



INVITATION TO BID

FINANCE DEPARTMENT

GREGORY N. L'HEUREUX
Finance Director

KRISTIE BRADBURY
Deputy Finance Director

COLLEEN C. SELBERG
Purchasing Agent

Bid #03-18

ONE TON 4X4 WITH PLOW AND HYDRAULIC TAILGATE LIFT

Sealed bid for furnishing a new 1-TON, 4X4, 10,400 GVW, STANDARD CAB, STANDARD WHEEL BASE, SINGLE REAR WHEEL, PICKUP TRUCK, INCLUDING FISHER BRAND STAINLESS 8'6" V – SNOW PLOW AND HYDRAULIC TAILGATE LIFT to the City of South Portland Fire Department as specified below, in the attached specifications and proposal, will be received by the City Purchasing Agent, 25 Cottage Road, South Portland, Maine 04106, until 2:00 p.m., ET., Wednesday, July 12, 2017 at which time, they will be publicly opened and read aloud. Proposals received after the above stated day and time will not be considered.

SHIPPING DAMAGE: The City will not accept or pay for damaged goods. The contractor must file all claims against the carrier(s) for damages incurred to items in transit from the point of origin to the ultimate destination within the City of South Portland. The City will provide the contractor with written notice when damaged goods are received. The City may choose to deduct the cost of the damaged goods from the invoice prior to payment. The contractor must file all claims against the carrier(s) for reimbursement of the loss.

BRAND AND MODEL OFFERED: Specifications may contain certain brand names that may or may not be proprietary. Bidders are encouraged to propose their company's approved alternate to such items and list them accordingly. The City will not disqualify a bid if it offers items not specific but meet minimum requirements to the City's Bid Specifications.

ANNOTATED LITERATURE: Bidders must annotate their product literature to identify for the City the location of the supporting information regarding each product specification set out in this ITB.

SUPPORTING INFORMATION: The City strongly desires that bidders submit all required technical, specification, and other supporting information with their bid, so that a detailed analysis and determination can be made, by the Purchasing Agent that the product offered meets the ITB specifications and that other requirements of the ITB have been met. However, provided a bid meets the requirements for a definite, firm, unqualified, and unconditional offer, the City reserves the right to request supplemental information from the bidder, after the bids have been opened, to ensure that the products offered completely meet the ITB requirements. The requirement for such supplemental information will be at the reasonable discretion of the City and may include the requirement that a bidder will provide a sample product(s) so that the City can make a first-hand examination and determination.

FIRM, UNQUALIFIED AND UNCONDITIONAL OFFER: Bidders must provide enough information with their bid to constitute a definite, firm, unqualified and unconditional offer. To be responsive a bid must constitute a definite, firm, unqualified and unconditional offer to meet all of the material terms of the ITB. Material terms are those that could affect the price, quantity, quality, or delivery. Also included as material terms are those which are clearly identified in the ITB and which, for reasons of policy, must be complied with at risk of bid rejection for non- responsiveness.

NEW EQUIPMENT: Equipment offered in response to this ITB must be new equipment. New equipment means equipment that is currently in production by the manufacturer and is still the latest model, edition or version generally offered. The equipment must be warranted as new by the manufacturer and may not have been used for any purpose, other than display (not demonstration), prior to its sale to the City. The City will not accept remanufactured, used, or reconditioned equipment. It is the contractor's responsibility to ensure that each piece of equipment delivered to the City complies with this requirement. A contractor's failure to comply with this requirement will cause the City to seek remedies under breach of contract.

The Equipment offered must have been for sale to the general public for a period of not less than five years.

ACCESSORIES: When accessories are supplied, they must be certified to be compatible with the rest of the equipment. Certification will be written evidence satisfactory to the City that the accessories are compatible. The bidder's failure to supply this evidence within the time required by the City will cause the City to consider the bid non-responsive and reject the bid.

INSPECTION: Equipment offered will be subject to inspection and approval by the City prior to payment. The equipment and attachments must be in good repair and capable of performing the work for which they were designed.

ALTERATIONS: The awarded bidder must obtain the written approval from the Purchasing Agent prior to making any alterations to the agreed upon specifications (post-award) contained in this ITB or subsequent Contract. The City will not pay for alterations that are not approved in advance and in writing by the City.

