

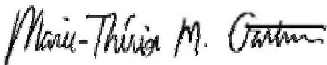


**INVITATION FOR BIDS**  
**Automotive Parts and Supplies**  
**2011-1789-1524**  
**August 31, 2010**  
**City of Newport News**  
**OFFICE OF THE PURCHASING DIRECTOR**  
**2400 Washington Avenue**  
**Newport News, VA 23607**  
**Phone: (757) 926-8032/ Fax: (757) 926-8038**  
[www.nngov.com/purchasing](http://www.nngov.com/purchasing)

Sealed bids, subject to the conditions and instructions contained herein, will be received at the above office of the Purchasing Director, 4<sup>th</sup> Floor, City Hall, 2400 Washington Avenue, Newport News, Virginia, 23607, through the due date and hour shown below (local prevailing time), and then publicly opened, for furnishing the following described equipment, materials, and/or services, for delivery and/or performance F.O.B. NEWPORT NEWS, VIRGINIA.

**Scope of Work:** To provide *automotive parts and supplies* described in these specifications to the City's Public Utilities (Waterworks) department as required (stock supplies and on an as needed basis). A blanket purchase order contract will be established.

**Bid Due:** **September 21, 2010 @ 2:30 p.m.**

**Contract Officer:**   
Marie-Therese (Mimi) M. Gartner, CPPB, Sr. Buyer, (757) 926-8040, email: [mgartner@nngov.com](mailto:mgartner@nngov.com)

**ONE ORIGINAL AND ONE COPY OF YOUR SUBMITTAL ARE REQUESTED**

In compliance with this invitation for bids, and subject to all the conditions thereof, the undersigned offers, if this bid is accepted within (60) calendar days from the date of the opening, to furnish any or all of the items and/or services upon which prices are quoted, at the price set opposite each item, to be delivered at the time and place specified herein. The undersigned certifies he has read, understands, and agrees to all terms, conditions, and requirements of this bid, and is authorized to contract on behalf of firm named below.

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ FAX No.: \_\_\_\_\_

E-mail: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*(This Form Must Be Signed. Signature must be original, not photocopied)*

## CONDITIONS AND INSTRUCTIONS

Rev: 07/21/10

1. All bids shall be submitted on and in accordance with this form. If more space is required to furnish a description of the commodities and/or services bid, or delivery terms, the bidder may attach a letter hereto that will be made a part of the bid. In case of conflict, the City's published specifications shall supersede any additional writings submitted with the bid. Such writings shall be clearly marked and noted on the exception page.
2. All bids shall be submitted sealed, plainly marked showing the bid number, date and time. The entire solicitation document is to be returned when submitting a bid, unless otherwise directed by the bid document. Failure to return all pages may result in a determination that the submittal is non-responsive.
3. Bids and amendments thereto, if received by the Purchasing Department after the date and time specified for bid opening, will not be considered. It will be the responsibility of the bidder to see that their bid is received by the Purchasing Department as specified. There will be no exceptions. Date of postmark will not be considered. Telephone, facsimile, electronic and verbal bids will not be accepted. Prices or changes shown on the outside of an envelope will not be considered in determination of low bid.
4. If City Hall is closed for business at the time scheduled for bid opening, for whatever reasons, sealed bids will be accepted and opened on the next business day of the City, at the originally scheduled hour.
5. Receipt of your bid by the City is not to be construed as an award or an order to ship.
6. Each bid is received with the understanding that the acceptance in writing by the City of the bidder to furnish any or all of the commodities and/or services described therein, shall constitute a contract between the bidder and the City, which shall bind the bidder on his part to furnish and deliver the articles quoted on at the prices stated and in accordance with the conditions of said accepted bid; and the City on its part to order from such bidder, except for causes beyond reasonable control; and pay for, at the agreed prices, all articles specified and delivered.
7. Bidders have the right to request withdrawal of their bids from consideration due to error by giving notice not later than two days after bids are publicly opened. Work papers showing evidence of error(s) may be required. Upon request Administrative withdrawal procedures will be provided that shall be used for that purpose.
8. If issued, addenda to this solicitation will be posted on the Purchasing Department's website ([www.nngov.com/purchasing](http://www.nngov.com/purchasing)). It is the bidder's responsibility to check the website or contact the Purchasing Department prior to the submittal deadline to ensure that the bidder has a complete, up-to-date package.
9. The solicitation document maintained by the Purchasing Department, in the bid file folder, shall be considered the official copy. In the case of any inconsistency between bid documents submitted to the City, but not clearly listed on the exception page of the document as an exception by the bidder, the language of the official copy shall prevail. Furthermore, any exception or changes to the specifications made by the bidder may be cause to disqualify your bid.
10. Award will be made to the lowest responsive and responsible bidder. The quality of the articles to be supplied, their conformity with the specifications, their suitability to the requirements, the delivery terms, qualifications and references will be taken into consideration in making an award. Length of time for delivery as well as price may be considered in awarding the bid.

