

INVITATION TO BID
CITY OF HOPKINSVILLE

Office of the Procurement Specialist
715 South Virginia Street
P. O. Box 707
Hopkinsville, Kentucky 42241-0707

TITLE: SODIUM CHLORIDE (ROCK SALT) FOR SNOW AND
ICE CONTROL

BID DOCUMENTS ENCLOSED

A. INVITATION TO BID	Page 2
B. GENERAL CONDITIONS	Page 3-6
C. SPECIFICATIONS	Page 7-8
D. ACKNOWLEDGEMENT OF RECEIPT	Page 9
E. BID FORM	Page 10

IMPORTANT: PLEASE ADVISE THE OFFICE OF THE
PROCUREMENT SPECIALIST IMMEDIATELY IN THE EVENT ANY
OF THE ABOVE DOCUMENTS ARE NOT ENCLOSED.

INVITATION TO BID

CITY OF HOPKINSVILLE

Office of the Procurement Specialist
715 South Virginia Street
P. O. box 707
Hopkinsville, Kentucky 42241-0707

Sealed bids should be addressed to the City Procurement Specialist for furnishing and delivering the following:

**SODIUM CHLORIDE (ROCK SALT) FOR SNOW AND ICE CONTROL
BID NO.: 817-401818-581**

will be received at the Hopkinsville Municipal Center, 715 South Virginia Street, P. O. Box 707, Hopkinsville, Kentucky 42241, **until 11:00 a.m., local time Friday, July 21, 2017** at which time bids will be opened and read aloud publicly in the Conference Room 214, Second Floor, at the same address. The following pages contain the bidding instructions, conditions and specifications.

GENERAL CONDITIONS

1. INSTRUCTIONS, SPECIFICATIONS AND FORMS:

Instructions, Specifications and forms may be obtained, in person, or by mail, from the Procurement Specialist, City of Hopkinsville, 715 South Virginia Street, P. O. Box 707, Hopkinsville, Kentucky 42241. Telephone: (270) 890-0230.

- (a) All bids are to be submitted on and in accordance with the attached Bid Form. The form must be signed and dated in the appropriate space.
- (b) Each bid must be submitted in a sealed envelope and clearly and prominently marked on the outside of the envelope with the following:

SEALED BID-"ROAD SALT
BID NUMBER 817-401818-581"

- (c) If forwarded by mail, the sealed envelope containing the proposal must be enclosed in another envelope and marked "SEALED BID-ROAD SALT" and mailed to the Office of the Procurement Specialist, P. O. Box 707, 715 South Virginia Street, Hopkinsville, Kentucky 42241, allowing sufficient time for such mailing to reach this address prior to the scheduled closing time for receipt of bids.
- (d) Additional information or clarification of any of the instructions or information contained herein may be obtained from the Office of the Procurement Specialist.
- (e) Any bidder or bidders finding discrepancy in or omission from the specifications, in doubt as to their meaning, or believing that the specifications are discriminatory, shall notify the City Procurement Specialist in writing no later than 5 working days before the scheduled bid opening. Clarifications or changes in these specifications will be issued, in writing, only by the Procurement Specialist. Inquiries should be directed to the Procurement Specialist Exceptions as taken by the bidder in no way obligates the City to change the specifications.
- (f) The successful bidder will be required to purchase a City of Hopkinsville's vendor's license prior to the official award of the contract, for the duration of the contract period.

- (g) Any bidder may withdraw his bid either in person or in writing at any time prior to the scheduled time for closing the receipt for bids. Withdrawals after the scheduled time for closing the receipt of bids will not be permitted.
- (h) The City will assume no responsibility for oral instructions or suggestions. Any official correspondence in regard to the specifications should be directed to and will be issued by the City Procurement Specialist.

2. AWARD OF CONTRACTS

- (a) All bids will be judged on the basis of best buy to the City and compliance with the General Instructions and conformance with the specifications.
- (b) Contracts may be awarded to a primary contractor and an alternate contractor for a period of one year from contract date.

Upon agreement by both parties, contract may be extended for a period of one year.

- (c) Any other consideration or basis for judgment will be stated in the specifications.
- (d) When deemed necessary, a formal Contract Agreement will be prepared by the City for signature by both successful bidder and the Procurement Specialist.

3. RESERVATIONS

- (a) The City Procurement Specialist reserves the right to reject any and all bids or parts of bids when, in his judgment, the City's interest will be served thereby.
- (b) The City Procurement Specialist reserves the right to increase or decrease the quantities to be purchased at the prices bid.
- (c) When deemed necessary, the Procurement Specialist may require an open-ended quantity amount for a specified contract period. Such a requirement will be stated in the specifications.

