

INVITATION TO BID

April 18, 2006

06-114

NOTICE IS HEREBY GIVEN that the City of Lake Wales is accepting sealed bids for:

HANDHELD AND MOBILE RADIO EQUIPMENT

At 2:00 P.M., EST on Tuesday, May 8, 2006, in the office of the Finance Director, Municipal Administration Building, 201 Central Ave. W., Lake Wales, Florida, bids will be opened and read aloud.

An original and **two (2) copies** of all bids, including all executed documents and needed attachments, shall be placed in a sealed envelope, marked "06-114": SEALED BIDS FOR HANDHELD AND MOBILE RADIO EQUIPMENT", and delivered prior to the bid opening deadline, 2:00 P.M., EST on **Tuesday, May 8, 2006**.

Intent

The City of Lake Wales seeks a qualified vendor to provide 40 VHF, 153 to 154 Mhz handheld radios, 44 VHF, 153 to 154 Mhz mobile units, four (4) – 45 Watt desk top units, six (6) VHF portable 5 Watt radios with speaker mic, charger, vehicle charger and belt clip and four (4), six (6) multi-unit charging banks as per specifications outlined in the Scope of Work.

Responding to the Invitation to Bid

All persons and firms wishing to submit bids **must** obtain a complete copy of the Invitation to Bid document, and submit a City of Lake Wales Vendor Application a W-9 and a current Public Entity Crimes Statement with their response. Access our website, www.cityoflakewales.com, go to City Departments, Purchasing and Forms and Documents or contact Bonnie Hodge, Purchasing Agent, (863) 678-4182, extension 264 to obtain these items. There is no charge for the Invitation to Bid document, or for submitting bids.

Responses may be hand delivered, mailed, or delivered via courier service to the following address. Faxed or e-mailed responses will not be accepted.

DELIVERY ADDRESS

City of Lake Wales
Finance Department
Attn: Bonnie Hodge, Purchasing Agent
201 Central Ave. W
Lake Wales, Florida 33853-4013

MAILING ADDRESS

City of Lake Wales
Finance Department
Attn: Bonnie Hodge, Purchasing Agent
P. O. Box 1320
Lake Wales, Florida 33859-1320

General Information and Requirements

1. In accordance with Chapter 119, Florida Statutes, all bids received, and all materials contained therein, once opened are **public record**, and subject to disclosure to any person, organization, or firm, including other firms responding to this invitation to bid.
2. In accordance with section 287.133, Florida Statutes, a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid or proposal on a contract to provide any goods or services to a public entity and may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in section 287.017-for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

3. The City reserves the right to accept or reject any or all bids, or part thereof, to waive any informalities or technicalities, or to award contracts in the best interest of the City. In all instances, the City's decision shall be final.
4. The City of Lake Wales is exempt from taxes imposed by the State and Federal Government. Bids shall not include any taxes or fees.
5. Prospective firms must submit proposals strictly in accordance with the specifications outlined in the Invitation to Bid. Each variance, if any, to the specifications shall be specifically stated in the bid.
6. Prospective firms warrant by virtue of submission of bids that all prices, terms, and conditions stated shall be honored for a period of ninety (90) days after the opening of bids. **Any** changes at the time an order is placed shall result in automatic disqualification of the vendor.
7. The original bid shall be signed, in blue ink, by a corporate officer, partner, or proprietor.
8. The City reserves the right to reject any or all items if in its judgment the item does not meet the needs of the City, or for any reason it deems suitable.
9. Prospective firms are hereby warned not to contact any City employee or official on matters relating to this Invitation to Bid, except as indicated herein. Any attempt to do so, or engaging in lobbying or any other activity interfering with the evaluation process may result in immediate disqualification of the vendor from **any** City business.
10. Per City ordinance, agreements and contracts with a term in excess of one year shall include the following language: "The performance of the City of Lake Wales and its obligation to pay under this contract is contingent upon annual appropriation by the City Commission of Lake Wales." Vendors are warned that this requirement is written into the Code of Ordinances of the City, a public document, and is binding upon all vendors whether or not referenced in any agreement.
11. Prospective firms quoting State of Florida contract pricing must provide the state contract number and date of expiration in their bids or proposals. Firms will be required to provide a copy of the entire contract prior to the placing of orders by the City.
12. Prospective firms hereby warrant by virtue of submission of bids that any and all terms, conditions, and requirements as stated in this document are valid, enforceable, and binding upon the selected vendor.