Unless canceled or rejected, a responsive bid from the lowest responsible bidder shall be accepted as submitted; except that if the bid from the lowest responsible bidder exceeds available funds, the purchasing director may negotiate with the apparent low bidder to obtain a contract price within available funds.

Upon making an award, or giving notice of intent to award, the City will place appropriate notice on the public bulletin board located outside of the Purchasing Department at City Hall. Notice of award may also appear on the Purchasing Website: [www.nngov.com/purchasing](http://www.nngov.com/purchasing) or [www.demandstar.com](http://www.demandstar.com).

11. The City reserves the right to reject any and all bids, and to waive any informality if it is determined to be in the best interest of the City.

12. If authorized by the Bidder(s), the resultant contract(s) may be extended to any jurisdiction within the Commonwealth of Virginia to purchase at contract prices in accordance with contract terms. Any jurisdiction using such contracts shall place its own order(s) directly with the successful Contractor(s). The City of Newport News acts only as the Contracting Agent and is not responsible for placement of orders, payment or discrepancies of the participating jurisdictions. It is the Contractor's responsibility to notify the jurisdictions of the availability of contract(s). Bidder not desiring to sell to other jurisdictions under this clause shall so indicate in their response.
13. Prices shall be stated in units of quantity specified. No additional charges shall be passed to the City, including any applicable taxes, delivery or surcharges. Prices quoted shall be the final cost to the City.
14. All prices and notations should be in ink or typewritten. Mistakes may be crossed out and corrections made in ink and must be initialed and dated in ink by the person signing the bid.
15. In case of error in the extension of prices, the unit price shall govern.
16. The time of proposed delivery must be stated in definite terms. If time of delivery for different commodities varies, the bidder shall so state.
17. Samples, when requested, must be furnished free of expense, and upon request, if not destroyed, will be returned at the bidder's risk and expense.
18. Unless qualified by the provision "NO SUBSTITUTE", the use of the name of the manufacturer, brand make or catalog designation in specifying an item does not restrict bidders to the manufacturer, brand, make or catalog designation identification. This is used simply to indicate the character, quality and/or performance equivalence of the commodity desired. The commodity on which bids are submitted must be of such character, quality and/or performance equivalence that it will serve as that specified. In submitting bids on a commodity other than as specified, bidder shall furnish complete data and identification with respect to the alternate commodity they propose to furnish.  
  
Consideration will be given to bids submitted on alternate commodities to the extent that such action is deemed to serve the best interests of the City. If the bidder does not indicate that the commodity he proposes to furnish is other than specified, it will be construed to mean that the bidder proposes to furnish the exact commodity described.
19. Any equipment delivered must be standard new and unused equipment, latest model, except as otherwise specifically stated in the bid. Where any part or the normal accessories of equipment is not described, it shall be understood that all the equipment and accessories that are usually provided in the manufacturer's stock model shall be furnished.
20. The apparent silence of these specifications and any supplemental specifications as to any detail or the omission from the specifications of a detailed description concerning any point shall be regarded as meaning that only the best commercial practices are to prevail and correct type, size and design are to be used. All interpretations of these specifications shall be made on the basis of this statement.
21. All bids must be signed by an authorized, responsible officer or employee having the capacity to enter contracts. Obligations assumed by such signature must be fulfilled.
22. By signing this bid, the bidder assigns to the City any and all rights that he may have under the antitrust laws of the United States and the Commonwealth of Virginia in any way arising from or pertaining to this bid. This provision is remedial in nature and is to be liberally construed by any court in favor of the City.
23. The bidder certifies by signing this Invitation for Bid that this bid is made without prior understanding, agreement, or accord with any other person submitting a bid for the same product or service and that this bid is in all respects bona fide, fair and not the result of any act of fraud or collusion with another person engaged in the same line of business or commerce. Any false statement hereunder constitutes a felony and can result in a fine and imprisonment, as well as civil damages.
24. The contractor guarantees to defend and save the City, its agents and employees, harmless from liability of any nature or kind, for use of any copyright, composition, secret process, patented or unpatented invention, articles or appliances furnished or used in the performance of the contract, or which the contractor is not the patentee, assignee, or licensee.

