

**CITY OF ADA, PURCHASING**  
512 North Stockton Street  
Ada, Oklahoma 74820  
580/436-6300 x256 Fax 580/436-8044

**BID NOTICE**

November 20, 2018

**Bid Proposal:** 19-55-05      **Item:** Used Transfer Sweeper  
**Bid Due:** December 11, 2018 & 2:30 p.m. CST at City of Ada Purchasing Dept,  
512 N. Stockton St., Ada, OK 74820  
**Bid Opening:** December 11, 2018 @ 3:00 p.m. at City of Ada West Annex, (West end  
door, 210 West 13<sup>th</sup>, Ada, OK.  
**Mailing Address:** City of Ada - Purchasing 512 N. Stockton Ada, OK 74820  
**Published:** Ada Evening News, November 21 and 28, 2018

**NOTICE IS HEREBY GIVEN THAT:**

The City of Ada, Oklahoma and its agencies/authorities herein called (BUYER) will receive **SEALED BIDS** as listed above at which time said bids will be opened and read aloud.

Complete plans, specifications, conditions, etc. and bidding information may be obtained from the City of Ada Purchasing Office, 512 N. Stockton, Ada, OK.

**GENERAL CONDITIONS**

01. Bidders must complete and submit bid on the provided bid documents. Duplication of bid documents is authorized.
02. Bids must be submitted in a sealed envelope clearly marked "**SEALED BID**" and bear the bid number, item, and bidder's name. Bids improperly marked, submitted, and/or received after the bid opening may be rejected unless lateness is due to other than the bidder's fault -- such as mail or delivery errors. **FAX bids are not acceptable.**
03. The BUYER is an Equal Opportunity Employer and purchases only from those that comply with applicable Equal Opportunity Provisions. Non-compliance will result in rejection of bids and/or breach of contract.
04. **The bid amount must be FOB -- Ada, OK and exclude all taxes.**
05. Unless so stated, bids will be evaluated by Life Cycle Cost and will be awarded on a "Best Buy" basis as determined by the BUYER.
06. Offer Period - 30 days after the bid opening unless so stated. Formal acceptance will be by receipt of a valid purchase order issued by the BUYER within the offer period.
07. **PAYMENT** -- Full payment will be made approximately 3 weeks AFTER receipt and acceptance of the goods/services and required documents.
08. The BUYER reserves the right to negotiate changes/alterations/quantities to the base bid with the low bidder.
09. The BUYER reserves the right to waive any informalities in the bidding process and/or reject all bids.
10. Mistakes, Errors, Bid Withdrawal, or Adjustments.
  - A. Prior to bid opening, bidders may withdraw or alter their bids or submit adjustments or attachments provided the total bid amount is not revealed and it does not provide an unfair advantage to the bidder.
  - B. After bid opening, only corrections of obvious errors will be accepted.
11. Bond Requirements: None
12. Insurance Requirements: None
13. Bid Documents: Bid Notice, Bid Proposal Form, and Detailed Specifications.

**BID PROPOSAL: 19-55-05 Used Transfer Sweeper**

Submitted by: \_\_\_\_\_

Submitted to: **CITY OF ADA, OKLAHOMA** 512 North Stockton Ada, OK 74820

**Bid Due: December 11, 2018 @ 2:30 p.m. CST City of Ada Purchasing Dept, 512 N. Stockton St. Ada, Ok 74820**

**Bid Opening: December 11, 2018 @ 3:00 p.m. CST at City of Ada West Annex, 210 West 13<sup>th</sup> (West Door), Ada, OK**

This is a formal bid proposal submitted by the bidder to the City of Ada, Oklahoma and its agencies/authorities herein called (BUYER), as a legal offer. When properly accepted by an authorized agent of the BUYER, it shall constitute a firm and binding contract between these two parties in accordance to the conditions and specifications stated and/or implied within the bid documents.

**PURPOSE:**

This bid is intended to provide one (1) each **used Transfer Sweeper with less than 250 hours**. The unit meet or exceed certain specifications to include all standard features and necessary accessories for normal, safe, legal operations, fully serviced & ready to operate.

We must be able to get the bid in on the 11<sup>th</sup> of December before 2:30 p.m., opened at 3:00 p.m., evaluated and go to council for approval, which is scheduled for December 17<sup>th</sup> if all goes as scheduled.

