City of Auburn, Maine

"Maine's City of Opportunity"

Financial Services

June 16, 2014

Dear Bidder:

The City of Auburn is accepting written proposal for the Auburn Public Works Department for **TRAFFIC SIGN MATERIALS.** The City reserves the right to accept or reject any or all proposals in whole or in part and to waive any informality the City may determine necessary. The City also reserves to itself the exclusive right to accept any proposals when it is deemed by the City to be in its best interest. The City of Auburn is governed by Title 1 M.R.S.A. § 401-410, otherwise known as the Freedom of Information Act, which considers bid specifications as public documents. In awarding any proposal, the City may consider, but not be limited to, any of the following factors: Bidder qualifications, price, experience, financial standing with the City, warranties, references, bonding, delivery date, and service of Bidder. Vendors/Contractors shall be current on all amounts due to the City of Auburn prior to the City entering into any contract agreement. All proposals must include FOB to Auburn, Maine unless otherwise specified.

Proposals will not receive consideration unless submitted in accordance with the following instructions bidders.

Please mark sealed envelopes plainly: **"TRAFFIC SIGN MATERIALS – Bid #2014-042.**

Questions regarding this Request for Bids should be directed to Gary Wadsworth, Operations Manager, at (207) 333-6601, ext. 2153.

Please submit your proposal to the City of Auburn by 2:00 p.m. **Tuesday, July 1st, 2014.** Proposals will be opened at 2:00 p.m. Proposals must be delivered to **Derek Boulanger, Facilities Manager/ Purchasing Agent, 60 Court Street, Auburn, Maine 04210** on or before the date and time appointed. No proposals will be accepted after the time and date listed above.

Sincerely,

Derek Boulanger
Facilities Manager/
Purchasing Agent

60 Court Street • Auburn, ME 04210
(207) 333-6600 Voice • (207) 333-6601 Automated • (207) 333-6620 Fax
www.auburnmaine.gov

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CONDITIONS AND INSTRUCTIONS TO BIDDERS

1. Bidders shall use the enclosed bid form for quotations. Whenever, in bid forms, an article is defined by using a trade name or catalog number, the term "or approved equal", if not inserted, shall be implied.

2. Submit a separate unit price for each item unless otherwise specified in the bid request. Award will be made on a basis of each item, or as a group, whichever is in the best interest of the City. Prices stated are to be "delivered to destination".

3. Bid proposals must be completed in full, in ink and must be signed by firm official. Bid proposal **must be notarized** prior to bid being sealed and will be disqualified if not notarized. Bids may be withdrawn prior to the time set for the official opening.

4. Bids will be opened publicly. Bidders or representatives may be present at bid opening.

5. Awards will be made to the lowest responsible bidder, considering the quality of the materials, date of delivery, cost which meets specification and is in the best interest to the City of Auburn.

6. All transportation charges, including expense for freight, transfer express, mail, etc. shall be prepaid and be at the expense of the vendor unless otherwise specified in the bid.

7. The terms and cash discounts shall be specified. Time, in connection with discount offered, will be computed from date of delivery at destination after final inspection and acceptance or from date of correct invoice, whichever is later.

8. The City is exempt from payment of Federal Excise Taxes on the articles not for resale, Federal Transportation Tax on all shipments and Maine Sales Tax and Use Taxes. Please quote less these taxes. Upon application, exemption certificate will be furnished with the Purchase Order when required.

9. Time of delivery shall be stated. If time is of the essence, the earliest date may be a factor in the bid award.

10. No contract may be assigned without the written consent of the Finance Director or her designate. The contract shall not be considered valid until a purchase order has been issued to the successful bidder.

11. **Please state "Traffic Sign Materials – Bid #2014-042"** on submitted, sealed envelope.

12. The City of Auburn reserves the right to waive any formality and technicality in bids whichever is deemed best for the interest of the City of Auburn.

GENERAL CONDITIONS

1. Equal Employment Opportunity

The City of Auburn is an Equal Opportunity Employer and shall not discriminate against an applicant for employment, and employee or a citizen because of race, color, sex, marital status, physical and/or mental handicap, religion, age, ancestry or natural origin, unless based upon a bona-fide occupation qualification. Vendors and contractor or their agents doing business with the City shall not violate the above clause or the Civil Rights Acts of 1964. Violations by vendors shall be reviewed on a case-by-case basis and may mean an automatic breach of contract or service to the City of Auburn.

2. Save Harmless

The Bidder agrees to protect and save harmless the owner from all costs, expenses or damages that may arise out of alleged infringement of patents of materials used.

3. Subcontracting

The Bidder shall not subcontract any part of the work or materials or assign any monies due it without first obtaining the written consent of the municipality. Neither party shall assign or transfer its interest in the contract without the written consent of the other party.

4. Warranty

The Bidder warrants that all work will be of good quality and free from faults and defects, and in conformance with the specifications. All work not so conforming to these standards may be considered defective. The Bidder agrees to be responsible for the acts and omissions of all of its employees and all subcontractors, their agents and employees, and all other persons performing any of the work under a contract with the Bidder.

SPECIFICATIONS

1. All signs and sign materials must be fabricated in accordance with the 2009 Manual on Uniform Traffic Control Devices or the latest revision thereof. Pre-made signs will be made with alodine coated aluminum, radius corners, with standard holes, 0.80-gauge unless otherwise specified.

