

CITY COUNCIL OF THE CITY OF PINSON, ALABAMA

RESOLUTION NO. 15 - 65

**A RESOLUTION AUTHORIZING THE MAYOR TO
RECEIVE BIDS FOR MOWERS; SAID BIDS TO BE
RETURNED BY THE 20th DAY OF JANUARY 2016, AT
2:00 PM**

BE IT RESOLVED by the City Council of the City of Pinson, Alabama, while in regular session on the 17th day of December, 2015 at 7:00 p.m. as follows:

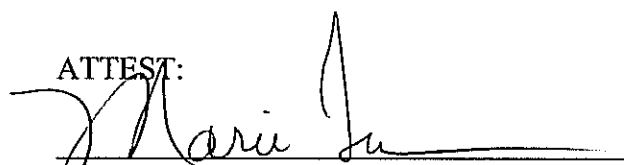
Section 1. That the Mayor is hereby authorized to receive bids for reel mowers as specified herein.

Section 2. That said bids shall be returned by 2:00pm on the 20th day of January, 2016.

ADOPTED AND APPROVED THIS THE 17 DAY OF DEC, 2015.


HOYT SANDERS, MAYOR

ATTEST:


Marie Turner, City Clerk

CERTIFICATION OF CITY CLERK

STATE OF ALABAMA)
JEFFERSON COUNTY)

I, Marie Turner, City Clerk of the City of Pinson, Alabama, do hereby certify that the above and foregoing is a true and correct copy of a Resolution duly adopted by the City Council of the City of Pinson, Alabama, on the 17th day of December, 2015.

Witness my hand and seal of office this 17th day of December, 2015.


Marie Turner, City Clerk

CITY OF PINSON

INVITATION TO BID

BID DATA

COMMODITY TITLE: Zero Turn Mowers

USER DEPARTMENT: Public Works Groundskeeping

BUYER: Mayor Hoyt Sanders

BUYER TELEPHONE: 206-680-5556

ISSUE DATE: December 17th

BID OPENING

DAY/DATE: January 22, 2016

TIME: 3:00PM

LOCATION: City Hall Conference Room

MAILING ADDRESS: City of Pinson
4410 Main Street
Pinson, AL 35126

The City of Pinson Purchasing Department will receive sealed bids for the purchase **One (2) New Zero Turn Gas Mowers as per attached specifications.** Bids must be received by 2:00 PM on January 20, 2016. Late bids will not be opened nor returned.

BIDS MAY BE MAILED OR DELIVERED TO:

**City of Pinson
Mayor Hoyt Sanders
Ref: Mower Bid
4410 Main Street
Pinson, AL 35126**

**PART ONE
GENERAL TERMS AND INSTRUCTIONS**

SECTION I TERMS AND CONDITIONS

- 1.1 All bids submitted shall be firm for a minimum of 90 days, unless otherwise specified.
- 1.2 The City reserves the right to cancel or make null and void any purchase order, if delivery cannot be made on the specified delivery date.
 - 1.2.1 In case of default by the contractor, the City may procure the articles or services from other sources and hold the contractor responsible for any excess cost occasioned thereby.
- 1.3 Bid tabulations will not be given over the telephone. Vendors desiring a bid tabulation shall enclose a stamped and self addressed envelope with their bid.
- 1.4 Bid awards are not official until a purchase order is issued or the Purchasing Department notifies the successful vendor in writing.

SECTION II SUBMISSION OF BID

- 2.1 Bids received after the designated date and time will not be opened nor returned.
- 2.2 All bids shall be submitted on and in accordance with forms for this purpose, which are available from the Purchasing Department. Additional supplementary documentation, when requested, shall be submitted on the bidder's letterhead.
- 2.3 All bids are to be submitted in sealed, plainly marked envelopes. Envelopes shall be marked in the bottom left corner with the Title of the Invitation to Bid, the Bid Number and the Opening Date. Facsimile and telephone bids will not be accepted.
- 2.4 All bids shall be typewritten or completed in black ink.
- 2.5 An authorized officer or agent of the company submitting the bid in order to be considered must sign all bids.
- 2.6 **Bid documents shall be submitted, in DUPLICATE** to the City of Pinson, Purchasing Department.

- 2.7 Bids, which show any omission, irregularity, alteration of forms, additions not called for, conditional or unconditional unresponsive bids may be rejected.
- 2.8 Any bid submitted with corrected errors shall have the correction initialed by the person signing the bid.
- 2.9 Bidder shall submit with bid, the latest printed literature and detailed specifications on equipment they propose to furnish. This literature is for informational purpose only, and shall be used to help determine a product's compliance with specifications.

