CITY OF WESLACO

Invitation to Bid

The City of Weslaco hereby requests sealed bids for the following:

Two (2) Recycling Trailers – RFB No.: 2014-15-08

Sealed bids addressed to Homer Rhodes, will be accepted at the Weslaco City Hall Purchasing Office, 255 S. Kansas Avenue, Weslaco, Texas 78596, until **3:00 p.m.** on **December 5, 2014**, at which time they will be opened and read aloud. Please mark envelope, "Sealed Bid"

Two (2) Recycling Trailers – RFB No.: 2014-15-08

Potential Bidders/Respondents are advised that the bidding documents can be downloaded from the City of Weslaco web page address: **www.weslacotx.gov**, and may also be secured at the Weslaco City Hall Purchasing Office, 255 S. Kansas Avenue, Weslaco, Texas 78596, or by calling 956.447-2240. Be advised that if your company is contemplating on bidding this project you must contact the Purchasing Office, so that any changes/additions via addendum form can be forwarded to your company. (Please include your company name, address, e-mail, telephone and fax, and contact person). **No electronic bids will be accepted.**

The City of Weslaco reserves the right to accept or reject any or all bids, to waive any informalities, and to accept the bid to be the best and most advantageous to the City and to hold bids for a period of forty-five (45) days without taking action, for the purpose of reviewing the bids and investigation of bidders' qualifications prior to bid award. Bids submitted past the aforementioned date and time will not be accepted.

City of Weslaco
Homer Rhodes,
Purchasing Office
hrhodes@weslacotx.gov

VENDOR'S NOTICE OF INTENT TO SUBMIT A BID

If you intend to submit a bid for **Two (2) Recycling Trailers** with the City of Weslaco as outlined in the specifications, please indicate your intention by signing, dating, and returning this form to the address below prior to **December 5, 2014** so that you may receive any addendums to the specifications should the need arise.

Homer Rhodes
City of Weslaco
Purchasing Office
255 S. Kansas Avenue
Weslaco, Texas 78596
Phone: 956.447.2240
Fax: 956.969.8452
hrhodes@weslacotx.gov

Name: _____ Signature: _____
(print / contact person)

Title: _____ Company/Agency: _____

Mailing
Address: _____ City/State/Zip: _____

Phone: _____ Fax: _____

Email Address: _____

Bid No.: 2014-15-08

CITY OF WESLACO
INSTRUCTIONS TO BIDDERS

The City of Weslaco will receive bids for
Two (2) Recycling Trailers – RFB No.: 2014-15-08

1. The Recycling Trailers offered for consideration shall conform to the following specifications and be equipped with any additional equipment as specified.

2. There will be no trade-in Recycling Trailers offered in consideration of this bid.

3. Bids shall be submitted in a sealed envelope upon the blank form attached hereto. Each bid must be completely filled out. Bids must be filed with the City of Weslaco before opening day and hour. No late bids will be accepted. They will be returned to respondent unopened (if properly identified). Failure to meet request for bid(s) requirements may be grounds to disqualification.

Any exceptions to these specifications must be stated in writing and attached to the Bid form, NO EXCEPTIONS. Each exception must refer to the corresponding paragraph of the Specifications, by paragraph number, with explanation and detailed description of the item or items the bidder wishes to substitute.

4. All parts not specifically mentioned which are necessary in order to furnish a complete Recycling Trailer, shall be included whether or not specified.

5. The geographical location(s) of vendor's facilities referenced Parts and Service will be given due consideration in the evaluation and award of contract.

6. Where specific model numbers or manufacturer names are used in these specifications, the City may submit an equal replacement for consideration. All expectations and substitutions must be listed on a separate piece of paper in the Bid package and supporting documents or brochures must be provided for the equipment specified.

7. Bids MUST give full firm name and address of respondent, and be manually signed. Failure to do so will disqualify your bid. Person signing bid must show title or AUTHORITY TO BIND HIS/HER FIRM IN A CONTRACT. Firm name and authorized signature must appear on each page that calls for this information.

8. Bids CANNOT be altered or amended after opening time. Alterations made before opening time must be initialed by respondent guaranteeing authenticity. No bid may be withdrawn after opening time without acceptable reason in writing and only after approval by the City of Weslaco.

9. STATE SALES TAX MUST NOT BE INCLUDED IN BID. A tax-exempt form will be provided upon request.

10. No substitutions or cancellations permitted without written approval of City of Weslaco.

11. Number of days required to deliver the Recycling Trailers after receiving order must be stated in your bid. Failure to do so state will obligate respondent to complete delivery within 30 days after award.