- 25. The contractor shall keep himself fully informed of all federal, state and local laws, ordinances and regulations that in any manner affect the conduct of the work. The contractor shall at all times observe and comply with all such laws, ordinances and regulations and he shall protect and indemnify the City, and its representatives against any claim or liability arising from or based on any violation of the same, whether by the contractor, his subcontractors, suppliers of materials or services, or others engaged by the contractor or the employees of any of them. **The contractor certifies that he does not and shall not during the performance of the contract for goods and services in the Commonwealth, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986, as amended.**
- 26. All bidders or offerors organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50, as amended, shall include the identification number issued to it by the State Corporation Commission. Any bidder or offeror that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50, as amended, or as otherwise required by law shall include in its bid or proposal a statement describing why the bidder or offeror is not required to be so authorized.

Number or Statement: \_\_\_\_\_

Any business entity that enters into a contract with a public body pursuant to this chapter shall not allow its existence to lapse or its certificate of authority or registration to transact business in the Commonwealth, if so required under Title 13.1 or Title 50, as amended, to be revoked or cancelled at any time during the term of the contract. The City may void any contract with a business entity if the business entity fails to remain in compliance with the provisions of this section.

- 27. **Contractor's License:** If any of the services promulgated under this solicitation consist of construction work, it is required under Title 54.1, Chapter 11, Code of Virginia for a contractor who performs or manages construction, removal, repair, or improvements when the total value referred to in a single contract or project is:

Seventy thousand dollars (\$70,000) or more, or the total value of all such construction, removal, repair or improvements undertaken by such person within any twelve-month period is five hundred thousand dollars (\$500,000) or more shall show evidence of being licensed as a **Class A Contractor**.

Seventy-five hundred dollars (\$7,500.00) or more, but less than seventy thousand dollars (\$70,000) or the total value of all such construction, removal, repair or improvements undertaken by such person within any twelve-month period is one hundred and fifty thousand dollars (\$150,000) or more, but less than five hundred thousand dollars (\$500,000) shall show evidence of being licensed as a **Class B Contractor**.

Over one thousand dollars (\$1,000) but no more than seventy-five hundred dollars (\$7,500) or the total value of all such construction, removal, repair, or improvements undertaken by such person within any twelve-month period is no more than one hundred and fifty thousand dollars shall show evidence of being licensed as a **Class C Contractor**.

The City shall require master certification as a condition of licensure or certification of electrical, plumbing and heating, ventilation and air conditioning contractors.

A valid business license from the City may be required. The bidder shall complete whichever of the following notations as appropriate:

"Licensed Class A Virginia Contractor No. \_\_\_\_\_."

"Licensed Class B Virginia Contractor No. \_\_\_\_\_."

"Licensed Class C Virginia Contractor No. \_\_\_\_\_."

- 28. Payment Terms:

a) Payment terms shall be "**2%-20, Net 30 days**" unless otherwise stated by the bidder on this submittal form. Alternate terms may be offered by bidder for prompt payment of bills.

b) Payment terms shall be considered in determining the low bidder.