**Offer period: This offer is good through** \_\_\_\_\_

**Used Transfer Sweeper - Year:** \_\_\_\_\_ **Brand:** \_\_\_\_\_ **Model:** \_\_\_\_\_

**Hours:** \_\_\_\_\_ **Price \$** \_\_\_\_\_

**Delivery Time:** \_\_\_\_\_

**FOB: Ada, OK**

**GENERAL SPECIFICATIONS:**

***(Any reference to one manufacturer's equipment is meant as being descriptive only as to level of quality and type of equipment desired, but not restrictive as to manufacturer.)***

These specifications shall provide for a Broce MK-1 Transfer Sweeper or any brand comparable. The unit provided shall be used, with no more than 250 hours, meet or exceed certain specifications to include all standard features and necessary accessories for normal, safe, legal operations, fully serviced, assembled & ready to operate.

The following specification sheet must be completed and submitted as part of the bid proposal. The bidder shall indicate an appropriate response in EVERY SPACE by checking “comply” or “non comply”. A “comply” response indicates that it is in COMPLETE COMPLIANCE with the specification, or a detailed description of any and all deviations from the spec should be noted to the right. If there is not enough room to give a detailed description please attach the written description to the bid document. The right is reserved to determine whether substitutions or deviations are within the intent of the specifications and will reasonably meet the service requirements of the using department. Failure to comply with the above requirements for bidding will be cause for rejection of the bid.

**DETAILED SPECIFICATIONS: (Please Complete)**

Comply	Non Comply	SPECIFICATIONS (minimum):	DESCRIPTION DETAILS:
		Equipment must be able to sweep and load in one pass	
		Used equipment with no more than 250 hours	
		CAT or comparable Turbo-Charged Diesel Engine	
		Enclosed 2-door cab with heater and air conditioning	
		Variable speed brush	
		Variable speed Auger/Reversible	
		Variable speed conveyor	
		Joystick conveyor positioning controls	
		Discharge height must be dump truck loading height	
		Work Lights	
		Option- Safety Engine Shut Down System Yes _____ No _____	
		All Safety and ISO requirements must be met	
		Warranty left on equipment: Yes _____ No _____	

**NON-COLLUSION AFFIDAVIT**

The undersigned, of lawful age, being first duly sworn, on oath, says that (s) he is the bidder or bidder's authorized agent, and is authorized to submit this bid (offer). Affidavit further states that the bidder, or bidder's agent, has not been a party to any collusion among bidders in the restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding; or price in the prospective contract; or in any discussion between bidder and/or any BUYER officials concerning exchange of money or other things of value for special consideration on the letting of this bid.

**BUSINESS RELATIONSHIP AFFIDAVIT**

*If none of the business relationships mentioned exist, affidavit should so state "NONE".*

The undersigned, of lawful age, being first duly sworn, on oath says that (s) he is the bidder or bidders authorized agent to submit this bid. Affidavit further states that the nature if any partnership, joint venture, or other business relationship presently in effect or which existed within one (1) year prior to the date of this bid with any BUYER officials or employee is as follows:

\_\_\_\_\_

Affidavit further states that any such business relationship presently in effect or which existed one (1) year prior to this bid between the bidder or officers or employees of the BUYER or other party to this bid is as follows.

\_\_\_\_\_

Affidavit further states that the names of all persons having any such business relationship and the positions they hold with their respective companies or firms are as follows:

\_\_\_\_\_

Firm: \_\_\_\_\_ Name: \_\_\_\_\_

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

City/St/Zip: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTARY**

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_

My notary expires \_\_\_\_\_ . Notary: \_\_\_\_\_.

## **CONTRACTOR/BIDDER INFORMATION SHEET**

**To be completed by all Bidders  
For Contracts with the City of Ada  
(Please print or type)**

Project No. or Description \_\_\_\_\_

\_\_\_\_\_

Full Name of Bidder \_\_\_\_\_

Legal Identity  
(Corporation, Partnership,  
Individual, etc.) \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Telephone No. \_\_\_\_\_

Fax No. \_\_\_\_\_

Taxpayer Identification Number \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone No. \_\_\_\_\_

Cell No. \_\_\_\_\_

Fax No.

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E-mail address

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Web page Address

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