

CITY OF OVERLAND PARK, KANSAS

NOTICE TO BIDDERS

In order to comply with the Orders of the Governor and the Johnson County Public Health Officer to prevent the spread of COVID-19 this bid opening will be conducted using an online virtual meeting tool.

This bid opening will be open to the public via the online virtual tool (Zoom) by viewing online or listening by phone. Instructions for using the online virtual meeting tool are included in this Notice to Bidders and may also be viewed at <https://www.opkansas.org/city-government/bids-proposals/>

Sealed bids for **TWO (2) 30' AERIAL LIFT VANS** will be received by the City of Overland Park, Kansas, at the office of the City Clerk, City Hall, 8500 Santa Fe Drive, Overland Park, Kansas 66212 until 2:00 p.m. local time on **Tuesday, June 2, 2020**. All sealed bids will be transferred to **Council Chambers**, City Hall, where they will be publicly opened and read aloud. Any bid received after the designated closing time will be returned unopened.

All bids shall be submitted in sealed envelopes addressed to the City Clerk of Overland Park, Kansas, and marked "**BID FOR: TWO (2) 30' AERIAL LIFT VANS**." Bid prices shall include delivery of the equipment to the location on the Bid form. Delivery date shall be stated on the Bid form.

Questions regarding the specifications should be referred to Jose Vargas at 913-327-6658. Copies of bid documents and specifications are on file at the office of the Contract Specialist, 913-895-6029. Bids shall be made upon the form provided, in ink or typewritten. No oral, facsimile or telephonic bids or alterations will be considered. Bidders submitting bids on equipment not conforming to the detailed specifications must state variances on the Bid form where applicable. Bids cannot be altered or changed after they have been received by the City and opened. If more than one bid is submitted, please submit each bid in a separate envelope.

The City reserves the right to accept or reject any and all bids and to waive any technicalities or irregularities therein. Bids may be modified or withdrawn by written request of the bidder received in the office of the City Clerk, prior to the time and date for bid opening; provided, however, that no bidder may withdraw its bid for a period of thirty (30) days from the date set for the opening thereof. ALL BIDDERS AGREE THAT REJECTION SHALL CREATE NO LIABILITY ON THE PART OF THE CITY BECAUSE OF SUCH REJECTION. IT IS UNDERSTOOD BY ALL BIDDERS THAT AN UNSUCCESSFUL BIDDER HAS NO CAUSE OF ACTION AGAINST THE CITY FOR BID PREPARATION COSTS. THE FILING OF ANY BID IN RESPONSE TO THIS INVITATION SHALL CONSTITUTE AN AGREEMENT OF THE BIDDER TO THESE CONDITIONS.

INSTRUCTIONS FOR USING THE ONLINE VIRTUAL MEETING TOOL

To view and listen to the bid opening online using a device connected to the Internet:

- Click on the following link: <https://opkansas.zoom.us/j/97293714952>
- **Password: 666603**
- You may be required to download the Zoom app to your device. (Downloading Zoom is free of charge.)
- You may also be asked to enter your name and your email address.

To listen to the bid opening by phone use one of the following phone numbers:

- 1-346-248-7799 or 1-253-215-8782
- When prompted, enter the following **meeting number: 97293714952** and **Password: 666603**