

<b>SUBMIT BIDS TO:</b>	CITY OF TUSCALOOSA P.O. BOX 2089 TUSCALOOSA, AL 35403	PURCHASING OFFICE 2201 UNIV. BLVD. TUSCALOOSA, AL 35401	<b>INVITATION TO BID</b> CITY OF TUSCALOOSA										
<b>BID TITLE</b> HVAC FILTERS & BELTS			BID NO. 7031-050416-1										
PAGE 1 OF 8 PAGES	<b>BIDS WILL BE OPENED AT 2:00 PM ON MAY 4, 2016 IN THE OFFICE OF THE PURCHASING AGENT, 2201 UNIVERSITY BLVD. TUSCALOOSA, AL 35401 AND MAY NOT BE WITHDRAWN FOR THIRTY (30) DAYS AFTER SUCH DATE &amp; TIME.</b>		ISSUE DATE 04/14/2016										
 <p style="text-align: center;"><b>MAYOR</b> WALTER MADDOX</p> <p style="text-align: center;"><b>COUNCIL MEMBERS</b></p> <table border="0" style="width: 100%;"> <tr> <td>PHYLLIS W. ODOM</td> <td>MATTHEW CALDERONE</td> </tr> <tr> <td>HARRISON TAYLOR</td> <td>KIP TYNER</td> </tr> <tr> <td>CYNTHIA LEE ALMOND</td> <td>EDDIE PUGH</td> </tr> <tr> <td>SONYA McKINSTRY</td> <td></td> </tr> </table> <table border="0" style="width: 100%;"> <tr> <td><b>CITY CLERK (ACTING)</b> DEBRA K. CLEMENTS</td> <td><b>PURCHASING AGENT</b> DAVID COGGINS</td> </tr> </table>		PHYLLIS W. ODOM	MATTHEW CALDERONE	HARRISON TAYLOR	KIP TYNER	CYNTHIA LEE ALMOND	EDDIE PUGH	SONYA McKINSTRY		<b>CITY CLERK (ACTING)</b> DEBRA K. CLEMENTS	<b>PURCHASING AGENT</b> DAVID COGGINS	<b>Vendor Information</b> (SECTION TO BE COMPLETED BY VENDOR)  <hr/> Company Name (Please Print)  <hr/> Phone Number <span style="float: right;">Fax Number</span>  <hr/> Email Address	
PHYLLIS W. ODOM	MATTHEW CALDERONE												
HARRISON TAYLOR	KIP TYNER												
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<b>CITY CLERK (ACTING)</b> DEBRA K. CLEMENTS	<b>PURCHASING AGENT</b> DAVID COGGINS												

**GENERAL CONDITIONS OF INVITATIONS TO BID**

1. **PREPARATION OF BIDS**  
Bids will be prepared in accordance with the following:
  - (a) Our enclosed Bid Proposal Form is to be used in submitting your bid.
  - (b) All information required by the Bid form shall be furnished. The bidder shall print or type his name and manually sign the schedule and each continuation sheet on which any entry is made.
  - (c) Unit prices shall be shown and where there is an error in extension of price, the unit price shall govern.
  - (d) Proposed delivery time must be shown and shall include Sundays and holidays.
  - (e) Bidder will not include federal taxes nor State of Alabama sales, excise, and use taxes in bid prices as the City is exempt from payment of such taxes. An exemption certificate will be signed where applicable upon request.
  - (f) Bidders shall thoroughly examine the drawings, specifications, schedule, instructions and all other contract documents.
  - (g) Bidders shall make all investigations necessary to thoroughly inform themselves regarding plant and facilities for delivery of material and equipment as required by the bid conditions. No plea of ignorance by the bidder of conditions that exist or that may hereafter exist as a result of failure or omission on the part of the bidder to make the necessary examinations and investigations, or failure to fulfill in every detail the requirements of the contract documents, will be accepted as a basis for varying the requirements of the City or the compensation to the vendor.
  - (h) Bidders are advised that all City Contracts are subject to all legal requirements provided for in the Purchasing ordinance and/or State and Federal Statutes.
  
2. **DESCRIPTION OF SUPPLIES**
  - (a) Any manufacturer's names, trade names, brand name, or catalog numbers used in specifications are for the purpose of describing and establishing general quality levels. SUCH REFERENCES ARE NOT INTENDED TO BE RESTRICTIVE. Bids will be considered for any brand which meets the quality of the specifications listed for any items.
  - (b) Bidders are required to state exactly what they intend to furnish, otherwise they shall be required to furnish the items as specified.
  - (c) Bidders will submit, with their proposal, data necessary to evaluate and determine the quality of the item(s) they are bidding.
  
