

**REQUEST FOR BIDS
FOR
PURCHASE OF WOOD DISTRIBUTION POLES
Bid # 100719-N**

Overview

ElectriCities wishes to facilitate the selection by its members which are local governmental units (**“Participating Members”**) of a preferred vendor for the purchase of wooden distribution poles. ElectriCities and its’ Participating Members desire:

- To establish a relationship between manufacturer, ElectriCities and its’ Purchasing Members to reduce operational cost and improve associated services, and to
- Establish a team environment that will foster an exchange of information and ideas on how to improve efficiency and further reduce operational costs.

A group of Participating Members have agreed under the Interlocal Cooperative provisions of the General Statutes of North Carolina that ElectriCities may administer a solicitation of bids on their behalf and the City of Rocky Mount may execute a contract from which the **Purchasing Members** may elect to purchase Wood Distribution Poles as provided in the Request for Bids. Each Participating Member is preparing to purchase utility poles for use in the operation of its utility system. Each **Purchasing Member** shall, upon award of the contract, be responsible for contacting the successful vendor(s) and issuing a purchase order for their needs throughout the year, processing invoices for payment and monitoring performance of the successful bidder.

Pre-Qualification of Bidders

All interested bidders must meet these pre-qualifications to be considered a responsible bidder with the ability to complete the contract and meet the quality and performance required.

- Have and maintain all licenses, permits and insurance required to do business in the State of North Carolina,
- Operate a facility capable of adequately accommodating stocking requirements of this Request for Bid,
- Be a utility focused business where 50% of total sales are generated from the utility market,
- Have authorized manufacturer’s representatives in service area to address complaints or concerns,
- Have a single inside point of contact responsible for administering this contract,
- Be accessible during storms and emergencies, 24 hours, 7 days a week availability.

Bid Requirements

Pre-qualified bidders will provide ElectriCities with the following:

- Name of person and address and phone number of that person who is authorized to execute contracts on behalf of your company,
- An organizational chart or description of company's organizational structure and history of company including location of main office and any branches, name of outside field representative covering North Carolina, and the name and phone number of the inside contact person who will administer this contract,
- Name and phone number of manufacturer's authorized representative serving the service area who will address concerns and/or complaints with materials or service provided by you,
- One (1) or more bids for supply of the goods subject to bid. Completed Firm Price pole **Schedules A & B** contained in this Request for Bid for each manufacturer you wish to bid,
- **Schedule C**. No Exceptions or Clarifications of your bid will be allowed.
- Provide four utility references, including the company name, address, point of contact and phone number. By submission of a bid to this Request for Bid, you are authorizing ElectriCities and its Purchasing Members to contact these references and for them to discuss their relationship and experience with your company,
- Complete and sign **Schedule D**, Pre-qualification Statement,
- Provide indication of Service Features offered by your company as shown on **Schedule E**,
- Complete, sign and return **Schedule F**, Checklist of Included Proposal Items, with your bid.

Term

The term of this contract will run from February 1, 2020 through January 31, 2021 with the option to renew by the Purchasing Members for an additional year at the same price and terms and conditions, if deemed in the best interest of our Purchasing Members.

Prices

Prices quoted must be firm for the entire term of the contract and any renewal and the quote must be valid for a period of 60 days from the date of the bid opening. Prices of the poles will be the same for each Purchasing Member with the understanding that freight charges to various Purchasing Members may vary, resulting in different FOB delivered prices for each Purchasing Member. Prices quoted shall include the cost of the pole, unloading at the City's yard of the individual Purchasing Member, and the cost of delivery as provided for in the Firm Pole Price **Schedules A and B**.

Bidder is requested to quote prices of poles if shipment can be scheduled within thirty days on

Schedule A. Prices should be based on full truck loads for a city or two neighboring cities if they can be combined without an additional drop off charge being added to either.

If shipment needs to be made immediately from inventory on hand, bidder should quote on **Schedule B.** Prices are to be for a full truck load to that city. Purchasing Members are required to fax their purchase orders to the vendor if they require immediate shipment.

