CITY
OF
JOPLIN, MISSOURI

BID PACKAGE

RFP 2015-03

for

Undercover Leasing Program for Joplin Police Department

JOPLIN POLICE DEPARTMENT
INVESTIGATION DIVISION
303 E 3RD STREET
JOPLIN, MO 64801

NOTICE TO BIDDERS

The City of Joplin, Missouri will accept sealed bid proposals until 12:00 P.M., November 26th, 2014 at the Joplin Police Department, Investigation division located at 303 E 3rd Street, Joplin, Missouri, 64801 to PURCHASE the following:

Undercover Leasing Program for Joplin Police Department

Specifications and bid forms are available from Chad Allison, Investigation Sergeant by calling (417)624-9365, or by writing to the address indicated above. Any bids received after the specified deadline will be returned to the vendor.

The City reserves the right to evaluate all bids, to reject any or all bids and re-bid at a later date. The City may waive any irregularities in the bid or negotiate variances from specifications, and make awards that are in the best interests of the City. The City will have final decision in all matters regarding acceptance of bids and issuance of awards.

The City encourages minority and female owned businesses to submit bids on all City purchases.

Leslie Jones, CPA
Finance Director

Publication Date: October 31, 2014

INSTRUCTIONS FOR PROPOSALS

The City of Joplin, Missouri proposes to CONTRACT the following:

Undercover Leasing Program for Joplin Police Department

All Proposals shall have firm-fixed F.O.B. Joplin; Missouri price and shall be honored for a minimum of ninety (90) days following the proposal opening.

All proposals shall be exclusive of Federal, State, and City taxes.

It is the intent of the specifications included with this proposal document to generally describe the item(s) desired in sufficient detail as to secure proposals on comparable items. All parts not specifically mentioned which are necessary in order for the item(s) to perform as intended shall be included. The strength, quality of workmanship, and material shall be in accordance with the best trade practices.

Specification variances, manufacturer's literature and additional information should be attached to the proposal form. All blanks on the attached specifications shall be filled in completely and accurately. Any proposal not meeting this requirement may be considered non-responsive.

Any protest or grievance must be issued in writing and delivered to the office of the Director of Finance within ten (10) days following the proposal opening. Any protest filed after this time period has elapsed will not be considered.

The City encourages selection of products manufactured, assembled and/or produced in the United States, as long as the quality and price are comparable with other items proposed.

Businesses which are located within the city limits of Joplin may be given preference in the awarding of a bid, providing the proposal from the local business does not exceed the lowest proposal by more than 3% or $2,500, whichever is less.

The City may give preference to vendors handling products that contain post-consumer recovered materials, providing the proposal does not exceed the lowest bid by more than 5% or $2,500, whichever is less.

Once the proposals are reviewed and evaluated, the successful vendor will be notified, in writing, and will receive an authorized City of Joplin purchase order. Verbal acknowledgments will not be considered as official notification and will not obligate the City in any way. Delivery or performance should not be completed without the receipt of an authorized purchase order.

MARK BID ENVELOPES: "***BID: RFP 2015-03 ; UNDERCOVER LEASING PROGRAM***"

Questions concerning the specifications and bidding procedures should be directed to Chad Allison, Joplin Police Department at 303 E 3rd Street, Joplin, MO, 64801 or by phoning (417)624-9365.
Specifications:

- The Joplin Police Department lease program intended use is undercover investigations and surveillance.
- Joplin Police Department will require a wide selection of vehicles from which to choose.
- The vehicles must be reliable and in good condition.
- Lease program that provides (3) vehicles that will allow personnel to exchange or replace vehicles at anytime.

- Due to nature of the investigative and undercover work involved utmost discretion is required of the awarded contract.
- Repairs will the responsibility of the awarded contractor with the exception of damage or repair needs caused by Joplin Police Department Personnel.
- Maintenance will be the responsibility of Joplin Police Department.
- Lease contract to be signed for (12) months.

Bid Form

Company name and address:

_____
_____

_____
_____

_____
_____

_____
_____

Phone number

_____

Contact Person

_____

Total bid price

$_____

Signature: _____

Print name/Title: _____

Date: _____

Unauthorized Aliens Workers Act

The successful bidder will have to sign an agreement that they are enrolled and participating a Federal Work Authorization Program (“FWAP”) that ensures that all of its employees or agents or subcontractors have the legal right to work in the United States, as defined in 8 U.S.C. 1324a(h)(3) and RSMo § 285.525-285.555, and

that it will maintain this compliance for the entire duration of its contract with the City of Joplin, and will provide an Affidavit of Compliance to the City stating the same.

AFFIDAVIT OF COMPLIANCE
(Missouri Unauthorized Alien Workers Act)

My name is _____ (name) _____ and I am the _____ (Title) _____ of _____ (Company Name) _____. I hereby represent, affirm and certify to the City of Joplin that my company does not knowingly employ any person who is an unauthorized alien in connection with contracted services with the City. I further affirm that my company is actively enrolled and participating in a federal work authorization program with respect to all employees working in connection with the contract services provided to the City.

_____

_____

Affiant