

Staff Summary Report



Council Meeting Date: 06/11/2009

Agenda Item Number: _____

SUBJECT: Request approval to award two-year contracts with two, two-year renewal options to Highway Technologies, Inc. and Bob's Barricades for the rental of barricades and warning devices.

DOCUMENT NAME: 20090611fsta07 PURCHASES (1004-01)

COMMENTS: (RFP 09-147) Total amount of this contract shall not exceed \$500,000 during the initial two-year contract period.

PREPARED BY: Tony Allen, Procurement Officer, 480-350-8548

REVIEWED BY: Michael Greene, Central Services Administrator, 480-350-8516
Glenn Kephart, Public Works Manager, 480-350-8205

LEGAL REVIEW BY: Dave Park, Assistant City Attorney, 480-350-8907

DEPARTMENT REVIEW BY: Jerry Hart, CPA, Financial Services Manager, 480-350-8505

FISCAL NOTE: Sufficient funds have been appropriated in various Citywide cost centers for the anticipated expenditures in the current fiscal year.

RECOMMENDATION: Award the Contracts.

ADDITIONAL INFO: Background information

The City of Tempe issued a Request for Proposal to establish contracts for the rental of barricades and warning devices used by various City departments to route traffic around emergency situations, redirect traffic flow, direct pedestrian flow and establish perimeters at events, etc.

Evaluation Process

Seven responses were received and scored by a committee comprised of Public Works, Community Development and Procurement staff.

The scoring criteria included:

- Cost
- Experience of Firm, inventory levels, adequacy of delivery fleet and personal
- Ability of firm to supply devices and timeliness of delivery in an emergency
- References
- Overall response to RFP

The results of the evaluation process are:

Firm	Score	Total Cost
Highway Technologies, Inc.	132.60	\$ 70,649.75
Bob's Barricades	131.89	\$ 71,092.50
Trafficade Services, Inc.	123.67	\$ 71,643.75

Roadsafe Traffic Systems, Inc.	113.68	\$ 76,842.50
American Traffic Services	112.17	\$ 71,643.75
Traffic Management, Inc.	110.58	\$ 74,070.00
Aztec Traffic Services	84.98	\$146,307.00

In order to insure availability of barricades and devices in the event of an emergency, it is the recommendation of the committee to award contracts to Highway Technologies, Inc. and Bob's Barricades, the two highest scorers who met the requirements as specified by the City and provided the lowest overall cost.

Vendor's Offer

It is required that Offeror complete, sign and submit the original of this form to the City Procurement Office with the proposal response offer. An unsigned "Vendor's Offer", late proposal response and/or a materially incomplete response will be considered nonresponsive and rejected.

Offeror is to type or legibly write in ink all information required below.

Company Name:	Bots Barricades		
Company Mailing Address:	1645 South 39th Avenue		
City:	Phoenix	State:	AZ
		Zip:	85009
Contact Person:	Mark Harroff	Title:	Director of AZ Operations
Phone No.:	6022723434	FAX:	6022723711
E-mail:	mharroff@botsbarricades.com		
<u>Company Tax Information:</u>			
Arizona Transaction Privilege (Sales) Tax No.:	07-561094F		or
Arizona Use Tax No.:			
Federal I.D. No.:	59-1605924		
City & State Where Sales Tax is Paid:	Phoenix, AZ		
If a Tempe based firm, provide Tempe Transaction Privilege (Sales) Tax No.:	N/A		

THIS PROPOSAL IS OFFERED BY

Name of Authorized individual (TYPE OR PRINT IN INK) Mark Harroff

Title of Authorized Individual (TYPE OF PRINT IN INK) Director of Arizona Operations

REQUIRED SIGNATURE OF AUTHORIZED OFFEROR (MUST SIGN IN INK)

By signing this Proposal Offer, Offeror acknowledges acceptance of all terms and conditions contained herein and that prices offered were independently developed without consultation with any other Offeror or potential Offeror. In accordance with A.R.S. 35-391.06 and 35-393.06, et seq., the Offeror hereby certifies that it does not have scrutinized business operations in Iran or Sudan. Failure to sign and return this form with proposal offer will be considered nonresponsive and rejected.

