



City of Hoover, Alabama

Event Supply Rental

Invitation to Bid #23-011

City of Hoover Purchasing Department
7/18/2023

City of Hoover, Alabama

Invitation to Bid #23-011

Event Supply Rental



TABLE OF CONTENTS

<u>Section</u>	<u>Page</u>
I. INSTRUCTIONS FOR SUBMITTAL OF PROPOSALS	2
II. GENERAL CONDITIONS.....	3
III. DETAILED SPECIFICATIONS:.....	11
IV. BID PRICE PROPOSAL FORM – GROUP A.....	13
V. BID PRICE PROPOSAL FORM – GROUP B.....	16
VI. SUBMITTAL CHECKLIST.....	18
VII. BID/PROPOSAL AGREEMENT	19
VIII. BID COMPLIANCE FORM	20

City of Hoover, Alabama

Invitation to Bid #23-011

Event Supply Rental



I. INSTRUCTIONS FOR SUBMITTAL OF PROPOSALS

1. **Bid/Proposal Forms:**

All bidders must use the enclosed Bid Proposal Forms and Agreements (or copies thereof) to submit their Proposal. No alternate or substitute pricing forms will be accepted. All Proposal responses must be typed or written in ink.

2. **Submittal of Bids/Proposals:**

All Bids/Proposals must be submitted in **sealed** envelopes that are clearly marked with the **Bid Number and Bid Title**, as shown in the Invitation to Bid Notice. Bids must be delivered, no later than the specified Bid Submittal Deadline, to the following address:

**City Clerk's Office
Hoover City Hall
100 Municipal Lane
Hoover, AL 35216**

3. **Electronic Transmittal of Proposals is Not Acceptable:**

Proposal submittals delivered by fax, electronic mail, or other electronic transmittal methods will NOT be accepted as qualified Bids.

4. **Late Proposals are Not Acceptable:**

Late Proposals will not be opened nor accepted as qualified Bids.

5. **No Bid:**

If you choose not to bid yet desire to remain on the city's vendor/supplier list for future consideration, please submit an envelope by the Bid deadline with "**NO BID**" clearly marked on the proposal form and on the outside of the sealed envelope.

6. **Tax Exempt Pricing:**

Bid proposal prices must not include state or local sales taxes or federal excise taxes. The City is exempt from such taxes and will provide documentation of such exemption upon request.

7. **Notice of Award:**

Records showing successful bidder(s) and price(s) will be placed on file within the City Clerk's Office and may be examined upon request.

8. **Bid Instructions:**

Bidders are asked to retain these instructions, conditions, and specifications for future reference. This document and its attachments will become part of your contract with the City of Hoover if you are the successful bidder.

9. **Inquiries:**

All questions regarding this Invitation to Bid should be directed to:

Tina Di Clemente
Purchasing Officer
(205) 444-7504
bids@hooveralabama.gov

End of Instructions Section

City of Hoover, Alabama

Invitation to Bid #23-011

Event Supply Rental



II. GENERAL CONDITIONS

A. PURCHASES AND ORDERS

1. Products shall be ordered and supplied on an “as needed” basis during the life of this Bid/Proposal agreement.
2. The City of Hoover shall transmit or deliver authorized purchase orders to the winning bidder to initiate each order process.
3. The bidder/supplier will not be paid for any order placed without an authorized purchase order and, further, shall not be paid until the city has inspected delivered items and approves the quality and workmanship thereof.

B. SPECIFICATIONS, GENERALLY

1. Event Supply Rental Services has been separated into 2 Rental Groups:
 - a. Group A: Tents, Heaters, and Generators
 - b. Group B: Tables and Chairs
2. Bidder may submit a proposal for 1, 2, or both Rental Groups.
3. In order for a Bidder to qualify for consideration of an award of a bid/contract for a particular Rental Group, pricing for ALL items within that particular Rental Group must be submitted. Therefore, the Bid Price Proposal Form must be submitted with each bid/proposal to substantiate that a bidder has submitted a Bid/Proposal for all items within a particular Rental Group.
4. A Bidder’s failure to submit a bid in the Bid Price Proposal Form for each item in the particular Rental Group for which they are bidding may result in disqualification of the bid.
5. If a Bidder chooses not to Bid on a particular Rental Group, write “NO BID” on that particular Bid Price Proposal Form and submit it with your Bid Proposal.
6. A bid/contract shall be awarded for each Rental Group on the basis of the lowest price total submitted for that particular Rental Group. Therefore, a bid/contract may be awarded to 1 or 2 bidders.

