

CITY OF ALAMO HEIGHTS

6116 BROADWAY
SAN ANTONIO, TEXAS 78209
210-822-3331
FAX 210-822-8197



INVITATION TO BID

The City of Alamo Heights Police Department is requesting bids for the procurement of **one (1) 2016 Ford F150 1 1/2 Cab.**

Specifications are notated on the attached vehicle bid worksheet.

Only sealed bids will be accepted for the specified project. Opened, unsealed or partially opened bids will be rejected by the City Secretary's Office. It is the responsibility of the bidder to insure that the submitted bid is properly sealed.

All bids must be received by **October 22, 2015 4:00 p.m.** Bids received after the deadline are automatically disqualified from the bid process. It is the responsibility of the bidder to insure that his or her bid is received on or before the deadline specified. All times specified are central standard times (C.S.T.)

The City of Alamo Heights is exempt from all sales, excise and use taxes pursuant to the provisions of the Texas Limited Sales, Excise, and Use Tax Act. Please do not include any such tax or taxes in your bid.

The City will pay by check, payment in full for all products awarded under the terms of this bid package within thirty (30) days after receipt and acceptance of products by City, and upon presentation of proper invoice for same.

Price protection is required from date of award through date of receipt and invoicing.

All prices specified shall be in U.S. Dollars and all bidders shall submit their bids detailing outright cash purchase price, unless otherwise requested.

The City of Alamo Heights reserves the right to accept or reject any and all bids, to waive all formalities and or technicalities, to make an investigation necessary concerning the bidders ability to complete the term of the contract, and to accept what, in the judgment of the City, is the bid deemed to be in the best interest of and most advantageous to the City. The City reserves the right to award to the best, responsible bidder.

INFORMATION SHEET BID PACKAGE

(1) 2016 FORD F150 1 1/2 CAB VEHICLE

BID SUBMISSION:

All bids must be submitted on authorized bid forms furnished within this package. Failure to comply with this requirement will disqualify a submitted bid.

BID DEADLINE:

Bids for this package must be submitted to, and be on file with the City Secretary on or before 4:00 p.m. October 22nd, 2015 at the City Hall facility at 6116 Broadway, San Antonio, TX 78209.

SEALED BID:

All bids submitted shall be properly sealed. The envelope(s) containing the submitted bid shall be plainly marked "SEALED BIDS FOR POLICE PICKUP."

BID OPENINGS:

Bids will be opened and read publicly by the City Staff at 9:00 a.m. on October 23rd, 2015 at the City Hall facility in the City Council Chambers, 6116 Broadway, San Antonio TX 78209.

BID AWARD:

Bids and recommendations for awards will be presented to the City Council by the City Staff on Monday, November 9th, 2015 at 5:30 p.m. in the City Council Chambers. The City Council will consider and discuss all bids and make the final award. Scoring information will be available upon request.

**CITY OF ALAMO HEIGHTS
POLICE DEPARTMENT
REQUEST FOR SEALED BIDS**

Sealed Bids, in duplicate, shall be clearly marked DO NOT OPEN, BID FOR ONE (1) "POLICE PICKUP BID" and mailed to the attention of the City Secretary, Jennifer Reyna, 6116 Broadway, San Antonio TX 78209.

Date: October 7, 2015

Bids will be received until: 4:00 p.m. , October 22, 2015

For: New Police Department Pickup

Equipment to be delivered FOB to Alamo Heights, TX.

See attached vehicle bid pricing summary
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INSTRUCTIONS TO PROPOSER..... PLEASE READ CAREFULLY

- 1. The City of Alamo Heights, Tax No. 74-6002069 is exempt from all Federal Excise Taxes. Do not include tax in your bid price or invoice. Taxable items must be so designated, and the City will supply contractor with Tax Exemption Certificate, properly executed. Prices should be itemized according to the bid spec sheet attached.**
- 2. The City of Alamo Heights will pay for articles or services purchased under this bid within thirty (30) days after due and proper delivery or performance of service is made and accompanied by an invoice.**
- 3. This purchasing contract is subject to the attached Purchasing Terms and General Conditions.**
- 4. In case of discrepancy between the unit price and the extension price, the unit price will be taken.**
- 5. ALL PROPOSALS MUST BE SIGNED BY HAND.**

The undersigned hereby offers to furnish and deliver the articles or services as specified above at the prices and terms there stated and in strict accordance with the specifications and general conditions of bidding, all of which are made a part of this offer. This offer is not subject to withdrawal.

