



City of Fort Wayne
Thomas C. Henry, Mayor
Purchasing Department
INVITATION TO BID

Invitation To Bid (ITB) Information

ITB #2835

Description **Requirements for the purchase of Road Salt for the County of Allen, the City of Fort Wayne and Southwest Allen County Schools**

Pre-Bid Meeting Date N/A

Meeting Location N/A

ITB Due Date **Tuesday, May 20, 2008 at 10:00 AM EDT**

(Bids will be received online at 10:0 AM EDT using an electronic sealed bidding process)

Deliver or mail bid specifications packet (for prequalification for Electronic Bidding Process) no later than Monday, May 12, 2008 by 10:00 AM EDT to:

City of Fort Wayne
Purchasing Department
1 East Main Street, Room B91
Fort Wayne, Indiana 46802-1804

Information Resources

Purchasing:

Linda Meyer Telephone: **(260) 427-1378** E-mail: **linda.meyer@cityoffortwayne.org**

Technical:

Brooks Beatty Telephone: **(260) 427-1491** E-mail: **brooks.beatty@cityoffortwayne.org**

Notices:

1. Fax bids will not be accepted for this ITB.
2. Bids received after the posted ITB Due Date above will not be accepted.
3. **Appropriate blanks on the forms will be filled in by manually printing in ink or by typing the requested information.**
4. **Vendor must submit one original ITB packet plus one copy to facilitate evaluation.**
5. It is the policy of the City of Fort Wayne to involve small businesses and minority/woman owned businesses to the greatest extent possible in the procurement of goods, equipment, services and construction projects. The City of Fort Wayne is a participating member in the President's Recycling Program and has a written recycle policy, which can be requested from the Purchasing Department.
6. The legal document, "Standard Terms & Conditions," may be obtained on the City's website at: Cityoffortwayne.org, Finance & Administration, Purchasing, Standard Terms.
7. Bids will be accepted online only using an electronic sealed bidding process through www.bidbridge.net
8. **To ensure proper identification of your response, the ITB number should be written on the lower left corner of your bid specification packet envelope. See attached specifications/bid form.**
9. Quote F.O.B. Fort Wayne, Indiana.

10. Cash discounts: Bidders are encouraged to offer discounts for expedited payment of invoices rendered under this contract. Cash discounts will be taken as earned by the City. Cash discounts will not be considered in the bid evaluation.
11. This City of Fort Wayne has the right and option to terminate the agreement upon thirty days written notice.
12. Any waiver of the specifications is void unless a formal addendum is sent from the Purchasing Department.
13. Approved Equivalents: Unless an item is indicated "No Substitute", special brands, when named, are intended to describe the standard of quality, performance or use desired. Equivalent items will be considered by the City, provided that the Bidder/Proposer specifies the brand and model, and provides all descriptive literature, independent test results, product samples, etc. to enable the City to evaluate the proposed "equivalent". The decision of the City as to what items are equivalent shall be final and conclusive. If the City elects to purchase a brand represented by the Bidder/Proposer to be an "equivalent", the City's acceptance of the item will be conditioned on the City's inspection and testing after receipt. If, in the sole judgment of the City, the item is determined not to be an equivalent, the item shall be returned at the Bidder/Proposer's expense and the contract canceled without any liability whatsoever to the City. When a brand name or level of quality is not stated by the Bidder/Proposer, it is understood the offer is exactly as specified. If more than one brand name is specified, Bidder/Proposer must clearly indicate the brand and model/part number being bid/proposed.
14. Contractor shall understand and comply with the City of Fort Wayne Drug Policy as listed on the City of Fort Wayne website at: Cityoffortwayne.org, Finance and Administration, Purchasing, Drug Policy.

15. MERCURY FREE SPECIFICATION

BIDDERS MUST OFFER MERCURY-FREE ALTERNATIVES TO ALL PRODUCTS WHICH CONTAIN INTENTIONALLY ADDED MERCURY (MERCURY ADDED PRODUCTS) WHERE SUCH ALTERNATIVES EXIST.

SHOULD SUCH ALTERNATIVES NOT BE AVAILABLE, BIDDERS MUST SUBMIT WITH THEIR RESPONSE A LIST OF PRODUCTS WITHOUT MERCURY-FREE ALTERNATIVES AND AN EXPLANATION OF WHY ALTERNATIVES ARE NOT AVAILABLE.

