



Town of Vinalhaven
19 Washington School Road
PO Box 815
Vinalhaven, ME

The Town of Vinalhaven is accepting bids for a **1 ton 4wd regular cab pickup truck with utility body**.

RETURN THIS BID TO: "Fire Department Utility Vehicle" Town Manager, Town of Vinalhaven, 19 Washington School Road, PO Box 815, Vinalhaven, ME 04863

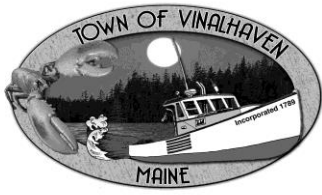
All Bids must be sealed and marked accordingly. Bids must be received at the Vinalhaven Town Office by 4PM, March 30, 8. All bids will be stamped with time and date of being received. Late bids will not be accepted. All Bids will be opened on Friday, March 30, 2018 and then evaluated and awarded at the next Selectmen Meeting.

All questions must be referred to the Fire Chief, Marc Candage, either in writing or by telephone at 207-863-4604.

INSTRUCTIONS TO BIDDERS

ONE (1) New 2018 Model Year or New 2017 Model Year 1 ton 4wd Regular Cab Pickup Truck with Utility Body

- GOODS/SERVICES** - The Town of Vinalhaven (the Town) is seeking proposals for a **1 ton pickup with a utility body** as described in the attached Specifications and consistent with the terms and conditions of the "Contract Documents," defined below. Each firm responding to this Request for Proposals will be referred to as the "Bidder" and the firm selected to provide goods/services to the Town of Vinalhaven, together with its owners, officers, employees, agents, and/or subcontractors, will be referred to as the "Contractor".
- BID FORM** - All bids must be submitted in conformity with the requirements of the Specifications and the Official Bid Form & Agreement included herewith. The submission of a bid on a form other than the Official Bid Form shall constitute grounds for rejection of the bid. Upon execution by the Town of Vinalhaven, the Official Bid Form and such other documents as stated below shall serve as the Contract Documents.
- BID DOCUMENTS** - Bid documents shall be enclosed in an envelope sealed and clearly labeled "**Fire Department Utility Vehicle – NOT TO BE OPENED UNTIL 4:00 PM, FRIDAY, March 30th, 2018**" so as to identify the item for which a bid is submitted and guard against opening prior to the time set therefore.
- TIME FOR RECEIVING BIDS** - Bids received prior to the time of opening will be securely kept unopened. All bids shall be delivered or mailed to Town Manager, Vinalhaven Town Office, PO Box 815, 19 Washington School Rd, Vinalhaven, ME 04863, prior to **4:00 PM, Friday, March 30th, 2018**.
- BID OPENING** - The Bid Opening Meeting will be held at **4:00 PM, Friday, March 30th, 2018**.
- BIDS TO REMAIN OPEN** - All bids shall remain open and may not be withdrawn for a period of thirty (30) days after the day of the bid opening, but the Town of Vinalhaven may, in its discretion, release any bid.
- AWARD OF CONTRACT** - The Contract will be awarded to the lowest responsible bidder, whose bid



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complies with all the conditions of the Contract Documents, provided the bid is reasonable, and it is in the best interest of the Town to accept it as determined by the Board of Selectmen. No contract shall be formed until and unless the Vinalhaven Board of Selectmen approve a bid and appropriate funding for the specific purpose of purchasing the good or service described herein. The Town of Vinalhaven reserves the right to reject any or all bids in whole or in part as it is deemed in the best interest of the Town, renegotiate any contract and waive any informality which does not compromise the actual bid. In determining the most advantageous bid, the Town of Vinalhaven reserves the right to consider quality, workmanship, service, and dependability of the product and manufacturer, independent of price. Upon execution by the Town of Vinalhaven, the Official Bid Form, together with the other Contract Documents shall serve as the Contract.

The Board of Selectmen will give preference to local bidders if the difference between bids submitted by a company whose headquarters is located in Knox County and/or who pays excise tax on their vehicles in Knox County and those not located in Knox County is 5% or less. If the two lowest bids are within 5% of each other and have each been submitted by companies located in Knox County, then price, quantity, quality and reliability of past or expected service shall be the only consideration in awarding the bid, or in deciding to reject any and all bids.

