




CITY OF SANFORD, MAINE
CODE ENFORCEMENT DEPARTMENT
INVITATION TO BID

The City of Sanford, Maine will receive sealed bids for **ONE** new vehicle:

1. (1) 1/2 Ton 4 x 4 Truck with Crew Cab

Sealed bids will be accepted until **9:00 a.m. Thursday, February 15, 2024** at the Code Enforcement Office, 919 Main St, Suite 159, Sanford, Maine 04073, at which time and place all bids will be publicly opened and read aloud. The Invitation to Bid, Instructions to Bidders, and Bid Specifications are available at the Code Enforcement Office and online at www.sanfordmaine.org under Business: Bids: Open Bids.

Date: 1-3-24

By: 
Jamie Cole
Code Enforcement Director
City of Sanford, Maine



INSTRUCTIONS TO BIDDERS:

Bids shall be received by the City of Sanford, Maine at the place and until the time specified in the "Invitation for Bids" for **one** new vehicle:

1. (1) 1/2 Ton 4 x 4 Truck with Crew Cab

then publicly read aloud for the information of bidders and other interested parties who may be present either in person or by representative.

1. PREPARATION OF BIDS

- a) Bids shall be submitted in triplicate. Bid forms furnished by the City of Sanford or copies thereof shall be used and strict compliance with the requirements of the Invitation to Bid, these instructions and the instructions printed on the forms is necessary. Any bidder not utilizing the Bid Proposal Form Exhibits attached hereto shall be considered non-responsive to the Invitation to Bid. Each Bid Proposal Form must be accompanied by a copy of the Specifications.
- b) Each bid must give the full business address of the bidder and signed by an authorized representative or partnership name by one of the members of the partnership or by any authorized representative, followed by the signature and title of the person signing. Bids by corporations must be signed with the legal name of the corporation, followed by the name of the state of incorporation and by the signature and title of the president, secretary or another person authorized to bind it in the matter and such bid must be accompanied by a satisfactory Certificate of Corporate Resolution, properly executed, clearly stating that such person is authorized to so bind the corporation in the matter. The named of each person signing shall also be typed or printed below the signature. A bid by person who affixes to their signature the work "President," "Agent," or other title without disclosing their principal, may be held to be the bid of the individual signing.
- c) Erasure or other changes in the bids must be explained or noted over the signature of the bidder.



- d) Anyone submitting a bid shall agree to pass along to the City of Sanford any discounts, rebates or subsidies available as a result of abnormal or seasonal market conditions.

2. ALTERNATIVE BIDS

Alternative bids will not be considered unless explicitly called for in the Invitation to Bid.

3. INTERPRETATION OF CONTRACT DOCUMENTS

No oral interpretation will be provided to any bidder as to the meaning of the specifications or other contract documents. Every request for such interpretations shall be made in writing and addressed and forwarded to Mr. Jamie Cole, Code Enforcement Director, City of Sanford, 919 Main St, Suite 159, Sanford, Maine 04073, (3) or more days before the date fixed for the opening of bids. Every interpretation made to a bidder will be issued in the form of an addendum to the contract documents which, if issued shall be sent as promptly as practicable to all persons to whom the specifications have been issued. All such addendums shall become part of the contract documents.

4. EXAMINATION OF SPECIFICATIONS AND SCHEDULE

Each bidder or their authorized agent is expected to examine the specifications and contract documents. Failure to do so will be at the bidders' own risk and they cannot secure relief on the plea of error in the bid. At its sole discretion, the City of Sanford may accept or reject bids that do not comply with specifications, contract documents and all other instructions pertaining to the bid.

5. PERSONS INTERESTED IN MORE THAN ONE BID

Except as specified in this invitation to bid, if more than one bid is offered by any one person by or in the name of their clerk, partner or other person, all such bids shall be rejected.

6. QUALIFICATIONS OF BIDDER



Each bidder must furnish a statement of bidders' experience and their organization. The statement shall be submitted with the bid.

The City of Sanford reserves the right to reject any and all bids at its sole discretion.

7. SUBMISSION OF BID

Each bid shall be placed in a separate envelope clearly marked on the outside BID FOR: **Code Enforcement Department – One New Vehicle** and this envelope shall be placed in a second envelope for mailing purpose if necessary.

