ORIGINAL

REQUEST FOR QUOTATION

THIS IS NOT AN ORDER

# The City of Parkersburg

FINANCE OFFICE

PARKERSBURG, WEST VIRGINIA

Inquiry # **2239**
Nov 23 & 30, 2016
Inquire By **10:15 A.M., WEDNESDAY DECEMBER 7, 2016**

| ITEM – QUANTITY – UNIT | DESCRIPTION |
|---|---|

Sealed bids **for (42) SETINA PARTITIONS FOR THE PPD UNIFORMED FLEET VEHICLES** will be received in the Conference Room of the Finance Department, First Floor, City Building, #1 Government Square, Parkersburg, West Virginia, until **10:15A.M.** local time on **WEDNESDAY DECEMBER 7, 2016** and at that time will be publicly opened and read. Bids received after the time for opening of bids will be returned to the bidder unopened. The City will not be responsible for late mail or other deliveries. Vendors shall be registered in West Virginia.

Envelopes must be plainly marked: Inquiry number, "Bids for Finance Director".

Each bid shall contain the full name and address of every person, firm or corporation interested in the same, and if a corporation, the name and address of the President and Secretary.

The Purchasing Director reserves the right to reject all bids or parts of bids for any one or more supplies or contractual services included in the proposed contract, when the public interest will be served.

E.E.O. Clause statements apply to this purchase order.

THE CITY OF PARKERSBURG DOES NOT DISCRIMINATE ON THE BASIS OF DISABILITY IN THE ADMISSION OR ACCESS TO, OR EMPLOYMENT IN, ITS PROGRAMS OR ACTIVITIES.

Unless this contract is exempted by Rules and Regulations of the Secretary of Labor, there is incorporated herein by reference paragraphs (1) through (7) of the contract clause set forth in Section 202 of Executive Order 11246: Section 402 of the Veterans Readjustment Assistance Act of 1974 and Section 503 of the Rehabilitation Act of 1973.

NOTE – IMPORTANT INSTRUCTIONS

Unless otherwise stated, prices quoted are assumed to be firm. Any deviations From our specifications must be clearly indicated. Reply on your form. Where Applicable, indicates list price, discount, extended net price for each item, terms, F.O.B. point, and shipping schedule.

DIRECTOR OF FINANCE

Bid Specifications for 42 Setina Partitions for PPD Uniformed Fleet Vehicles

42 Setina Partitions - 75% Lexan Cover and 25% Expanded Metal

Remove existing cages from uniformed cars and replace the new Setina Systems inside each PPD car

Installation must be done within Wood County, West Virginia

Shipping costs of the material requested

# INFORMATION FOR BIDDERS

## SPECIAL CONDITIONS

**Special conditions included in the specifications shall take precedence over any provisions stipulated hereunder.**

## SUBMISSION OF PROPOSAL

**Bids must be submitted on this proposal form and enclosed in a sealed envelope marked as specified in the legal notice. Blank spaces in the proposal may result in its rejection. It is important the entire bid documents be returned intact and that all pages be in proper sequence. If vendor does not wish to bid, the proposal should be so marked and returned. Bidders are invited to be present at the opening of the proposals. All vendors and contractors shall be registered in West Virginia.**

## ACCEPTANCE AND REJECTION

**This proposal submitted by the bidder to the City of Parkersburg will be accepted or rejected within a period of sixty (60) days from the bid opening date. The City reserves the right to reject any or all bids, to waive technicalities, and to request a re-bid on the required material. If more than one item, prices shall be quoted on the units requested. However, each item shall be considered a separate bid and the City of Parkersburg reserves the right to award the contract on each item separately or on all items as a whole or any combination thereof. Bidders whose proposal is made on an "All or None" basis must clearly state such fact in the proposal.**

## SIGNATURE REQUIRED

**The proposal page must be signed in ink. If the bidder is a firm or corporation, insert the corporate name followed by the signature of a person authorized to sign said bid; if a sole proprietorship the signature of the owner is required. Where the person signing for a corporation is other than the president, an affidavit or a resolution of the Board of Directors showing the authority of that person to bind the corporation must be furnished.**

## DEFAULT PROVISION

**In the case of default by the bidder or contractor, the City of Parkersburg may procure the articles or services from other sources and hold the bidder or contractor responsible for any excess costs occasioned or incurred thereby.**