8. **TIME OF AVAILABILITY** – Availability of delivery must be within seventy-five (75) days of the bid being awarded.
9. **INFORMATION TO BE SUPPLIED BY BIDDER** - Bidder shall accompany the proposal with a detailed description of the materials and equipment, which the bidder proposes to furnish, and such other data as required in the Contract Documents and as will assist the Town in analyzing the proposals.
10. **COMPLIANCE OF CONTRACT DOCUMENTS** - Before submittal of this bid, each bidder must examine the Contract Documents thoroughly. The submission of a bid will constitute an incontrovertible representation by the bidder that it has complied with every requirement of these specifications.
11. **DEVIATIONS/CHANGE ORDERS** - All deviations from the Detailed Specifications must be set forth in writing by use of the enclosed form marked "Statement of Compliance/Deviations from Specifications". The information provided on the form must fully and completely describe each such proposed deviation and the reasons why each such deviation is fully equal or superior to the specifications. If there are no deviations, please state same. The executed "Statement of Compliance/Deviations from Specifications" *must* be submitted with the bid. The failure of a bidder to submit the form with the bid, if the Town accepts the bid, shall be deemed to constitute grounds for rejection of the bid. It is incumbent upon the bidder to supply any and all additional information regarding any deviation from the Detailed Specifications, which in the opinion of the bidder may assist the Town in evaluating compliance of the bid.
12. **WARRANTY/GUARANTEE** - In addition to any other manufacturer's guarantee or warranty, the bidder guarantees that all labor and materials to be provided by it in connection with the performance of the contract shall be of the first quality throughout and comply with all respects or are fully equal to standards called for in the bid. All expenses involved in the repair and/or replacement of defective work and/or materials shall be borne by the bidder. In the event of failure on the part of the bidder to repair, replace or otherwise put in first-class condition any such defective work and/or materials within thirty (30) calendar days from the date of notice, the Town may have the work done by others and charge the cost against any money due the bidder, or if there is no money due, to charge the bidder for the costs incurred. See the Specifications for additional warranty/guarantee requirements.
13. **INTERPRETATIONS** - It is the responsibility of the Bidder to inquire with the Town of Vinalhaven, Fire Chief to clarify any requirement of this Request For Proposals or the Contract Documents that is unclear to Bidder. The Fire Chief's responses to such inquiries, if they change or clarify the Request For Bids, will be



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forwarded by addenda to all parties known to the Town to have obtained a copy of the Request For Bids for the purpose of submitting a bid. The Town of Vinalhaven will not be bound by oral responses to inquiries or written responses other than addenda. Inquiries must be made to: Marc Candage, Fire Chief, Vinalhaven Town Office, PO Box 815, 56 West Main St, Vinalhaven, ME 04863 ((207) 863-4604), e-mail: mcandage@townofvinalhaven.org

14. **COMPLIANCE WITH LAWS; LICENSE AND PERMIT REQUIREMENTS** - The submission of a bid will constitute an incontrovertible representation and warranty by the bidder that the bidder shall comply with all requirements of law, including the ordinances of the Town of Vinalhaven, in any way relating to the performance of the contract, including obtaining any and all required licenses and permits from any and all governmental agencies having any jurisdiction relating thereto, except for permits required by the Town of Vinalhaven, which will be obtained by the Town of Vinalhaven.
15. **CONTRACT PRICE** – The total contract price shall include, in addition to all equipment, manuals, training, and delivery described in the Contract Documents, the following:
 - a. Transportation charges to point of delivery as directed by the Town.
 - b. Full tank of fuel.
16. **CONTRACT DOCUMENTS** – The following documents constitute the Contract Documents:
 - a. Instructions to Bidders
 - b. Official Bid Form & Agreement
 - c. Specifications
 - d. Statement of Compliance/Deviation from Specifications
17. **DOCUMENTS REQUIRED TO BE SUBMITTED WITH BID** - The following documents **must** be submitted with the bid in order for such bid to be considered complete. Any bid that does not include each and every of these documents shall constitute cause for rejection of the bid.
 - a. Executed Official Bid Form & Agreement
 - b. Executed Statement of Compliance/Deviations from Specifications
 - c. Copy of Warranty and Extended Warranty
 - d. Parts and Service Program Information
 - e. Descriptive Literature/Brochures
18. **MULTIPLE BIDS** – Each bid must be enclosed in separate envelopes containing the required bid documents. Multiple bids enclosed in the same envelope may be reason for bid rejection.