3. **SUBMISSION OF BIDS**
  - (a) Bids and changes thereto shall be enclosed in sealed envelopes addressed to David Coggins, Purchasing Agent, 2201 University Blvd., Tuscaloosa, Alabama. The name and address of the bidder, the date and hour of the bid opening and the material or service bid on shall be placed on the outside of the envelope.
  - (b) Bids must be submitted on the forms furnished. Telegraphic bids will not be considered.
  
4. **REJECTION OF BIDS**
  - (a) The City may reject a bid if:
    1. The bidder misstates or conceals any material fact in the bid, or if,
    2. The bid does not strictly conform to the law or requirement of bid, or if,
    3. The bid is conditional, except that the bidder may qualify his bid for acceptance by the City on an "all or none" basis, or a "low item" basis. An "all or none" basis bid must include all items upon which bids are invited.
  - (b) The City may, however, reject all bids whenever it is deemed in the best interest of the City. The City may also waive any minor informalities or irregularities in any bid.
  
5. **WITHDRAWAL OF BIDS**
  - (a) Bids may not be withdrawn after the time set for the bid opening for a period of time as specified.
  - (b) Bids may be withdrawn prior to the time set for the bid opening.

**6. LATE BIDS OR MODIFICATIONS**

- (a) Bids and modifications received after the time set for the bid opening will not be considered.
- (b) Modifications in writing received prior to the time set for the bid opening will be accepted.

**7. CLARIFICATIONS OR OBJECTION TO BID SPECIFICATIONS**

If any person contemplating submitting a bid for this contract is in doubt as to the true meaning of the specifications or other bid documents of any part thereof, he may submit to the Purchasing Agent on or before five (5) days prior to scheduled opening a request for clarification. All such requests for information shall be made in writing and the person submitting the request will be responsible for its prompt delivery. Any objection to the specifications and requirements as set forth in this bid must be filed in writing with the Purchasing Agent on or before five (5) days prior to scheduled opening.

**8. DISCOUNTS**

- (a) Bidders may offer a cash discount for prompt payment; however, such discounts shall NOT be considered in determining the lowest net cost for bid evaluation purposes. Bidders are encouraged to reflect cash discounts in the unit prices quoted.
- (b) In connection with any discount offered, time will be computed from the date of receipt of supplies or services or from the date a correct invoice is received, whichever is the later date. Payment is deemed to be made on the date of mailing of the check.

**9. SAMPLES**

Samples, when required, must be submitted within the time specified at no expense to the City of Tuscaloosa. If not destroyed or used up during testing, samples will be returned upon request at the bidder's expense, unless stated otherwise in Special Conditions or Specifications. Each individual sample must be labeled with bidder's name and manufacturer's brand name and number.

**10. AWARD OF CONTRACT**

- (a) The contract will be awarded to the lowest responsible bidder based upon the following factors: quality; conformity with specifications; purpose for which required; terms of delivery; transportation charges; dates of delivery.
- (b) The city reserves the right to accept and award item by item, and/or by group, or in the aggregate, unless the bidder qualifies his bid by specified limitations. Re Par.4(a)3.
- (c) If two or more bids received are for the same total amount or unit price, quality and service being equal, the contract shall be awarded to a local bidder.
- (d) Prices quoted must be FOB Tuscaloosa with all transportation charges prepaid unless otherwise specified in the Invitation to Bid.
- (e) A written award of acceptance (Purchase Order), mailed or otherwise furnished to the successful bidder shall result in a binding contract.

**11. DELIVERY**

- (a) Deliveries are to be FOB Destination unless otherwise specified in the Invitation to Bids.
- (b) Deliveries are to be made during regular business hours.

**12. CONDITION OF MATERIALS AND PACKAGING**

All items furnished must be new and free from defects. No others will be accepted under the terms and intent of this bid. All containers shall be new and suitable for storage or shipment, and price bid shall include standard commercial packaging.

**13. CLAIMS**

Successful bidder(s) will be responsible for making any and all claims against carriers for missing or damaged items.

