

CITY OF JASPER, ALABAMA
P. O. Box 1589
1814 4th Ave W
Jasper, Alabama 35502

Date: March 15, 2017

Bids to be opened at 11:00 A.M.
Date: April 17, 2017

To Whom It May Concern:

Sealed bids will be received by the City of Jasper, Alabama, at Purchasing Agent's office in Jasper, Alabama, until the above time and date, and then opened as soon thereafter as practicable.

Derleda Abrom, Purchasing Agent
City of Jasper, Alabama

Specifications: **TROPHIES AND AWARDS**
SEE ATTACHED SHEETS

If you are unable to furnish an item as specified and desire to offer a substitute, give full description of the item. No errors will be corrected after bids are opened. No prices shall include State or Federal Excise Taxes. Tax exemption certificates furnished upon request. City reserves the right to accept or reject all bids or any portion thereof.

TO BE COMPLETED BY BIDDER

We are in position to furnish the above at the prices shown and can make shipment within _____ calendar days after receipt of order. Any attachment hereto is made and becomes a part of this inquiry and must be signed by the Bidder.

I hereby affirm I have not been in any agreement or collusion among bidders or prospective bidders in restraint of freedom of competition, by agreement to bid at a fixed price or to refrain from bidding, or otherwise.

Name of Firm

By _____
Name

Title _____

(Bids made out in pencil will not be accepted.)

ALL BIDDERS MUST USE OUR BID FORM AND SHOW ON ENVELOPE THE OPENING DATE.

CITY OF JASPER TROPHIES AND AWARDS

SPECIFICATIONS

SCOPE:

The City of Jasper intends to establish a contract to obtain firm fixed pricing from qualified trophy vendors to furnish and deliver assorted trophies, medals, and ribbons to various City agencies. These minimum specifications describe the awards to be used for sports programs, special camps, and numerous other acknowledgement purposes. The contract period will be twelve-months from the date of contract award with an option to issue a second and third contract with same pricing, terms and conditions and agreement by both parties for second and third twelve-month periods.

Orders shall be placed at various times throughout the contract period on an as needed basis. All orders shall be delivered or ready for pick up no later than twenty (20) calendar days after receipt of order. All bidders shall submit current catalogs with their responses. No bid will be considered which stipulates that the City shall guarantee to order a specific quantity of items at one time or throughout the contract period.

Any rebates/ incentives offered by the manufacturers after the bids have been opened will be passed to the City of Jasper. All bids can be held for a period of sixty days after bid opening before awarding the contract. Bids will be evaluated by item and/or total and may be awarded by item, group or total whichever is in the best interest of the City.

All items bid shall be new, in first class condition, including containers suitable for shipment and storage, unless otherwise indicated in bid invitation. Verbal agreements to the contrary will not be recognized. All products offered shall be of high quality with a minimum one-year warranty. All engraving, imprinting, and etching shall be included in the base price of all items.

The City reserves the right to waive minor variances from the specifications, provided these differences do not violate the specification intent, materially affects the operation for which the item or items are being purchased, nor increase the estimated maintenance and repair cost to the City. Please bid the items picked up at business location and delivered to:

City of Jasper
Park & Recreation Department
1020 Kiker Lane
Jasper, AL 35501

Should the contractor fail to deliver an order at the time specified, or within a reasonable period of time thereafter, as determined by the Purchasing Agent or should the contractor fail to make timely replacement of rejected items when so requested, the City may purchase items of comparable quality in the open market to replace the rejected or undelivered items. The contractor shall reimburse the City for all costs above the contract price when purchases are made in the open market.

All bidders shall include, with their bids, a list of at least three (3) current references for whom comparable work has been performed. This list shall include company name, person to contact, address and telephone number. Failure to include references may be ample cause for rejection of bid as non-responsive.

Samples, if required, must be furnished free of expense to City on or before date specified; if not destroyed in examination, they will be returned to bidder, if requested, at Bidder's expense. Each sample must be marked with bidder's name and address, City request number and opening date. **DO NOT ENCLOSE IN OR ATTACH BID TO SAMPLE.**

Whenever in this invitation, any particular material, process and/or equipment are indicated or specified by patent, proprietary or brand name, or by name of manufacturer, such wording will be deemed to be used for the purpose of facilitating description only, and will be deemed to be followed by the words, "or equal". Bidder to show that the alternative product is, in fact, equal to the product required in the specifications and must provide proof satisfactory to the City. Bidders must supply product information on all equipment offered in response to this bid invitation.

Bid will be awarded to the lowest responsive and responsible bidder. The determination of lowest responsive and responsible bidder may involve all or some of the following factors: price, conformity to specifications, financial ability to meet the contract, previous performance, facilities and equipment, availability of repair parts, experience, delivery promise, compatibility as required, other costs, or other objective and accountable factors which are reasonable.

