

TOWN OF BRIGHTON, TENNESSEE

BID DOCUMENTS

Issue Date: 3-13-2010	Bid #: 03132010-01	Bid Title: Fire Turnouts
Bid Due Date and Time: 3-27-2010 4:00 PM		Number of Pages:
Contact Information		Instructions to Bidders
GENERAL: Town of Brighton 139 N. Main St. P.O. Box 277 Brighton, TN 38011 Phone: (901)476-8661 Fax: (901)475-9983		Mark Face of Envelope/Package: Bidder's Name & Address Bid Name: Fire Turnouts Bid Number: 03132010-01 Bid Due Date: 3-27-2010
BID CONTACT: Chad Gatlin, Chief Administrator P.O. Box 277 Brighton, TN 38011 (901) 476-8661 (901) 475-9983		Special Instructions: Each Item must be bid separately. All items must meet or exceed NFPA standards. All gear shall be measured for by awardee in order to have a custom fit.
BIDDERS MUST COMPLETE THE FOLLOWING AND RETURN THIS PAGE WITH BID SUBMISSION		
Bidder Name/Address:	Authorized Bidder Signatory:	
	(Print Name and Sign in Ink)	
Bidder Phone Number:	Bidder FAX Number:	
Bidder Federal I.D. Number:	Bidder E-mail Address:	

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BIDDER CHECKLIST

The 10 Most Critical Things to Keep in Mind When Responding to a Bid for the Town of Brighton

1. _____ Read the entire document. Note critical items such as: mandatory requirements; supplies/services required; submittal dates; number of copies required for submittal; funding amount and source; contract requirements (e.g. contract performance security, insurance requirements, performance and/or reporting requirements, etc.).
2. _____ Note the bid contact's name, address, phone numbers and e-mail address. This is the only person you are allowed to communicate with regarding the bid and is an excellent source of information for any questions you may have.
3. _____ Attend the pre-bid conference if one is offered. These conferences provide an opportunity to ask clarifying questions, obtain a better understanding of the project, or to notify the Town of any ambiguities, inconsistencies, or errors in the bid.
4. _____ Take advantage of the "question and answer" period. Submit your questions to the bid contact by the due date listed in the Schedule of Events and view the answers given in the formal "addenda" issued for the bid. All addenda issued for a bid are posted on the Town's website and will include all questions asked and answered concerning the bid.
5. _____ Follow the format required in the Bid when preparing your response. Provide point-by-point responses to all sections in a clear and concise manner.
6. _____ Provide complete answers/descriptions. Read and answer all questions and requirements. The bid submissions are evaluated based solely on the information and materials provided in your response.
7. _____ Use the forms provided, e.g. cover page, certification forms, etc.
8. _____ Check the Town website for Bid addenda. Before submitting your response, check the Town website at _____ to see whether any addenda were issued for the bid. If so, you must submit a signed cover sheet for each addendum issued along with your bid response.
9. _____ Review and read the Bid document again to make sure that you have addressed all requirements. Your original response and the requested copies must be identical and complete.
10. _____ Submit your response on time. Note all the dates and times listed in the Schedule of Events and within the document, and be sure to submit all required items on time. Late bid submissions will not be accepted.

This checklist is provided for assistance only and should not be returned with the bid.

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TITLE VI STATEMENT

The Town of Brighton (Town) assures that no person shall on the grounds of race, color, sex, age, disability or national origin, as provided by Title VI of the Civil Rights Act of 1964, and the Civil Rights Restoration Act of 1987 (P.L. 100.259) be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. The Town further assures every effort will be made to ensure nondiscrimination in all of its programs activities, whether those programs and activities are federally funded or not.

In the event that the Town distributes federal aid funds to another entity, the Town will include Title VI language in all written agreements and will monitor for compliance.

The Town Administrator is responsible for initiating and monitoring Title VI activities, preparing required reports and other Town responsibilities as required by 23 Code of Federal Regulation (CFR) 200 and 49 Code of Federal Regulation 21.

AUTHORITY:

Title VI of the Civil Rights Act of 1964 provides that no person in the United States shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of or be otherwise subjected to discrimination under any program or activity receiving federal financial assistance. (please refer to 23 CFR 200.9 and 49 CFR 21). Title VI of the Civil Rights Act of 1964, 42 United States Code 2000d to 2000-4; 42 United States Code 4601 to 4655; 23 United States Code 109(h); 23 United States Code 324; Department of Transportation Order 1050.2; Executive Order 12250; Executive Order 12898; 29 Code of Federal Regulations 50.3

Civil Rights Restoration Act of 1987 broadened the scope of Title VI coverage by expanding the definition of terms "programs or activities" to include all programs or activities of Federal Aid recipients, subrecipients, and consultants, whether such programs and activities are federally assisted or not (Public Law 100259 [2.557] March 22, 1988.

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SCHEDULE OF EVENTS

EVENT	DATE
Bid Issue Date	3-13-2010
Pre-Bid Conference.....	N/A
Deadline for Receipt of Written Questions.....	3-24-2010
Deadline for Posting of Written Answers to City Website	N/A
Bid Response Due Date	3-27-2010

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STANDARD TERMS AND CONDITIONS

No submissions received after said time or at any place other than the time and place as stated in the notice shall be considered. No responsibility shall attach to The Town of Brighton for the premature opening of a submission not properly addressed and identified.

