



CITY OF GREENFIELD
Purchasing Department

21-09

Invitation for Bid

City of Greenfield/GCET Pre- Owned Bucket Truck

Documents available: November 10, 2020 @ 10:00 AM

Bid Due Date: November 24, 2020 @ 10:00 AM

Questions Due: November 18, 2020 @ 4:00 p.m.

Answers available: November 20, 2020 @ 2:00 p.m.

Submit to:

City of Greenfield
Procurement Office
14 Court Square
Greenfield, MA 01301

Advertisement for Bidders

**City of Greenfield
14 Court Square
Greenfield, MA 01301**

The City of Greenfield in partnership with Greenfield Community Energy and Technology (GCET) will be accepting Invitations for Bid for the following: **IFB 21-09 City of Greenfield/GCET Pre-Owned Bucket Truck**. The vehicle should be 2010 or newer, with less than 105,000 chassis mileage, weigh less than 26,000 pounds (non CDL), 8 cylinder, diesel with automatic transmission.

Copies of the bid documents will be available November 10, 2020 by 10:00 a.m. and may be obtained from the City of Greenfield website at www.Greenfield-ma.gov under "Departments", "Procurement Dept.", and "FY21 IFB/RFP/RFQ/RFS" or by emailing Laura Phelps, Procurement Officer at Laura.Phelps@Greenfield-ma.gov.

The lowest responsible and responsive bidder shall be awarded the contract by the City of Greenfield/GCET. The City of Greenfield/GCET reserves the right to reject any or all bids or to waive any informality in the bidding.

Sealed bids will be accepted until November 24, 2020 at 10:00 AM. The envelopes should be addressed to the City of Greenfield, Procurement Office, 14 Court Square, Greenfield, MA 01301 and labeled "**IFB 21-09 City of Greenfield/GCET Pre-Owned Bucket Truck**". Electronic submissions will not be considered. Public bid opening will immediately follow at City Hall, 2nd Floor Meeting Room, 14 Court Square, Greenfield, MA 01301.

The Contract/Bid awarding authority is:

City of Greenfield/ GCET
14 Court Square
Greenfield, MA 01301

Section 1.0 Information for Bidders:

This contract is for the purchase of one (1) pre owned bucket truck (year 2010 or newer)

- 1.1 The scope of this contract consists of furnishing the equipment, accessories, parts and supplies necessary for and pertinent to the delivery of equipment in accordance with the specifications appearing hereinafter or annexed hereto.
- 1.2 The equipment supplied shall conform to standards prescribed or approved within these specifications. Any reference to a specification refers to the most recent or latest specifications or designation. Where names of specific products may be designated in these specifications, the intent is to state the general type and quality of product desired without ruling out use of other products of equal type and quality which have been approved in writing by the owner.
- 1.3 Guarantee: The bidder hereunder guarantees their respective equipment against defective parts and/or materials for a period of Thirty (30) days with dialectic testing, inclusive of bumper to bumper and standard warranty for powertrain train and aerial lift (and components) from date of delivery by the bidder and acceptance by the owner.
- 1.4 Contract Documents: Copies of the bid documents will be available November 10, 2020 by 10:00 a.m. and may be obtained from the City of Greenfield website at www.Greenfield-ma.gov under "Departments", "Procurement Dept", and "View Current Bid Opportunities", "FY21 IFB/RFP/RFQ/RFS", "IFB 21-09 City of Greenfield/GCET Pre-Owned Bucket Truck" or from Laura Phelps, Procurement Officer Laura.Phelps@Greenfield-ma.gov,
- 1.5 Questions regarding Documents: In general, no answer will be given to prospective bidders in reply to an oral question if the question involves an interpretation of the intent or meaning of the contract documents, or the equality specifications. Any information given to bidders, other than by means of contract documents, including Addenda, as described below, is given for information and convenience of the bidder only and is not guaranteed. The bidder agrees that such information does not entitle the bidder to assert any claim or demand against the Owner or the Engineer on account thereof.

To receive consideration, such questions shall be submitted in writing to the owner by November 18, 2020 at 4:00 p.m. If the question involves the equality or use of products, it must be accompanied by drawings, specifications, or other data in sufficient detail to enable the owner to determine the equality or suitability of the products. In general, the owner will neither approve nor disapprove particular products prior to the opening of bids.

The owner will set forth, as Addenda, which shall become a part of the contract documents, such questions received as above provided as in his sole judgment, are appropriate or necessary and his decision regarding each. Answers in the form of addenda will be published on November 20, 2020 by 2:00 p.m.

- 1.6 Blank Form for Bid: All bids must be upon the blank form for bid annexed hereto, state the proposed price of each item, both in words and in figures, and be signed by the bidder with his business address and the place of residence. Bidders shall not remove and submit the bid pages separate from the volume of contract documents, but shall submit their bids bound with the complete volume of attached contract documents, including all pages correctly assembled.
- 1.7 Withdrawal of Bids: Except as hereinafter in this subsection otherwise expressly provided, once his bid is submitted and received by the owner for consideration and comparison with other bids similarly submitted, the bidder agrees that he may not and will not withdraw it within forty (40) consecutive calendar days after the actual date of the opening of bids.

