



**City of Berkeley
8425 Airport Road
Berkeley Missouri 63134
314-400-3600**

Bids shall be submitted in a sealed envelope clearly marked

BID NO. 900 “BALLISTIC VEST” on the outside.

Bid Opening Date, January 24, 2020 at 11:00AM

INDEX

Section	Description	Page
1.	Title Page	1
2.	Index	2
3.	Notice to Bid	3
4.	Bid Process Schedule	4
5.	Specification-General Instructions to Bidders	5
6.	Scope of Specification	6
7.	Bid Form	7
8.	Fire Department Total Price Form	8
9.	Project Agreement	9-10
10.	Bidder's Company Information	11
11.	Affirmative Action Statement	12
12.	Affirmative Action/Prime Vendor Questionnaire	13
13.	Federal Work Authorization Program Affidavit	14
14.	Work Authorization Affidavit	15
15.	Forms to Be Returned with Bid	16

CITY OF BERKELEY

8425 Airport Road
Berkeley, MO. 63134

NOTICE TO BID BID # 900 “BALLISTIC VEST”

Notice is hereby given that the City of Berkeley, Missouri, will accept sealed bids for

“BID # 900 “BALLISTIC VEST”

According to the specifications and bid package requirements. Copies of the bid forms may be obtained from the Purchasing Agent’s Office in the Berkeley City Hall, 8425 Airport Road, Berkeley, Missouri, 63134.

Sealed bids will be received at the Purchasing Agents Office in the Berkeley City Hall, 8425 Airport Road, Berkeley, Missouri, 63134 **until 11:00 a.m. on, FRIDAY, January 24, 2020** at which time the bids will be publicly opened and read aloud. Bids must be in sealed envelopes and clearly marked:

BID # 900 “BALLISTIC VEST”

The City of Berkeley reserves the right to reject any and all bids, waive informalities in the process and accept the bid deemed to be in the best interest of the City of Berkeley.

James Linhardt, Fire Chief

BID PROCESS SCHEDULE

Dates

1. Deadline for submittal of Contractor's request for clarification, modifications or questions regarding the Bid.

Thursday, January 23, 2020 by 11:00 a.m.

2. Addendums will be posted on the City of Berkeley Website:

<http://www.cityofberkeley.us>

3. Submittal Deadline for Bid:

Friday, January 24, 2020 by 11:00 a.m.

4. Bid Opening:

Friday, January 24, 2020 by 11:00 a.m.

If a final Addendum is needed it will be posted on the website
by 5:00 P. M. on Tuesday, January 21, 2020.

A.SPECIFICATION-GENERAL INSTRUCTIONS TO BIDDERS

Sealed bids, subject to the Instructions and General Conditions of Bidding listed below and any special conditions set forth herein, will be received in the Purchasing Agent's Office until; **11:00 A.M. on January 24, 2020** for "**BID # 900 "BALLISTIC VEST"**", conforming to the attached specifications.

THE CITY RESERVES THE RIGHT TO REJECT ANY AND ALL BIDS, WAIVE INFORMALITIES IN THE BIDDING, AND ACCEPT THE BID DEEMED TO BE IN THE BEST INTEREST OF THE CITY, QUOTES SHALL REMAIN GOOD FOR 90 DAYS AFTER BID OPENING.

