

CITY OF ALAMO HEIGHTS

6116 BROADWAY

SAN ANTONIO, TEXAS 78209

210-822-3331



INVITATION TO BID

The City of Alamo Heights Public Works Department is requesting bids for the procurement of a **Kenworth T380 Series Conventional Garbage Truck, Color White Vehicle.**

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 14th, 2022 10:00 a.m.** Bids received after the deadline will not be opened and will be 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

KENWORTH T380 SERIES CONVENTIONAL FULL TRUCK, COLOR WHITE GARBAGE TRUCK

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 10:00 a.m. October 14, 2022 at City Hall 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 "PW GARBAGE TRUCK BID."

BID OPENINGS:

Bids will be opened and read publicly by the City Staff at 10:00 a.m. on October 14, 2022 at City Hall, 6116 Broadway, San Antonio, TX 78209.

BID AWARD:

Bids will be reviewed for compliance with the bids specs and recommendations for awards will be presented to the City Council by the City Staff on Monday, October 24, 2022 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
PUBLIC WORKS DEPARTMENT
REQUEST FOR COMPETITIVE SEALED BIDS**

Sealed Bids, in duplicate, shall be clearly marked **DO NOT OPEN, ONE KENWORTH T380 CONVENTIONAL SERIES PW GARBAGE TRUCK VEHICLE BID** and mailed to the attention of the City Secretary Elsa Robles, 6116 Broadway, San Antonio, TX 78209.

Date: September 14, 2022

Bids will be received until 10:00 a.m., October 14, 2022

For: New Public Works Garbage Truck

**Equipment to be delivered to Reliance Truck and Equipment
9818 Green Road
Converse, TX 78109**

See attached vehicle bid pricing summary

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 “**ONE KENWORTH T380 CONVENTIONAL SERIES PW GARBAGE TRUCK VEHICLE 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 Inquiries

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

Jonathan Rodriguez
Public Works Superintendent
6116 Broadway
San Antonio, TX 78209
(210) 832-2252
Email: jrodriguez@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: October 14, 2022 at 10:00 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 Public Works Superintendent Jonathan Rodriguez at jrodriguez@alamoheightstx.gov no later than September 30. All questions will be submitted via email to Jonathan Rodriguez. Questions and answers will be posted on website by Tuesday, October 4, 2022. 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, Public Works 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, Public Works 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