2. Pre-made stop and yield signs will be made with High Intensity Prismatic material and shall be retroreflective to show the same shape and similar color by both day and night. All other pre-made signs will be made with at least Engineering Grade material and shall be retroreflective to show the same shape and similar color by both day and night.

3. Pre-made signs shall not be screen printed.

4. All signs and sign blanks to be alodine coated aluminum, radius corners, with standard holes, 0.80-gauge unless otherwise specified.

5. All street sign blanks will be flat and have no holes.

6. "U" Type Channel Iron Post with standard holes and spacing entire length of post. Posts to weigh a minimum of 2-pounds per lineal foot, unless otherwise specified. Post to be hot dipped galvanized with tapered ends (see bid form for quantities)

D = Diamond
S = Square
Oct = Octagon
Tri = Triangle
Pent = Pentagon
Cir = Circle
E = Extruded
F = Flat

BID PROPOSAL FORM
Due Tuesday, July 1, 2014

To: City of Auburn
Derek Boulanger, Purchasing Agent
60 Court Street
Auburn, ME 04210

The undersigned individual/firm/business guarantees this price for Thirty days (30) from the bid due date. The undersigned submits this proposal without collusion with any other person, individual, or firm or agency. The undersigned ensures the authority to act on behalf of the corporation, partnership or individual they represent; and has read and agreed to all of the terms, requests, or conditions written herein by the City of Auburn, Maine. By signing this bid form, the firm listed below hereby affirms that its bid meets the minimum specifications and standards as listed above.

Signature _____ Name (print)_____

Title_____ Company_____

Address_____

Telephone No._____ Fax No. _____

Email Address:_____

STATE OF MAINE
_____, SS. Date: _____

Personally appeared _____ and acknowledged the foregoing instrument to be his/her free act and deed in his/her capacity and the free act and deed of said company.

_____
Notary Public

_____
Print Name
Commission Expires_____

BID AMOUNTS

Aluminum Sign Blanks, Street Sign Blanks, Galvanized Sign Post & Pre-Made Signs

	SIGN BLANKS			
	Horizontal Dimension is Shown First			
Item #	Gauge & Size	Quantity	Unit Price	Total Price
1	.080 x 18 x 18S	50		
2	.080 x 18 x 24	25		
3	.080 x 24 x 10	25		
4	.080 x 24 x 18	25		
5	.080 x 24 x 24S	25		
6	.080 x 24 x 24D	50		
7	.080 x 24 x 30	50		
8	.080 x 30 x 24	25		
9	.080 x 30 x 30S	35		
10	.080 x 30 x 30D	25		
11	.080 x 36 x 36D	50		
	Total - Sign Blanks			

Item #	STREET NAME BLANKS			
	Gauge & Size	Quantity	Unit Price	Total Price
12	.080 x 24 x 9 Flat	25		
13	.080 x 30 x 9 Flat	50		
14	.080 x 36 x 9 Flat	50		
	Total - Street Name Blanks			

Item #	U CHANNEL SIGN POST - HOT DIPPED GALVINIZED			
	Gauge & Size	Quantity	Unit Price	Total Price
15	3 ½' – 2.5 lbs per foot	250		
16	8' - 2 lbs per foot	200		
17	10' – 2 lbs per foot	100		
	Total - U Channel Sign Post			

Item #	PRE-MADE SIGNS				
	Gauge & Size	MUTCD Code	Quantity	Unit Price	Total
18	.080 x 24 Oct Stop Sign	R1-1	5		
19	.080 x 30 Oct Stop Sign	R1-1	40		
20	.080 x 36 Tri Yield Sign	R1-2	10		
21	.080 x 24 x 30 – 25 MPH	R2-1	10		
22	.080 x 24 x 30 – 35 MPH	R2-1	10		
23	.080 x 24 x 30 – 45 MPH	R2-1	5		
24	.080 x 24 x 30 – Reduced Speed Ahead	R2-5a	5		
25	.080 x 18 x 24 – No Parking Anytime ⇨	R7-1	25		
26	.080 x 18 x 24 – No Parking Anytime ⇦	R7-1	25		
27	.080 x 18 x 24 – No Parking Anytime ⇦⇨	R7-1	25		
28	.080 x 30 Pent – School Zone (Fluorescent Yellow-Green)	S1-1	10		
29	.080 x 24 x 8 – School (Fluorescent Yellow-Green)	S4-3	10		
30	.080 x 30 Cir – RR Crossing	W10-1	5		
31	.080 x 24 x 30 – Keep Right Symbol	R4-7	50		
32	.080 x 24 x 30 – Keep Right	R4-7a	10		
33	.080 x 30 x 30 – Stop Ahead Symbol	W3-1a	10		
34	.080 x 30 x 30 – Yield Ahead Symbol	W3-2a	5		
35	.080 x 24 x 24 – No Right Turn Symbol	R3-1	5		
36	.080 x 24 x 24 – No Left Turn Symbol	R3-2	5		
37	.080 x 24 x 24 – No U-Turn Symbol	R3-4	5		
38	.080 x 30 x 30 – Do Not Enter	R5-1	5		
39	.080 x 18 x 24 – One Way Sign	R6-2L	5		
40	.080 x 18 x 24 – One Way Sign	R6-2R	5		
	Total – Pre-Made Signs				
	GRAND TOTAL				