CITY OF HUTCHINSON
REQUEST FOR BID FORM

Please quote your delivered prices to the City of Hutchinson on items or services listed below. Consult attached minimum and general specifications for requirements. **This is not an order**.

BID NUMBER: ***17-94*** **BID SUBMITTAL DEADLINE:** ***10:00 A.M. CST on February 21, 2017***
BID OPENING TIME: ***1:30 P.M. CST on February 21, 2017***

INSTRUCTIONS:
THIS FORM MUST BE PROPERLY FILLED OUT AND RETURNED BY MAIL, IN PERSON, OR BY FAX TO : The City Of Hutchinson, Office of City Clerk, 125 East Avenue B, P.O. Box 1567, Hutchinson, Kansas 67504-1567, OR FAX (620)694-1971. RETURN PRIOR TO *10:00 A.M. CST on* February *21, 2017*. Bid not submitted pursuant to the conditions set out in this request may be rejected. All bids received after the stated opening date and time will not be considered. Bids will be publicly opened and read at the above stated time in the Public Works Conference Room, 1500 South Plum, Hutchinson, Kansas

* **The City of Hutchinson reserves the right to reject part or all of any bid and to waive formalities. All bids are subject to Purchasing Policies set by the City Council of Hutchinson. The City of Hutchinson reserves the right to divide purchases among venders to accomplish the best gross price and to make the final decision as to acceptability of quality and price.**
Thank You, Carmel White, Purchasing Agent, City of Hutchinson (620)694-1973 or (620)694-1900

ITEM	QTY	DESCRIPTION – See attached specifications – Samples available in Central Purchasing.	TOTAL PRICE
#1	560 Bags	Classic Grade A Cedar Mulch by Mid America Mulch, Inc. – 3 Cu. Feet bags Mulch to be delivered to 1600 South Elm, Hutchinson, Kansas, on or before March 31, 2017 – Bids are to include all freight and delivery charges. NO SUBS ACCEPTED!	
TOTAL REQUEST FOR BID IF ALL ITEMS ARE ORDERED FROM YOUR COMPANY AT ONE TIME INCLUDING ALL DISCOUNTS			

IN SUBMITTING THE ABOVE, THE VENDOR EXPRESSLY AGREES THAT UPON PROPER ACCEPTANCE BY THE CITY OF HUTCHINSON, A CONTRACT SHALL THEREBY BE CREATED. THIS REQUEST FOR BID FORM MUST BE SIGNED! SIGNATURE ACKNOWLEDGES RECEIPT OF ADDENDUM #____.

SIGNATURE _____ TITLE _____

ORDERING ADDRESS/CONTACT:

REQUEST FOR PROPOSALDER COMPANY NAME _____
STREET ADDRESS _____
CITY/STATE/ZIP _____
TELEPHONE NUMBER _____ E-MAIL ADDRESS:

REMITTANCE ADDRESS (IF DIFFERENT):

REMITTANCE NAME _____
REMITTANCE ADDRESS _____
REMITTANCE CITY/STATE/ZIP _____
FAX NUMBER _____

CERTIFICATE OF NON-DISCRIMINATION

The undersigned Contractor hereby agrees to observe all the provisions of Chapter 3 of the Code of the City of Hutchinson, Kansas, 1988, and any subsequent amendments thereto and provisions of K.S.A. 44-1030 and 1031, as amended, including subsection (a), paragraphs (1) through (5) inclusively of Section 1030, which reads as follows:

(1) the Contractor shall observe the provisions of the Kansas Act Against Discrimination and shall not discriminate against any person in the performance of work under the present Contract because of race, religion, color, sex, disability, national origin or ancestry;

(2) in all solicitations or advertisements for employees, the Contractor shall include the phrase, "Equal Opportunity Employer," or a similar phrase to be approved by the Commission;

(3) if the Contractor fails to comply with the manner in which the Contractor reports to the Commission in accordance with the provisions of K.S.A. 44-1031, and amendments thereto, the Contractor shall be deemed to have breached the present Contract and it may be canceled, terminated or suspended, in whole or in part, by the contracting agency;

(4) if the Contractor is found guilty of a violation of the Kansas Act Against Discrimination under a decision or order of the Commission which has become final, the Contractor shall be deemed to have breached the present Contract and it may be canceled, terminated or suspended, in whole or in part, by the contracting agency; and

(5) the Contractor shall include the provisions of subsections (a) 1 through 4 in every subcontract or purchase order so that such provisions will be binding upon such subcontractor or vendor.

