

# 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**

Typed by: **mns** Buyer: **003**

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

DATE <b>05/15/2019</b>	BID NO. <b>5286</b>	DEPARTMENT <b>Various</b>	Commodities to be delivered F.O.B. Mobile to: <b>Not Applicable</b>
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**This bid must be received and stamped by the Purchasing office not later than: 10:30 A.M., Thursday, May 23, 2019**

QUANTITY	ARTICLES	UNIT	UNIT PRICE		EXTENSION	
			Dollars	Cents	Dollars	Cents
	<p><b>BUS SERVICE</b></p> <p>The City of Mobile is seeking a <b>Bus Service With Driver</b> to transport "Yes" Program participants from Mobile to the Gulf Shores/Orange Beach area 7 days per week starting June 3, 2019 through and including August 3, 2019. (Note: This includes July 4, 2019.) This will be an 8-week period. There will be a maximum of 50 participants.</p> <p>Pick Up Location: Colonial Bel Air Mall Target – outer parking lot</p> <p>Pick Up Time: 7:00 a.m. Return Drop Off to Target Time: 6:00 p.m.</p> <p>There will be 4 drop off and afternoon pick up locations in Baldwin County:</p> <ul style="list-style-type: none"> <li>• Lulu's</li> <li>• Bret Robinson Corporate Headquarters</li> <li>• The Lodge at Gulf State Park</li> <li>• Spectrum (tentative)</li> </ul> <p>Drop off Time: 8:30 a.m. Afternoon pick up time will begin at 3:00 p.m. from the Baldwin County Locations.</p> <p>A school bus or vans can be used to accomplish the task.</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 Verify your bid before submission as it cannot be withdrawn or corrected after being opened.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**

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 align="center"><b>Page 2 of 3</b></p> <p>Successful Bidder to furnish a certificate of insurance.                      Maximum Liability required.                      Monthly Payments will be made for service completed.</p> <ul style="list-style-type: none"> <li>• June</li> <li>• July to include August.</li> </ul> <p>Bus transports _____ passengers each way.</p> <p>Payment Amount for June Service: _____</p> <p>Payment Amount for July and August Service: _____</p> <p align="center"><b>Total Bid:                    \$ _____</b></p> <p><b>Business License is required.</b> See Item #14 on the reverse of Page 1.                      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.</p> <p>See: <a href="http://www.sos.alabama.gov/BusinessServices/ForeignCorps.aspx">www.sos.alabama.gov/BusinessServices/ForeignCorps.aspx</a>.</p> <p>Please note that the time between application for the issuance of a Certificate of Authority may be several weeks.</p> <p>Vendor must provide the Certificate of Authority and the E-Verify numbers to the Purchasing Department with your bid. (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). (Public agencies may</p>					
				<b>TOTAL</b>			

**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.

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	<p style="text-align: center;"><b>Page 3 of 3</b></p> <p>be exempt.)</p> <p>Vendors do need a City of Mobile Business License and Certificate of Authority from the Alabama Secretary of State to submit a bid.</p> <p>State of Alabama Local Vendor Preference Law 41-16-50 (a) and (d) will apply to this purchase.</p> <p>Pricing to be firm for the 8-week term.</p> <p>Should you have questions concerning this bid, call:  <b>Anne Foley, Buyer @ (251) 208-7434</b>  <b><u>purchasing@cityofmobile.org</u></b></p>						
				<b>TOTAL</b>			

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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)**