12. When delay can be foreseen, vendor shall give prior notice to the City of Weslaco. Vendor must keep the City of Weslaco advised at all times of status of delivery. Default in promised delivery (without acceptable reasons) or failure to meet specifications, authorizes the City of Weslaco to purchase such RECYCLING TRAILERS elsewhere and charge increase in cost and handling to defaulting vendor.

13. Acceptable reasons for delay delivery are as follows: Acts of God, (floods, tornadoes, hurricanes, etc.), acts of government, (fire, strikes, war). Actions beyond the control of successful vendor.

14. Bid F.O.B. Weslaco Public Facilities Department, 1912 Joe Stephens Ave, Weslaco, Texas 78599. Bid in units of quantity specified-extend and show total. In the event of discrepancies in extension(s), unit price(s) will govern. Bids subject to unlimited price increase will not be considered.

15. The City may hold Bids for forty-five (45) days after reading of same without taking action. Respondents shall hold their Bid firm for the same period of time.

16. The vendor agrees to indemnify and save harmless the City, the Purchasing Director, and his/her assistants from all suits and actions of every nature and description brought against them or any of them, for or on account of the use if patented appliances, products or processes, and he/she shall pay all royalties and charges which are legal and equitable. Evidence of such payment or satisfaction shall be submitted upon request of the Purchasing Director, as a necessary requirement in connection with the final estimate for payment in which such patented appliance, products or processes are used.

17. Respondent shall carefully examine the Bid forms, requirement/ specifications, and instructions to respondents. Should the respondent find discrepancies in, or omissions from bid forms, specifications, or other documents, or should he/she be in doubt as to their meaning, he/she should at once notify the Purchasing Director (Weslaco City Hall, at 956/447-2240) and obtain clarification by addendum prior to submitting any bid.

18. The City of Weslaco will execute payment by mail within 30 days in strict accordance with the State of Texas Pay Law after RECYCLING TRAILERS have been received, and inspected, and found to meet City of Weslaco specification. No other method of payment will be considered.

19. The City of Weslaco reserves the right to reject any or all bids and to waive any or all informalities or technicalities or to accept the bid to be the best and most advantageous to the City and to hold bids for a period of forty-five (45) days without taking action. Bids submitted past the aforementioned date and time will not be accepted.

CITY OF WESLACO

Two (2) Recycling Trailers – RFB No.: 2014-15-00
SPECIFICATIONS

The Weslaco Public Facilities Department is seeking bids for the purchase of two (2) recycling trailers for general use.

The Weslaco Public Facilities Department has reviewed and evaluated several models of recycling trailers in general use. The successful bidder will provide the Recycling Trailers as specified in this document. Furthermore the specifications listed are not all-inclusive and should not be construed as final.

QUANTITY: Two (2) Recycling Trailers

SCOPE OF SPECIFICATIONS
These specifications describe the mechanical and comfort requirements for solo, Recycling Trailers, which will be used by the City of Weslaco Public Facilities Department.

SPECIFICATIONS
All proposed Recycling Trailers to be in full compliance as follows:

Two (2) RECYCLING TRAILERS:

E. Feature Requirements

		Comply	
1.	*8 Collapsible Bins and Large Lids*	_____ **Yes**	_____ **No**
2.	*Size: 82 X 16 Trailer*	_____ **Yes**	_____ **No**
3.	*2-3500k Axles*	_____ **Yes**	_____ **No**
4.	*Drop Axles*	_____ **Yes**	_____ **No**
5.	*Brakes*	_____ **Yes**	_____ **No**
6.	*Bulldog Hitch*	_____ **Yes**	_____ **No**
7.	*LED Lights*	_____ **Yes**	_____ **No**

CITY OF WESLACO

Two (2) Recycling Trailers – RFB No.: 2014-15-08

BID FORM

The _____ (bidder), having read the specifications, proposes to furnish the below noted quantity of recycling trailers, for the full and firm price of within delivery time designated below, in full compliance with the specifications.

Complete Units: F.O.B. Weslaco Public Facilities Department, 1912 Joe Stephens Ave., Weslaco, Texas 78599

Respectfully submitted this _____ day of _____, 2014.

The undersigned affirms that they are duly authorized to execute this contract, that this company, corporation, firm, partnership or individual has not prepared this bid in collusion with any other bidder, and that the contents of this bid as to prices, terms or conditions of said bid have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this bid.

Description	Model	Unit Price	Total Price
Two (2) Recycling Trailers	_____	_____	_____

Grand Total: $_____

_____

Total Bid Amount in words (Dollars & Cents)

Delivery Date:_____

Company: _____

Address: _____ City/State/Zip:_____

Phone Number:_____ Fax Number: _____

Authorized Signature:_____ Title: _____

_____

Please print above signature