

**CITY OF WESTFIELD**

**INVITATION FOR BID #2367**

**FOR**

**FURNISHING AND DELIVERY OF VEHICLE PARTS**

**Issued by the City of Westfield Purchasing Office**

**October 1, 2012**

**RESPONSES DUE NO LATER THAN 3:00 P.M. ON Tuesday October 23, 2012**

**Director of Purchasing**

**Tammy Tefft  
59 Court Street  
Westfield, MA 01085  
413-572-6254  
t.tefft@cityofwestfield.org**

## **General Specifications**

The contract period for these items is for 1 full year Effective date: December 1, 2012 to November 31, 2013

The City reserves the right to extend this award for two one year options at the sole discretion of the City of Westfield. Pricing to be held firm for life of contract.

**Bids may be picked up and are due in the Purchasing Department no later than October 23, 2012 at 3:00 pm.** If at that time City Hall is closed due to an unforeseeable emergency, the bid opening will be held on the next business day at the same time and place. Bids must be labeled "Bid 2367 Vehicle Parts and Supplies". It is the responsibility of the vendor to ensure delivery to the proper location.

The Purchasing Director of the City of Westfield reserves the right to ask any additional questions regarding the bid.

Please submit all questions pertaining to this bid package in writing to Tammy Tefft, Purchasing Director at either 413-572-1708 (fax) or [t.tefft@cityofwestfield.org](mailto:t.tefft@cityofwestfield.org).

The City of Westfield reserves the right to select the firm that best meets the requirements of the City.

The City of Westfield reserves the right to reject any or all bids wholly or in part; to waive technicalities and informalities; to amend and/or cancel bid prior to the time of opening; to make awards in a manner deemed best to the City; to correct any award erroneously made as a result of a clerical error on the part of the City.

The successful bidders shall comply with all applicable Federal, State, and Local laws and regulations.

Purchases made by the City are exempt from Federal excise taxes, and bid prices must exclude any such taxes. Tax exemption certification will be furnished upon request.

Invoices **must** be sent to The City of Westfield, 59 Court Street, Westfield, MA 01085 Attn: Purchasing, with the purchase order number written on the invoice.

Unless otherwise specified by the bidder, proposal shall be guaranteed for thirty (30) days.

Award will be made to the bidder offering the lowest overall price on the list of parts, using your discount pricing structure you plan to give the City of Westfield. As is our right the City of Westfield will reserve the right to check pricing on parts to make sure the City's list price is reasonable and is not overly inflated. Please make sure you are using the best and most accurate list price you can.

The City reserves the right to make multiple awards on this contract if it is in the City's best interest to do so. Example of this would be to award one for Heavy Duty parts and one for Light/Medium Duty.

Bidding procedures and award of contracts will be in accordance with, Chapter 30B, effective May 1, 1990, plus all applicable Federal, State and Local Laws and regulations.

Expected amount to be spent in a given contract year is \$50,000—please note this is an estimate and the City of Westfield is not guarantying this amount.

The City of Westfield invites qualified vendors to submit bids for the vehicle parts and supplies needed for the City of Westfield fleet. The awarded vendor will be considered the primary supplier for all our collective needs of truck parts and supplies. In the event that the awarded company can not supply a particular item or cannot supply the item when needed, the City will be free to purchase the items elsewhere. Additionally the City will retain the right to seek competitive quotes, and subsequently buy materials from another company for any high volume items, or singularly expensive items, should we desire to do so during the life of the contract. The City of Westfield reserves the right to award multiple contracts if it is the best interest of the City to do so.

The parts will be on an “as needed” basis. The Superintendent or his delegate for each Department will determine the parts needed. A list of appropriate make, model and VIN #'s will be furnished upon award of contract if needed. Awarded vendor must request.

