Gentlemen:

Enclosed are bid documents which may be of interest to your company.

Please note the scheduled date and time for the public bid opening.

This bid document must be returned intact (the same order as received). Failure to do so may invalidate your proposal.

All bids shall be submitted in an opaque, sealed envelope addressed to:

City of Sturgeon Bay
Attn: City Clerk
421 Michigan Street
Sturgeon Bay, WI 54235

Prior to the time and date set forth for the bid opening as indicated in the Notice to Bidders. Each bid, so addressed, shall bear on the face of the envelope, the name of the bidder, and a statement that it is a "SEALED BID", to be opened for the contract consideration, at the date and hour set forth in the Invitation to Bid.

Any questions concerning the bid document or the specification may be directed to the Municipal Services Superintendent at: (920) 746-2912.

Oral or written comments received from any other person, other than the appropriate persons, will not be considered, and may invalidate your proposal.

Respectfully,

Bob Bordeau
Municipal Services Director

CITY OF STURGEON BAY

INSTRUCTIONS TO BIDDERS

NOTE: By submitting a bid, the bidder warrants that he has familiarized himself with all requirements of the Contract Documents.

Definitions:

The following definitions shall apply wherever they appear in the contract documents.

City – City of Sturgeon Bay

Owner – City of Sturgeon Bay

Bid – The offer of the bidder

Bidder – Any individual, corporation or partnership who submits a bid.

Contract Documents – Invitation to Bid, Instructions, General Conditions, Specifications, Drawings, Addendums, Proposal (in so far as it is not inconsistent with other contract documents).

1. Bids – General: Instruction bids shall be made in accordance with the instructions. Failure to execute proposals as required may, in the discretion of the City, be cause for rejection of the bid.

2. Forms: Bids shall be submitted on the forms provided by the City. Each bid must be submitted bound with the other contract documents.

3. Blanks / Corrections: All blank spaces on any contract documents shall be filled in with typewritten figures or ink. Any erasures or corrections shall be dated and initialed by the bidder.

4. Submission: Bids shall be submitted in an opaque sealed envelope to City of Sturgeon Bay, Attn: City Clerk, 421 Michigan Street, Sturgeon Bay, WI 54235, prior to the time and date set forth for bid opening in the Notice to Bidders. Each bid shall be addressed to the City Clerk and shall bear on the face of the envelope the name of the bidder, and a statement that it is a sealed bid to be opened for the contract at the date and hour as set forth in the invitation to bid.

5. Execution: Proposals shall be signed by the bidder. If the bidder is a corporation, the proposal shall bear the name of the corporation, signed by an officer authorized to bind the corporation, and sealed with the corporate seal.

6. Withdrawal: Bids may be withdrawn previous to the time of bid opening by written request; however, no bid shall be withdrawn within the thirty (30) day period after the time set for bid opening. Bidders withdrawing their bids prior to the time and date set for bid opening may still submit another bid if done in accord with these instructions.

7. Words and Figures: Where amounts are given in both words and figures, the words will govern.

8. Unit Prices: When unit prices are called for, bids shall include all unit cost items and alternatives shown on the proposal. When an error is made in extending total prices, the unit price shall govern.

9. Net Price: Bid prices shall be net, including therein transportation and handling charge F.O.B. City of Sturgeon Bay, and shall further include all charges whatsoever sort for labor and materials contained in the work or materials designated in the specifications and proposal.

10. Alternate Equipment or Materials:

a. Bids shall be evaluated and considered on equipment and/or material complying substantially with the contract specifications. If any bidder deviates from the contract specifications or provides a substitute for any required equipment and/or material listed in the contract specifications, that bidder shall list such deviations and/or substitutions, including technical data when applicable, in a letter attached to the bid or on a form that may be provided by the City with the bid documents.

b. Brand names which may be mentioned in the contract specifications are used only as a reference to the type and quality of equipment and/or materials desired. However, any deviation from or substitution in brand name stated in the contract specifications shall be listed as required.

c. The City reserves the right to determine whether any deviations and substitutions listed by the bidder are within the intent of the specifications and will reasonably meet the service requirements of the using department.

d. A bidder's failure to list any deviations from or substitutions in the specifications as required under paragraph (a) of this section may result in the rejection of the bid.

11. Descriptive Literature: Equipment or Materials: Each bidder bidding on contracts to furnish equipment or materials shall furnish with his proposal two (2) copies of descriptive literature on the supplies or equipment being bid and manufactures specifications in complete detail. Said brochure and manufacturer's specifications shall be in sufficient detail to permit proper evaluation of the bid.

12. City's Right to Accept or Reject: The City of Sturgeon Bay reserves the right to accept any bid, any part of a bid, or any combination of two (2) or more bids which may be deemed to be in the best interest of the City. The City further reserves the right to reject any or all bids.

13. Awarding of Contract: The lowest responsible bidder based on criteria as set forth in these documents and in accordance with applicable City ordinances and State statutes will be awarded the Contract.

14. Bid Performance Security: All bidders will be required to issue a certified check in the amount of 2 ½% (two and one half percent) of the bid, payable to the City of Sturgeon Bay, as a guarantee that the bid contract will be executed. The certified check will be returned to all unsuccessful bidders after awarding the contract to the lowest responsible bidder. The certified check of the lowest responsible bidder will be returned upon delivery of the equipment. Failure to submit the performance security may result in rejection of bid.

15. Lowest Responsible Bidder: The lowest responsible bidder for the purchase of equipment shall be the lowest priced bid that best meets the needs of the City as described in the specifications. Some deviation from the specifications is expected and will be evaluated as part of the owner's review and determination of the "lowest responsible bid".

