



July 21, 2010

To Whom It May Concern:

The City of Dover is requesting quotations for the purchase of **UTILITY POLES FOR STOCK, BID NUMBER 10-0025CS.**

All vendors must complete the Request for Quotation (RFQ) notice and fax it to (302) 736-7178 if they intend to bid. Any vendor not returning the form may not receive published addenda.

Dover ID	Description	Quantity
480-630-56000	Pole, Utility, 75', Class H-1, Penta treated, REA specifications	8

The poles shall be shipped on truck or trailer complete with self-unloading capability. 48 hour notice must be given prior to shipment.

All prices must FOB 8690 Buttner Place, Dover. This is Public Utility Department. If you have any questions please call me at (302) 736-7795 or email pgregg@dover.de.us. The contract shall be awarded within 60 calendar days of the bid opening to the lowest responsive and responsible bidder. All prices will be considered firm for 60 days.

Please fax quotes to Central Services at (302) 736-7178. Quotes may be submitted electronically by email using the email address bids@dover.de.us. The computerized date/time indication on the electronic submission will be the sole determination of receipt. **All electronic quotes submitted by email must reference the RFQ number (11-0004DPU) in the subject line of the submission or they will not be considered.** Failure to comply with the above format *may* result in disqualification of your quote. **Please respond by August 9, 2010.** Quotes may be mailed to 710 William St. Dover, DE 19904.

All copies of any quotes submitted in response to this request shall be considered the property of the City of Dover and shall not be returned to the bidder.

Conflict of Interest Clause:

Pursuant to Dover Code, Chapter 30, Section 30-33, No city employee or official may participate on behalf of the city in the review or disposition of any matter pending before the city in which he has a personal or private interest. No city employee or official shall benefit from any contract with the city, nor solicit any contract, and shall not enter into any contract with the city (other

than an employment contract). No person who has served as a city employee or official shall represent or otherwise assist any private enterprise on any matter involving the city, for a period of two years after termination of his employment or elected or appointed status with the city, if he gave an opinion, conducted an investigation or otherwise was directly and materially responsible for such matter in the course of his official duties as a city employee or official. All parties hereto declare and affirm that no officer, member, or employee of the City, and no member of its governing body, and no other public official of the City who exercises any functions or responsibilities in the review or approval of the undertaking described in this contract, or the performing of services pursuant to this contract, shall participate in any decision relating to this contract which affects his or her personal interest, or any corporation, partnership, or association in which he or she is directly or indirectly interested; nor shall any employee of the City, nor any member of its governing body, have any interest, direct or indirect, in this contract or the proceeds thereof.

The contract shall be awarded within 90 days of the closing date to the bidder who is determined in writing to be most advantageous to the City. All prices must be held firm for a minimum of 90 days from the date due. The quotes, summaries, and tabulations shall not be open for public inspection until after receipt of a fully executed contract.

The City of Dover reserves the right to waive technicalities, to reject any or all submissions, or any portion thereof, to solicit new quotes, to proceed to do the work otherwise, or to abandon the work, if in the best interest of the City.

Minority vendor preference shall be three percent (3%) of the value of the award. **The vendor must identify qualification and claim to the preference on the submitted documents.** The vendor must provide authoritative proof of qualification for this preference such as identification in the certification directory maintained by the State of Delaware, Department of Administrative Services, Office of Minority and Women Business Enterprises. This preference is to be considered as stand-alone and cannot be added to any other preference that may be allowed.

Local vendor preference shall be considered for materials, equipment, construction contracts, and utility contracts. Local vendor preference shall be three percent (3%) of the value of the award. The term local vendor is defined as a gradually increasing range with preference assigned as follows:

Rule 1: Vendor located within the city limits of the City of Dover.

