

September 1, 2011

Bid No. 12-18

INVITATION TO BID

Bids marked “SEALED BID - AUTOMOTIVE FILTERS” will be received at the Purchasing Department, City Hall, Kingsville, Texas until 1:30 P.M. on September 13, 2011 for:

AUTOMOTIVE FILTERS
AS PER ATTACHED SPECIFICATIONS
F.O.B. KINGSVILLE, TEXAS DESTINATION POINT

Additional specifications or information may be obtained at the Purchasing Department, 200 E. Kleberg, (361) 595-8036 or (361) 595-8025. Bid packages may also be obtained by e-mailing your request to: purchdir@cityofkingsville.com. Bidders may be present for the bid opening.

All bidders are encouraged to submit literature or responses to this solicitation on recycled and recyclable paper, printed on both sides, where practicable.

Any bid received after the time set for the opening thereof will be returned to the bidder unopened.

The bid will be awarded to the lowest, responsible bidder or the bidder who provides goods and services at the “best value” to the City of Kingsville.

THE CITY, IN ACCORDANCE WITH LAW, RESERVES THE RIGHT TO REJECT ANY AND ALL BIDS. The City shall be the sole judge of “responsible” and “best value” and this determination shall be final except in cases of a clear definitive showing that such determination is arbitrary, capricious, and unreasonable.

Mr. David Mason
Purchasing Director

INSTRUCTIONS TO BIDDERS

DO NOT DELAY REVIEWING THIS BID

This Bid has a mandatory due date established which cannot be waived under any circumstances. If you did not receive this Bid directly from the City of Kingsville please promptly notify the Purchasing Department of your name and address to ensure receipt of any addenda or other communications regarding this Bid.

This bid consists of furnishing all automotive filters for the City of Kingsville for a twelve (12) month period commencing October 1, 2011 and ending September 30, 2012.

QUANTITIES

Listed are the City's best estimates and do not obligate the City to order or accept more than the City's actual requirements during period of this agreement, as determined by actual needs and availability of appropriate funds. It is expressly understood and agreed that filters will be requested as needed only. The City of Kingsville owns approximately 230 vehicles, but does not guarantee any specified quantities to be purchased during this contract period. Bidders shall ship only quantities requested.

DELIVERIES

The successful bidder shall be able to furnish filters in a forty-eight (48) hour period to the Public Works Service Center. If the successful bidder does not have a requested filter in stock, it will be the responsibility of the successful bidder to obtain a replacement filter that meets specifications and deliver it within the forty-eight (48) hour period.

5. The prices quoted in this bid shall cover material, delivery, and handling on to the City of Kingsville Public Works Service Center at 1300 E. Corral, Kingsville, Texas.
6. Bidder shall fill in all information asked for in the blanks provided under each item. Failure to completely describe the merchandise being bid may result in rejection of your bid.
7. Bids shall be submitted on "all or none" basis only.
8. NOTICE OF AWARD will be by "Letter of Award" issued by the City of Kingsville's Purchasing Director. Actual purchases will be made by Purchase Order issued as requirements arise.

9. The items described herein, shall be purchased from the lowest, responsible bidder submitting a bid or the bidder providing goods or services at the “best value” for the City of Kingsville; or, if appropriate, all bids will be rejected. The determination as to which bidder submitted the responsible and “best value” bid shall rest solely with the City, and shall be based on the lowest total cost to the City. In making this decision, the initial purchase price will be considered and the following items will also be considered.
- a. Scheduled delivery times.
 - b. Facilities of the supplier; it must have facilities adequate to service what he/she sells.
 - c. Past performance of the supplier and manufacture concerning such things as meeting scheduled delivery times and parts and service support, both before and after warranty.
 - d. The quality of the bidder’s goods and services.
 - e. The extent to which the goods or services meet the City of Kingsville needs.
 - f. The total long-term cost to the City of Kingsville to acquire the bidder’s goods or services.

10. **TIME IS OF THE ESSENCE**

TIME IS OF THE ESSENCE TO THIS CONTRACT. DELAYS IN DELIVERY SHALL BE REPORTED IMMEDIATELY BY SELLER TO PURCHASER. PURCHASER RESERVES THE RIGHT TO CANCEL ALL OR ANY PART OF ANY ORDER WITHOUT ANY LIABILITY TO PURCHASER IF DELIVERY SPECIFIED BY SELLER IS UNSATISFACTORY, IF SELLER MAKES A PARTIAL DELIVERY OF AN ORDER, OR IF DELIVERIES ARE NOT MADE WITHIN THE TIME REQUESTED BY PURCHASER.