All requests for interpretation of any portion of bid may be made by telephone to the City Purchasing Agent at (205) 221-2100. All replies will be given verbally and a copy of any inquiry and advise, if deemed vital by Purchasing Agent, will be made available to each prospective bidder

All bids/proposals shall be submitted in the form and manner indicated by the bid documents and bid forms. Any bid /proposal which is not submitted in form and manner indicated which contains information, statements, conditions, or qualifications which place conditions or qualifications on the proposal submittal for the purposes of making an award, or which alter any proposal terms, conditions specifications, or forms, which have not been previously by written addendum from Purchasing Agent, or which does not meet legal requirements, shall be declared as a qualified, conditional, or non-responsive and shall be rejected. Any proposals that do not fully respond to all detailed specifications or requests for information including execution of proposal forms may be declared "non-responsive" and recommended for rejection.

The City Council in accordance with state law section 41-16-50(a) established a local preference zone for vendors having a place of business in the corporate limits of Walker County. Vendors in this zone will be granted a three- percent preference rate over vendors not in this zone.

CONTACT INFORMATION

Any questions please contact:

Derleda Abrom, Purchasing Agent
E-mail: deabrom@jaspercitey.com
Phone: (205) 221-2100

REFERENCES:

Provide three (3) references with contact person and phone number for similar projects that your firm has completed in the last five (5) years (Include one (1) municipal government entity if available)

Name: _____

Contact Person: _____

Address: _____

Telephone #: _____

Cell phone #: _____

Name: _____

Contact Person: _____

Address: _____

Telephone #: _____

Cell phone #: _____

Name: _____

Contact Person: _____

Address: _____

Telephone #: _____

Cell phone #: _____

BID SHEET

All products offered shall be of high quality with a minimum one-year warranty. All engraving, imprinting, and etching shall be included in the base price of all items. Delivery shall be made no later than twenty (20) calendar days after receipt of order. If the successful bidder is unable to supply the requested item(s) within the 20 calendar days, the City reserves the right to obtain the item(s) elsewhere. All items shall be individually packaged and wrapped to ensure damage does not occur during shipping. All award items shall be invoiced separately, by order.

Please bid items on a per unit basis both picked up and delivered.

TROHPIES:

Tournament (estimate of 24 for each)

24 inch over all height, two post, 3 x 8 base, wood or plastic extrusion, eight inch figure engraved or sublimated,

At Store: \$ _____ Delivered: \$ _____

30 inch over all height, three post, 8 x 8 base, wood or plastic extrusion, eight inch figure engraved or sublimated,

At Store: \$ _____ Delivered: \$ _____

34 inch over all height, three post, 8 x 8 base, wood or plastic extrusion, eight inch figure engraved or sublimated

At Store: \$ _____ Delivered: \$ _____

36 inch over all height, four post, 7 x 8 base, wood or plastic extrusion, eight inch figure engraved or sublimated

At Store: \$ _____ Delivered: \$ _____

Participant (estimate for year):

675 – Baseball

400 – Softball

300 – Soccer

125 – Basketball

100 - Volleyball

Resin sculpture on 3-inch base, figure, engraved or sublimated

Baseball or Softball model number RF230SG

At Store: \$ _____ Delivered: \$ _____

Soccer model number RF520SG

At Store: \$ _____ Delivered: \$ _____

Basketball model number RF2330SG

At Store: \$ _____ Delivered: \$ _____

Volleyball model number RDJ383

At Store: \$ _____ Delivered: \$ _____

MEDALS (estimate for year of 1600)

2-1/2 inch gold medal with 32 inch long x 7/8 inch wide red, white and blue ribbon neck ribbon, engraved or sublimated

At Store: \$ _____ Delivered: \$ _____

Bidder/Company Name: _____

Authorized Representative: _____

Signed: _____

Title: _____

Address: _____

City, State, & Zip: _____

Date: _____

Telephone: _____

Cell Phone: _____

Fax Number: _____

E-Mail Address: _____

TECHINICAL:

GENERAL REQUIREMENTS

All products offered shall be of high quality with a minimum one-year warranty. All engraving, imprinting, and etching shall be included in the base price of all items. Delivery shall be made no later than twenty (20) calendar days after receipt of order. If the successful bidder is unable to supply the requested item(s) within the 20 calendar days, the City reserves the right to obtain the item(s) elsewhere.

All items shall be individually packaged and wrapped to ensure damage does not occur during shipping. All award items shall be invoiced separately, by order. A discount from list price is requested for all award items not specifically listed in this IFB. All items specifically listed shall have the corresponding page and item numbers from the current catalogs.

The successful bidder shall provide a representative in charge of the account who can assist in order preparation, replacement of damage goods, replacement of inferior quality products, and serve as a general assistant to maintain good relationships with the City. All bidders shall submit 2 copies of their current catalog along with their bid

TROHPIES

24 inch over all height, two post, 3 x 8 base, wood or plastic extrusion, eight inch athletic figure engraved or sublimated

30 inch over all height, three post, 8 x 8 base, wood or plastic extrusion, eight inch athletic figure engraved or sublimated

34 inch over all height, three post, 8 x 8 base, wood or plastic extrusion, eight inch athletic figure engraved or sublimated

36 inch over all height, four post, 7 x 8 base, wood or plastic extrusion, eight inch athletic figure engraved or sublimated

Resin sculpture on 3-inch base, figure, engraved or sublimated

MEDALS

2-1/2 inch gold medal with 32 inch long x 7/8 inch wide red, white and blue ribbon neck ribbon, engraved or sublimated