C. QUANTITIES

1. Quantities are estimates only and are not a commitment to buy.
2. Commodities will be purchased on an “As-Needed” basis. The actual quantities purchased may be more or less than the estimated quantities.
3. The quantities provided within the attached Bid Proposal Form have been developed to reflect the typical frequency of purchases for each item while also reflecting the approximate annual cost of meeting the city’s needs. Bidders should complete the Bid Proposal Form to extend the total cost of each item listed at the specified quantities for each item and then summarize the extended costs of all items.
4. Approximate quantities, as provided herein, do not constitute an order, but only are provided for the purpose of comparing Proposal responses to each other to

City of Hoover, Alabama

Invitation to Bid #23-011

Event Supply Rental



determine the lowest bidder and for the purpose of determining the impact of purchasing such items and quantities on the City's annual expense budget.

D. COMPLIANCE WITH PRODUCT SPECIFICATIONS REQUIRED

1. All items bid upon must meet both the general specifications provided herein and the detailed specifications for that particular item as described herein.
2. If the successful bidder fails to deliver the products specified in this Proposal, the city may not accept delivery of or remit payment for such substitute items.
3. Compliance with product specifications must be indicated on your proposal.
 - a. Please indicate "YES" if your item meets or exceeds the item specifications.
 - b. Please indicate "NO" if your item does not meet or exceed the minimum specifications.
 - c. If "NO" is selected or neither "YES" nor "NO" are indicated, the Bidder must create a detailed list of each and every substitute/alternate item in the manner described in the section below entitled "EXCEPTIONS AND ALTERNATES TO SPECIFICATIONS" and must enclose such page(s) with your Bid/Proposal submittal.
 - d. Failure to indicate "YES" or "NO" or to furnish the required information may disqualify your bid.
4. Brand names and model/product names and numbers are provided for each item whenever possible. The use of specific brands, model/product names, and numbers is not intended to restrict the bidding by any supplier and/or manufacturer but is provided for the purpose of indicating the quality of materials, products, and service best adapted to the City's intended use.
5. If alternate brand names, product names, or product numbers are proposed, the bidder must follow the instructions below regarding the submittal of Proposals/quotes that include such exceptions or alternates.

E. EXCEPTIONS AND ALTERNATES

1. If a price is bid/quoted for a substitute or alternate brand/product (anything other than the specified brand/product), then the bidder must create a detailed list of substitute/alternate items bid/quoted on a separate page or pages entitled "EXCEPTIONS AND ALTERNATES TO SPECIFICATIONS" and must enclose such pages with your Bid/Proposal submittal: including, at a minimum, the following information about each and every substitute/alternate items:
 - a. Bid Reference Number – this number shall be used to clearly identify which specified line items are being replaced with a substitute/alternate;
 - b. Bid/quoted Brand/Manufacturer;
 - c. Bid/quoted Make/Model;
 - d. Bid/quoted Part/Product Number;
 - e. Bid/quoted Detailed Product Specifications to the extent required to establish that the substitute or alternate item meets or exceeds the item specified;
 - f. Any additional information and/or documentation related to substitute/alternate items must be clearly referenced and cross-referenced to

City of Hoover, Alabama

Invitation to Bid #23-011

Event Supply Rental



the corresponding items within the list of “EXCEPTIONS AND ALTERNATES TO SPECIFICATIONS”.

2. Samples of alternate items must be made available for review upon request by the City of Hoover and, if requested, must be delivered promptly at the bidder’s expense, for such review. If the bidder desires that the sample items should be returned, the bidder must include packaging materials and pre-paid postage for such return.
3. Samples will only be required for items marked “No” for compliance on the bid specification sheets, thus indicating that an alternate item is being bid.
4. Samples submitted as alternates may be subjected to testing at the discretion of the City of Hoover. Bidders are responsible for all costs associated with testing of their sample products.
5. The City of Hoover, in its sole discretion, will determine whether or not alternate items meet or exceed bid specifications. The Proposal will be disqualified if an alternate product does not meet or exceed all specifications for the specified brand/product.