8. TIME OF OPENING OF BIDS

Bid received prior to the time of opening will be kept unopened in a secure place. The officer whose duty it is to open them will decide when the specified time has arrived and no bid received thereafter will be considered. No responsibility will attach to an officer for the premature opening of a bid not properly addressed and identified. Electronic or Faxed bids (email or fax) will not be considered.

9. SCHEDULE OF VEHICLE DELIVERY

Vehicle delivery including all parts and equipment as specified here shall be completed, delivered, and accepted no later than **Thursday, February 8, 2024** by the Public Works Department. Due to the difficulty of calculating damages for later completion, liquidated damages in the amount of \$100 per calendar day for late completion after the date for vehicle delivery shall be awarded to the buyer for delay in completion not otherwise excused or permitted under this Agreement. Exceptions to this deadline must be included in the "Exceptions to Specifications" page within the bid. Exceptions will be reviewed by the Department of Public Works after bid opening before making a recommendation to the City Council for purchase.



10. WITHDRAWAL OF BIDS

Bids may be withdrawn on written request received from bidders prior to the time fixed for opening. Negligence on the part of the bidder in preparing the bids confers no right for the withdrawal of the bid after it has been opened. No bids may be withdrawn within a period of thirty (30) days after the opening of bids.

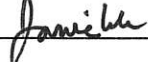
11. AWARD OF CONTRACT

The Sanford City Council reserves the right to reject any or all bids, to waive any or all formalities in the bidding, to evaluate bids and otherwise to act as it deems to be in the best interest of the City of Sanford. This includes the right to purchase some or all of the vehicles included in this bid individually according to the proposed unit prices. The decision of the Sanford City Council in awarding a bid shall be in accordance with the City of Sanford's Purchasing Policy.

12. TAXATION AND COMPLIANCE

The City of Sanford is a municipal corporation organized under the laws of the State of Maine and so its purchase of good is exempt from State, Federal and local sales and use taxes. The successful bidder agrees to comply with all applicable Federal, State and local statutes, laws, codes, rules, regulations, ordinances and orders in the performance of the contract.

DATE: 1-3-24

By: 

Jamie Cole
City of Sanford
Code Enforcement Director



BID PROPOSAL FORM

To: City of Sanford
C/O Jamie Cole
Code Enforcement Director
919 Main St, Suite 153
Sanford, Maine 04073

In compliance with your Notice to Bid and Instructions to Bidders, all dated **Thursday, January 25, 2024** the undersigned proposes and agrees as follows:

1. To furnish according to the attached specifications as designated by Director of Public Works or his/her designee as follows:
 - a) Amount is to be indicated in both words and in figures. In case of discrepancy, the amount shown in words will govern.
 - b) The bidder agrees that this bid shall be good and may not be withdrawn for a period of thirty (30) calendar days after the scheduled closing time for the receiving bids.
 - c) Upon receipt of written notice of the acceptance of this bid, bidder will execute the formal contract attached within 10 days.

1. TOTAL PRICE OF ONE NEW 1/2 TON 4 x 4 TRUCK WITH CREW CAB:

\$ _____ \$ _____

Price in Words

***Bid Rejection: The unrestricted right is reserved by the City to reject any and all bids or parts thereof, or to waive any formalities or technicalities in said bids/proposals.**



EXCEPTIONS TO SPECIFICATIONS

Any exception, variations or clarifications to the Specifications must be set forth on this form and included with the Bid Proposal Form. These exceptions must be spelled out in detail, numbered and make reference to exact page number for easy comparison. It is a failure of the bidder to note on this form any and all exceptions to any portion of the specifications as designated that means that the providing of **Code Enforcement Department – One New Vehicle** must meet or exceed in all respects any and all specifications not so noted. Failure to denote exceptions in the above manner may be cause for rejection of the entire bid.