[Signature]
Signature of Authorized Offeror

5/5/09
Date

Form 201-B (RFP)
(H/RFP 3-2008)

Proposal Questionnaire

Bidders shall submit answers to the following questions. Responses will be utilized in determination of contract award. The city of Tempe may consider other information, whether or not specifically provided by the bidder in response to the RFP.

1. Please provide the address of your local facility that will supply devices to the City of Tempe.

1645 South 39th Avenue

Phoenix Az. 85009

2. Contact information – name, phone, cell phone and e-mail

Mark Harroff

(o) 602 723 7025

(o) 602 723 434

mharroff@bobsbarricades.com

3. Do you have a 24 hour contact number?

Yes No

If yes, please provide the information below:

Phoenix dispatch

602 723 434

4. Describe your company and its history

Bob's Barriades has successfully operated in the traffic control industry for over 30 years.

5. Provide information about your local inventory of devices available to the City of Tempe (attach additional pages if necessary)

Bob's Barriades currently maintains the City of Tempe Contract & has maintained inventories that easily accommodate the cities largest events & maintains staffing levels to insure the prompt & efficient delivery of equipment.

6. Provide information about the size of your delivery fleet and personal.

Bob's Barricades has 75 drivers operating 24 hours a day, 365 days a year. We currently maintain 43 fleet vehicles

7. Do you maintain an emergency reserve of barricades and warning devices?

Yes No

If Yes, what are the approximated reserve amounts

Bob's Barricades currently maintains 3.5 million dollars in standing sign & barricade inventory

8. What is your standard delivery time ARO?

30 minutes.

9. Indicate size range that will apply to the signs you will rent.

Small up to 9 SQ FT (Bob's Barricades can build any size sign)
Medium 9-16 SQ FT
Large larger than 16 SQ FT

10. What is your policy on missing barricades or warning devices?

Bob's Barricades does not bill for lost devices to the city of Tempe.

11. Can you meet, or exceed, the emergency response time of 2 hours?

Yes No

What is your emergency response time?

30 minutes

12. Do you agree to the Terms and Conditions of the RFP?

Yes No

13. Do you understand the invoicing instructions required by this RFP

Yes No

14. Do all of your warning devices and flashers conform to the US Department of Transportation – Federal highway Administration “Manual on Uniform Traffic Control Devices” (MUTCD) latest revision, in regards to design, reflectorization, and condition.

Yes No

15. Please provide three references (local preferred) to which you have supplied similar products and services. Include the company name, a contact person and telephone number.

Company Name	Contact Person	Telephone #
Achen Gardner	Paul Ekstrom	602 3763086
South West Slovic Corp	Darren Olson	602 309 5842
B&F Contracting	Brian Vollmer	623 764 7611

Proposal Checklist for Submittals

[Signature]

One signed and complete original of the proposal response, including "Vendor's Proposal Offer" (Form 201-B) (Form 201-B).

[Signature]

Five (5) copies of your submittal

[Signature]

Proposal Questionnaire has been completed and included.

[Signature]

Price Information completed and included

N/A

Any addendum(s) have been included

Evaluation Criteria

An evaluation committee composed of City staff will review the responses and score them according to the criteria listed below. Firms receiving the highest scores may be invited to provide the committee with a presentation prior to final selection.

Award Criteria	Weight	X	Rating	=	Points
1. Cost	4	x	_____	=	_____
2. Experience/expertise of firm, inventory levels, adequacy of delivery fleet and personal	4	x	_____	=	_____
3. Ability of firm to supply devices and timeliness of delivery in an emergency	4	x	_____	=	_____
4. References	3	x	_____	=	_____
5. Overall response to the RFP including acceptance of Terms and Conditions and understanding of invoicing requirements.	2	x	_____	=	_____
			Total	=	_____

This proposal will be evaluated on a cumulative point system.