F. DISQUALIFICATION OF PROPOSALS

1. Bids may be disqualified before the awarding of the contract for any reason including but not limited to the following:
 - a. Failure to deliver the Bid submittal as required;
 - b. Failure to sign and/or notarize the Bid documents;
 - c. Failure to include requested information or other details of the Bid;
 - d. Excessive errors in calculating prices or total;
2. The successful bidder/supplier will be required to submit proof of compliance with the BEASON-HAMMON ALABAMA TAXPAYER AND CITIZEN PROTECTION ACT, Code of Alabama, Section 31-13-9. Failure to submit any and all such documents within a reasonable period of time will constitute sufficient grounds for cancellation of the contract at the sole discretion of the City of Hoover.
3. Bids may be disqualified for any other reason that may be deemed appropriate by Hoover City officials.

G. METHOD OF AWARD

1. While the bid award may be made to the lowest bidder meeting all product specifications, the City of Hoover may not award the bid on the basis of the low bid only. Quality, conformity with specifications, terms of delivery, terms of payment, past service history, and experience are among the factors that may be considered in determining the lowest responsible bidder.
2. In the event the City’s first choice of Bidding vendors refuses to accept all City terms and conditions and/or other requirements without deviation, that vendor may then be disqualified. After such disqualification, the Bid may, at the sole discretion of the City, be awarded to the City’s second choice and so forth and so on.

City of Hoover, Alabama

Invitation to Bid #23-011

Event Supply Rental



H. BID PROPOSAL SHALL BE BINDING

1. The bidder agrees that this Invitation to Bid along with the bidder's proposal and supporting documentation will, when the Bid has been awarded, constitute a lawful and binding agreement between the City of Hoover and the successful bidder.
2. The bidder agrees that, if awarded the Bid, he/she shall furnish the products and services specified within this Invitation to Bid in compliance with all terms, scope of work, conditions, specifications, and amendments which are incorporated by reference as if fully set forth herein.

I. CONTRACT PERIOD

1. This contract is for an initial period of one (1) year from date of award.
2. The contract may be extended for two (2) additional years, renewable annually, upon mutual agreement between the City of Hoover and the successful bidder.

J. PROPOSAL PRICING

1. Each item is to be bid as a price per item multiplied by an estimated purchase quantity. The estimated quantity for each item has been provided on the Bid Proposal Form.
2. Bid prices are not to exceed four decimal places (i.e., \$1.2525).
3. Unit prices quoted must remain firm for the entire period of the contract including extensions and renewals thereof.
4. In the event of a delay in awarding the Bid, Bid prices shall remain firm for sixty (60) days from date of Bid opening.

K. DELIVERY

1. Prices bid/quoted shall include delivery to the location(s) stipulated on the purchase order.
2. Failure to deliver products as specified, in accordance with the terms of the Bid submitted, or failure to meet promised delivery dates will constitute sufficient grounds for cancellation of the contract/order at the sole discretion of the City of Hoover.
3. Any item needing to be exchanged or altered shall be picked up, at the bidder's expense, from any location designated by the City, within three (3) days following the date that the successful bidder was notified of a problem.

L. EXEMPTION FROM SALES TAXES

1. The City of Hoover is exempt from all sales taxes. This statement is in no way to be construed as relieving a seller or contractor of their obligation to pay appropriate taxes to each and every authorized taxing entity.
2. A copy of Hoover's Sales Tax Exemption form/documentation will be provided to you upon request.

City of Hoover, Alabama

Invitation to Bid #23-011

Event Supply Rental



M. PRODUCT QUALITY, GUARANTEE, AND WARRANTY

1. The bidder attests that the items offered shall be new, original brand name items that have never been refurbished, repaired, or remanufactured.
2. The City of Hoover reserves the right to make quality inspections of products by any means determined by the City.
3. The bidder certifies that, by submitting a bid, he/she is fully aware of the conditions of service and purpose for which the items included in this Bid are to be purchased and certifies that his/her offer will meet these conditions of service and purpose to the satisfaction of the City of Hoover.
4. The successful bidder shall replace all defective materials immediately upon notification except when it is clearly shown that the defects were caused by misuse and not by faulty manufacture or installation.

