



TOWN OF ST. JOHNSBURY

Steve Beauregard
Director of Public Works
217 Almshouse Rd
St Johnsbury, VT 05819
802-473-0046
www.stjvt.com

Chad Whitehead
Town Manager

Stacey Jewell
Town Clerk

REQUEST FOR PROPOSALS

TO: Prospective Bidders
FROM: Steve Beauregard, Public Works Director
CC: Chad Whitehead, Town Manager
Date: **2/11/2020**
RE: **Ford F350**

The Town of St Johnsbury invites Request for Proposals for the supply of: **Ford F-350 Crew Cab 4x4**

The closing date for submissions is **2/27/2020** may be mailed to the Director of Public Works, 51 Depot Square, Suite 101, St Johnsbury, VT 05819 or dropped off in person at the office of the Director of Public Works, 217 Almshouse Rd, St Johnsbury, VT 05819

Complete Bid Documents include The Request for Proposals, The Instructions to Bidders, Minimum Technical Specifications, and Bid Forms, which are available from the Director of Public Works Office at the address above, or on the Town website at www.stjvt.com

Please direct all questions regarding the RFP in writing to Steve Beauregard, Director of Public Works at sbeauregard@stjvt.com.

INSTRUCTIONS TO BIDDERS
Ford F-350 Crew Cab 4x4
Town of St Johnsbury
2/11/2020

COPIES OF BIDDING DOCUMENTS

Complete sets of the Bidding Documents may be obtained from the Town of St Johnsbury Director of Public Works Office located at 217 Almshouse Rd, St Johnsbury, VT 05819 or on the Town website at www.stjvt.com.

Complete sets of Bidding Documents shall be used in preparing Bids. The Town assumes no responsibility for errors or misinterpretations resulting from the use of incomplete sets of Bidding Documents.

QUALIFICATIONS OF BIDDERS

To demonstrate Bidder's qualifications to perform the work or provide the product, after submitting its Bid and within five days of Town's request, Bidder shall submit written evidence establishing its qualifications such as previous experience, letters of recommendation and present commitments, o

A Bidder's failure to submit required qualification information within the times indicated may disqualify Bidder from receiving an award of the Contract.

BIDDER'S REPRESENTATIONS

It is the responsibility of each Bidder before submitting a Bid to:

- A. examine and carefully study the Bidding Documents, and any data and reference items identified in the Bidding Documents;
- B. visit the site and/or inspect equipment, conduct a thorough, alert visual examination of the site and/or equipment and adjacent areas, and become familiar with and satisfy itself as to the general, local, and Site conditions that may affect cost, progress, and performance of the work or equipment;
- C. become familiar with and satisfy itself as to all Laws and Regulations that may affect cost, progress, and performance of the work or equipment;
- D. promptly give Town written notice of all conflicts, errors, ambiguities, or discrepancies that Bidder discovers in the Bidding Documents and confirm that the written resolution thereof by Town is acceptable to Bidder;
- E. determine that the Bidding Documents are generally sufficient to indicate and convey understanding of all terms and conditions for the performance and furnishing of the work or equipment; and

INTERPRETATIONS AND ADDENDA

All questions about the meaning or intent of the Bidding Documents are to be submitted to the Town in writing. Interpretations or clarifications considered necessary by Town in response to such questions will be issued in writing. Questions received less than three days prior to the date for opening of Bids may not be answered. Oral and other interpretations or clarifications will be without legal effect.

Addenda may be issued to clarify, correct, supplement, or change the Bidding Documents.

SUBSTITUTE AND "OR-EQUAL" ITEMS

The Contract for the Work or procurement of equipment, as awarded, will be on the basis of materials and equipment specified or described in the Bidding Documents, and those "or-equal" or substitute or materials and equipment subsequently approved by Town prior to the submittal of Bids. No item of material or equipment will be considered by Town as an "or-equal" or substitute unless written request for approval has been submitted by Bidder and has been received by Town at least 5 days prior to the date for receipt of Bids. The burden of proof of the merit of the proposed item is upon Bidder. Town's decision of approval or disapproval of a proposed item will be final.

All prices that Bidder sets forth in its Bid shall be based on the presumption that the Contractor will furnish the materials and equipment specified or described in the Bidding Documents, as supplemented by Addenda. Any assumptions regarding the possibility of post-Bid approvals of "or-equal" or substitution requests are made at Bidder's sole risk.

PREPARATION OF BID

The Bid Form is included with the Bidding Documents. All blanks on the Bid Form shall be completed in ink and the Bid Form signed in ink. Erasures or alterations shall be initialed in ink by the person signing the Bid Form. A Bid price shall be indicated for each section, Bid item, alternate, adjustment unit price item, and unit price item listed therein.

SUBMITTAL OF BID

A Bid shall be received no later than the date and time prescribed and at the place indicated in the advertisement or invitation to bid and shall be enclosed in a plainly marked package with the Project title (and, if applicable, the designated portion of the Project for which the Bid is submitted), the name and address of Bidder, and shall be accompanied by other required documents. If a Bid is sent by mail or other delivery system, the sealed envelope containing the Bid shall be enclosed in a separate package plainly marked on the outside with the notation "BID ENCLOSED." A mailed Bid shall be addressed to Town of St. Johnsbury, Public Works Director, 51 Depot Square, Suite 101, St. Johnsbury, VT 05819.

Bids may be delivered in person to Director of Public Works, 217 Almshouse Rd, St Johnsbury, VT 05819

Bids received after the date and time prescribed for the opening of bids, or not submitted at the correct location or in the designated manner, will not be accepted and will be returned to the Bidder unopened.

