

CITY OF PLAINVIEW



NOTICE TO BIDDERS

**City of Plainview
INVITATION FOR BIDS**

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BID SUBMITTAL
City Of Plainview
City Secretary
202 w.5TH Street
Plainview, Texas 79072

DATE ISSUED: 04/20/2022

**BIDS OPEN:05/23/2022
2:00 PM.**

NO BIDS ACCEPTED AFTER THIS TIME

Purchasing Agent:

Shawn Jones

sjones@plainviewtx.org

806.296.1161

500 W. 18th St.

Plainview, Texas 79072

Please quote us prices for the item(s) on the attached bid sheet(s). The right is reserved to accept or reject all or any part of your offer and to accept the offer the City Council considers to be the lowest responsible bid. By submitting this bid, the undersigned hereby certifies that said bid has been independently arrived at and that price, terms, and conditions appearing or applicable hereto, have not and will not be disclosed by or on behalf of the bidder to any other bidder or competitor. Bids are to be returned in an envelope, and your envelope must indicate that a bid is enclosed and reflect the bid number.

GENERAL CONDITIONS OF BIDDING – READ CAREFULLY

1. **ALL BIDS MUST BE QUOTED F.O.B. DESTINATION.**
2. Show unit prices, extensions, and total bid. In case of a discrepancy between the unit price and the extension, the unit price will be taken.
3. State on the face of bid exactly what you are furnishing (brand or manufacturer's name).
4. Any catalog or manufacture's reference in this quotation is descriptive, but not restrictive, and is used only to indicate type and grade unless otherwise specified.
5. **The City of Plainview will consider the "State Contract Price" as a standard for the bids. The Mayor and City Council reserve the right to reject any and all bids, and to waive all formalities and technicalities, and accept the bid or bids which appears to be most advantageous to the interest of the City. They may consider a local preference up to the percent stated in the Texas Local Government Code Ann., Section 271.9051 (Vernon's 2009).**
6. **NOTE:** The City of Plainview is exempt from all Federal Excise and State taxes. **DO NOT include tax** in your bid price or invoice. The Purchase Order issued to the successful bidder contains the required statute to be filed as a tax exemption certificate.
7. If your bid is figured on an "ALL OR NONE" basis, please so state. The City reserves the right to award a bid on this basis.

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8. Cash discounts will be figured from date complete shipment of order is received, or date invoice is received by the Purchasing Department, whichever is later. Purchase Order Number must appear on all invoices and delivery tickets.
9. Payment for the material will be made after the City has received the entire order and the department has verified that the material is in accordance with the bid submitted.
10. **THIS BID MUST BE SIGNED IN THE SPACE PROVIDED BELOW TO BE CONSIDERED.**
11. **THIS BID MUST BE SUBMITTED ON THE ATTACHED BID SHEETS.**

The undersigned hereby offers to furnish and deliver the articles or service as specified in the attached bid sheets at the prices and terms therein stated and in strict accordance with the specifications and general conditions of bidding, all of which are made a part of this offer.

Delivery or completion time _____

Terms (State Discount if Offered) _____

Name of

Business _____

Business Telephone _____

Toll Free Number _____

Fax Number _____

Email _____

By _____

Authorized Representative –Signed by Hand

By _____

Authorized Representative- Typed or Printed

Remit Address if different from above _____

(THIS BID IS VALID FOR 90 DAYS UNLESS OTHERWISE STATED)

ADDITIONAL BIDDING INSTRUCTIONS

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1. Bid Preparations

- a. Each bidder is expected to carefully examine the invitation, specifications and all bidding instructions and conditions. Failure to do so will be at the bidder's risk. If clarification is needed regarding the meaning or intent of any part of the invitation to bid and the bidder feels the oral explanation is contrary to the information in the bid documents, then the bidder should demand a written confirmation. Oral explanations or instructions given before the bid opening will not be binding.
- b. Each bidder is to furnish the information requested. Alternative commodities or services, trade-ins, etc., will be considered only if asked for on the invitation.
- c. **EACH BID MUST BE SIGNED ON THE FIRST PAGE OF THE INVITATION. THIS BID MUST BE SIGNED TO BE CONSIDERED.** The bidding firm will be responsible for assuring that only authorized persons sign bids.
- d. Bids submitted on other than the attached bid sheets or with different terms or provisions will not be considered as responsible bids. Bidders are invited to attach any additional information, but we will give first consideration to the information on our bid sheets, in the format we requested.

2. Modification or Withdrawal of Bids

Bids may be withdrawn or modified by written notice received by the Purchasing Department prior to the exact hour of the bid opening. A bid may also be withdrawn in person if the identity of the person can be established and a receipt is signed for the bid. No bid can be withdrawn or modified after the exact hour designated for the bid opening.