Scoring

Outstanding	8 to 10
Good	6 to 7.9
Average	3 to 5.9
Poor	0 to 2.9

To evaluate the cost portion of the above criteria, the City may elect to evaluate each firm on a percentage basis of the lowest cost offer. The formula would be: (Lowest Priced Offer/Evaluated Firm's Price) X Points Possible = Evaluation Points.

Quantities listed on the Price Sheet are the City's best estimate and will be used for evaluation purposes only. These quantities do not obligate the City to order or accept more than renter's actual needs and availability of appropriated funds. It is expressly understood and agreed that the resulting contract is to supply the City with its complete actual requirements for the contract period.

Rental shall be expressed in per day (24 hour) periods and include delivery, pick up, labor, vehicle mileage and surcharges.

Rental		Qty	Unit Cost	Extended
1.	Type 1 Barricade			
	a. Barricade Only	10,000 ea	\$.25	\$ 2500.00
	b. Barricade with Type A Flashing Light	9,000 ea	\$.35	\$ 3150.00
	c. Barricade with Type C Steady Burn Light	3,500 ea	\$.35	\$ 1225.00
2.	Type 2 Barricade			
	a. Barricade Only	4,000 ea	\$.25	\$ 1000.00
	b. Barricade with Type A Flashing Light	3,500 ea	\$.35	\$ 1225.00
	c. Barricade with Type C Steady Burn Light	1,300 ea	\$.35	\$ 455.00
3.	Type 3 Barricade			
	a. Barricade Only	2,000 ea	\$.55	\$ 1100.00
	b. Barricade with Type A Flashing Light	1,500 ea	\$.65	\$ 975.00
	c. Barricade with Type C Steady Burn Light	750 ea	\$.65	\$ 487.50
4.	Vertical Panel			
	a. Panel Only	4,000 ea	\$.25	\$ 1000.00
	b. Panel with Type A Flashing Light	3,500 ea	\$.35	\$ 1225.00
	c. Panel with Type C Steady Burn Light	1,300 ea	\$.35	\$ 455.00
5.	Type A Flasher Light Only	100 ea	\$.10	\$ 10.00
6.	Type C Steady Burn Light Only	50 ea	\$.10	\$ 5.00
7.	Signs			
	a. Small	500 ea	\$.20	\$ 100.00
	b. Medium	250 ea	\$.30	\$ 75.00
	c. Large	125 ea	\$.40	\$ 50.00
8.	Stands			
	a. Vertical Sign Stand only	100 ea	\$.35	\$ 35.00
	b. Vertical Sign Stand with Type A Flashing Lamp	200 ea	\$.45	\$ 90.00
	c. Large Sign Stand Only	100 ea	\$.45	\$ 45.00
	d. Large Sign Stand with Type A Flashing Lamp	200 ea	\$.55	\$ 110.00
	e. Spring Stand	100 ea	\$.55	\$ 55.00
	f. High Level Flag Tree	50 ea	\$.45	\$ 22.50
9.	Traffic Cone - 28"			
	a. Non-reflective	750 ea	\$.08	\$ 60.00
	b. Reflective	750 ea	\$.15	\$ 112.50
10.	Traffic Cone - 36"			
	a. Non-reflective	250 ea	\$.10	\$ 25.00
	b. Reflective	250 ea	\$.20	\$ 50.00
11.	Poly Barrel - Non-Reflective			
	a. Barrel Only	50 ea	\$.35	\$ 17.50
	b. Barrel with Type A Flashing Light	100 ea	\$.45	\$ 45.00
	c. Barrel with Type C Steady Burn Light	50 ea	\$.45	\$ 22.50
12.	Poly Barrel - Reflective			
	a. Barrel Only	50 ea	\$.45	\$ 22.50
	b. Barrel with Type A Flashing Light	100 ea	\$.55	\$ 55.00
	c. Barrel with Type C Steady Burn Light	50 ea	\$.55	\$ 27.50
13.	Message Board - rental per day	4 days	\$ 25	\$ 100.00
14.	Target Arrow - rental per day	6 days	\$ 10	\$ 60.00

