

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

Sealed Bids, in duplicate, shall be clearly marked **DO NOT OPEN, ONE-HALF TON CARGO VAN BID**” and mailed to the attention of the City Secretary Elsa Robles, 6116 Broadway, San Antonio, TX 78209.

Date: June 28, 2023

Bids will be received until 9:00 a.m., JULY 28, 2023

For: ONE HALF TON CARGO VAN

**Equipment to be delivered to Alamo Heights Police Department
6116 Broadway
San Antonio, TX 78209**

| |
|---|
| 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 property 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 PROPOSAL MUST BE SIGNED BY HAND. NO ELECTRONIC SIGNATURES WILL BE ACCEPTED.**

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 within 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: _____ Email: _____

STANDARD PURCHASE TERMS AND GENERAL CONDITIONS

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 the bid bond if required, in a sealed envelope marked “**1/2 TON CARGO VAN**”. Prepare bids in accordance with the requirements of the Notice to Bidders, and any instructions on the Proposal or Bid Sheet.

2. Questions and Inquiries

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

Cindy Pruitt
Deputy Police Chief
6116 Broadway
San Antonio, TX 78209
(210) 832-2217
Email: cpruitt@alamoheightstx.gov

3. Submission of Bids

Three (3) copies of each proposal shall be submitted to the address below by the time and date set forth. No fax or email Responses will be accepted. Responses received later than the due date will **not be accepted, and returned unopened**.

Due Date: July 28, 2022 at 9:00 a.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 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. |
| d) Best delivery date | 10 Pts. |

Total: 100 Pts.

STANDARD PURCHASE TERMS AND GENERAL CONDITIONS

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 of binding.

Email Deputy Police Chief Cindy Pruitt at cpruitt@alamoheightstx.gov no later than July 17. All questions will be submitted via email to Cindy Pruitt. Questions and answers will be posted on website by Friday, July 21, 2023. The City's website will contain a webpage for all procurement updates, if any. Communication with other City employees and/or officials are prohibited during the time of the procurement process and may subject the bidder to immediate disqualification.

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.

STANDARD PURCHASE TERMS AND GENERAL CONDITIONS

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, fax number, and email address.

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. No fax or email proposals will be accepted.

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 employers 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 Department, 6116 Broadway, San Antonio, TX 78209.

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

STANDARD PURCHASE TERMS AND GENERAL CONDITIONS

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.

Once bidder is notified of award, 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.

17. Proposal Agreement and Certification

The Undersigned Agrees That:

- A. No Federal, State, County or Municipal taxes have been included in the quotes 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 proposed 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.**

18. City has the right to:

- A. If only one or no bid is received by "submission date", the City has the right to reject, re-propose, accept and/or extend the Competitive Sealed Bid by up to an additional two (2) weeks from original submission date.
- B. The right to reject any/or all bids and to make award as they may appear to be advantageous to the City.
- C. The right to hold any submittals for 90 days from submission date without action, and to waive all formalities in Bid, and any submittal irregularities.
- D. The right to extend the time for award beyond the original 90-day period, if agreed upon in writing by both parties and if bid is held firm.

Company Name

Name of Authorized Agent - Printed

Street Address/P.O. Box

Authorized Agent Signature

City/State/Zip Code

Date

Phone

Email Address