

# SEALED BID

# CITY OF MOBILE

# BID SHEET

**Do Not Return Via Email or Fax**

**Purchasing Department  
and Package Delivery:**

**This is Not an Order**

Mailing Address:  
P. O. Box 1948  
Mobile, Alabama 36633  
(251) 208-7434

**Government Plaza  
4th Floor, Room S-408  
205 Government St.  
Mobile, Alabama 36644**

**READ TERMS AND CONDITIONS  
ON REVERSE SIDE OF THIS PAGE  
BEFORE BIDDING**

Postal Service Does Not Deliver to This Street Address

Typed by: \_\_\_\_\_ en Buyer: 003

**Please quote the lowest price at which you will furnish the articles listed below**

DATE	BID NO.	DEPARTMENT	Commodities to be delivered F.O.B. Mobile to:
11/22/2024	5922	Tennis Center	851 Gaillard Dr, Mobile, AL 36608

**This bid must be received and stamped by the Purchasing office not later than:**

**12:00 PM, Tuesday, December 10, 2024**

QUANTITY	ARTICLES	UNIT	UNIT PRICE		EXTENSION	
			Dollars	Cents	Dollars	Cents
	<p><b>PORTABLE VERTICAL AIR CONDITIONING/ HEATING UNIT (HVAC)</b></p> <p>The City of Mobile is requesting bids on a <b>Portable Vertical 20 Ton Air Conditioning/Heating Unit</b> for a large tent.</p> <p>Unit must meet the following MINIMUM specifications:</p> <ul style="list-style-type: none"> <li>▪ Unit is Air Cooled – no water</li> <li>▪ Must have a minimum of two (2) outlets and two (2) inlets</li> <li>▪ To use 480 Volt – 3 Phase</li> <li>▪ Cable to have Terminal Block Power Connection</li> <li>▪ Unit will be used to cool/heat large tent</li> <li>▪ Must be on skid type platform so unit can be moved by a forklift</li> <li>▪ City will remove from rear of truck</li> <li>▪ Unit to be set at rear of truck for removal by City of Mobile</li> <li>▪ Vendor/shipper shall notify the City of planned delivery, no less than forty-eight (48) hours prior to an intended delivery</li> <li>▪ If vendor/shipper fails to notify the City no less than forty-eight (48) hours, prior to the attempted delivery. The City will not pay re-delivery charges or waiting fees.</li> <li>▪ City may change delivery location prior to the delivery.</li> <li>▪ Freight to be included in price of unit</li> <li>▪ Quote delivered price FOB Mobile, AL</li> <li>▪ Quote heating capacity equal to 25 ton, cooling 30 ton</li> <li>▪ City will consider options, within the above and previously stated terms on the Bid Form</li> <li>▪ Refrigerant 410A</li> <li>▪ Hot gas bypass valve</li> <li>▪ RotoLock connections</li> <li>▪ Vendor must include any supply and return grills that should be attached to the front of the unit.</li> </ul>					
			<b>TOTAL</b>			

**RETURN ONE SIGNED COPY OF THIS BID  
IN ENCLOSED ENVELOPE**

State delivery time within \_\_\_\_\_ days of receipt of P.O.

Phone Number \_\_\_\_\_

Firm Name \_\_\_\_\_

Email Address \_\_\_\_\_

Signature \_\_\_\_\_

We will allow a discount \_\_\_\_\_ % 20 days from date of receipt of goods and correct invoice of competed order