**14. LOCAL, STATE, AND FEDERAL COMPLIANCE REQUIREMENTS**

Bidders shall comply with all local, state, and federal directives, orders and laws as applicable to this bid and subsequent contract(s).

**15. PROVISION FOR OTHER AGENCIES**

Unless otherwise stipulated by the bidder, the bidder agrees when submitting his bid to make available to all City agencies, departments, and in-city municipalities the bid prices he submits, in accordance with the bid terms and conditions, should any said department, agency, or municipality wish to buy under this proposal.

**16. COLLUSION**

The bidder, by affixing his signature to this proposal, agrees to the following: "Bidder certifies that his bid is made without previous understanding, agreement, or connection with any person, firm, or corporation making a bid for the same items and is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action".

**17. VARIANCE IN CONDITIONS**

Any and all special conditions and specifications attached hereto which vary from General Conditions shall have precedence.

**18. MINORITY / DISADVANTAGED BUSINESS ENTERPRISE PROGRAM**

The City of Tuscaloosa has voluntarily adopted a Minority / Disadvantaged Business Enterprise ("MBE/DBE/WBE") Program called Tuscaloosa Builds, which is designed to encourage the participation and development of minority and disadvantaged business enterprises and to promote equal business opportunities to the fullest extent allowed by state and federal law. To learn more about this program, visit <http://www.tuscaloosarecovery.com/blog/category/tuscaloosa-builds/>.

\*\* PRELIMINARY BID TAB WILL BE POSTED ON THE CITY'S WEBSITE ONCE AVAILABLE.

## SPECIAL CONDITIONS

**The General Conditions of Invitations to Bid and any Special Conditions stated shall be considered as part of the specifications of the bid.**

Reference to brand names and numbers is descriptive, but not restrictive, unless otherwise specified. Bids on equivalent items meeting the standards of quality thereby indicated will be considered, providing the bid clearly describes the article offered and indicates how it differs from the referenced brands. Descriptive literature and manufacturer's specifications plus any supplemental information necessary for comparison purposes must be submitted with the bid or the bid on that item will be rejected. Reference to literature submitted with a previous bid or on file with the Division of Purchasing will not satisfy this requirement.

The burden is on the bidder to demonstrate that the item bid is equivalent to the item specified in the ITB. Any exceptions taken to any item(s) must be fully explained in written detail on bidders' letterhead and attached to the bid when submitted.

Awards shall be made or contracts entered into with the lowest responsible bidder(s) meeting all specifications and terms and conditions established by the Division of Purchasing. The Division of Purchasing reserves the right to determine the lowest responsible bidder on the basis of an individual item or group of items. Delivery dates may be a factor in awards. Local Bidder Preference will be used in bid evaluation in accordance with State of Alabama Bid Law Section 41-16-50(a).

The issuance of a City of Tuscaloosa Purchase Order or Purchasing Card is required to constitute a contract between the vendor and the City of Tuscaloosa, which shall bind the vendor to furnish and deliver the commodities and/or services ordered at the prices, terms, and conditions quoted.

Questions concerning the bid process should be directed to David Coggins at (205) 248-5186 or [dcoggins@tuscaloosa.com](mailto:dcoggins@tuscaloosa.com) (e-mail is preferred). Questions concerning Specifications should be directed to Scott Cain at (205) 248-5274.

Any addendums issued for this bid will be posted on the City Of Tuscaloosa website at <http://www.tuscaloosa.com/e-services/bids>. It is the responsibility of the bidder to check this page for any addendums before submitting their bid.

The term of this contract shall be for a period of one (1) year from the date of the Purchase Order hereof and shall automatically renew each year for up to two (2) years for a total maximum contract term of three (3) years from the date of execution hereof, unless sooner terminated pursuant to the provision herein provided. However, either party may elect not to renew the contract by giving the other party thirty (30) days written notice prior to the anniversary date, in which event the contract shall terminate on the anniversary date.

Vendor to submit the following:

- Signed Special Conditions page
- Signed General Information & Specifications page
- Any necessary descriptive literature and/or specifications information as outlined above and/or elsewhere in this document
- Completed and signed Bid Submissions pages
- Completed and signed Bidder's Response Form

NOTE: Sheet(s) submitted without Company Name & Signature WILL NOT be considered for bid award.

Bid submissions shall be submitted in a sealed envelope and addressed to: David Coggins, Purchasing Agent, 2201 University Blvd., Tuscaloosa, Alabama. The name and address of the bidder, the date and hour of the bid opening and the Bid Title shall be placed on the outside of the envelope.