DISCONTINUED ITEMS: In the event an item is discontinued by the manufacturer during the life of the contract, another item may be substituted, provided that the Purchasing Agent makes a written determination that it is equal to or better than the discontinued item and provided that it is sold at the same price or less than the discontinued item.

ITEM UPGRADES: The City reserves the right to accept upgrades to models on the basic contract when the upgrades improve the way the equipment operates or improve the accuracy of the equipment. Such upgraded items must be at the same price as the items in the basic contract.

DELIVERY: Indicate, in the space provided under "Bid Schedule", the time required to make delivery after the receipt of an order.

F.O.B. POINT: The F.O.B. point for all items purchased under this bid is the final destination within the City of South Portland. Ownership of and title to the ordered items remains with the contractor until the items have been delivered to their final destination and are accepted by the City.

PARTS BOOKS AND MAINTENANCE MANUALS: Parts books and maintenance manuals must be provided at the same time that the equipment is delivered, preferably in Electronic Version (CD, PDF, etc.). The cost of the parts books and maintenance manuals is to be included in the bid price of the equipment.

TRAINING: With any new piece of equipment the City requires training from factory-trained personnel for mechanics and operators. In-depth training for trouble-shooting and electrical schematic diagram analysis is required for the mechanics. Training can be provided at our facility, or, with arrangements made, conducted at the vendor's facility.

BID SUBMISSION: At or before the appointed date and time, all bidders must submit a completed Specifications Form and completed Bid Form. Although not required, bidders are encouraged to submit additional supporting information that may assist the City in evaluating the bid and compliance with the technical specifications.

METHOD OF AWARD: Award will be made to the lowest responsive and responsible bidder as noted below (EVALUATION CRITERIA). The City of South Portland reserves the right to accept or reject any or all bids should it be deemed in the best interest of the City, waive any minor discrepancies or technicalities and the right to inspect the equipment prior to delivery.

EVALUATION CRITERIA: The City intends to evaluate each bid based on the following specifications. The bid which meets these specifications best will be the lowest, most responsive bid. Alternate proposals to the specifications listed below should be noted so that the City may make a fair assessment of the bid. **ALTERNATE SPECIFICATIONS WHICH ARE CLEARLY STATED WILL NOT DISQUALIFY A BIDDER.**

INVOICES: Invoices must be sent directly to the City address shown on the individual Purchase Order, Contract Award or Delivery Order. Payment schedule will be determined with the winning bidder. Questions concerning payment must be addressed to the City of South Portland's Accounts Payable Department.

Price shall include a 14-day plate and State of Maine Certificate of Title or Certificate of Origin, which shall be made out to the City of South Portland, Maine and mailed to the Purchasing Agent, P.O. Box 9422, and South Portland, Me 04116-9422. A copy of the title application is to be delivered with each vehicle. There shall be, within the Greater Portland area, a repair service which shall maintain a stock of spare parts for any make and model of any vehicle that a bidder offers in the proposal.

It is the custom of the City of South Portland to pay its bills within 20 to 30 days following delivery of and receipt of bills for all items covered by the purchase order. In submitting bids under attached specifications, bidders should take into consideration all discounts, both trade and time, allowed in accordance with the above payment policy. All bidders should quote net prices, therefore, exclusive of all Federal Excise Taxes and Sales Taxes.

The City of South Portland reserves the right to waive all informalities in bids, to accept any bid or any portion thereof, or to reject any or all bids should it be deemed in its best interest to do so. Except as otherwise required by law or as specifically provided to the contrary herein, the City shall govern the award of this bid's purchasing ordinance.

Colleen Selberg
Purchasing Agent

SPECIFICATION

ONE (1), 2017, 1-TON, 4X4, 10,400 GVW, STANDARD CAB, STANDARD WHEEL BASE, SINGLE REAR WHEEL, PICKUP TRUCK, INCLUDING FISHER BRAND STAINLESS 8'6" V SNOW PLOWS AND TAILGATE LIFT.