Type or Print Name \_\_\_\_\_

1. All quotations must be signed with the firm name and by an authorized officer or employee.
2. Verify your bid before submission as it cannot be changed or corrected after being opened. In case of error in extension of prices, the unit price will govern.
3. If you do not bid, return this sheet and state reason. Otherwise, your name may be removed from our mailing list.
4. The right is reserved to reject any, or all quotations, or any portions thereof, and to waive technicalities if deemed to be in the interest of the City of Mobile.
5. This bid shall not be reassignable except by written approval of the Purchasing Agent of the City of Mobile.
6. State brand and model number of each item. All items bid must be new and latest model unless otherwise specified.
7. If bid results are desired, enclose a self-addressed and stamped envelope with your bid. (All or None bids only)
8. Do not include Federal Excise Tax as an exemption certificate will be issued in lieu of same. The City is exempt from the State of Alabama and City sales taxes.
9. PRICES ARE TO BE FIRM AND F.O.B. DESTINATION UNLESS OTHERWISE REQUESTED.
10. BID WILL BE AWARDED ON ALL OR NONE BASIS UNLESS OTHERWISE STATED.
11. Bids received after specified time will be returned un-opened.
12. Failure to observe stated instructions and conditions will constitute grounds for rejection of your bid.
13. Furnish literature, specifications, drawings, photographs, etc., as applicable with the items bid.
14. Vendor may be required to obtain City of Mobile Business License as applicable to City of Mobile Municipal Code Section 34-50. For Business License inquiry, contact the Revenue Department at (251) 208-7462 or [cityofmobile.org/business-license-overview/](http://cityofmobile.org/business-license-overview/)
15. IF a bid bond is required in the published specifications, see below:  
Each bid shall be accompanied by a Cashier's Check, Certified Check, Bank Draft or Bid Bond for the sum of five (5) Percent of the amount bid, made payable to the City of Mobile and certified by a reputable banking institution. All checks shall be returned promptly, except the check of the successful bidder, which shall be returned after fulfilling the bid.
16. Contracts in excess of \$50,000 require that the successful bidder make every possible effort to have at least fifteen (15) percent of the total value of the contract performed by socially and economically disadvantaged individuals.
17. All bids/bid envelopes must have the bid number noted on the front. Bids that arrive unmarked and are opened in error shall be returned to vendor as an unacceptable bid.
18. If successful vendor's principal place of business is out-of-state, vendor may be required to have a Certificate of Authority to do business in the State of Alabama from the Alabama Secretary of State prior to issuance of a Purchase Order. Vendors are solely responsible for consulting with the Secretary of State to determine whether a Certificate is required. See [www.sos.alabama.gov/BusinessServices/ForeignCorps.aspx](http://www.sos.alabama.gov/BusinessServices/ForeignCorps.aspx). Please note that the time between application for and issuance of a Certificate of Authority may be several weeks.
19. Vendors do not need a City of Mobile Business License or Certificate of Authority from the Alabama Secretary of State to submit a bid, but may need to obtain the Business License and Certificate of Authority if applicable, prior to issuance of a Purchase Order.
20. Bids and addendums are posted at [www.cityofmobile.org/services/business/bids/](http://www.cityofmobile.org/services/business/bids/). It is the responsibility of the vendor to check the City's bid page for updates and addendums.
21. Vendors must be able to provide the following upon request. Federal W-9 form, proof of registration in the E-Verify program, and Certificate of Authority to do business in Alabama/Registration with the Alabama Secretary of State within 24 hours of request.
22. City of Mobile applies local vendor preference to all purchases: Code of Alabama, 1975, Sections 41-16-50(a) and 41-16-50(d), except federally funded grants.
23. Equal Employment Opportunity. Except as otherwise provided under 41 CFR part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."
24. Davis-Bacon Act, as amended (40 U.S.C. 3141-3148) will apply when required by Federal program regulations.

# BID CONTINUATION SHEET

Page \_\_\_\_\_ of \_\_\_\_\_

QUANTITY	ARTICLES	UNIT	UNIT PRICE		EXTENSION	
			Dollars	Cents	Dollars	Cents
	<p style="text-align: center; margin: 0;">Page 2 of 3</p> <p>Provide literature and specifications on product to be provided with your bid.</p> <p>The welded structural frame is to be fabricated from 11-gauge steel. The access doors are 14-gauge steel and are to be insulated for sound and condensate control. Surfaces that contact condensate have 1" insulation.</p> <p>Frame surfaces are to protected with an ATP high-performance epoxy anti-chip powder coat primer, then powder coated with a white TGIC weather-resistant polyester (exterior and interior). Additional surface sealer is applied to the drain pan, condenser fan shelf, and the floor of the compressor compartment to further prevent rusting and deterioration.</p> <p>The cabinet is to be constructed with side and top tent clamp tethers.</p> <p>Make _____ Model _____</p> <p>State warranty:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>State any requirements for this unit to function properly:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p><b>Delivery may be a consideration in the award of this bid.</b></p> <p><b>State delivery _____ days (ARO) after receipt of order.</b></p> <p><b>**The goal for delivery is before March 1, 2025.</b></p> <p style="margin-top: 20px;">All vendors will be required to provide verification of enrollment in the E-Verify program. Additional information may be found at <a href="http://immigration.alabama.gov/">http://immigration.alabama.gov/</a></p>					
			<b>TOTAL</b>			

