



City of Auburn, Maine

Financial Services

Jill Eastman, Director

[www.auburnmaine.gov](http://www.auburnmaine.gov) | 207.333.6601

60 Court Street, Auburn, Maine 04210

July 18, 2022

Dear Bidder;

The City of Auburn is accepting written Bids for the Auburn Public Works Department for a **2023 ¾ ton Four Wheel Drive Pick-up truck with optional plow**. The City reserves the right to accept or reject any or all Bids in whole or in part and to waive any informality the City may determine necessary. The City also reserves to itself the exclusive right to accept or reject any Bids when it is deemed by the City to be in its best interest. The City of Auburn is governed by Title 1 M.R.S.A. § 401-410, otherwise known as the Freedom of Information Act, which considers bid specifications as public documents. In awarding any Bid, the City may consider, but not be limited to, any of the following factors: Bidder qualifications, price, experience, financial standing with the City, warranties, references, bonding, delivery date, and service of Bidder. Successful Vendors/Contractors shall be current on all amounts due to the City of Auburn prior to the City entering into any contract agreement. All bids must include FOB to Auburn, Maine unless otherwise specified.

Bids will not receive consideration unless submitted in accordance with the following instructions. Please mark sealed envelopes plainly: **"2023 ¾ ton Four Wheel Drive Pick-up truck with optional plow- Bid 2023-003"**.

Questions regarding this Request for Bids should be directed to Scott Holland, Deputy Director, at (207) 333-6601, ext. 2155 or Derek Boulanger, Facilities Manager/Purchasing Agent, at [dboulanger@auburnmaine.gov](mailto:dboulanger@auburnmaine.gov)

Please submit your Bid to the City of Auburn by 2:00 p.m. on Thursday, August 04, 2022. **Bids must be delivered to Derek Boulanger, Facilities Manager/ Purchasing Agent, 60 Court Street, Auburn, Maine 04210** on or before the date and time appointed. No Bids will be accepted after the time and date listed above.

Sincerely,

Derek Boulanger  
Facilities Manager/Purchasing Agent

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## **CONDITIONS AND INSTRUCTIONS TO BIDDERS**

1. Bidders shall use the enclosed bid form for quotations. Whenever, in bid forms, an article is defined by using a trade name or catalog number, the term "or approved equal", if not inserted, shall be implied.
2. Submit a separate unit price for each item unless otherwise specified in the bid request. Award will be made on a basis of each item, or as a group, whichever is in the best interest of the City. Prices stated are to be "delivered to destination".
3. Bid proposals must be completed in full, in ink and must be signed by firm official. Bid proposal **must be notarized** prior to bid being sealed and will be disqualified if not notarized. Bids may be withdrawn prior to the time set for the official opening.
4. Bids will be opened publicly. Bidders or representatives may be present at bid opening.
5. Awards will be made to a responsible bidder, considering the quality of the materials, date of delivery, cost which meets specification and is in the best interest to the City of Auburn.
6. All transportation charges, including expense for freight, transfer express, mail, etc. shall be prepaid and be at the expense of the vendor unless otherwise specified in the bid.
7. The terms and cash discounts shall be specified. Time, in connection with discount offered, will be computed from date of delivery at destination after final inspection and acceptance or from date of correct invoice, whichever is later.
8. The City is exempt from payment of Federal Excise Taxes on the articles not for resale, Federal Transportation Tax on all shipments and Maine Sales Tax and Use Taxes. Please quote less these taxes. Upon application, exemption certificate will be furnished with the Purchase Order when required.
9. Time of delivery shall be stated. If time is of the essence, the earliest date may be a factor in the bid award.
10. No contract may be assigned without the written consent of the Finance Director or her designate. The contract shall not be considered valid until a purchase order has been issued to the successful bidder.
11. Please state **"2023- ¾ ton Four Wheel Drive Pick-up Truck with optional plow- Bid 2023-003"** on submitted sealed envelope.
12. The City of Auburn reserves the right to waive any formality and technicality in bids whichever is deemed best for the interest of the City of Auburn.

## **GENERAL CONDITIONS**

### **1. Equal Employment Opportunity**

The City of Auburn is an Equal Opportunity Employer and shall not discriminate against an applicant for employment, and employee or a citizen because of race, color, sex, marital status, physical and/or mental handicap, religion, age, ancestry, or natural origin, unless based upon a bona-fide occupation qualification. Vendors and contractor or their agents doing business with the City shall not violate the above clause or the Civil Rights Acts of 1964. Violations by vendors shall be reviewed on a case-by-case basis and may mean an automatic breach of contract or service to the City of Auburn.

### **2. Save Harmless**

The Bidder agrees to protect and save harmless the owner from all costs, expenses or damages that may arise out of alleged infringement of patents of materials used.