For evaluation and award purposes, prices shown on **Schedule A** will be used to determine the lowest responsive and responsible bidder and ElectriCities will make their recommendation based on those prices. Prices shown on **Schedule B** are for informational purposes for ElectriCities only, however, any Participating Member may also take into consideration prices shown on **Schedule B** when determining whether to accept or reject the bidder's prices for their city. **Prices MUST be submitted on forms marked Schedules A and B.**

Do not include sales or federal excise tax in your bid figures but show percentage of sales tax in appropriate section where requested. The Purchasing Members pay all applicable sales tax however and should be invoiced accordingly. The Purchasing Members are exempt from federal excise tax and will issue a Federal Exemption Certificate upon request.

Title

Title to the poles shall pass to the Purchasing Member upon satisfactory delivery and acceptance in accordance with the conditions designated in the Request for Bid Documents including the Specifications.

Quantities to be purchased

Pole quantities shown on the Firm Pole Price **Schedules A and B,** are estimates of poles purchases anticipated by the Purchasing Members. The Purchasing Members will purchase under the Contract as needed throughout their fiscal year. The Purchasing Members shall have the right to purchase any number of poles during the term of the Contract with no minimum requirement at the same price and terms.

Quantities to be stocked

Quantities to be stocked, if any, for ElectriCities members are truckloads of CCA and PENTA, and the amounts are to be determined after bids are evaluated. If at the end of the initial contract term, if the vendor still has these poles stocked for ElectriCities' members, the Purchasing Members may continue to purchase off the current Contract until stock has been exhausted without renewing the term of this contract.

Delivery and Transportation

Bidders are required to own their own fleet of trucks or provide evidence of a firm contract with a trucking company for transportation of poles awarded under this contract. Delivery will be within thirty (30) days to allow full truckload shipments. Vendor will combine sizes or shipments wherever possible to make full truckload shipments. When a Purchasing Member has an immediate need, the immediate shipment at price shown on **Schedule B** will prevail for that purchase order and delivery is to be made from vendor's stock within five days. If the vendor does not deliver within five (5) days, the Purchasing Member has the right to purchase from another source and cancel that purchase order with the vendor at no cost to the Purchasing Member.

Poles are to be shipped on pole trucks or trailers with trip out standards either side or have the ability to unload the poles by shipper.

Shipments will be received between 8:00 AM and 4:00 PM (Monday-Friday) only, unless requested otherwise by the Purchasing Member. No deliveries will be made on weekends or holidays unless requested by the Purchasing Member. Purchase orders for Purchasing Members should show any hour's shipments **will not be accepted.**

Specifications

Specifications for both PENTA and CCA poles are included in the Request for Bid Documents. These specifications were developed by the Standards Committee and **must be adhered to.** The vendor will furnish pole inspection at no additional cost at the manufacturer's facility or after delivery, in order to determine if the poles are in compliance with this Bid # 100719-N including the Specifications. Timber Products Inspection will provide inspection of any poles awarded under any resulting contract. Should the inspection company required by ElectriCities change, you would be immediately notified.

Submission of Bids and Bid Retention

All acceptable bids will be on forms (**Schedules A & B**) provided in this Request for Bid. **Please submit two copies of your bid.**

Bids shall be directed in a sealed envelope, on the outside of the envelope to:

ElectriCities of NC Inc.
ATTN: Clarice C. Wilson, CLGPO
Procurement Specialist
1427 Meadow Wood Blvd.
Raleigh, North Carolina 27604

Bids must be received no later than 2:00 PM., EST, on October 25, 2019. **ENVELOPES MUST BE MARKED PLAINLY WITH THE BID NUMBER, DATE AND TIME OF BID**

OPENING AND NAME OF BID. Bids will not be opened unless accompanied by a bid bond in a separate envelope and labeled with the labels supplied indicating it is a bid bond for bid #100719-N. It is the responsibility of the bidder to ensure his/her bid is received by the Procurement Specialist by the time stated in the bid. **Late bids will not be accepted.** Bids will continue to be on file in the offices of ElectriCities at the above address and are available for inspection during regular business hours.