**RETURN ONE SIGNED COPY OF THIS QUOTATION IN ENCLOSED ENVELOPE**

**READ ABOVE INSTRUCTIONS BEFORE QUOTING**

Firm Name \_\_\_\_\_

By \_\_\_\_\_

We will allow a discount \_\_\_\_\_ % 20 days from date of receipt of goods and correct invoice of completed order.

# BID CONTINUATION SHEET

QUANTITY	ARTICLES	UNIT	UNIT PRICE		EXTENSION	
			Dollars	Cents	Dollars	Cents
	Page 3 of 3					
	<p>If the successful vendor's principal place of business is out-of-state, vendor may be required to have a Certificate of Authority to do business in the State of Alabama from the Secretary of State prior to issuance of a Purchase Order.</p> <p>Vendors are solely responsible for consulting with the Secretary of State to determine whether a Certificate is required. See: <a href="http://www.sos.alabama.gov/BusinessServices/ForeignCorps.aspx">www.sos.alabama.gov/BusinessServices/ForeignCorps.aspx</a>. Please note that the time between application for the issuance of a Certificate of Authority may be several weeks.</p> <p>Upon notification, vendor will have 10 business days to provide the Certificate of Authority and the E-Verify numbers to the Purchasing Department before award can be completed. (Vendors will possibly need to pay the expedite fee to meet this requirement because application is not sufficient. We must have a copy of the certificate with your Company ID number).</p> <p>Vendors do not need a City of Mobile Business License or Certificate of Authority from the Alabama Secretary of State, nor the E-Verify for certification to submit a bid, but will need to obtain the Business License and Certificate of Authority verification and/or provide the E-Verify Certification, if applicable, prior to issuance of a Purchase Order.</p> <p>State of Alabama Local Vendor Preference Law 41-16-50 (a) and (d) will apply to this purchase.</p> <p><b><u>CONE OF SILENCE.</u></b> From the time of advertising, and until the final award by completion of a signed contract or purchase document issued by the City, there is a prohibition on communication by respondents (or anyone on their behalf) with the City staff and elected officials regarding this request for bids, proposals, or qualifications. This does not apply to communications directly with the Procurement Department staff during authorized question periods, or with designated City staff during pre-bid conferences, interviews, requests for clarification, and written contract negotiations. Breaking the established prohibition on communication, if proven, may result in a disqualification of your submittal.</p> <p><b>Questions concerning this bid must be in writing to <a href="mailto:purchasing@cityofmobile.org">purchasing@cityofmobile.org</a> on or before December 5, 2024.</b></p>					
			<b>TOTAL</b>			

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By \_\_\_\_\_

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## PROCUREMENT DEPARTMENT

Potential bidders are responsible to check this site for any **ADDENDUMS** that are issued. It is the responsibility of the **BIDDER** to check for, download, and include with their **BID RESPONSE** any and all **ADDENDUMS** that are issued for a specific **BID** published by the City of Mobile. Failure to download and include **ADDENDUMS** in your **BID RESPONSE** may cause your bid to be rejected.

**This is a sealed bid. Any responses faxed or e-mailed will be rejected.**

**This is a sealed bid. Any response must be submitted in a sealed envelope with the bid number and bid opening date on the outside of the envelope.**

**Any response that arrives improperly marked or with no bid number and opening date on the outside of the delivery or express package and opened in error will be rejected and not considered.**

**It is the responsibility of the bidder to ensure that their bid response is delivered to and received in the Purchasing Department before the date and time of the bid opening.**

**Be sure to read the Terms and Conditions.  
All bids are F.O.B. destination unless otherwise stated.**

**Be sure to sign your bid!**

**Package/Bid Delivery Address:  
Purchasing Department  
205 Government St. Room S408  
Mobile, AL 36644**

**(Request First Delivery)**