

BID #2011-05

TOWN OF PAHRUMP
Pahrump Valley Fire-Rescue Services
INSTRUCTIONS TO BIDDERS

TITLE: ONE 2012 Chevrolet C3500, Type I Ambulance

1. PREPARATION OF BID FOR One 2012 Type I, Chevrolet C3500 Ambulance

- A). Bidders are expected to examine the specifications and all instruments of the Invitation to Bid. Failure to do so will be at the Bidder's risk.
- B). Any irregularities or lack of clarity in the Invitation and Bid should be brought to the attention of Town of Pahrump for correction or clarification. Unless ambiguities or irregularities existing in the Invitation and Bid are brought to the attention of the Town of Pahrump, they shall be construed in favor of Town of Pahrump.
- C). Any addendum issued shall become a part of the bid. Bidder is required to acknowledge the addendum by signing and returning it with the original bid documents.
- D). A duly authorized representative of the bidder shall sign each sheet of the Invitation and Bid. The representative must print or type the bidding firm's name on each sheet of the Invitation and Bid.
- E). Bidder must furnish the required information typed or written in ink on this form.
- F). Erasures and/or corrections shall be initialed (in ink) by the person signing the bid.
- G). All price quotes shall be F.O.B. destination and exclusive of Federal and State taxes.
- H). Failure on the part of the bidder to submit specifications or technical information as requested may result in bid disqualification.
- I). In the event of an error in extension, unit price will prevail.
- J). Bidder shall state a realistic delivery date excluding Saturdays, Sundays and holidays. Delivery may be considered in bid award.
- K). Specifications set forth in this Invitation and Bid are provided as a guide and standard of quality desired. It is not the intent of Town of Pahrump to restrict any bidder. However, a bidder deviating from the specifications must denote any and all exceptions on each item of the bid. Otherwise, it will be assumed that the bidder meets the specifications in all areas.
- L). All equipment or supplies shall be new, currently in production, and of the manufacturer's latest design, unless otherwise stated.

Initials _____

Page 2

- M). Alternate bid proposals will be considered, provided the alternate is fully described and illustrated by brochures, photographs, literature, written specifications, or any

TOWN OF PAHRUMP
Pahrump Valley Fire-Rescue Services
INSTRUCTIONS TO BIDDERS

TITLE: *ONE 2012 Chevrolet C3500, Type I Ambulance*

combination thereof, and accompanying bidder's response. Town of Pahrump decision with respect to equality shall be final.

2. SUBMISSION OF BIDS

- A. Bids and addenda must be enclosed in a sealed envelope addressed to Town of Pahrump at the address provided in the Invitation to Bid Announcement. The Town of Pahrump prior to the receiving time specified must receive all bids and addenda: to be considered. All envelopes containing bids must have the name and address of the bidder, date of opening, and the invitation title on the face of the envelope.
- B. Telephone or telegraph bids will not be accepted.
- C. A 10% bid surety is required; such surety will be acceptable only in the form of a bid bond, certified check, or cashier's check in the amount prescribed. The surety must accompany the bid. After an award has been made (by Pahrump Valley Fire-Rescue Service) the surety of the unsuccessful bidders shall be returned. The surety of the successful bidder shall be retained until satisfactory performance has been rendered.
- D. Unsigned bids will be rejected.
- E. At the time specified, the bids will be opened in the presence of a town official and made available for review.
- F. Bids received late will be rejected.
- G. Bids must be prepared on the forms provided, signed as an acceptance of terms and conditions of the Bid by an officer of the firm authorized to sign bids, with all requested information clearly indicated for each line item quoted.

3. NO BIDS

- A. In the event that the addressee chooses not to bid on this invitation, but wishes to receive future invitations in this category, mark "NO BID" on the face of the envelope, affix your first name and address thereto and return it to the Town of Pahrump.
- B. Three (3) "No Responses" may remove your name from the bidder's mailing list in this category.

Initials _____

TOWN OF PAHRUMP
Pahrump Valley Fire-Rescue Services
INSTRUCTIONS TO BIDDERS

TITLE: *ONE 2012 Chevrolet C3500, Type I Ambulance*

- A. Bids may be withdrawn by written or telegraphic notice received prior to the bid opening time.
- B. Withdrawal requests received after the bid opening time cannot be considered.

5. ADDENDA

- A. Any irregularities or lack of clarity in the Invitation and Bid must be brought to the attention of Town of Pahrump in writing no less than five business days prior to the bid opening. Unless so noted, subject matters shall be interpreted to favor Town of Pahrump.
- B. If deemed necessary, written addenda shall be issued to all holders of bid documents, with the original bid documents considered modified by addenda. All addenda must be acknowledged by signature where provided and returned, either with the bid submission or under separate cover, clearly marked with the bid title and date of opening prior to close of the bid receiving period. Verbal interpretations are not to be relied upon.

6. ALTERNATE BIDS

- A. Quotations for product deviating from specifications will be entertained as an alternate only if submitted as provided in the bid with decision as to equivalence to rest with Town of Pahrump. Unless the bid is “Brand Name or Equal”, bidders are to respond to the primary specifications if they intend to also submit an alternate bid. All submissions of alternate products must include the technical specifications.
- B. Samples are to be made available by bidder at the request of Town of Pahrump within 7 days of the request. Currently used product or annual usage is indicated merely to guide the bidder and does not constitute intent to purchase brand of quantity unless to stated in the bid.
- C. Bidder may quote alternate delivery, ordering, etc., other than requested if so stated in the bid; however, the cost to Town of Pahrump of such alternate delivery, ordering, etc., shall be a factor in the bid evaluation.

