

BURKBURNETT BID NOTICE

The BURKBURNETT Independent School District is accepting bids for electric forklift and pallet truck. Bid documents, specifications or other data pertaining to these bids may be obtained at the BURKBURNETT Independent School District Administration Office located at 425 S. Texas Street 76444-2708. Bids are to be submitted to this address and will be received until 2:00 pm, July 18, 2007, at which time they will publicly opened and exchanged. It is anticipated that the contract for these bids will be awarded at the Board of Trustees meeting on August 14, 2007. The BURKBURNETT Independent School District reserves the right to accept or reject any or all bids as it deems to be in its best interest and to waive formalities and reasonable irregularities in bidding.

BURKBURNETT INDEPENDENT SCHOOL DISTRICT

GENERAL TERMS AND CONDITIONS

1.1.0 Preparation of Bids

- 1.1.1 Bidders are expected to examine the specifications and all instructions. Failure to do so will be at the bidders' risk.
- 1.1.2 Each bidder shall furnish the information required on the district's bid form. These conditions are applicable and form a part of the contract documents in each equipment and/or service contract and are a part of the terms of each Purchase Order Request for items of equipment and/or service included in the specifications and bid forms issued herewith. Erasures or changes must be initialed by the person signing the bid.
- 1.1.3 Unit price for each unit bid on shall be shown and such price entered in both the unit price and extended price columns of the bid form for each item bid. In case of error in extension of price, the unit price will govern.
- 1.1.4 When specified, bidder must definitely state time of proposed delivery. Time, if stated as a number of days, will include Sundays and holidays.
- 1.1.5 Trade names and numbers where indicated are provided as quality references only.
- 1.1.6 Bids should not include tax; the BURKBURNETT Independent School District is tax exempt.

1.2.0 Submission of Bids

- 1.2.1 Bids shall be enclosed in sealed envelopes addressed per instructions, with the name and address of the bidder, the title and number of the bid, and the date and hour of opening on the face of the envelope. FAXED bids will not be accepted by the BURKBURNETT Independent School District.
- 1.2.2 Examples of items, when required, must be submitted within the time specified, and unless otherwise specified, at no expense to the BURKBURNETT Independent School District. If not destroyed by testing, BURKBURNETT will be returned at bidder's request and expense.

- 1.2.3 In the event that no bid is submitted, the invitation should be returned marked "no bid" unless otherwise specified. Notation should be made as to whether future invitations for this type of supplies or services covered by this invitation are desired.

1.3.0 Withdrawal of Bids

- 1.3.1 Bids may be withdrawn prior to the time due by written notice only.

1.4.0 Late Bids

- 1.4.1 Bids and modifications or withdraws thereof received after the time set for opening will not be considered.

1.5.0 Discounts

- 1.5.1 Prompt-payment discounts will be included in the evaluation of bids, provided the period of the offered discount is sufficient to permit payment within such period in the regular course of business.

1.6.0 Design Guides

- 1.6.1 Where indicated trade names and/or numbers are provided as quality references. Substitutions will be accepted only if the item is of equal or superior quality to the example provided. The BURKBURNETT Independent School District reserves the right to make this determination and is to be furnished with an example of any item bid upon request. When bidding items with trade names and/or numbers other than those indicated in the bid specifications, this information and any other data pertinent to the evaluation of the substitution must be provided or the bid will not be considered.

1.7.0 All-or-None Bids

- 1.7.1 In some instances it is to the advantage of the BURKBURNETT Independent School District to award the entire bid to one vendor. Please review these materials carefully to determine if this is an "all-or-none" bid. If it is, and you do not complete the entire document, your bid might be totally rejected. Therefore, if you have any questions, please contact the BURKBURNETT Independent School District Business Office prior to the submission of your bid.

1.8.0 Texas Hazard Communication Act

- 1.8.1 Successful bidders must furnish current material safety data sheets for any items containing any element, chemical compound or mixture of elements or compounds that is a physical hazard as defined by Federal regulations.

1.9.0 Date Field/Year 2000

- 1.9.1 Any equipment or component of equipment specified in this bid must be year 2000 compliant. Any software or embedded chips, which record time and date functions must be capable of operating successfully beyond the

year 2000. The authorizing signature on this bid guarantees that all products being bid will work beyond the year 2000 without modification.

1.10.0 Award of Bids

- 1.10.1 The bid will be awarded to that responsible bidder whose bid, conforming to the invitation for bids, will be most advantageous to the BURKBURNETT Independent School District, price and other factors considered.
- 1.10.2 The BURKBURNETT Independent School District reserves the right to reject any or all bids and to waive formalities and minor irregularities in bids received.
- 1.10.3 The BURKBURNETT Independent School District may accept any item or group of items of any bid, unless the bidder qualifies his bid by specific limitations. The BURKBURNETT Independent School District reserves the right to make awards on any item for a quantity greater than the quantity bid upon at the unit price offered unless the bidder specifies otherwise in this bid.
- 1.10.4 Quantities indicated are as accurate as possible; however, the BURKBURNETT Independent School District reserves the right to purchase lesser amounts than initially estimated based upon the possibility of budget limitations.