WITHDRAWAL OF BID SUBMISSION:

A bidder may withdraw their submission before the expiration of the time during which submissions may be submitted without prejudice to the bidder, by submitting a written request of withdrawal to Bid Contact.

REJECTION OF BID SUBMISSION:

The Town of Brighton may reject any and all submissions, and must reject a submission of any party who has been delinquent or unfaithful in any formal contract with The Town of Brighton. Also, the right is reserved to waive any irregularities or informalities in any submission in the proposing procedure.

The Town of Brighton shall be the sole judge as to which submission is best, and in ascertaining this, will take into consideration the business integrity, financial resources, facilities for performing the work, and experience in similar operations of the various bidders.

STATEMENT OF EXPERIENCE AND QUALIFICATIONS:

The bidder may be required, upon request, to prove to the satisfaction of The Town of Brighton that he/she has the skill and experience and the necessary facilities and ample financial resources to perform the contract(s) in a satisfactory manner and within the required time. If the available evidence of competency of any bidder is not satisfactory, the submission of such bidder may be rejected. The successful bidder is required to comply with and abide by all applicable federal and state laws in effect at the time the contract is awarded.

NON-COLLUSION AFFIDAVIT:

By providing a bid submission, the bidder represents and warrants that such submission is genuine and not sham or collusive or made in the interest or in behalf of any person not therein named, and that the bidder has not directly or indirectly induced or solicited any other bidder to put in a sham submission, or any other person, firm or corporation to refrain from bidding and that the bidder has not in any manner sought by collusion to secure to that bidder any advantage over any other bidder.

INTEREST OF:

By providing a bid submission, the bidder represents and warrants that neither a Board Member, Administrator, employee nor any other person employed by The Town of Brighton has, in any manner, an interest, directly or indirectly in the submission or in the contract which may be made under it, or in any expected profits to arise there from.

DOCUMENTS DEEMED PART OF THE CONTRACT:

The notice, invitation to bidders, general conditions, and instructions for bidders, special conditions, specifications, submission, and addenda, if any, will be deemed part of the contract.

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PERFORMANCE PRIOR TO THE EXECUTION OF THE CONTRACT:

The successful bidder shall not begin performance of the project prior to the execution of a formal written contract by the Town and the bidder. Any bidder beginning performance prior to the execution of the contract shall be deemed to be proceeding at the bidder's risk, and shall not be entitled to any compensation for such performance. In addition, the Town reserves the right to withdraw or cancel the award of the bid.

1. The instructions contained herein shall be construed as a part of any bid invitation and/or specifications issued by The Town of Brighton and must be followed.
2. The written specifications contained in this bid shall not be changed or superseded except by written addendum from The Town of Brighton. Failure to comply with the written specifications for this bid may result in disqualification by The Town of Brighton.
3. All goods and materials shall be F.O.B. Brighton, Tennessee and no freight or postage charges will be paid by The Town of Brighton unless such charges are included in the bid price.
4. The bid number should be written clearly on the outside of your envelope in order to avoid opening in error.
5. All bids must be sealed, received and in-hand at bid due date and time. Each bidder assumes the responsibility for having their bid received at the designated time and place of bid due date. Bids received after the stated time and date may be subject to rejection without consideration, regardless of postmark. The Town of Brighton accepts no responsibility for mail delivery.
6. Unless otherwise stated, all bids submitted shall be valid and may not be withdrawn for a period of 120 days from the due date.
7. The Town of Brighton reserves the right to accept a bid that is not the lowest price if, in the Town's judgment, such bid is in the best interest of the Town and the public. The Town reserves the right to reject any and all bids.
8. Telephone, Telegraphic or Facsimile bids will not be accepted.
9. No sales tax will be charged on any orders.
Sales Tax Exempt# 101168363
Federal Tax Identification# 62-0674455
10. If applicable, completed questionnaires must be signed manually. The Town of Brighton reserves the right to accept or reject any bid on the basis of incomplete or inaccurate answers to the questionnaire.
11. If applicable, warranty information shall be provided.
12. Bidders shall state delivery time after receiving order.
13. Bidders shall identify any subcontractors, and include an explanation of the service or product that they may provide.

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This section contains the forms necessary to ensure compliance with various laws as described within this bid.

TOWN OF BRIGHTON DISCLOSURE FORM

This form is for disclosure of campaign contributions and family member relations with Town of Brighton officials/employees. Please complete this form and return as part of your bid package when it is submitted.

Name of Bidder _____

Name and the official position of the Brighton Official to whom the campaign contribution was made. Please use a separate form for each official to whom a contribution has been made in the past two (2) years.

List the dollar amount/value and description of each campaign contribution made over the past two (2) years by the Applicant/Opponent to the named Brighton Official.

