



City of Auburn, Maine

www.auburnmaine.gov | 207.333.6601

60 Court Street, Auburn, Maine 04210

July 14, 2025

Dear Bidder;

The City of Auburn Public Works Department is accepting written Bids for **two (2) ¾ ton Four Wheel Drive Pick-up trucks one (1) 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: **"¾ ton Four Wheel Drive Pick-up trucks with optional plow- Bid 2026-004"**.

Questions regarding this Request for Bids, or to schedule to view trade in should be directed to Adam Stevens, Deputy Director, at (207) 333-6601, ext. 2157 or astevens@auburnmaine.gov by **3:00PM on July 24, 2025**. All questions and answers will be posted to the City website in the form of an addendum by **3:00PM on July 25, 2025**.

Please submit your Bid in a **sealed envelope** to the City of Auburn by **2:00 p.m. on Thursday, July 31, 2025**. **Bids must be delivered to Emma Burns Purchasing Analyst, 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. Proposals will be opened at 2:00PM at Auburn City Hall in the Community Room. The City will not accept late bids.

Sincerely,

Emma Burns
Purchasing Analyst

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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 **"¾ ton Four Wheel Drive Pick-up Trucks with optional plow- Bid 2026-004"** 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 31, 2025

To: City of Auburn
Emma Burns,
Purchasing Analyst
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: ¾ ton Four Wheel Drive Pick-up Trucks 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	Two (2) 750 CCA 78 AH			
FUEL TANK	Minimum of 25-gallon tank			
TIRES & WHEELS	All season radial, with steel wheels, one (1) matching full size spare wheel and tire			
AUDIO SYSTEM	AM/FM stereo with clock, and Bluetooth Sync capable for cell phones			
TRIM PACKAGE	Air conditioning, power windows, heated mirrors, blue tooth (or hands free capable)			
FLOOR COVER	Full length vinyl with Weather Tech Driver and Passenger side floor mats, for regular cab, and all for Crew Cab Truck			
SEATS	Heavy Duty Cloth, split bench with center arm rest			
AIRBAGS	Standard			
TRAILER TOW PACKAGE	Tow mirrors, Factory Installed Trailer Brake controller and wiring kit installed and operational			
SNOWPLOW PLOW PACKAGE	One (1) Regular Cab Truck Able to accept Fisher v-plow 9.5' Fisher Extreme V-Plow Installed All wiring, push plates, and plow controls included			
BODY STYLE	One (1) Regular cab with 8' bed			
	One (1) Crew Cab with 5.5' bed minimum			
	Spray in bed liner both trucks			
	Factory Installed Running Boards both trucks			

WARRANTY & DELIVERY	Standard			
PAINT	Gray (preferred)			

Exceptions and Deviations:

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

BID FORM

The undersigned proposes to furnish two (2) four-wheel drive $\frac{3}{4}$ ton trucks and other accessories in accordance with the Instruction to Bidders and Specifications, both of which are incorporated herein by reference. Other new unused trucks which may be in stock that is comparable to the specifications above but not exact shall also be considered. All components will be complete without the need to modify, fabricate or re-route hoses, wiring, hydraulic to make it fit.

One (1) $\frac{3}{4}$ Ton Four Wheel Drive Crew Cab Pick-up Truck \$ _____

Make, Model and Year _____

One (1) $\frac{3}{4}$ Ton Four Wheel Drive Regular Cab Pick-up Truck \$ _____
with 9.5' Fisher Extreme V-Plow Installed

Make, Model and Year _____

Less Trade: 2012 Ford F350 Crew Cab Truck with 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: _____