11. **EXTENSION OF CONTRACT**

The City of Kingsville reserves the right to extend this contract for a period of sixty (60) days beyond the original twelve (12) month period.

12. **PACKAGES**

The bidder shall state how many items are in a case.

13. **BRAND NAMES**

Brand names and/or numbers are descriptive rather than restrictive. The City of Kingsville will consider any item which is comparable with those described.

GENERAL CONDITIONS FOR BIDS

**** READ CAREFULLY ****

1. THE BID PACKAGE FILED IN THE PURCHASING DEPARTMENT AND THE INFORMATION CONTAINED WITHIN IS THE ONLY AUTHORIZATION TO PROVIDE THE OUTLINED MATERIALS, ITEMS OR SERVICES REQUESTED UNDER THIS BID BY ANY COMPANY.
2. The Purchasing Department requests that you respond with the Colored return envelope supplied. If another envelope is used, mark clearly on it the bid opening date.
3. The City of Kingsville will accept bids submitted on bid forms provided by the City of Kingsville only. Bids submitted on other forms, other than those provided by the City, will be considered non-responsive and will not be included for further evaluation.
4. Unless otherwise stated in the specifications, all prices will be considered firm for acceptance within sixty days of bid opening. Any exception to this must be so stated on the face of offer.
5. The City of Kingsville is exempt from all Federal Excise Taxes and also from State and City Sales Tax, under authority of Chapter 20, Title 122A, Revised Civil Statutes of Texas. Properly executed exemption certificates will be furnished on request.
6. Preference will be given when prices quoted are F.O.B. delivered with all transportation charges prepaid. Unless otherwise stated, all items shall be considered as F.O.B. delivered.
7. The City of Kingsville will pay for articles or services purchased under this bid within thirty days after proper delivery and receipt of correct and proper invoice. In case of a discrepancy between the unit price and the extension, the unit price will be taken.
8. The City of Kingsville reserves the right to remove a company from any commodity index for (1) continued failure to respond when approached, (2) failure to deliver merchandise within promised time, (3) delivery of substandard merchandise, and (4) failure to maintain a competitive position on a particular commodity group.
9. ALL BIDS MUST BE SIGNED BY HAND. Electronic bids are not acceptable.
10. The successful bidder must be capable of handling all bid and delivery requirements.

11. The successful bidder must prove that he/she is duly capable of performing all services or delivering items awarded.
12. A bidder may be rejected for non-performance or a bad performance record.
13. The City of Kingsville reserves the right to waive any informality in the bid documents.
14. **Questions:** Any questions about this bid package shall be submitted in writing, no later than September 9, 2011, to City of Kingsville, Purchasing Department, P. O. Box 1458, Kingsville, Texas 78364, Attn: David Mason.
15. A printed copy of the bid tabulation will be available upon written request to the Purchasing Director. Oral requests will not be accepted. Each written request must contain a self-addressed, stamped envelope and must reference the bid title and number. Bid tabulations will be available for public viewing in the Purchasing Department for a period of 30 days from the bid opening. Bid tabulations may also be viewed at the City's Web Site: www.cityofkingsville.com, go to "Departments", Purchasing Department, Bid Tabulations.
16. **EQUAL EMPLOYMENT OPPORTUNITY:** THE CITY OF KINGSVILLE DOES NOT DISCRIMINATE BECAUSE OF RACE, CREED, COLOR, RELIGION, SEX, AGE, NATIONAL ORIGIN, OR ON THE BASIS OF DISABILITY.
17. **ELECTRONIC BIDS:** THIS BID IS BEING MADE AVAILABLE BY ELECTRONIC MEANS. THE BIDDER ACKNOWLEDGES AND ACCEPTS FULL RESPONSIBILITY TO INSURE THAT NO CHANGES ARE MADE TO THE BID. IN THE EVENT OF CONFLICT BETWEEN A VERSION OF THE BID SUBMITTED BY THE BIDDER AND THE VERSION MAINTAINED BY THE PURCHASING DIRECTOR, THE VERSION MAINTAINED BY THE PURCHASING DIRECTOR SHALL GOVERN. **ONLY SEALED PAPER BIDS WILL BE ACCEPTABLE FOR THIS BID.**
18. **VENDORS ARE RESPONSIBLE FOR CHECKING THE CITY'S WEBSITE FOR ADDENDA PRIOR TO SUBMITTING THEIR BIDS. THE CITY OF KINGSVILLE IS NOT RESPONSIBLE FOR THE CONTENT OF ANY BID PACKAGE RECEIVED THROUGH ANY THIRD PARTY SERVICES. IT IS THE RESPONSIBILITY OF THE VENDOR TO INSURE THE COMPLETENESS AND ACCURACY OF THE DOCUMENTS RECEIVED.**

September 1, 20112010

Bid No. 12-18

**CITY OF KINGSVILLE
BID SHEET**

This form must be completed and returned as part of your bid.