SECTION III BID EVALUATION

- 3.1 The City reserves the right to evaluate all bids, waive any technical or informalities, reject any and/or all bids and proposals, and further specifically reserves the right to make the award and/or awards in the best interest of the City. The City also reserves the right to request additional information.
- 3.2 The bid evaluation will be made on the following criteria:
 - 3.2.1 Bid Price
 - 3.2.2 Compliance with specifications
 - 3.2.3 Ability to deliver product or service
 - 3.2.4 Prompt pay discount, if offered, and meeting requirements of **Section 3.4
 - 3.2.5 Availability of warranty service and parts
- 3.3 The City may waive minor differences in specifications, provided these differences do not violate the specification intent, materially affect the operation for which the item or items are being purchased nor increase the estimated maintenance and repair cost to the City.
- 3.4 In order for a prompt pay discount to be considered as a factor in the award of this bid, the minimum days allowed for payment to receive discount shall be 15 days after receipt of a correct invoice.
- 3.5 The City reserves the right to award all bids in their entirety or part, whichever, in its opinion, best serves the interest of the City.
- 3.6 Unless clearly shown on the bid that it is the intent that a reduced total price is being offered on the basis of receiving an award of all items covered by the total, any totals should be the actual sum of the extension of unit prices; otherwise, in the event of any discrepancy between a unit price(s), extended price(s) and/or total price(s), unit price shall govern and the bid will be refigured accordingly.
- 3.7 Alabama Bid Law allows a Local Preference to businesses located within the City of Pinson when their bid is within 3% of the lowest responsible bid. The City will extend that preference when applicable.
- 3.8 The City shall be sole judge as to an item meeting or exceeding the specifications.
- 3.9 **NON-COLLUSION:** Vendors, by submitting a signed bid, certify that the accompanying bid is not the result of, or affected by, any unlawful act of collusion with any other person or company engaged in the same line of business or commerce, or any other fraudulent act punishable under Alabama or United State law.

SECTION IV BILLING AND PAYMENT

4.1 The vendor shall submit an invoice in duplicate to:

City of Pinson
4410 Main Street
Pinson, AL 35126

4.2 Payment by the City shall be made within thirty days, unless otherwise specifically provided, subject to any discounts offered.

4.2.1 The City will make payment to the vendor, when an invoice is received and the City accepts the service or item(s).

4.2.2 Any prompt pay discount offered will be computed from the date of delivery of the equipment, supplies, or materials at destination, when final inspection and acceptance are at those points, or from the date the correct invoice is received, if the latter is later than the date of delivery.

SPECIFICATIONS FOR ZERO TURNING RADIUS RIDING LAWN MOWER

<u>ITEM</u>	<u>SPECIFICATIONS (MINIMUM)</u>
Engine	Minimum 27 HP OHV, Air-Cooled, Two Cylinder, Gas Powered, Full Pressure Lubed
Fuel Tank	8 to 10 Gallon Capacity
Electrical	12 Volt, 20 AMP Alternator. 340 CCA Battery. Operator Presence Starting System, Digital Hour Meter.
Transmission	Single Bodied Dual Hydrostatic Pumps. One Pump and One Ross High Torque Direct Drive Wheel Motor Per Drive Tire.
Travel Speed	Variable Speed. Direction, Start or Stop, Alternating Forward or Reverse, Levers Swing Away For Easy Mounting & Dismounting. 9 MPH Forward & 4 MPH Reverse
Turning Radius	True Zero Degree Turning Within Own Length With Counter Rotating Power Drive Wheels.
Brakes	Braking Through Hydrostatic Transmission. Parking Brake.
PTO	Ogura GT 3.5 With V-Belt Drive or Equal PTO.
Tire & Wheels	24 x 12 - 12 Drive Tires.
Mower Deck	Mid mounted anti-scalp, minimum 60" heavy duty mowing deck with solid or foam filled tires. Full floating, Quick height control mechanism for quick and accurate height adjustment. 1" to 5" height settings. Spindles are 25mm greased from the top. Option of Side discharging or mulching.
Blades	Three 21", .25 " Thickness Steel Alloy Blades.
ROPS	ROPS Certified to OSHA Standards.
Seat	One Piece, High Back Seat with Standard Armrest with Fore-and-Aft Adjustment.
Manuals	Two Sets Each Of Parts and Service Manuals For Engine Parts, Electrical System,

Transmission, Deck & Related Components.

Warranty

Two Year Or 600 Hours.

