

State of Washington
DEPARTMENT OF NATURAL RESOURCES
Materials Management Section
MS: 47042, Olympia, Washington 98504-7042 ● (360) 596-5185

**INVITATION FOR BID (IFB)
HOSE REELS**

Solicitation Number
054

Pre-bid Conference Date & Time

Bid due date and time
4/27/2011 4:30 PM

Name: Lori L Johnson
Title: Purchasing Manager
Phone (360) 596-5185
FAX (360) 596-5184
E-mail: Lori.Johnson@dnr.wa.gov

Bids must be received & stamped on or before the Bid due date and time at this location:

MAILING: MS: 47042
Olympia, WA 98504

DELIVERING: 815 88th Ave SE
Tumwater, WA 98501

INVITATION FOR BID DNR

I. ANNOUNCEMENT AND SPECIAL INFORMATION

This invitation includes two separate parts. This document, entitled Invitation for Bid, is Part 1. Part 1, when completed signed and submitted becomes your official bid document. Part 2, entitled Competitive Procurement Standards contains the Standard Terms and Conditions, Instructions to Bidders, and Standard Definitions applicable to the bid document. You do not need to return Part 2; however, the version in effect on the opening date of the bid shall apply to contracts awarded herein and should be retained for future reference. See the Internet site for a current version at <http://ga.wa.gov/pca/cps/htm>.

1. SCOPE

The purpose of this IFB is to purchase hose reels for DNR.

2. BACKGROUND

This is a new contract for the hose reels. The Department of Natural Resources is requesting a contract for the herein.

3. PURPOSE

The purpose of this solicitation is to facilitate the one time purchase.

II. SPECIAL INSTRUCTIONS AND CONDITIONS

II.1 ANNOUNCEMENT AND SPECIAL INSTRUCTION

Bidders are required to read and understand all information contained within this entire bid package. The Competitive Procurement Standards, which are referred to in this bid package are not automatically printed or sent out with this IFB. By responding to this IFB the bidder agrees to read and understand these documents. These documents are available on the GA website at <http://www.ga.wa.gov/Business/cps.htm>.

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II.1. ANNOUNCEMENT AND SPECIAL INSTRUCTION

In support of the State's economic and environmental goals, we encourage you to consider the following elements in responding to our bids. These are not a factor of award (unless otherwise specified in this document):

- Using environmentally preferable products and products that exceed EPA guidelines
- Supporting a diverse supplier pool, including small, minority, and women-owned firms
- Featuring products made or grown in Washington

II.2 Voluntary MWBE Goals

Voluntary numerical MWBE participation goals have been established for this bid.

Minority Business Enterprises: (MBE's): 10% and Women's Business Enterprises (WBE's): 8%

These goals are voluntary, but achievement of the goals is encouraged. However, unless required by federal statutes, regulations, grants, or contract terms referenced in the contract documents, no preference will be included in the evaluation of bids/proposals, no minimum level of MWBE participation shall be required as a condition for receiving an award or completion of the contract work, and bids/proposals will not be rejected or considered non-responsive if they do not include MWBE participation. Bidders may contact OMWBE at 360-753-9693 to obtain information on certified firms for potential subcontracting arrangements.

II.3 AWARD/BID RESULTS

The Purchase Activity reserves the right to select and enter into Contracts with a Bidder as a result of this solicitation. It is the intension of the Purchasing Activity to establish one or more optional-use Contracts for this service.

BID RESULTS WILL NOT BE GIVEN OVER THE PHONE. TO OBTAIN BID RESULTS INCLUDE WITH BID A STAMPED, SELF-ADDRESSED ENVELOPE

II.4 NOTE TO BIDDERS:

Failure to complete the attached specification sheet may be cause to find your bid/quote non-responsive.

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II.5 **PROMPT PAYMENT**

Bidders are encouraged to offer a discount for prompt payment of invoice which will be utilized in determining lowest responsive bidder. Please indicate your discount proposal on the offer page of this document. If awarded by the state, period of entitlement begins only after:

- Receipt of a properly completed invoice
- Receipt of all supplies, equipment or services ordered
- Satisfactory completion of all contractual requirements

II.6 **RESPONSIVE BID/QUOTE**

To be considered responsive, bidder must, at the time of bid or quotation opening, be an established business firm with all required business licenses, bonding, facilities, equipment, and trained personnel necessary to perform the work as specified in the bid solicitation. Failure to comply with this requirement may be cause for rejection of your bid/quote.

