

Invitation to Bid (ITB)

ITB NO. 2017-01

WATER & SEWER DEPARTMENT ¾ TON HEAVY DUTY PICKUP TRUCK

The City of Palatka hereby requests bids from responsible firms for a ¾ Ton Heavy Duty Pickup Truck, 4X2 or equal. The City shall select the lowest and most responsive bid.

The City reserves the right to waive any irregularities submitted, reject any and/or all submittals, re-advertise, and accept any submittals deemed to be in the best interest of the City. All interested parties must register by email to the ITB contact their name, email address, address and telephone number to receive any future changes, additions, addendums or notices concerning this ITB.

Advertisement Date: January 6, 2017

Due Date: January 24 @ 3:00 p.m.

Pre-bid Meeting: n/a

Contact: Jonathan Griffith
1010 Ocean Street
Palatka, FL 32177
jcgriffith@palatka-fl.gov
(386) 329-0107

Respondents are required to submit one (1) original and one (1) copy in a sealed envelope marked **"RESPONSE TO PALATKA ITB 2017-01"**. All questions shall be emailed to the contact listed above and, all questions will be answered in writing. To facilitate effective evaluation by the City, responses shall be limited to no more than a total of twenty (20) pages. Forms required by this ITB, sectional dividers, and front and back covers will not be counted toward the total. All materials submitted pursuant to this ITB shall become the property of the City of Palatka. The City of Palatka supports Equal Opportunity Employment, Fair Housing and Providing Handicapped Access.

The bid must be submitted in a sealed envelope or container stating on the outside the proposer's name, address, telephone number and ITB title-number and delivered to:

City of Palatka
Attn: Betsy Driggers, City Clerk
201 North Second St.
Palatka, FL 32177

Hand-carried and express mail proposals may be delivered to the above address **ONLY** between the hours of **8:30 a.m. and 5:00 p.m.**, local time, Monday through Friday, excluding holidays observed by the City.

Bids will be opened and read aloud following the deadline for receipt.

Respondents are responsible for informing any commercial delivery service, if used, of all delivery requirements and for ensuring that the required address information appears on the outer wrapper or envelope used by such service.

Any proposal received after **3:00 p.m. (local time), January 24, 2017** will not be considered and will be returned unopened. The City reserves the right to reject any and all submittals received in response to this ITB as determined to be in the best interests of the City. The City may not award an agreement(s) solely on the basis of this ITB and will not pay for the information solicited or obtained. Any information obtained may be used to determine the suitability of the proposal.

Proposals must be signed by an officer of the company who is legally authorized to enter into a contractual relationship in the name of the proposer, and proposer(s) must affix their company's corporate seal to the proposal. In the absence of a corporate seal, the Proposal must be notarized by a Notary Public.

Non-acceptance of any proposal will not imply any criticism of the proposal or convey any implication that the proposal was deficient. Non-acceptance of any proposal will mean that another proposal was deemed to be more advantageous to the City. All material submitted in response to the ITB becomes the property of the City and will be returned only at the option of the City.

Costs for developing proposals in response to this ITB are entirely the obligation of the respondent and shall not be chargeable in any manner to the City. Explanations desired by the submitter(s) regarding the meaning or interpretation of this ITB must be obtained from the contact person, in writing via email, as is further described below.

To ensure fair consideration and consistent and accurate dissemination of information for all proposers, the City prohibits communication to or with any department, employee, or agent evaluating or considering the proposals during the submission process, except as authorized by the contact person.

During the blackout period as defined herein, except as pursuant to an authorized appeal, no person may lobby, as defined herein, on behalf of a competing party in a particular procurement process City officials or employees. Violation of this provision shall result in disqualification of the party on whose behalf the lobbying occurred.

The blackout period means the period between the time the submittals for invitation for bid or the request for proposal, or qualifications, or information, or the invitation to negotiate, as applicable, are received by the City of Palatka and the time City officials and employees award the contract. Lobbying means when any natural person, for compensation, seeks to influence the governmental decision making, to encourage the passage, defeat or modification of any proposal, recommendation or decision by City officials and employees, except as authorized by procurement documents.

