

TOWN OF SCITUATE, RHODE ISLAND

INVITATION TO BID

PROJECT: SCIT046 VEHICLE FOR BUILDING/ZONING DEPARTMENT

Sealed bid proposals to perform the subject project in accordance with the specifications enclosed herewith, and made a part of this invitation will be received in the Office of the Town Clerk addressed to:

Town Clerk
195 Danielson Pike
N. Scituate, RI 02857

until **Tuesday, June 27, 2023 at 1:00 pm (EST)**. The bid proposals will be opened and read aloud at the Bid Opening on Tuesday, June 27, 2023 at 1:15 pm. Individuals requesting interpreter services for the hearing impaired should call the Town Clerk at 647-2822, 72 hours in advance of the bid opening.

Any bid proposal received after said date and time, whether hand delivered, submitted via United States Postal Service, or submitted via any other delivery service, shall be declared invalid. All bids must be placed in a sealed envelope that is plainly marked **“BID PROPOSAL FOR: VEHICLE FOR BUILDING/ZONING DEPARTMENT”**.

The bid award and signing of contract conditions are set forth in the enclosed specifications. Additional copies of the Contract and Specifications may be obtained from the Town Clerk at 401-647-2822.

Questions must be received in writing prior to 3:00 pm on Thursday, June 22, 2023 via email only to: LDesormier@Scituateri.org

THE TOWN OF SCITUATE RESERVES THE RIGHT TO REJECT ANY AND ALL BIDS OR ANY PARTS THEREOF; TO WAIVE INFORMALITIES AND TECHNICALITIES; AND, TO ACCEPT THAT BID WHICH THE TOWN DEEMS TO BE IN THE BEST INTEREST OF THE TOWN, WHETHER OR NOT IT IS THE LOWEST DOLLAR BID.

SPECIFICATIONS

The Scituate Building / Zoning / Code Enforcement Department is requesting proposals for a new or used vehicle to the specifications below.

| | DESCRIPTION |
|----------------------|---|
| VEHICLE TYPE | <ul style="list-style-type: none">▪ YEAR: 2021 OR NEWER▪ MAKE: CHEVROLET OR FORD▪ MODEL: SUV OR PICKUP▪ MILEAGE: 10,000 MILES OR LESS |
| OTHER SPECIFICATIONS | <ul style="list-style-type: none">▪ ALL WHEEL DRIVE▪ 4 OR 6 CYLINDER▪ GASOLINE POWERED▪ AUTOMATIC TRANSMISSION▪ ABS BRAKES▪ AIR CONDITIONING▪ 1 TYPE A & 1 TYPE-C USB CHARGING-ONLY PORTS▪ 120-VOLT POWER OUTLET▪ COLOR TOUCHSCREEN DISPLAY▪ GPS NAVIGATION SYSTEM |
| DESIGN | <ul style="list-style-type: none">▪ PAINT: ONE SOLID COLOR |

BID CONDITIONS

1. Bids shall be signed by a duly authorized agent or official of the contractor / vendor who has legal authority to bind the company and must clearly identify the scope of services and proposed time frame for completion. Incomplete bid forms may be cause for disqualification of the bid.
2. Bids that are renumbered or re-sequenced may be cause for rejection if all information cannot be easily found and identified. Bidders wishing to re-word or re-format the enclosed documents should do so in an addendum identifying the pages or sections to be changed.
3. Bids must be submitted with three (3) complete copies.
4. Bids must be submitted in a sealed envelope clearly marked, so as to guard against opening prior to the appointed time, with the:

NAME / ADDRESS OF THE BIDDER
WORDS “BID DOCUMENTS FOR: VEHICLE FOR BUILDING/ZONING
DEPARTMENT”
DATE OF THE BID

5. If mailed, the sealed envelope containing the proposal shall be marked as stated above and shall be enclosed in another envelope properly addressed for mailing.
6. Within a reasonable time after the bid opening, the TOWN OF SCITUATE, RHODE ISLAND, (herein after referred to as the TOWN) shall act on the award of a contract for the project.
7. The TOWN reserves the right to withdraw this request at any time based on available funding.
8. The TOWN shall be the sole judge as to whether any bid complies with these specifications, and such a decision shall be final and conclusive. Bidders shall state any exceptions taken to the bid specifications.
9. Proposals submitted in unmarked envelopes, which are opened by the TOWN in its normal course of business, will not be accepted. If time permits, the proposal may be returned to the bidder informing them that the proposal may be resubmitted in a sealed envelope properly marked as indicated above.
10. Bid prices shall not include any sales, excise or other taxes for which the TOWN is not liable. All bidders shall honor their properly submitted bid for a period of sixty (60) days subsequent to date of bid opening, without escalation.
11. Tax Compliance – Successful bidder shall be required to submit a current W-9 form in conformance with the attached sample, affirming current reporting compliance

with all relevant jurisdictions.

