



Office of Procurement Services

INVITATION FOR BIDS IFB # 09-10-07DHP

Issue Date: October 26, 2009 **Commodity Codes:** 070-22 & 765-66

Title: Furnish and Deliver Two (2) Kubota RTV Model 1100 – Premium Grand Cabs w/Snow Blade (or Equivalent) & Provide Pricing to Furnish & Deliver Two (2) Swenson LPV Utility Vehicle Spreaders (or Equivalent)

Issuing Agency: Commonwealth of Virginia
James Madison University
Procurement Services, MSC 5720
1031 South Main Street, 2nd Floor
Harrisonburg, VA 22807

Delivery: Delivery is requested as soon as possible – Please state your earliest FIRM delivery date on Attachment A

SEALED BIDS will be received until **November 6, 2009 @ 3:00 p.m.** Bids will be read aloud in the Procurement Services Office located at 1031 South Main Street, 2nd Floor, Harrisonburg, VA 22807

All inquiries for information should be directed to: Diane Puffenbarger, Manager – Spot Purchases
Email Address: hamiltdx@jmu.edu (**Preferred Method**) Phone: 540.568.3131 Fax: 540.568.7935

In compliance with this Invitation for Bids and to all the conditions imposed herein, the Bidder offers and agrees to furnish the service at the price(s) indicated on the Bid Form. This bid is subject to the provisions of the Commonwealth of Virginia Purchasing Manual for Institutions of Higher Education and their Vendors, The General Terms and Conditions as found on JMU Procurement Services website, <http://www.jmu.edu/procurement/vendor/gentc.pdf> and the Special Terms and Conditions attached to this bid. Call 540-568-4254 if you require a copy of the above referenced terms & conditions.

Note: This public body does not discriminate against faith-based organizations in accordance with the Code of Virginia, § 2.2-4300-or against a bidder because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

Bid results will not be given over the phone. Low bidder will be notified in a timely manner. Bid results may be obtained by emailing martinps@jmu.edu.

NOTE: BIDDERS NEED ONLY RETURN THE SIGNED BID FORM (ATTACHMENT A)



College of William and Mary
George Mason University
James Madison University
Old Dominion University
Radford University
The University of Virginia
Virginia Commonwealth University
Virginia Military Institute
Virginia Tech

SPECIAL TERMS AND CONDITIONS

ADDITIONAL INFORMATION: James Madison University reserves the right to ask any bidder to submit information missing from its bid, to clarify its bid, and to submit additional information which James Madison University deems desirable.

ADVERTISING: In the event a contract is awarded for supplies, equipment, or services resulting from this bid, no indication of such sales or services to James Madison University will be used in product literature or advertising. The Contractor shall not state in any of the advertising or product literature that the Commonwealth of Virginia or any agency or institution of the Commonwealth has purchased or uses its products or services.

BID ACCEPTANCE PERIOD: Any bid response to this solicitation shall be valid for 30 days. At the end of the 30 days the bid may be withdrawn at the written request of the bidder. If the bid is not withdrawn at that time it remains in effect until an award is made or the solicitation is cancelled.

COOPERATIVE PROCUREMENT: Under the authority of the Code of Virginia 2.2-4304, Cooperative Procurement, it is the intent of this solicitation to allow for cooperative procurement. Accordingly, any public body, public or private health or educational institutions or James Madison University's affiliated corporations may access any resulting award if authorized by the successful bidder.

Participation in this cooperative procurement is strictly voluntary. If authorized by the successful bidder, this solicitation may be extended to the public bodies indicated above to purchase at fees in accordance with this solicitation. The successful bidder will notify James Madison University in writing of any such institutions accessing this solicitation. No modification of this solicitation or execution of a separate solicitation is required to participate. The successful bidder will provide semi-annual usage reports for all entities accessing the Contract. Participating entities shall place their own orders directly with the successful bidder and will fully and independently administer their use of this solicitation to include contractual disputes, invoicing and payments without direct administration from James Madison University. James Madison University shall not be held liable for any costs or damages incurred by any other participating public body as a result of any authorization by the successful bidder to extend this solicitation. It is understood and agreed that James Madison University is not responsible for the acts or omissions of any entity and will not be considered in default of this solicitation no matter the circumstances.

Use of this solicitation does not preclude any participating entity from using other agreements, contracts or competitive processes as the need may be.

EVA BUSINESS-TO-GOVERNMENT CONTRACTS & ORDERS: The solicitation/contract will result in one purchase order(s) with the eVA transaction fee specified below assessed for each order.

- a. For orders issued prior to August 16, 2006, the Vendor Transaction Fee is 1%, capped at a maximum of \$500 per order.
- b. For orders issued August 16, 2006 and after, the Vendor Transaction Fee is:
 - (i) DMBE-certified Small Businesses: 1%, Capped at \$500 per order.
 - (ii) Businesses that are not DMBE-certified Small Businesses: 1%, Capped at \$1,500 per order.

The eVA transaction fee will be assessed approximately 30 days after each purchase order is issued. Any adjustments (increases/decreases) will be handled through eVA change orders.

