

**CITY OF GALESBURG
55 W TOMPKINS ST
GALESBURG, IL 61401
PHONE: (309) 345-3678**

INVITATION FOR BIDS

For the purchase of one new or nearly new $\frac{3}{4}$ ton heavy duty pickup truck with tow/haul package for the Street Division

Instructions to Bidders

1. An advertisement for sealed bids on the above was published in the Galesburg Register-Mail on February 21, 2010. As stated in such notice, bids will be received until 11:00 a.m., local time, March 18, 2010; and, at that time, publicly opened and read aloud in the Curtis Erickson Conference Room, located in City Hall.
2. The person, firm or corporation making a bid shall submit it in a sealed envelope to the Purchasing Agent or his duly designated representative on or before the hour and the day stated above. The notation "Bid on $\frac{3}{4}$ ton heavy duty pickup truck" shall appear on the outside of the sealed envelope.
3. The bidder shall insert the price, and supply all the information as indicated on the Bid Form. The prices inserted shall be net and shall be the full cost for the items specified, including all factors whatsoever.
4. No charge will be allowed for taxes from which the City of Galesburg is exempt: the Illinois Retailer's Occupation Tax, the Service Occupation Tax, the Service Use Tax, the Use Tax, Federal Excise and Transportation Tax.
5. Each bidder shall affirm that no official or employee of the City of Galesburg is directly or indirectly interested in this bid for any reason of personal gain.
6. Delivery of the goods and/or services shall be as stated in the bid documents.
7. No bid may be changed or withdrawn after the time of the bid opening. Any modifications or withdrawals requested before this time shall be acceptable only when such request is made in writing and agreed to by the Purchasing Agent.

8. The City of Galesburg reserves the right to reject any and all bids and to waive any informalities or technicalities in the bidding. Any bid submitted will be binding for (30) thirty days after the date of the bid opening.
9. The City has adopted an "Equal Employment Opportunity Clause", which is incorporated into all specifications, purchase orders, and contracts, whereby a vendor agrees not to discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, or ancestry. A copy of this clause may be obtained at the City Clerk's Office, City Hall, Galesburg, Illinois.
10. The City of Galesburg has adopted an Affirmative Action Program. All formal sealed bids must be accompanied by a properly prepared Certificate of Compliance Form, whereby the vendor certifies the number of employees he has in each class of employment, and that affirmative action has been taken to ensure equality of opportunity in all aspects of employment.
11. Bidder certifies that all laws of the State of Illinois and ordinances of the City of Galesburg in effect at the date of bidding shall be observed by him. Evidence of any violation during the term of the agreement shall be considered sufficient reason to discontinue purchases by the City from that supplier.
12. These instructions are to be considered an integral part of any bid.

Dated: February 21, 2010

Kraig Boynton
Purchasing Agent

CITY OF GALESBURG, ILLINOIS

Specifications

For

One new or nearly new ¾ ton heavy duty pickup truck
with tow/haul package for the Street Division

GENERAL: This bid is for one new ¾ ton Heavy/Super Duty pickup truck to be equipped with a tow/haul package and an 8'6" Western MVP Plow with hand held controller and rubber deflector or equivalent for the Street Division. The truck is to come equipped with a Tommy gate lift equivalent to model G2-60-1540-EA38. The vehicle is to be equivalent to a Ford F-250 Regular Cab 4x4 or Chevy 2500 4x4. The vehicle is not required to be Ford or Chevy. We are listing the Ford and Chevy models for example purposes. All standard equipment shall be a part of this vehicle; whether specified or not. The factory schedule showing all equipment/accessories must accompany and remain intact on the vehicle when delivery is made to the City.

DETAILED: The specifications listed below are minimum specifications. All deviations should be listed separately on company letterhead.

Interior	
Standard Seating – Minimum 3	
Air Conditioning	
AM/FM Radio with 2 Speakers	
Tilt Steering	
Speed Control	
Vinyl Seats	
Rubber Floor Mats	
Performance	
Automatic Transmission-Minimum 4 Speed with Overdrive	
Power Steering	
4 Wheel ABS Brakes	
HD Springs and Shocks	
4WD	
Engine Type: Minimum 4.6 Liter V8	
Battery: Min 650 CCA	
GVWR Minimum of 8800 lbs	
Tow/Haul Package (Camper Package)	
Snow Plow Package	
Brake Controller	
Rear Stabilizer	
Fuel Type – Unleaded	

Dimensions, Weights, Capacities	
Doors – 2 to 4	
Wheelbase (in.) – min. of 137.00	
Fuel Capacity – Min. 29 gal.	
Bed to be 8 foot	
Exterior	
Adjustable Exterior Mirror – Standard Size	
Interval Wipers	
Tinted Glass	
Pickup Truck Cargo Box Light	
Removable Pickup Truck Tailgate	
Five full size tires and rims required	
*Color to be Street Division yellow to match existing fleet	
Tommy gate lift equivalent to model G2-60-1540-EA38	
Safety	
Drivers and Passenger’s Air Bags	
Warranty	
Basic (months/miles) = Minimum of 36/36,000	
Powertrain (months/miles) = Minimum of 60/60,000	
Corrosion Perforation (months/miles) = Min. 60/unlimited	
Other	
Dealer to provide available parts book and service manuals	
Title & new plate fees should be included in bid price	

*Please provide a listing of standard paint options (included in price) to minimize wait time on delivery of product.