N. RESERVATION OF RIGHTS

1. Reservation of Rights – The City of Hoover expressly reserves the right to:
 - a. Waive minor deviations from specifications that do not impair overall functionality of the products;
 - b. Waive any defect, irregularity, or informality in any bid procedure;
 - c. Reject or cancel any or all Proposals;
 - d. Reissue the bid invitation;
 - e. Extend the bid opening time and date;
 - f. Procure any item by other means;
 - g. Increase or decrease the quantity specified in the bid invitation;
 - h. Consider and accept alternate Proposals when most advantageous to the City.
 - i. Negotiate with any bidder after proposals have been made regarding price, warranty, or any other factor being considered in this proposal.
2. The City of Hoover reserves the right to purchase any item from any supplier who has been awarded an Alabama State bid contract, a GSA contract, or other contracts made in accordance with and/or authorized by state bid laws.
3. The City of Hoover reserves the right to award the Proposal in any manner that is in the best interest of the City.

O. LICENSES AND PERMITS

1. Prior to issuance of any purchase orders for bid items/services, the successful bidder must obtain, if applicable, a City of Hoover Business License.
2. The successful bidder must also acquire all other licenses and/or permits required by local and state law.

P. NON-COLLUSION

By signing the Bid Proposal Form, the bidder certifies that that:

City of Hoover, Alabama

Invitation to Bid #23-011

Event Supply Rental



1. The price(s) and amount of this Bid have been arrived at independently and without consultation, communication, or agreement with any other contractor, bidder, or potential bidder; and
2. Neither the price(s) nor the amount of this Bid, and neither the approximate price(s) nor approximate amount of this Bid, have been disclosed to any other firm or person who is a bidder or potential bidder, and they will not be disclosed before bid opening; and
3. No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract, or to submit a bid higher than this bid, or to submit any intentionally high or noncompetitive bid or other form of complementary bid.
4. The bid proposal has been made in good faith and has not been developed or submitted pursuant to any agreement or discussion with, or inducement from, any firm or person who has submitted or is/was known to be submitting a competing for these items to the City of Hoover.

Q. INSURANCE REQUIREMENTS

1. Minimum Requirements for Professional Service Contracts
 - a. COMMERCIAL GENERAL LIABILITY on an occurrence form
\$1,000,000 each occurrence; \$2,000,000 aggregate
 - b. COMMERCIAL AUTOMOBILE LIABILITY
CSL \$1,000,000 (including owned, non-owned & hired) each occurrence
 - c. PROFESSIONAL LIABILITY (ERRORS & OMISSIONS) on occurrence form or on claims made form with extended claims period
 - i. \$1,000,000 each occurrence; \$1,000,000 aggregate
 - d. WORKER'S COMPENSATION AND EMPLOYER'S LIABILITY
 - i. Worker's Compensation – Statutory
 - ii. Employer's Liability
 1. \$1,000,000 minimum each accident
 2. \$1,000,000 disease – each employee
 3. \$1,000,000 disease – policy limit
 - e. UMBRELLA/EXCESS - \$3,000,000 over General Liability, Auto Liability (if applicable), Professional Liability and Employer's Liability (Coverage "B") of Worker's Compensation
2. The Service Provider shall provide a certificate of insurance prior to the commencement of work. Nothing contained in these insurance requirements shall be construed as limiting the Service Provider's responsibility for any and all damages resulting from his operations and/or work under this Contract. The inclusion of minimum limits shall not be interpreted as limiting the Service Provider's responsibility to provide contractual coverage of sufficient amount. Copies of the insurance certificates and attachments are to be sent to:

Risk Management
City of Hoover
100 Municipal Lane
Hoover, AL 35216
RiskManagement@hooveralabama.gov

City of Hoover, Alabama

Invitation to Bid #23-011

Event Supply Rental



3. The City shall be an additional insured in all liability insurance policies provided by the Service Provider.
4. Service Provider waives all subrogation rights against the City for all claims or actions covered by Provider's insurance.
5. The Service Provider agrees to indemnify, defend and hold harmless the City of Hoover, Alabama, and its officers, agents and employees against all liability, loss and costs arising from actions, suits, claims or demands attributable in whole or in part to the acts or omissions of the Service Provider, and its officers, agents and employees, in performance of this contract.
6. Coverage should be maintained and evidence of coverage by form of an insurance certificate shall be provided to the City upon completion of contractual obligations for a period until such time as statute of limitations has expired as established by the Code of Alabama.