3. **Bid must be submitted on the attached bid sheets. Bids submitted on any other form will not be considered.**
 4. **The City of Plainview reserves the right to postpone a scheduled bid opening if only one bid is received.**
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SPECIAL BIDDING INSTRUCTIONS

BIDS MUST BE SEALED IN ORDER TO BE CONSIDERED

Per the terms of Chapter 176 of the Local Government Code, should any vendor be awarded all or any part of the goods or service on which this Bid or Proposal solicits a return, then it is the vendor's sole responsibility to provide the City of Plainview, with an updated Conflict of Interest Questionnaire, Form CIQ. The vendor must file the updated form within 7 days after learning that a prior filing (if any) is no longer accurate. This form and the names of the City Council Members, Mayor, City Manager is available on the City's website located at <http://www.plainviewtx.org>

QUESTIONS, CLARIFICATION, AND CORRESPONDENCE:

All questions and requests for clarification must be submitted to the Purchasing Agent via email: sjones@plainviewtx.org, or in writing to Purchasing Department 500 W. 18th St. Plainview, TX, 79072,

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and will be answered in the same fashion. No questions will be accepted or answered verbally. Except as provided in this section, upon issuance of this Bid, vendors are specifically directed not to contact other City personnel, and anyone other than purchasing personnel for answers to questions, clarifications, meeting, conferences, or technical discussions or anything else related to this Bid. Failure to strictly abide by this policy may result in the immediate disqualification of the vendor from this and other bidding opportunities. It is the responsibility of the vendor to verify if any addendum(s) or clarification(s) have been issued and to make sure the vendor has received all copies. Contact the Purchasing Department at 806.296.1161 to verify if any addendum(s) or clarification(s) have been issued. Bidders may also go to <http://www.plainviewtx.org/bids.aspx> to check and see if any addendum(s) or clarification(s) has been issued.

Addendum(s) and Clarification(s) will be faxed and emailed to the information we have on file. If an addendum(s) or clarification(s) are not able to be faxed due to the size of the addendum or for any other reason, then the addendum(s) or clarification(s) may be mailed, or bidders may be called and asked if they would like to pick up a copy at the Purchasing Department.

All questions must be submitted at least 10 days prior to the bid due date. All questions will be answered at least 7 days prior to the bid due date. If the questions cannot be fully answered by that time, then the opening date of the bid will be extended by an amendment to allow sufficient time for all questions to be answered and those answers to be provided to all registered vendors.

Submit your questions to:

Fleet/Purchasing Department

sjones@plainviewtx.org or

Fax: 806.296.1165 or

Address: 500 W. 18th St.

Plainview Texas 79072

BIDDER MUST ACKNOWLEDGE RECEIPT OF ALL ADDENDUMS BY ACKNOWLEDGING ON BID FORM WHERE PROVIDED AND OR BY RETURNING THE SIGNATURE PAGE OF THE ADDENDUM. ADDENDUM MUST BE ACKNOWLEDGED AND RECEIVED BY THE BID OPENING DATE AND TIME IN ORDER FOR THE BID TO BE CONSIDERED.

Addendum Acknowledged _____ (Signature)

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ACCORDING TO THE TEXAS VEHICLE COMMISSION CODE, TEXAS REVISED CIVIL STATUTES ANNOTATED, ARTICLE 4413(36) AND 4413(36A). TO SELL VEHICLES IN TEXAS REQUIRES A TEXAS LICENSE AND TEXAS LICENSE REQUIRES A LOCATION WITHIN TEXAS.....OTHERWISE, IT IS UNLAWFUL FOR AN OUT OF STATE DEALER TO ENTER THE STATE TO SELL VEHICLES. (AS IN SUBMITTING A BID).

ALL BIDDERS ARE STRONGLY ENCOURAGED TO SUBMIT A TEXAS MOTOR VEHICLE LICENSE FORM WITH THEIR BID.

SUCCESSFUL VENDORS WILL BE REQUIRED TO SUBMIT A COMPLETED TEXAS MOTOR VEHICLE LICENSE FORM PRIOR TO AWARD OF THE BID.

A FORMAL BID CAN ONLY BE AWARDED TO A VENDOR THAT HAS SUBMITTED A BID. IF YOU ARE AN OUT-OF-STATE MANUFACTURER OR CONVERTER, YOU BID MUST BE SUBMITTED THROUGH A LICENSE TEXAS DEALER, TO BE CONSIDERED.

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Specification No. 23-00-03
The City of Plainview, Texas
Purchase Specification For
Commercial Mid-Size Truck
Crew Cab (4X4)

EACH BID WILL BE AWARDED BY LINE ITEM.

EACH BIDDER MAY SUBMIT A BID ON EACH LINE ITEM INDIVIDUALLY OR ON ALL ITEMS ON THE BID FORM.

Line No.	Description	Item Number	Quantity Ordered	Units	Price
1.	Commercial Mid-Size Truck CREW CAB & CHASSIS (4X4) AS PER SPECIFICATION COLOR TO BE SOLID WHITE		1	EA.	_____

1. Classification and Scope

1.1 Classification

Commercial Truck Mid-Size cab and chassis (4X4) 5700 GVWR

Scope

All specifications are to be considered minimum unless indicated. Equipment exceeding specifications is acceptable.