15. Sand Bag - filled		500 ea	\$ 0	\$ 0
Services		Qty	Cost	Extended
1.	Design Traffic Control Plan (cost per hour)	20 hrs	\$ 40	\$ 800.00
2.	Set up and takedown rate (per person per hour)			
a.	Monday thru Friday 8:00 am to 5:00 pm	600 hrs	\$ 40	\$ 24,000
b.	Monday thru Friday 5:00 pm to 8:00 am	200 hrs	\$ 40	\$ 8,000
c.	Weekends	200 hrs	\$ 40	\$ 8,000
d.	Holidays	50 hrs	\$ 40	\$ 2,000
3.	Shadow Truck (per hour rate including driver)	20 hrs	\$ 40	\$ 800
Purchase		Qty	Cost	Extended
1.	Sand bag with Cloth Tie	500 ea	\$ 0	\$ 0
2.	Sand bag with Cloth Tie - filled with sand	250 ea	\$ 0	\$ 0
3.	18" Flags on a Stick	200 ea	\$ 0	\$ 0
4.	Orange Traffic cone with black base, 3 lb heavy base with "Tempe" stenciled on cone in black- 28"	400 ea	\$ 16.00	\$ 6,400. /
5.	Orange Traffic cone with black base, 3 lb heavy base with "Tempe" stenciled on cone in black- 36"	200 ea	\$ 18.00	\$ 3,600. /
6.	Specialty signs per Tempe specifications - price per square foot	200 sq ft	\$ 11.50	\$ 2,300. /
Other			Discount	
1.	State discount off a list for other related items the City may order not listed above (provide a price sheet with your proposal)		0 %	

* Applicable Tax 0.83 %

* State correct jurisdiction to receive sales tax on the Vendor's Bid Offer, form CS-P201 (B) included in this Invitation for Bid document.

Less prompt payments discount terms of 0 % ___ days/ or net thirty (30) days. (To apply after receipt and acceptance of an itemized monthly statement.) For bid evaluation purposes, the City cannot utilize pricing discounts based upon payments being made in less than thirty (30) days from receipt of statement.

Ordering and Invoice Instructions

In order to facilitate internal control and accounting, each City Department will order and must be invoiced separately. Monthly invoices must be segregated by City Department number and mailed or delivered directly to the City Customer Department. For most materials, there will be between three (3) and six (6) ordering departments. At the time an order is placed, the Contractor must obtain the ordering department's cost center numbers for billing purposes. The use of the department's cost center numbers will be in addition to the purchase order number. Once a month, the Contractor shall submit a consolidated statement which shall itemize the invoice numbers, invoice date, invoice amounts, and the total amount billed to Accounting. Discount offering will be based upon days from receipt of the consolidated monthly statement. Invoice(s) shall not show previous balances.

Invoices shall include:

1. Listing Of All Delivery/Pickup Receipt Numbers Being Invoiced.
2. Total Cost Per Item.
3. Applicable Tax.
4. Payment Terms.
5. Blanket Purchase Order Number.

Invoices that do not follow the above minimum invoicing requirements will not be paid. Payment must be applied to only invoices referenced on check/payment stub. The City reserves the right to bill contracted vendor for researching invoices that have been paid, but not properly applied by vendor account receivables office.

Vendor's Offer

It is required that Offeror complete, sign and submit the original of this form to the City Procurement Office with the proposal response offer. An unsigned "Vendor's Offer", late proposal response and/or a materially incomplete response will be considered nonresponsive and rejected.

Offeror is to type or legibly write in ink all information required below.