- c) Discount period shall be computed from the date of proper receipt of the vendor's correct invoice, or from the date of acceptable receipt of the goods/services, whichever is latest.
  - d) The payment terms stated herein must appear on the vendor's invoice. Failure to comply with this requirement shall result in the invoice being returned to the vendor for correction.
  - e) Late payment charges shall not exceed the allowable rate specified by the Commonwealth of Virginia Prompt Payment Act. (1% per month)
29. Availability of Funds: A contract shall be deemed in force only to the extent of appropriations available to each department for the purchase of such articles or services. The City's extended obligations on those contracts that envision extended funding through successive fiscal periods shall be contingent upon actual appropriations for the following years.
30. In event of default by the contractor, the City reserves the right to procure the commodities and/or services from other sources, and hold the contractor liable for any excess cost occasioned thereby. Such actions taken by the City shall not release the Contractor from additional remedies that may be allowed by law.
31. Appeals Procedure: Upon your request, administrative appeals information will be provided that shall be used for hearing protests of a decision to award or an award, appeals from refusal to allow withdrawal of bids, appeals from disqualification, appeals for debarment or suspension, or determinations of non-responsibility and appeals from decision or disputes arising during the performance of a contract. To be timely, all appeals, except contract disputes, shall be made within ten days of either public notice of award, or the actual award, whichever is first.
32. **It is the policy of the City of Newport News to facilitate the establishment, preservation, and strengthening of small businesses and businesses owned by women and minorities and to encourage their participation in the City's procurement activities. Toward that end, the City of Newport News encourages these firms to compete and encourages non-minority firms to provide for the participation of small businesses and businesses owned by women and minorities through partnerships, joint ventures, subcontracts, and other contractual opportunities. Bidder is requested to complete the SMB, MBE and WBE Business Objectives form within this document.**
33. The City has a directory of Newport News Small, Women-owned and Minority (SWAM) businesses. The directory is available at [www.nngov.com/purchasing](http://www.nngov.com/purchasing).
34. This public body does not discriminate against faith based organizations.
35. Non-Discrimination: During the performance of this contract, the contractor agrees as follows:
- (a) He will not discriminate against any employees or applicants for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment, except where one or more of these are a bona fide occupational qualification reasonably necessary to the normal operations of the contractor. The contractor agrees to post in conspicuous places available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.
  - (b) The contractor will be and state that he is an equal opportunity employer in all solicitations or advertisements for employees.
  - (c) Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
- The contractor will include the provisions of the foregoing paragraphs (a), (b) and (c) in every subcontract or purchase order of over ten thousand dollars so that the provisions will be binding upon each subcontractor or vendor.
36. During the performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the

contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this subsection, "A drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a contractor in accordance with this subsection, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

37. **Assignment of Contract:** A contract shall not be assignable by the contractor in whole or in part without the written consent of the City.
38. **Applicable Law and Courts:** Any purchase order/contract resulting from this solicitation shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in the courts of the Commonwealth. The contractor shall comply with applicable federal, state and local laws and regulations.
39. **Severability:** If any provision of this Agreement or the application thereof to any person or circumstances shall to any extent be invalid or unenforceable, the remainder of this Agreement, or the application of such provision to persons or circumstances other than those which it is invalid or unenforceable, shall not be affected hereby, and each provision of this Agreement shall be valid and enforced to the full extent permitted by law.
40. **Cancellation:** The City may cancel the contract at its convenience, without penalty, at any time by giving thirty (30) days written notice or may cancel the contract immediately for violations of safety or rules of ethics. The City may cancel a contract thirty (30) days after the City has given a written request for a cure for vendor non-performance if such cure has not occurred. Cancellation shall not release the vendor from legal remedies available to the City. If the contract is an extended term contract, after completion of the first contract period, either party may cancel the contract without penalty. Written notice of such termination shall be made a minimum of sixty (60) days prior to its effective date.
41. **Direct contact with City departments other than Purchasing,** on the subject of this bid is expressly forbidden except with the foreknowledge and permission of the Director of Purchasing or their representative. Violation may result in a determination that your firm is ineligible for award.
42. **Questions or comments related to this solicitation** should be directed to the Contract Officer, whose name and contact information appears on the front of this document. All questions must be submitted in writing (facsimile or email); telephonic inquiries will not be considered.
43. **The Conditions and Instructions in this solicitation** are intended to apply to the resulting contract and shall supersede any conflicting terms offered. Any additional conditions a bidder intends to be considered must be submitted with the bid as an exception. Such exceptions may result in a finding that the submittal is 'non-responsive' to the bid, negating possibility of an award to that bidder. Contractual documents submitted by the successful firm after an award will not be accepted.
44. **Failure of the contractor to perform the contract** by reason of the City's non-acceptance of additional conditions submitted after the award shall result in termination of the contract by the City for cause, and may result in debarment of the Contractor for a period of up to three years. Such actions taken by the City shall not release the Contractor from additional remedies that may be allowed by law.
45. **Non-Exclusive:** The City reserves the right to utilize other suppliers for these services as the need arises, in the sole discretion of the City. The City makes no representation or guarantee as to the amount or value of services the City may purchase during the term of this contract.

**SMALL, MINORITY, WOMEN-OWNED  
BUSINESS OBJECTIVES**

It is an important business objective of the City to promote the economic enhancement of small businesses (SBE), minority businesses (MBE), and women-owned businesses (WBE). The success of the City to track the amount of business received by SBE, MBE and WBE FIRMS (whether as a prime contractor or a subcontractor) is dependent upon the business community partnering with us in this important endeavor.

If you anticipate **sub-contracting** to any of these businesses in the performance of this contract, you are requested to individually report the total dollars for each business classification. Failure to report the dollars in the categories below may result in the application of stronger requirements being placed on bidders to assure that SBE, MBE and WBE firms receive benefits from City contracts.