1. Bidders must use the bid form provided for that purpose in submitting bids, must return the announcement and bid sheets comprising this bid, give total price quote, and sign the bid. Identify your bid on the envelope by listing the item bid, the number if appropriate, and the date of opening. If you do not care to bid, please return bid sheet(s) and note your reason.
2. Whenever products or materials of any particular producer or manufacturer are mentioned in our specification, such products or materials mentioned are intended to be descriptive of type of type or quality and not restrictive to those items mentioned. Furnish specifications, descriptive literature, and diagrams whenever appropriate.
3. Vendor supplying materials directly to the City should not include Federal Excise Tax or Sales Tax and/or Use Tax in bid prices, as the City is exempt from these Taxes by law. In the case of bids submitted by contractors to the City, all Federal Excise Tax or Sales Tax and Use Tax on the materials purchased by the sub-contractor are the sole responsibility of the contractor and the City's tax exemption will not apply to these purchases.
4. The time of delivery or work starting dates should be listed on the bid form, as these dates may be taken into consideration in making the award.
5. The City of Berkeley reserves the right to cancel all or part of bids if delivery is not made or work is not started as guaranteed. In case of delay the vendor or contractor must notify the Purchasing Agent, who may grant additional time for delivery when the buyer is at fault or if she is satisfied that the delivery is beyond the control of the vendor. Such grant must be in writing and made part of the bid. Failure to deliver as guaranteed may disqualify bidder for future bidding, and an alternate supplier could be used.
6. Inspection of delivery will be made at the delivery point, unless otherwise specified. Materials must be properly packaged. Damaged materials will not be accepted. Rejected materials will be returned to the vendor at the vendor's risk and expense.

APPROVED BY:

Debra Irvin
City Manager

James Linhardt
Fire Chief

Sheila Swinney
Purchasing Agent Contracts

Scope of Specification

The following Specifications details the quality and design intended for the use of the Berkeley Fire Department. The armor shall be designed as external outer wear over the shirt, uniform, and PPE. All ballistic vest being offered or presented to The Berkeley Fire Department shall meet or exceed the minimum performance requirements of NIJ 0101.6(The National Institute of Justice minimum standard for resistance of Body Armor) dated July 2008 for specified threat level and any additional design requirements set forth throughout this specification. All bidders must provide documentation clearly indicating the brand, model, NIJ certification letter, Independent Ballistic Test Reports, drawings, Diagrams, and Technical Specifications supporting the vests ability to meet our stated minimum requirements. All bidders shall present vest intended to sell to Berkeley Fire Department:

- **Ballistic Panel Inserts:** Inserts shall consist of a front, rear, and side panels. Ballistic inserts shall meet or exceed minimum requirements/standards of NIJ 0101.6; with a threat level of IIIA+
- **Accessories/Necessities for Ballistic Vest:** Reinforced drag handle at the top rear of vest; Extended, adjustable padded shoulders with ballistic channels; Integrated pocket in the front of vest for radio/accessories; Carrier shall be water resistant; Medical pouch 10"x12" with a zipper around the perimeter with a hinged bottom allowing the pouch to lay open flat; Within the pouch it shall have a separate compartment and elastic to accommodate all necessary medical supplies; One size fits all or up to 64" (optional) Ballistic Vest shall be the same design/color as turnout gear to blend and be unnoticed; and it shall meet or exceed the minimum performance or design requirements set forth by NIJ 0101.6 July 2008.

Bid Form

Project no. **“BID 900 BALLISTIC VEST”**

Proposal has: _____ (HEREINAFTER CALLED “BIDDER “)

TO: The City of Berkeley, 8425 Airport Road, Berkeley, MO. 63134

The bidder, in compliance with your invitation for bid **“BID # 900 BALLISTIC VEST”** for having examined the specifications with related documents and being familiar with all of the conditions surrounding the proposed project including the availability of materials and labor, hereby proposes to furnish all equipment, labor, materials, and supplies, and to complete the project in accordance with the specifications, within the time set forth therein, and at the prices stated below:

ITEM NO.	DESCRIPTION	UNIT PRICE
1.		

SIGNATURE _____

DATE _____

ADDRESS _____

ATTEST _____

City of Berkeley Fire Department Total Price Form

FIRST YEAR PRICING:

Ballistic Vest \$ _____ each

5 Ballistic Vests \$ _____ each Extended \$ _____

10Ballistic Vests \$ _____ each Extended \$ _____

TOTAL BID PRICE FOR 14 SETS: \$ _____

SECOND YEAR PRICING:

Ballistic Vest \$ _____ each

5 Ballistic Vests \$ _____ each Extended \$ _____

10Ballistic Vests \$ _____ each Extended \$ _____

TOTAL BID PRICE FOR 14 SETS: \$ _____

THIRD YEAR PRICING:

Ballistic Vest \$ _____ each

5 Ballistic Vests \$ _____ each Extended \$ _____

10Ballistic Vests \$ _____ each Extended \$ _____

TOTAL BID PRICE FOR 14 SETS: \$ _____

STANDARD

PROJECT AGREEMENT

THIS AGREEMENT made this _____ day of _____, 2020, by and between _____ (A corporation organized and existing under

the laws of the State of Missouri) (a partnership consisting of _____) hereinafter called the "CONTRACTOR" as The City of Berkeley, Missouri.