CITY RESERVES THE RIGHT TO REJECT ANY AND ALL BIDS THAT DO NOT PROVIDE MERCURY-FREE ALTERNATIVES OR AN ADEQUATE EXPLANATION WHICH CITY DEEMS ACCEPTABLE.

16. ALL EQUIPMENT WHICH RUNS ON ELECTRICITY WILL CARRY THE ENERGYSTAR RATING WHENEVER POSSIBLE. COMPUTER EQUIPMENT, ETC., MAY BE SELECTED BECAUSE IT MEETS THIS SPECIFICATION OVER COMPETITORS THAT DO NOT.

Notice to Bidders

The following documents must be completed, endorsed, and submitted with each bid. Failure to complete and return all documents requested will make your bid incomplete, and may result in rejection of your bid by the City of Fort Wayne.

Document(s) required with each bid:

1. Form 95
2. Front Page/Invitation To Bid
3. Specifications including proposal sheet as specified
4. U. S. Manufactured Products Preference Certification

City of Fort Wayne
Thomas C. Henry, Mayor
Purchasing Department



1 East Main Street, Room B91
Fort Wayne, Indiana 46802-1804
Telephone (260) 427-1101 Fax (260) 427-1393

Bid Registration

Complete and fax this document to (260) 427-1393 to register your company for this bid. Registration allows the Purchasing Department to notify you of any possible changes to the bid package that may affect your response.

ITB#2835

DescriptionRequirements for the purchase of Road Salt for the County of Allen, the City of Fort Wayne and Southwest Allen County Schools

ITB Specification Response Due Date **Monday, May 12, 2008 by 10:00 AM EDT**

Company Information	
Company Name	
Street Address	
City, State, ZIP Code	
Telephone	
Fax	
Contact Person	
E-mail Address	

Signature: _____ Printed Name: _____
(Authorized Representative)

Title: _____ Date: _____



City of Fort Wayne
Thomas C. Henry, Mayor
Purchasing Department

1 East Main Street, Room B91
Fort Wayne, Indiana 46802-1804
Telephone (260) 427-1101 Fax (260) 427-1393

Front Page/Invitation To Bid

Invitation To Bid (ITB) Information

ITB#2835

Description.....**Requirements for the purchase of Road Salt for the County of Allen, the City of Fort Wayne and Southwest Allen County Schools**

Pre-Bid Meeting DateN/A

Meeting Location.....N/A

ITB Due Date.....**Tuesday, May 20, 2008 at 10:00 AM EDT**

The Allen County and Fort Wayne Purchasing Departments will accept bids for Road Salt using an Electronic Sealed Bidding Process on Tuesday, May 20, 2008 at 10:00 AM EDT in accordance with the specifications and procedures available either with BidBridge or The Allen County and Fort Wayne Purchasing Departments. This Electronic Sealed Bidding Event has a preliminary end date and time of Tuesday, May 20, 2008 at 10:30 AM EDT plus any possible extensions.

By mutual agreement between the City of Fort Wayne and the supplier, the contract period may be extended for an additional like or lesser time period. However, the agreement to extend must be completed in written form at the original price and under the original conditions governing the contract.

Prompt payment discounts will be allowed as follows: _____% if paid within _____ days.

This Invitation to Bid is issued to establish a contract to supply the City of Fort Wayne with a commodity or service in accordance with accompanying specifications. The execution hereof by the bidder is acceptance of all terms and conditions herein and in that regard the bidder agrees to be bound by same and be bound to the amount of the bid for a period of ninety (90) days.

Company: _____

Signature: _____ Printed Name: _____
(Authorized Representative)

Title: _____ Date: _____

The Completion of the section below is mandatory!

U.S. MANUFACTURED PRODUCT PREFERENCE CERTIFICATION

This is to certify under penalties of perjury that each of the bidders end products, except those listed below, are a United States Manufactured products as stated in IC 5-22.15-21. A product is manufactured in the United States, if the cost of its components mined, produced, or manufactured in the United States exceeds fifty percent (50%) of the cost of all its components. (In determining if a product is manufactured in the United States, only the product and its components shall be considered.)