Additional

The Bidder Shall Deliver Equipment Fully Assembled and Operational With All Fluids Such As Oil And Fuel, Batteries, Wheels. Etc. Installed Upon Delivery. No Crated Or Non Operational Equipment Requiring Assembly Or Adjustments Of Any Kind Shall Be Accepted. Bidder Will Be Required To Operate The Equipment And Demonstrate All Features And Operational Modes to Environmental Service Group Personnel. Bidders Shall Provide Numbers Of The Local Qualified Dealer That Will Perform Warranty And Service. Those Dealers Will Be Contacted For Verification Prior To Awarding The Bid. Failure To Comply Will Affect The Award Of The Bid.

NOTE: The City of Pinson has attempted to list those minimum specifications that best meets its needs. However, the City realizes that manufacturer's specifications may vary slightly. The City welcomes bids on Mowers that meet or exceeds the specifications listed. Brand names listed are not to exclude any manufacturer or supplier from bidding, but merely to establish the quality of equipment desired.

Bidders shall submit with their bid, manufacturer's specifications and warranty information.

**PART THREE
BID FORM**

The undersigned declares that before preparing their bid, they read carefully the specifications and requirements for Bidders and that their bid is made with full knowledge of the kind, quality and quantity of services and equipment to be furnished, and their said bid is as stated on these pages. The undersigned offers and agrees, if this bid is accepted within NINETY (90) calendar days from date of opening, to furnish any or all of the items or services upon which prices are offered and delivered at the designated point(s) within the time specified. **PLEASE SUBMIT BIDS IN DUPLICATE AS REQUESTED IN SECTION II, ITEM 2.6**

ITEM #	UOM DESCRIPTION	UNIT PRICE	TOTAL COST
1.	*2 Ea. Gas Mower	\$ _____	\$ _____
2.	*2 Ea. Diesel Mower	\$ _____	\$ _____

***Depending on the price we may purchase 3 mowers**

Delivery Information: Delivery shall be made within _____ calendar days after receipt of purchase order.

Discounts will be allowed for prompt payment: _____ percent, 10 calendar days
_____ percent, 15 calendar days
_____ percent, 20 calendar days
_____ percent, 30 calendar days

COMPANY SUBMITTING BID _____

ADDRESS _____

CITY, STATE, ZIP CODE _____

SIGNATURE OF PERSON AUTHORIZED TO SIGN BIDS

TYPED NAME AND TITLE OF SIGNER

TELEPHONE NUMBER

DATE

FEDERAL ID NUMBER

E-MAIL ADDRESS

ANTI-COLLUSION STATEMENT

THE BELOW SIGNED QUOTER HAS NOT DIVULGED TO, DISCUSSED OR COMPARED HIS QUOTE WITH OTHER QUOTERS AND HAS NOT COLLUDED WITH ANY OTHER QUOTER OR PARTIES TO A QUOTE WHATSOEVER. **NOTE:** NO PREMIUMS, REBATES OR GRATUITIES TO ANY EMPLOYEE ARE PERMITTED WITH, PRIOR TO, OR AFTER ANY DELIVERY OF MATERIALS. ANY SUCH VIOLATION WILL RESULT IN THE CANCELLATION AND/OR RETURN OF MATERIAL (AS APPLICABLE) AND THE REMOVAL FROM THE MASTER BIDDERS LIST.

FIRM NAME

BY (PRINTED)

BY (SIGNATURE)

TITLE

ADDRESS

STATEMENT OF NO BID/PROPOSAL

NOTE: If you DO NOT intend to bid on this commodity or service, please complete and Return this form immediately. Your response will assist us in evaluating all responses for this important project and to improve our bid solicitation process.

The Purchasing Division of the City of Pinson wishes to keep its bid list file up-to-date. If, for any reason you cannot supply the commodity/service noted in this bid/proposal solicitation, this form must be completed and returned to remain on the particular bid list for future projects of this type.

If you do not respond to this inquiry within the time set for the proposal opening date and time noted, we will assume that you can no longer supply this commodity/service, and your name will be removed from this commodity/service list.

_____ Specifications too "tight", i.e. geared toward one brand or manufacturer only.

_____ Specifications are unclear (explain below)

_____ We are unable to meet specifications.

_____ Insufficient time to respond to the Request for Proposal.

_____ Our schedule would not permit us to perform.

_____ We are unable to meet bond requirements.

_____ We are unable to meet insurance requirements.

_____ We do not offer this product or service.

_____ Remove us from your proposers list for this commodity or service.

_____ Other (specify below).

REMARKS _____

SIGNED: _____ NAME: _____
(Type or Print)

TITLE: _____ DATE: _____

FIRM NAME: _____

PHONE: _____ FAX: _____

ADDRESS: _____
(Street address) (City) (State) (Zip)