WITNESSETH, that the Contractor and the City of Berkeley, Missouri for the considerations stated herein agree as follows:

STATEMENT OF WORK: The Contractor shall furnish all supervision, technical personnel, labor, materials, machinery, services, materials, supplies, etc. needed to perform and complete all work required for the **BID # 900 "BALLISTIC VEST"**, and any and all required supplemental work for completion of the project in accordance with the Plans, Specifications, and all Contract Documents.

The City of Berkeley will pay the Contractor for the performance of the contract in current funds, for the total quantities of work performed at the unit prices stipulated on the attached bid for the several respective items of work completed subject to additions and deductions mutually agreed upon by both parties of this agreement.

Payments will be made within 30 days after the City approves the final inspection of the project, and the contractor submits a final invoice. The final invoice shall not be deemed as received until after the City approves the completion of the project.

CONTRACT: The executed Contract documents consist of all documents furnished to each bidder and the successful Contractor for this project.

IN WITNESS WHEREOF, the parties hereto have caused this AGREEMENT to be executed in two (2) original copies on the day and year first above written.

Contractor: _____

By: _____

Title: _____

Street: _____

City: _____

Attest:

By: _____

Title: _____

City of Berkeley, Missouri

By: _____

Title: _____

Street: 8425 Airport Road

City: Berkeley, MO 63134

Attest:

By: _____

Title: _____

BIDDER'S COMPANY INFORMATION

**“BALLISTIC VEST”
CITY OF BERKELEY, MISSOURI**

Please print legibly, except where signature is required.

Company Name: _____

Company Address: _____

Phone Number: _____

E-mail Address: _____

Website: _____

Authorized Officer: _____

Signature: _____

Title: _____

AFFIRMATIVE ACTION STATEMENT

Please Return with Bid Package

THE CITY OF BERKELEY, MISSOURI

Is an EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

We acknowledge that we will hire and develop qualified people, solely on merit and qualifications, without regard to race, color, creed, religion, sex, national origin, ancestry, handicaps or age.

While acknowledging an obligation to the community to reaffirm its Fair Employment Policy, we also reaffirm our support for the various Presidential Executive Orders and regulations of the Equal Employment Opportunity Commission. In addition, we support the applicable provisions contained in the Civil Rights Acts, the Equal Pay Law, the Age Discrimination and Employment Act and the Kansas Act against Discrimination. The regulations, acts, orders and laws provide that discrimination based on race, color, creed, religion, sex, national origin, ancestry, handicaps or age is prohibited.

Our policy can be implemented only through the efforts of everyone within the company. A simple statement is not enough without full support. It is hoped that through an Equal Opportunity Plan, a fair and equitable program might be practiced. Through such a plan, applicants and employees should feel they could become an active part of the company without fearing reprisals due to extraneous factors not related to merit or qualifications.

Signed _____

Position _____

Date _____

Note: THIS FORM IS VALID FOR THIS CALENDAR YEAR ONLY (2020)

AFFIRMATIVE ACTION/PRIME VENDOR QUESTIONNAIRE

Many of you will probably be compiling similar information for your yearly E.E.O. Reports. If this is the case, and you would prefer to wait and complete this form at that time, please feel free to do so. If you want to be placed on the prime vendor list prior to that time we can do so with a copy of your

Affirmative Action Plan

1. Name and address of your organization: _____

2. Name and position of person completing this report _____

3. We do not wish to be on your prime vendor list and is returning this form incomplete:
Yes _____ No _____
4. Do you consider your organization to be an Equal Employment Opportunity Employer?
Yes _____ No _____
5. Are you part of or a division of a larger parent organization? _____ If Yes, please give parent organization name and home office address:

