



Invitation to Bid

PLEASE BID THE FOLLOWING ATTACHED PURCHASE REQUEST:

Purchase Request Information:

Purchase No.: PBID - #2019-03 **Name:** Night Vision Binoculars

Bid Submittal Deadline:

Time: 10:00 am **Date:** July 26, 2019

Notice is hereby given that sealed bids for this invitation to bid will be received by the Engineering Division, City of Kelso, 203 South Pacific Ave. Suite 205, until 10:00 am, July 26, 2019 and immediately thereafter be publicly opened and read. Late bids will be rejected.

PBID - #2019-03 Root Control Chem

BID SUBMITTAL OPTIONS:

******Clearly identify the above bid/purchase number on your sealed bid envelope***

Mail	Email/Fax	In Person
City of Kelso Engineering Department Attention: Nina Caulfield PO Box 819 203 S. Pacific Ave. Suite 205 Kelso, WA 98626	Not Accepted	City Hall 203 S. Pacific Ave. Suite 205 (2 nd Floor) Kelso, WA 98626

QUESTIONS?

Submit in writing at the above mailing address or the below email addresses by July 24, 2019

Product Details	Bid Documents
Darr Kirk Chief of Police dkirk@kelso.gov	Nina Caulfield Project Compliance and Contract Specialist ncaulfield@kelso.gov

INVITATION TO BID

Date of Request:	July 19, 2019
Name of Request:	PBID - #2019-03 Night Vision Binoculars
Bids Due:	July 26, 2019
Delivery Date:	To be delivered no later than August 31, 2018
Delivery Address:	Kelso Police Department, PO Box 819, 203 S. Pacific Ave., Kelso, WA 98626

I. INVITATION AND INTENT

1. Night Vision Binoculars - the City of Kelso intends to purchase two PVS31 White Phosphor 2376 Min. FOM with Wilcox G24 black mount and Battery Pack.

2. Delivery - Delivery of the product to the City FOB destination is required.

3. Rejections - the City reserves the right to reject any and all bids and to waive informalities and minor irregularities in bids received and to accept any portion of the bid or all items bid if deemed in the best interest of the City of Kelso.

4. Technical questions - regarding this project must be received in writing (emails are accepted) by the date and time listed on the cover sheet to ensure adequate time for the City's response to be posted to the bidding webpage for all to access.

II. BID SUBMITTAL REQUIREMENTS

1. Bid sheet - all vendors shall submit the completed Bid Sheet. Prices shall be shown in legible figures (not words) written in ink or typed. In the event of an error, the unit price shall prevail in determining the binding bid. Bids shall be completed on the form furnished and any exceptions to the specifications must be attached hereto and made a part of the contract. Retain one copy for your records.

III. BIDDER REQUIREMENTS

1. Washington State requirements - all bidders must meet the following state responsibility criteria:

- Have a Federal Tax ID#
- Have a current Washington State Unified Business Identifier (UBI) number.

IV. GENERAL CONDITIONS

1. Reserved rights - the City reserves the right to:

- Modify or cancel the purchase request, selection process, or schedule at any time;
- Reject any and/or all responses to this ITB and to seek new proposals when it is in the best interest of the City to do so;
- Seek clarification or additional information from respondents as it deems necessary to the evaluation of the response;
- Request any additional information or evidence from individual respondents, including but not limited to evidence of the respondent's financial status;
- Incorporate this ITB and the selected Vendor's response to this ITB as a part of the final formal agreement;
- Reject any and all quotes and to waive informalities and minor irregularities in quotes received and to accept any portion of the quote if deemed in the best interest of the City of Kelso.

2. Hold harmless: By participation in this ITB process, Vendors agree to hold harmless the City of Kelso, its officers, and employees from all claims, liabilities, and costs related to all aspects of the bid selection process.

3. Public information: All documents, conversations, correspondence, etc. between the City and Vendors are public information subject to the laws and regulations that govern the City of Kelso, unless specifically identified otherwise.

4. Expenses: All expenses related to any Vendor's response to this ITB, or other expenses incurred while the selection process is underway, are the sole obligation and responsibility of that Vendor.

5. Payment Terms: Net 45 after delivery, receipt of invoice, and acceptance of satisfactory compliance.

6. Contract: The contract shall consist of the following documents: The Invitation to Bid (ITB), the accepted bid, the purchase order issued by the City and any agreed upon written changes to any of the foregoing documents. The contract documents are complimentary and what is called for in any one document shall be binding as if called for by all.

**City of Kelso
PBID Form
Root Control Chem
PBID - #2019-03
Bids Due: July 26, 2019 at 10:00 am**

#	Bid Item	Bid Qty	Bid Unit	Unit Price	Total Price
1.	PVS31 White Phosphor 2376 Min. FOM with Wilcox G24 black mount and Battery Pack	2	EA	\$	\$

Subtotal \$ _____

8.1% WA State Sales and Use Tax \$ _____

Shipping and Handling _____

Total Bid \$ _____

Bids shall be valid for 120 days.

The following Addenda is/are hereby acknowledged:

Addendum Number	Date	Signature

By the signature below, Bidder confirms that all information provided is true and correct.

Name of bidder

Email

Mailing address

Telephone

City, state, zip code

Washington State UBI Number

Name of bidder's representative

Federal Tax ID Number

Signature of representative

Date