PLEASE CHECK ONE OF THE FOLLOWING:

{ } U.S. Manufactured Product Preference applies:

{ } U. S. Manufactured Product Preference
DOES NOT apply to the following products:

<u>Product(s)</u>	<u>Country of origin</u>
_____	_____
_____	_____
_____	_____
_____	_____

ITB #2835

Prescribed by the State Board of Accounts

Form No. 95 (Rev. 1987)

BID, OFFER OR PROPOSAL FOR SALE OR LEASE OF MATERIALS

(Defined at I.C. 36-1-2-9.5) PLEASE TYPE OR PRINT

DATE: _____

1) Governmental Unit: _____

2) County: _____

3) Bidder (Firm): _____

Address: _____

City/State: _____

4) Telephone: _____

5) Agent or Bidder (If Applicable): _____

Pursuant to notices given, the undersigned offers bid(s) to _____ (Governmental Unit) in accordance with the following attachment(s) which specify the class, item number or description; quantity, unit, unit price and total amount.

The contract will be awarded by classes or items in accordance with specifications. Any changes or alterations in the items specified will render such bid void as to that class or item. Bidder promises that he has not offered nor received a lesser price than the price stated in his bid for the materials included in said bid. Bidder further agrees that he will not withdraw his bid from the office in which it is filed. A certified check or bond shall be filed with each bid if required, and liability for breach shall be enforceable upon the contract, the bond, the certified check or both as the case may be.

SIGNATURE OF BIDDER OR AGENT

BID OFFER or PROPOSAL

Attach separate sheet listing each item bid based on specifications published by the governing body. Following is an example of the bid format:

Class or Item	Quantity	Unit	Description	Unit Price	Amount
				ONLINE ONLY	ONLINE ONLY

NON-COLLUSION AFFIDAVIT

STATE of INDIANA)
) ss:
 _____ COUNTY)

The undersigned bidder or agent, being duly sworn on oath, states that he has not (nor has any other member, representative or agent of the firm, company, corporation or partnership represented by him) entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone at such bidding; nor to prevent any person from bidding; nor to induce anyone to refrain from bidding; and that this bid is made without reference to any other bid and without any agreement, understanding, or combination with any other person in reference to such bidding. He further states that no person or persons, firm or corporation has or will receive either directly or indirectly, any rebate, fee, gift, commission or thing of value on account of such sale.

BIDDER (FIRM)

Signature of Bidder or Agent

Subscribed and sworn to before me on this _____ day of _____, 20_____.

My Commission Expires: _____

Notary Public - Signature

County of Residence: _____

Notary Public - Printed Name

ACCEPTANCE

There now being sufficient unobligated appropriated funds available, the contracting authority of _____ (Governmental Unit) hereby accepts the terms of the attached bid for classes or items numbered _____ and promises to pay the undersigned bidder upon delivery the price quoted for the materials stipulated in said bid.

Contracting Authority Members: _____

Date: _____

BID OF:

(Contractor)

(Address)

**FOR SALE or
LEASE OF MATERIALS**

(Defined at I.C. 36-1-1-9.5)

FILED: _____, 20_____

**THIS BID ACCEPTED FOR THE
FOLLOWING CLASSES OR ITEMS:**

This _____ day of _____, 20_____.

P.O. No.: _____

Date: _____

IF NO PART OF BID IS ACCEPTED, WRITE
THE WORD **REJECTED** ACROSS FACE.

**ALLEN COUNTY, INDIANA
CITY OF FORT WAYNE, INDIANA
INVITATION TO BID #2835
ROCK SALT REQUIREMENTS**

Scope of Work

The work to be performed consists of furnishing and delivering and/or pick up of rock salt for the Allen County Highway Department and the Fort Wayne Street Department, for use in winter maintenance operations for the 2008-2009 Winter Season. Rock salt will be in accordance with the special provisions, and all applicable rules and regulations at the federal, state, and local levels.

Specifications

Rock salt shall conform to the requirements of AASHTO M 143, Type I Grade I, with a moisture content not exceeding 2 percent. All material furnished shall be chemically treated to prevent caking and shall be free of foreign matter, lumps and water free.

Inspection

All rock salt delivered will be visually inspected at time of delivery and samples taken for laboratory analysis of gradation, purity and moisture content.

Rejection

Any rock salt delivered which contains lumps, foreign matter, or water shall be rejected. In the event the rock salt has been loaded or dumped prior to rejection it shall be immediately reloaded or removed by the vendor at the vendor's expense within 48 hours of notification of rejection. *Failure to remove the material will result in liquidated damages in the amount of \$10.00 per ton for each day the salt remains on the Allen County Highway Department or the Fort Wayne Street Department properties.*

Delivery

Vendor shall make delivery in trucks with solid or waterproof tarps to stockpile locations. Orders shall be placed by telephone during regular working hours to the office specified by the vendor. The vendor should provide a single telephone number for all orders placed. Deliveries shall be made during regular working hours when possible, and will be accepted at other times only when prior arrangements have been approved by the Highway Department Supervisor or the Street Commissioner. No payments will be made for any load for which a delivery ticket cannot be produced.