R. ALABAMA IMMIGRATION LAW COMPLIANCE REQUIREMENTS (IF APPLICABLE)

1. Bidder/Vendor agrees that it will fully comply with the Immigration Reform and Control Act of 1986, as amended by the Immigration Act of 1990, and the Beason-Hammon Alabama Taxpayer and Citizen Protection Act, as amended, which makes it unlawful for an employer in Alabama to knowingly hire or continue to employ an alien who is or has become unauthorized with respect to such employment or to fail to comply with the I-9 requirements or fails to use E-Verify to verify the eligibility to legally work in the United States for all of its new hires who are employed to work in the State of Alabama. Without limiting the foregoing, Vendor shall not knowingly employ, hire for employment, or continue to employ an unauthorized alien.
2. Vendor shall also enroll in the E-Verify Program prior to performing any work, or continuing to perform any ongoing work, shall remain enrolled throughout the entire course of its performance hereunder, shall supply to the CITY a copy of its E-Verify Memorandum of Understanding and such other documentation as CITY may require to confirm Vendor's enrollment in the E-Verify Program and shall allow the CITY to inspect its records to confirm such compliance.
3. Vendor agrees that it shall, not knowingly, allow any of its suppliers, or any other party with whom it has a contract, to employ in the State of Alabama any illegal or undocumented aliens to perform any work in connection with the Project, and shall include in all of its contracts a provision substantially similar to this paragraph. If Vendor receives actual knowledge of the unauthorized status of one of its employees in the State of Alabama, it will remove that employee from the project, jobsite or premises of CITY and shall comply with the Immigration Reform and Control Act of 1986, as amended by the Immigration Act of 1990, and the Beason-Hammon Alabama Taxpayer and Citizen Protection Act, as amended. Bidder/Vendor shall require each of its suppliers, or other parties with whom it has a contract, to act in a similar fashion. If Vendor violates any term of this provision, this Agreement will be subject to immediate termination by CITY.
4. To the fullest extent permitted by law, Bidder/Vendor shall defend, indemnify and hold harmless CITY from any and all losses, consequential damages, expenses

City of Hoover, Alabama

Invitation to Bid #23-011

Event Supply Rental



(including, but not limited to, attorneys' fees), claims, suits, liabilities, fines, penalties, and any other costs arising out of or in any way related to Vendor's failure to fulfill its obligations contained in this paragraph.

5. The following language is required by § 31-13-9 (k) Code of Alabama 1975 to be placed in all contracts covered by the Act: "By signing this contract, the contracting parties affirm, for the duration of the agreement, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the state of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom". To the extent that there is no formal written contract between CITY and the Bidder/Vendor, such as where business is conducted by purchase order, this document shall serve as the Alabama Immigration Compliance Contract. If you have received a copy of this Proposal Document and choose to do business with the CITY, it will be deemed that you have accepted the terms even if you fail to sign and return the Agreement.

S. ADDITIONAL PROPOSAL REQUIREMENTS, TERMS, AND CONDITIONS

1. Each and every item listed must be included in your Bid for that particular Rental Group or it may be disqualified.
2. In order to submit a responsive Bid, it is important that all terms, conditions, and specifications are read and understood thoroughly. Please, therefore, sign each and every page of the Bid Proposal portion of this document in the space provided at the bottom of each page and submit all such signed pages with your Proposal submittal.
3. Failure to complete the compliance questions following each section below may result in rejection of such Proposals due to non-compliance with specifications.

End of General Conditions Section

City of Hoover, Alabama

Invitation to Bid #23-011

Event Supply Rental



III. DETAILED SPECIFICATIONS:

The following is a list of items that may be rented by the City of Hoover by various departments for various events. There is no estimated quantity as this will vary in number of events and items needed per event. A listing of all major scheduled events is included but other events may be scheduled.

A. ALL ITEMS IN EACH GROUP CHOSEN TO BID ON MUST BE BID.

B. LISTING OF MAJOR SCHEDULED EVENTS: *this is not an all-inclusive list*

Scheduled Event	Month(s)	Typical # of Days
Christmas Tree Lighting	December	7
The Hartford Nationals	July	7
Celebrate Hoover Day	April or May	3
Hayride	October	3
SEC Baseball Tournament	May	7
Household Hazardous Waste Day	April or May	2
Possible 2 nd Household Hazardous Waste Day	To Be Determined	2
Firefighter Challenge	September	5
Transplant Games	July	5
World Police and Fire Games	July (2025)	7
Taste of Hoover	October	2

C. IMPORTANT NOTE REGARDING FEES AND CHARGES:

Bid pricing shall include damage waiver, administrative fees, delivery, setup, and all other fees. No additional charges may be listed on invoice. Setup may be done before or after business hours.