Upon proper written request, and identification, it may be withdrawn only as follows:

1. At any time prior to the designated time for opening of Bids.
2. Provided the bid has not been accepted by the owner, at any time subsequent to the expiration of the period during which the bidder has agreed not to withdraw his bid.

Unless a bid is withdrawn as provided above, the bidder agrees that it shall be deemed open for acceptance until the Agreement has been executed by both parties thereto or until the owner notified a bidder, in writing, that his bid is rejected or that the owner does not intend to accept it. Notice of acceptance of a bid shall not constitute rejection of any other bid.

- 1.8 Ability and Experience of Bidder: No award will be made to any bidder who cannot satisfy the owner that he has sufficient ability and experience in this type of equipment and sufficient capital and plant to enable him to prosecute and furnish the equipment within a normal period of time. The owner's decision or judgment on these matters shall be final, conclusive, and binding.

The owner may take such investigations as it deems necessary, and the bidder shall furnish to the owner, under oath, if so required, all such information and data for this purpose as the owner may request.

- 1.9 Bids: The owner, in its sole judgment, may reject bids in which are either incomplete, conditional, obscure or not responsive or which contain additions not called for, erasures not properly initialed, alterations, or similar irregularities or the owner may waive such omissions, conditions, or irregularities
- 1.10 The City of Greenfield/GCET reserves the right to reject any or all bids wholly or in part; to waive technicalities and informalities; to amend and/or cancel bid prior to the time of opening; to make awards in a manner deemed best to the City; to correct any award erroneously made as a result of a clerical error on the part of the City.
- 1.11 Execution of Agreement: The bidder whose bid is accepted will be notified by letter and agrees to duly execute the Agreement.

- 1.12 Unit Prices: Only firm unit prices will be accepted. Any bid proposals containing escalator clauses or any other such provisions will be rejected as unsuitable for consideration.
- 1.13 Delivery: All prices shall be F.O.B. City of Greenfield/ GCET, Greenfield, Massachusetts. All shipping charges are to be prepaid by the bidder. The City of Greenfield/ GCET's purchases are tax exempt under the number #E-046-001-163.
- 1.14 Comparison of Bids: Bids will be compared and awarded on the basis of each individual items unit price stated in the bid.

In the event that there is a discrepancy in the bid between the unit prices written in words and figures, prices written in words shall govern.

The owner agrees to examine and consider each bid submitted in consideration of the bidder's agreements, as hereinabove set forth and as set forth in the bid.

- 1.15 Questions Regarding Specifications: All questions relative to the specifications shall be directed to:

Laura Phelps
14 Court Square
Greenfield, MA 01301
413-772-1569
Laura.Phelps@greenfield-ma.gov

- 1.16 Disputes: In the event of any dispute as to any of the terms and conditions of this contract, it shall be determined in accord with the laws of the Commonwealth of Massachusetts and the Courts of the Commonwealth of Massachusetts shall have exclusive jurisdiction of the same.
- 1.17 Addenda: If this Bid includes addenda, list the numbers on the Bid Specification Sheet.
- 1.18 Bid Enclosures: Manufacturers specifications must be enclosed with the bid proposal
- 1.19 Rule for Award: Bidders may submit more than one bid. The bid will be awarded to the responsive and responsible bidder based on the following criteria:
1. Price
 2. Condition of vehicle as determined by the City's Vehicle Maintenance Supervisor or their Designee using a standard checklist including wear items such as brakes and tires.

CITY OF GREENFIELD/ GCET
SPECIFICATIONS FOR
2010 OR NEWER BUCKET TRUCK

GENERAL PROVISIONS:

All equipment furnished under this contract shall be the year 2010 or newer. It shall meet all State, Federal and OSHA standards at time of delivery. Items that exceed bid specifications will be considered to meet specifications. All items appearing in bidders regular published specifications are assumed to be included in bidder's proposal. Bidders are required to furnish complete specifications with each bid and proposals shall state the number of days required for delivery from the time of the award.

The bidder will include a Bid Specification Sheet with their submission. Compliance to the requested specifications should be confirmed. Deviations to the requested specifications should also be listed on the form. All variations from specifications must be listed including those items that exceed specs. Any additional information can be attached on separate sheets if needed. Failure to provide a Bid Specification Sheet may be cause to reject bid

All equipment shall have a minimum warranty of thirty (30) days against any defective parts and/or materials and with dialectic testing, inclusive of bumper to bumper and standard warranty for powertrain and aerial lift (and components). The warranty shall cover all costs of parts and labor for replacement repairs. Bidder shall state on the Proposal Form any other additional extended guarantees offered.

