

PUBLISH: April 18 and 25, 2008

BID REQUEST NO. 08-0058

NOTICE TO BIDDERS

The City of Sioux Falls, SD, requests formal bids for roadway luminaires.

Sealed bids shall be received by Purchasing, 3rd Floor, City Hall, 224 W. 9th St., P.O. Box 7402, Sioux Falls, SD 57117-7402, not later than 2 p.m., May 1, 2008. **Bids shall be publicly opened and read in City Hall, 1st Floor, at 2:15 p.m.**

Specifications and bid forms that must be used are available from Purchasing at the above address. Cite Bid Request No. 08-0058.

The City of Sioux Falls reserves the right to reject any or all bids, waive technicalities, and make award(s) as deemed to be in the best interest of Sioux Falls, SD.

Purchasing

**Supplies, Equipment, Materials, or Services
Instructions to Bidders**

1. **Purpose:** The purpose of this request is to provide the City of Sioux Falls with a contract for the purchase of supplies, equipment, material, or services as specified herein.
2. **Contract Period:** The contract period shall be from date of award through April 30, 2009 (with an option to extend per specification).
3. **F.O.B. Point:** All prices quoted are to be F.O.B. Destination, City of Sioux Falls, Sioux Falls, South Dakota.
4. **Completing the Bid Form:** All bids must be made on the bid forms provided by the City. Information shall be typed or printed in ink. Erasures and/or corrections must be initialed by the preparer. Each bid must be signed in ink by the bidder or authorized officer.
5. **Quality and Brand:** The specifications included herein are the minimum specifications for each product. Bidder shall indicate brand names of products to be supplied. Any material delivered that does not meet or exceed the specifications as awarded will be rejected.
6. **Alternate Products:** Bids are invited on products equal or superior to the minimum specifications set out herein. Complete product literature must be provided for any alternates proposed. The City shall determine the suitability of any proposed alternates.
7. **Price Discrepancies:** Any discrepancies between the bid unit price and extension shall be resolved in favor of the unit price.
8. **Local Preference:** By virtue of statutory authority, preference will be given to materials, products, and supplies found or produced within the State of South Dakota. Bidders residing in South Dakota shall be allowed a preference over the bid of any bidder from any other state enforcing or having a preference for resident bidders, equal to such preference.
9. **Conflicting federal rules govern on subsidized projects.** The letting of any public contract in connection with funds that are granted or advanced by the United States of America shall be subject to the effect, if any, of related laws of said United States and valid rules and regulations of federal agencies in charge or governing use and payment of such federal funds. Bid awards when federal funds are involved must be made to the lowest responsive and responsible bidder without regard to state preferential bid provisions.

10. **Envelope:** Each bid must be sealed and submitted in or under cover of the envelope provided herewith. All bids must be identified with the bid number and date of opening to be considered as a valid bid. Any bid submitted in other than the provided envelope may be subject to being opened prior to or after the public bid opening. Any bid so opened shall be rejected and returned to the bidder without further consideration for award. Descriptive literature, if required, may be submitted in the provided envelope or a separate envelope. If in a separate envelope, the lower left corner of that envelope shall be identified as "Literature for Bid Request" and the Bid Request number. No prices shall be quoted on the literature.
11. **Bid Guaranty:** Each bid of \$25,000 or greater must be accompanied by a bid bond, certified check, cashier's check, or bank draft in the amount of \$500. All bid guaranties shall be made payable to the City of Sioux Falls. Bonds shall be issued by a surety authorized to do business in this state. Checks shall be certified or issued by a State or National Bank. Bid guaranties of unsuccessful bidders shall be returned within 30 calendar days of the bid opening. **Bid guaranties other than those mentioned will not be accepted by the City of Sioux Falls.** Bid guaranty of the successful bidder shall be retained until the contract is executed and a performance guaranty (if applicable) has been submitted. Should a successful bidder fail to enter into contract, the bid guaranty shall be forfeited to the City to compensate the administrative expenses of making a re-award or issuing a new request.
12. **Method of Award:** This request will be awarded by proposal to the lowest total responsive and responsible bidder meeting specifications. (All items must be bid per proposal.) The City of Sioux Falls reserves the right to reject any or all bids, waive technicalities, and make award(s) as deemed to be in the best interest of the City.
13. **Quantities:** The quantity indicated for each item in the specifications is estimated only, and the City reserves the right to order less or more as dictated by actual needs.
14. **Firm Prices:** Unit prices awarded shall remain firm for the entire contract period.
15. **Orders, Invoices, and Payments:** Purchase orders or government procurement cards will be issued/used at time of award and/or throughout the contract period for actual quantities ordered. Invoices or packing slips shall be submitted to the bill to address indicated on each order. Payments shall be processed upon receipt of correct invoice (or normal procurement card process) after receipt and acceptance of each delivery.
16. **Questions:** All questions shall be directed to Purchasing, Third Floor, City Hall, 224 West Ninth Street, P.O. Box 7402, Sioux Falls, South Dakota 57117-7402; telephone (605) 367-8013. If the Purchasing Manager deems it of general interest, the answer shall be issued in written addendum to each vendor that has been sent a bid request.