**VENDOR MUST SUBMIT AN ORIGINAL BID AND ONE COMPLETE COPY OR THE BID MAY BE REJECTED.**

## GENERAL INFORMATION

This bid is to establish purchase prices for HVAC Filters & Belts used by the City of Tuscaloosa Facilities Maintenance Department. The prices established for this bid will be for three years, as outlined in Special Conditions on the previous page. Orders for these items shall be placed on an as needed basis. All bid submissions shall be inclusive of all freight, handling, and any other charges. Any bids that add additional freight or other charges will not be considered.

Bidder must complete the Bid Brand and Bid Part No. sections of the Bid Submissions pages. Certain manufacturers are specified below. These brands have been pre-approved by City Of Tuscaloosa personnel based on performance, consistency, and compatibility.

Bidders may submit bids for brands other than those specified below. However, the burden of proof is on the bidder to provide information that proves the alternate brands they bid are “equal to” the item numbers specified in this bid. If bidders submit bids for alternate brands other than the items specified, complete descriptive literature and specifications information for those items must be included with bid submission. Failure to include this information for alternate brand items will render your bid nonresponsive, and it will not be considered. Whether any alternate brand items are deemed “equal to” the specified brands shall be the decision of City Of Tuscaloosa personnel. Alternate product bid items that are determined not to be “equal to” the specified brands will not be considered for award.

## FILTER SPECIFICATIONS

Pleated Filter specifications are based on Koch Multi-Pleat SC XL-8 filters “or equal” and shall meet the following:

1. General
  - a. Filters shall be Multi-Pleat SC XL-8 extended surface pleated air filter manufactured by Koch Filter Corp. “or equal.”
  - b. Filters shall be available in standard capacity pleat configuration with depths of 1”, 2”, and 4”.
  - c. Filters shall be classified UL and cUL per UL 900 standards
2. Filter Materials and Construction
  - a. Media shall be 100% synthetic. Media shall not support microbial growth.
  - b. Media shall be laminated to corrosion resistant expanded metal.
  - c. Frame shall be heavy duty, high strength, moisture resistant paperboard (24 point) double wall construction with an integral die-cut faceguard on air entering and air leaving sides to prevent movement and protect the media pack and ensure media pack integrity during shipping and operation.
  - d. Media pack shall be secured within the frame with an adhesive sealant to ensure leak free construction.
3. Filter Performance
  - a. Filters shall be MERV 8 when tested in accordance with the ASHRAE 52.2-2007 Test Standard.
  - b. Filter shall have a low initial pressure drop that shall not exceed 0/26” W.G. at an air flow rate of 300 FPM.
  - c. Filters shall be rated to withstand a continuous operating temperature of 200° F (93° C).
  - d. Filters shall have a recommended final resistance of 1.0” W.G.

Charcoal Filter specifications are based on Koch OdorKleen ES carbon filter “or equal.”

## BELT SPECIFICATIONS

Belt specifications are based on Gates brand heavy duty belts with Flex-Weave cover, Gates curves, and EPDM construction. Gates belts are the preferred brand based on prior performance and reliability. Any bids for brands other than Gates belts shall include the descriptive literature and specifications information outlined above. Failure to include sufficient information for brands other than Gates belts will eliminate your bid from consideration. It shall be the decision of City of Tuscaloosa personnel as to whether these alternate brands are “equal” in quality and specification to Gates brand belts.

**BID SUBMISSIONS**

**NOTE:** All information above must be completed, including Bid Brand and Bid Part No.

**REMINDER:** If bidders submit bids for alternate brands other than the items specified, complete descriptive literature and specifications information for those items must be included with bid submission. Failure to include this descriptive literature for alternate brand items will render your bid nonresponsive, and it will not be considered.