A demonstration may be required on all models with which the Department is not familiar. At which time an inspection will be made to see that the unit meets all requested specifications. The demonstration shall be accomplished within two weeks of the request by the City of Greenfield/GCET.

The price or prices quoted shall include all transportation charges full prepaid to the City of Greenfield, MA. Local, State and Federal taxes will not be included. Bidder will assume 100% responsibility for the delivery of the unit.

SPECIFICATIONS:

The following specifications are not meant to limit the vendor and are guidelines to minimum qualifications. Bids on equipment differing in minor detail from these specifications will be considered. Differences shall be correctly stated and described in detail by the bidder. All equipment shall be 2010 or newer.

- 1.1 Make and Model: Ford F-550 with insulated Altec Boom – **or Owner approved equivalent.**

- 1.2 350 pound minimum capacity for bucket
- 1.3 42 foot boom working height
- 1.4 Trailer hitch with towing capacity of 10,000 pounds
- 1.5 Under 26,000 pounds (non CDL)
- 1.6 Working storage bins with keys
- 1.7 Tires Tread at minimum 10/32
- 1.8 Strobe light on front and back
- 1.9 Must have transmission driven PTO
- 1.10 8 cylinder diesel engine
- 1.11 Under 105,000chassis mileage
- 1.12 Mechanics and PTO must be in good or better working order
- 1.13 Interior and exterior must be in good condition
- 1.14 Transmission: Automatic
- 1.15 Carfax must be supplied and no major accidents
- 1.16 Engine hours shall be supplied

Bidder's Name

PROPOSAL FORM

To the City of Greenfield/GCET, (hereinafter called the "Owner") , duly authorized therefore, who act solely for said City and without personal liability to themselves:

The undersigned _____, as bidder, declares that the only persons or parties interested in this bid as principals are those named herein; that the bidder has carefully examined the proposed form of Proposal and the specifications (and amendments thereto); and he bids and agrees, if this bid is accepted, that the bidder will furnish the equipment specified in the Proposal, in the manner and time therein prescribed and according to the requirements of Owner as herein set forth.

The bidder agrees that the Owner will have forth forty (40) consecutive days from date of bid opening to accept and order, except as described in the specifications the unit(s) at the price, therein. The bidder also understands that the owner reserves the right to accept or reject any or all bids and to waive any informalities in the proposals if it is in the Owner's interest to do so. The Invitation for Bids, Information for Bidders, Specifications and Proposal Form attached thereto, shall become a contract upon the receipt by the bidder of written acceptance of this bid by the owner.

The bidder will take in full payment, therefore, the following price, to wit:

Item			
No.	Quantity	Description	Unit Cost

1. One Pre-Owned Bucket Truck \$_____.

Cost in Words: _____

Net Cost to City of Greenfield/GCET: \$_____.

Cost in Words: _____

Delivery Date: _____

Warrantee: _____

TAX COMPLIANCE/NON-COLLUSION FORM

Bid No. _____ for _____

The undersigned certifies under penalties of perjury that this bid has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, entity, or group of individuals.

(Name of person signing Bid or Proposal)

(Name of business)

Pursuant to M.G.L. Ch. 62C, Sec. 49A, I certify under the penalties of perjury that I, to my best knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Social Security Number

Signature of Individual or Corporate Name

By: _____
Corporate Officer
(if applicable)

Any person or corporation that fails to execute these attestation clauses shall not be awarded this bid.

Submission of a social security or federal identification number is voluntary.

NOTARIZED STATEMENT

I, (name) _____

(title) _____

of (company) _____

of (address) _____

do hereby certify that the information contained herein is true, accurate and correct, to the best of my knowledge. It is agreed that any and all merchandise to be delivered hereunder, will be in conformity with the specifications set forth, including any and all amendments thereto.

Witness my hand and seal this _____ day of _____, 20____.

Witness Signature

State of _____

_____, ss. _____, 20____

Personally appeared the above named _____
and acknowledged the foregoing statement to be true, to the best of his/her knowledge, before me.

Notary Public

My commission expires: _____

Bid Specification Sheet

IFB 21-09 GCET Bucket Truck

Requested Specifications	My Items Specifications	Meets Requested Specs. (Y/N)	Variation from Requested Spec. Please List
Make and Model: Ford F-550 with insulated Altec Boom – or Owner approved equivalent.			
350 pound minimum capacity for bucket			
42 foot boom working height			
Trailer hitch with towing capacity of 10,000 pounds			
Under 26,000 pounds (non CDL)			
Working storage bins with keys			
Tires Tread at minimum 10/32			
Strobe light on front and back			
Must have transmission driven PTO			
8 cylinder diesel engine			
Under 105,000chassis mileage			
Mechanics and PTO must be in good or better working order			
Interior and exterior must be in good condition			
Transmission: Automatic			
Carfax must be supplied and <u>no major accidents</u>			
Engine hours shall be supplied			

List any/all addenda by number

Name of Person Signing

Position

Name of Company

Date