

# Preparation of Bids by Suppliers

Any explanation desired by a bidder regarding the meaning or interpretation of the invitation, drawings, specifications, etc., must be requested in writing with reasonable sufficient time allowed for a reply to reach bidders before the submission of their bids. Oral explanations or instructions given before the award of the contract will not be binding. Any information given to a prospective bidder concerning an invitation will be furnished to all prospective bidders as an addendum to the invitation, if such information is necessary to bidders in submitting bids or if the lack of such information would be prejudicial to uniformed bidders.

## 1. Specifications and Standards

All purchase action is necessarily based on some specification or standard. The City uses basic types of specifications and standards as follows:

- a. Design
- b. Performance
- c. Questionnaire
- d. Approved Equal
- e. Sample

Bidders are expected to examine the specifications, addenda, drawings, standard provisions, and all instructions. Failure to do so will be at the bidder's risk.

## 2. Information Required

Each bidder shall furnish all information required by the invitation. The bidder shall sign the Bid Invitation, the Bid Sheet, as may be required/specified in each bid, and, when appropriate, all questionnaire-type specifications. Bidder is required to complete and sign any other documents as may be required/specified in each bid. Erasures or other changes must be initialed by the person signing the offer. Bids signed by an agent are to be accompanied by evidence of the agent's authority unless such evidence has been previously furnished to the Purchasing office.

## 3. Price

### a. Quote Your Lowest and Best Net Price:

Quote your lowest and best net price, F.O.B. Destination, Freight Prepaid, unless specified otherwise on each item. Unit price for each item offered shall include all discounts; e.g. trade, seasonal, etc. with Net 30 Days payment terms. Discounts shall not be shown as such but shall be incorporated in the base bid price. If delivery and shipping quantities affect unit bid price, multiple bids may be made to indicate 'price break' quantities in order for Purchasing to determine maximum economic benefits. Pricing should include packaging and transportation unless otherwise specified. Pricing shall be entered on the Bid Sheet or via electronic price submission as may be required/specified in each bid. When required/specified to be entered on the Bid Sheet, totals shall be entered in the Total Price column of the Bid Sheet. In case of a discrepancy between unit price and extended price, the unit price will be presumed to be correct. It is subject, however, to correction to the same extent and in the same manner as any other mistake.

### b. Bids Should Be Firm:

If the bidder, however, believes it necessary to base the price on price adjustment, such a bid may be considered only as an alternate bid, unless otherwise indicated in the bid invitation.

- **Price Escalation.** Price escalation may be based on applicable U.S. Department of Labor, Bureau of Labor Statistics indices or industry periodical materials price indices.

**c. Transportation Charges:**

If the quoted net price does not include transportation charges, such charges must be itemized separately if bid is based on F.O.B. Destination.

**d. Taxes:**

The City does not pay state and local retail sales tax, certain use taxes and federal excise taxes on most goods. Tax exemption certificates will be provided by Purchasing on request.

#### **4. Foreign Made Goods**

When offering an item not manufactured and/or assembled in the U.S.A., indicate that on the Bid Sheet. To be considered, they must meet specifications and must be in stock in the continental United States, at the time you submit your bid, and available for immediate shipment. If machines or mechanical equipment of foreign manufacture are offered, such offers must be supported by evidence acceptable to Purchasing that adequate service stations, service personnel and repair parts are available from stock maintained in the United States.

#### **5. Partial Bid Items**

Suppliers may bid on one or all bid items. A bid on only a partial quantity of a bid item, however, will be considered an alternate bid.

#### **6. Time**

Time, if stated as a number of days, will include Saturdays, Sundays, and holidays. Time of delivery is part of the bid and very important. Required delivery date indicated is at point of destination. If indicated date can not be met or date is not indicated, bidder shall state best delivery time.

#### **7. Approved Equal**

If the bid invitation indicates "approved equal" products are acceptable, the seller may offer an "equal" product as an alternate bid. Final "approved equal" determination remains with the City.

#### **8. Submission of Bids**

Bids submitted on other than City of Corpus Christi forms or with different terms or provisions may not be considered responsive bids.