

**CITY OF ST. JOSEPH**  
**REQUEST FOR PROPOSALS – ADDITIONAL TERMS & CONDITIONS**

**1. PREPARATION OF BIDS**

Bidders are expected to examine all specifications, instructions and their calculations in the Request for Proposals (hereinafter, “RFP”). Failure to do so is at the bidder’s risk.

All supplies and equipment offered in a bid must be new and of current production unless the RFP clearly states otherwise.

Firm fixed prices shall be bid and will include all packing, handling, shipping and delivery charges.

Unless otherwise indicated, prices quoted shall be firm for acceptance for ninety (90) days from bid opening and for the specified contract period.

**2. SUBMISSION OF BIDS**

A submitted bid must (1) contain all the information requested in the RFP, (2) contain the proper bid bond, if required, and (3) be submitted at or before the designated time, as stated in the RFP.

**3. MODIFICATION OR WITHDRAWAL OF BIDS**

After the official date and time of bid closing, no bid may be modified or withdrawn.

**4. AWARDS**

As the best interest of the City may require, the right is reserved to make awards by item, group of items, to reject any and all bids or waive any irregularity or technicality in bids received.

An award will be made to the bidder whose bid (1) meets the qualifications of the RFP, and (2) is the most favorable bid considering price, qualifications and responsibility of the bidder, the best interest of the City, and all other relevant factors.

A “Notice of Award” may be issued to the chosen bid in order to begin contract negotiations, however, **no award is final until it is accepted and approved by the St. Joseph City Council.** A “Notice of Award” does not authorize the purchasing of materials or proceeding with any services. Work under the RFP can only begin after City Council approval.

The City is not responsible, nor obligated to pay for any expenses incurred by the bidder in the submission of a bid.

**5. OPEN COMPETITION**

It is the intent and purpose of the City of St. Joseph that the RFP process promotes free and open competition. If any language or requirements of a particular RFP places restrictions on a potential bidder, that bidder should contact the Purchasing Division for a review. This notice must be given at least ten (10) days prior to the closing of a bid.