7. BID EVALUATION

- A. The product bid shall be of new and of current manufacturer unless otherwise stated in the bid and shall be bid F.O.B. destination.
- B. Delivery must be stated in realistic terms and will be a factor in vendor evaluation.

Initials _____

Page 4

- C. Bids will be evaluated for price, conformance to the specifications, instructions to bidders, special conditions, suitability for intended use, and other factors as

TOWN OF PAHRUMP
Pahrump Valley Fire-Rescue Services
INSTRUCTIONS TO BIDDERS

TITLE: *ONE 2012 Chevrolet C3500, Type I Ambulance*

appropriate, with the award to the bidder deemed to greatest advantage to Town of Pahrump.

- D. Town of Pahrump reserves the right to accept or to reject any and all or any part of a bid received, to waive irregularities, and to hold bids for sixty days prior to the award.
- E. Equipment supplier(s) and/or local representatives demonstrated capabilities and qualifications.

8. AWARD OF CONTRACT

- A. Award shall be made on the basis that is most advantageous to Town of Pahrump. In all instances, the decision rendered by Town of Pahrump shall be final.
- B. Town of Pahrump reserves the right to reject any or all bids, to waive any informalities in the bid form, and to hold the bids for a maximum of sixty (60) days from the opening before awarding or rejecting a bid.
- C. Severability exists with regard to acceptance or rejection of any item or group of items bid unless the bidder has qualified his bid by specific limitations.
- D. A purchase order and/or contract issued to the successful bidder shall be considered sufficient notification of the award of bid.
- E. No contract awarded may be assigned to any other person.
- F. If the acceptable low bids received are for the same total amount of unit price, Town of Pahrump may award the contract to one of the bidders by drawing lots in public, or negotiating between the lowest bidders.
- G. The bid award recommendation will be made in a public meeting.
- H. In no event, shall this Invitation and Bid be construed as an obligation on the part of Town of Pahrump to issue an award.
- I. Bid surety, if required, will be returned after receipt of any required performance bonds and certificates of insurance from the awarded bidder.

9. DEFAULT

- A. Failure of the awarded bidder to perform either as bid or mutually agreed subsequent to the award shall constitute default, with remedies on the part of Town of Pahrump including (but not limited to);
- B. The procurement of like service or goods from another firm, with the defaulting contractor liable for any excess costs; or
- C. Refusal by Town of Pahrump to entertain bids by the defaulting supplier for a period of not less than on (1) year; or

Initials _____

Page 5

- D. Recovery of any actual damages or losses from the defaulting contractor resulting from the default.

10. AWARD LIMITATION

While the intent of this Invitation and Bid is to select a sole vendor for the item(s) contained in this bid that is most advantageous to Town of Pahrump, Town of Pahrump reserves the right to purchase from another supplier for particular applications where it is determined that the awarded vendor does not offer a product appropriate for a particular or unique application, without recourse by the awarded vendor.

11. COLLUSION

Any agreement or collusion among bidders or prospective bidders to bid a fixed price or restrict the competitive bid process in any way shall render the bids of such bidders void.

12. SAMPLES REQUIRED

- A. Bidders may be *required* to submit with the completed bid documents, samples of each item being offered if they are not of the specific manufacturer's product(s) specified. These samples shall be used for bid evaluation.

13. APPEALS BY UNSUCCESSFUL BIDDERS

Any unsuccessful bidder may appeal a pending bid award prior to award by Town of Pahrump. The appellant must:

- A. Submit a written protest to Town of Pahrump within five (5) workdays after the bid opening.
- B. Describe, in the written protest, the issues to be addressed on appeal.
- C. Post, with the written protest, a bond with good and solvent surety authorized to do business in this state or submit other security in the amount of 25% of the total dollar value of appellant's bid, up to a maximum bond or other security amount of \$250,000.
- D. Not seek any type of judicial intervention until Town of Pahrump has rendered its final decision on the protest.

Town of Pahrump will stay any award actions until after the department has responded in writing to the protest. If an appeal is granted, the full amount of the posted bond will be returned to the appellant.

Initials _____

Page 6

If the appeal is denied or not upheld, a claim may be made against the bond for expenses suffered by the Town of Pahrump because of the unsuccessful appeal.

BID #2011-05

TOWN OF PAHRUMP

Pahrump Valley Fire-Rescue Services

INSTRUCTIONS TO BIDDERS

TITLE: *ONE 2012 Chevrolet C3500, Type I Ambulance*

Town of Pahrump is not liable for any costs, expenses, attorney's fees, loss of income or other damages sustained by the appellant in a bid process.

14. FAMILIARITY WITH LAWS

The bidder is presumed to be familiar with all Federal, State and Local laws, ordinances, code rules and regulations that may in any way affect this contract. Ignorance on the part of the bidder shall in no way relieve the bidder from the responsibility to comply with these qualifications.

15. TAXES

The bid price shall not include any local, State or Federal taxes.

Initials _____