

CITY OF GALESBURG



PURCHASING
55 W Tompkins St
Galesburg, IL 61401
Phone: (309) 345-3678

INVITATION FOR BIDS

For the purchase of one new backhoe
To be Utilized by Public Works

Instructions to Bidders

1. An advertisement for sealed bids on the above was published in the Galesburg Register-Mail on March 12, 2021. As stated in such notice, bids will be received until 11:00 a.m., local time, April 21, 2021, and, at that time, publicly opened and read aloud in the Basement 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 purchase of one backhoe for Public Works" shall appear on the outside of the sealed envelope. The bidder shall also include their Company name and address on the outside of the submitted 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. No bid may be changed or withdrawn after the time of the bid opening.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.

7. 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 (60) sixty days after the date of the bid opening.
8. 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.
9. 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.
10. 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.
11. All general bidding information, bid forms, conditions of the contract, and the form of agreement, between the City and the Contractor, shall be approved by Purchasing prior to advertising of public notice of the project.
12. The successful bidder is prohibited from assigning, transferring, conveying, subletting, or otherwise disposing of the contract to be signed or its rights, title or interest therein or its power to execute such Agreement to any other person, company or corporation without the previous consent and approval, in writing, by the City of Galesburg.
13. The City requires that vendors be paid through ACH (automatic clearing house). The awarded vendor will be required to provide the City with applicable banking information for proper payment. An ACH form is attached to this document for vendor review.
14. These instructions are to be considered an integral part of any bid.

Dated: March 12, 2021

Kraig Boynton
Purchasing Agent

CITY OF GALESBURG, ILLINOIS
 Specifications
 for (1) new backhoe
 to be utilized by Public Works

GENERAL: This bid is for the purchase of (1) one new backhoe for use by Public Works. The specifications have been crafted around three specific models: 1) Case 590, 2) John Deere 410L, and 3) Cat 430. The City will accept bids for all makes and models matching the specifications provided. It should be noted that the previously referenced modes were used for specifications due to the proven availability of parts as well as service response time based on our location. These factors will play a role in addition to price when selecting the low and best bid for this purchase.

Units offered shall closely meet or exceed the detailed specifications listed below. Applicable literature shall be supplied by vendor when submitting bid. Vendors are required to review the detailed specifications and check yes or no as to whether the offer submitted will meet the requirements stated. The vendor should address any discrepancies by attaching a letter with their bid detailing the discrepancy. Should the awarded vendor not be able to supply the units as stated in the timeframe stated, the City reserves the right to discontinue the purchase at no cost to the City and recommend that the City Council ban the vendor from any future procurements with the City. Change orders will not be issued for vendor errors. All standard equipment and accessories, whether or not specified, shall be provided unless overwritten by the detailed specifications. All manufacturer's window stickers and paperwork shall accompany the delivery of the unit. Questions concerning the detailed specifications should be directed to the Purchasing Agent during normal business hours.

Vendors submitting bids shall list the service center, location, and distance from Galesburg, IL of the service center closest to Galesburg, IL in which any warranty work will be performed. This will be considered in addition to the bid pricing when making a selection.

DETAILED:

DETAILED SPECIFICATION CHECKLIST		
MEETS SPECIFICATIONS	Yes	No
Engine:		
Diesel Turbocharged Tier 4 Final		
110 Gross HP Minimum		
330 lbs- ft Torque Minimum		
Transmission:		
Autoshift with 4-Speed Minimum		

MEETS SPECIFICATIONS (CONTINUED)	Yes	No
Powertrain:		
4 Wheel Drive		
Locking Rear Differential		
SAHR Parking Brake		
Front Tires 14.0 L x 17.5 10 Ply Minimum		
Rear Tires 21.0 L x 24 R4 10 Ply Minimum		
Front Fenders		
Electrical:		
12 Volt System		
160 Amp Alternator		
Dual Batteries		
Lighting:		
LED Lighting Package		
4 Corner Strobe Safety Lighting		
Operator Station:		
Fully Enclosed ROBS Cab		
Air Conditioning/Heater		
Air Ride Seat		
Removable Floor Mat		
Left/Right Entry Doors		
Exterior Mirrors		
Front Loader:		
Single Joystick Controls		
93" 4 in 1 (Clamshell) Front Bucket		