**Complete the following information and return the form with your package.**

1) If you are a SBE, MBE or WBE, please check one of the following boxes:

**SBE**                **MBE**                **WBE**   

2) In the spaces below, report the anticipated dollars that you intend to subcontract to each business type if a contract is awarded to your firm. (If you do not intend to sub-contract any work to others, even if you are a S/M/WBE, put zeros in the spaces below).

Total **SBE** Dollars to be Sub-contracted \$ \_\_\_\_\_

Total **MBE** Dollars to be Sub-contracted \$ \_\_\_\_\_

Total **WBE** Dollars to be Sub-contracted \$ \_\_\_\_\_

3) If you are not a SBE, MBE, or WBE and you do not plan to utilize such firms in this contract, please state your reasons:

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**GENERAL**

The City of Newport News is interested in receiving bids to provide *automotive parts and supplies* described in these specifications to the City's Public Utilities (Waterworks) Department as required for stock supplies or on an as needed basis. All parts and supplies listed shall be manufactured by an approved manufacturer as identified in the Product Specifications section of this bid. Any substitutions will require prior approval by the City of Newport News.

The product list in the pricing schedule is intended to be all-inclusive; however the City of Newport News reserves the right to add automotive parts and supplies, as they are deemed necessary to be part of this contract. Both parties shall agree, in writing, upon any items added to the contract after the initial award.

This Invitation for Bids (IFB) shall be the basis for establishing a blanket purchase order contract to provide *automotive parts and supplies* as needed during the period and renewal options specified.

**CONTRACT PERIOD**

The contract period shall be from October 1, 2010 through September 30, 2011 with options to renew, at the City's sole discretion, for four (4) additional years in one (1) year increments. Written notice of intent to renew shall not be required. Issuance of a purchase order shall constitute exercise of the renewal option.

*NOTE: The City operates on a fiscal year from July 1 through June 30. Purchase orders are good through the end of a current fiscal year. New purchase order(s) are issued at the beginning of each fiscal year to cover the remainder of the current contract period and subsequent renewal periods.*

**PRODUCT SPECIFICATIONS**

All quoted automotive parts and supplies must be approved manufacturers and part numbers. The manufacturers and part numbers listed are preferred, unless the item is indicated as a "NO SUBSTITUTE" item. The bidder may quote an alternate manufacturer and part number for any item other than 'NO SUBSTITUTE' items. When quoting an alternate product, bidder shall clearly indicate the quoted manufacturer and part number in the space provided for each item. **All alternates must be approved in advance by the City of Newport News.**

**DELIVERIES**

All items shall be delivered within two (2) calendar days from the date of order (release) unless otherwise specified. Deliveries shall be made between the hours of 8:00 a.m. and 3:00 p.m., Monday through Friday, excluding City holidays.

Delivery tickets shall show quantity, part number, unit price, total price, purchase order number and release number.

**ORDERS/RELEASES**

A blanket purchase order will be issued to the successful bidder by the using department.

Each release against the purchase order shall be assigned a release number by the department and will be given to the successful bidder as each order is made. Orders given without the release number shall not be honored.

The release number and purchase order number shall be included on each invoice and packing slip. Failure to include this information may delay payments.

PRICING SCHEDULE

*'NO SUBSTITUTE'* All items must be the Manufacturer and part number listed (see *Product Specifications*)

**BELTS**

	CITY PART #	DESCRIPTION	ALTERNATE MANUFACTURER AND ITEM #	QTY (EACH)	UNIT PRICE	*EXTENDED PRICE
1	030735	BELT, GOODYEAR 4080820	NO SUBSTITUTE	2	\$	\$
2	019607	BELT, GOODYEAR A28	NO SUBSTITUTE	2	\$	\$
3	003826	BELT, GOODYEAR A34	NO SUBSTITUTE	1	\$	\$
4	029982	BELT, GOODYEAR A39	NO SUBSTITUTE	16	\$	\$
5	0235	BELT, GOODYEAR A43	NO SUBSTITUTE	3	\$	\$
6	007599	BELT, GOODYEAR B81	NO SUBSTITUTE	2	\$	\$
7	003734	BELT, GOODYEAR B97	NO SUBSTITUTE	2	\$	\$
8	015226	BELT, GOODYEAR MATCHMAKER 2/3VX375	NO SUBSTITUTE	8	\$	\$
9	03592	BELT, GOODYEAR 17625	NO SUBSTITUTE	2	\$	\$
10	016473	BELT, GOODYEAR 4080730	NO SUBSTITUTE	2	\$	\$
11	028601	BELT, GOODYEAR 4080925	NO SUBSTITUTE	2	\$	\$
12	030262	BELT, GOODYEAR 22450	NO SUBSTITUTE	2	\$	\$
13	026780	BELT, GATES PREDATOR 3/5VP750	NO SUBSTITUTE	2	\$	\$
14	004811	BELT, GOODYEAR 3VX450	NO SUBSTITUTE	2	\$	\$
15	030577	BELT, GOODYEAR 4/3VX560	NO SUBSTITUTE	4	\$	\$
16	026758	BELT, GOODYEAR 4040377	NO SUBSTITUTE	4	\$	\$
17	013418	BELT, GOODYEAR 40601030	NO SUBSTITUTE	2	\$	\$
18	024594	BELT, GOODYEAR 4060475	NO SUBSTITUTE	2	\$	\$
19	024064	BELT, GOODYEAR 4060605	NO SUBSTITUTE	2	\$	\$