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OFFICIAL BID FORM & AGREEMENT

ONE (1) New 2018 MODEL YEAR or New 2017 Model Year 1 ton 4wd Regular Cab Pickup Truck with Utility Body

Date: _____, 2018 BIDDER'S NAME: _____

Mr. Andrew Dorr, Town Manager
Town of Vinalhaven
PO Box 815
19 Washington School Rd
Vinalhaven, ME 04863

Dear Mr. Dorr,

In accordance with your Advertisement for Bids, Instructions & General Conditions to Bidders, Specifications, Official Bid Form, and Statement of Compliance / Deviations from Specifications, all of which we recognize as composing the Contract Documents to provide **1 ton 4wd regular cab pickup truck with utility body**, we submit the following:

A. CONTRACT PRICE – The total Contract Price shall include everything required as part of this Bid Document to fulfill the conditions of the contract within the stated time, including, but not limited to, the following: all labor, assembly, materials, equipment, fees, costs, insurance, manuals, training, transportation and delivery contemplated in these Contract Documents. The bidder shall state the total Contract Price in both figures and in words in the space provided below.

BID ITEM

CONTRACT PRICE

1. Make/Model _____ \$ _____

CONTRACT PRICE IN WORDS

_____ DOLLARS
Amounts are to be both words and figures. In case of discrepancy, the written word shown shall apply.

B. STATE DATE FOR DELIVERY: _____

Delivery must be within seventy-five (75) days of the bid being awarded.

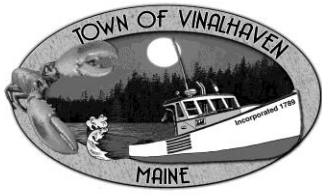
Delivery shall be coordinated with Chief Marc Candage, telephone number (207) 863-4604; e-mail address: mcandage@townofvinalhaven.org at least seventy-two (72) hours in advance of the delivery date and time.



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C. WARRANTIES. Warranty shall be a minimum of one year on entire machine. The Bidder must attach a copy of all warranties for this bid. Please refer to paragraph 12 of the Instructions & General Conditions to Bidders, as well as the Specifications for complete warranty and guarantee requirements. Also, if available, please provide optional extended warranty coverage information:

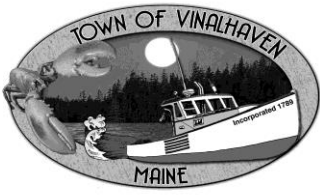
Extended Warranty Cost: \$ _____ Duration _____
(Please attach a copy of the Extended Warranty for review.)



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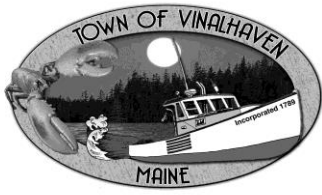
D. Bidder Information. Please complete the following. Attach additional sheets as necessary.

Our Company is:	A corporation _____ A partnership _____ Individually Owned _____ Other: _____
Social Security No. or Federal I.D. No. (Submission is voluntary)	
Company Name and Address:	
Name of Principal:	
Minimum Three References: (Provide Addresses and Phone Numbers)	
Telephone Number: Facsimile Number: e-mail Address:	



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All sections above must be completed. All deviations from the specifications must be fully explained in writing on the Statement of Compliance/Deviations from Specifications Form and attached to the Official Bid Form, or if no deviations, you must state same.



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The Town of Vinalhaven reserves the right to reject any or all bids in whole or in part as it is deemed in the best interest of the Town, renegotiate any contract and waive any informality which does not compromise the actual bid.