Company Name:	<u>Highway Technologies, Inc.</u>				
Company Mailing Address:	<u>1888 E. Broadway Road</u>				
City:	<u>Tempe</u>	State:	<u>Arizona</u>	Zip:	<u>85282</u>
Contact Person:	<u>Dennis Marquez</u>	Title:	<u>Operations Manager</u>		
Phone No.:	<u>602-317-6443</u>	FAX:	<u>480-477-5861</u>	E-mail:	<u>dennis.marquez@hwy-tech.com</u>
Company Tax Information:					
Arizona Transaction Privilege (Sales) Tax No.:	<u>AZ-08-34154</u>	or			
Arizona Use Tax No.:	<u>N/A</u>				
Federal I.D. No.:	<u>04-3076608</u>				
City & State Where Sales Tax is Paid:	<u>Tempe</u>	<u>AZ</u>			
If a Tempe based firm, provide Tempe Transaction Privilege (Sales) Tax No.:	<u>106466</u>				

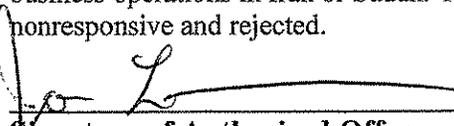
THIS PROPOSAL IS OFFERED BY

Name of Authorized individual (TYPE OR PRINT IN INK) Joni S. Lawrence

Title of Authorized Individual (TYPE OF PRINT IN INK) Corporate Contracts Counsel

REQUIRED SIGNATURE OF AUTHORIZED OFFEROR (MUST SIGN IN INK)

By signing this Proposal Offer, Offeror acknowledges acceptance of all terms and conditions contained herein and that prices offered were independently developed without consultation with any other Offeror or potential Offeror. In accordance with A.R.S. 35-391.06 and 35-393.06, et seq., the Offeror hereby certifies that it does not have scrutinized business operations in Iran or Sudan. Failure to sign and return this form with proposal offer will be considered nonresponsive and rejected.


Signature of Authorized Offeror

5-18-09

Date

Form 201-B (RFP)
(H./RFP 3-2008)

JONI LAWRENCE
CORPORATE CONTRACTS COUNSEL

Proposal Questionnaire

Bidders shall submit answers to the following questions. Responses will be utilized in determination of contract award. The city of Tempe may consider other information, whether or not specifically provided by the bidder in response to the RFP.

1. Please provide the address of your local facility that will supply devices to the City of Tempe.

1888 E. Broadway Road Tempe, AZ 85282

2. Contact information – name, phone, cell phone and e-mail

Dennis Marquez

Direct: 480-477-5881 Mobile: 602-317-6443

dennis.marquez@hwy-tech.com

3. Do you have a 24 hour contact number?

Yes X No _____

If yes, please provide the information below:

480-477-5860-(24 Hour) service with routing of issues directly
to appropriate On-Call Supervision for rapid response.

4. Describe your company and its history

HT has been serving the Greater Phoenix area for approximately
42 years with a modern and extensive fleet. We recently became
a member of the Tempe community in October of 2008.

5. Provide information about your local inventory of devices available to the City of Tempe (attach additional pages if necessary)

(65) Arrowboards, (50) Variable Message Boards, (7) Temp Traffic
Signals, (8) Speed Monitors, (26,000+) Signs, (25000+) Lights,
(25,000) Channelizing Devices, (8000+) Barricades, (5000+) LF
Pedestrian Fence(4000+) LF Temp Chain Link Fence

6. Provide information about the size of your delivery fleet and personal.

84 Employees, 59 Trucks, 8 Attenuator Trucks, 3 Semi Tractors
W/ Trailer, 20 Trailers

7. Do you maintain an emergency reserve of barricades and warning devices?

Yes X No _____

If Yes, what are the approximated reserve amounts

1000-2000 Channelizer-Barricade Units, 15,000 Various Legend
Signs

8. What is your standard delivery time ARO?

1-2 Hours

9. Indicate size range that will apply to the signs you will rent.

Small 1-9 Sq. Ft.

Medium 10-12 Sq. Ft.

Large 12+ Sq. Ft.

10. What is your policy on missing barricades or warning devices?

No charge for missing barricades or warning devices within
this contract.