Do not include Federal Tax or State Sales Tax. The necessary exemption certificates will issued upon request.

BY SUBMITTING A BID, THE BIDDER AGREES TO ABIDE BY ALL OF THE TERMS AND CONDITIONS OF THE “INVITATION TO BID” PACKAGE.

ITEM #	NUMBER OF VEHICLES USING FILTERS	WIX or City's Approved Equal DESCRIPTION	BRAND NAME	CROSS OVER PART NO.	PER UNIT F.O.B. KINGSVILLE, TX
1	1	51085 or equal oil filter			\$
2	1	51344 or equal oil filter			\$
3	1	51348 or equal oil filter			\$
4	1	51372 or equal oil filter			\$
5	1	51515 or equal oil filter			\$
6	1	51516 or equal oil filter			\$
7	1	51522 or equal oil filter			\$
8	1	51602 or equal oil filter			\$
9	1	51734 or equal oil filter			\$
10	1	51747 or equal oil filter			\$
11	1	51748 or equal oil filter			\$
12	1	51789 or equal oil filter			\$
13	1	51791 or equal oil filter			\$
14	1	51792 or equal oil filter			\$
15	1	51799 or equal oil filter			\$
16	1	51806 or equal oil filter			\$
17	1	57182 or equal oil filter			\$
18	1	57243 or equal oil filter			\$
19	1	57314 or equal oil filter			\$
20	1	57202 or equal oil filter			\$
21	1	57400 or equal oil filter			\$
22	1	57060 or equal oil filter			\$
23	1	57750 or equal oil filter			\$

SUB TOTAL \$ _____

*****AIR FILTERS*****

ITEM #	NUMBER OF VEHICLES USING FILTERS	DESCRIPTION	BRAND NAME	CROSS OVER	PER UNIT F.O.B.
				PART NO.	KINGSVILLE, TX
20	1	42045 or equal air filter			\$
21	1	42253 or equal air filter			\$
22	1	42254 or equal air filter			\$
23	1	42321 or equal air filter			\$
24	1	42518 or equal air filter			\$
25	1	42519 or equal air filter			\$
26	1	42725 or equal air filter			\$
27	1	42731 or equal air filter			\$
28	1	46035 or equal air filter			\$
29	1	46077 or equal air filter			\$
30	1	46134 or equal air filter			\$
31	1	46174 or equal air filter			\$
32	1	46232 or equal air filter			\$
33	1	46251 or equal air filter			\$
34	1	46253 or equal air filter			\$
35	1	46301 or equal air filter			\$
36	1	46412 or equal air filter			\$
37	1	46418 or equal air filter			\$
38	1	46429 or equal air filter			\$
39	1	46433 or equal air filter			\$
40	1	46477 or equal air filter			\$
41	1	46478 or equal air filter			\$
42	1	46479 or equal air filter			\$
43	1	46562 or equal air filter			\$
44	1	46569 or equal air filter			\$
45	1	46589 or equal air filter			\$
46	1	46593 or equal air filter			\$
47	1	46744 or equal air filter			\$
48	1	46870 or equal air filter			\$
49	1	46871 or equal air filter			\$
50	1	42809 or equal air filter			\$
51	1	49082 or equal air filter			\$
52	1	46804 or equal air filter			\$
53	1	42330 or equal air filter			\$
54	1	42331 or equal air filter			\$
55	1	42810 or equal air filter			\$
56	1	49154 or equal air filter			\$
57	1	49782 or equal air filter			\$
58	1	49783 or equal air filter			\$
59	1	49883 or equal air filter			\$

60	1	42843 or equal air filter			\$
61	1	42731 or equal air filter			\$
62	1	42126 or equal air filter			\$
63	1	49114 or equal air filter			\$

