

Date Issued: February 13, 2025

Bid No.: 25-016

The City of Decatur will accept sealed bids for the following material, equipment or services for:

Description: Soft Drinks, Related Equipment & Services

Sealed and Marked bids must be received before 2:00pm on Thursday, March 6, 2025

A MANDATORY PRE-BID MEETING WILL BE HELD AT THE HISTORIC TRAIN DEPOT PURCHASING CONFERENCE ROOM ON Wednesday, FEBRUARY 26TH AT 10AM.

Include 1 original and 1 copy of your sealed and marked bid submission.

Bid opening will be held at the Historic Train Depot, Purchasing Department Conference Room, located at 701 Railroad Street NW, Decatur AL 35601

Return sealed bid to:

Regular Mail

City of Decatur
Purchasing Department
P.O. Box 488
Decatur, AL 35602

Courier

City of Decatur
Purchasing Department
701 Railroad St NW
Decatur, AL 35601

I/We agree to furnish at the prices shown and guarantee that each item offered will meet or exceed all specifications, terms and conditions, and requirements listed. I herein affirm I have not been in any agreement or collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding or otherwise. I have read and understand all terms and conditions of this bid.

Company Name

Authorized Signature

Mailing Address

Typed/Printed Authorized Name

City, State, Zip

Title

Email

Telephone

PRICE SHEET

Opening Date: March 6, 2025

Invitation to Bid No.: 25-016

Opening Time: 2:00pm

Prices quoted in all bids for personal property shall be total delivered price.

Type of Product	Bid Price (each)
Bottled Sports Drink (20 oz)	
Bottled Water (16.9 oz)	
Canned Drinks (12 oz)	
Bottled Drinks (20oz.)	
Bottled Drinks (2L)	
CO2 () UOM	
Fountain Drink Suryp (3 gal bibs)	

- A bid bond **is not** required for this bid.
- Terms: _____ (Discounts will be considered in the bid evaluation and will be taken without regard to date of payment.)
- Prices valid for acceptance within _____ days (not to be less than 30 days)
- Contracts for services are let for a period of one year and may be renewed for up to two additional years, provided the terms of the contract do not materially change.

NOTE: FOR THIS BID TO BE CONSIDERED RESPONSIVE, ALL INFORMATION REQUESTED SHOULD BE SUPPLIED, AS APPROPRIATE OR THE ENTIRE BID MAY BE DISQUALIFIED. BID RESPONSE MUST BE IN INK OR TYPED WITH THE ORIGINAL SIGNATURE INCLUDED.

Bidder Signature

Company

By signing this contract, (Insert Company Name) _____ represents and agrees that it is not currently engaged in, nor will it engage in, any boycott of a person or entity based in or doing business with a jurisdiction with which the State of Alabama can enjoy open trade.

STANDARD TERMS AND CONDITIONS

IN ORDER TO SUBMIT A RESPONSIVE BID, IT IS VERY IMPORTANT THAT ALL TERMS AND CONDITIONS, SPECIFICATIONS AND INSTRUCTIONS ARE READ THOROUGHLY.

Bid response envelopes shall be properly identified on the front with the invitation to bid number, opening date and time. Each individual invitation to bid shall be submitted in a separate sealed envelope. Multiple bid responses submitted in the same envelope/courier package (that are not in separate envelopes properly identified) shall be rejected. The Purchasing Department assumes no responsibility for late bid responses that occur due to the U.S. Postal Service or private courier service.

Bid responses and signature page must be submitted on this form in ink or typewritten or the bid will be rejected. Submit this **original and (1) copy** of the original with your response.

For a “no-bid” response, return the signature page signed and marked “no bid”. Non-response may result in removal from active bidders list.

The attached specifications are being provided to potential bidders as guidelines that describe the type and quality of equipment, supply, and/or service the City of Decatur is seeking to purchase. The bidder must indicate compliance or list exceptions to each specification item for consideration. Failure to comply with this provision could be cause for rejection of the bid.

Bid responses must be received in the office of the Purchasing Department not later than the date and time specified.

The Purchasing Department will not accept facsimile (fax) nor email transmissions of bids.

