



# DALEVILLE CITY SCHOOLS

626 North Daleville Avenue  
Daleville, Alabama 36322



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SUPERINTENDENT

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## Request for Bid

The Daleville City Board of Education is soliciting bids for Beverage Products for Daleville High School.

**Scaled Bids are due on or before July 28th 2020 at 10:00 a.m, and will be opened at that time on that date at the Daleville City Board of Education, 626 N. Daleville Ave. Daleville, AL 36322.**

### Objective

The Daleville City Board of Education intends to contract with a beverage provider that can provide soft drink and like kind products to Daleville High School. The Vendor's responsibility is to bid any additional items they deem needed if not covered in the enclosed specifications. The Vendor may submit one or more bids provided one bid is identified as the primary bid and other bids are identified as alternative bids.

Daleville City Board of Education reserves the right to reject any and all bids, or any portion of a bid, and accept a primary or alternative bid that they deem to be in the best interest of the school system. Daleville City Board of Education may waive any technicality and award a contract to The Vendor who meets the bid requirements and the bid is deemed to be in the best interest of the Daleville City Board of Education.

### Schedule of Events

The following is the schedule of events for this bid. The schedule may change depending on the results of the responses and a final schedule will be established prior to contracting with the successful vendor.

#### Event

#### Date

- |    |   |      |          |
|----|---|------|----------|
| 1. | Release of Bids                             | July | 20, 2020 |
| 2. | Deadline for submission of bids/Bid Opening | July | 28, 2020 |
| 3. | Establish contract                          | July | 29, 2020 |

*"Promoting a Commitment to Excellence."*

No bidder's conference will be held. The Vendor may direct questions to Josh Robertson, at 334-498-4092, or robertsonj@daleville.k12.al.us. All clarifications or changes to the bid specifications will be provided in writing to all prospective bidders.

### **Vendor Qualifications**

A Vendor responding to this bid must meet the following qualifications for their response to be accepted.

Each proposal will be evaluated based on criteria and priorities defined by the Daleville City Board of Education. Proposals will be screened based upon compliance with the base requirements. The evaluation criteria include, but are not limited to, the following:

1. The Vendor's overall qualifications based on past performance and company qualifications and certification.
2. The Vendor's ability to meet all the requirements detailed in the bid.
3. Best overall value and in the best interest of the Daleville City Board of Education.

### **Response Submission**

Responses to this bid must be submitted and delivered to the Daleville City Board of Education no later than 10 a.m. on the date specified in the Schedule of Events. Bids will be opened at that time. The bid must be submitted to:

Daleville City Board of Education  
Beverage Product Bid  
626 N. Daleville Avenue  
Daleville, AL 36322

It is the sole responsibility of the respondents to ensure that their responses arrive in a timely manner. Daleville City Board of Education reserves the right to reject all late arrivals. The Vendor must submit one copy of their response along with any required supporting documentation. Bid must be valid for 365 days after the established contract. The contract should be written to be extended up to an additional 4 years, automatically renewable annually unless cancelled in writing 30 days or more prior to the renewal date by either contractual party. If there are any discounts included in pricing that are time sensitive, the change in price and the deadline of the discount must be explicitly disclaimed on the bid sheet.

Oral, telephone or electronic bids shall not be considered, nor will modifications of proposals by such communication be considered. The completed bid shall be without erasures or alterations. Signatures on the bids shall be in longhand and executed by a person duly authorized by The Vendor to enter into a contract.

## **Evaluation of Responses**

Daleville City Board of Education may at its discretion, and at no fee to school system, invite any vendor to appear and or conference call for questioning during response evaluation for the purpose of explaining statements in their response.

## **Right to Reject**

Daleville City Board of Education reserves the right to accept or reject all proposals or sections thereof when the rejection is in the best interest of the Daleville City Board of Education. Daleville City Board of Education reserves the right to award without further discussion. Therefore, responses should be submitted initially with the most favorable terms that The Vendor can propose. The Vendor must include in this response any limitations to their acceptance of a partial award.

Contracts will be awarded to the highest ranked vendor as determined to be in the best interest of the Daleville City Board of Education.

## **Evidence of Vendor Qualifications**

The Vendor is asked to furnish evidence that they maintain permanent places of business of a type and nature compatible with their proposal and are in all respects a competent and an eligible vendor to fulfill the terms of this request. Daleville City Board of Education reserves the right to reject any vendor's proposal if evidence fails to indicate the Vendor is qualified to provide the items on this request.

## **General Specifications**

Soft Drink Products:

12 oz can products  
20 oz plastic bottle products

### **BID AWARD:**

- A. The Daleville City Board of Education reserves the right to accept or reject any or all bids.
- B. The award will be made in accordance with Code of Alabama 1975 Section 16-13B.
- C. The decision of the Daleville City Board of Education will be final.
- D. The Daleville City Board of Education may not award on the basis of low bid only. Quality, conformity with specifications, purpose for which required, terms of delivery, terms of payment, transportation, dates of delivery, past service, and experience are among the factors that may be considered in determining the responsive/responsible bidder.

- E. In the event the low bidder(s) refuses to accept the entire requirements without deviation, their bid will then be considered non-responsive. After refusal by the first bidder, the bid may be awarded to the next lowest bidder.

**PRICING:**

- A. Prices are to be quoted by the 'unit' indicated on the face of the bid sheet.
- B. Prices are not to exceed two (2) decimal places.
- C. The bidder offers and agrees to furnish all items upon which prices are quoted.
- D. Daleville City Board of Education reserves the privilege to rebid or renegotiate any item(s) if price(s) are beyond amount anticipated or if negotiations are unsatisfactory.
- E. Firm prices shall be bid and include all packing, handling, shipping charges and delivery to the destination shown.
- F. In the event of extension error(s), the unit price will prevail and the bidder's total offer will be corrected accordingly. In the event of addition error(s), the bidder's total will be corrected accordingly. Bidders must check their proposal for any such errors and state the discount(s) in the proposal where applicable. Failure to do so will be at the bidder's risk.
- G. The Daleville City Board of Education is tax exempt from all tax as found in the Code of Alabama 1975, section 40-23-4(a)(11), as amended. This statement is in no way to be construed as relieving the seller or contractor from their tax obligation.

**SPECIAL INSTRUCTIONS**

Request that each bidder submit bids as per the following instructions:

Bid to contain the complete package as per the enclosed specifications.

**Bid Submission**

All bids should be submitted to:

Daleville City Board of Education  
Attn: Jessica Anderson  
626 N. Daleville Avenue  
Daleville, Alabama 36322

Labeled in the bottom right corner:  
Beverage Product Bid  
Not to be opened until 7/28/2020 at 10:00 a.m.

Bid Sheet: Next Page

Bids must be submitted in **SEALED ENVELOPE, CLEARLY MARKED.**

**DUE: July 28, 2020 by 10:00 a.m.**

Please sign the form below and submit a copy with your bid to show that you have read and understand the requirements of the bid.

**Company Name** \_\_\_\_\_

**Phone Number** \_\_\_\_\_

**Contact Person** \_\_\_\_\_

**Bid Price:** \_\_\_\_\_ (12 oz product)

**Bid Price:** \_\_\_\_\_ (20 oz product)

**Additional Items**

**Included:** \_\_\_\_\_

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**Signature** \_\_\_\_\_