



City of Auburn, Maine

Financial Services

Jill Eastman, Director

www.auburnmaine.gov | 207.333.6601

60 Court Street, Auburn, Maine 04210

June 23, 2020

Dear Bidder;

The City of Auburn is accepting written Bids for the Auburn Public Works Department for a **2021 ¾ Ton Four Wheel Drive Pick-Up Truck with 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: **"2021 ¾ Ton Four Wheel Drive Pick-Up Truck with Plow - Bid 2021-002"**.

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 (207) 333-6601, ext. 1135.

Please submit your Bid to the City of Auburn by 2:00 p.m. on Thursday, July 23, 2020. **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. 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 **2021 ¾ Ton Four Wheel Drive Pick-up Truck with Plow- Bid 2021-002** 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, July 23, 2020

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: 2021 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

		Yes	No	Var.
ENGINE	Gasoline, min 380hp, 430lbs torque			
TRANSMISSION	Automatic			
ALTERNATOR	Minimum of 200 Amp Heavy Duty			
BRAKES	Four Wheel Disc with Anti-Lock Brake system (ABS)			
STEERING	Power steering			
BATTERIES	750 CCA 78 AH			
FUEL TANK	Minimum of 25-gallon tank			
TIRES	All season radial			
AUDIO SYSTEM	AM/FM/ stereo with clock			
TRIM PACKAGE	Air conditioning, power windows, heated mirrors, blue tooth (or hands free capable)			
FLOOR COVER	Full length vinyl with All Weather Driver and Passenger side snow and water collecting rubber floor mats			
SEATS	Heavy Duty Cloth, split bench with center arm rest			
AIRBAGS	Standard			
TRAILER TOW PACKAGE	Trailer Brake controller and wiring kit installed and operational			
Snowplow plow package	Able to accept v-plow			
Snowplow plow	Fisher 8' extreme v-plow with trip edge and quick mount system installed and operational			
Body style	Extra cab or equal to (not full four door) with 6' bed			

WARRANTY & DELIVERY	Standard			
PAINT	Dark gray			

Exceptions and Deviations:

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

BID PROPOSAL FORM

The undersigned proposes to furnish one (1) 2021, 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.

2021 Four Wheel Drive Pick-up Truck with plow \$ _____

Make, Model and Year: _____

Less Trades: 2009 reg cab F350 4x4 with v-plow

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

Net FOB Auburn Highway Garage (Total Price) \$ _____

Delivery Date: _____

Name of Company: _____

Signed by: _____

Print Name: _____

Title: _____

Address: _____

Email: _____

Fax: _____