Deliveries to locations if needed will only be accepted Monday through Friday, excluding State and local Holidays, between the hours of 7:30 A.M. and 4:00 P.M. unless prior arrangements have been made with the purchasing entity. There will be no delivery charge for these deliveries. The contractor will be required to deliver goods within same business day if order is placed by 11:00 am, if order is placed after 11:00 am contract must deliver the next Westfield Business day after receipt of an order or when mutually agreed upon. **The City of Westfield reserves the right to request same day delivery (if order is placed after 11:00 am) in the case of an emergency. Awarded Contractors shall agree to make “good faith” effort to service an ordering agency in the case of emergency orders. The City of Westfield reserves the right to reject items delivered late. Failure to deliver on time may be grounds for termination of a Contractor’s contract.**

Product delivery is to be made via the Contractor’s vehicles or common carrier (similar UPS). Liability for product delivery will remain with the Contractor until properly delivered and signed for by the ordering department. The ordering department may designate a "will pick up" order and will specify who is picking up.

The City of Westfield, with the agreement of the contractor, may add any product(s) not listed but available through the contractor. Additionally, the contractor may request the addition of any new products as they become available and deemed in the best interest of the City of Westfield.

**At a minimum, Awarded Contractors must be open for business between the hours of 8:00 AM through 5:00 PM, EST, Monday through Friday, except City of Westfield holidays. The City of Westfield Departments request to be able to shop at the awarded contractor’s location. Contractor must have parts in stock to do this. Please indicate hours of operation, and if contractor would be willing to open up after hours to accommodate emergency situations.**

**Bidder Qualifications** for award are:

1. **Must** be able to service all City of Westfield Departments as needed.
2. **Must** be able to supply products in a timely manner.
3. **Must** have a location that is within 10 miles of Westfield where products are displayed and can be purchased as needed.
4. **Must** offer a full line of products that the City of Westfield is requesting.

It is **desirable** that the Bidder offer products from a variety of manufacturers.

### **Product Specifications**

All items purchased **must** carry a standard manufacturer's warranty. Products **must** have a 30 day return policy regardless of reason, as long as the product is in its original packaging and not damaged due to negligence or maliciousness. The Vendor may not charge a restocking fee on returns.

All products delivered to ordering department will be new and in unopened cases or boxes, or in a condition acceptable to the user/purchaser. The only exception to this is in the case of remanufactured parts, which must be clearly identified and the department has full knowledge and understanding that the part is not new. Unauthorized substitutions are not acceptable. Substitution of one catalog product for another product shall require the approval of the ordering agency.

The Contractor's invoice format **must** include the following information: (1) Quantity, (2) Unit of Measure, (3) Item Description, (4) Price, (5) Discount, (6) Extension, (7) P.O. Number, (8) Contact Name, (9) Contact Phone number, (10) Contract Number.

Bidders **must** complete the Bidders Cost Sheet. The % off discount will be the % off the lowest current manufacturers published list price available. The discount awarded will be a minimum discount. Additional discounts may be negotiated between the procuring department and the contractor for large volume orders or for other procurements where discounts may be appropriate. It is **desirable** for awarded Bidders to offer volume discounts.

The award of this contract will be based on the total average of all discount amounts available the vendor with the lowest aggregate discount will be awarded the contract.

Invoices should show both the list price and the net price for verification purposes. Parts will be either picked up at the location or they will be delivered to the various City departments depending on need.

The Bidder **must** accept the provisions of this IFB in its entirety without modification. Anything less than unconditional acceptance may disqualify the Bidder's Response to this IFB and be considered non-responsive, unless the alternatives proposed are deemed acceptable by the CITY OF WESTFIELD.

## Departments Eligible to Use this Contract

Airport	Emergency Management	Park & Recreation	Treasurer
Assessors	Engineering	Police	Veterans Office
Auditing	Fire	Public Works	Water
Building	Health	Purchasing	Weights & Measures
City Clerk	Law	Sewerage & Wastewater	
Collector	License	School Department	
Community Development	Mayor's Office	Solid Waste	
Council on Aging			

The City of Westfield reserves the right to add or delete departments as necessary.