6. How many employees were on the payroll last pay period? Full Time _____
Part Time _____
7. How many women were on the payroll? Full Time _____ Part Time _____
8. How many minorities were on the payroll?
Full Time Male Minority employees: _____
Full Time Female Minority employees: _____
Part Time Male Minority employees: _____
Part Time Female Minority employees: _____
9. Does your organization include in its employment advertising a phrase similar to: “*We are an Equal Employment Opportunity Employer*” or if your organization has not advertised recently, will similar phrase be included if advertising is undertaken in the future Yes ___ No _____
10. Does your organization or you parent organization have an Affirmative Action Plan?
Yes ___ No _____ If Yes, please supply a copy of the current plan.
11. Does your organization have a designated department or person to function in the Equal Opportunity Position? Yes _____ No _____ If Yes, please supply the name, title, phone number and address for future correspondence. _____

The City of Berkeley thank you for your cooperation in filling out this form.

FEDERAL WORK AUTHORIZATION PROGRAM AFFIDAVIT

Pursuant to Section 285.530 RSMo as a condition of the award of any contract in excess of five thousand dollars (\$5,000.00), the successful bidder shall, by sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection to the contracted services. Successful bidders shall also sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection to the contracted services.

OSHA TRAINING REQUIREMENTS

Missouri Law, 292.675 RSMO, Requires the awarded contractor and its subcontractor(s) to provide a ten-hour (10) Occupational Safety and Health Administration (OSHA) construction safety program (or a similar program approved by the Missouri department of labor and industrial relations as a qualified substitute) for their on-site employees (laborers, workmen, drivers, equipment operators, and craftsmen) who have not previously completed such a program and are directly engaged in actual construction of the improvement (or working at a nearby or adjacent facility used for construction of the improvement). the awarded contractor and its subcontractor(s) shall require all such employees to complete this ten-hour (10) program, pursuant to 292.675 RSMO, unless they hold documentation on their prior completion of said program; penalties for non-compliance include contractor forfeiture to the city of Berkeley in the amount of \$2,500, plus \$100 per contractor and subcontractor employee for each calendar day such employee is employed beyond the elapsed time-period for required program completion under 292.675 RSMO.

E-VERIFY

E-Verify is a web-based system that allows enrolled employers to confirm the eligibility of their employees to work in the United States. E-Verify employers verify the identity and employment eligibility of newly hired employees by electronically matching information provided by employees on the Form I-9, Employment Eligibility Verification, against records available to the Social Security Administration (SSA) and the Department of Homeland Security (DHS). Bidders shall submit Form I-9 on all employees.

WORK AUTHORIZATION AFFIDAVIT

Comes now _____ (Name) as _____ (Title) first being duly sworn, on my oath, affirm _____ (Company Name) is enrolled and will continue to participate in a Federal Work Authorization Program in respect to employees that will work in connection with the contracted services related to _____(Project Description) for the duration of the contract, if awarded, in accordance with RSMo Charter 285.530(2). I also affirm that _____ (Company Name) does not and will not knowingly employ a person who is an unauthorized alien in connection with the contract services related to the subject project for the duration of the contract, if awarded.

In Affirmation thereof, the facts stated above are true and correct (The undersigned understands that Oise statements made in this filing are subject to the penalties provided under Section 570.040, RSMo).

Signature (Individual with Authority)

Printed Name

Date

Date

I am commissioned as a Notary Public within the County of _____ State of _____ and my commission expires on _____ 20_____.

FORMS TO BE RETURNED WITH BID

- i. City of Berkeley Fire Department Total Price Form (pg. 8)
- ii. Project Agreement (pg. 09-10)
- iii. Bidder's Company Information (pg. 11)
- iv. Affirmative Action Statement (pg. 12)
- v. Affirmative Action /Prime Vendor Questionnaire (pg. 13)
- vi. Work Authorization Affidavit (pg. 15)