\* Quoted price shall be the final (delivered) cost to the City. All shipments shall be **F.O.B. destination**. No additional charges (i.e. fuel surcharge, delivery fee, small/minimum order fee, taxes, etc...) shall be passed to the City.

PRICING SCHEDULE (CONTINUED)

*'NO SUBSTITUTE'* All items must be the Manufacturer and part number listed (see *Product Specifications*)

**BELTS (Continued)**

	CITY PART #	DESCRIPTION	ALTERNATE MANUFACTURER AND ITEM #	QTY (EA.)	UNIT PRICE	*EXTENDED PRICE
20	014590	BELT, GOODYEAR 4060882	NO SUBSTITUTE	4	\$	\$
21	026757	BELT, GOODYEAR 4060922	NO SUBSTITUTE	4	\$	\$
22	024701	BELT, GOODYEAR 4060950	NO SUBSTITUTE	4	\$	\$
23	03180	BELT, GOODYEAR 4060955	NO SUBSTITUTE	4	\$	\$
24	02810	BELT, GOODYEAR 4060960	NO SUBSTITUTE	4	\$	\$
25	03607	BELT, GOODYEAR 4060970	NO SUBSTITUTE	2	\$	\$
26	026905	BELT, GOODYEAR 4060990	NO SUBSTITUTE	2	\$	\$
27	019252	BELT, GOODYEAR 4061000	NO SUBSTITUTE	2	\$	\$
28	03613	BELT, GOODYEAR 4061020	NO SUBSTITUTE	2	\$	\$
29	019568	BELT, GOODYEAR 4070975	NO SUBSTITUTE	2	\$	\$
30	012630	BELT, GOODYEAR 4080700	NO SUBSTITUTE	2	\$	\$
31	013888	BELT, GOODYEAR 4081265	NO SUBSTITUTE	4	\$	\$
32	017557	BELT, GOODYEAR MATCHMAKER 5VX600	NO SUBSTITUTE	20	\$	\$
33	004463	BELT, GOODYEAR 84460	NO SUBSTITUTE	1	\$	\$
34	0237	BELT, GOODYEAR 84490	NO SUBSTITUTE	2	\$	\$
<b>Belts - Subtotal (A):</b>						<b>\$</b>

\* Quoted price shall be the final (delivered) cost to the City. All shipments shall be **F.O.B. destination**. No additional charges (i.e. fuel surcharge, delivery fee, small/minimum order fee, taxes, etc...) shall be passed to the City.