17. **Withdrawal of Bids:** A bid may be withdrawn by the bidder by letter, telegram, facsimile, or in person before the time set for the opening of bids. No bid shall be withdrawn for a period of 30 (thirty) days after the bid opening.
18. **Federal Tax ID Number:** Each bidder shall state its Federal Tax Identification Number on the line provided on the bid form. The City is required to report to IRS on Form 1099 all payments involving labor or services provided by vendors, and lack of this number may delay contract payments until the number is provided.
19. **Proposal as Contract:** If awarded this request, the bidder's signature on the proposal shall be deemed the same as his/her signature on the contract and when countersigned by the Mayor shall become a binding contract to furnish the proposed and awarded item(s).
20. **Bid Results:** Results of bid openings on Thursday will be available at noon on the following Tuesday from the Purchasing Office. After an award has been made and signed by the Mayor, all bid proposals and related information will be on file in Purchasing for public review. All formal and informal notifications of bid awards will be done by Purchasing. **Bid results are available via the Internet at www.siouxfalls.org/business.**
21. **Nonappropriation of Funds:** In the event funds are not budgeted or appropriated for any fiscal year, purchase under this contract shall impose no obligation on the City of Sioux Falls and shall become null and void except as to the purchases agreed upon for which funds have been appropriated or budgeted, and no right of action or damage shall accrue to the benefit of the bidder/contractor, its successors, or assignees, for any further payments.
22. **Right to Protest:** Any bidder who is aggrieved in connection with the award of a contract may protest. The protesting bidder shall file a written statement with the Purchasing Office during normal business hours, within seven calendar days of the date the Mayor signed the bid award document.
23. **Addendum:** Changes to the specifications of bid will be issued by addendum and sent to vendors on the bidder's list. If a bidder downloads from the City of Sioux Falls webpage, it is the bidder's responsibility to visit the City's Notice to Bidders webpage prior to the opening date to download any addendum(s) issued. The bidder shall deliver the addendum to the City of Sioux Falls Purchasing Office per the instructions on the document. The addendums can be found by visiting <http://www.siouxfalls.org/business.aspx> and clicking on the bid request.

Civil Rights Requirements

- (a) With respect to any and all business conducted or acts performed pursuant to this contract, contractor shall be deemed an employer within the meaning of

Chapter 21 1/2 of the Ordinances of the City of Sioux Falls entitled "Human Relations" and shall be subject to the provisions of such chapter.

- (b) In the event contractor fails to perform the aforesaid contractual provisions, this contract may forthwith be terminated and canceled in whole or in part by the City; and said contractor shall be liable for any costs or expense incurred by City in obtaining from other sources the work and services to be rendered or performed or the goods or properties to be furnished or delivered to the City under this contract if terminated or canceled.
- (c) Should the Human Relations Commission in a proceeding brought as provided in Chapter 21 1/2 of the Code of Ordinances find that the said contractor has engaged in discrimination in connection with this contract and issue a cease and desist order with respect thereto, the City shall withhold up to fifteen percent (15%) of the contract price until such time as the Commission's order has been complied with or the contractor has been adjudicated not guilty of such discrimination.
- (d) Contractor will permit access to any and all records pertaining to hiring and employment and to other pertinent data and records for the purpose of enabling the Human Relations Commission, its agencies or representatives to ascertain compliance with the provisions of Chapter 21 1/2 of the Sioux Falls Code of Ordinances applicable to said contractor.
- (e) This section shall be binding on all of the subcontractors and/or suppliers of contractor.

