



Invitation For Bid 10-901
Description: Sale of Handheld Meter Readers and Cradles
Issued: September 1, 2010

City of Tulsa,
Oklahoma
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DELIVERY AND PRICING

1. **Delivery.** If your Bid is accepted, state the number of days you need to retrieve your Handheld Meter Readers and Cradles:

_____ days

2. **Pricing.** You agree to buy the Projector(s) w/lift(s), currently owned by the City of Tulsa according to the fixed price shown below. Please be aware that sales tax at the rate of 8.517% will be added to your bid price if you do not provide a valid copy of a Tax Exempt Certificate indicating an exempt status for projector w/lift purchases.

| | | | |
|---|----------|---|---------------------------------------|
| BID PRICE for (1) Handheld Neptune Dap 9800 Meter Readers (25 available) | \$ _____ | Total # of Handheld Meter Readers requested _____ | Extended bid price \$ _____ |
| BID PRICE FOR (1) 9800 CRADLE (25 available) | \$ _____ | Total # of Cradles requested _____ | Extended bid price \$ _____ |
| TOTAL EXTENDED BID: | | | \$ _____ |

TERMS AND CONDITIONS OF SALE

SALE-AS IS, WHERE IS Equipment is sold with absolutely no warranties or guarantees of any type either expressed or implied by Seller, its employees, or its agent. Buyer hereby releases Seller, its employees, agents and contractors from and against all claims or liabilities whatsoever arising from any representation, warranty or guarantee of any type either expressed or implied. **The City cannot and does not guarantee the safety or performance of purchase.**

SALE IS FINAL

It is the bidder's responsibility to determine the condition of equipment prior to offering a bid on any item. The meter reading devices and docking cradles are stored in a City of Tulsa Public Works facility in Tulsa, OK. Interested bidders may contact Patricia Cummings of the Finance Department to schedule a time to view the equipment. Bidders are not allowed to operate the equipment. However, you may request a short demonstration at a scheduled time with Ms. Cummings.

PAYMENT METHOD

Payment can only be made by WIRE TRANSFER, CASHIER'S CHECK, CERTIFIED CHECK, or PERSONAL/BUSINESS CHECK backed with an irrevocable bank (or other financial institution) Letter Of Guarantee (see requirements below): **PAYMENT IN FULL MUST BE PRESENTED TO THE CITY OF TULSA WITHIN 5 BUSINESS DAYS AFTER NOTIFICATION OF AWARD.**

A Letter Of Guarantee must contain the following information:

- 1) be issued on the bank's letterhead and dated for a minimum period of time of 14 days from date of sale,
- 2) be issued to the City of Tulsa.
- 3) include the name of the bearer by the bank's authorized official for such letters, and
- 4) guarantee the specific limit the check can be written for.

(Note: Bank drafts are not acceptable)

RELEASE OF EQUIPMENT

The City of Tulsa will release the handheld meter readers and cradles to the buyer or buyer's agent after the buyer's offer is accepted by the City, payment has been made to the City, and sufficient funds have been verified. Payment verification will



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occur within 10 days after receipt of payment. At that point, the bidder assumes ALL risk and responsibility for the property purchased. Buyer is responsible for removing the awarded equipment. No moving or transport services will be offered by the City. A Bill of Sale may be provided upon request.

RELEASE & HOLD HARMLESS AGREEMENT

Buyer agrees to waive, release, defend, indemnify and hold harmless the City of Tulsa, its employees, agents and contractors from and against any demands, claims, suits, causes of action, loss, damage or liabilities whatsoever whether or not due to or caused by the negligence of the City of Tulsa, its employees, agents, or contractors, arising out of any inspection and/or testing, or the presence on the City of Tulsa's premises of Buyer and its employees, agents or contractors.

EXAMINATION BY BIDDERS

You must examine the specifications, photos, equipment and these Instructions, Terms and Conditions prior to submitting any bid. Failure to examine such documents and equipment, or any errors made in the preparation of such bid, is at your own risk.