Specific Information and Requirements

1. Answers to questions submitted about this Invitation to Bid or the Project will be provided to all known prospective bidders.
2. The selected firm may not discriminate against any employee employed in the performance of services, or against any applicant for employment because of race, religion, color, handicap, national origin, age, gender, or marital status.
3. Bids shall include all information required in the Invitation to Bid. Bidders shall use City standard forms as included in the Invitation to Bid to submit all information, or shall follow the format dictated or include the information required herein where no form is provided. Bid documents shall be arranged in order as indicated on the Bid Contents Form.
4. At a minimum, each firm must directly perform 20 percent (20%) of the total contract dollar value of the project with its in house personnel, labor and equipment.

Evaluation of Bids

This sealed bid shall be evaluated on the basis of price, from all bidders deemed qualified to perform the work, in accordance with City Ordinance. The City shall evaluate and analyze all, and select the bid that,

in the City's sole and final judgment, represent the best fiscal and overall solution for the City. The City reserves the right to seek clarification from prospective firms on any issue in a bid, or take any other action it feels necessary to properly evaluate the bids and construct a solution in the City's best interest.

About the Project

The City of Lake Wales was awarded \$40,000 as part of the CDBG Disaster Initiative Grant # 06DB-3C-07-63-02-W-16.

Scope of Work, Specifications, and Other Requirements

40 each Handheld radios – VHF – 153 to 154 Mhz

- 5 Watt, 16 Channel with 90 minute rapid charger
- 1400mAH NiMH battery
- 3" belt clip
- Remote Speaker Mic

44 each Mobile Units – VHF – 153 to 154 Mhz

- 45 Watt Mobile
- Mounting accessories
- ¼ wave antenna

6 each Portable radios – VHF – 153 to 154 Mhz

- 5 Watt, 16 Channel
- Speaker mic
- Charger
- Vehicle charger
- Belt clip

4 each Desk Top Units

- 45 Watt

6 each 6 Unit Multi-Unit Charging Bank

- 6 Unit

Warranty on all equipment will be **2 years** parts and labor.

Contact Information

Firms that need additional information may contact:

Bonnie Hodge
Purchasing Agent
City of Lake Wales
863-678-4182 extension 264

THE CITY OF LAKE WALES – LAKE WALES, FLORIDA
BID PROPOSAL

Submitted On: _____

Proposal of: \$ _____

To the City of Lake Wales (hereinafter "City"):

The undersigned, as Bidder, hereby declares that the only person or persons interested in the Proposal as principal or principals, is, or are, named herein and that no other person that herein is mentioned has any interest in this Proposal or in the Contract to be entered into; that this Proposal is made without any connection with any other person, company or parties making a Bid or Proposal; and that it is, in all respects, fair and in good faith, without collusion or fraud.

The Bidder further declares that he has examined the site of work and informed himself fully in regard to all conditions pertaining to the place where the work is to be done: that he has examined the Plans and Specifications for work and Contractual Documents relative thereto; and has read all special provisions furnished prior to the opening of Bids; that he has satisfied himself relative to the work to be performed.

The Bidder proposes and agrees, if this Proposal is accepted, to contract with the City in the form of Contract specified, to furnish all necessary materials, equipment, machinery, tools, apparatus, means of transportation and labor necessary to complete the work known particularly as:

Name of Project **Handheld and Mobile Radio Equipment**

Bid# **06-114**

In full and complete accordance with the shown, noted, described and reasonably intended requirements of the Plans and Specifications and Contract Documents to the full and entire satisfaction of the City with a definite understanding that no money will be allowed for extra work except as set forth in the attached General Conditions and Contract Documents, for the sum of (type or print amount, in words, in space below):

Respectfully submitted,

Name of Firm

Address (Post Office Box, Street, City, State and Zip Code)

State of Incorporation

Signature of Authorized Corporate Officer, Partner, or Proprietor

Title

Name of Bidder: _____