

CITY OF SIKESTON
INVITATION FOR BID
GENERAL REQUIREMENTS

Date Issued: 02-22-2017
Bid Number: 17-18

The City of Sikeston is soliciting bids for a 8' Super Duty snowplow with installation for a pickup truck for the Street Division. The sealed bids will be subject to the terms and conditions listed below and any special conditions set forth therein. The sealed bids will be received at the Office of the City Clerk, 105 E. Center Street, Sikeston, Missouri 63801, until 1:30 p.m. CDT Wednesday, March 15, 2017.

GENERAL TERMS AND CONDITIONS FOR THE INVITATION FOR BID

1. **Bidder must use the attached Bid Return Sheet for submission of bids.** Return Sheet must be signed and notarized. Retain One (1) copy of the bid form for your files. Bidder must use the attached specifications (or equivalent model) in preparing the bid. By signing, the bidder acknowledges his full knowledge of, and agreement with the general specifications, conditions and requirements of this request for proposal.
2. The following items **must** be returned and included with the sealed bid:
 - signed and notarized bid return sheet
 - signed and notarized Non-Kickback and Non-Collusion Affidavit

Bids not containing both items listed above will be deemed unresponsive, will not be read, and will be returned to the bidder.
3. Any act or acts of misrepresentation, collusion or offers of kickback by a vendor will be a basis for disqualification of any proposal submitted. In the event the City enters into an agreement or contract with a vendor who is found to have misrepresented material facts, participated in collusion or offerings of kickbacks, and such conduct is discovered after the execution of an agreement or contract, the City may cancel the agreement or contract without incurring liability, penalty or damages.
4. Any explanation desired by the bidder regarding the meaning or interpretation of the specifications listed in the Invitation for Bid must be submitted to Brian Dial, Street Superintendent, 105 E. Center, Sikeston, Missouri 63801; (573) 471-2512. All inquiries, whether written or oral, shall be submitted within the time limitations specified in the request for proposal.
5. The City of Sikeston is exempt from all federal and state excise, sales and use taxes.
6. It is the responsibility of the bidder to deliver his bid on or before the date and time of the bid closing. Bidders must not count on a notary public being available at City

Hall. All documents requiring notarization must be notarized by the bid deadline. Otherwise they are incomplete. Amendments to, or withdrawals of proposals received later than the time and date specified as the bid opening will not be operative. Bids received later than the deadline or incomplete bids will be rejected and returned unopened.

7. The City of Sikeston reserves the right to accept or reject any and all proposals, as deemed, in its sole discretion, to be in the best interest of the City. The City reserves the right to reject any proposal if the vendor is delinquent in the payment of any taxes, fees or licenses owed to the City. In the event a vendor is delinquent in any payment to the City, the City may offset the delinquent amount due against sums owed the vendor.
8. The City of Sikeston may make such investigation as deemed necessary to determine the ability of the vendor to discharge the agreement or contract. The vendor shall furnish the City with all such information and data as may be required for that purpose. The City reserves the right to reject any bid if the vendor fails to satisfactorily convince the City that he is properly qualified to carry out the obligations of the agreement or contract, and to satisfactorily complete the work called for herein.
9. When determining the successful vendor, the City reserves the right to apply up to a five percent (5%) local vendor preference for goods and services provided by vendors located within the City Limits of Sikeston.

Bidders are advised the City of Sikeston has a local vendor preference purchasing policy in the following bid amounts:

\$ 0.01 - \$ 10,000	5%
\$10,001 - \$100,000	2%
\$100,001+	1%

10. The City of Sikeston reserves the right, in its sole discretion, to accept the lowest and best bid.
11. The successful bidder shall post all applicable bonds and insurances as required by the City of Sikeston, a certificate of insurance showing proof of liability insurance, and shall secure the appropriate license. **These do not apply to suppliers.**
12. The successful bidder shall provide all indemnification and hold harmless agreement to the City of Sikeston.
13. Place the following on the outside of your sealed bid: Bid #17-18 and Company Name.
14. Bidder must use the attached specifications in preparing the bid.