11. Can you meet, or exceed, the emergency response time of 2 hours?

Yes X No _____

What is your emergency response time?

1 Hour

12. Do you agree to the Terms and Conditions of the RFP?
 Yes No
13. Do you understand the invoicing instructions required by this RFP?
 Yes No
14. Do all of your warning devices and flashers conform to the US Department of Transportation – Federal highway Administration “Manual on Uniform Traffic Control Devices” (MUTCD) latest revision, in regards to design, reflectorization, and condition.
 Yes No
15. Please provide three references (local preferred) to which you have supplied similar products and services. Include the company name, a contact person and telephone number.

Company Name	Contact Person	Telephone #
Nesbitt Contracting Co.	Joe Chavez	602-339-5367
Pierson Construction	Russell Moore	480-966-4424
FNF Construction Co.	Mike Murphy	602-619-2157

Quantities listed on the Price Sheet are the City's best estimate and will be used for evaluation purposes only. These quantities do not obligate the City to order or accept more than renter's actual needs and availability of appropriated funds. It is expressly understood and agreed that the resulting contract is to supply the City with its complete actual requirements for the contract period.

Rental shall be expressed in per day (24 hour) periods and include delivery, pick up, labor, vehicle mileage and surcharges.

Rental		Qty	Unit Cost	Extended
1.	Type 1 Barricade			
	a. Barricade Only	10,000 ea	\$.25	\$ 2,500.00
	b. Barricade with Type A Flashing Light	9,000 ea	\$.30	\$ 2,700.00
	c. Barricade with Type C Steady Burn Light	3,500 ea	\$.20	\$ 700.00
2.	Type 2 Barricade			
	a. Barricade Only	4,000 ea	\$.25	\$ 1,000.00
	b. Barricade with Type A Flashing Light	3,500 ea	\$.30	\$ 1,050.00
	c. Barricade with Type C Steady Burn Light	1,300 ea	\$.25	\$ 325.00
3.	Type 3 Barricade			
	a. Barricade Only	2,000 ea	\$.30	\$ 600.00
	b. Barricade with Type A Flashing Light	1,500 ea	\$.35	\$ 525.00
	c. Barricade with Type C Steady Burn Light	750 ea	\$.35	\$ 262.50
4.	Vertical Panel			
	a. Panel Only	4,000 ea	\$.25	\$ 1,000.00
	b. Panel with Type A Flashing Light	3,500 ea	\$.30	\$ 1,050.00
	c. Panel with Type C Steady Burn Light	1,300 ea	\$.30	\$ 390.00
5.	Type A Flasher Light Only	100 ea	\$.05	\$ 5.00
6.	Type C Steady Burn Light Only	50 ea	\$.05	\$ 2.50
7.	Signs			
	a. Small	500 ea	\$.25	\$ 125.00
	b. Medium	250 ea	\$.30	\$ 75.00
	c. Large	125 ea	\$.35	\$ 43.75
8.	Stands			
	a. Vertical Sign Stand only	100 ea	\$.55	\$ 55.00
	b. Vertical Sign Stand with Type A Flashing Lamp	200 ea	\$.60	\$ 120.00
	c. Large Sign Stand Only	100 ea	\$.60	\$ 60.00
	d. Large Sign Stand with Type A Flashing Lamp	200 ea	\$.65	\$ 130.00
	e. Spring Stand	100 ea	\$.65	\$ 65.00
	f. High Level Flag Tree	50 ea	\$.60	\$ 30.00
9.	Traffic Cone – 28"			
	a. Non-reflective	750 ea	\$.15	\$ 112.50
	b. Reflective	750 ea	\$.20	\$ 150.00
10.	Traffic Cone – 36"			
	a. Non-reflective	250 ea	\$.24	\$ 60.00
	b. Reflective	250 ea	\$.29	\$ 72.50
11.	Poly Barrel – Non-Reflective			
	a. Barrel Only	50 ea	\$.49	\$ 24.50
	b. Barrel with Type A Flashing Light	100 ea	\$.52	\$ 52.00
	c. Barrel with Type C Steady Burn Light	50 ea	\$.52	\$ 26.00
12.	Poly Barrel - Reflective			
	a. Barrel Only	50 ea	\$.65	\$ 32.50
	b. Barrel with Type A Flashing Light	100 ea	\$.68	\$ 68.00
	c. Barrel with Type C Steady Burn Light	50 ea	\$.68	\$ 34.00
13.	Message Board – rental per day	4 days	\$ 48.00	\$ 192.00
14.	Target Arrow – rental per day	6 days	\$ 22.00	\$ 132.00