Exception

Number

Details

Dated this _____ day of _____, 2024

BY: _____

(Signature)

(Print Name)



In compliance with the above notice to bidders the undersigned declares that:

1. The only person or persons interested in the bids set forth herein as principal or principals is or are named herein and no other person who is mentioned herein has any interest in this proposal or the contract to be entered into. This proposal is made without connection with any other person or person company or parties making a bid or proposal and it is in all respects fair and in good faith without collusion or fraud.
2. The undersigned has examined all of the contract documents regarding this bid and has informed themselves of all the terms and conditions included and set down in said contract documents. They have examined the Bid Proposal Form, each Vehicle's Specification, and the Instructions to Bidder. They have read all special provisions furnished prior to the opening of bids and have satisfied themselves relative to the work to be performed.

3. All names and addresses of all persons interested in this bid as principal are as follows:

4. We have been in business under the present name for ____ years, during which time we have never failed or defaulted on any contract awarded.

Dated this ____ day of _____ 2024

(Signature)

(Print Name)

(Name of Entity)

(Address of Entity)

(Title, Person Signing Bid)



DETAILED TRUCK SPECIFICATIONS

One (1) ½ Ton 4x4 Truck with Crew Cab

These specifications describe the minimum requirements for a late model four-wheel drive single cab truck with snowplow as specified below.

Any standard options beyond the minimum specified must be included and considered incidental to the bid price. Dealers unable to meet the following specifications will indicate the exceptions on the attached pages. All load capacities must be Factory Verified.

Each bidder shall complete the following section supplying the information requested for the vehicle bid. Failure to complete this section may be considered grounds for rejecting the bid.

Truck Bid: Year: _____

Make: _____

Model: _____

<u>Specification Description</u>	<u>Minimum Required</u>	<u>Bidder to Supply</u>
----------------------------------	-------------------------	-------------------------

3.01 Cab - Exterior

- | | | |
|------------------|-----|------------------|
| a. Crew Cab | Yes | ____ Yes ____ No |
| b. 4 Wheel Drive | Yes | ____ Yes ____ No |

3.02 Tires & Wheels

- | | | |
|------------------------------|-----|------------------|
| a. All Terrain Tread (all 4) | Yes | ____ Yes ____ No |
|------------------------------|-----|------------------|

3.03 Steering

- | | | |
|-------------------|-----|------------------|
| a. Power Steering | Yes | ____ Yes ____ No |
|-------------------|-----|------------------|

3.04 Transmission

- | | | |
|--------------|-----|------------------|
| a. Automatic | Yes | ____ Yes ____ No |
|--------------|-----|------------------|



<i>Specification Description</i>	<i>Minimum Required</i>	<i>Bidder to Supply</i>
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3.05 Cab - Interior

- | | | |
|--|-----|----------------|
| a. Full Factory Standard Equipped, Power windows, locks | | ___ Yes ___ No |
| b. Single Zone Air Conditioning | Yes | ___ Yes ___ No |
| c. AM/FM/CD Stereo Radio/Clock/
& Bluetooth for Cellphone | Yes | ___ Yes ___ No |
| d. Three (3) sets of keys | Yes | ___ Yes ___ No |
| e. Backup Camera with Dash View Screen | Yes | ___ Yes ___ No |

3.06 Miscellaneous

- | | | |
|---|-----|----------------|
| a. 6" Assist Steps, chrome plated tubular | Yes | ___ Yes ___ No |
|---|-----|----------------|



CODE ENFORCEMENT DEPARTMENT

SPECIFICATION FOR ½ Ton 4 x 4 Truck with Crew Cab

These specifications are the minimum that will be considered. Vehicle shall be a late-model manufactured of all new materials and carry all warranties as set forth by the manufacturer. A copy of the warrantee to be included.

		Comply?	
		YES	NO
Cab - Exterior			
Crew Cab		_____	_____
4 Wheel Drive		_____	_____
Tires & Wheels			
All Terrain Tread (all 4)		_____	_____
Steering			
Power Steering		_____	_____
Transmission			
Automatic		_____	_____
Cab - Interior			
Full Factory Standard Equipped, Power Windows. Locks		_____	_____
Single Zone Air Conditioning		_____	_____
AM/FM Stereo Radio/Clock/Bluetooth for Cellphone		_____	_____
Three (3) Sets of Keys		_____	_____
Back-up Camera with Dash View Screen		_____	_____
Miscellaneous			
6" Assist Steps, Chrome Plated Tubular		_____	_____