



# City of Toledo

One Government Center

640 Jackson Street

Toledo, Ohio 43604

## **Bid Information for Goods & Services**

- 1.0 The City of Toledo desires to enter into a goods and services contract.
- 2.0 It would be to the advantage of the City of Toledo to award the bid on a total basis to the one supplier who can service the most items. However, that may not be possible. The City of Toledo reserves the right to make the best selection to its own advantage.
- 3.0 The City of Toledo reserves the right to award to one or more vendors to meet its needs.
- 4.0 The quantities specified are estimated and informative only and not a binding offer of purchase on the part of the City. The City of Toledo reserves the right to either increase or decrease the quantity as its requirements demand.
- 5.0 The materials to be purchased under the terms of the proposed contract shall consist of parts that are equivalent to or exceed bid specifications.
- 6.0 The successful bidder will be expected to enter into a contract on which goods or services would be made in accordance with purchase orders issued by the City. Goods receipts with the purchase order number is required for all deliveries. Payments will be made upon delivery and city receipt of proper invoice.
- 7.0 All bids must be e-bid thru the city of Toledo's PlanetBids website.  
  
Prices shall be quoted delivered to the City location reference in the bid. The City of Toledo may consider and award contracts to an additional vendor as a backup vendor in lieu of primary vendor not being able to meet required delivery.
- 8.0 All deliveries must be accompanied by a goods receipt with the PO number referenced. Invoices must reference the PO number and shall be mailed to: City of Toledo, Division of Accounts, Suite 2020, One Government Center, Toledo, Ohio 43604 or emailed to [AccountsPayable@toledo.oh.gov](mailto:AccountsPayable@toledo.oh.gov). All invoices are to list labor hours, labor cost per hour, parts cost and City of Toledo Purchase Order Number.
- 9.0
- 10.0 The goods or services called for in this proposal is strictly for governmental functions and is exempt from any federal or state sales tax.
- 11.0 The City reserves the right to award in part or whole, reject any, or any part of any, or all bids, to waive formalities and technicalities, to advertise for new bids, or to make the award if, in the judgment of the City that it's in its best interest.

- 12.0 Bid Guaranty Requirements can be located on the "Bid Information" tab of that project on the PlanetBids website. The bid guaranty may be a bid bond or a certified check or cashier's check on a solvent bank. The bid guaranty shall provide that if the bid is accepted, the bidder shall enter into a proper contract with the City in accordance with the bid, plans, details, specifications, and bills of material. **Company checks / Personal Checks are not acceptable.**

If e-bidding and submitting a check, the check must be received no later than the due date and time of the bid in the Division of Purchases and Supplies in order for your bid to be deemed responsive.

If e-bidding and submitting a bid bond, the City of Toledo does not need original bond.

(Per TMC 187.09)

- 13.0 The attached bidder response shall be guaranteed for sixty (60) days or else otherwise stated on PlanetBids.
- 14.0 Any documents submitted with a bid or proposal will be treated as a public document unless informed in writing by the bidder that the bidder considers such documents to contain trade secrets under Ohio law. The City may require additional information in support of such a claim.
- 15.0 As soon as the recommendation of award is made, the contract documents will be sent to the successful bidder for execution, complete with required bonding, insurance and indemnification. If the contracts are not executed, completed and returned to the City within five (5) business days of the date of sending, the bid bond/check will be declared as forfeited as liquidated damages.
- 16.0 The City of Toledo is a public entity that must comply with certain legal requirements and internal review procedures prior to awarding any contract. No party has the right to expect that it will be awarded a contract with the City absent adherence to legal requirements and review procedures. All contracts with the City must contain the signature of the Mayor, or his/her duly authorized designee. The City reserves the right to cancel an award recommendation if any required contract paperwork is not complete. Only upon the Mayor or the Mayor's authorized designee's signature is a contract binding with the City.