- (d) The City Procurement Specialist reserves the right to award contracts or place orders to a single source or divide awards and orders or enact such combination as shall, in his judgment, be in the best interest of the city.
- (e) The City Procurement Specialist may waive minor differences in specifications provided these differences do not violate the specifications intent nor materially affect the operation for which the items are being purchased, nor increase estimated maintenance and repair costs to the City.

4. DELIVERY

- (a) Bidders must guarantee to be delivered or prepared for pickups in accordance with schedules as requested by the Procurement Specialist or designated representative.
- (b) All items requested for delivery are to be delivered F.O.B. destination. All delivery costs, charges and taxes are to be included in the bid.

5. COMPETITION

In order to assure fair competition and to permit determination of the best bid.

- (a) The name of any manufacturer, trade name or manufacturer or vendor catalog number mentioned in the specifications or bid Form is to designate a standard of quality and type and for no other reason.
- (b) Bids which show any omission, irregularity, alteration of forms, additions not called for, conditional or unconditional unresponsive bids, or bids obviously unbalanced may be rejected.
- (c) All bids must be accompanied by such descriptive literature and documents as may be called for by the specifications or Bid Form.
- (d) Specifications provided are based on City needs and uses, estimated costs of operation and maintenance, and other significant and/or limiting factors to meet City requirements and shall be consistent with City policies. Minimum specifications, and maximum specifications where included, are not established arbitrarily to limit competition or to exclude otherwise competitive bidders.

6. DISPUTES

In cases of dispute as to whether or not an item or service quoted or delivered meets specifications, the decision of the City Procurement Specialist, or authorized representative, shall be final and binding on all parties. The City Procurement Specialist may request written recommendation of the head of the City Agency using the item.

7. EXCEPTIONS

The submission of a bid shall be considered an agreement to all of the terms, conditions and specifications provided herein and in the various bid documents, unless specifically noted otherwise in the space provided on the Bid Form.

8. BID BINDING

Unless otherwise specified, all formal bids submitted shall be irrevocable for sixty (60) calendar days following the bid opening date, unless the bidder(s), upon the request of the Procurement Specialist, agrees to an extension.

9. UNIT PRICING

Unless clearly shown on the Bid form that it is the intent of the bidder that a reduced total price is being offered on the basis of receiving an award of all items covered by the total, any totals should be the actual sum of the extension of unit price(s), extended price(s), and/or total price(s), unit prices will govern and the bid will be refigured accordingly.

10. SAMPLES

Samples of items, when required, must be furnished free of expenses to the City and if not destroyed by test may, providing request is made at the time the sample is furnished, be returned at the bidder's expense. When samples fail to meet the specified requirements, the City may require removal by the vendor without payment.

3. Sodium chloride will be treated with an anti-caking agent to prevent caking or freezing when stored, and will be delivered in a free flowing, useable condition, free from lumps and foreign material. The moisture content will not exceed 2.0 percent. Material which does not meet specified conditions at the time of delivery will not be accepted and will be removed by the vendor without payment.
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4. Vendor shall present to City at time of shipment delivery tickets showing compliance with requested quantity, entry of accurate weights and adherence to road weight limits as prescribed by law.
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Verification of moisture content not to Exceed 2.0 percent and treated with an Anti- caking agent to prevent caking and freezing at time of deliver to the City of Hopkinsville.

ACKNOWLEDGEMENT OF RECEIPT OF BID PACKET
SODIUM CHLORIDE (ROCK SALT) FOR SNOW AND ICE CONTROL

Bid Number: 817-401818-581

CITY PROCUREMENT SPECIALIST

CITY OF HOPKINSVILLE, KENTUCKY

I HEREBY ACKNOWLEDGE RECEIPT OF THE BID PACKET FOR SODIUM CHLORIDE (ROCK SALT) FOR SNOW AND ICE CONTROL. MY COMPANY INTENDS TO BID ON OR BEFORE 11:00 A.M., LOCAL TIME, FRIDAY, JULY 21, 2017 ON THE PROJECT AS SPECIFIED IN THE PACKET RECEIVED.

NAME OF COMPANY

COMPANY AUTHORIZED SIGNATURE

COMPANY AUTHORIZED PRINT NAME

DATE

CITY OF HOPKINSVILLE
BID FORM

Company Name _____

Address _____

Telephone _____ FAX _____

DESCRIPTION	BIDDER DESCRIPTION	COST PER TON DELIVERED
Sodium Chloride Type 1, Grade 1, meeting the Kentucky Transportation Standard Specifications for Road and Bridge Construction, Edition 1998.	_____ _____ _____	_____

I, the undersigned, do hereby certify that I am a duly authorized representative of _____

located at _____ and I have carefully examined the Instructions, Specifications and Bid Form and agree to
to all terms and conditions as set forth in them.

Signature _____ Title _____

Acknowledged before me this _____ day of _____, 2017

NOTARY PUBLIC
My Commission Expires: _____