Internet electronic procurement solution, website portal www.eva.state.va.us, streamlines and automates government purchasing activities in the Commonwealth. The portal is the gateway for vendors to conduct business with state agencies and public bodies.

Vendors desiring to provide goods and/or services to the Commonwealth shall participate in the eVA Internet e-procurement solution and agree to comply with the following:

If this solicitation is for a term contract, failure to provide an electronic catalog (price list) or index page catalog for items awarded will be just cause for the Commonwealth to reject your bid or terminate this contract for default. The format of this electronic catalog shall conform to the eVA Catalog Interchange Format (CIF) Specification that can be accessed and downloaded from www.eVA.virginia.gov. Contractors should email Catalog or Index Page information to eVA-catalog-manager@dgs.virginia.gov.

EXTRA CHARGES NOT ALLOWED: The bid price shall be for complete installation ready for the Commonwealth's use, and shall include all applicable freight and installation charges; extra charges will not be allowed.

NEGOTIATION WITH THE LOWEST BIDDER: Unless all bids are cancelled or rejected, the Commonwealth reserves the right granted by § 2.2-4318 of the *Code of Virginia* to negotiate with the lowest responsive, responsible bidder to obtain a contract price within the funds available to the agency whenever such low bid exceeds the agency's available funds. For the purpose of determining when such negotiations may take place, the term "available funds" shall mean those funds which were budgeted by the agency for this contract prior to the issuance of the written Invitation for Bids. Negotiations with the low bidder may include both modifications of the bid price and the Scope of Work/Specifications to be performed. The agency shall initiate such negotiations by written notice to the lowest responsive, responsible bidder that its bid exceeds the available funds and that the agency wishes to negotiate a lower contract price. The times, places, and manner of negotiating shall be agreed to by the agency and the lowest responsive, responsible bidder.

ORDERING OPTION: James Madison University may, during the first 90 days after the contract is awarded, with the concurrence of the contractor, place additional orders under the contract at the original unit price through the issuance of separate purchase orders. The aggregate of such additional orders shall not exceed 100% of the quantity originally stated in the contract.

PRODUCT INFORMATION: The bidder shall clearly and specifically identify the product being offered and enclose complete and detailed descriptive literature, catalog cuts and specifications (if bidding other than specified) with the bid to enable James Madison University to determine if the product offered meets the requirements of the solicitation. Failure to do so will cause the bid to be considered non-responsive.

WARRANTY (COMMERCIAL): The contractor agrees that the supplies or services furnished under any award resulting from this solicitation shall be covered by the most favorable commercial warranties the contractor gives any customer for such supplies or services and that the rights and remedies provided therein are in addition to and do not limit those available to the Commonwealth by any other clause of this solicitation. A copy of this warranty must be furnished with the bid.

ATTACHMENT A
SPECIFICATIONS & BID FORM/PRICING SCHEDULE

(Page 1 of 3) All pages shall be returned in order to be considered responsive

PROJECT: Furnish and Deliver Two (2) Kubota RTV Model 1100 – Premium Grand Cabs w/Snow Blades (or Equivalent) & Provide Pricing to Furnish & Deliver Two (2) Swenson LPV Utility Vehicle Spreaders (or Equivalent)

IFB BID #: 09-10-07DHP **(Bids Due: November 6, 2009 @ 3:00 p.m.)**

TO: DIANE PUFFENBARGER
 JAMES MADISON UNIVERSITY
 PROCUREMENT SERVICES, MSC 5720
 1031 SOUTH MAIN STREET, 2ND FLOOR
 HARRISONBURG, VA 22807

Need as soon as possible - State your firm delivery date: _____

AWARD: The right is reserved to make a separate award of each line item, a group of items or all items, and to make an award either in whole or in part, whichever is deemed in the best interest of the Commonwealth. The award or awards will be made to the lowest responsive, responsible bidder or bidders as applicable. James Madison University reserves the right to purchase the Kubota Utility Vehicles with any or none of the additional options listed and reserves the right to purchase or not purchase the Spreaders depending upon budget.

JAMES MADISON UNIVERSITY'S TERMS ARE NET 30! – Include all Delivery Charges in Pricing below

DESCRIPTION	QTY	UNIT PRICE	TOTAL PRICE
Furnish & deliver “ Kubota RTV 1100 Utility Vehicles with Premium Grand Cab and w/Front Snow Blade w/Hydraulic Angle & Mount ” (Or Equivalent) in accordance with the terms, conditions, specifications & requirements of this solicitation. Standard features included with this unit include (but not limited to) Air Conditioning, Heater, Power Steering, Front Guard, Hydraulic Bed Lift, 4-Wheel Drive and Speedometer, (Include delivery charges to JMU in your pricing)	2 Each	\$	\$
Please provide “installed” pricing for the “Optional” features listed below – Include in your pricing any additional items needed to mount/install these options:			
Strobe Light (#V4218) (including V4284 Bracket)	2 Each	\$	\$
Front Work Lights (#V4282) Set of 2	2 Sets of 2	\$	\$
Rear Work Light (#V4283)	2 Each	\$	\$
Front Trailer Hitch & Pin – Drop (V4224) Or Straight Hitch (V4245)	2 Each	\$	\$
Rear Trailer Hitch & Pin – Drop (V4228) or Straight Hitch (V4249)	2 Each	\$	\$
Tail Lamp Guard (#V4227)	2 Each	\$	\$
Backup Beeper (#V4232)	2 Each	\$	\$
Front Mud Guards (#V4236)	2 Each	\$	\$
Turn Signal/Hazard Kit (#V4257)	2 Each	\$	\$
Sun Visor (#V4286)	2 Each	\$	\$
Rear Utility Screen (#V4258)	2 Each	\$	\$
Radio/CD Player (#E9276A)	2 Each	\$	\$
Extended Warranty Coverage	Per Year	\$	\$