## APPLICABLE LAWS

**The Revised Code of the State of West Virginia, the Charter of the City of Parkersburg, and all City ordinances insofar as they apply to the laws of competitive bidding, contracts and purchases are made a part thereof.**

## INFRINGEMENTS AND INDEMNIFACTIONS

**The contractor shall indemnify and save from loss the City of Parkersburg, West Virginia, from all suits and expense, over and above those included in the contract prices, for royalties or infringement or patents that may be involved in the use of equipment, machinery, supplies or material, and the contractor shall undertake to defend, at his own expense, any and all suits brought against the City of Parkersburg, by reason of the things above specified.**

## LIABILITY, INSURANCE, LICENSES AND PERMITS

**Where bidders are required to enter or go onto City of Parkersburg property to deliver materials or perform work or services as a result of bid award, the bidder will assume the full duty, obligation and expense of obtaining all necessary licenses, permits and insurance when required. The bidder shall be liable for any damages or loss to the City of Parkersburg occasioned by negligence of the bidder (or his agent) or any person the bidder has designated in the completion of his contract as a result of his bid.**

## TAXES

**Federal and/or State taxes are not to be included in prices quoted. The successful bidder will be furnished an exemption certificate if needed.**

## CHANGES AND ADDENDA TO BID DOCUMENTS

**Each change or addendum issued in relation to this bid document will be on file in the office of the Purchasing Director no less than five (5) working days prior to the scheduled bid opening date. In addition, to the extent possible, copies will be mailed to each person registered as having received a set of bid documents. Total bid inquiry or specified item cancellations may be issued later than the time specified above.**

## PRICING

**Bidders are to quote firm or fixed prices unless otherwise noted in the specifications. In case of discrepancy in computing the amount of the bid, the UNIT PRICE quoted will govern. In the event of a conflict between the price in numbers and the price in words, the price in words will control.**

**Quotations are requested F.O.B. destination. If quoted F.O.B. Shipping Point include freight estimate and full value insurance cost.**

## QUALITY

**Unless otherwise stated by the bidder the proposal will be considered as being in strict accordance with specifications outlined in the Bid Document.**

**References to a particular trade, manufacturer's catalog or model number are made for descriptive purposes to guide the bidder in interpreting the requirements of the City of Parkersburg. They should not be construed as excluding proposals on other types of materials, equipment and supplies. However the bidder, if awarded a contract, will be required to furnish the particular item referred to in the specifications or description unless a departure or substitution is clearly noted and described in the proposal.**

## SAMPLES

**Samples, when requested, must be furnished free of expense to the City of Parkersburg and if not destroyed, will be returned at the bidder's expense.**

## CONTRACT AND BOND

**The bidder to whom an award is made may be required to execute a written contract with the City of Parkersburg, West Virginia, within ten days after receiving such contract for execution, and as specified in the legal notice, furnish a good and approved bond conditioned upon the faithful performance of the same. The proposal, contract, proposal bond, (if applicable), and performance bond, (if applicable) shall be in the form hereto attached.**

**Every bidder must take notice of the fact that even though his proposal be accepted and the documents signed by the bidder to whom an award is made and by the Purchasing Director on behalf of the City of Parkersburg, that no such award or signing by the Purchasing Director shall be considered a binding contract without the proper certificate by the City of Parkersburg Finance Director that funds are available, or without the approval of the City Attorney as to the form and legality of the contract.**

## AWARD OF CONTRACT:

**Contract shall be awarded to the lowest responsible bidder. In determining the lowest responsible bidder, in addition to price, the Purchasing Director shall consider:**

A. **The ability, capacity and skill of the bidder to perform the contract or provide the services required;**
B. **The character, integrity, reputation, judgement, experience and efficiency of the bidder;**
C. **The quality of performance of other contracts or services;**
D. **The sufficiency of the financial resources and ability of the bidder to perform the contract or provide the services;**
E. **The ability of the bidder to provide future maintenance and service for the use of the subject of the contract.**

## OMISSIONS

**Bidders shall not be permitted to use to their advantage any omissions or error in the specifications, requirements or contract documents, and the City of Parkersburg reserves the right to issue new instructions as addendum.**

## PLEASE READ CAREFULLY

NOTICE TO WEST VIRGINIA RESIDENT VENDORS AND VENDORS THAT PAY PARKERSBURG CITY B & O TAXES

You are entitled to a bid preference equal to 2% of your bid if you are a WV resident vendor.