1.11.0 Contract

- 1.11.1 Contracts for purchase will be put into effect by means of a purchase order(s) executed by the Business Office after bids have been awarded. Any additional agreement/contract to be signed by the BURKBURNETT Independent School District shall be included with the bid.
- 1.11.2 All contracts and agreements between Merchants and the BURKBURNETT Independent School District shall strictly adhere to the statutes as set forth in the Uniform Commercial Code as last amended.

1.12.0 Invoices and Payments

- 1.12.1 Seller shall submit to the BURKBURNETT Independent School District Business Office, an original and a duplicate, on each Purchase Order Request after each delivery. Invoices shall indicate the Purchase Order Request number, shall be itemized and transportation charges, if any, shall be listed separately. Invoices should be mailed, not enclosed with merchandise.

1.13.0 Deliveries

- 1.13.1 Deliveries required in this bid shall be freight prepaid, F.O.B. destination and bid prices shall include all freight and delivery charges unless noted in this bid.
- 1.13.2 Right of inspection: Buyer shall have the right to inspect the goods at

delivery before accepting them.

1.14.0 Disclosures

- 1.14.1 By signing this bid, a bidder affirms that he/she has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor or service to a public servant in connection with the bid submitted.
- 1.14.2 By signing this bid, a bidder affirms that, to the best of his/her knowledge, the bid has been arrived at independently, and is submitted without collusion with anyone to obtain information or gain any favoritism that would in any way limit competition or give them an unfair advantage over other bidders in the award of this bid.
- 1.14.3 Bidder shall note any and all relationships that might be a conflict of interest and include such information with the bid.

SPECIFIC TERMS AND CONDITIONS

2.0.0 Instructions to Bidders

- 2.0.1 It is the intention of the BURKBURNETT Independent School District to purchase an electric forklift and an electric pallet truck and will be awarded to the lowest vendor meeting specifications.
- 2.0.2 Any alternate bid must have detailed specification sheets and list any deviations from BURKBURNETT Independent School District specifications.
- 2.0.3 All prices are to include delivery and operational instructions.
- 2.0.4 Written warranties and specification sheets are to be included with the returned bid.

A. Equipment Specifications/Price Sheet

3.1.0 Electric stand-up rider cushion-tired forklift: Yale Model ESC030AB or equivalent

3900 lbs. at 24" load center

190" maximum lift height

83" lowered lift height

61" free lift

42" fork length

24 volt drive motor

Curtis 1205X or equivalent solid-state controls

Hydraulic hydrostatic power steering system

Triplex "hi-vis" mast or equivalent

Hour meter battery discharge indicator

Side-shifting carriage

Back-up alarm

Battery: 12-125-15, 24 volts; 875 amp/hr with 15 yr. warranty (100% coverage)

Hertner Battery Charger or equivalent TGW-12-875; 24 volts; 3-phase;

15 yr. warranty

Two headlights

Warranty information attached: Yes No

Specification Sheet attached: Yes No

Price is to include delivery and operational instructions:

Quantity (1) **Price \$** _____

Estimated Delivery date from receipt of purchase order: _____

List any deviations:

3.2.0 Walkie-Rider Electric Pallet Truck Yale Model MPE 060 LE or equivalent

6000 lbs. lift capacity

48" fork length

27" fork spread

24 volt drive motor

Curtis 24V SEM transistorized drive control or equivalent

Convenience Tray

Battery: General HUP 12-85-13 510 amp, 7 year warranty

Charger: Hertner or equivalent 3-phase 100%, 15-year warranty

Warranty information attached: ___ Yes ___ No

Specification Sheet attached: ___ Yes ___ No

Price is to include delivery and operational instructions:

Quantity (1) Price \$ _____

Estimated Delivery date from receipt of purchase order: _____

List any deviations:

Vendors who respond to this invitation with a completed bid form will remain on our mailing list. Vendors making no response at all will be removed from that listing.

BURKBURNETT INDEPENDENT SCHOOL DISTRICT
AFFIDAVIT OF NON-COLLUSION

By submission of this bid/proposal/quote, the undersigned certifies that:

- A. This bid/proposal/quote has been independently arrived at without collusion with any bidder or competitor;
- B. This bid/proposal/quote has not been knowingly disclosed and will not be knowingly disclosed, to any other bidder competitor or potential competitor, prior to the opening of bids/proposals/quotes for this project;
- C. No attempt has been or will be made to induce any other person, partnership or corporation to submit or not submit a bid/proposal/quote;
- D. The undersigned certifies that he/she is fully informed regarding the accuracy of the statements contained in this certification, and that the penalties herein are applicable to the bidder as well as to any person signing in his behalf.

Company Name

Address

City/State/Zip

Phone Number/Fax Number

Authorized Signature

Print Name/Title