



City of Los Altos
Bid Proposal

SUBMIT BID TO: City of Los Altos Administrative Services Department 1 N. San Antonio Road Los Altos, CA 94022	FOR FURTHER INFORMATION CONTACT: Kim Juran-Karageorgiou Administrative Services Director (650) 947-2836 kjuran@losaltosca.gov
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BID NUMBER: PW2015-01	DATE MAILED: 9/10/2015	BID MUST BE DELIVERED BEFORE: 9/30/2015 at 2:00 PM
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NOTICE TO BIDDERS:
 The bidder shall complete and submit bids to the City of Los Altos on the bid proposal packet that is included in this mailing. No other copy of the bid form will be acceptable. Sealed bids, subject to the conditions and specifications named herein for the Combination Sewer Cleaner addressed to the City of Los Altos will be received at the Administrative Services Department, City Hall, 1 N. San Antonio Road, Los Altos, CA 94022, until 9/30/2015 at 2:00 PM, at which time they will be publicly opened and read.

The Combination Sewer Cleaner shall be configured and delivered to the City of Los Altos Municipal Services Center, 707 Fremont Avenue, Los Altos, CA 94024.

ITEM DESCRIPTION:		Unit Price	Extension
Quantity	Description		
1	<u>Combination Sewer Cleaner</u> or equal, new and unused, and as further described in accordance to the attached specifications dated 9/10/2015. Manufacturer/Model: _____ Specify Warranty: _____ Shall include all components designated as standard by the manufacturer, in addition to the options specified by the City. The undersigned agrees that any and all changes in specified equipment shall only be as approved in writing by and between the undersigned and the City's representative, <u>Kishor Prasad, Public Works Department</u>	_____	_____

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All bidders must submit with their proposal sufficient literature to show compliance with specifications. Any deviations from specifications must be clearly indicated in writing at the time the proposal is submitted.

The right is reserved, as the best interest of the City may require, to reject any or to waive any informality or minor irregularity in the bids.

Any bid may be withdrawn at any time prior to the time fixed in the public notice for the opening of bids only by written request for the withdrawal of the bid filed with the Administrative Services Department. The bidder or his duly authorized representative shall execute the request. The withdrawal of a bid does not prejudice the right of the bidder to file a new bid. Whether or not bids are opened exactly at the time fixed in the public notice for opening bids, a bid will not be received after that time nor may any bid be withdrawn after the time fixed in the public notice for opening of bids.

As stated in Public Contract code Sections 5100 to 5110, inclusive (State Contract Act) concerning relief of bidders and in particular to the requirement therein, that if the bidder claims a mistake was made in his bid, the bidder shall give the Administrative Services Director, written notice within five (5) days after the opening of the bids of the alleged mistake, specifying in the notice in detail how the mistake occurred.

More than one proposal from an individual, firm, partnership, corporation, or combination thereof under the same or different names will not be considered. Reasonable grounds for believing that any individual, firm, partnership, corporation or combination thereof is interested in more than one proposal for the work contemplated may cause the rejection of all proposals in which such individual, firm, partnership, corporation or combination thereof is interested. If there is reason for believing that collusion exists among the bidders, any or all proposals may be rejected.

Bid packages may be picked up at the Administrative Services Department, City Hall, 1 N. San Antonio Road, Los Altos, CA 94022 or by emailing kjuran@losaltosca.gov.

Kim Juran-Karageorgiou
Administrative Services Director

BIDDER INFORMATION:

Firm Name: _____
Firm Address _____

Telephone: _____
Email: _____
Facsimile: _____

Bid Prepared By: _____ Title: _____

Signature: _____ Date: _____

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SPECIAL CONDITIONS / PROVISIONS:

1. Warranty – The standard equipment warranty statement(s) shall be included with the bid documents. All warranties required in the bid specifications will be included in the main equipment bid price.
2. Bid Award - A contract for delivery of the Combination Sewer Cleaner will be awarded to the successful bidder within 45 days of bid opening.
3. Delivery - The successful bidder shall be required to deliver to the City of Los Altos Municipal Services Center, 707 Fremont Avenue, Los Altos, CA 94024 all equipment ordered within thirty (30) calendar days of the date of the City’s purchase order.
4. Addenda: If the contract documents need to be changed before the contract is awarded, an addendum will be issued by the City, and made a part of the contract documents.
5. Change Orders: Specifications and other documents may be changed, by written change order to the purchase order, after the contract has been awarded. The cost or credit to the City for each change order shall be determined by an amount agreed upon by the City and the successful bidder.
6. Business Hours: Delivery may commence no earlier than 7:30 AM and shall be completed no later than 2:30 PM
7. Payment: Payment shall be made only upon inspection and acceptance of Combination Sewer Cleaner for workmanship, appearance, equipment operation and conformance to specifications by the Public Works Department. If corrective action is required, it shall be the responsibility of the dealer, at dealer expense, to replace such items or make the necessary corrections and re-deliver. Successful bidder shall submit an invoice to the Administrative Services Department upon acceptance of all work. The City shall authorize and make payment within thirty-five days of the Public Works Department approval of the invoice. The City will make no deposit or partial payment on this purchase.

Bidder Name: _____
Acknowledgment _____
(Signature): _____