Date: _____, 2018 **BIDDER:** _____
Name of Company

BY: _____
Authorized Representative

Its: _____
Title

ATTEST:

Company Clerk

[SEAL]

NOTE: WHEN FULLY EXECUTED, BID FORM AND OTHER CONTRACT DOCUMENTS REFERENCED IN INSTRUCTIONS AND GENERAL CONDITIONS SHALL SERVE AS CONTRACT

Date: _____, 2018 **TOWN OF VINALHAVEN**

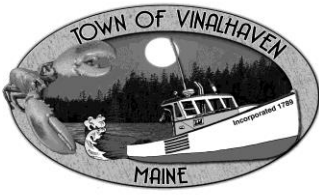
BY: _____
Andrew Dorr
Its: Town Manager

ATTEST:

Approved as to form:

Darlene M, York, Town Clerk

[SEAL]



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VEHICLE SPECIFICATIONS

One (1) New 2018 Model Year or New 2017 Model Year 1 ton 4wd Regular Cab Pickup Truck with Utility Body

The vehicle being bid must be either the latest production model year - 2018 or a new 2017 model year to include, but not limited to, all standard and optional equipment listed below, as well as all safety equipment required by Federal and State Laws, including items advertised as standard equipment.

STANDARD FEATURES

YES	NO	Include all standard features unless otherwise indicated
<input type="checkbox"/>	<input type="checkbox"/>	New 2018 or New 2017 1 ton pickup truck (White) with 4wd.
<input type="checkbox"/>	<input type="checkbox"/>	56" Cab to Axle Measurement to accommodate Knapheide 796D38 Body
<input type="checkbox"/>	<input type="checkbox"/>	6.0 Liter V-8 (minimum) gas engine with automatic transmission
<input type="checkbox"/>	<input type="checkbox"/>	18" steel or alum wheels with aggressive mud/snow tires
<input type="checkbox"/>	<input type="checkbox"/>	Full size spare wheel and tire
<input type="checkbox"/>	<input type="checkbox"/>	Power 4 wheel anti-lock brakes
<input type="checkbox"/>	<input type="checkbox"/>	Trailer tow package with integrated trailer brake controller
<input type="checkbox"/>	<input type="checkbox"/>	Snow plow prep package
<input type="checkbox"/>	<input type="checkbox"/>	Tow hooks on front of vehicle
<input type="checkbox"/>	<input type="checkbox"/>	Stainless steel assist steps
<input type="checkbox"/>	<input type="checkbox"/>	Front and rear mud flaps
<input type="checkbox"/>	<input type="checkbox"/>	Heated mirrors and rear window defroster
<input type="checkbox"/>	<input type="checkbox"/>	Rear view camera with display in dash or rear-view mirror
<input type="checkbox"/>	<input type="checkbox"/>	Vinyl Seats
<input type="checkbox"/>	<input type="checkbox"/>	Rubber / vinyl flooring
<input type="checkbox"/>	<input type="checkbox"/>	Power windows and power door locks
<input type="checkbox"/>	<input type="checkbox"/>	Air Conditioner
<input type="checkbox"/>	<input type="checkbox"/>	Upfitter switches in cab



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BODY DESIGN

YES NO

- Utility Body - Knapheide Model #796D38.
Body Length 96"
Body Height 40"
Body Width 78"
Compartment Depth 20"
Floor Width 38"

Installation of the body shall be in accordance with Knapheide's recommended installation instructions.

- Knapheide Accessories:
 LED Lighting in all compartments wired to upfitter switch in cab
 Two (2) Grab handles installed on rear of body
 Master locking system installed on both sides of utility body
 LED S/T/T & B/U Utility Body Lights
 Receiver hitch kit installed
 Paint to match cab



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DEALER OPTIONS

Any warrantee offered by dealer/manufacture must be listed below. If variations from the spec, list them below with an explanation as to the variance.

Any questions regarding these specifications bid may be directed to:

Marc Candage
Fire Chief
Town of Vinalhaven
PO Box 815, Vinalhaven, Maine 04863

Phone: 207-863-4604
Fax: 207-8634538



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STATEMENT OF COMPLIANCE/ DEVIATIONS FROM SPECIFICATIONS

The Bidder proposes the following deviations from the Specifications and/or the Drawings, which the Bidder represents and warrants as being fully equal or superior to the requirements of the Specifications and Drawings, for the reason(s) set forth fully below (attach additional sheets if necessary):

If there are no deviations from the Specifications and/or the Drawings, please state same.

I certify that the foregoing fully and completely describes each proposed deviation, if any, and the reasons why each deviation is fully equal or superior to those in specified in the Detailed Specifications.

BIDDER: _____

By: _____

Its: _____