	15.	Sand Bag - filled	500 ea	\$ 1.50	\$ 750.00
Services			Qty	Cost	Extended
	1.	Design Traffic Control Plan (cost per hour)	20 hrs	\$ 40.00	\$ 800.00
	2.	Set up and takedown rate (per person per hour)			
	a.	Monday thru Friday 8:00 am to 5:00 pm	600 hrs	\$ 39.75	\$ 23,850.00
	b.	Monday thru Friday 5:00 pm to 8:00 am	200 hrs	\$ 55.00	\$ 11,000.00
	c.	Weekends	200 hrs	\$ 55.00	\$ 11,000.00
	d.	Holidays	50 hrs	\$ 60.00	\$ 3,000.00
	3.	Shadow Truck (per hour rate including driver)	20 hrs	\$	\$
Purchase			Qty	Cost	Extended
	1.	Sand bag with Cloth Tie	500 ea	\$.45	\$ 225.00
	2.	Sand bag with Cloth Tie – filled with sand	250 ea	\$ 2.35	\$ 587.50
	3.	18" Flags on a Stick	200 ea	\$ 1.30	\$ 260.00
	4.	Orange Traffic cone with black base, 3 lb heavy base with "Tempe" stenciled on cone in black- 28"	400 ea	\$ 6.95	\$ 2,780.00
	5.	Orange Traffic cone with black base, 3 lb heavy base with "Tempe" stenciled on cone in black- 36"	200 ea	\$ 10.25	\$ 2,050.00
	6.	Specialty signs per Tempe specifications – price per square foot	200 sq ft	\$ 12.00	\$ 2,400.00
Other				Discount	
	1.	State discount off a list for other related items the City may order not listed above (provide a price sheet with your proposal)		0 %	

* Applicable Tax 1.8 %

* **State correct jurisdiction to receive sales tax on the Vendor's Bid Offer, form CS-P201 (B) included in this Invitation for Bid document.**

Less prompt payments discount terms of ___ % ___ days/ or net thirty (30) days. (To apply after receipt and acceptance of an itemized monthly statement.) For bid evaluation purposes, the City cannot utilize pricing discounts based upon payments being made in less than thirty (30) days from receipt of statement.

Ordering and Invoice Instructions

In order to facilitate internal control and accounting, each City Department will order and must be invoiced separately. Monthly invoices must be segregated by City Department number and mailed or delivered directly to the City Customer Department. For most materials, there will be between three (3) and six (6) ordering departments. At the time an order is placed, the Contractor must obtain the ordering department's cost center numbers for billing purposes. The use of the department's cost center numbers will be in addition to the purchase order number. Once a month, the Contractor shall submit a consolidated statement which shall itemize the invoice numbers, invoice date, invoice amounts, and the total amount billed to Accounting. Discount offering will be based upon days from receipt of the consolidated monthly statement. Invoice(s) shall not show previous balances.

Invoices shall include:

1. Listing Of All Delivery/Pickup Receipt Numbers Being Invoiced.
2. Total Cost Per Item.
3. Applicable Tax.
4. Payment Terms.
5. Blanket Purchase Order Number.

Invoices that do not follow the above minimum invoicing requirements will not be paid. Payment must be applied to only invoices referenced on check/payment stub. The City reserves the right to bill contracted vendor for researching invoices that have been paid, but not properly applied by vendor account receivables office.