General Specifications for “Spreader”: (Note: JMU may or may not purchase these spreaders depending upon budget)

****This unit shall fit on the Kubota RTV1100 Utility Vehicles specified above and previously purchased – JMU Staff has verified that the Swenson LPV Utility Vehicle Spreader fits these Utility Vehicles but have not verified any other spreaders – if bidding other than specified, verification that the unit you’re quoting on fits the utility vehicles shall accompany your bid response in order to be considered “Responsive.”**

- Part No.: 00002-454-22
- 4’ Gas LPV SS
- Weight: 472 lbs.
- 4 ft. self-contained spreader
- Belt over chain for precise spreading
- Hopper is constructed with 14 gauge stainless steel sides & ends for durability
- 12 gauge 304 stainless steel replacement bolt in conveyor floor
- 16 gauge 304 SS bolt in replaceable chain shields
- 4’ – 30’ spread pattern
- Hopper Capacity: .43 cu. Yards
- Drive: 6.5 HP Briggs & Stratton
- Color: Stainless Steel
- Hopper Material: Stainless Steel

DESCRIPTION	QTY	UNIT PRICE	TOTAL PRICE
Furnish & deliver “Swenson LPV Utility Vehicle Spreader” Part No. 00002-454-22 (Or Equivalent) http://www.swensonspreader.com – 4’ Gas LPV SS – as described above and in accordance with the terms, conditions, specifications & requirements of this solicitation. (Include delivery charges to JMU in your pricing)	2 Each	\$	\$
Option - Extended Warranty Coverage	Per Year	\$	\$

RELATIONSHIP WITH THE COMMONWEALTH OF VIRGINIA: Is any member of the firm an employee of the Commonwealth of Virginia who has a personal interest in this contract pursuant to the [CODE OF VIRGINIA](#), SECTION 2.2-3100 – 3131?

[] YES [] NO IF YES, EXPLAIN: _____

DISQUALIFICATION OF VENDORS: By signing this bid, the undersigned certifies that this person/firm/corporation is not currently barred from bidding on contracts by any Agency of the Commonwealth of Virginia, nor is this person/firm/ corporation a part of any Agency of the Commonwealth of Virginia. We have attached an explanation of any previous debarments(s) and copies of notice(s) of reinstatement(s).

ENCOURAGEMENT OF MINORITY VENDORS: It is the policy of the Commonwealth of Virginia to contribute to the establishment, preservation, and strengthening of minority business enterprises and to encourage the participation of minority businesses in State procurement activities. Toward that end, James Madison University encourages minority firms to compete and encourages non-minority firms to provide for the participation of small businesses and businesses owned by minorities through partnerships, joint ventures, subcontracts, and other contractual opportunities.

CHECK ALL THAT APPLY:

Corporation ☐	Partnership ☐	Proprietorship ☐	Individual ☐	Woman-Owned ☐	Minority Owned ☐
Small Business ☐ (<250 Employees or < \$10M Gross Annually)					
DMBE Certified SWAM Vendor Yes ☐ No ☐ Certification Number: _____					
Expiration Date: _____					

Is your firm registered with the Commonwealth's e-Procurement System (eVA)? YES { } NO { }

The undersigned bidder proposes to furnish the following in accordance with the contract documents, including Addenda noted below (*if applicable*), for the prices quoted below. Company Name: _____

I certify that the firm name given below is the true and complete name of the bidder and that the bidder is legally qualified to perform all work included in the scope of the Contract.

FULL LEGAL NAME (Print) (<i>Company name as it appears with your Federal Taxpayer Number</i>)		FEDERAL TAXPAYER NUMBER (ID#)	CONTRACTOR'S REGISTRATION # (<i>If Applicable</i>)
BUSINESS NAME/DBA NAME/TA NAME (<i>If different than the Full Legal Name</i>)		FEDERAL TAXPAYER NUMBER (<i>If different than ID # above</i>)	
PURCHASE ORDER ADDRESS		PAYMENT ADDRESS	
CONTACT NAME/ TITLE (<i>Please Print</i>)		SIGNATURE (<i>In Ink</i>)	DATE
E-MAIL ADDRESS	TELEPHONE NUMBER	TOLL FREE TELEPHONE NUMBER	FAX NUMBER
BUSINESS WEB SITE ADDRESS (<i>If Available</i>)		PROJECTED TIME LINE (<i>Anticipated Starting Date through Completion Date</i>)	