



City of Sanford, Maine
Public Works Department
156 SCHOOL STREET, SANFORD, MAINE 04073
(207) 324-9135 FAX (207) 324-9133



CITY OF SANFORD/VILLAGE OF SPRINGVALE, MAINE

NOTICE TO BID

FOR: 8' SERVICE BODY

The City of Sanford, Maine will receive sealed bids for: **8' Service Body** until **Wednesday, July 29, 2020 at 11:30 AM** at the Public Works Office, 156 School Street, Sanford, Maine 04073, at which time and place all bids will be publicly opened and read aloud. The Invitation to Bid, Instructions to Bidders, Specifications, and Example Services Agreement are available at the Public Works Office and online at www.sanfordmaine.org under **Businesses: Bids: Open Bids**.

Bid awards will be made pursuant to the bid proposal results and the City's Purchasing Policies.

Date: June 2, 2020

By: Matthew E. Hill, P.E.

Matthew E. Hill, P.E.
Director of Public Works
City of Sanford, Maine



INSTRUCTIONS TO BIDDERS:

Bids shall be received by the City of Sanford, Maine at the place and until the time specified in the

“Invitation for Bids” for **One 8’ Service Body**:

then publicly read aloud for the information of bidders and other interested parties who may be present either in person or by representative.

1. PREPARATION OF BIDS

- a) Bids shall be submitted in triplicate. Bid forms furnished by the City of Sanford or copies thereof shall be used and strict compliance with the requirements of the Invitation to Bid, these instructions and the instructions printed on the forms is necessary. Any bidder not utilizing the Bid Proposal Form Exhibits attached hereto shall be considered non-responsive to the Invitation to Bid. Each Bid Proposal Form must be accompanied by a copy of the Specifications.
- b) Each bid must give the full business address of the bidder and signed by an authorized representative or partnership name by one of the members of the partnership or by any authorized representative, followed by the signature and title of the person signing. Bids by corporations must be signed with the legal name of the corporation, followed by the name of the state of incorporation and by the signature and title of the president, secretary or another person authorized to bind it in the matter and such bid must be accompanied by a satisfactory Certificate of Corporate Resolution, properly executed, clearly stating that such person is authorized to so bind the corporation in the matter. The named of each person signing shall also be typed or printed below the signature. A bid by person who affixes to their signature the work “President,” “Agent,” or other title without disclosing their principal, may be held to be the bid of the individual signing.
- c) Erasure or other changes in the bids must be explained or noted over the signature of the bidder.
- d) Anyone submitting a bid shall agree to pass along to the City of Sanford any discounts, rebates or subsidies available as a result of abnormal or seasonal market conditions.



- e) Anyone submitting a bid must inspect City Vehicle #20-05 and acknowledge in the bid they are fully aware of existing vehicle conditions. The vehicle can be seen at the Public Works Department 156 School Street Sanford, Maine 04073, Monday through Friday 8:00 am -3:00 pm.. Please call 207-608-4135 to set up an appointment.

2. ALTERNATIVE BIDS

Alternative bids will not be considered unless explicitly called for in the Invitation to Bid.

3. INTERPRETATION OF CONTRACT DOCUMENTS

No oral interpretation will be provided to any bidder as to the meaning of the specifications or other contract documents. Every request for such interpretations shall be made in writing and addressed and forwarded to Matthew Hill, P.E. Director of Public Works, City of Sanford, 156 School Street, Sanford, Maine 04073, (3) or more days before the date fixed for the opening of bids. Every interpretation made to a bidder will be issued in the form of an addendum to the contract documents which, if issued shall be sent as promptly as practicable to all persons to whom the specifications have been issued. All such addendums shall become part of the contract documents.

4. EXAMINATION OF SPECIFICATIONS AND SCHEDULE

Each bidder or their authorized agent is expected to examine the specifications and contract documents. Failure to do so will be at the bidders own risk and they cannot secure relief on the plea of error in the bid. At its sole discretion, the City of Sanford may accept or reject bids that do not comply with specifications, contract documents and all other instructions pertaining to the bid.

5. PERSONS INTERESTED IN MORE THAN ONE BID

Except as specified in this invitation to bid, if more than one bid is offered by any one person by or in the name of their clerk, partner or other person, all such bids shall be rejected.



6. QUALIFICATIONS OF BIDDER

Each bidder must furnish a statement of bidders experience and their organization. The statement shall be submitted with the bid. The City of Sanford reserves the right to reject any and all bids at its sole discretion.

7. SUBMISSION OF BID

Each bid shall be placed in a separate envelope clearly marked on the outside BID FOR: **Public Works Department – One 8’ Service Body** and this envelope shall be placed in a second envelope for mailing purpose if necessary.

8. TIME OF OPENING OF BIDS

Bid received prior to the time of opening will be kept unopened in a secure place. The officer whose duty it is to open them will decide when the specified time has arrived and no bid received thereafter will be considered. No responsibility will attach to an officer for the premature opening of a bid not properly addressed and identified. Electronic or Faxed bids (email or fax) will not be considered.