Delivery can be made: _____

Names of Business: _____

Mailing Address: _____

City _____ State _____ Zip _____

By: _____ Title _____

Phone: _____ E-Mail: _____

STANDARD PURCHASE TERMS AND GENERAL CONDITONS

CITY OF ALAMO HEIGHTS

1. Preparation of Bids:

Unless otherwise directed in the Notice to Bidders, submit bids *in duplicate* on the prescribed forms or copies thereof, along with bid bond if required, in a sealed envelope marked **ONE (1) "POLICE PICKUP BID"**. Prepare bids in accordance with the requirements of the Notice to Bidders, and any instructions on the Proposal or Bid Sheet.

2. Questions and Inquires:

Proposer's desiring further information or interpretation must request such information or interpretation from:

Lt. Dennis Kelley
6116 Broadway
San Antonio, TX 78209
(210) 832-2203

E-mail:
dkelley@alamoheightstx.gov

3. Submission of Bids:

Two (2) copies of each proposal shall be submitted to the address below by the time and date set forth. Responses received later than the due date will not be accepted, and returned unopened.

Due Date: **October 22nd, 2015 at 4:00 p.m.**

4. Owner:

The City reserves the right to award parts of bids, reject any or all bids and to waive technical irregularities in bidding. Contract award will be made on the basis of the lowest qualified responsible bidder or the bidder who provides the goods and services at the best value for the City, considering the evaluation selection criteria below. No bid may be withdrawn before 90 days after submittal.

Best Value Selection Criteria:

- | | |
|---|----------------|
| a) Purchase price. | 40 Pts. |
| b) Meets all bid specifications. | 20 Pts. |
| c) Compatibility with current systems. | 30 Pts. |
| b) Best delivery. | 10 Pts. |

Total 100 Points

STANDARD PURCHASE TERMS AND GENERAL CONDITONS

5. Bidders:

Bidders desiring Purchasing information or interpretation must request such information or interpretation from the Purchasing Department. Should a Bidder discover a discrepancy or an omission in the plans or specifications, he should at once notify the Purchasing Department so that an addendum can be issued. No explanation or interpretation other than an addendum issued by the City will be considered official or binding.

6. Bid Evaluation and Award:

The bid award will be made on the basis of *Texas Local Government Code Section 252.043*. This section allows the City of Alamo Heights to develop and apply award evaluation criteria for procurement in order to obtain goods or services that provide the *best value* to the City. Under these guidelines, a vendor is not automatically awarded a bid simply because they submit the lowest bid response. In the event that the selected bidder fails to enter into agreement to provide the goods or services which are the subject of this invitation the City retains the right to award the bid to the next qualified bidder.

7. Communications:

The City of Alamo Heights shall not be responsible for any verbal communication between any representative of the City and any potential firm. All modifications to this solicitation must be made in writing. A proposer's failure to examine relevant documents or specifications will not relieve proposer from any obligation with regard to their response to this invitation.

8. Substitutions:

Where materials or equipment are specified by a trade or brand name, it is not the intention of the City to discriminate against an equal product of another manufacturer, but to set a definite standard of quality or performance, and to establish an equal basis for the evaluation of bids. In preparing his bid, each bidder is expected to include in his base bid the cost of the items so specified.

9. Default:

The City reserves the right to terminate the contract immediately for failure to meet delivery or completion schedules, or otherwise perform in accordance with the general conditions of this proposal.

10. References:

The City of Alamo Heights may request bidders to supply, with this Invitation to Bid, a list of at least five (5) references where like services have been supplied by their firm. Include name of firm, contact person, address, telephone number and fax number.

STANDARD PURCHASE TERMS AND GENERAL CONDITONS

11. Delivery of Proposals:

It is the bidder's responsibility to deliver his proposal at the proper time to the proper place. The fact that a proposal was dispatched will not be considered. The bidder must have the proposal actually delivered before the deadline. Any bids received after the time and date specified in the Notice to Bidders will be returned unopened.

12. Corrections:

Erasures or other corrections in the proposal must be noted over with the proposer's initials.