## PRICING SCHEDULE (CONTINUED)

## BRAKES AND RELATED PARTS

	CITY PART #	DESCRIPTION	ALTERNATE MANUFACTURER AND ITEM #	QTY (EA.)	UNIT PRICE	*EXTENDED PRICE
35	024519	15 FOOT AIR BRAKE HOSE, BLUE		2	\$	\$
36	024518	15 FOOT AIR BRAKE HOSE, RED		3	\$	\$
37	025270	BRAKE LINE, STEEL, 3/16" x 12"		2	\$	\$
38	025269	BRAKE LINE, STEEL, 5/16" x 12"		1	\$	\$
39	025267	BRAKE LINE, STEEL, 5/16" x 20"		1	\$	\$
40	028581	BRAKE PADS, WAGNER MX1012		1	\$	\$
41	030057	BRAKE PADS, WAGNER MX1045		3	\$	\$
42	030058	BRAKE PADS, WAGNER MX1046		3	\$	\$
43	028580	BRAKE PADS, WAGNER MX1083		2	\$	\$
44	03117	BRAKE PADS, WAGNER MX370		1	\$	\$
45	03618	BRAKE PADS, WAGNER MX655		1	\$	\$
46	016665	BRAKE PADS, WAGNER MX673		1	\$	\$
47	018210	BRAKE PADS, WAGNER MX756		1	\$	\$
48	019134	BRAKE PADS, WAGNER MX757		1	\$	\$
49	019197	BRAKE PADS, WAGNER MX842		1	\$	\$
50	028530	BRAKE PADS, WAGNER PD1039		1	\$	\$
51	026920	BRAKE PADS, WAGNER PD752A		1	\$	\$
52	026921	BRAKE PADS, WAGNER PD784		1	\$	\$
53	026922	BRAKE PADS, WAGNER PD785		3	\$	\$
54	026923	BRAKE PADS, WAGNER PD792A		4	\$	\$
55	026930	BRAKE PADS, WAGNER SX679		1	\$	\$

\* Quoted price shall be the final (delivered) cost to the City. All shipments shall be **F.O.B. destination**. No additional charges (i.e. fuel surcharge, delivery fee, small/minimum order fee, taxes, etc...) shall be passed to the City.

PRICING SCHEDULE (CONTINUED)

**BRAKES AND RELATED PARTS (Continued)**

	CITY PART #	DESCRIPTION	ALTERNATE MANUFACTURER AND ITEM #	QTY (EA.)	UNIT PRICE	*EXTENDED PRICE
56	025790	BRAKE PADS, WAGNER SX711		2	\$	\$
57	026933	BRAKE PADS, WAGNER SX757		1	\$	\$
58	018158	BRAKE PADS, WAGNER SX777		1	\$	\$
59	026932	BRAKE PADS, WAGNER SX784		1	\$	\$
60	11429	BRAKE PADS WAGNER MX652		1	\$	\$
61	030213	BRAKE PADS WAGNER SX1066		2	\$	\$
62	030482	BRAKE PADS WAGNER PD1028		1	\$	\$
63	030250	BRAKE PADS WAGNER MX1067		1	\$	\$
64	05141	BRAKE SHOES WAGNER PAB358AR		1	\$	\$
65	01026	BRAKE SHOES WAGNER PAB514R		1	\$	\$
66	014963	BRAKE SHOES WAGNER Z705R		2	\$	\$
67	030700	BRAKE SHOES WAGNER PAB815		2	\$	\$
<b>Brakes &amp; Related Parts Subtotal (B):</b>						<b>\$</b>

\* Quoted price shall be the final (delivered) cost to the City. All shipments shall be **F.O.B. destination**. No additional charges (i.e. fuel surcharge, delivery fee, small/minimum order fee, taxes, etc...) shall be passed to the City.

PRICING SCHEDULE (CONTINUED)

**MISCELLANEOUS SHOP SUPPLIES**

	CITY PART #	DESCRIPTION	MANUFACTURER ITEM #	QTY (EA.)	UNIT PRICE	*EXTENDED PRICE
68	02819	GASOLINE ADDITIVE (FUEL INJECTION), LUCAS 10020		12	\$	\$
69	01597	GASOLINE ADDITIVE (NON FUEL INJECTION), STP 00132		6	\$	\$
70	018583	POWER STEERING ADDITIVE, LUCAS 10008		24	\$	\$
71	016462	TRANSMISSION ADDITIVE, LUBE GARD 60902		36	\$	\$
72	03200	BATTERY CLEANER, CRC 05023		12	\$	\$
73	03201	BRAKE CLEANER (NON CHLORINATED), CRC 05084		720	\$	\$
74	03202	CARBURETOR CLEANER, BERKEBILE B101		36	\$	\$
75	03249	BRAKE FLUID, BERKEBILE B1401		60	\$	\$
76	012900	RADIATOR FLUSH, PRESTONE AS107		12	\$	\$
77	018478	GASKET REMOVER, PERMATEX 80645		12	\$	\$
78	03209	RTV SEALER, PERMATEX 29208		24	\$	\$
79	015714	RTV SEALER, BLUE, PERMATEX 85860		12	\$	\$
80	002795	RTV SEALER, BLACK ,PERMATEX 82180		12	\$	\$
81	03215	RUBBER UNDERCOATING, PERMATEX 81833		24	\$	\$
<b>Miscellaneous Shop Supplies Subtotal (C):</b>						<b>\$</b>

\* Quoted price shall be the final (delivered) cost to the City. All shipments shall be **F.O.B. destination**. No additional charges (i.e. fuel surcharge, delivery fee, small/minimum order fee, taxes, etc...) shall be passed to the City.