Any other value-added services the bidder wishes to make known as available should be noted on **Schedule E** and sent with the bid. **Schedule E** will not be considered in our recommendation for award of this bid, but may be used for informational purposes only or possible future bids.

Bond Requirements

A. Bid Bond

NORTH CAROLINA STATE LAW (G.S. §143-129) REQUIRES THAT ALL BIDS BE ACCOMPANIED BY A BID DEPOSIT. (PLEASE NOTE CAREFULLY). No bid shall be considered or accepted unless at the time of its filing the same shall be accompanied by a deposit in cash, cashier's check, or certified check on some bank or trust company insured by the Federal Deposit Insurance Corporation in the amount of not less than five (5%) of the proposal. In lieu of making cash deposits, bidders may file a bid bond duly executed by a corporate surety licensed under the laws of North Carolina to execute such bonds. **The bid bond shall accompany the bid package in a separate sealed envelope identified as a Bid Bond.** The Bidder agrees that, in the event his/her bid is accepted, he/she will execute and deliver the Fixed Price Purchase Contract with the Participating Members, as included in this bid within ten (10) days of being notified by ElectriCities that they wish to enter into a contract. The bidder agrees that should it refuse to execute and deliver such a contract within ten (10) days of being notified of selection as the lowest responsive and responsible bidder, he/she will forfeit the bid bond.

B. Performance Bond

None required with this bid.

Award of Bid

The Participating Members reserve the right to reject all bids in their best interest. Should one Participating Member elect not to become a party to the Fixed Price Contract, it will not prevent the other Participating Members from entering into a contract if they determine it is in their best interest. North Carolina General Statutes § 143-129 governs competitive bidding and purchasing in the State of North Carolina and this bid will be governed by its provisions. Bids will be awarded to the lowest responsive and responsible bidder taking into consideration adherence to specifications, quality, performance, the time of delivery, technical support, past performance,

and other relevant factors. The award of the contracts may be made based on (1) cost to individual member (2) all CCA poles may be awarded to a single vendor, (3) all PENTA poles may be awarded to another single vendor or (4) all poles may be awarded to a single vendor as determined to be in the best interest of the Participating Members.

All bids that are administered and recommended by ElectriCities require the approval of the governing body of the host city for the cooperative bidding effort. Bidders may attend the session of the governing body when this bid is presented for approval if they so wish. ElectriCities will make known to them the time and place of that meeting if they so request.

ElectriCities reserves the right on behalf of the Participating Members to receive bids, evaluate bids to reject all bids, to waive informalities and technicalities within the scope of their authority, and further specifically, the Participating Members reserve the right to award in the best interest of its Members.

It is the policy of ElectriCities to furnish bid tabulations to all bidders upon notification of award. Bid tabulations will be available after all technical evaluations have been completed and a contract has been executed with the successful bidder. All bidders are welcome to attend bid openings which are held at ElectriCities' offices located at 1427 Meadow Wood Blvd., Raleigh, North Carolina, 27604. Bids will be opened and read publicly on date October 25, 2019 at 2 PM., EST.

Non-Collusion Statement

By signing the bid, the Bidder proclaims that the bid is made without any understanding, agreement, or connection with any other person, firm or corporation offering a bid for the same purpose and that his/her bid is in all respects fair and without collusion or fraud.

Questions:

Questions concerning this Request for Bid should be directed in writing to:

Ms. Clarice C. Wilson, CLGPO
ElectriCities, Procurement Specialist
1427 Meadow Wood Blvd
Raleigh, NC 27604
Email: cwilson@electricities.org or FAX (919) 760-6055

Normal delivery time A.R.O. _____ days

Respectfully submitted this _____ day of _____, 2019

Name of Firm or Corporation

Signature of Authorized Representative

Printed Name of Representative

Title or Position

Company Address

Company Telephone Number

Company Fax Number