



The City of Bruceville-Eddy Rising into the Future

143 Wilcox Drive
Eddy, Texas 76524

www.bruceville-eddy.us

Phone: (254) 859-5964
Fax: (254) 859-5779

ADVERTISEMENT AND INVITATION FOR BIDS

The City of Bruceville-Eddy, TX, will receive sealed Bids for:

Install 1 pharmacy combo junior window with manual transaction drawer with a night drop, complete framing 60(W) x 53 1/2 (h). Dark bronze, bullet resistance glazing level 1.

Install compact counter station audio with headset

Lane station with power pack

Bid should include all materials, supplies and labor to include cutting, sealing, framing and all aspects of the job. The City of Bruceville-Eddy is tax-exempt; all bids should be without any tax.

Please contact Sonya Bishop, 254-859-5964 or via email at sbishop@bruceville-eddy.us, to make arrangements to measure/discuss the work.

All Bids must be received by 5:00 p.m., CT on Monday, March 22, 2021, at the City Hall office, 143 Wilcox Drive, Bruceville-Eddy, TX 76524. All Bids received by 5:00 p.m. on March 22, 2021, by U.S Mail, in person or by courier service will then be publicly opened and read aloud in a City Hall Council meeting on March 25, 2021. Bids received after 5:00 p.m. CT will be returned unopened.

The project is installing drive through window at City Hall.

The Contract Period is 15 consecutive calendar days. Time is of the essence, and all work shall be substantially completed within the Contract Period

Bids shall be submitted on the Bid Forms provided in a sealed envelope clearly marked on the outside as: SEALED BID DOCUMENTS – Do Not Open – City Hall Drive Through Window- City of Bruceville-Eddy City Hall (Name of Bidder) & (Date and Time of Bid Opening) The Bid Contract Documents, including Construction Plans and Technical Specifications.

The successful bidder must ensure that employees and applicants for employment are not discriminated against because of race, color, religion, sex, age or national origin. The city reserves the right to reject any or all bids or to waive any informality in the bidding. The contract may be awarded either to the lowest responsible bidder or to the bidder who provides goods or services at the best value for the City. Bids may be held by the City for a period not to exceed 30 days from the date of the bid opening for the purpose of reviewing the bids and investigating the bidder's qualifications prior to a contract award. Upon award, the successful bidder will be required to complete a Conflict-of-Interest Questionnaire, IRS Form W-9 and, if requested, to provide a Certificate of Insurance with the City of Bruceville-Eddy listed as Certificate Holder. All forms must be approved by the City.

CITY of BRUCEVILLE- EDDY
VENDOR BIDDING INSTRUCTIONS

Job Number - BE21-002

Bid Due Date - End of Business on 3-22-2021

Location of Job - City of Bruceville-Eddy
140 Wilcox Drive
Bruceville-Eddy, TX 76524

Description of Work Required -

Provide labor and materials as follows:

Quantity 1 each

Item

Install 1 pharmacy combo junior window with manual transaction drawer with a night drop, complete framing 60(W) x 53 1/2 (h). Dark bronze, bullet resistance glazing level 1.

Install compact counter station audio with headset Lane station with power pack

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Work to be completed as follows:

Vendor will measure and confirm the required dimensions and provide material for item(s) described above. Vendor will also provide necessary labor and material to frame/mount the items in the spaces provided at the location.

The contract may be awarded either to the lowest responsible bidder or to the bidder who provides goods or services at the best value for the City of Bruceville-Eddy.

Please submit your bid using the attached bid form. Place bid in a sealed envelope and hand deliver or mail to the following address:

City of Bruceville-Eddy City Hall
143 Wilcox Drive
Bruceville-Eddy, TX 76524
Attn: Sonya Bishop

Respondents must submit full and complete quotations by deadline noted above. Questions regarding this request may be directed to the contact noted above.

CITY OF BRUCEVILLE-EDDY

VENDOR BID FORM

Job Number -

Vendor Name -

Address

City, State, Zip

Contact Person -

Phone Number

Email

Bid Amount-

Payment Terms -

Exceptions to Description of Work Required:

Estimated time following bid award notice to complete job:

Disclaimer: The City of Bruceville-Eddy reserves the right to reject any or all bids. The undersigned, by their signature, represents that they are submitting a binding offer and are authorized to bind the respondent to fully comply with the documents contained herein and with the City's project requirements. Upon award Vendor agrees to complete a Conflict-of-interest Questionnaire, IRS Form W-9 and, if requested, to provide a Certificate of Insurance with the City of Bruceville-Eddy listed as Certificate Holder. Forms must be approved by the City prior to the issuance of a Purchase Order or other form of purchasing agreement.

Bidder

Authorized Signature/Print Name

Title

Date

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CITY OF BRUCEVILLE-EDDY

VENDOR BID FORM

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Vendor Name –

Address

City, State, Zip

Contact Person –

Phone Number

Email

Bid Amount –

Payment Terms -

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Authorized Signature/Print Name

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