### **3. Subcontracting**

The Bidder shall not subcontract any part of the work or materials or assign any monies due it without first obtaining the written consent of the municipality. The Bidder is responsible for all approved sub-contracted work. The Bidder is responsible for managing all aspects of sub-contracting work. Neither party shall assign or transfer its interest in the contract without the written consent of the other party.

### **4. Warranty**

The Bidder warrants that all work will be of good quality and free from faults and defects, and in conformance with the specifications. All work not so conforming to these standards may be considered defective. The Bidder agrees to be responsible for the acts and omissions of all of its employees and all subcontractors, their agents and employees, and all other persons performing any of the work under a contract with the Bidder. If these specifications, either in whole or in part, do not meet all Federal and State of Maine DOT and ICC mandates it shall be the responsibility of the successful bidder to bring specifications into compliance prior to awarding bid.

**PROPOSAL FORM:**

Due Thursday, August 04, 2022

To: City of Auburn  
Derek Boulanger,  
Facilities Manager/Purchasing Agent  
60 Court Street  
Auburn, ME 04210

The undersigned individual/firm/business guarantees this price for thirty days (30) from the proposal due date. The undersigned submits this proposal without collusion with any other person, individual, or firm or agency. The undersigned ensures the authority to act on behalf of the corporation, partnership or individual they represent; and has read and agreed to all of the terms, requests, or conditions written herein by the City of Auburn, Maine.

By signing this form, the firm listed below hereby affirms that its bid meets the minimum specifications and standards as listed above.

Signature \_\_\_\_\_ Company \_\_\_\_\_

Name (print) \_\_\_\_\_ Telephone # \_\_\_\_\_

Title \_\_\_\_\_ Fax # \_\_\_\_\_

Address \_\_\_\_\_

Email Address \_\_\_\_\_

Web Site \_\_\_\_\_

STATE OF MAINE

\_\_\_\_\_, SS.

Date: \_\_\_\_\_

Personally appeared \_\_\_\_\_ and acknowledged the foregoing instrument to be his/her free act and deed in his/her capacity and the free act and deed of said company.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Print Name

Commission Expires \_\_\_\_\_

**SPECIFICATIONS FOR: 2023 ¾ ton Four Wheel Drive Pick-up Truck with plow**

Trade-ins: *(trade-ins will be available and transacted on date of delivery of new equipment.)*

FAILURE TO ANSWER ALL QUESTIONS COULD LEAD TO REJECTION OF BID

		<b>Yes</b>	<b>No</b>	<b>Var.</b>
<b>ENGINE</b>	Gasoline, min 380hp, 430lbs torque			
<b>TRANSMISSION</b>	Automatic			
<b>ALTERNATOR</b>	Minimum of 200 Amp Heavy Duty			
<b>BRAKES</b>	Four Wheel Disc with Anti-Lock Brake system (ABS)			
<b>STEERING</b>	Power steering			
<b>BATTERIES</b>	750 CCA 78 AH			
<b>FUEL TANK</b>	Minimum of 25-gallon tank			
<b>TIRES</b>	All season radial			
<b>AUDIO SYSTEM</b>	AM/FM/ stereo with clock			
<b>TRIM PACKAGE</b>	Air conditioning, power windows, heated mirrors, blue tooth (or hands free capable)			
<b>FLOOR COVER</b>	Full length vinyl with All Weather Driver and Passenger side snow and water collecting rubber floor mats			
<b>SEATS</b>	Heavy Duty Cloth, split bench with center arm rest			
<b>AIRBAGS</b>	Standard			
<b>TRAILER TOW PACKAGE</b>	Tow mirrors, Trailer Brake controller and wiring kit installed and operational			
<b>Snowplow plow package</b>	Able to accept v-plow			
<b>Body style</b>	Regular cab with 8' bed			

<b>WARRANTY &amp; DELIVERY</b>	Standard			
<b>PAINT</b>	gray			

**Exceptions and Deviations:**

Bidder shall fully describe every variance, exception, and/or deviation. If additional space is needed, please include additional sheets.

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**BID PROPOSAL FORM**

The undersigned proposes to furnish one (1) 2023, four-wheel drive ¾ ton truck and other accessories in accordance with the Instruction to Bidders and Specifications, both of which are incorporated herein by reference. All components will be complete without the need to modify, fabricate or re-route hoses, wiring, hydraulic to make it fit.

**2023 Four Wheel Drive Pick-up Truck** \$ \_\_\_\_\_

Make, Model and Year \_\_\_\_\_

**Less Trades: 2000 Ford E350 Van 15 passenger van**

(Where is, as is, no implied guarantee at time of trade-in.) \$ \_\_\_\_\_

**Net FOB Auburn Highway Garage (Total Price)**

**Optional 8' fisher extreme v-plow w/install** \$ \_\_\_\_\_

Delivery Date: \_\_\_\_\_  
Name of Company: \_\_\_\_\_  
Signed by: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
Email: \_\_\_\_\_  
Fax: \_\_\_\_\_