12. Consideration in the awarding of the CONTRACT will be given to price, experience and competence of the bidder, the nature and size of the bidder's organization, and quality of similar projects it has performed and completed in the past and a determination by the TOWN that the COMPANY has the ability to complete the work.
13. Insurance – Successful bidder shall be required to provide valid certificate of General Liability, auto, umbrella and (if required) worker's compensation insurance in conformance with the attached sample, naming the TOWN OF SCITUATE, RHODE ISLAND as additional insured.
14. Prevailing Wage – Attention is called to the fact that not less than the prevailing wage rates shall be paid on public works projects, as well as the bidder's required complete compliance with all prevailing wage rules, regulations and statutes. Successful bidder shall be required to furnish completed certificate guaranteeing payment of prevailing wage and indemnifying the Town of Scituate, Rhode Island from any loss whatsoever arising from failure to pay prevailing wage in conformance with the attached sample (if applicable).
15. The COMPANY must bid the project as outlined in the CONTRACT and CONTRACT SPECIFICATIONS. If the COMPANY proposes to perform any optional work or to substitute any part of the CONTRACT SPECIFICATIONS, such options and/or substitutions must be explained in detail and the amount of additional or reduction in cost must be listed.
16. The following items shall also be included with the bid:
Personnel Roster, Client list for past five (5) years including current projects, Statement of Qualifications, Non-Collusive Bid Statement
17. Each bidder must inform themselves of the conditions relating to the specifications of the project and the employment of labor thereon. Failure to do so will not relieve a successful bidder of their obligation to furnish all material and labor necessary to carry out the provisions of this CONTRACT. At the time of opening of the bids, each bidder will be presumed to have read, and to be thoroughly familiar with, the plans and CONTRACT documents (including all addenda). The failure or omission of any bidder to examine any form, instrument or document shall in no way relieve any bidder from any obligation in respect to this bid.
18. The bidder's attention is directed to the fact that all applicable state laws, municipal ordinances and the rules and regulations of all authorities having jurisdiction over performance of the project shall apply to the CONTRACT throughout, and they will be deemed to be included in the CONTRACT the same as though herein written out in full.

TOWN OF SCITUATE, RHODE ISLAND

BID FORM

Project: VEHICLE FOR BUILDING/ZONING DEPARTMENT

The undersigned duly authorized agent for the **COMPANY** submitting this bid affirms and declares:

1. That this bid is executed with full knowledge and acceptance of the **BID CONDITIONS** enclosed with the **INVITATION TO BID** on the subject project.
2. That should this bid be accepted in writing by the **TOWN**, said **COMPANY** will furnish the items for which this bid is submitted as the dollar amount indicated and in full compliance with the provisions of said **SPECIFICATIONS**.
3. That all items, documents, statements and other information as required by the **BID CONDITIONS** and **SPECIFICATIONS** have been submitted herein.
5. That the **COMPANY** proposes to furnish the services and materials required to complete the aforesaid **SPECIFICATIONS** in the total amount **NOT TO EXCEED**:

(Total Dollar Amount) _____

(Written Bid) _____

Company

By: Name and Title Signature

Business address

Telephone Number

TOWN OF SCITUATE, RHODE ISLAND

NON-COLLUSIVE BID STATEMENT

All bidders are required to sign a Non-Collusive Statement with all public bids as follows:

1. The bid has been arrived at by the bidder independently and has been submitted without collusion with, and without any agreement, understanding, or planned common course of action with, any other vendor of materials, supplies, equipment, or services described in the Invitation to Bid, designed to limit independent bidding or competition,

And

2. The contents of the bid have not been communicated by the bidder or its employees or agents to any person not an employee or agent of the bidder or its surety on any bond furnished with the bid, and will not be communicated to any such person prior to the opening of the bid.

Signature

Printed Name

Title

Company

Date