**Bid #2367 Vehicle Parts and Supplies Worksheet:**

<b>Part #</b>	<b>Description</b>	<b>Price Per Item</b>
85758	Oil filter	
86128	Fuel filter	
54032	Brake fluid	
LUB 968-05	Hydraulic Fluid	
FRIBMD1066	Brake Pads	
HHC85963	Hydraulic Hose	
65-60	Batteries	
1002	Hose Clamp	
LTG 73140-5	Beeping back up bulb	
LTG 91311	Lens	
LTG 62271	Back up lamp	
CCH DS1287	Tie Rod End	
86118	Fuel Filter	
85268	Oil Filter	
96054	Trans Filter Kit	
87487	Air Filter	
FRI BMD834	Semi Met Brake Pads	
CCM 2075	Fuel Stabilizer	
CCM 1070	Octane Boost/Lead	
CCM 1005	Brake Clean	
86120	Fuel Filter	
85515	Oil Filter	
85372	Oil Filter	
85970	Oil Filter	
88807	Air Filter	

Total Light/Medium Duty \$ \_\_\_\_\_

66884B	Brake Drums	
4515	Brake Shoes	
E9767	Camshafts	

Total Heavy Duty above \$ \_\_\_\_\_

**Rate**

\_\_\_\_\_ % discount off list for filters                      \_\_\_\_\_ % discount off list for Braking items  
\_\_\_\_\_ % discount off list for transmission parts        \_\_\_\_\_ % discount off list for engine parts  
\_\_\_\_\_ % discount off list for oil/lube products        \_\_\_\_\_ % discount off list for light/lens/mirrors  
\_\_\_\_\_ % discount off list for chemicals                \_\_\_\_\_ % discount off list for electronics  
\_\_\_\_\_ % discount off list for steering/suspension \_\_\_\_\_ % discount off list for tools

Average discount off parts \_\_\_\_\_

**Having fully examined, read, and in understanding of the specifications for this job and being familiar with all of the conditions surrounding the proposed work and or supplies, including any addenda for which receipt of is acknowledged below, the undersigned proposes to complete all work as specified in this invitation to bid for the price stated below:**

Hours of Operation: \_\_\_\_\_

Company Information:

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Fax \_\_\_\_\_

E-Mail \_\_\_\_\_

FID # \_\_\_\_\_

Signature \_\_\_\_\_

**BID SIGNATURES PAGE**

**Signature for Individual**

_____ Name of Company	_____ Telephone Number
_____ Name and Title of Individual Authorized to Sign	_____ Fax Number
_____ Signature	_____ Date

**Signature for Partnerships (must be signed by ALL general partners)**

_____ Name of Partnership	_____ Date
_____ Name and Title of Partner	_____ Signature
_____ Name and Title of Partner	_____ Signature
_____ Name and Title of Partner	_____ Signature
_____ Telephone Number of Company Offices	_____ Fax Number of Company Offices

**Use additional sheet it necessary**



**BID SIGNATURES PAGE CONTINUED**

**Signatures for Corporation**

\_\_\_\_\_  
Name of Corporation

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name and Title of Duly  
Authorized Company Officer

\_\_\_\_\_  
Signature

Corporate Seal (affix below)

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
E-Mail Address

\_\_\_\_\_  
FID Number

\_\_\_\_\_  
Signature of Clerk

Please furnish the following additional information:

Incorporated in what state? \_\_\_\_\_

President: \_\_\_\_\_

Treasurer: \_\_\_\_\_

Secretary: \_\_\_\_\_

If you are a foreign (out of state) corporation, are you registered with the Secretary of the Commonwealth in accordance with the provisions of M.G.L. Chapter 156D § 15.03? \_\_\_\_\_

## **NON-COLLUSION FORM AND TAX COMPLIANCE FORM**

Persons submitting a bid or proposal to provide supplies or services to your jurisdiction, or to purchase supplies from your jurisdiction, must submit a certification of non-collusion and tax compliance. This form **must** be included with your response.

### **CERTIFICATE OF NON-COLLUSION**

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

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Name of person signing bid or proposal

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Name of Business

### **TAX COMPLIANCE CERTIFICATION**

Pursuant to M.G.L. c. 62c, 49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the commonwealth relating to taxes.

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Name of person signing bid or proposal

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Name of Business