Pleated Filters				
Item No.	Filter Size	Bid Brand	Bid Part No.	Unit Price
1	8x32x1			
2	8x44x1			
3	8x61x1			
4	9x44x1			
5	10x24x1			
6	11x45x1			
7	14x20x1			
8	16x20x1			
9	16x20x2			
10	16x24x2			
11	16x25x1			
12	16x25x2			
13	18x22x1			
14	20x20x1			
15	20x20x2			
16	20x24x2			
17	20x25x1			
18	20x25x2			
19	20x30x1			
20	20x30x2			
21	24x24x1			
22	24x24x2			
23	24x24x4			
24	24x30x1			
25	28x29x4			
Charcoal Filters				
26	16x20x1			
27	16x25x1			
28	20x30x1			
<b>Filters Total (both Pleated and Charcoal)</b>				<b>\$</b>

**BID SUBMISSIONS (cont.)**

<b>Belts</b>				
<b>Item No.</b>	<b>Belt Size</b>	<b>Bid Brand</b>	<b>Bid Part No.</b>	<b>Unit Price</b>
1	5VX740			
2	A26			
3	A29			
4	A32			
5	A33			
6	A34			
7	A35			
8	A37			
9	A38			
10	A40			
11	A42			
12	A43			
13	A44			
14	A45			
15	A46			
16	A48			
17	A49			
18	A52			
19	A53			
20	A58			
21	A62			
22	A78			
23	A91			
24	AX28			
25	AX60			
26	B26			
27	B33			
28	B34			
29	B42			
30	B44			
31	B45			
32	B49			
33	B50			
34	B53			
35	B56			
36	B59			
37	B61			
38	B68			
39	B70			
40	B77			
41	B87			
42	B91			
43	BX51			
<b>Belts Total</b>				<b>\$</b>

**BIDDER'S RESPONSE FORM**

**MESSAGE TO BIDDERS:** Please review your bid documents for accuracy, completeness, required documentation, and necessary signatures before submitting. Please label the outer mailing/shipping package with the bid information as directed.

**COMPANY NAME:** \_\_\_\_\_

**CONTACT PERSON:** \_\_\_\_\_

**COMPLETE MAILING ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_

**AUTHORIZED SIGNATURE:** \_\_\_\_\_

**PRINTED NAME:** \_\_\_\_\_

**TELEPHONE NUMBER:** \_\_\_\_\_ **FAX NUMBER:** \_\_\_\_\_

**E-MAIL ADDRESS:** \_\_\_\_\_

**DELIVERY TIME:** \_\_\_\_\_

**COPIES SUBMITTED:**

\_\_\_\_\_ **VENDOR MUST SUBMIT AN ORIGINAL BID AND ONE COMPLETE COPY OR THE BID MAY BE REJECTED.**

**NOTE: BY SIGNING THIS CONTRACT, THE CONTRACTING PARTIES AFFIRM, FOR THE DURATION OF THE AGREEMENT, THAT THEY WILL NOT VIOLATE FEDERAL IMMIGRATION LAW OR KNOWINGLY EMPLOY, HIRE FOR EMPLOYMENT, OR CONTINUE TO EMPLOY AN UNAUTHORIZED ALIEN WITHIN THE STATE OF ALABAMA. FURTHERMORE, A CONTRACTING PARTY FOUND TO BE IN VIOLATION OF THIS PROVISION SHALL BE DEEMED IN BREACH OF THE AGREEMENT AND SHALL BE RESPONSIBLE FOR ALL DAMAGES RESULTING THEREFROM.**

**FAILURE TO COMPLETE ALL OF THE ABOVE WITH AN AUTHORIZED SIGNATURE MAY SUBJECT BID TO REJECTION.**

**NON-BIDDER RESPONSE FORM**

For purposes of maintaining accurate bidder's list and facilitating your firm's response to our invitation for bid, the City of Tuscaloosa is interested in ascertaining reasons for prospective bidders' failure to respond to invitations for bids. If your firm is not responding to this bid, please indicate the reason(s) by checking any appropriate item(s) below and returning this form to Mr. David Coggins, Purchasing Agent, 2201 University Blvd., Tuscaloosa, Alabama 35401. Failure to either submit a bid proposal or return this form may result in removal of your firm's name from our bidder's lists. Thank you for your cooperation.

We are not responding to this invitation for bid for the following reason(s):

\_\_\_ Items or materials request not manufactured by us or not available to our company.

\_\_\_ Our items or materials do not meet specifications.

\_\_\_ Specifications not clearly understood or applicable (too vague, too rigid, etc.)

\_\_\_ Quantities requested are too small.

\_\_\_ Insufficient time allowed for preparation of bid.

\_\_\_ Incorrect address used. Correct mailing address is:

\_\_\_ Our branch/division handles this type of bid. Correct name and mailing address is:

\_\_\_ Other reason(s): \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Signature: \_\_\_\_\_