Special Conditions

Terms and Extension:

Contracts will remain in force for the term specified and all articles ordered before the date of termination shall have been satisfactorily delivered and accepted unless:

- a. Terminated prior to expiration by satisfactory delivery against orders of entire quantities.
- b. Extended upon written authorization of the City and accepted by vendor to permit ordering of unordered balances or additional quantities at contract price and in accordance with contract terms.
- c. The City will have the option to extend a contract for a period not to exceed one year. Notice shall be given by the City to the vendor at least 60 days prior to the termination of the contract. Any increase in price shall not exceed the annual percentage change in the Consumer Price Index as calculated by SDCL 10-13-38 for real property taxes payable in year of the extension.

Special Instructions

All sealed bids must be received by Purchasing, Third Floor, City Hall, 224 West Ninth Street, P.O. Box 7402, Sioux Falls, SD 57117-7402, NO later than 2 p.m. on the date of opening.

Bids received after 2 p.m. or at a location other than Purchasing, will not be accepted. Bids will be publicly opened and read in the City Council Room at **2:15 p.m.**

Receipts will be issued for hand-delivered bids. Bids delivered by Federal Express, U.S. Mail, etc., will be receipted as they arrive in Budgeting/Purchasing.

Brand Name or Equal

Whenever an article or material is defined by describing a proprietary product or by using the name of a manufacturer, the term "or equal" if not inserted shall be implied. The specified article or material shall be understood as indicating the type, function, minimum standard of design, efficiency, and quality desired and shall not be construed as to exclude other manufactured products of comparable quality, design, and efficiency.

The evaluation of bids and determination as to equality of the products shall be the responsibility of the City and will be based on information furnished by the bidder or identified in his bid, as well as other information reasonably available to the City.

General Specifications

This proposal covers furnishing a one-year supply of high-pressure sodium luminaires for the Sioux Falls Light Department. A five-year warranty on the igniter and ballast of each luminaire from the date of shipment is to be included.

ITEM 1–13 **Minimum Specifications for High-Pressure Sodium Luminaires**

- Item (1) **Cobra Head Luminaire, 400-watt, multitap voltage, wire for 120 volts.** With brass constructed photocell receptacle, Auto Regulator high-power factor ballast, type 2 medium semicutoff light pattern.
Cooper S/N OVX40SWW2E4 or equal.
- Item (2) **Cobra Head Luminaire, 250-watt, multitap voltage, wire for 120 volts.** With brass constructed photocell receptacle, Auto Regulator high-power factor ballast, type 2 medium semicutoff light pattern.
Cooper S/N OVZ25SWW2E4 or equal.
- Item (3) **Cobra Head Luminaire, 250-watt, voltage 480, wire for 480 volts.** With brass constructed photocell receptacle, Auto Regulator high-power factor ballast, type 2 medium semicutoff light.
Cooper S/N OVZ25SW82E4 or equal.
- Item (4) **Cobra Head Luminaire, 100-watt, multitap voltage, wire for 120 volts.** With brass constructed photocell receptacle, Auto Regulator high-power Factor ballast, type 2 medium semicutoff light pattern.
Cooper S/N OVZ10SWW2E4 or equal.
- Item (5) **Globe (acrylic) for 100-watt luminaire.** To fit light style in Item No. Four (4) cooper S/N OVZ-AR2- or equal.
- Item (6) **Cobra Head Luminaire, 400-watt, voltage 480, wire for 480 volts.** With brass constructed photocell receptacle, Auto Regulator high-power factor ballast, type 2 medium semicutoff light.
Cooper S/N OVX40SW82E4 or equal.
- Item (7) **Cobra Head Luminaire, 150-watt, multitap voltage, wire for 120 volts.** With brass constructed photocell receptacle, Auto Regulator high-power Factor ballast, type 2 medium semicutoff light pattern.
Cooper S/N OVZ15SWW2E4 or equal.
- Item (8) **Cobra Head Luminaire, 400-watt, multitap voltage, wire for 120 volts.** With brass constructed photocell receptacle, Auto Regulator high-power Factor ballast, type 2 medium semicutoff light pattern.
Low Profile Drop Prismatic Cooper S/N OVY40SWW2E4 or equal.

- Item (9) **Cobra Head Luminaire, 250-watt, voltage 480, wire for 480 volts.** With brass constructed photocell receptacle, Auto Regulator high-power factor ballast, type 2 medium semicutoff light.
Flat Glass Cooper S/N OVF25SW82D4 or equal.
- Item (10) **Cobra Head Luminaire, 400-watt, multitap voltage, wire for 120 volts.** With brass constructed photocell receptacle, Auto Regulator high-power factor ballast, type 3 median semicutoff light pattern.
Cooper S/N OVX40SWW3E4 or equal.
- Item (11) **Cobra Head Luminaire, 250-watt, multitap voltage, wire for 120 volts.** With brass constructed photocell receptacle, Auto Regulator high-power factor ballast, type 3 median semicutoff light pattern.
Cooper S/N OVZ25SWW3E4 or equal.
- Item (12) **Off Roadway Light, 400-watt, multi-tap voltage, wired for 120 volts.** With brass constructed photocell receptacle, Auto Regulator high-power factor ballast.
Cooper #ORL40SCWXX4 or equal.
- Item (13) **Flood Light, 250/400-watt, multi-tap voltage, wired for 120 volts.** With brass constructed photocell receptacle, Auto Regulator high-power factor ballast. Bronze in color.
Cooper #CFB24SWW7648 or equal.

BID REQUEST NO. 08-0058
 SPECIFICATIONS/BID FORM
 SUPPLIES/MATERIALS/SERVICES

BID FORM AND CONTRACT

The undersigned shall, if awarded this contract, furnish to the City of Sioux Falls, South Dakota, the following items in accordance with the conditions, specifications, and requirements as set out in the bid request and this response.

Item No.	Description	Estimated Quantity	Unit Price	Extended Price
1.	Cobra Head Luminaire, 400-watt, multitap, per specifications	200 ea.	\$_____	\$_____
2.	Cobra Head Luminaire, 250-watt, multitap, per specifications	225 ea.	\$_____	\$_____
3.	Cobra Head Luminaire, 250-watt, 480 volts, per specifications	20 ea.	\$_____	\$_____
4.	Cobra Head Luminaire, 100-watt, multitap, per specifications	400 ea.	\$_____	\$_____
5.	Acrylic Globes for 100-watt, per specifications	20 ea.	\$_____	\$_____
6.	Cobra Head Luminaire, 400-watt, 480 volts, per specifications	10 ea.	\$_____	\$_____
7.	Cobra Head Luminaire, 150-watt, multitap, per specifications	25 ea.	\$_____	\$_____
8.	Cobra Head Luminaire, 400-watt, multitap, Low Profile Drop, per specifications	25 ea.	\$_____	\$_____
9.	Cobra Head Luminaire, 250-watt, 480 volts, Flat Glass, per specifications	5 ea.	\$_____	\$_____
10.	Cobra Head Luminaire, 400-watt, multitap, per specifications	50 ea.	\$_____	\$_____
11.	Cobra Head Luminaire, 250-watt, multitap, per specifications	50 ea.	\$_____	\$_____
12.	Off Roadway Light, 400-watt, multitap, per specifications	10 ea.	\$_____	\$_____
13.	Flood Light, 250/400-watt, multitap, per specifications	10 ea.	\$_____	\$_____
			Total Bid Price	\$_____

Delivery Days ARO _____

If awarded this request, the bidder's signature on this bid form and contract is the bidder's contractual signature and when countersigned by the Mayor and delivered to the successful bidder shall become a binding contract to furnish the awarded item(s). The City's acceptance is conditioned upon the resolution of any subsequent protest to the bid award.

Signature of Bidder _____

Typed/Printed Name and Title _____

Company Name _____

Address _____

Telephone _____ FAX _____

Federal Tax ID No. _____

Security Enclosed: _____

Accepted by the City of Sioux Falls,

Dave Munson, Mayor

ATTEST:

City Clerk

Information Only

Our company accepts government procurement cards

Our company does not accept government procurement cards