Changes or modifications of this Invitation to Bid are allowed only by written authority of the Purchasing Agent.

Non Appropriation of Funds: Continuation of any agreement between the City of Decatur and a bidder beyond a fiscal year is contingent upon continued legislative appropriation of funds for the purpose of this bid and any resulting agreement. Non availability of funds at any time shall cause any agreement to become void and unenforceable and no liquidated damages shall accrue to the City as a result. The City will not incur liability beyond the payment of accrued agreement payment.

Descriptive Literature: Reference to brand names and numbers is not restrictive, unless otherwise specified. Bids on equivalent items meeting the standards of quality indicated will be considered, providing the bid clearly describes the item

offered and indicates how it differs from the referenced brands. Descriptive literature on any supplemental information necessary for comparison purposes shall be submitted with the bid or the Purchasing Agent may reject the bid for that item. Reference to literature submitted with a previous bid, or on file with the Purchasing Department will not satisfy this requirement.

The City of Decatur reserves the right to modify all or any portion of this Invitation to Bid when the best interest of the City is involved.

The City of Decatur reserves the right to seek clarification of bid responses from vendors submitting responses.

The City of Decatur is exempt from all Federal, sales and use taxes.

All bidders shall maintain such insurance as will protect bidder and the City of Decatur from claims under Workman's Compensation Acts and from claims for damage and or personal injury, including death, which may arise from the operation and/or fulfillment of the resulting contract of this Invitation to Bid. Insurance shall be written by companies authorized to do business in Decatur, Alabama. Evidence of insurance shall be furnished to the City of Decatur Purchasing Department with submitted bids when requested.

Any individual, company, or corporation doing business with the City of Decatur must possess and show proof thereof all proper licenses and/or proper certifications required by Federal, state and local statutes and regulations prior to award when requested.

The City of Decatur reserves the right to terminate any contract resulting from this bid for just and reasonable cause whereby it appears to be in the best interest of the City.

The successful bidder agrees, by entering into this contract, to defend, indemnify, and hold the City of Decatur harmless from any and all causes of action or claims of damages arising out of or related to bidder's performance under this contract.

The successful bidder shall abide by all Federal, State, and Local Statutes, laws, regulations, and ordinances. Including but not limited to a current business license and remittance of sales tax owed to the City.

An electronic version of this bid is available on the City's website at www.decalab.com or by emailing purchasing@decalab.com. In order to decrease the evaluation time and insure award by the award date please enter your responses in the electronic version if possible, and return it with a hard copy with your bid response package.

The hard copy of the invitation to bid on file in the City of Decatur Purchasing office shall serve as the master document. Any alterations, deletions, additions or

other changes that materially change the intent of the bid could be considered grounds for rejection of the bid response.

Exclusion of the electronic files in a bid response is not a basis for rejection.

A BID RESPONSE MAY BE REJECTED IF:

- Bids improperly submitted or identified
- Bid not signed or not original signature
- Requested information, or documentation not submitted with bid
- Failure to acknowledge receipt of addendum with bid
- Material alteration of the master document
- Invitation to bid number not on face of envelope
- Received late
- Bid response not on original form
- Bid not in ink or typed
- Proper licensing not included/provided as required by law

Notice: As a condition of contract, grant or incentive performance with the City of Decatur, compliance with the requirements of the Beason-Hammon Alabama Taxpayer and Citizen Protection Act must be provided. Please enter the name of your company and your name and complete the affidavit below. Your signature must be notarized.

BUSINESS NAME: _____

APPLICANT'S NAME: _____

E-VERIFY AFFIDAVIT

I am the applicant listed above. In my capacity as _____ of the business entity listed above, I do hereby execute this affidavit on behalf of the business listed above and, by executing this affidavit, I verify that business' compliance with Section 31-13-9 of the Code of Alabama, 1975, stating affirmatively that it does not knowingly employ, hire for employment or continue to employ an unauthorized alien. Further, the business has registered with and is participating and will participate during the performance of any contract with the City in the federal work authorization program known as "E-verify" web address <https://e-verify.uscis.gov/enroll> , operated by the United States Citizenship and Immigration Service Bureau of the United States Department of Homeland Security to verify information of newly hired employees pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P. L. 99-603, in accordance with the applicable provisions of Alabama's Immigration law.