Equipment Requirements

1.2 Engine

- a. Minimum V-6 fuel injected gasoline engine.
- b. Electronic fuel injection, full-flow oil filter
- c. Factory Auto Cruise Control

1.3 Transmission

- a. Automatic

1.4 Gross Vehicle Weight

Minimum of eight thousand-sand-six hundred (8,600) pounds.

1.5 Axle Capacities

- a. Minimum of 5,700 lbs. towing package
- b. Minimum Axle ratio 3.42; locking rear axle differential

1.6 Electrical System

- a. Minimum one hundred and fifty (150) Amp, twelve (1) volt alternator.
- b. Minimum 78 Amp/hours battery, 12 volt
- c. Fully transistorized ignition or equivalent
- d. Class V rear hitch w/ 7 –way plug.

1.7 Brakes

- e. Power assist disc front and rear brakes, Parking brake, automatic manual release.
- f. Anti-Lock Braking System, Skid plate package

1.8 Steering

Power Steering, with a manual tilt steering column

1.9 Cab

- g. Standard cab with 40/20/40 Split with center fold-down armrest with storage.
- h. Premium Vinyl Upholstery
- i. Standard heater and air conditioner.
- j. Standard factory speedometer

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- k. Dual electric windshield wipers with washers.
- l. Standard AM/FM Radio
- m. Four (4) sets of keys
 - 1.10 Wheels and Tires
- n. 17” metallic steel wheels
- o. Steel belted radial black walls, all-season tread
- p. Full-Size spare wheel and tire with TPS (if equipped), to match all other wheels.

1.11 Bumpers

Front Bumper to Back of cab 117.10 in. minimum

1.12 Glass

High Visibility outside mirrors; solar tinted glass all around

1.13 Fuel Tank

Minimum capacity of 16 gallons, single tank.

1.14 Locks

- a. Single key locking (4 keys per vehicle), keyless entry system (2 sets)
- b. Power Door locks (all doors)

1.15 Color

- c. White Exterior-PPG 2185 Acrylic Urethane or equivalent.
- d. Interior-Gray, black, or blue
- e. Full Rubberized floor

1.16 Safety

- f. Current state inspection
- g. Low mount swings away outside mirrors on each side to ensure good visibility.
- h. Receiver hitch with trailer connector plugs.
- i. Factory Installed Reverse Camera

2. Other Requirements

- a. Service, factory guarantee, and parts must be available in Plainview, Texas.
- b. All standard equipment normally furnished
- c. Fully instrumented (Gauges, Voltmeter, Water temperature, oil pressure if available, or computer-controlled.
- d. The bidder shall list on a separate sheet of paper any variations from, or exceptions to, the conditions and specifications of this bid. This sheet shall be labeled “Exception to Bid Conditions” and shall be attached to the bid.

- e. The price or prices, quoted shall include all transportation, assembly, and service charges fully prepaid to address at destination. Equipment shall be complete and ready for service.
- f. One (1) operator's manual per car.

3. Warranty

Warranty information to be submitted with the bid for 100 percent coverage of part and labor and indicating length of time of warranty with the warranty starting date being the date of acceptance of the equipment by the City of Plainview.

4. Training Manuals and Printed Materials

- a. The vehicle shall be delivered with an owner's manual, together with any other printed material or literature that an individual using one of the vehicles might need to properly operate and maintain the vehicle.
- b. Vendor shall supply one (1) parts book or provide website for online accessibility
- c. Vendor shall supply one (1) service and repair manual for vehicle
- d. Vendor shall provide paint color code for unit color specified

5. Pre Delivery Service

All vehicles must be completely serviced, inspected, properly adjusted and road tested before delivery, including the proper level of all fluids and lubricants except gasoline.

6. Miscellaneous

- a. This equipment shall be the newest and latest design and standard equipped as shown on the manufacturer's current published specification sheet. The bidders must submit the latest printed specification sheet and literature on the equipment they propose to furnish. Prices quoted will be firm and included all costs, including delivery to the City of Plainview.
- b. The City of Plainview reserves the right to accept the bid that is the most advantageous to the City.
- c. The Purchasing Agent must receive the Manufacturer's Statement of Origin for each unit before payment of the invoice.
- d. The City does not require vendor's identification on vehicles/ equipment. Vehicles carrying same will not be accepted
- e. All equipment will be test-driven by an employee of the Fleet Department. Performance complaints and warranty work noted at that time must be completed before equipment is accepted.
- f. Omissions in these specifications of any item or detail essential to complete and fully equipped vehicle as stated on manufacturer's standard equipped shall not relieve the bidder from supplying such unless it is expressly stated in vendors bid that a deficiency exists

7. Delivery Location

All vehicles shall be delivered to the following location in accordance with the delivery schedule:

City of Plainview Service Center

500 W. 18th St.

Plainview, Texas 79072

List Any Exceptions to Above Specifications

Exceptions by: _____

On _____ Day of _____, _____

Authorized Signature of Vendor Representative