Amount/Value Description

Please list any family member that is currently (or has been employed within the last 12 months) by the Town of Brighton and your relation:

I certify that the provisions of the T.C.A. and Town of Brighton ethics policies have not been violated and will not be violated in any respect. T.C.A. provide that it is unlawful for a state employee to transact business with the agency by which that person is employed for himself, on behalf of a business in which the employee or his spouse or dependents has a substantial interest, or on behalf of anyone as agent, broker, dealer or representative. Transacting business is defined as selling real property, personal property, or services, or purchasing surplus real or personal property.

Authorized
Signature _____ Date _____

Print/Type Name _____

Print/Type Company Name Here _____

(Sign and return with submission)

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BID DOCUMENTS
NOTICE OF "NO BID"

BID NO. QUOTATION NO.

CLOSING DATE:

IMPORTANT NOTICE - Please read

It is important to the Town of Brighton to receive a reply from all invited bidders. There is no obligation to submit a bid, quotation or proposal; however, if this "Notice of No Bid" is not executed and returned, your company may be deleted from our list of qualified bidders/proposers.

INSTRUCTIONS:

If you are unable, or do not wish to participate on this bid, quotation, or proposal, please complete this form in full and forward to the Town of Brighton at the contact information provided below. State your reason for not participating by checking the applicable space(s) or by explaining briefly in the space provided. It is not necessary to return any other bid/quotation/proposal information in connection with this solicitation.

- 1. We do not manufacture/supply the commodity
2. We do not manufacture/supply to this specification
3. Unable to quote completely
4. Cannot handle due to present plant loading
5. Quantity/job too large
6. Quantity/job too small
7. Cannot meet delivery/completion requirements
8. Agreements with distributors/dealers do not permit us to sell direct
9. Licensing restrictions

Other reasons/additional comments:

Do you wish to bid on these goods/services in the future? Yes No

COMPANY NAME:

ADDRESS:

SIGNATURE OF COMPANY REPRESENTATIVE:

POSITION:

TELEPHONE NO.: DATE:

PLEASE FAX TO (901) 475-9983, E-MAIL TO , OR MAIL TO THE ADDRESS PROVIDED IN THIS OFFERING TO THE ATTENTION OF THE TOWN ADMINISTRATOR IDENTIFYING THE ENVELOPE AS CONTAINING "NOTICE OF NO BID".

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PROJECT DESCRIPTION

The Town of Brighton Fire Department is taking bids for four (4) sets of structural turnout gear (coat, pants, and suspenders), four (4) pairs of structural fire fighting boots, four (4) pairs of structural fire fighting gloves, and four (4) structural fire fighting helmets. All items must meet the applicable current NFPA standards. Be sure to fill out comply-yes or no and bid amount for each category you are bidding.

SPECIAL INSTRUCTIONS

Each Item must be bid separately. All items must meet or exceed NFPA standards. All gear shall be measured for by awardee in order to have a custom fit.

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ITEMS TO BID			
Item #	Description	Comply?	Bid Amount
1	Jacket and Pants: Outer Material-Advance Ultra Gold, Moisture Barrier-Crosstech 2C, Thermal Liner-Caldura SL2. Jacket must have: design that allows for flexibility in shoulders (such as biflex), velcro and zipper closure, radio pocket on left chest, mic tab on right chest, black nomex wristlets with thumb holes, black leather elbow pads, black leather reinforced cuffs, black advance ultra inner collar, bellows pockets on each side with a handwarming pocket behind. All pockets must have weep holes. 3m 3 layer striping in project fires style, lime and silver.		
1 cont'd	Jackets shall have the Brighton Fire Department patch sewn on the right sleeve and the American Flag sewn on the left sleeve. On the back of the Jacket shall have the word "Brighton" arched and the words "Fire Dept." straight underneath in all caps, lime 3m reflective, set upon a sewn in background of black advance ultra. Each jacket shall have a removable black advance ultra tail with the firefighter's name in 3m lime all caps. Liner shall be removable and held in place with snaps.		
1 cont'd	Pants shall have: zipper and velcro closure, bellows pockets on each thigh with tool pouch insert in right pocket, black leather pads on knees, reinforced black leather cuffs, 3m 3layer lime reflective striping around ankles and down the side of each leg. Suspenders shall be H-style ripcord and padded. Awardee shall measure firefighters for each set of gear.		
2	Helmets shall be: traditional style composite with brass eagle, full face shield, american flag style reflectors, Leather helmet fronts with american flag background and dept name at top and rank at bottom, id number in middle, adjustable chin strap.		
3	Boots shall be: leather structural fire fighting approved boots with handles at top		
4	Gloves shall be: structural fire fighting approved, with elk skin or similar material that reduces stiffness over time		

Additional copies of this page may be made and added to packet if needed.

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SECTION 5: BID PRICE CERTIFICATION

In compliance with the attached specification, the undersigned offers and agrees that if this bid is accepted by the Town of Brighton within one hundred and twenty (120) days of the date of bid opening, that the undersigned will furnish any or all of the deliverables upon which prices are quoted, at the price set opposite each, to the designated point(s) within the time specified.

COMPANY _____

ADDRESS _____

AUTHORIZED SIGNATURES _____

PRINT / TYPE NAME _____

DATE : _____