9. SCHEDULE OF VEHICLE DELIVERY

Vehicle delivery including all parts and equipment as specified here shall be completed, delivered, and accepted no later than **Thursday, October 1, 2020** to the Public Works Department. Due to the difficulty of calculating damages for later completion, liquidated damages in the amount of \$100 per calendar day for late completion after the date for vehicle delivery shall be awarded to the buyer for delay in completion not otherwise excused or permitted under this Agreement. Exceptions to this deadline must be included in the “Exceptions to Specifications” page within the bid. Exceptions will be reviewed by the Department of Public Works after bid opening before making a recommendation to the City Council for purchase.



10. WITHDRAWAL OF BIDS

Bids may be withdrawn on written request received from bidders prior to the time fixed for opening. Negligence on the part of the bidder in preparing the bids confers no right for the withdrawal of the bid after it has been opened. No bids may be withdrawn within a period of thirty (30) days after the opening of bids.

11. AWARD OF CONTRACT

The Sanford City Council reserves the right to reject any or all bids, to waive any or all formalities in the bidding, to evaluate bids and otherwise to act as it deems to be in the best interest of the City of Sanford. This includes the right to purchase some or all of the vehicles included in this bid individually according to the proposed unit prices. The decision of the Sanford City Council in awarding a bid shall be in accordance with the City of Sanford's Purchasing Policy.

12. TAXATION AND COMPLIANCE

The City of Sanford is a municipal corporation organized under the laws of the State of Maine and so its purchase of good is exempt from State, Federal and local sales and use taxes. The successful bidder agrees to comply with all applicable Federal, State and local statutes, laws, codes, rules, regulations, ordinances and orders in the performance of the contract.

DATE: June 2, 2020

By: Matthew E. Hill, P.E.

Matthew E. Hill, P.E.
City of Sanford
Director of Public Works



PUBLIC WORKS DEPARTMENT
SPECIFICATION – 8' SERVICE BODY

	Comply	
	YES	NO
Installation on 56" C.A. single rear wheel pick-up	_____	_____
Rugged 14 ga. 2-sided A-40 galvanized body shell 250 lb. capacity shelving	_____	_____
Flip top compartments both sides	_____	_____
Double spring over center door closures on all vertical doors	_____	_____
Stainless paddle activated rotary style latches	_____	_____
Thick automotive bulb-type neoprene door seals	_____	_____
Light gray finish painted interior compartments	_____	_____
Stainless steel continuous hinges	_____	_____
Cab guard, window protector	_____	_____
Poached bumper with recess	_____	_____
Slammable tailgate	_____	_____
Flush mount light package with interior light guard's	_____	_____
Body painted customers yellow	_____	_____
Relocate back up camera	_____	_____
2" Trailer receiver hitch	_____	_____



BID PROPOSAL FORM

To: City of Sanford
C/O Matthew E. Hill, P.E.
Director of Public Works
156 School Street
Sanford, Maine 04073

In compliance with your Notice to Bid and Instructions to Bidders, all dated Wednesday, July 29, 2020 the undersigned proposes and agrees as follows:

1. To furnish according to the attached specifications as designated by Director of Public Works or his/her designee as follows:
 - a) Amount is to be indicated in both words and in figures. In case of discrepancy, the amount shown in words will govern.
 - b) The bidder agrees that this bid shall be good and may not be withdrawn for a period of thirty (30) calendar days after the scheduled closing time for the receiving bids.
 - c) Upon receipt of written notice of the acceptance of this bid, bidder will execute the formal contract attached within 10 days.

1. TOTAL PRICE OF ONE (1) 8' SERVICE BODY:

\$ _____ \$ _____
Price in Words

I am fully aware and acknowledge the existing conditions of City Vehicle #20-05.

***Bid Rejection: The unrestricted right is reserved by the City to reject any and all bids or parts thereof, or to waive any formalities or technicalities in said bids/proposals.**



EXCEPTIONS TO SPECIFICATIONS

Any exception, variations or clarifications to the Specifications must be set forth on this form and included with the Bid Proposal Form. These exceptions must be spelled out in detail, numbered and make reference to exact page number for easy comparison. It is a failure of the bidder to note on this form any and all exceptions to any portion of the specifications as designated that means that the providing of **Public Works Department – One 8’ Service Body** must meet or exceed in all respects any and all specifications not so noted. Failure to denote exceptions in the above manner may be cause for rejection of the entire bid.

Exception Number	Details

Dated this _____ day of _____, 2020

BY: _____
(Signature)

(Print Name)

In compliance with the above notice to bidders the undersigned declares that:

1. The only person or persons interested in the bids set forth herein as principal or principals is or are named herein and no other person who is mentioned herein has any interest in this proposal or the contract to be entered into. This proposal is made without connection with any other person or person company or parties making a bid or proposal and it is in all respects fair and in good faith without collusion or fraud.
2. The undersigned has examined all of the contract documents regarding this bid and has informed themselves of all the terms and conditions included and set down in said contract documents. They have examined the Bid Proposal Form, each Vehicle’s Specification, and the Instructions to Bidder. They have read all



special provisions furnished prior to the opening of bids and have satisfied themselves relative to the work to be performed.

3. All names and addresses of all persons interested in this bid as principal are as follows:

4. We have been in business under the present name for ____ years, during which time we have never failed or defaulted on any contract awarded.

Dated this ____ day of _____ 2020

(Signature)

(Print Name)

(Name of Entity)

(Address of Entity)

(Title, Person Signing Bid)