# Bid Submittal Form

**a form required of Bidders and Proposers on purchases of supplies, materials, equipment and services for the**

## City of Franklin, Tennessee

**Purchasing Office Solicitation No.:** 2017-003

| | |
|---|---|
| **Vendor's name, street address, and mailing address:** | _____<br>_____<br>_____<br>_____ |
| **Vendor's contact person's name (printed), title, telephone number and e-mail address:** | _____<br>_____<br>_____<br>_____ |
| **Does the bidder take any exceptions to the City's procurement solicitation?** | ☐ Yes, see enclosed.<br>☐ No, bidder takes no exceptions. |
| **Are exceptions, if any, to the City's procurement solicitation listed separately, described, compared to the City's intention as expressed and implied by the City's solicitation documents and submitted?** | ☐ Yes, see enclosed.<br>☐ No, bidder takes no exceptions. |
| **Total quoted bid price for supply, delivery and installation of bid goods and services, per vehicle:** | $_____ per vehicle for a minimum of twelve (12) marked vehicles.<br>$_____ per vehicle for a minimum of three (3) unmarked vehicles. |
| **Duration of the installer's guarantee of workmanship included in the bid pricing (not less than one (1) year):** | _____ year(s). |
| **Are the City's preferred delivery terms (FOB destination, freight prepaid and allowed) acceptable to bidder?** | ☐ Yes.<br>☐ No, bidder requests the following delivery terms: _____. |
| **Are the City's preferred payment terms (net 30 days from date of delivery or date of invoice, whichever is later) acceptable to bidder?** | ☐ Yes.<br>☐ No, bidder requests the following payment terms: _____. |
| **Estimated time of completion of project, including delivery of the last vehicle back to the City:** | _____ calendar days after receipt of notice to proceed. |
| **Method of payment –** The City prefers to pay its vendors electronically, either by direct deposit (i.e., "ACH" or "Electronic Funds Transfer"), or by Visa credit card, rather than by conventional check. Which payment method would the bidder prefer? | ☐ ACH or Electronic Funds Transfer.<br>☐ Visa credit card. |

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|---|---|
| **Vendor's name:** | _____ |
| **Last date** (no sooner than December 31, 2016) **that bid and associated pricing is valid and may be accepted by the City:** | _____ |
| **Last date (no sooner than December 31, 2016) that bid price on a per vehicle basis is valid for potential future orders:** | _____ |
| **Are the following components included with this Bid Submittal Form in the bid submittal?**<br>• Vendor-supplied summary description of bid products and services;<br>• For any installed products, equipment and accessories supplied by the installer that are not specified by the City as brand-specific, description of manufacturers' standard warranties;<br>• Vendor-supplied description of installer's standard guarantee of workmanship, to be for a minimum of one (1) year, for all installed products, equipment and accessories;<br>• For any installed products, equipment and accessories supplied by the installer that are not specified by the City as brand-specific, manufacturer's literature;<br>• City of Franklin specifications for this procurement, marked by the bidder as to compliance therewith as per the instructions therein;<br>• Detailed vendor-supplied identification, listing and description of any exceptions to the written specifications as per the instructions therefor;<br>• Vendor-supplied contact information for minimum of three references;<br>• City of Franklin Standard Procurement Terms and Conditions, with the vendor's contact information inserted;<br>• Vendor's proposed terms and conditions, if any, that are not inconsistent with the City's Standard Procurement Terms and Conditions;<br>• City of Franklin Affidavit of Non-Collusion, executed in full;<br>• If bidder employs not less than five employees, then City of Franklin Affidavit of Drug-Free Workplace, executed in full; and<br>• City of Franklin Affidavit of Title VI Compliance, executed in full. | ☐ Yes, see enclosed.<br><br>☐ No, bidder chooses not to include all of these components (WARNING: doing so may cause the City to deem the bid non-responsive). |
| **Acknowledge any and all issued addenda to this solicitation:** (Prior to submitting its bid, it is the responsibility of each potential bidder to determine whether any addenda to this procurement solicitation have in fact been issued by the City.) | ☐ Addendum No. _____.<br>☐ Addenda Nos. _____.<br>☐ No addenda. |
| **Subscription and affirmation of bidder's authorized representative:** By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to Tennessee Code Annotated § 12-12-106. | _____<br>(signature) |
| **Signature of bidder's authorized representative:** I have obtained and read, and do understand and consent, to all instructions, terms and conditions, including those imposed by reference, which apply to this procurement solicitation and compliance with which is required as a condition precedent to consideration of the bid submitted herewith. | _____<br>(signature) |
| **Title of bidder's authorized representative:** | _____ |
| **Date of signatures:** | _____ |