



July 27, 2010

To Whom It May Concern:

The City of Dover will receive sealed bids on August 12, 2010 at 2:00 p.m. local time for the purchase of **COLD PATCH, CRUSHER RUN & #57 STONE, BID NUMBER 11-0006DPU.**

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.

Bids will be opened publicly at the time and place designated in this letter. The main purpose of the bid opening is to reveal the name(s) of the bidder(s), not to serve as a forum for determining the low bidder(s).

The contract shall be awarded within 90 calendar days of the approval of City Council, when required. A contract may be awarded to a firm other than the lowest responsible and responsive bidder if, in the opinion of the City, the interests of the City shall be better served by awarding the contract to some other bidder. The quotes, quote summaries, and tabulations shall not be open for public inspection until after receipt of a fully executed contract.

All bids are to be received by the Central Services Department, 710 William Street, Dover, DE, 19904 no later than the 2:00 p.m. bid opening. All bids will be opened in the presence of the Procurement Manager or his/her designee. All bids shall become public record and shall be available for public inspection after it has been determined that there is no proprietary information contained within the bids. Any and all proprietary information contained within the proposal must be clearly marked. The cover must indicate that the proposal contains such information. **Copies** of the proposals will not be provided to competing vendors.

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 bid documents.** The vendor must be identified in the certification directory maintained by the State of Delaware, Department of Administrative Services, Office of Minority and Women Business Enterprises to qualify for this preference. This preference is to be considered as stand alone and can not 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 bid documents. This preference is to be considered as stand alone and can not be added to any other preference that may be allowed.

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

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

Full payments for the purchases will be made only upon the department head's complete satisfaction as to the fulfillment of all of the conditions of the contract.

ENVELOPES MUST BE MARKED "COLD PATCH, CRUSHER RUN & STONE, BID NUMBER 11-0006DPU BID OPENING AUGUST 12, 2010, 2:00 P.M." No faxed bid will be accepted. Bids may be submitted electronically by email to the Procurement Manager 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 bids submitted by email must reference the bid number (11-0006DPU) 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 bid.

Sincerely,

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



City of Dover

BID NOTICE

Bid Number: 11-0006DPU

Bid Opening Date: August 12, 2010, 2:00 p.m.

Description: Cold Patch, Crusher Run & #57 Stone

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.

If you do not have internet access and want to receive this invitation to bid, 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/RFP _____	Other:

QTY.*	UNIT	DESCRIPTION	PRICE
*1,162	TON	AASHTO #57 "DE NO. 57 STONE"	\$
*1,914	TON	DENSE GRADE AGGREGATE "CRUSHER RUN"	\$
*282	TON	COLD ASPHALT "COLD PATCH"	\$

Quantities are estimated, actual quantity to be ordered will be determined solely by the City of Dover. The ordering of materials will be in the form of Delivery on Demand (DOD). Delivery response time shall be a maximum of 24hrs within the time of order. Bid prices must include any and all delivery charges. The exact delivery location will be determined at a later date; however, it will generally be located within Dover City limits.

Bid materials may be awarded individually, or as a group.

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

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

Signature of bidder: _____

Business Address: _____

Telephone number: _____

Fax number: _____

Date of bid: _____

Local Vendor Preference (Circle one): Rule 1 Rule 2 Rule 3 None

Minority Vendor Preference (Circle one): Yes No
(Attach State of Delaware issued certificate)