



INVITATION FOR BID

City of Suffolk
IFB #16024-CN
October 16, 2015
Purchasing Division
442 West Washington Street, Room 1086
Suffolk, VA 23434
Phone: (757) 514-7522 Fax: (757) 514-7524
<http://www.suffolkva.us/purchasing>

ADDENDUM NO. 1

Automotive Glass Replacement and Repair Services

Invitation for Bid (IFB) Number 16024-CN for Automotive Glass Replacement and Repair Services for City of Suffolk is hereby amended/clarified as follows:

The method of pricing for glass replacement has been changed to include a separate price for the glass and a separate price for materials/labor/transportation costs as indicated in modifications below to the IFB: (Pricing for Section B {Lot 2} shall remain the same.)

Under Section 6.0 PRICING (Page 6)

Delete Section A and substitute with the following:

A. Submission of Pricing for Lot 1

Pricing shall be in the form of a percentage of discount off the latest National Auto Glass Specifications (NAGS) Catalog and Calculator pricing booklets (for glass only) plus (+) a firm fixed price which shall include delivery F.O.B. destination, labor, installation kits, sealants, and any other materials necessary for a complete "turn-key" glass installation. Firm fixed fee shall cover all equipment regardless of equipment type or size.

Although the NAGS Price List may vary during a contract term, the minimum percentage discount shall remain firm for the entirety of the contract period.

One (1) copy of the specified NAGS Calculator Price List is required prior to contract award, and should be submitted with the bid.

Under BID FORM (Page 21)

Item No. 2 under Lot 1 on the original BID FORM has been deleted.

Bidders will be required to submit the attached "REVISED BID FORM" in lieu of the original. Bidders submitting the original BID FORM will be considered non-responsive.

The "due date" and time for the receipt of bids is hereby extended until 3:00 p.m. on October 28, 2015.

Please acknowledge receipt of Addendum No. 1 in the space provided on the BID FORM.

If you have any questions regarding Addendum Number 1, please contact Cindy Norfleet, Senior Buyer, at 757-514-7522 or via e-mail at cnorfleet@suffolkva.us.


Cindy Norfleet, CPPB, Senior Buyer

REVISED BID FORM

TO: City of Suffolk, VA
Purchasing Division
442 West Washington Street
Suffolk, VA 23434

BID: *Automotive Glass Replacement and
Repair Services*
DUE: **October 28, 2015**
TIME: 3:00 p.m., Local

In the box below (for Lot 1): (1) Quote firm percentage of discount off the current NAGS Calculator Price List for the purchase of glass. (2) Quote firm fixed price (includes delivery F.O.B. destination, labor, installation kits, sealants, and any other materials necessary for a complete "turn-key" job).

For Lot 2: Quote firm fixed price "per job" to repair chipped or cracked glass.

Work shall be on an "as needed" basis for all City-owned vehicles/equipment and shall be performed at the City's Fleet Management location, 120 Forest Glen Drive, Suffolk, Virginia in accordance with all specifications, terms, and conditions herein.

The Bid will be awarded in total to the lowest responsive and responsible bidder.

LOT 1: NAGS GLASS PRICING

Provide discount from the current NAGS Calculator Price (effective September 14, 2015) for the purchase of glass: _____% (minus) {Cost plus will not be considered.}

Provide firm fixed price for labor/transportation, materials, etc. \$_____

(Apply this pricing to the table below.)

Lot 1 represents the estimated annual quantities for the most frequently purchased items under this contract and are for the purpose of bid evaluation only. The Contractor will be required to provide additional sizes as requested; all sizes will fall under the discount provided.

Apply pricing below from the information provided in the box above.