The undersigned further represents that, should the business employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to the contract with the City, it will secure from such subcontractor(s) verification of compliance with Section 31-13-9 of the Code of Alabama, 1975, in a form substantially similar to this affidavit. The Business further agrees to maintain records of such compliance and provide a copy of each said verification on request of the City.

E-verify Employment Eligibility Verification User Identification Number

Applicant

Sworn to and subscribed before me on this the _____ day of _____, 20____

Notary Public

My Commission Expires: _____

Bid Document Checklist

Items Required with Bid	Submission Requirements Check List X = REQUIRED; BLANK=NOT REQUIRED	Items Submitted (Bidders Initials)
X	Envelope Sealed and Marked w/bid # on front	
X	Original Signatures on front page (in ink)	
	Bid Bond or Check	
	Addendum	
X	E-Verify form	
	Proof of Insurance	
X	Price Sheet Information Included	
	References	
	Catalog	
X	Send in on or before given time	
	Business License	
X	Contractor Safety Form	

If you have questions concerning the bid submission requirements, please call the Purchasing Department 256-341-4521 or email purchasing@decatur-al.gov.

If you have questions about the specifications contact project manager, Jason Lake at 256-341-4931.

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**CITY OF DECATUR, ALABAMA
Contractor Pre-qualification Form (PQF)**

This form must returned in your sealed bid submission

Safety Health and Environmental (FOR CONTRACTORS AND MAJOR SUPPLIERS)			
GENERAL INFORMATION			
1. Company Name:		Telephone:	
Street Address:		Mailing Address:	
2. Contact for Insurance Information (Name):			
Title:		Telephone:	Fax:
3. PQF Completed By (Name):			
Title:		Telephone:	Fax:
ORGANIZATION			
4. Project Description:			
SAFETY, HEALTH & ENVIRONMENTAL PERFORMANCE			
5. Injury & Illness Stats (previous 3 years)	(Year)	(Year)	(Year)
Total Recordable Incidents:	_____	_____	_____
Fatalities:	_____	_____	_____
6. Has your company received any Citations, Notice of Violations, or other penalties relative to safety, health, or environmental within the last three years?			
Yes _____ No _____			
If Yes, please provide detailed explanation.			

7. Does your organization have a “Drug Free Workplace Policy” and/or Program?

Yes No

8. Does your organization have an Accident/Incident Reporting and Investigation procedure?

Yes No

9. Do you have a Safety Orientation Program?

Yes No

10. Do you conduct field safety inspections?

Yes No

11. Do you conduct Safety Meetings?

Yes No

12. Company Safety Health and Environmental contact:

Name: _____

Title: _____

Address: _____

Phone Number: Mobile _____

Office _____

Email Address: _____

13. Company Representative:

Signature _____

Date _____

Scope of Work

This bid is for exclusively providing soft drinks, sports drinks and bottled water for the City's use and for resale, for providing all equipment necessary to store and sell soft drinks, sports drinks and bottled water, for providing and servicing scoreboards in City owned parks and Point Mallard Facilities and for providing other support items outlined in the minimum bid specifications portion of this document.

The City of Decatur is soliciting bids for exclusive concession beverage purchases for City of Decatur Parks and Recreation facilities and Point Mallard Park. Including the following drinks at all City owned Parks & Recreation facilities and all Point Mallard facilities:

All carbonated drinks

All sports drinks

All bottled water

Awarded successful bidder agrees to provide new LED scoreboards for the sports fields listed below. This includes the installation, servicing and maintaining of each scoreboard. These new scoreboards must have wireless controls. Successful bidder will maintain ownership of each scoreboard and is not responsible for damage caused by vandalism.

Successful bidder will be committed to keeping all equipment and scoreboards in the best condition possible and to replace each as needed.