If submitting a bid for a nearly new vehicle, the intended vehicle must be inspected by our Central Garage Division prior to submittal of bid. Appointments can be arranged by contacting Mr. Bob Treasure at (309) 345-3661 or Mr. Jim Cordle (Street Division) at (309) 345-3621 during normal business hours..

The City will consider trading in a 1997 ¾ ton Ford F-250 with plow. This unit can be inspected by contacting Bob Treasure at (309) 345-3661 or Jim Cordle at (309) 345-3621 during normal business hours at (309) 345-3661.

The above specifications are suggested parameters. We will review the specifications of each bid to see if they will meet our needs. All bids must be accompanied by detailed literature.

CITY OF GALESBURG, ILLINOIS

BID FORM

Name of Bidder _____

Business Address _____

Phone No. _____ Fax No. _____

The Bidder above mentioned declares and certifies:

First - That this bid is made without any previous understanding, agreement or connection with any other person, firm or corporation making a bid for the same purpose; and, is in all respects, fair and without collusion or fraud.

Second - That no officer, employee or person whose salary is payable in whole or in part from the City of Galesburg is directly or indirectly interested in this bid or in any portion of the profits thereof.

Third - That said bidder has carefully examined the Instructions to Bidders and the Specifications: and will, if successful in this bid, furnish and deliver at the prices bid within the time stated, the goods or services for which this bid is made.

Fourth - That the prices quoted herein are net and exclusive of all taxes from which the City of Galesburg is exempt.

Fifth - That the delivered cost of the goods or services which meets the requirements as set forth in the Instruction to Bidders and the Specifications aforementioned is:

IF NEW:

Quantity	Description	Unit Price	Total Price
1 Each	20__ ¾ Ton Heavy/Super Duty Pickup Truck		
	Less Trade in of Existing Unit:		
	Net Cost to City:		

Brand & Model #: _____

Delivery lead-time: _____ Warranty: _____

IF NEARLY NEW:

Quantity	Description	Unit Price	Total Price
1 Each	20__ ¾ Ton Heavy/Super Duty Pickup Truck		
	Less Trade in of Existing Unit:		
	Net Cost to City:		

Brand & Model #: _____

Mileage/Hours Used: _____

Delivery lead-time: _____

Warranty: _____

Sixth - That said bidder has executed the Certificate of Compliance, and has submitted herewith.

Seventh - That complete literature and specifications, where applicable, for the goods or services are attached herewith.

Date

Person, Firm, or Corporation

Authorized signature and title

Printed Name of Individual

RETURN WITH BID
TO THE CITY OF GALESBURG, ILLINOIS
CERTIFICATE OF COMPLIANCE

EMPLOY- MENT	SUPER- VISORY	SALES	OFFICE	SKILLED	SEMI- SKILLED	NON- SKILLED
WHITE						
BLACK						
OTHER						
MALE						
FEMALE						

(PLEASE FILL IN THE NUMBER OF EMPLOYEES IN EACH CLASS)

1. THE CONTRACTOR OR COMPANY WILL NOT DISCRIMINATE AGAINST ANY EMPLOYEES OR APPLICANT FOR EMPLOYMENT BECAUSE OF RACE, CREED, COLOR, SEX, AGE, NATIONAL ORIGIN, HANDICAPPING CONDITION UNRELATED TO ABILITY TO PERFORM THE JOB; AND, WILL TAKE AFFIRMATIVE ACTION TO ENSURE THAT APPLICANTS ARE EMPLOYED WITHOUT REGARD TO THEIR RACE, CREED, COLOR, SEX, AGE, HANDICAPOR NATIONAL ORIGIN. SUCH ACTION SHALL INCLUDE, BUT NOT BE LIMITED TO, THE FOLLOWING: EMPLOYMENT, UPGRADING, DEMOTION OR TRANSFER, RECRUITMENT OR RECRUITMENT ADVERTISING, LAYOFF OR TERMINATION, RATES OF PAY OR OTHER COMPENSATION, AND SELECTION FOR TRAINING, INCLUDING APPRENTICESHIP. THE CONTRACTOR OR COMPANY AGREES TO POST, IN CONSPICUOUS PLACES, AVAILABLE TO EMPLOYEES AND APPLICANTS FOR EMPLOYMENT, NOTICES SETTING FORTH THE PROVISIONS OF THIS NON-DISCRIMINATION CLAUSE.

2. THE CONTRACTOR OR COMPANY WILL, IN ALL SOLICITATIONS OR ADVERTISEMENTS FOR EMPLOYEES OR ON THEIR BEHALF, STATE THAT ALL QUALIFIED APPLICANTS WILL RECEIVE CONSIDERATION FOR EMPLOYMENT WITHOUT REGARD TO RACE, CREED, COLOR, SEX, AGE, HANDICAPPING CONDITION UNRELATED TO ABILITY OR NATIONAL ORIGIN. THE SAME SHALL HOLD TRUE WHEN RECRUITMENT SOURCES ARE USED TO SECURE APPLICANTS.

3. THE CONTRACTOR OR COMPANY AGREES TO NOTIFY ALL OF ITS SUBCONTRACTORS OF THEIR OBLIGATION TO COMPLY WITH THE NON-DISCRIMINATION POLICY.

4. In the event of the Contractor's or Company's non-compliance with the non-discrimination clauses of the Contract or Purchase or with any of such rules, regulations or orders, the CONTRACT OR Purchase may be cancelled, terminated or suspended in whole or in part and the Contractor or Company may be declared ineligible for further City Contracts or Purchases in accordance with the Affirmative Action Program adopted by the Galesburg City Council at their meeting on August 6, 1990.

BY: _____
BIDDER