Liquidated Damages

Customers rely upon the delivery of salt for maintenance of roads when needed. Failure to deliver salt as requested and required under this contract will result in a \$200 per day (after notice to the Vendor of requirement) charge to the vendor after 5 days without delivery. This charge will pay for Customer's public safety requirements during snow incidents.

Prices

Prices bid shall be for a minimum of 20-21 tons per load delivered to any location in Allen County, Indiana, via instructions from the Allen County Highway Department; Fort Wayne Street Commissioner; City of Fort Wayne Board of Public Works; or the City of Fort Wayne Director of Purchasing. This bid should also include a price for the County or City to pick up the product.

Prices bid must be exact and held firm through the term of the agreement. There shall be no additional charges for delivery, handling or any other miscellaneous fees.

The attached pricing sheet must be completed and returned with your bid.

The County and the City intend to separately award contracts based on this bid.

The County and the City will be individually responsible for ordering and paying for their own salt requirements.

The quantities shown are estimates only and may be adjusted at the option of the Allen County Highway Department; Fort Wayne Street Commissioner; City of Fort Wayne Board of Public Works; or the City of Fort Wayne Director of Purchasing. The County and the City guarantees to purchase at least eighty (80) percent of the total estimated tons for each bidding unit and vendor shall guarantee to have available one hundred fifty (150) percent of this amount. Any additional material need beyond 150 percent will be by mutual agreement of the parties, including the price thereof.

If the vendor is unable to meet its agreement obligations as set out in this invitation, then the County and the City, at their option, may purchase materials from any other available source on the open market, may cancel the agreement or applicable portions thereof, and may award the portions so cancelled to another supplier. In the event the County and/or City must resort to any of the above procedures, the vendor shall be required to reimburse the County and/or City for any expense incurred in excess of the agreement price.

The County and the City reserve the right to waive irregularities in the bids, the right to make multiple awards, and the right to reject any or all bids.

Term of agreement: Time of award through June 1, 2009.

**ALLEN COUNTY, INDIANA
CITY OF FORT WAYNE, INDIANA
PRICING SHEET**

PRICES SUBMITTED ONLINE ONLY

Estimated Quantities:

Allen County, Indiana
Highway Department 9,000 tons, more or less

City of Fort Wayne, Indiana
Street Department 12,000 tons, more or less
Parks Department 300 tons, more or less

Southwest Allen County Schools 200 tons, more or less

Prices:

Pickup at your plant or stockpile location **\$ONLINE ONLY per ton (A)**

Stockpile is located at: _____

ALLEN COUNTY:

Delivered to South Highway Unit, 8317 Tillman Road **\$ONLINE ONLY per ton (B)**

Contact – Ben Ridenour (260) 449-4791

Delivered to West Highway Unit, 9930 Smith Road **\$ONLINE ONLY per ton (B)**

Contact - Ben Ridenour (260) 449-4791

Delivered to North Highway Unit, 2234 Carroll Road **\$ONLINE ONLY per ton (B)**

Contact – Randy Knach (260) 449-4781

CITY OF FORT WAYNE:

Delivered to Street Department, 1701 S. Lafayette St **\$ONLINE ONLY per ton (B)**

Contact – Brooks Beatty, (260) 427-1491

Delivered to Street Department, 7607 Young Road **\$ONLINE ONLY per ton (B)**

Contact – Brooks Beatty, (260) 427-1491

Delivered to Street Department, 9930 Smith Road **\$ONLINE ONLY per ton (B)**

Contact – Brooks Beatty, (260) 427-1491

SOUTHWEST ALLEN COUNTY SCHOOLS:

Delivered to Southwest Allen County Schools, **\$ONLINE ONLY per ton (B)**

Maintenance Services, 4810 Homestead Rd

Contact – Doug Schieferstein (260) 431-2082

ITB #2835

- A) Represents price per ton for the material loaded in Allen County or City of Fort Wayne trucks at the bidder's plant or stockpile.
- B) Represents price per ton for material hauled on bidder's trucks, price per ton, delivered in a minimum of twenty (20) ton loads, and delivered to the locations listed above.

SIGNED _____

COMPANY NAME _____

COMPANY ADDRESS _____

TELEPHONE #: _____ FAX #: _____

CONTACT PERSON: _____