

REQUEST FOR BID

ATTENTION ALL BIDDERS

- (1) Each iLF120 i. series -30 degree Celsius Laboratory Freezer, 20CF
- (1) Each iUF118 i. series Ultra-Low Freezer, 18CF
- (2) Delivery and set-up

Russell County Commission is soliciting sealed bids for the item(s) listed above. Bidder may bid on one or both items as they will be taken separately. **Bids will be received by the Russell County Commission at the County Courthouse 1000 Broad Street Phenix City, AL 36867 Attention: Bettina Thomas, Assistant County Administrator**

Thursday February 25, 2021 at 3:00 pm eastern time (2:00 pm central time)

Bids will be opened in the County Commission Chambers, 1st Floor, Russell County Courthouse, the location listed above, at the above stated time and date. Time is of the essence in submitting bids and only sealed bids received in the Commission office by the time listed above shall be opened and considered. Bidders and any other interested individuals are invited to attend the bid opening.

Prospective bidders are instructed to read the **General Terms and Conditions**, **Special Terms and Conditions**, and **Bid Specifications** very carefully. **Bid addendums** will be provided to all bidders, if necessary. Bids must be made in compliance with the guidelines in the sections referred to herein and each page initialed by the bidder representative to denote understanding of such compliance.

If you have any questions concerning terms or conditions, specifications, or any other aspects of the Request for Bid, please contact the following:

Bob Franklin, EMA Director
(334) 291-5079 bfranklin@rcema.us

Bidder's Initials _____

Russell County Commission General Terms and Conditions

(PLEASE READ AND INITIAL EACH PAGE)

Preparation and Submission - All bids must be typed or handwritten in ink on the attached Bid Proposal Form. **Please place the Bid Proposal Form in front of and separated from all other documents included in the bid packet.** Bids submitted in pencil and bids not submitted on the Bid Proposal Form will **not** be considered. All corrections and erasures shall be initialed and dated by the bidder representative. Bids that are submitted without being signed will automatically be rejected

Bid envelopes must be sealed and must clearly indicate the appropriate bid number, bid item, and bid opening date, as indicated on the cover sheet of this bid packet. Envelopes containing a "no bid" shall also include the words, "NO BID" on the outside of the envelope. Facsimiles and emails will not be accepted. Bids submitted by "Express/Overnight" services must be in a separate inner envelope or package sealed and identified as stated above and must be delivered prior to the bid opening time. The Commission will not be responsible in the event the U.S. Postal Service or any other courier system fails to deliver the proposal to the Commission office by the deadline stated in the bid request.

Bonds - Pursuant to the **Code of Alabama 1975**, S 39-2-4, all bidders shall file with his or her bid either a cashier's check drawn on an Alabama bank or a bid bond executed by a surety company payable to Russell County Commission for an amount not less than five percent of the proposed bid amount. The bid bond or security shall be retained by the Commission until a contract is executed, a purchase order is issued, or in some cases, until materials and/or equipment is received. Failure to submit any bond as required will result in rejection of the bid.

Bidder's Initials _____

**Russell County Commission
General Terms and Conditions (continued)**

(PLEASE READ AND INITIAL EACH PAGE)

All bidders must comply with applicable sections of the Alabama Competitive Bid Law, **Code of Alabama 1975**.

The Commission assumes no legal liability to purchase items or services under any contract unless funds are appropriated for that fiscal year.

The successful bidder agrees, by entering into this contract, to defend, indemnify and hold harmless Russell County Commission, its officers, agents and employees from any and all causes of actions or claims of damages arising out of or related to bidder's performance of this contract and scope of work performed.

Bid Prices – All bid amounts shall be submitted on the attached Bid Proposal Form. Prices quoted shall be delivered prices, exclusive of all federal or state excise, sales, and manufacturer's taxes. The Commission will assume no transportation or handling charges other than specified in this bid. If there are discrepancies between unit prices quoted and extensions, the unit price will prevail. Prices quoted shall remain firm for a minimum of 45 days from the date of opening of the bid, unless so stated differently in the bid.

Bidder's Initials _____

Russell County Commission General Terms and Conditions (continued)

(PLEASE READ AND INITIAL EACH PAGE)

Bid Exceptions/Deviations/Substitutions – The attached specifications are being provided to potential bidders as guidelines, which describe the type and quality of equipment, supply, and/or service that the Commission is seeking to purchase. The name of a certain brand, make, manufacturer, or definite specification is to denote the quality, standard, general style, type or character of the item desired but does not restrict the bidder to the specified brand, make, manufacturer or specification names. The bidder must indicate compliance or list detailed exceptions to each specification item for consideration. **The bidder must provide satisfactory proof that the alternative product is, in fact, equal to the product described in the specifications. Any substitution of an item during the term of this bid (if applicable) must be of equal or better quality than the item bid. All substitutions shall be approved in writing prior to bid opening / submittal by Bob Franklin, EMA Director.** If there is a substitution granted; the information will be disseminated to all known bidders. Failure to comply with any part of this provision could be cause for rejection of the bid.

Bid Award/Rejection – All bids will be awarded to the lowest responsive and responsible bidder. This determination 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, terms of payments, compatibility as required, other costs, and other objective and accountable factors which are reasonable. Unless Special Terms and Conditions of the bid specify otherwise, **the Commission reserves the right to make an award in whole or part to one or more bidders whenever deemed necessary and in the best interest of the Commission.**

The Commission reserves the right to accept or reject any or all items covered in the request, or any portion(s) thereof, waive formalities, re-advertise and/or take such other steps deemed necessary and in the best interest of the Commission. Bidders may be disqualified and bid proposals may be rejected for any of (but not limited to) the following causes:

- a. Failure to use the bid forms furnished by the Commission
- b. Lack of signature by an authorized representative on the Bid Proposal Form.
- c. Failure to properly complete the bid form.
- d. Evidence of collusion among bidders.
- e. Unauthorized alteration of the bid form.
- f. Failure to furnish bonds or security, as required.
- g. Inclusion of an “escalator clause” unless so stipulated in the Special Terms and Conditions.

Bidder's Initials _____

**Russell County Commission
Bid Specifications**

Documentation:

Bidder must be an original manufacturer, or distributor and/or dealer/company authorized or certified by manufacturer.

The following are the approved Specifications for the referenced project:

One Each iLF120 i. series -30 degree Celsius Laboratory Freezer, 20CF
One Each iUF118 i. series Ultra-Low Freezer, 18CF
Delivery and set-up

Provide a base bid for each of the listed options:

Amounts	Bid
One Each iLF120 i. series -30 degree Celsius Laboratory Freezer, 20CF One Each iUF118 i. series Ultra-Low Freezer, 18CF Delivery and set-up	\$ _____

Projected Delivery Date: _____

Terms of Payment: _____

Warranty (parts and labor): _____

Exceptions/Deviations/Substitutions: (attach additional sheets if necessary)

Bidder's Initials _____

The following signature certifies the attached base pricing and completion date.

Name of Your Company: _____

Street Address: _____

Billing Address: _____

City, State & Zip: _____

Phone: _____

Contact Person: _____

Email Address: _____

(Please be advised that future bids may be sent via e-mail. Please inform us of your e-mail address. If you wish to receive the bid by U. S. mail, please let us know.)

Bidder Representative Signature & Title Date

Bidder's Initials _____