- A. Bids will be accepted at the above address from 8:00 a.m. to 5:00 p.m., Monday thru Friday except for City holidays. City is not responsible for the failure of bids to be received by the City Clerk's Office prior to the due date and time.
- B. Late bids will be **rejected**. The Purchasing Agent, in his sole discretion, may make exceptions only for the following reasons:
 - 1. City Hall closed for business for part or all of the day on the date the response was due;
 - 2. If the City deems it appropriate due to large-scale disruptions in the transportation industry that may have prevented delivery as required.
 - 3. If documented weather conditions caused the late delivery. You must provide documentation of such weather to the satisfaction of the Purchasing Agent.

SIGNATURES

An agent who is authorized to legally bind the Bidder must sign the bid document. Listed below are the authorized agents for Oklahoma entities; entities organized in other States must follow the law of the State in which they are organized.

Corporations – the president, vice president, board chair or board vice chair can sign; others can sign if they have a (i) corporate resolution authorizing them and (ii) recent corporate secretary's certificate indicating the authority is still valid.

General Partnerships – any partner can sign to bind all partners.

Limited Partnerships – the general partner must sign.

Individuals – no additional authorization is required, but signatures must still be witnessed and notarized.

Sole Proprietorship – the owner can sign. Any other person can sign if s/he provides a recent Power of Attorney, signed by the owner, authorizing him/her to bind the sole proprietorship.

Limited Liability Company (LLC) – The manager as named in the Operating Agreement can sign. Any person authorized by the Operating Agreement or a member can sign providing the person submits a copy of the authorization with a certificate of the members indicating the authorization is still valid.

ADDENDA OR AMENDMENTS TO INVITATIONS FOR BID

City may addend or amend its Invitation For Bid at any time before the Bid Submission Date, and any such addenda or amendments shall become a part of this document. City will attempt to send a notification (by fax or email) of any addenda or amendments to those Bidders who have responded to the City's Project Seller of their intent to respond to the Invitation For Bid. However, it is your responsibility to inquire about any addenda or amendments, which will be available from the City's Purchasing Division or its website.

QUESTIONS REGARDING INVITATION FOR BID

Questions regarding any portion of this Invitation For Bid must be submitted in writing (sent by mail, fax or email) to the Purchasing Services Coordinator indicated on the front page herein. You should submit questions as early as possible. City will attempt to respond in writing to all timely submitted questions, but cannot guarantee a response to any question received within 5 working days of the Bid Submission Date. At the City's discretion, any information or clarification made to you may be communicated to other Bidders that notified City of their intent to bid if appropriate to ensure fairness in the process for all Bidders.

ORAL STATEMENTS

No oral statements by any person shall modify or otherwise affect the provisions of this Invitation For Bid. All modifications, addenda or amendments must be made in writing by City's Purchasing Division.

BID RESULTS

A tabulation of bids received will be made available on the City's Purchasing Division website generally within 5 working days after the Bid Opening Date.



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INTENT:

To secure a buyer(s) for **twenty five (25) Handheld Meter Reading Devices, Neptune model Dap 9800 and twenty five (25) cradles for the 9800 handheld devices** from the City of Tulsa. These items have been used by the City of Tulsa. The purpose for the sale of this equipment is that the City intends to purchase newer models of handheld meter reading devices and no longer needs this equipment.

AWARD OF BID:

The projectors with their lifts will be awarded to the highest responsible bidder per item and in a manner which will yield the highest proceeds to the City of Tulsa. Bidders may offer a price quote for one, all or a specific number of the handheld meter readers and/or cradles. The City of Tulsa reserves the right to reject any and all bids during the bid process as it may deem necessary.

GENERAL DESCRIPTION

Twenty-five (25) Neptune Dap 9800 handheld electronic meter reading devices and twenty-five (25) docking cradles for the Dap 9800. Photos of the equipment are provided below.

FRONT VIEW





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CRADLES WITH HANDHELD METER READERS



RETURN THIS ENTIRE ITB PACKET WITH ANY SUPPORTING DOCUMENTS