15. The successful bidder shall provide all warranty information on the product or service bid. Bids shall include taxes, if applicable, delivery and inspection fees, and shall be priced F.O.B. Sikeston. The snowplow for the Street Division will be delivered to the Public Works Complex, 316 North West Street, Sikeston, Missouri. Service or pre-delivery inspection by the successful bidder is required.
16. Delivery shall be within 30 days from the bid award date, unless otherwise indicated on the Bidder Return Sheet. If the delivery is not made at the end of 30 days or the time specified on the Bidder Return Sheet, there will be a penalty charge of \$25 per unit, per day or part of a day that goes beyond the specified delivery date. Delivery time may be a consideration for the bid awarding.
17. It shall be the responsibility of the dealer and the manufacturer supplying the units purchased to maintain an adequate stock of all regular and special parts.

Should you have any questions regarding these terms, please contact me at (573) 475-3731

Sincerely,

Brian Dial
Street Superintendent

CITY OF SIKESTON
GENERAL SPECIFICATIONS
BID # 17-18

8' Super Duty Snowplow for Pickup Truck

I. General Specifications: Bidders shall bid equivalent make and model to meet the following specifications

A. 8' Super Duty Steel or Similar

- Straight Blade
- 11-14 ga. Steel (Blade Thickness)
- Preferred Cutting Edge: ½" x 6" (1.3 cm x 15 cm)
- Preferred Plow Shoes: Cast Iron
- Preferred Trip Springs: 4
- Attachment System: SmartHitch 2 or Similar
- Lighting: SL3 L.E.D. with Ice Shield Technology or Similar

Labor and Materials and Installation must be included in bid.

BID RETURN SHEET

BID # 17-18

A. 8' Super Duty Snow Plow for Pickup Truck

Bid Price: \$ _____

Company Name: _____

Contact Name: _____

Address: _____

Phone Number: _____

Email: _____

Signature of Bidder: _____

Title: _____

Date: _____

Affix Corporate Seal (if applicable)

STATE OF _____)
)SS
COUNTY OF _____)

On this ____ day of _____, 20__, before me personally appeared _____, to me known to be the person(s) described in and who executed the forgoing instrument and acknowledged that they executed the same as their free act and deed.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my official seal at my office in _____ County, _____, the day and year first above written.

Signature
Notary Public

My Commission expires: _____

Bidder's signature MUST appear on this form. Signature of bidder indicated he/she understands and will comply with the terms and conditions set forth within the Invitation for Bid.

City of Sikeston
Non-Kickback and Non-Collusion Affidavit

I, being of lawful age and a duly authorized agent for _____,
regarding the attached bid, proposal, or contract with the City of Sikeston, Missouri for
_____, do hereby swear/affirm that this affidavit is true and correct.

Furthermore, I swear/affirm that neither I, nor the firm, company or corporation, or any other employer for whom I am an authorized agent in this matter, has been a party to any collusion, among bidders or other competitors in restraint of freedom of competition by causing or contributing to cause anyone to refrain from bidding, or by being a party to any agreement or understanding among or between any persons, firms, or corporations to bid at a fixed or determinable price.

Furthermore, I swear/affirm that neither I, nor the firm, company or corporation, or any other employer for whom I am an authorized agent have been a party to any collusion with any city official or employee of the City of Sikeston as to quantity, quality, or price in this prospective bid, contract or proposal; or any other terms of said undertaking; nor have I or we been a party to any discussion between other competitors and any official of the City of Sikeston concerning the exchange of money or other things of value for special consideration in the letting of this bid, proposal or contract.

I do hereby swear/affirm that the work, contractual undertaking, services or materials as described by this invoice or other billing claim has been delivered, completed, or supplied in accordance with the specifications, orders, bids, requests, or contract furnished and executed by the City of Sikeston, Missouri for the above mentioned bid. Furthermore, no consideration, either directly or indirectly, has or will be made to any elected official, officer or employee of the City of Sikeston or any other person, firm or corporation to obtain payment of the claim or to procure the contract or purchase order pursuant to which this claim is made.

Bidder's Signature

Please type or print name and address of bidder.

Phone Number _____

STATE OF _____)
)SS
COUNTY OF _____)

On this ____ day of _____, 20__, before me personally appeared _____,
to me known to be the person(s) described in and who executed the forgoing instrument and acknowledged
that they executed the same as their free act and deed.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my official seal at my office in
_____ County, _____, the day and year first above written.

Notary Public
Signature

My Commission expires: _____