WORK TRUCK PREFERRED EQUIPMENT GROUP DELETE THE FOLLOWING OPTIONS:

- ONSTAR
- XM SATELLITE RADIO

Bidder must indicate if they comply or do not comply with each item below and this section must be returned along with the Bid Form:

| Comply | Yes | No |
|--|--------------------------|----------------------------|
| Exterior Color: Red or White | <input type="checkbox"/> | <input type="checkbox"/> |
| Interior: Gray Vinyl Interior Seating | <input type="checkbox"/> | <input type="checkbox"/> |
| Front Seat: 40 / 20 / 40 Seating with center fold down armrest | <input type="checkbox"/> | <input type="checkbox"/> |
| Engine: Heavy Duty Gasoline V-8 6.0 – 6.2-liter series with oil cooler | <input type="checkbox"/> | <input type="checkbox"/> |
| Transmission: 6-Speed Automatic - with oil cooler | <input type="checkbox"/> | <input type="checkbox"/> |
| Transmission Temperature Gauge | <input type="checkbox"/> | <input type="checkbox"/> |
| Push button 4x4 activation | <input type="checkbox"/> | <input type="checkbox"/> - |
| Front 4X4 locking hubs | <input type="checkbox"/> | <input type="checkbox"/> |
| Differential, Heavy-Duty Automatic Locking Rear | <input type="checkbox"/> | <input type="checkbox"/> |
| Plow Prep Package | <input type="checkbox"/> | <input type="checkbox"/> |
| 220-amp alternator | <input type="checkbox"/> | <input type="checkbox"/> - |
| Rear Axle, 4.10 Ratio | <input type="checkbox"/> | <input type="checkbox"/> |
| Air Conditioning | <input type="checkbox"/> | <input type="checkbox"/> |

| | | |
|---|--------------------------|--------------------------|
| AM/FM Stereo | <input type="checkbox"/> | <input type="checkbox"/> |
| Battery – Dual Heavy-Duty | <input type="checkbox"/> | <input type="checkbox"/> |
| Seat Adjuster, Manual Lumbar Control on Driver’s Side | <input type="checkbox"/> | <input type="checkbox"/> |
| Door Locks, Power | <input type="checkbox"/> | <input type="checkbox"/> |
| Brake Controller, Integrated Trailer | <input type="checkbox"/> | <input type="checkbox"/> |
| Glass, Solar-Ray Deep Tinted | <input type="checkbox"/> | <input type="checkbox"/> |
| License Plate Bracket, Front and Rear | <input type="checkbox"/> | <input type="checkbox"/> |
| Mirrors, Outside heated power adjustable, black | <input type="checkbox"/> | <input type="checkbox"/> |
| Interior Roof Lamps | <input type="checkbox"/> | <input type="checkbox"/> |
| Back-up Alarm, 97 Decibels | <input type="checkbox"/> | <input type="checkbox"/> |
| Rubberized Vinyl Floor | <input type="checkbox"/> | <input type="checkbox"/> |
| Tow Package with 10,000lb Reese Hitch | <input type="checkbox"/> | <input type="checkbox"/> |
| Bumper on standard Chrome truck | <input type="checkbox"/> | <input type="checkbox"/> |
| Fisher Stainless Steel face 8’6” V- Plow | <input type="checkbox"/> | <input type="checkbox"/> |
| Hydraulic Lift Gate with minimum 1000lb lifting capacity | <input type="checkbox"/> | <input type="checkbox"/> |
| Wheels: STANDARD Aluminum | <input type="checkbox"/> | <input type="checkbox"/> |
| Tires: All Terrain, black wall | <input type="checkbox"/> | <input type="checkbox"/> |
| Spare Tire and wheel w/matching Wheel & tire tread | <input type="checkbox"/> | <input type="checkbox"/> |

PROPOSAL

The UNDERSIGNED hereby proposes to furnish a new, 2017, 1-TON, 4X4, 10,400 GVW, STANDARD CAB, STANDARD WHEEL BASE, SINGLE REAR WHEEL, PICKUP TRUCK, INCLUDING FISHER BRAND STAINLESS 8'6" V SNOW PLOWS AND TAILGATE LIFT to the South Portland Fire Department, in accordance with the attached Invitation to Bid, the attached specifications, and at the following price, warranty, and delivery time:

Price \$ _____

Add/Alt Extended Warranty \$ _____

Year Make & Model # _____

Color _____ Odometer Reading _____

Warranty _____

Delivery Time _____

Signed: _____
(Corporation, Firm or Company)

By: _____
(Officer, Authorized Individual or Owner)

Title: _____

Mailing Address: _____

Zip Code: _____ Date: _____

Telephone: _____ Fax: _____

E-Mail: _____

Note: Bids must bear the handwritten signature of a duly authorized member or employee of the organization making the bid.