MEETS SPECIFICATIONS (CONTINUED)	Yes	No
<i>Backhoe:</i>		
Extendable Dipstick		
Digging Depth 19.3" Minimum		
24" Hydraulic Clamshell Backhoe Bucket with Teeth		
Rear Pilot Controls		
2 Way Auxiliary Hydraulics		
Flow Control Capability for Rear Hydraulics		
Hydraulic Quick Disconnect for Bucket/Hammer		
Ditching Bucket 5' Wide x 2' Tall x 2.5' Deep		
<i>Miscellaneous:</i>		
All Standard Equipment		
3 Year/3000 Hour Full Warranty		
2 Copies Operators Manual		
Parts and Service Manuals - Paper		

The City will consider the trade in of the existing unit (#123), a 2006 John Deere Backhoe/Loader. This unit can be inspected by contacting Myron Miller at 309-345-3661 during normal business hours.

CITY OF GALESBURG



BID FORM

Name of Bidder _____

Business Address _____

Phone No. _____ Fax No. _____

E-Mail Address: _____

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 said bidder has executed the Certificate of Compliance, and has submitted herewith.
- Sixth - That the complete guarantees and warranties offered are included on the bid sheet
- Seventh - That complete literature and specifications, where applicable, for the goods or services are attached herewith.

Eighth - That the cost of the goods or services that meets the requirements as set forth in the Instruction to Bidders and the Specifications aforementioned is on the attached bid sheet:

Person, Firm, or Corporation

Authorized signature and title

Printed Name of Individual

RFB for Backhoe # 123

Cost of Unit

Less Trade-In of Specified Unit

Net Cost To City

Year/Make/Model of unit being offered:

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Warranty Information (Must be summarized on this sheet):

Service Center for Warranty Work:

Address:

City, State Zip

Distance from Galesburg, IL

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Bid Submitted by:

Authorized Representative:

Email Address:

Phone Number:

Authorized Signature:

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 OF 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

THIS FORM IS BASED ON IRS REQUIREMENTS FOR THE SAME ESSENTIAL INFORMATION AS A W-9

RETURN TO: CITY OF GALESBURG
ATTN: A/P
55 W TOMPKINS ST
GALESBURG, IL 61401

OR FAX TO: 309-343-4765

The following information is needed to complete your vendor file and to comply with IRS requirements. Please fill out this form as completely as possible to ensure proper payment to you. Please return completed form as soon as possible to the City of Galesburg at the above address or fax number. Please call 309-345-3674 with any questions.

BUSINESS NAME: _____

INDIVIDUAL NAME: _____
(for Sole Proprietors as appears on Social Security Card)

BUSINESS ADDRESS: _____

CITY, STATE, ZIP: _____

YOUR TAXPAYER IDENTIFICATION NUMBER: _____
(FEIN or business tax ID No.)

OR, YOUR SOCIAL SECURITY NUMBER: _____
(If using SSN, enter the name on the card above as Individual Name)

PLEASE CHECK APPROPRIATE BOX

Individual/Sole Proprietor Corporation Partnership Other _____

YOUR COMPANY PROVIDES:

Legal Services Services Materials Other _____

ARE YOU SUBJECT TO BACKUP WITHHOLDING?

Yes No

PERSON TO CONTACT: _____

PHONE NUMBER: _____

UNDER PENALTY OF PERJURY, I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS CORRECT AND COMPLETE.

Signature

Date

Title

FOR OFFICE USE ONLY:

ENTERED INTO THE SYSTEM

VENDOR NUMBER: _____



City of Galesburg

Operating Under Council – Manager Government Since 1957

The City of Galesburg will no longer be issuing checks for vendor payments. The City will pay vendors through ACH by automatically depositing payments to a bank checking/savings account or payment to vendors can be made by credit card at the time of purchase.

In order to process your next payment, please fill out the following information and provide a copy of a void check. Please mail to City of Galesburg, Accounts Payable, P.O. Box 1589, Galesburg, IL 61402-1589 or fax the completed form and a void check, if the funds are being deposited to a checking account, to the fax number listed below.

Vendor Name: _____

Address: _____

City, State, Zip Code: _____

Phone Number: _____

Email Address: _____

Bank Name: _____

Checking/Savings Acct Number: _____
(Please indicate type of account by circling Checking or Savings)

Bank Routing Number: _____

Signature: _____

Payment information will be e-mailed to you approximately two days prior to the funds being credited to your bank account. If you have any questions, please contact us.

Accounts Payable
City of Galesburg
309/345-3674
309/343-4765 fax
accountspayable@ci.galesburg.il.us