SUBSECTION	SUBSECTION TOTAL
BELTS (Subtotal A)	\$
BRAKES & RELATED PARTS (Subtotal B)	\$
MISC. SHOP SUPPLIES (Subtotal C)	\$
<b>TOTAL BID PRICE:</b>	<b>\$</b>

**PRICE**

The prices bid shall remain firm for the initial contract period. All prices shall be F.O.B. destination. If the contract is renewed, prices may be adjusted according to the *Price Escalation/De-Escalation* terms that follow.

**PRICE ESCALATION/DE-ESCALATION**

The Contractor may request a price adjustment based upon manufacturer increases not more frequently than once during any contract (renewal) period. The contractor shall provide manufacturer’s information substantiating the price increase, in a written request (email, facsimile, etc...) to the Contract Officer (ATTN: Purchasing Department) for approval. The City will consider a price increase not to exceed seven percent (7%). The approved percentage increase shall be applied to the (then) current contract prices in effect for the City. The newly adjusted prices shall become effective upon a mutually acceptable date and shall affect product orders requested on or after that date.

*Based on economic factors and/or market conditions, the City reserves the right to negotiate reductions in the quoted price schedule at any time during any contract period.*

**QUANTITIES**

The quantities listed in the ‘Pricing Schedule’ are expressly agreed to be an ‘*estimated annual usage*’ only, and nothing herein shall bind the City of Newport News to purchase any specified number/amount of product(s). It is also further understood that the City of Newport News shall not be obligated to purchase or pay for any products unless and until ordered and received by the City of Newport News. The City shall not be required to purchase any preset bulk, box, load or case quantities, and reserves the right to order and receive quantities as needed.

**AWARD**

Award will be made in accordance with Chapter 2, Article XX, Section 2-563, Newport News City Code. It will be made to the lowest **responsible** and **responsive** bidder, based on *total bid price*. The City reserves the right to make multiple awards by subsection. In determining the lowest responsive, responsible bidder, in addition to price, the City shall consider quality, delivery time, payment terms, warranties, availability of parts and cost of maintenance, as well as the capacity, character, integrity, and reputation of the bidder, and any past experience with the product(s) offered or the bidder. (See also *Conditions and Instructions*, #10).

**QUESTIONS**

Questions pertaining to this IFB should be directed to the Department of Purchasing, Marie-Therese (Mimi) M. Gartner by email: [mgartner@nngov.com](mailto:mgartner@nngov.com) or facsimile (757) 926-8038, ***not later than four business days prior to bid due date***. All questions must be submitted ***in writing***; telephonic inquiries will not be considered.

**EXCEPTIONS:**

Bidder must sign one appropriate statement below, as applicable:

( ) Bidder understands and agrees to all terms, conditions, requirements, and specifications stated herein.

Firm: \_\_\_\_\_

Signature: \_\_\_\_\_

( ) Bidder takes exception to terms, conditions, requirements, or specifications stated herein (Bidder must itemize all exceptions below, and return with this IFB):

Firm: \_\_\_\_\_

Signature: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Vendors should note that any exceptions taken from the stated terms and/or specifications may be cause for their submittal to be deemed "non-responsive", risking the rejection of their submittal.*

**PAYMENT TERMS IF OTHER THAN 2%-20 NET 30 DAYS \_\_\_\_\_**

Payment terms shall be considered in determining the low bidder.

**BID RESULTS**

Bid results may be obtained from our web site: [www.nngov.com/purchasing](http://www.nngov.com/purchasing) or [www.demandstar.com](http://www.demandstar.com)

For a complete written tally sheet, please send a stamped, self-addressed envelope to our office, indicating the bid number, date opened, and a note requesting a tally sheet. Include \$0.25 per page for handling. Vendor may contact Purchasing to determine the number of pages.

**ANTI-COLLUSION CERTIFICATION**

The bidder certifies that this bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a bid for the same product and that this bid is in all respects bona fide, fair and not the result of any act of fraud or collusion with another person or firm engaged in the same line of business or commerce. The bidder understands collusive bidding is a violation of Federal law and that any false statement hereunder constitutes a felony and can result in fines, imprisonment, as well as civil damages. The bidder also understands that failure to sign this statement will make the bid non-responsive and unqualified for award.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Company: \_\_\_\_\_