D. SUPPLEMENTAL AND SPECIAL CONDITIONS:

1. Fire certification permit must be obtained by the vendor from City of Hoover Fire Inspector prior to setup for event.
2. Bid price to include setup of all items, including tables and chairs, at the direction of the City of Hoover representative.
3. Setup and delivery must be scheduled at the direction and convenience of the City of Hoover at various Hoover locations.
4. Vendor must be available for communication with the City of Hoover representative any time as required.

City of Hoover, Alabama

Invitation to Bid #23-011

Event Supply Rental



-
5. Vendor must be available as an event pre-planning coordinator and during the event as needed at no additional cost. On-site labor during events may be required and must be included in bid price of rental of equipment.
 6. Vendor must be available and have resources to respond to last-minute changes in rental requirements.
 7. Bid pricing to include all aspects of event, including consultation.
 8. Bid pricing will be per item/per rental. Rental is defined as the use of a particular item for a period of one to seven days based on the length of the event and the City's needs (i.e., pre-event setup, breakdown, etc.)
 9. Successful vendor(s) must have readily available for rent tent lighting, heating/cooling, carpet, flooring, staging, pipe, drape, and table linens of various colors.

End of Detailed Specifications Section

City of Hoover, Alabama

Invitation to Bid #23-011

Event Supply Rental



IV. BID PRICE PROPOSAL FORM – GROUP A

GROUP A – TENTS, HEATERS, AND GENERATORS

NOTE: Bid prices shall include delivery to location stipulated by the City of Hoover Purchase Order.

ITEM DESCRIPTION	Item #	Size (if applicable)	Price Per Unit per Rental
TENTS			
Frame Tent - staked	1	10' x 10'	
Frame Tent - staked	2	15' x 15'	
Frame Tent - staked	3	20' x 20'	
Frame Tent - staked	4	20' x 30'	
Frame Tent - staked	5	20' x 40'	
Frame Tent - staked	6	30' x 30'	
Frame Tent - staked	7	30' x 45'	
Frame Tent - staked	8	30' x 60'	
Frame Tent - staked	9	40' x 40'	
Frame Tent - staked	10	40' x 60'	
Frame Tent - staked	11	40' x 80'	
Frame Tent - staked	12	40' x 120'	

City of Hoover, Alabama

Invitation to Bid #23-011

Event Supply Rental



ITEM DESCRIPTION	Item #	Size (if applicable)	Price Per Unit per Rental
Frame Tent – anchored (concrete or water barrel)	13	10' x 10'	
Frame Tent – anchored (concrete or water barrel)	14	15' x 15'	
Frame Tent – anchored (concrete or water barrel)	15	20' x 20'	
Frame Tent – anchored (concrete or water barrel)	16	20' x 30'	
Frame Tent – anchored (concrete or water barrel)	17	20' x 40'	
Frame Tent – anchored (concrete or water barrel)	18	30' x 30'	
Frame Tent – anchored (concrete or water barrel)	19	30' x 45'	
Frame Tent – anchored (concrete or water barrel)	20	30' x 60'	
Frame Tent – anchored (concrete or water barrel)	21	40' x 40'	
Frame Tent – anchored (concrete or water barrel)	22	40' x 60'	
Frame Tent – anchored (concrete or water barrel)	23	40' x 80'	
Frame Tent – anchored (concrete or water barrel)	24	40' x 120'	
Pole Tent – Canopy, high peak, NO ¼ poles	25	60' x 60'	
Pole Tent – Canopy, high peak, NO ¼ poles	26	60' x 90'	
Pole Tent – Canopy, high peak, NO ¼ poles	27	60' x 120'	

City of Hoover, Alabama

Invitation to Bid #23-011

Event Supply Rental



ITEM DESCRIPTION	Item #	Size (if applicable)	Price Per Unit per Rental
Pole Tent – Canopy, high peak, NO ¼ poles	28	60' x 150'	
Pole Tent – Canopy, high peak, NO ¼ poles	29	60' x 180'	
HEATERS			
Standing heater – 30,000 btu (including propane and ventwork)	30		
Tent heater – 170,000 btu (including propane and ventwork)	31		
GENERATORS			
Generator with power distribution – 100kw w/ 500' distribution cables	32		
TOTAL BID GROUP A (Sum of prices for Items 1 through 32)			\$

NOTE: WRITE **NO BID** ON THIS FORM IF CHOOSING NOT TO BID ON THIS GROUP.

