



## INVITATION TO BID

### BID #2010-62      EMERGENCY OPERATIONS CENTER CHAIRS

The City of Edinburg, Texas is soliciting sealed separate bids for the above referenced as requested by the Fire Department. The bid shall be received no later than **3:00 p.m., Monday, April 26, 2010.** Any bid received after the time set for opening will be returned to bidder unopened. Bidder(s) must provide an original and shall be addressed to:

CITY OF EDINBURG  
C/O CITY SECRETARY  
415 W. UNIVERSITY DRIVE  
P.O. BOX 1079  
EDINBURG, TEXAS 78540-1079

**Bids must be submitted in an envelope sealed with tape and prominently marked on the lower left hand corner of the bid envelope with corresponding bid number and title.** All bids will be opened and publicly read aloud at the above designated time at the City of Edinburg (New City Hall) Conference Room, 1<sup>st</sup> Floor, located at 415 W. University Drive, Edinburg, Texas. Bids sent via facsimile shall not be accepted.

The City of Edinburg reserves the right to accept or reject bids submitted, waive formalities in bidding, accept the bid deemed most advantageous to the City of Edinburg, and to hold the bids for a period of sixty (60) days without taking action thereon. If you have any questions or require additional information regarding this bid, please contact Mr. Ubaldo Perez, Deputy Fire Chief, at (956) 292-2001 Ext. 300.

**If you choose not to submit a bid and would like to remain on the City of Edinburg bidder's list for future bids, you must respond in writing.**

Sincerely,

Lorena Fuentes, Purchasing Agent





**GENERAL CONDITIONS & INSTRUCTIONS – READ CAREFULLY**

1. The bids must be submitted on this form only.
2. The City reserves the right to accept or reject any or all bids, waive formalities, and accept the bid deemed most advantageous to the City.
3. The City reserves the right to award the bid to the lowest responsible bidder.
4. Prices must be itemized.
5. All quotations must be F.O.B. Edinburg and include all costs for delivery and packaging.

Delivery time shall be specified by the bidder. Failure to state a firm delivery date will make an incomplete bid. Delivery time will be one of the determining factors in selecting the best bid. However, if the delivery time is not met when stated, upon notification of the same, the City may allow a ten-day grace period for delivery. If delivery is not met after the ten-day grace period allowed, the City of Edinburg reserves the right to completely cancel order and to revoke and render void the purchase order previously issued for same.

6. In cases of discrepancy between the unit price and the extension, the unit price will be taken.
7. All bids must be signed by an authorized representative.
8. Envelope containing this bid **must** be marked with **Bid No. and Bid Title** from Page 1 and sealed with tape.
9. Bid guarantee (if applicable) must be submitted with bid.
10. Any bid received after the time set for opening will be returned to bidder unopened.
11. This bid tabulation shall constitute a binding contract subject to acceptance by the City.
12. Special reference is made to bid specifications (if attached) for other conditions and instructions.
13. Failure to adhere or comply with the above general conditions and instructions will cause the bid to be rejected.
14. Bidders are advised that in addition to local bids received, the City participates in Texas Cooperatives that comply with the bidding requirements of the State of Texas; therefore, the City will include State Cooperative pricing to determine the selection of bid award that is most advantageous to the City.
15. No citizen or business shall be qualified to submit competitive bids for city purchases or improvements if it has a substantial delinquency to the City, including taxes, utility bills, or rental obligations, or has pending litigation against the City.

In compliance with the invitation for bid, and subject to all conditions thereof, the undersigned offers, and agrees, if this bid be accepted within 60 days from **time of closing**, to furnish any or all of the items or render such services upon which prices are quoted in accordance with the bid specifications applying, and at the price set opposite each item.

For bid inquiries, please call the Purchasing Agent at (956) 388-1895, Ext. 8972.

DATE: \_\_\_\_\_

BID PRICE: \_\_\_\_\_

DELIVERY DATE: \_\_\_\_\_

BIDDER NAME: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

TELEPHONE NO.: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

FEDERAL ID #: \_\_\_\_\_

# Emergency Operations Center Furniture Bid

## Unit Specifications

Brand: HON

Model #: 3528 (24 Hour Task Chair)

Quantity: 50 (fifty)

Dimensions: 29-1/2" d x 32-1/4" w x 43-1/2" h

Features: Pneumatic seat height adjustment, 360 degree swivel, seat glide mechanism, synchronized knee tilt, tilt tension tilt lock, back height adjustment, height and width adjustable arms, upholstered with grade 3 material (to be chosen by customer), resilient seat cushions, contoured back for lumbar support.

Include any order management, receiving, delivery, installation and trash removal.

Units must be comparable/equal to unit specified above.