Calculate as follows: "Estimated Annual Quantity" X "Net Unit Price" + "Firm Fixed Price for Installation" = "Extended Price"

| Item No. | NAGS Glass Number | Est. Annual Qty | NAGS Catalog Price | Net Unit Price (NAGS price less Stated discount) | Firm Fixed Price for Installation | Extended Price |
|--------------------|-------------------|-----------------|--------------------|--|-----------------------------------|----------------|
| 1. | DW 1506 GBY | 6 | \$ _____ | \$ _____/each | \$ _____/each | \$ _____ |
| 2. | DW 1494 GTY | 10 | \$ _____ | \$ _____/each | \$ _____/each | \$ _____ |
| 3. | DW 1795 GBY | 4 | \$ _____ | \$ _____/each | \$ _____/each | \$ _____ |
| 4. | DQ 10368 YPY | 1 | \$ _____ | \$ _____/each | \$ _____/each | \$ _____ |
| 5. | DW 1640 GBY | 4 | \$ _____ | \$ _____/each | \$ _____/each | \$ _____ |
| 6. | DW 2062 GTY | 6 | \$ _____ | \$ _____/each | \$ _____/each | \$ _____ |
| 7. | DB 10949 GTY | 3 | \$ _____ | \$ _____/each | \$ _____/each | \$ _____ |
| 8. | DW 1505 GBY | 5 | \$ _____ | \$ _____/each | \$ _____/each | \$ _____ |
| 9. | DW 1872 GBY | 10 | \$ _____ | \$ _____/each | \$ _____/each | \$ _____ |
| 10. | DW 1747 GBY | 10 | \$ _____ | \$ _____/each | \$ _____/each | \$ _____ |
| 11. | DW 1317 GBY | 1 | \$ _____ | \$ _____/each | \$ _____/each | \$ _____ |
| 12. | DW 1504 GBY | 1 | \$ _____ | \$ _____/each | \$ _____/each | \$ _____ |
| 13. | DW 1843 GBY | 3 | \$ _____ | \$ _____/each | \$ _____/each | \$ _____ |
| 14. | DW 1759 GTY | 1 | \$ _____ | \$ _____/each | \$ _____/each | \$ _____ |
| 15. | DW 1511 GBN | 1 | \$ _____ | \$ _____/each | \$ _____/each | \$ _____ |
| TOTAL LOT 1 | | | | | | |

LOT 2: REPAIR SERVICES

| Item No. | Description | Est. Annual Quantity | Unit Price | Extended Price |
|--------------------|--|-----------------------------|-------------------|-----------------------|
| 1. | Repair one crack or chip | 5 | \$ _____/each | \$ _____ |
| 2. | Repair additional cracks or chips, same trip | 5 | \$ _____/each | \$ _____ |
| TOTAL LOT 2 | | | | \$ _____ |

GRAND TOTAL BID (Total of Lot 1 and Lot 2) \$ _____

Bidder has included a copy of the latest edition of the NAGS Calculator Price List.

YES / NO (Circle one.)

Bidder has examined copies of all the Bid Documents including the following Addenda:

| <u>Date</u> | <u>Number</u> |
|-------------|---------------|
| | |
| | |
| | |
| | |

BIDDER:

Company Name _____

Address _____

Person Quoting _____ Title _____

Telephone _____ Fax No. _____

Federal ID No. _____ E-mail address: _____

I certify by my signature below that I have received the documents associated with this bid/proposal and understand that the review for completeness of these bid documents and the understanding and comprehension of the bid specifications is solely my responsibility; base on this, by my signature below I waive all rights to future claims against the City of Suffolk that the documents were incomplete or not understandable.

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a bid for the same equipment/materials/service and is in all respects fair and without collusion or fraud. I understand that collusive bidding is a violation of State and Federal law and can result in fines, prison sentences and civil damage awards. I agree to abide by all conditions of this bid and certify that I am authorized to sign this bid for the bidder.

I certify that the bidder represented herein is eligible to bid with respect to all applicable sections of State and Local Government Conflict of Interests Act, Code of Virginia, Section 2.1-639.1 et. seq.

Signature _____ **Date** _____
(Person signing bid must show title or authority to bind the firm in a contract.)