THE CITY OF EDINBURG

INVITATION TO BID

BID #2010-87 PURCHASE OF LIGHT FIXTURES AND LAMPS

The City of Edinburg, Texas is soliciting sealed separate bids for the above referenced as requested by the Building Maintenance Department. The bid shall be received no later than **3:00 p.m., Monday, August 30, 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, 1st 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. Nick Hernandez, Building Maintenance Superintendent at (956) 605-9311.

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

Lorena Fuentes, Purchasing Agent

415 W. University Drive • P.O. Box 1079 • Edinburg, Texas 78540
Phone (956) 388-8204 • Fax (956) 383-7111

INVITATION TO BID

ASSIGNED BID NO.: **2010-87**

BID TITLE: **Purchase of Light Fixtures and Lamps**

CLOSED DATE & TIME: **August 30, 2010 @ 3:00 PM**

SPECIFICATIONS ATTACHED XX

DELIVER SEALED BID TO: **CITY OF EDINBURG**
C/O CITY SECRETARY
415 W. UNIVERSITY DRIVE
P.O. BOX 1079
EDINBURG, TEXAS 78540

ADDENDUM ONLY _____

Quotations are requested for furnishing materials or services described below in accordance with terms set forth herein.

ITEM	QUANTITY	DESCRIPTION OF GOODS OR SERVICES	UNIT PRICE	AMOUNT
		Activity Center		
1	54	296T8 Light Fixture 120 Volts	$_____	$_____
2	108	F96T8 GSP 41 Lamp	$_____	$_____
3	9	GT2 UMV Fixture 120 Volts	$_____	$_____
4	18	F32T8 SP41-V-6	$_____	$_____
5	16	GT8432 Fixture 120 Volts	$_____	$_____
6	64	F32T8 SP41	$_____	$_____
		GRAND TOTAL		$_____
		Recreation Center		
1	72	GT 8232 Fixture 120 Volts	$_____	$_____
2	144	F 32T8 SP41	$_____	$_____
3	22	296T8 FIXTURE 120 Volts	$_____	$_____
4	44	F96T8 GSP 41 Lamp	$_____	$_____
5	20	2 HB-454TS-WG Fixture 120 Volts	$_____	$_____
6	80	F54TSHO Lamp	$_____	$_____
		GRAND TOTAL		$_____

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C/O CITY SECRETARY
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P.O. BOX 1079
EDINBURG, TEXAS 78540

ADDENDUM ONLY _____

Quotations are requested for furnishing materials or services described below in accordance with terms set forth herein.

ITEM	QUANTITY	DESCRIPTION OF GOODS OR SERVICES	UNIT PRICE	AMOUNT
		SERVICE CENTER		
1	44	SB232 Light Fixture 120 Volts	$_____	$_____
2	88	F32 T8 SP41 Lamp	$_____	$_____
3	14	296T8 Fixture 120 Volts	$_____	$_____
4	28	F96T8 GSP41 Lamp	$_____	$_____
		GRAND TOTAL		$_____
		AUDITORIUM		
1	30	296T8 Fixture 120 Volts	$_____	$_____
2	60	F96T8 GSP41 Lamp	$_____	$_____
3	15	2HB-454TS-Universal-L5850-EBTI-U 120 Volts	$_____	$_____
4	60	F54TSHO Lamp	$_____	$_____
5	12	GT8432 Fixture 120 Volts	$_____	$_____
6	48	F32T8 SP41 Lamps	$_____	$_____
		GRAND TOTAL		$_____
		Delivery Time: _____		
		NOTE: BID WILL BE AWARDED ON A UNIT PRICE. ABOVE QUANTITIES ARE ESTIMATES ONLY AND MAY CHANGE DEPENDING ON FUNDING AVAILABILITY. PRICE MUST INCLUDE DELIVERY.		
		Note: The City reserves the right to accept or reject bids submitted, waive formalities in bidding, consider each item submitted as a separate bid, award all or individually, whichever may be more advantageous to the City, and to hold the bids for a period of sixty (60) days without taking action thereon.		

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.
16. Unless otherwise specified, any catalog or manufacturer's reference or brand name used in describing an item is merely descriptive, and not restrictive, and is used only to indicate type and style of **LIGHT FIXTURES** desired. If a bidder quotes on equipment other than the one(s) specified in the bid and sufficient specifications and descriptive (pictured literature) data must accompany same to permit thorough evaluation. In the absence of these qualifications, he/she will be expected to furnish the **LIGHT FIXTURES** called for.

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 #:_____

City of Edinburg
Specifications for purchase of Light Fixtures & Lamps

1. Supplier must submit bid as specified on bid or equivalent.
2. Supplier must submit warranty on supplies being purchased
3. Supplies must be delivered at a designated city building.
4. Any damaged supplies must be refunded or credited in writing.
5. Must know delivery time of supplies after award of bid.
6. All equipment being purchased must be produced or made in the United States, and there must be written proof.