SUB TOTAL \$

*****A/C FILTERS *****

ITEM #	NUMBER OF VEHICLES USING FILTERS	DESCRIPTION	BRAND NAME	CROSS OVER PART NO.	PER UNIT
					F.O.B.
					KINGSVILLE, TX
1	1	24316 or equal air filter			\$
				SUB TOTAL	\$

******* HYDRAULIC FILTERS *******

ITEM #	NUMBER OF VEHICLES USING FILTERS	DESCRIPTION	BRAND	CROSS OVER	PER UNIT F.O.B.
			NAME	PART NO.	KINGSVILLE, TX
1	1	51485 or equal filter			\$
2	1	51495 or equal filter			\$
3	1	51551 or equal filter			\$
4	1	51721 or equal filter			\$
5	1	51730 or equal filter			\$

SUB TOTAL \$ _____

******* TRANSMISSION FILTERS *******

ITEM #	NUMBER OF VEHICLES USING FILTERS	DESCRIPTION	BRAND	CROSS OVER	PER UNIT F.O.B.
			NAME	PART NO.	KINGSVILLE, TX
1	1	57401 or equal Transmission Filter			\$

SUB TOTAL \$ _____

******* TRANSMISSION FILTER GASKETS *******

ITEM #	NUMBER OF VEHICLES USING FILTERS	DESCRIPTION	BRAND	CROSS OVER	PER UNIT F.O.B.
			NAME	PART NO.	KINGSVILLE, TX
1	1	58892 or equal			\$
2	1	58955 or equal			\$
3	1	745043 or equal			\$
4	1	745114 or equal			\$
5	1	745191 or equal			\$
6	1	29538491 or equal			\$

SUB TOTAL \$ _____

******* FUEL FILTERS

ITEM #	NUMBER OF VEHICLES USING FILTERS	DESCRIPTION	CROSS BRAND		PER UNIT
			NAME	PART NO.	KINGSVILLE, TX
1	1	33097 or equal fuel filter			\$
2	1	33166 or equal fuel filter			\$
3	1	33338 or equal fuel filter			\$
4	1	33352 or equal fuel filter			\$
5	1	33367 or equal fuel filter			\$
6	1	33377 or equal fuel filter			\$
7	1	33403 or equal fuel filter			\$
8	1	33442 or equal fuel filter			\$
9	1	33472 or equal fuel filter			\$
10	1	33481 or equal fuel filter			\$
11	1	33528 or equal fuel filter			\$
11	1	33595 or equal fuel filter			\$
12	1	33599 or equal fuel filter			\$
13	1	33936 or equal fuel filter			\$
14	1	33910 or equal fuel filter			\$
15	1	33531 or equal fuel filter			\$
16	1	33533 or equal fuel filter			\$
17	1	33548 or equal fuel filter			\$
18	1	33393 or equal fuel filter			\$

SUB TOTAL

\$	
<input style="width: 100px; height: 20px;" type="text"/>	

GRAND TOTAL

\$ _____

DELIVERY TIME: _____ hours.

I certify that the above filters to be delivered under this bid will meet or exceed all of the minimum specifications and conditions set forth by the City of Kingsville, Texas.

Dated this _____ day of _____, 2011

BIDDING FIRM:

BY:

(Print Name)

(Signature)

ADDRESS:

CITY:

TELEPHONE NUMBER:

E-MAIL ADDRESS:

ACKNOWLEDGEMENT

Please forward this form to the above address, attention: Purchasing Department
Ref: Bid No. 11-11, Automotive Filters.

If you elect not to bid, we would be interested to know why. Usually when a firm chooses not to bid it relates to one of the following problems:

1. _____ Specifications too "tight", i.e. geared toward one vendor and/or **manufacturer only.**
2. _____ Insufficient time to respond to the Invitation for Bid.
3. _____ We do not offer this product or an equivalent.
4. _____ Perception on vendor's part of favoritism.
5. _____ Our product schedule would not permit us to perform.
6. _____ Unable to meet specifications.
7. _____ We do not choose to expend time and expense to administer **Performance Bonds.**
8. _____ Specifications unclear.
9. _____ Vendor payment problem history.
10. _____ Transportation cost restraint.
11. _____ Other

Remarks: _____

It is important to me to understand why your firm was uninterested in bidding to us. This will help me evaluate our bids and make changes that may be required. Therefore, if you would be so kind to indicate to me why you could not bid, I would be very appreciative.

I look forward to your response. Should you have any questions or care to discuss this further, please do not hesitate to contact me directly at (361) 595-8025.

Sincerely,

Mr. David Mason
Purchasing Director