13. Materials and Services:

The Bidder warrants that goods, materials or services delivered to the City will meet the minimum specifications set forth therein. Bidder shall furnish all data pertinent to specifications and warranties, which apply to items in the bid.

14. Equal Employment Opportunity:

Attention is called to the requirements for ensuring that employees and applicants for employment are not discriminated against because of their age, race, color, creed, sex or national origin.

15. Price of Materials and Sales Tax:

Prices for all goods or services shall remain firm for the duration of this contract and shall be stated on the bid sheet. Prices shall be all inclusive. Any price not shown on the bid sheet will not be honored by invoice. No price changes, additions or subsequent qualifications will be honored during the course of this contract. All prices must be written in ink or typewritten. Transportation, freight or other charges are to be prepaid by the bidder and included in the bid price. If there are additional charges of any kind, other than those mentioned above, specified or unspecified, Bidder must indicate both items required and attendant cost or forfeit the right to payment. Invoices must be submitted by the vendor in duplicate to the City of Alamo Heights Police Dept., 6116 Broadway, San Antonio, TX 78209

This Contract is issued by an organization, which qualifies for exemption pursuant to the provisions of Article 20.04 (F) of the Texas Limited Sales, Excise and Use Tax Act.

16. Payment Terms

The City of Alamo Heights is exempt from state sales tax and federal excise tax. These taxes shall not be included in the submitted pricing. The City will provide tax exemption certificates upon request.

Invoices must be submitted by the vendor in duplicate to the City of Alamo Heights Police Department, 6116 Broadway, San Antonio, TX 78209. If invoices are subject to cash discount, discount period will be taken from the date of completion of order or date of receipt of invoice, whichever occurs last regardless of whether or not correct discount terms appear on invoice.

STANDARD PURCHASE TERMS AND GENERAL CONDITIONS

17. Proposal Agreement and Certification

The Undersigned Agrees That:

- A. No Federal, State, County or Municipal taxes have been included in the quoted prices and none will be added.**
- B. Prices in this proposal have not knowingly been disclosed with any other provider and will not be prior to award.**
- C. Prices in this proposal have been arrived at independently, without consultation, communication or agreement for the purpose of restricting competition.**
- D. No attempt has been made nor will be to induce any other person or firm to submit a proposal for the purpose of restricting competition.**
- E. The individual signing this proposal certifies that he/she is a legal agent of the proposer, authorized to represent the proposer and is legally responsible for the offer with regard to supporting documentation and prices provided.**

(Company Name)

(Name of Authorized Agent — Printed)

(Street Address / P.O. Box)

(Authorized Agent Signature)

(City / State / Zip Code)

(Date)

(Phone)

(E-Mail Address)

VEHICLE BID PRICING SUMMARY

Purchaser: CITY OF ALAMO HEIGHTS POLICE DEPT. **Telephone:** (210) 822-6433
Contact: RICHARD L. PRUITT SR., CHIEF OF POLICE **Date:** 10/06/2015
Product Description: 2016 F150 4X2 CREW P/K

A. **Vendor:** **A. Base Price:**

B. Purchaser Requested Options [Itemize each below]

Code	Options	Bid Price	Code	Options	Bid Price
	F150 4X2 1 1/2 CAB			REVERSE SENSING	
	145 INCH WHEEL BASE				
	3.5L V6 TIVCT ENGINE				
	6 SPEED AUTO TRANSMISSION				
	FRONT LIC. PLATE BRACKET				
	RR DR HNDL INOPR-LK OPERABLE				
	FLEX FUEL				
	WHITE				
	CLOTH 40/20/40				
	GRAY INTERIOR				
	XL SERIES				
	FOG LAMPS				

Total of B. Published Options: \$ -

C. Unpublished Options [Itemize each below, not to exceed 25%]

Options	Bid Price	Options	Bid Price
GUARANTEED DELIVERY 120 DAYS	NOTE		

Total of C. Unpublished Options: \$ -

D. Bid Price Adjustment: _____
E. Delivery Charges: _____
F. Total of A + B + C + D + E = F \$ -
G. Quantity Ordered 1 **x F =** \$ -
I. Non-Equip Charges & Credits _____
J. TOTAL PURCHASE PRICE: \$ -