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I. STATEMENT ON INTENT

The City of Palatka is interested in obtaining bids from qualified firms for the purchase of a ¾ Ton Heavy Duty Pickup Truck, 4X2 or the equivalent.

The work consists of furnishing a ¾ Ton Heavy Duty Pickup Truck, 4X2 or equivalent with the SPECIFICATIONS outlined in APPENDIX A. The City reserves the right to purchase one or more of the specified vehicles, waive any irregularities submitted, reject any and/or all submittals, re-advertise, and accept any submittals deemed to be in the best interest of the City. The City intends to award a contract to the most responsive and lowest bid.

II. SUBMITTAL REQUIREMENTS

Proposal to be provided in the order below:

i. **Lump Sum Bid** on company letterhead signed by authorized agent

(a) Detailed Cost Breakdown of Chassis, body and all other associated options as outlined in Appendix A.

i. **References:** A minimum of three (3) references from previous clients. Include the name of the organization, name of contact person and telephone number.

ii. **Proposers Certification** - Attachment A

iii. **Public Entity Crimes Statement** - Attachment B

iv. **Drug Free Work Place Certification** - Attachment C Bidders that do not comply with all the above instructions or do not include all the requested data may not be considered.

III. LATE PROPOSALS, MODIFICATIONS AND WITHDRAWALS

Bids received after the Due Date and Time are late and will not be considered. Modifications received after the Due Date and Time are also late and will not be considered. Any submission may be withdrawn up until the date and time for deadline of the submissions. Any submission not so withdrawn shall, upon the deadline passing, constitute an irrevocable offer for a period of sixty (60) days to the City of Palatka or until one or more of the submissions are accepted by the City of Palatka.

IV. BID POSTPONMENT/CANCELLATION/WAIVER OF IRREGULARITIES

The City may, at its sole and absolute discretion, reject any and all, or parts of any and all bids; re-advertise this ITB; postpone or cancel, at any time, this ITB process; or waive any irregularities in this ITB or in the proposals received as a result of this ITB.

V. RIGHTS OF APPEAL

Participants in the ITB solicitation may protest ITB specifications in accordance with applicable portions of the City of Palatka Code of Ordinances.

VI. LAWS AND REGULATIONS

Bidders shall comply with all laws, ordinances and regulations applicable to the services contemplated herein, including those applicable to conflict of interest and collusion. Respondents are presumed to be familiar with all Federal, State and local laws, ordinances, codes and regulations that may in any way affect the services offered. The proposals shall comply with the City's Comprehensive Plan, Land Development Code, Building Code and other applicable regulatory requirements.

ATTACHMENT "A"

PROPOSER'S CERTIFICATION

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

The undersigned has read the City of Palatka's Invitation to Bid (ITB) , the other related documents identified in the ITB, and any Addenda, receipt of all which is hereby acknowledged:

Addendum No.

Addendum Date

On behalf of our proposal team, we agree to and accept the terms, specific limitations and conditions expressed therein. I certify that all information contained in the proposal is truthful to the best of my knowledge and belief. I further certify that I am duly authorized to submit this proposal on behalf of my team as its act and deed and that the team is ready, willing and able to perform.

Name (Print)

Signature

Date

STATE OF FLORIDA

COUNTY OF _____

PERSONALLY APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed his/her signature at the space provided above on this ____ day of _____, 2016, and is personally known to me, or has provided _____ as identification.

Notary Public
My Commission expires:

ATTACHMENT "B"
CITY OF PALATKA, FLORIDA SWORN STATEMENT UNDER F.S. SECTION
287.133(3) (A), ON PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted with Bid, Proposal or Contract for _____
_____.
2. This sworn statement is submitted by (entity) _____ whose business address is _____ and (if applicable) Federal Employer Identification Number (FEIN) is _____ (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)
3. My name is and my relationship to the entity named above is _____.
4. I understand that a "public entity crime" as defined in Paragraph 287.133(a) (g). Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any proposal or contract for goods or services to be provided to any public entity or any agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
5. I understand that "convicted" or "conviction" as defined in paragraph 287.133(a) (b), Florida Statutes, means finding of guilt or a conviction of a public entity crime with or without an adjudication of guilt, in any federal or state trial court of records relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.
6. I understand that an "affiliate" as defined in Paragraph 287.133(1) (a), Florida Statutes, means:
 - a. A predecessor or successor of a person convicted of a public entity crime; or
 - i. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and

agents who are active in the management of an affiliate. The City of Palatka, Florida ownership by one of shares constituting a controlling income among persons when not for fair interest in another person, or a pooling of equipment or income among persons when not for fair market value under a length agreement, shall be a prima facie case that one person controls another person. A person who was knowingly convicted of a public entity crime, in Florida during the preceding 36 months shall be considered an affiliate.