INVITATION TO BID

OFFICIAL NOTICE

Sealed bids will be received by the City Clerk, 421 Michigan Street, Sturgeon Bay, WI 54235, until 3:00 P.M. local time on Wednesday, January 4, 2017. All bids will be publicly opened at 3:00 P.M. on Wednesday, January 4, 2017 at City Hall, 421 Michigan Street, Sturgeon Bay and read aloud for:

The purchase of One (1) 2017 ¾ Ton Truck with Plow and Tow Package

Trade In of One (1) 2000 Chevy ½ Ton Truck

Detailed specifications may be examined at the Municipal Services Office, 835 N. 14th Ave., Sturgeon Bay, WI 54235. There is no fee for the documents.

All bidders of materials and equipment will be required to post Performance Security in the amount of 2 ½% (two and one half percent) of the proposal. Security shall be in the form of a certified check payable to the City of Sturgeon Bay.

The City of Sturgeon Bay reserves the right to reject any or all bids, parts of any or all bids, or to waive technical errors or omissions in bids.

Bob Bordeau
Municipal Services Director

DATE: December 2, 2016

City of Sturgeon Bay
835 North 14th Avenue
Sturgeon Bay WI. 54235

Request for Quotation:

2017 3/4 Ton Truck Equipment Specifications

The bidder must complete the following checklist stating whether or not each of the listed specification are met for the vehicle bid. If a specification is not met, indicate the variation in the space provided.

Description	Meets Specifications Yes	No	Deviations
VEHICLE:			
2017 Regular Cab ¾ ton 4 x 4 Truck	___	___	_____
8' box	___	___	_____
ENGINE:			
6.2 Liter gas engine	___	___	_____
Engine block heater	___	___	_____
TRANSMISSION:			
6 speed automatic transmission	___	___	_____
Electronic shift on the fly 4 x 4	___	___	_____
Electronic axle locks	___	___	_____
FUEL TANK:			
Minimum capacity of twenty four (24) gallons	___	___	_____
ELECTRICAL SYSTEM:			
Twelve (12) volt, 770 CCA battery	___	___	_____
Extra heavy duty alternator	___	___	_____
BRAKES:			
4-wheel anti-lock	___	___	_____
GAUGES:			
Fuel, water temperature, oil pressure, speedometer/odometer And voltmeter	___	___	_____

CAB INTERIOR:

Three passenger bench seat	___	___	_____
Rubber floor covering	___	___	_____
Adjustable tilt steering wheel	___	___	_____
AM/FM clock radio	___	___	_____
12 volt auxiliary power outlet	___	___	_____
Driver and passenger side sun visors	___	___	_____
40/20/40 seat	___	___	_____

CAB EXTERIOR:

Daytime running lights	___	___	_____
Solid color paint	___	___	_____
Standard bumper	___	___	_____
Wheel flares	___	___	_____
Amber roof market lights	___	___	_____
Tinted windows	___	___	_____
Intermittent windshield wipers	___	___	_____
Roof clearance lights	___	___	_____

STEERING:

Power steering	___	___	_____

TIRES:

LT245 BSW AT 17 tires	___	___	_____

RUST PROOFING:

Entire vehicle rustproofed with full warranty	___	___	_____

SNOW PLOW PACKAGE:

8' 2" VXT V-Plow with shoes and snow deflector	___	___	_____

TOWING:

Towing package – 9,000 towing capacity	___	___	_____
6 pin round electrical hook up	___	___	_____

Heavy duty receiver type pintal hook/ball combination (24" ground to center of ball)	___	___	_____
Trailer brake control	___	___	_____
MISCELLANEOUS:			
At time of delivery, vehicle and all components must meet or Exceed any and all DOT and EPA regulations applicable	___	___	_____
The vehicle must meet or exceed any noise, safety, lighting and health standards set by Federal, State or Local regulations and standards	___	___	_____
Vehicle shall be delivered with current Wisconsin Truck Inspection Certificate	___	___	_____
Parts, work shop and operator manuals shall be supplied for the vehicle and component parts fitted to same	___	___	_____
Current, up to date specifications and literature on vehicle and components to be submitted with the bid	___	___	_____
A manufacturer's trim package can be substituted for the items listed above	___	___	_____
BACK UP ALARM:			
One (1) back up alarm provided and installed	___	___	_____
MUD FLAPS:			
One (1) pair of rubber mud flaps shall be provided and installed behind the rear wheels	___	___	_____
STROBE LIGHT:			
One (1) double-flash strobe light shall be provided and mounted (to be visible over the top of the dump body). The light shall be manually activated by a heavy-duty illuminated rocker switch mounted on the chassis dash	___	___	_____
PAINT:			
Standard color to be selected by the City	___	___	_____
DELLIVERY:			
Entire unit must be ready for delivery within ninety (90) days of notice of award	___	___	_____
WARRANTY:			
Minimum three (3) years / 36,000 mile warranty	___	___	_____

FORM OF PROPOSAL/BID FORM

The undersigned proposes to furnish the following equipment meeting or exceeding the requirements of the attached minimum specifications.

The Purchase of One (1) 2017 ¾ Ton Truck with
Plow and Tow Package @ $_____

Surplus Truck:
One (1) 2000 Chevy ½ Ton Truck @ $_____

Total for new truck minus trade in **$_____**

Submitted By:_____
Print Company Name

By:_____
Signature

Title:_____

Address:_____

_____

Phone:_____

Date:_____

Bidders must return the specification checklist along with the bid form. Bids must be valid for a period of 60 days.

The city reserves the right to reject any and all bids for new or used equipment or accept the bid which best serves the needs of the city