

**CITY OF ADA, PURCHASING**  
512 North Stockton Street  
Ada, Oklahoma 74820  
580/436-8041 Fax 580/436-8044

**BID PROPOSAL**

**November 20, 2018**

**Bid Proposal: 19-96-11      Service: Trailer Rental Bid**  
**Bid Opening: December 19, 2018 @ 10:30 a.m. at City of Ada West Annex,**  
**210 West 13<sup>th</sup> (West Door), Ada, OK.**  
**Mailing Address: City of Ada - Purchasing 512 N. Stockton, Ada, OK 74820**  
**Published:      Ada Evening News, November 28 & December 5, 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.

**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 informality 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: Vehicle Insurance, Liability \$100,000 Minimum, & Worker's comp insurance.
13. Bid Documents: Bid Notice, Bid Proposal Form, and Detailed Specifications.

Pam McKinzie, Purchasing Director

**BID PROPOSAL: Trailer Rental  
Bid Number: 19-96-11**

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

Submitted to: **CITY of ADA, OKLAHOMA**, 512 North Stockton, Ada, OK 74820  
Bid Opening: **December 19, 2018 @ 10:30 a.m. 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 trailers to haul off construction material from designated job sites to designated drop off sites, locations that are at the discretion of the City of Ada. This agreement will commence on January 1, 2019, and ending on June 30, 2019, or at which time the next 6 month contract is awarded and approved by council.

**CONDITIONS AND REQUIREMENTS:**

- 1) The successful bidder will provide the equipment, labor, and any tools necessary to perform this job. All tools and equipment will be maintained and operated per applicable legal requirements and all work performed will be in accordance to legal requirements and recognized trade and safety standards.
- 2) The trailer rental will be purchased from the supplier that offers the “BEST BUY” for the BUYER considering the service.
- 3) Within 10 days after receiving notification of bid award, the successful bidder must present documentation to the City of Ada for:
  - Vehicle Insurance
  - Liability Insurance: \$100,000 minimum
  - Workers’ Compensation: Per Oklahoma Law
- 5) The bidder is required to complete each line of the bid document; failure to complete the form will result in the rejection of the bid.

**Bid Proposed for Rental of 10-wheeler-----\$ \_\_\_\_\_ per hour**

**Bid Proposed for Rental of 18-wheeler-----\$ \_\_\_\_\_ per hour**

List the Trucks and/or Trailers available for use and whether they are owned or rented.

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**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 bidder's 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 \_\_\_\_\_, 20\_\_

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