7. I understand that a "person" as defined in Paragraph 287.133(1) (e), Florida Statutes, means any natural person or entity organized under the laws of the state or of the United States with the legal power to enter into a binding contract for provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
8. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies.)
 - Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.
 - The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. (Please attach a copy of the final order.)
 - The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. (Please attach a copy of the final order.)

- The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by, or pending with, the Department of General Services.)

Name (Print)

Signature

Date

STATE OF FLORIDA

COUNTY OF _____

PERSONALLY APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed his/her signature at the space provided above on this ____ day of _____, 2016, and is personally known to me, or has provided _____ as identification.

Notary Public

My Commission expires:

ATTACHMENT "C"
CITY OF PALATKA
DRUG-FREE WORKPLACE CERTIFICATION

The below-signed Proposer certifies that it has implemented a drug-free workplace program. In order to have a drug-free workplace, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violation of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or services a copy of the statement specified in paragraph 1.
4. In the statement in paragraph 1, notify the employees that, as a condition of working on the commodities or contractual services that are under proposal, the employee understands the terms of the statement and will notify the employer of any conviction of, or plea of nolo contendere to, any violation occurring in the workplace no later than five (5) working days after such conviction.
5. Impose a sanction, require a fine or require satisfactory participation in drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign this statement, I Certify that this firm complies fully with the above drug-free workplace requirements.

COMPANY: _____

CITY: _____ STATE: _____ ZIP CODE: _____

TELEPHONE NUMBER(S): _____

SIGNATURE: _____

NAME (TYPED OR PRINTED): _____ TITLE: _____

EMAIL: _____

APPENDIX "A"

¾ Ton Heavy Duty Pickup Truck 4X2 Specifications:

1. Engine:
 - a. Gasoline engine 6.2 L – V8
 - b. Heavy duty alternator and battery
2. Transmission: TorqShift G 6-speed Select Shift Automatic Transmission
3. Axles:
 - a. Standard axle ratio for specified engine/transmission combination
 - b. Locking differential
4. Performance items:
 - a. Standard instrumentation
 - b. Power steering
5. Comfort items:
 - a. Air Conditioning
 - b. 134 A system
 - c. All glass tinted
 - d. AM/FM radio
 - e. Heavy duty rubber floor covering instead of carpet
 - f. HD vinyl 40/20/40 split bench with center armrest, cup holder and storage
 - g. Manual lumbar (driver's side only)
6. Safety items:
 - a. 4-wheel anti-lock brake system
 - b. Dual outside mirrors
 - c. Interior dome light
 - d. Airbag for both driver's and passenger's side
7. Tires and Wheels:
 - a. Manufacturer's standard radial tires and wheels
 - b. Conventional spare tire mounted underbody
8. Chassis, Frame, Cab:
 - a. Minimum 8,800 lbs. GVWR
 - b. 3,700lbs. nominal payload
 - c. 141.2 inch wheelbase
 - d. Service body
 - e. Reading classic II U98-SWs
 - f. Pooched tread plate bumper
 - g. Driver side "A" compartment layout
 - h. Passenger side "B" compartment layout
9. Heavy duty towing package:
 - a. Oil cooler

- b. Transmission cooler
 - c. Class IV hitch receiver
10. Color: White
11. Liftmoore truck crane: Model L21W with variable height stand
12. Options:
- a. Vent visors: stick on style
 - b. Spray-on bed liner for service body (Rhino, Line-X, or approved equivalent) to include top of body and rear bumper
 - c. Four corner LED strobe kit, amber and white
 - d. Backup camera with 3.5" LCD: rear mounted camera to provide wide field of vision at rear of vehicle.