

INVITATION TO BID

CITY OF HOPKINSVILLE

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

TITLE: 2019-2020 LIMESTONE PRODUCTS AND BITUMINOUS SURFACE
CLASS I
BID NUMBER 019-20201-9209

BID DOCUMENTS ENCLOSED

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IMPORTANT: PLEASE ADVISE THE PROCUREMENT OFFICE 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, KY 42241-0707

The City of Hopkinsville will be accepting Sealed Bids for furnishing and delivering the following:

**2019-2020 LIMESTONE PRODUCTS AND BITUMINOUS SURFACE CLASS I
BID NUMBER 019-20201-9209**

Sealed Bids should be mailed or hand-delivered to the Hopkinsville Municipal Center, ATTN: Procurement Office, 715 South Virginia Street, P. O. Box 707, Hopkinsville, Kentucky 42240 and will be accepted until **11:00 a.m. (CST) on March 11, 2019**, at which time the bids will be opened and read aloud publicly in Conference Room 214, Second Floor, at the same address. Each Sealed Bid should be enclosed in a second envelope and both envelopes clearly marked:

**“2019-2020 LIMESTONE PRODUCTS AND BITUMINOUS SURFACE CLASS I
BID NUMBER 019-20201-9209”**

Bid Packets and Information may be obtained on the City’s website (www.hopkinsvilleky.us) or by contacting the Procurement Office at the above address or by phone at (270) 890-0230.

The following pages contain the Bidder Information and Requirements, Specifications, Sample Work Order, and Bid Form.

**THE CITY OF HOPKINSVILLE RESERVES THE RIGHT TO ACCEPT OR REJECT
ANY AND ALL BIDS.**

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. www.hopkinsvilleky.us.

(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:

**“2019-2020 LIMESTONE PRODUCTS AND BITUMINOUS SURFACE CLASS I
BID NUMBER 019-20201-9209”**

(c) If forwarded by mail, the sealed envelope containing the proposal must be enclosed in another envelope marked “2019-2020 LIMESTONE PRODUCTS AND BITUMINOUS SURFACE CLASS I, BID NUMBER 019-20201-9209” and mailed City of Hopkinsville, ATTN: Procurement Office, 715 South Virginia Street, P. O. Box 707, Hopkinsville, KY 42240, 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 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 alternate contractor.

(c) Any other consideration or basis for judgement 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 judgement, 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 judgement, 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 or service.

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 extension of unit price(s) actual sum. All extended price(s), and/or total price(s) will be figured to the unit price of the bid item.

10. DETERMINATION OF AWARD

Price.....	95
Local Vendor.....	<u>05</u>
	Total 100

SPECIFICATIONS
LIMESTONE AND BITUMINOUS SURFACE CLASS I

The City of Hopkinsville is requesting bids for supplying the following described limestone products and bituminous surface mix:

River sand
DGA
#2 Limestone
#3 Limestone
#9 Limestone
#57 Limestone
#610 Limestone
Class I Channel Lining (Rip Rap)
Class II Channel Lining (Rip Rap)
Class III Channel Lining (Rip Rap)

Bituminous Surface Class I

**CITY OF HOPKINSVILLE
 BID FORM
 LIMESTONE AND BITUMINOUS SURFACE CLASS I**

<u>ITEM</u>	<u>COST PER TON DELIVERED</u>	<u>COST PER TON PICKUP IN HOPKINSVILLE</u>
DGA	_____	_____
#2 Limestone	_____	_____
#3 Limestone	_____	_____
#9 Limestone	_____	_____
#57 Limestone	_____	_____
#610 Limestone	_____	_____
Class I Channel Lining (Rip Rap)	_____	_____
Class II Channel Lining (Rip Rap)	_____	_____
Class III Channel Lining (Rip Rap)	_____	_____
River Sand	_____	_____
**BITUMINOUS CONCRETE SURFACE CLASS 1, IN PLACE	_____	_____
Alternate Pricing on Small Projects Less than one (1) ton.	_____	_____

BID FORM (CONTINUED)

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

_____ located at _____

and I have carefully examined the General Conditions, Specifications and Bid Form and agree to all terms and conditions set forth in them.

Signature: _____

Print Name: _____

Company: _____

Title: _____

Acknowledged before me this _____ day of _____, 2019.

NOTARY PUBLIC ID#: _____

My Commission Expires: _____