City of Hoover, Alabama

Invitation to Bid #23-011

Event Supply Rental



V. BID PRICE PROPOSAL FORM – GROUP B

GROUP B – TABLES AND CHAIRS

NOTE: Bid prices shall include delivery to location stipulated by the City of Hoover Purchase Order.

ITEM DESCRIPTION	Item #	Size (if applicable)	Price Per Unit per Rental
TABLES			
Sixty-inch (60") round	1	60"	
Seventy-two-inch (72") round	2	72"	
Lap length linens for 60" round	3		
Lap length linens for 72" round	4		
Six foot (6') rectangular	5	6'	
Six foot (6') rectangular with cloth and skirt	6	6'	
Eight foot (8') rectangular	7	8'	
Eight foot (8') rectangular with cloth and skirt	8	8'	
Forty-eight-inch (48") umbrella table with base and umbrella, cloth and six (6) chairs	9	48"	
Standing bar table	10		

City of Hoover, Alabama

Invitation to Bid #23-011

Event Supply Rental



ITEM DESCRIPTION	Item #	Size (if applicable)	Price Per Unit per Rental
CHAIRS			
Padded banquet type folding chair	11		
White vinyl folding chair	12		
TOTAL BID GROUP B (Sum of prices for Items 1 through 12)			\$

NOTE: WRITE **NO BID** ON THIS FORM IF CHOOSING NOT TO BID ON THIS GROUP.

City of Hoover, Alabama

Invitation to Bid #23-011

Event Supply Rental



VI. SUBMITTAL CHECKLIST

A. REQUIRED FULLY COMPLETED ORIGINAL DOCUMENTS THAT MUST BE SUBMITTED IN PAPER FORM

1. Bid Price Proposal Form for Group A and/or Group B
2. Bid/Proposal Agreement
3. Bid Compliance Form
4. "EXCEPTIONS AND ALTERNATES TO SPECIFICATIONS" (if needed)

B. ADDITIONAL MATERIALS THAT MAY BE INCLUDED IN YOUR BID SUBMITTAL PACKAGE

1. Specification Sheets for Products/Goods to be Acquired
2. Sales Brochures and Marketing Materials
3. Documentation Supporting Proof of Performance
4. Product Warranties
5. Other Materials that Document the Suitability of Products/Goods in Meeting the Needs of the City of Hoover.

End of Submittal Checklist Section

City of Hoover, Alabama

Invitation to Bid #23-011

Event Supply Rental



VII. BID/PROPOSAL AGREEMENT

INSTRUCTIONS: COMPLETE AND NOTARIZE THIS PAGE. PLACE IT DIRECTLY BEHIND THE PRICE SUBMITTAL SHEET.

AGREEMENT: The undersigned hereby offers and agrees to furnish the material or service in compliance with all terms, scope of work, conditions, specifications, and amendments within this Bid which is incorporated by reference as if fully set forth herein. The undersigned further agrees to honor the prices, attached hereto, throughout the specified term of this agreement.

The following language is required by § 31-13-9 (k) Code of Alabama 1975 to be placed in all contracts covered by the Act: "By signing this contract, the contracting parties affirm, for the duration of the agreement, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the state of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom."

AGREED, BY:

BIDDER/COMPANY NAME: _____

ADDRESS: _____

TELEPHONE #: _____ MOBILE PHONE #: _____

EMAIL: _____ FAX #: _____

Name of Authorized Company Official (Print or Type) Signature

Authorized Official's Title (Print or Type) Date

NOTARY:

Sworn to and subscribed before me on this date, _____

Notary's Name (Print or Type) Signature of Notary Public

My commission expires on _____ (Date).

NOTARY
SEAL

End of Bid Proposal Agreement Section

City of Hoover, Alabama

Invitation to Bid #23-011

Event Supply Rental



VIII. BID COMPLIANCE FORM

Please select the appropriate response regarding your Bid:

- Yes**, the product/system/solution for which I have submitted this Bid are in full compliance with all specifications described herein.

- No**, the product/system/solution for which I have submitted this Bid/Proposal IS NOT in full compliance with all specifications and I have attached a document entitled "EXCEPTIONS AND ALTERNATES TO SPECIFICATIONS" to describe, in detail, how the proposed product/system/solution differs from the specified product/system/solution.

Company Name _____

Signature _____

Authorized Official's Title _____

Date _____