Specified

**This bid must be received and stamped by the Purchasing office not later than: 11:00 a.m., Friday, June 21, 2019**

		UNIT PRICE		EXTENSION		
QUANTITY	ARTICLES	UNIT	Dollars	Cents	Dollars	Cents
	<p><b>THIS BID CANCELS AND REPLACES CITY OF MOBILE BID #5282 TEMPORARY PORTABLE TENNIS COURT</b></p>					
Appx 3-6	<p>Temporary Portable Tennis Courts for Indoor Use.            3 - 6</p> <p>Vendor to provide and assist with the install doubles size portable tennis court surface on an indoor concrete floor.</p> <p>Vendor shall provide all the materials for the indoor tennis court surfaces, and supervision of the install. City will provide the paint.</p> <p>City will provide the manpower necessary to assemble and install the tennis court surfaces.</p> <p>City will unload from the rear of the transport truck. Vendor shall place all products on pallets for shipping and ease of unloading and transport by forklift.</p> <p>Price per court delivered FOB Mobile, assembly and installation supervised and court sectioned for storage after use.</p> <p style="text-align: right;">\$ _____/court</p> <p>Upon award the City will purchase a minimum of 3 temporary portable tennis courts.</p> <p>Vendor will be providing the following Portable Indoor Doubles Tennis Court Surface:</p> <p>Make _____ Model _____</p> <p>Vendor shall provide the literature and software on the product to be provided. Any brand names on make and model are given as a guide for quality and performance.</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.

# BID CONTINUATION SHEET

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

QUANTITY	ARTICLES	UNIT	UNIT PRICE		EXTENSION	
			Dollars	Cents	Dollars	Cents
	<p align="center"><b>Page 2 of 2</b></p> <p>The City is not locked into any specific brand or product.</p> <p>City has used Premier Courts in the past. Product proposed may be a Premier Court or equal.</p> <p>State your delivery as soon as possible after the issuance of purchase order and how soon the Technician or Supervisor will be available onsite so the courts can be installed as soon as possible.</p> <p>All vendors will be required to provide verification of enrollment in the E-Verify program. Additional information may be found at <a href="http://immigration.alabama.gov/">http://immigration.alabama.gov/</a></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: <a href="http://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.</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> <p><b>City of Mobile Business License Required. Successful vendor will be required to obtain prior to issuance of City of Mobile Purchase Order.</b></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 <a href="mailto:purchasing@cityofmobile.org">purchasing@cityofmobile.org</a>.</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. <b>TO BE AWARDED ALL OR NONE.</b></p>					
			<b>TOTAL</b>			

**Bid on this form ONLY. Make no changes on this form. Additional information to be submitted on separate sheet and attached hereto.**

**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.

## **SPECIFICATIONS**

Courts are to meet United States Tennis Association specifications for indoor playing surfaces.

Court surface to be 60' X 120'

To have a Turf-Like Surface

Will be laid on an indoor concrete surface in a temperature-controlled building

Should have a resilient surface of open celled polyurethane foam composite or equal.

Foam fabric shall be appropriate for the court surface material.

Vendor shall include in their price all necessary tools needed to install their product.

Vendor shall provide all products to complete the court surface, except paint. City will provide paint.

Vendor at completion of or during the installation shall cut or section the courts so they can be removed and stored when not needed.

Premier Court or Equal. City is not locked into the Premier Court Brand.

City will provide the paint and materials to paint and line the courts with City of Mobile's labor.

Vendor Representative shall remain onsite until the courts have been painted and slit in preparation for storage.

Vendor will provide all the roll goods or sheet material for the court along with any additional materials except paint.



## **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)**