

EXAMPLE OF INFORMAL BID

RETURN BID by: CITY OF LOS ANGELES
LOS ANGELES WORLD AIRPORTS (LAWA)

BID DUE DATE:
Thursday,
September 6, 2018
before 2:00PM Pacific Time

EMAIL TO [Procurement Analyst](#) OR
in PERSON or by MAIL (SEALED)

REQUEST FOR BID

Los Angeles World Airports
Procurement Services Division
7301 World Way West, 4th floor
Los Angeles, CA, 90045,
Attention: Bid# L10044075CA, Procurement Analyst

Telephone: 424-646-7419

SUPPLY AND DELIVERY OF HARD HATS

THE FOLLOWING BID MUST BE SIGNED!

If the bid is made by an individual, it must be signed with the full name of the bidder, whose address must be given; if it is made by a partnership, it must be signed in the partnership name by a member of the firm, and the name and address of each member must be given; and if it is made by a corporation, it must be signed by two authorized corporate officers.

Bidder understands and agrees that the bidder name submitted below must be the same as the name appearing on the Business Tax Registration Certificate (BTRC) or Vendor Registration Number (VRN) issued by the City of Los Angeles and on the insurance documents submitted to the Los Angeles World Airports (LAWA) if applicable.

Bidder further understands and agrees that by signing the bid below they agree to comply with all applicable Administrative Requirements, including but not limited to Declaration of Non-Collusion, Assignment of Anti-Trust Claims, General Conditions and Invoice Instructions, as detailed in the attached Administrative Requirements.

The undersigned hereby agrees to furnish and deliver the following goods or services in accordance with the conditions, prices, terms and provisions quoted below:

(Print) Bidder's name: _____ Sole proprietor Partnership Corporation
(Bidder's name must be the same as the name on the invoice!)

Name and Titles: _____ (Sign with ink or indelible pen)

Name and Titles: _____ (Sign with ink or indelible pen)

If one person has multiple officer positions that person may sign once and list the different officer provisions.

Contact Person (if different from the above): _____

Street Address: _____ City: _____ State: _____ Zip Code: _____

Telephone No: _____ - _____ - _____ Fax No: _____ - _____ - _____ E-mail Address: _____

Payment Terms: _____% _____ days (minimum 25 days for net bid award consideration)

Bids are requested by City of Los Angeles, Los Angeles World Airports (LAWA), to furnish the following for delivery to the LAWA, **Free On Board (FOB) Destination, Freight Prepaid, Goods Unloaded, at LAX Warehouse, 7409 World Way West, Los Angeles CA, 90045 Attention: Anthony Mora.** Bidder/contractor owns goods in transit and files any claim with shipper/manufacture for any loss or damage.

Requisition number **10044075**

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BID PRICE:

Enter your bid price for 300 Hard Hats as requested in the specification sheet.

State your **Bid Total:** \$ _____

DELIVERY:

Delivery Time (in number of calendar days): 30

NO SUBSTITUTIONS:

The product(s) specified is the **ONLY** product acceptable at this time. **DO NOT SUBSTITUTE.**

BID:

The bid must be made on the bid form provided. The bid must state the amounts for which the bidder proposes to supply all goods/equipment. All blank spaces in the bid must be properly filled in, and the phraseology must not be changed. Any space left blank, any unauthorized addition, condition, limitation, or provision attached to the bid may render it non-responsive and may cause its rejection. Alterations by erasure or interlineation must be explained or noted on the bid over the signature of the bidder. No modification of a bid will be considered. No bid received after the time fixed for receiving them will be considered.

Bidders must acknowledge receipt of all addenda in the space provided below:

Signature: _____ Signature: _____

Addendum 1 (if issued) Addendum 4 (if issued)

Signature: _____ Signature: _____

Addendum 2 (if issued) Addendum 5 (if issued)

Signature: _____ Signature: _____

Addendum 3 (if issued) Addendum 6 (if issued)

After the bids have been opened and declared, no bid shall be withdrawn except with the consent of the Executive Director. All bids shall be subject to acceptance by the City for three (3) months.

BIDDER'S RESPONSIBILITY:

The bidder must carefully examine the terms of the RFB, attachments, required forms, and any addenda, and evaluate all of the circumstances and conditions affecting its bid response at its own expense. LAWA is not liable for any cost associated with the development, preparation, transmittal, or presentation of any bid or material submitted.

ADDITIONAL QUANTITIES:

The City desires the option to purchase additional quantities of above item(s). State if you will accept orders for additional quantities, at the same prices, terms and conditions, provided additional quantities do not exceed that shown above and the City exercises the option before: 08/31/2018.

Option Granted _____ Option Not Granted _____.

If option is not granted, state length of time above bid prices are good and additional orders are acceptable. Above bid prices are good until: __/__/2018.

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NEW AND UNUSED:

The equipment furnished shall be a new and unused current model. If and when parts and/or materials are to be provided, they will also be new and unused.

AWARD:

Award of the purchase order will be made after investigation of the responsibility of the low bidder(s). The bid will be awarded to the lowest responsive and responsible bidder meeting the requirements of the specification.

SALES TAX:

Do not include sales tax in your Bid. Sales Tax will be added at time of order.

SMALL LOCAL BUSINESS (SLB) PROGRAM:

Companies certified as a Small Local Business with the City of Los Angeles are given a preference applied to bid contracts of \$100,000 or less. A 10% preference (discount) is given to the bids of SLB certified companies. The preference is determined by taking 10% of the lowest bid that is proposed by a non-certified SLB company, and subtracting that amount from the bid of the SLB certified company. If after the preference, the SLB's bid is less than or equal to the lowest non-certified company's bid, the SLB will be awarded the contract.

In order to be given the bid preference as a certified SLB, your SLB application must be received at the Department of Public Works, Bureau of Contract Administration, Office of Contract Compliance, Centralized Certification Section, no later than five (5) calendar days prior to the last day for submission of the bid or proposal and approved prior to the award date.

The Department of Public Works, Bureau of Contract Administration, Office of Contract Compliance, Centralized Certification Section is located at 1149 S. Broadway, Suite 300, Los Angeles, CA 90015

Certification as a Small & Local Business is valid for two calendar years from the date of approval. Applicant firms must be re-certified on an annual basis with the Office of Contract Compliance, Centralized Certification Section. For questions concerning the Small Local Business Program, contact the Office of Contract Compliance, Centralized Certification Section at 213-847-2681.

If certified SLB by the City of Los Angeles, you must indicate bidder certification number here: _____

PAYMENT TERMS:

Payment terms are Net 30 days, unless bidder grants the City a discount in the following blank spaces ____ % to be considered for bid award for payment within ____ days (Minimum 25 days required).

ADMINISTRATIVE REQUIREMENTS, GENERAL CONDITIONS AND INVOICE INSTRUCTIONS

This request for bids is subject to the below and/or attached Administrative Requirements, Assignment of Antitrust Claims, General Conditions and Invoice Instructions. **Failure by the bidder to retrieve, read, fill out, comply with and return the Administrative Requirements with the bid response, may render the bid non-responsive.**

Bidder may retrieve the bid responses tabulation, usually within a week of the bid due date, on the web site www.labavn.org, or at the LAX Procurement Services Division front counter.