Rule 2: Vendor located within Kent County, Delaware (applicable only if no vendor qualifies under rule 1)

Rule 3: Vendor located within the State of Delaware (applicable only if no vendor qualifies under rules 1 & 2)

In the event that no vendor qualifies under rules 1, 2, or 3, no local vendor preference will be awarded. **The vendor must identify qualification and claim to the preference on the submitted documents.** This preference is to be considered as standalone and cannot be added to any other preference that may be allowed.

In the event the contractor does not fulfill its obligations under the terms and conditions of this contract, the City of Dover may contract for an equivalent product on the open market. Any difference in cost between the contract prices herein and the price of open market product shall be the responsibility of the contractor. Under no circumstances shall monies be due the contractor in the event open market products can be obtained below contract cost. Any monies charged to the contractor may be deducted from an open invoice.

Neither the contractor nor the City of Dover shall be held liable for non-performance under the terms and conditions of this contract due, but not limited to, government restriction, strike, flood, fire, or unforeseen catastrophe beyond either party's control. Each party shall notify the other in writing of any situation that may prevent performance under the terms and conditions of this contract.

Vendors must provide references to the City of Dover upon request. Vendor references may be checked to verify their ability to perform the contract requirements, the quality of work and the ability to meet obligations.

The City of Dover shall have the right to reject any or all quotations if deemed to be in the best interest of the City, such as but not limited to local vendor preference and minority vendor preference while awarding bids.

Sincerely,

Peter K. Gregg
Contract and Procurement Manager
(302) 736-7795
Fax (302) 736-7178
Pgregg@dover.de.us
www.cityofdover.com



UTILITY POLE QUOTATIONS

Bid number 11-0004DPU

Dover ID	Description	Quantity Requested	Quantity Bid (EOQ)	Unit Price	Extended Price
480-630-56000	Pole, Utility, 75', Class H-1, Penta treated, REA specifications	8			

Estimated Delivery Time (ARO) _____

Name of bidder: _____
 (Individual, Firm, or Corporation)

Point of contact: _____
 (Printed name of individual whose signature appears below)

LOCAL VENDOR PREFERENCE

Circle One: Rule 1 Rule 2 Rule 3 None

MINORITY VENDOR PREFERENCE

Circle One: Yes No

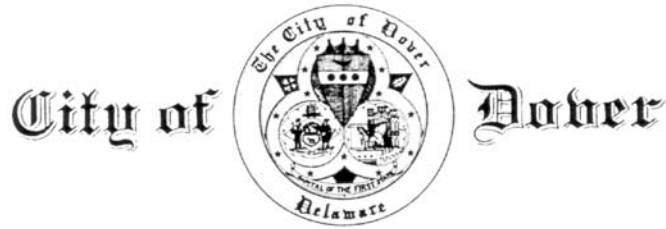
Signature of bidder: _____

Business Address: _____

Telephone number: _____

Fax number: _____

Date of bid: _____



REQUEST FOR QUOTATION NOTICE

Quote Number: 11-0004DPU

Quote Due Date: August 9, 2010

Description: Utility Poles

If you are interested in the invitation to bid described above, you can download it in Adobe PDF format from our web site <http://www.cityofdover.com>. Any amendments of other additional information related to this solicitation will be posted with the original document on the web site. **All vendors must complete this notice and fax it to (302) 736-7178 if they intend to bid. Any vendor not returning the form may not receive published addenda.**

If you do not have internet access and want to receive this request for quotation, all subsequent amendments, or additional information on the bid package, please provide the requested information to:

The City of Dover
 Central Services Department
 710 William Street
 Dover, DE 19904
 Fax: (302) 736-7178, attention Peter Gregg
 Phone: (302) 736-7795
 e-mail: pgregg@dover.de.us

Please complete the following and return this form to Central Services:

Company: _____	Vendor Response /Request
Address _____	No bid at this time, please retain on bid list
_____	Please send complete bid package
Contact: _____	I will download the bid package
Phone _____	I intend to bid
Fax _____	I do not intend to bid
e-mail for ITB/RFQ _____	Other: