Waukesha County Purchasing Division
INVITATION TO BID

Date: 11-16-2004

RETURN QUOTATION TO:

Waukesha County Purchasing Division
1320 Pewaukee Road, Rm. 370
Waukesha, WI 53188

Bid Number: 24066

Opening Date: 11/30/2004
Opening Time (CST): 10:30 a.m.

Description: Broom Refills, Curb/Gutter/Sweepsters

Buyer: C Greco

Phone: 262/548-7889

Vendor Fax -

VENDOR:
Additional Vendor
,

Please Enter FEIN # _____

Bids MUST be in a sealed envelope (unless the bid states fax bids will be accepted) and identified with the bid number and opening date.

Bids received after the opening date and time specified will be rejected.

Waukesha County now posts all of its bid notices on our website - www.waukeshacounty.gov.

This information is updated every Friday.

Bids must be submitted on the forms provided and MANUALLY SIGNED to be considered. Pages containing standard terms and conditions for bidding and the applicable specification(s) need not be returned, however, the signature page MUST BE RETURNED WITH YOUR BID in order to be eligible for award.

Delivery Terms: Bids must include delivery F.O.B. to the address specified. ALL transportation charges to be prepaid and borne by the vendor.

DESTINATION OF GOODS :

Waukesha County DPW
Central Fleet
1641 Woodburn Road
Waukesha, WI 53188

If awarded bid, purchase order should be addressed to:

_____

_____

_____

PAYMENT TERMS _____

DELIVERY: _____
(Days after receipt of order)

Payment should be mailed to:

_____

_____

UPON REASONABLE NOTICE, EFFORTS WILL BE MADE TO ACCOMMODATE THE NEEDS OF DISABLED INDIVIDUALS THROUGH SIGN LANGUAGE INTERPRETERS OR OTHER AUXILIARY AIDS. FOR ADDITIONAL INFORMATION OR TO REQUEST THIS SERVICE, CONTACT THE PURCHASING DIVISION.

THIS IS AN INVITATION TO BID - IT IS NOT AN ORDER

Waukesha County Purchasing Division
INVITATION TO BID

Additional Vendor

DATE: 11/16/2004

BID NO. 24066

ITEM NO	QUANTITY	U/M	DESCRIPTION

Blanket agreement for Broom Refills (Curb/Gutter, Sweepsters, etc.) for a one-year period commencing approximately 12/1/04. To be in accordance with Waukesha County Specification No. 765-75 dated 11/15/04.

VENDORS ARE TO COMPLETE THEIR PRICING ON EXHIBIT A, ATTACHED TO THIS DOCUMENT. RETURN THE DOCUMENTS, INCLUSIVE OF THE SIGNATURE PAGE, NO LATER THAN THE BID OPENING TIME/DATE IDENTIFIED ON PAGE 1.

*** BE SURE TO SIGN AND SUBMIT THE ATTACHED SIGNATURE PAGE WITH YOUR BID RESPONSE. FAILURE TO DO SO MAY RESULT IN BID REJECTION. ***

SIGNATURE SHEET AND
STANDARD TERMS AND CONDITIONS FOR INFORMAL BIDDING
Bid No.: 24066

SCOPE- These Standard conditions apply to any and all subsequent award(s) except where special requirements are specifically stated elsewhere in Bid Request. In such cases the special requirements apply. The use of other forms or attachments of conditions for bidding contrary to Waukesha County conditions will invalidate your bid.
PRICES- Bid prices shall be stated in units requested. Do not show list prices and trade discounts. Prices shall be firm and shall be binding for 30 calendar days following bid opening date.
TERMS CASH DISCOUNTS- Only cash discounts for payment within thirty (30) days will be deducted in determining the Low Bidder.
TAXES- Bids should not include Federal Excise and Wisconsin Sales Taxes as the County is exempt from payment of such taxes.
State Statute No. 77.54(9a).
IN EXCESS OF $35,000- If one award on this bid exceeds $35,000, this will be considered as a formal award by the Purchasing Division and the successful bidder will be required to execute a contract with the County.
PACKAGING- Materials shall be clearly labeled and packaged in accordance with Federal and Wisconsin requirements and as specified in the terms and conditions of the Bid Request.
GUARANTEED DELIVERY- Failure of the successful bidder to adhere to delivery schedules as specified or to promptly replace rejected materials shall render the vendor liable for the difference between the "open market" and the bid price.
EXTENSIONS- Agreements shall run for the period indicated subject to two one year extensions. Option of Extension,if agreed to by both the County and the contractor, may be exercised within sixty (60) days of the contract expiration date.
CANCELLATION- Waukesha County reserves the right to cancel any order or contract for failure of the successful bidder to comply with terms, conditions and specifications of the Bid Request. In such instances, the defaulting contractor shall be liable to Waukesha County for cost to the County in excess of the default over contract prices.
RESERVATIONS- The right is reserved to (1) Reject any or all bids; (2) Award items separately or in the aggregate, if not stated, whichever is in the best interest of the County; (3) Order within 10% more or less of the quantity specified.
SAFETY REQUIREMENTS- All material, equipment and supplies provided to the County must comply fully with all safety requirements as set forth by the Wisconsin Administrative Code, Rules of the Industrial Commission on Safety, and all applicable OSHA Standards.
WITHDRAWAL OF BIDS- Bids may be withdrawn, only in total and only by written request to the appropriate Purchasing Agent, prior to award. The Purchasing Division has sole discretion to grant a request for withdrawal of bid.
AMENDMENT OF BIDS- Bid may be amended prior to bid opening. Amendments will be posted to the Waukesha County website (www.waukeshacounty.gov - Vendor Services). Bidders are responsible for checking this website for amendments, etc. prior to the opening date. All Amendments must be returned prior to the opening date. Bidders who do not return the amendment(s) may have their bid rejected. If you are unable to access the Internet, contact the buyer for a hard copy.
COUNTER OFFER- Counter offers, changes to any terms, conditions, specifications or plans stated herein, made without approval from the Purchasing Division will result in bid rejection.
OTHER CONSIDERATIONS- Quantities involved, time of delivery, purpose for which required, competency of bidder and ability to render satisfactory service in a past performance will be considered in determining status as a responsible bidder.
QUALIFYING BIDDERS- Prior to Award to bidder, Waukesha County Purchasing Division may require submission by bidder of proof of financial stability/ability and experience in performance of similar obligations.
ASSIGNMENT- No contract may be assigned, sublet or transferred without the written consent of the Waukesha County Purchasing Division.
BID RESULTS- Bid tabulations are available to the public approximately 10 days after the opening date. Bidders may obtain information pertaining to results of bids by visiting the County Purchasing Division Monday through Friday between 8:30-11:30 AM & 1:00 - 4:00 PM. Copies of available bid tabulations can be obtained at 15 cents a page and postage costs, if applicable. Bid tabulations are also available at our website, www.waukeshacounty.gov - Vendor Services - Bid/RFP Results.
FAILURE TO BID- Failure to respond to Invitation to Bids (submission of bid, or notice in writing that you are unable to bid but wish to remain on the bidder's mailing list qualifies) will be understood by the County to be a lack of interest and result in the removal of the supplier's name from the applicable bidder's list.

By signing below we agree to furnish the items listed in the Invitation to Bid No. **24066** according to your plans, specifications and the Standard Terms and Conditions noted above.

FIRM:_____ADDRESS:_____

CITY, STATE & ZIP_____

BY:_____SIGNATURE:_____

DATE:_____PHONE NO._____FAX NO._____

E-MAIL ADDRESS:_____