Signing of this certificate acknowledges inclusion of the same in the base Contract before signing thereof and acceptance of the terms of this certificate.

_____ Date

_____ Name of Contractor

By _____
Name and Title

* * * *

REQUEST FOR BID
GENERAL CONDITIONS

The City of Hutchinson is seeking Bids for items specified in the enclosed which it wished to purchase. None of the attachments are intended to be restrictive but to act as a guide for those desiring to submit Bids. ALL BIDS SHALL BE GOOD FOR A PERIOD OF FORTY-FIVE DAYS FROM THE DATE QUOTES ARE OPENED.

PRICE PROTECTION. The price stated in the Bid shall be firm and not subject to increase during the term of any contractual agreement arising between the City of Hutchinson and the vendor as a result of the Bid. Vendors shall provide firm prices less any federal excise tax. The City of Hutchinson is exempt from payment of sales tax. For further information contact the City Clerk's Office (694-2614).

METHOD OF PAYMENT. Payment will be made within 30 days of date of delivery and satisfactory performance to the City of Hutchinson.

DELIVERY/DELIVERY DATES. Bids shall reflect delivery to the City of Hutchinson, Park Department, 1600 South Elm, Hutchinson, Kansas on or before March 31, 2017. Items received by the City of Hutchinson shall meet specifications and/or deemed to be acceptable by the City. Items not meeting specifications and deemed to be unacceptable by the City shall be returned to the vendor. The City of Hutchinson shall not be liable for any items during transit.

NON-DISCRIMINATION. During the performance of this contract, the contractor/vendor will not discriminate against any employee or applicant for employment because of race, sex, religion, color, age, national origin, ancestry or physical handicap, unless based upon a bonafide occupational qualification. The contractor/vendor will take affirmative action to insure applicants are employed, and that employees are treated during employment without regard to their race, sex, religion, color, age, national origin, ancestry or physical handicap.

PROPERTY TAX STATEMENT. The attached statement on property owned within the City of Hutchinson must be complete and returned with the bid in accordance with the City's policy on delinquent property taxes. "The City reserves the right to reject all bids from bidders who are delinquent in personal or real estate property taxes to Reno County, Kansas."

AWARDING OF BID. Whenever the City of Hutchinson lets Bids for goods or services, and the low Bid is submitted by a vendor domiciled outside of Reno County, a vendor domiciled inside Reno county may be deemed the preferred vendor and awarded the Bid if:

1. The quality, suitability, and usability of the goods or services are equal and fully comply with the minimum Bid specifications, and the vendor has the capability to adequately service the product.
2. The amount of the Bid of the vendor domiciled within Reno County is not more than 5% greater than the amount of the low Bid if the low Bid is under $10,000, or not more than 3% greater than the amount of the low Bid if the low Bid is greater than $10,000.
3. The Bid does not pertain to new construction or involve State of Federal Funding.
4. The vendor domiciled within Reno County is willing to match the Bid price offered by the low vendor domiciled outside of Reno County within 24 hours of official notification.

THE CITY OF HUTCHINSON RESERVES THE RIGHT TO REJECT PART OR ALL OF ANY BID AND TO WAIVE FORMALITIES. ALL BIDS ARE SUBJECT TO PURCHASING POLICIES SET BY THE CITY COUNCIL OF HUTCHINSON. THE CITY OF HUTCHINSON RESERVES THE RIGHT TO DIVIDE PURCHASES AMONG VENDERS TO ACCOMPLISH THE BEST GROSS PRICE AND TO MAKE THE FINAL DECISION AS TO ACCEPTABILITY OF QUALITY AND PRICE. ALL VENDORS DOING BUSINESS WITH THE CITY OF HUTCHNSON SHALL ABIDE BY ALL LOCAL, STATE AND FEDERAL LAWS.