Scoreboards			
	Location	Qty.	Notes
Fields	Cashin wheeler	1	
	Butch Mathews	1	
	Flint	4	
	Point Mallard	4	tee ball is 2 year old
	Wilson Morgan	6	
	Jack Allen	2	
	Cedar ridge	3	one is not in use
	Walter Jackson	1	new this year
	Aquadome	6	Not in use 3M
Centers	Aquadome	1	
	Ft Decatur	1	

Successful bidder must provide and maintain all equipment needed for drink product sales at each City owned and operated concession facility at no charge to the City. All required equipment and items must be new. Successful bidder will be responsible for all repairs and maintenance to concession and vending equipment provided excluding repairs necessary due to vandalism. The location of each concession facility is listed below:

Equipment Inventory

Main Concessions

2 square plastic portable rolling coolers
2 large ice machines
1 small ice machine
1 double door Cooler
2 fountain soda machines
1 extra bib syrup rack
2 portable rolling barre coolers
80 umbrellas
1 vintage sign
1 drink stand
1 double door cooler

Ice Cream

1 fountain soda machine
1 ice machine
1 double door cooler

First Aid

1 ice machine

Pizza

1 fountain soda machine
1 double door cooler
1 ice machine

West Concessions

1 ice machine
2 double door coolers
2 fountain soda machines
1 single door cooler
4 portable barrel rolling coolers
1 ice machine (storage room)
8 metal portable drink coolers with stands

Event Center (formerly ice rink)

1 menu board
1 ice machine
1 single door cooler
1 fountain soda machine
1 double door Cooler
1 fountain soda machine W/ ice machine attached
2 LED signs

Point Mallard Baseball Fields

- 2 fountain soda machines
- 1 ice machine
- 2 single door coolers
- 1 double door Cooler

Jimmy Johns Tennis Center

- 1 ice machine
- 15 umbrellas

Golf Course

- 3 ice machines
- 5 portable rolling barrel coolers

- 2 small size single door coolers 25X61
- 1 fountain drink machine
- 2 double door Cooler
- 1 single countertop cooler
- Range balls w/ logo 1200 annually for strike zone, 900 annually for golf course

Aquadome

- 1 ice machine
- 8 portable rolling barrel coolers
- 1 clock
- 1 soda vending machine

Jack Allen

- 2 double door coolers
- 2 fountain soda machines
- 2 ice machines
- 4 portable barrel rolling coolers
- 1 4ft. Double door short cooler

Wilson Morgan

- 3 single door coolers
- 2 fountain soda machines
- 3 Ice Machines
- 4 Rolling Barrel Coolers

Cashin Wheeler Baseball Fields

- 1 fountain soda machine
- 1 ice machine
- 1 4ft. Tall Cooler

Flint Baseball Fields

- 2 fountain soda machines
- 1 ice machine
- 1 double door Cooler

Butch Matthews Baseball Field

- 1 ice machine
- 1 fountain soda machine
- 1 4ft cooler

Aquadome Softball Fields

- 2 fountain soda machines
- 1 4ft. Tall Cooler
- 1 ice machine
- 1 portable barrel cooler

Campground

- 1 Fountain Soda machine with built in ice maker
- 1 large double door cooler
- 2 vending machines

Strike Zone

- 1 ice maker
- 1 vending machine

Spirit of America Fields/Stage

- 1 vending machine
- 1 ice machine
- 1 vending machine

Aquatic Center

- 1 Water feature for the children’s area
- 1 Vintage sign at Express entrance
- 1 advertising fence panel on sidewalk by children’s area
- 36 pole banners w hardware for street lighting
- 80 picnic table umbrellas (each year)

Estimated sales volume 2022

Type of Product	Amount Sold
Fountain Drinks	154,837
Bottled Sports Drink	18,637
Bottled Water (16.9 oz)	14,755
Canned Drinks	10,600
Bottled Drinks (20oz.)	5,970
Bottled Drinks (2L)	1,500

Successful bidder must deliver drink products to each concession facility on a timely basis to keep each product in stock and to bill separately for each location as determined by the Park & Recreation Department, Point Mallard Facilities and the City’s Finance Department under one master account. Successful bidder must be willing to meet service/delivery needs on weekends when emergency purposes dictate.

This bid/contract will be effective April 1, 2025