



## **HANNIBAL BOARD OF PUBLIC WORKS STANDARD BIDDING INSTRUCTIONS**

1. **General Details** - By submitting a written bid, the bidder certifies that he or she has read, understands and agrees to the terms, conditions, attachments and specifications contained in the Bidding Event, and Hannibal Board of Public Works of Hannibal Missouri Standard Purchase Order Terms and Conditions which are INCORPORATED HEREIN BY REFERENCE and available upon request or Online at: <https://www.hannibalbpw.org/departments/purchasing/departments-overview/>. The bidder further acknowledges that his or her bid will become a binding contract upon 1) issuance of a Purchase Order by the Hannibal Board of Public Works; or, 2) the signing of a formal Agreement by the parties.
2. The bidder is solely responsible for the content, format and quality of all bids and supplementary documentation submitted. The Hannibal Board of Public Works, may, in its sole discretion, reject any or all bids due to a failure in submission, regardless of whether such failure is due to the bidder's fault or some other cause. **Due to the ongoing COVID-19 Pandemic, additional requirements may be identified.**
3. **Bidding Event** - Synonymous to Request for Quotation (RFQ) or Request for Proposal (RFP) as prescribed by the Hannibal Board of Public Works.
4. **Bids or Proposals** - (hereinafter called bid) submitted must be typed or clearly written in ink, filled out completely, dated, signed, and received by the Hannibal Board of Public Works Purchasing Agent per the submission method prescribed prior to the End Date and time provided in the Bidding Event. Bidders utilizing mail or express mail as the method of submitting a bid are to clearly identify on the front of that package(s) the Bidding Event and any ID number, End Date, and time that bids are due. Method of delivery is at the bidder's sole discretion and risk. Unless otherwise designated as an RFP, Bidding Events will be opened at the designated time at the Hannibal Board of Public Works, 3 Industrial Loop Drive, Hannibal, Missouri 63401. Anyone is welcome to attend a public bid opening.
5. ***Due to the existing COVID-19 Pandemic, public bid openings, for qualifying bidding events, will be available in a virtual format in lieu of face-to-face meetings. To participate in a public bid opening, a Vendor must notify the Hannibal Board of Public Works Purchasing Department by calling (573) 221-8050 no later than (2) two days prior to the End Date and Time provided in the Bidding Event. The Hannibal Board of Public Works will then provide the needed access information to attend the virtual public bid opening.***
6. **Current and/or Previous Contract Information** - If a current and/or previous contract exists for the goods or services solicited from this bidding event then certain non-confidential data, such as pricing and general terms and conditions, may be released upon request. Current and/or previous contract information requested during an active bidding process will be considered a "request for interpretation", as defined in the bidding document, and qualifying data will be provided to all registered bidders by written addendum during the bidding event.
7. **Pricing** - State the unit price in U.S. currency, F.O.B. at the specified delivery location, Hannibal, Missouri prepaid and allowed for each item bid, unless otherwise stated in the Bidding Event. In the event of error in calculation, the unit price shall prevail. State all price advantages including but not limited to, quantity discounts that may apply.
8. All bids are irrevocable for a period of 90 days from the bid opening date unless longer periods are specified by the Hannibal Board of Public Works, Hannibal Missouri and agreed to by bidder.
9. **Lead Time** - (After Receipt of Order) for each item bid in **calendar days**. Lead time must include all time necessary to make **DELIVERY** to Hannibal Board of Public Works. Lead time may be a consideration for the lowest and best bid; must be stated in definite terms for each item; and must be adhered to if bidder is awarded a Purchase Order for that item(s).
10. **State brand and catalog/part number for each item bid** - If bidding other than what is specified or listed as an acceptable brand, then the brand and catalog number along with descriptive literature should accompany your bid for evaluation by the Hannibal Board of Public Works. Failure to have your brand approved prior to opening may result in rejection of the bid without question.