EVALUATION OF BIDS AND AWARD OF CONTRACT

Town reserves the right to reject any or all Bids, including without limitation, nonconforming, nonresponsive, unbalanced, or conditional Bids. Town will reject the Bid of any Bidder that Town finds, after reasonable inquiry and evaluation, to not be responsible. If Bidder purports to add terms or conditions to its Bid, takes exception to any provision of the Bidding Documents, or attempts to alter the contents of the Contract Documents for purposes of the Bid, then the Town will reject the Bid as nonresponsive; provided that Town also reserves the right to waive all minor informalities not involving price, time, or changes in the Work.

If Town awards the contract for the Work, such award shall be to the responsible Bidder submitting the bid that, in the sole discretion of the Town is in the best interest of the Town.

In evaluating whether a Bidder is responsible, Town will consider the qualifications of the Bidder and may consider the qualifications and experience of Subcontractors and Suppliers proposed for those portions of the Work for which the identity of Subcontractors and Suppliers must be submitted as provided in the Bidding Documents.

Town may conduct such investigations as Town deems necessary to establish the responsibility, qualifications, and financial ability of Bidders and any proposed Subcontractors or Suppliers.

SALES AND USE TAXES

Town is exempt from Vermont state sales and use taxes on materials and equipment to be incorporated in the Work. Said taxes shall not be included in the Bid.

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MINIMUM TECHNICAL SPECIFICATIONS

Ford F-350

Town of St Johnsbury

2/11/2020

The Town of St Johnsbury presents these specifications for the purpose of soliciting bids for the purchase of new equipment for its Public Works Department. The technical specifications are to set minimum standards acceptable to The Town of St Johnsbury and not to limit bids. Bidders may offer alternatives to the municipality for approval prior to bid opening in accordance with the Instructions to Bidders

The Town of St Johnsbury reserves the right to approve as equal, or to reject as not being equal, any article to bidder proposes to furnish which contains major or minor variations from specifications.

The decision of the Town of St Johnsbury is final.

Equipment being offered must be of the manufacturer's standard model, and there must be units in the area for comparison. Proposals will be considered only from manufacturers or authorized dealers who can assure parts/service availability in the immediate area.

No award will be made to a dealer for equipment to be delivered and serviced outside his territory.

The manufacturers' standard warranty and inspection service shall cover all components of the equipment furnished and the seller guarantees to furnish this service anywhere within the vicinity of The Town of St Johnsbury.

Prior to delivery, equipment shall be completely serviced by the dealer in his own shop including complete engine tune-up, complete lubrication, wheel alignment and balance and all other services and adjustments necessary to permit immediate full time use. **All equipment engines, transmissions, differentials and other components shall be serviced and protected to withstand a continuous temperature of at least 20 degrees Fahrenheit below zero (*may not be applicable*).**

The make and model of each component must be stated with bid and disclosed on an attached specification sheet. Mixing of equipment from different suppliers or model years for the above (i.e. Brand "X" plow and Brand "Y" body) is not acceptable.

There shall be a minimum 3 Year/36,000 mile bumper to bumper Warranty, unless otherwise stated, on material and workmanship from the date of delivery, unless there are deficiencies. If deficiencies exist, warranty will commence at final acceptance.

The bidder will disclose that the equipment being supplied is identical, in every aspect. Submittals for repainted, altered, retrofitted, (i.e. one truck ordered, one truck off the lot or from another dealer) or different model years will be rejected.

Bidders will submit all manufacturers' specifications and literature which fully describe the item(s) being offered, including any optional equipment. This will become part of the contract documents for the successful Bidder. Exceptions will be considered with prior notification.

The Town of St Johnsbury reserves the right to reject delivery of any vehicle that was misrepresented prior to award of bid.

TECHNICAL SPECIFICATIONS

The following must be included in bid.

Ford Code / description

W3B Ford F-350 Crew Cab 4x4
PQ Race Red
3 40/20/40
S Medium Earth Gr
613A Pref Equip Pkg XLT
99T 6.7L V8 Diesel
44G 10 Spd Auto
TDX LT 275/70BSWAT18
X3J 3.55 Elocking Trailer Tow Pkg
166 Carpet Delete
17V XLT Value Pkg 8 way Pwr Drv
17X Off Rd Pk Skid Plates
18B Plat Running BD 11500# GVWR PKG
41A Rapid Heat
41H Eng Blk Heater
425 50 State Emiss
43B Backglass Def
47B Snowplw/camp Pkg
512 Spare Tire/WHL2
54F Pwrscope TT Mir
59H Hi Mnt Stop Lgts
592 Roof Clear Lgts
62R Trans PTO Prov
67B 397 Amp Altrntr
76S Remote Start
B4A Net Inv FLT
85S Spray In Bedliner
85G Tailgate Step
66S Upfitter Switchs
21N Navigation

**** Please list on a separate sheet any item not meeting bid specifications.**

**BID SHEET
Ford F350
Town of St Johnsbury
2/11/2020**

DESCRIPTION

BIDDER'S COMPANY NAME: _____

Address: _____

EQUIPMENT MAKE/MODEL/YR: _____

ADDITIONAL EQUIPMENT MAKE: _____ *i.e. body, plow, etc (may not apply)*

TOTAL BID:\$ _____

ANTICIPATED DELIVERY DATE: _____

SIGNED

WITNESSED

Print Name

Print Name

Date

Date

By signature of this bid, the bidder certifies that the bid is made in good faith without fraud, collusion, or connection of any kind with any other bidder for the same work, and that the bidder is competing solely on his/her behalf without connection with or obligation to any undisclosed person or firm.

Bids are due by 4 PM on Thursday, February 27, 2020

Drop off or Mail bids to: Town of St. Johnsbury, Steve Beauregard Director of Public Works

51 Depot Sq, Ste 101

St. Johnsbury, VT 05819

Clearly Marked: Town of St. Johnsbury, 2020 Ford F550 Bid