In addition if you pay B & O taxes to the City of Parkersburg you may receive an additional bid preference equal to the amount of B & O tax you would have to pay as the result of being awarded the contract which is the object of this bid.

## WARNING

In order to qualify for either or both preferences you must claim the preference(s) on your bid application. If you fail to do so you can not receive the applicable preference(s)

**EXCEPTION: IF THIS PROJECT IS FUNDED WITH FEDERAL MONIES THE 2% BIDDER PREFERENCE IS NOT APPLICABLE FOR THIS BID.**

**WE (I), THE BELOW SIGNED HEREBY PROPOSE TO FURNISH THE FOLLOWING ARTICLES(S) AND/OR SERVICE(S) ST THE PRICES AND TERMS STATED SUBJECT TO ALL INSTRUCTIONS, CONDITIONS, SPECIFICATIONS, AND ALL ATTACHMENTS HERETO, (I) HAVE READ ALL ATTACHMENTS INCLUDING THE SPECIFICATIONS AND FULLY UNDERSTAND WHAT IS REQUIRED.**

**PRICES ARE TO BE QUOTED F.O.B.: PARKERSBURG, WEST VIRGINIA**

| ITEM NO. | QTY | UNIT | ITEM | UNIT PRICE | UNIT PRICE IN WORDS | TOTAL BID IN FIGURES |
|---|---|---|---|---|---|---|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

**I CLAIM THE 2% BID PREFERENCE FOR WEST VIRGINIA RESIDENT VENDORS:**

**_____YES _____NO**

**I IN ADDITION PAY B & O TAXES TO THE CITY OF PARKERSBURG AND THERE FORE ALSO CLAIM THIS BID PREFERENCE:**

**_____YES _____NO**

**IF YES, PLEASE GIVE ID# _____**

**DELIVERY: _____CALENDAR DAYS AFTER RECEIPT OF ORDER**

**TERMS: _____**

**COMPANY NAME OR BIDDERS NAME: _____**

**BUSINESS ADDRESS OF BIDDER: _____**

**THE FULL NAME AND RESIDENCE OF ALL PERSONS AND PARTIES INTERESTED IN THE FOREGOING BID ARE:**

**(IF A CORPORATION, GIVE THE NAME AND ADDRESS OF THE PRESIDENT AND SECRETARY; IF FIRM OR PARTNERSHIP, THE NAMES AND ADDRESSES OF THE MEMBERS OR PARTNERS.)**

| NAME | ADDRESS |
|---|---|
| | |
| | |
| | |

**AUTHORIZED SIGNATURE: _____ TITLE: _____**

SIGNATURE MUST BE IN WRITING TITLE MUST BE GIVEN

# AFFIDAVIT

(TO BE FILLED IN AND EXECUTED IF THE CONTRACTOR IS A CORPORATION)

COUNTY OF _____

STATE OF _____

_____, BEING DULY SWORN
(NAME OF AFFIANT)

DISPOSES AND SAYS THAT HE IS SECRETARY OF _____

A CORPORATION ORGANIZED AND EXISTING UNDER AND BY VIRTUE OF THE LAWS

OF THE STATE OF _____AND HAVING ITS PRINCIPAL

OFFICE AT _____
(NUMBER AND STREET) (CITY) (ZIP CODE)

_____ _____
(COUNTY) (STATE)

AFFIANT FURTHER SAYS THAT HE IS FAMILIAR WITH THE RECORDS, MINUTE BOOKS

AND BY LAWS OF _____
(NAME OF CORPORATION)

AFFIANT FURTHER SAYS THAT _____
(NAME OF PERSON SIGNING PROPOSAL/CONTRACT

IS _____OF THE CORPORATION IS

DULY AUTHORIZED TO SIGN THE CONTRACT FOR _____

_____FOR SAID CORPORATION

BY VIRTUE OF _____
(STATE WHETHER A PROVISION OF BY-LAWS OR A RESOLUTION OF THE BOARD OF DIRECTORS, IF BY RESOLUTION, GIVE DATE OF ADOPTION)

_____
(SIGNATURE OF AFFIANT)

SWORN TO BEFORE ME THIS_____DAY OF _____19__

_____
NOTARY PUBLIC IN AND FOR

_____
(COUNTY) (STATE)

AFFIANT MUST BE SOMEONE OTHER THAN THE SIGNER OF PROPOSAL/CONTRACT