II.7 **CONTACT PERSON**

Supplier Contact Person:
Telephone:
Facsimile:

II.8 **TAX IDENTIFICATION NUMBER**

Federal tax identification number (T.I.N.) From IRS form W-9 is required on all invoices. Indicate T.I.N. # _____.

II.9 **INDEFINITE DELIVERY – INDEFINITE QUANTITY PURCHASES**

In addition to the initial purchase quantity identified in this bid document there is no guarantee to the contractor of any additional orders under the awarded contract.

II.10 **INSURANCE**

Required amounts of insurance are discussed in the Competitive Procurement Standards, Standard Terms & Conditions, (revised 07/31/06), Paragraph 44. Contractor is to furnish to the State a copy of a valid Certificate of Insurance.

II.11 **RIGHT TO CANCEL**

The Purchasing Activity reserves the right to cancel or reissue all or part of this Solicitation at any time as allowed by law without obligations or liability.

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II.12 **TERM**

The term of the Contract resulting from this Solicitation shall be from the time of award to the delivery of goods.

SPECIFICATIONS

**FIRE TRUCK
HOSE REEL**

Specification Requirements		Check If Meet or Exceed	Describe Offered Alternatives
Manufacture: Hannay reel			
Model : F Series			
Reel number: HAN-EPF24-23-24RT			
Color: RED			
General specs: Steel construction 12 Volt D.C. electric and hand crank Hose roller and spool assembly included for each reel part number FH-3			
Hose Capacity: ¾ inch X 150 Feet			
Quantity : Four			
Ship To Address: DNR Fabrication Shop 821 88 th Ave SE Tumwater, WA 98501			

PRICE SHEET

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APRIL 20, 2011

PRICE PER EACH

1. HOSE REELS 4 EACH

APPENDIX A
BID INFORMATION

REQUEST FOR BID NO: 054
TITLE: HOSE REELS

Bidder shall complete the following:

1. Prompt Payment Discount: _____ % 30 days.
Bidders are encouraged to offer a discount for prompt payment of invoice that will be utilized in determining lowest responsive/responsible bidder. To be considered in the state=s evaluation, period of entitlement must be thirty (30) calendar days or greater.

2. Authorized Representative: (See Section V, paragraph G)

Primary Contact-Contract Administration

Alternate Contact - Contract Administration

Name: _____

Name: _____

Telephone: _____

Telephone: _____

FAX: _____

FAX: _____

Customer Service/Order Placement

Name:

Telephone:

FAX:

3. Address For Invoices: Dept of Natural Resources
Attn: Materials Management
MS: 47042
Olympia, WA 98504

4. Federal Tax Identification Number:
(Federal Tax Identification Number (T.I.N.) from I.R.S. form W-9 is required on all invoices.)

5. Insurance Certificate will be forwarded within 15 calendar days of receipt of notice of award. (Reference Section V, Paragraph A1, General Requirements)

APPENDIX B
OFFER AND CONTRACT AWARD

OFFER
(FOR BIDDER USE ONLY)

The undersigned hereby offers and agrees to furnish materials, equipment and/or services in compliance with all terms, conditions and specifications herein. Submittal of this document with authorized signature constitutes complete understanding and compliance with said terms and conditions, and certifies that all necessary goods and/or personnel are available and established at the time of proposal submittal.

_____	_____
(Company Name)	(Typed or Printed Name)
_____	_____
(Address)	(Title)
_____	_____
(City) (State) (Zip)	(Phone No.) (Fax No.)
_____	_____
(Federal ID No.)	(Bidder's Signature) (Date)

CONTRACT AWARD
(For State of Washington Use Only)

A contract is hereby awarded between the above company and the State of Washington, Department of Natural Resources, to be effective _____, 20____. This is a Partial/Total award for

Authorized Signatures

(Contract Administrator) (Date)

BID DOCUMENT CHECKLIST
REQUEST FOR BID NO: 054
TITLE: HOSE REELS

This checklist is provided for bidder's convenience only and identifies the proposal documents that must be submitted with each package in order to be considered responsive:

Bid Documents to be returned:

Completed

- A. SPECIFICATIONS
- B. PRICE SHEET
- C. APPENDIX A
- D. APPENDIX B