

REQUEST FOR QUOTES – TRUCK with SERVICE BODY

BID DUE DATE: 2:00 PM, December 17, 2021

CONTACT: John Pitts or Larry Faison
Town of Kenly
207 West 2nd Street
Kenly, NC 27542
(910) 284-2116
Email: John.Pitts@townofkenly.com; Larry.Faison@townofkenly.com

OWNER:

TOWN OF KENLY
207 West 2nd Street
Kenly, NC 27542

KEY DEADLINES:

Publication of RFP:	11/24/2021
Questions Received:	12/3/2021; 5:00 PM (Larry Faison, Interim Town Manager)
Bid Submittal/Opening:	12/17/2021; 2:00 PM (Sharon Evans, Town Clerk, Town Hall)
Contingent Bid Award (anticipated):	1/5/2022
Bid Award (anticipated):	2/1/2022
Delivery of Product:	To Be Determined
Payment:	within 30 days of Delivery, or earlier as mutually agreed upon

**TOWN OF KENLY
INSTRUCTIONS TO BIDDERS**

1. Bids shall be received no later than **2:00 PM, December 17, 2021**, in the office of **Town Clerk, Kenly Town Hall, 207 West 2nd Street, Kenly, NC 27542**, in order to be considered. Late bids will not be considered and will be returned to the Bidder unopened.
2. Bids will be examined promptly after opening and an award will be made at the earliest possible date. Bids must be held firm for acceptance by the Town of Kenly for a period of **45 days after bid opening date**.
3. Submit bids only on the bid proposal form(s) provided herein, or exact copies thereof.
4. The Town of Kenly reserves the right to award contract in the best interest of the Town. The Town of Kenly also reserves the right to reject any or all bids and to waive all informality concerning bid.
5. Bid award may be made on a contingent basis for the purpose of allowing the USDA to review and approve the Bid Tabulation and the Towns preferred Bidder.
6. Bid shall be submitted in an envelope showing the bid title, date and time of opening on the front of the envelope. Bids may be sent via US MAIL to Town of Kenly, Post Office Box 519, Kenly, NC 27542, or may be delivered in person or by express mail to Town of Kenly, ATTN: Sharon Evans, Town Clerk, 207 West 2nd Street, Kenly, NC 27542.
7. All bids must signed or e-signed by an authorized official of the company. Bids may be rejected if they show any omission, alteration of form, additions not called for, conditional bid, or any irregularities of any kind.
8. Alternate Bids: Do not submit alternate bids unless specifically called for on the bid proposal form.
9. It is the intent of the specifications included herein to represent the minimum requirements of the equipment to be purchased. All parts not specifically mentioned, which are necessary for the operation of the equipment, shall be furnished by the successful bidder. All equipment provided shall meet the requirements of OSHA, State and Federal laws.
10. Reference to specific manufacturers/parts is also intended to represent the minimum requirements of the equipment. Bidder may submit bids for equipment that is "equal" to the specified manufacturer's equipment. The Town of Kenly reserves the right to review the proposed equipment and adjudge whether it is equal to the equipment specified. The town of Kenly reserves the right to accept or reject any proposed equipment. All exceptions and variations from the technical specifications shall be clearly noted on the attached Exceptions/Variations form.
11. Delivery shall be F.O.B. the Town of Kenly Town Hall, 207 West 2nd Street, Kenly, NC 27542.

12. Payment for equipment, material, supplies, etc. purchased to this bid shall be made approximately thirty (30) days after same has been delivered, inspected, and approved, or at a reasonable time that is mutually agreed to by the Town and Vendor.
13. Bidders are expressly prohibited from contacting any Town official or employee associated with this Invitation to Bid, **EXCEPT AS NOTED ABOVE**. Violation of this prohibition is grounds for the immediate disqualification of the bidder.
14. All changes and clarifications to the specifications and bid documents will be issued in writing in the form of an addendum. No verbal changes or clarifications will be binding upon the town of Kenly.
15. The town of Kenly reserves the right to request additional information from bidders to aid in the evaluation process. This information may include, but is not limited to, financial statements, reference lists, showing companies currently utilizing the proposed equipment, etc.
16. All questions regarding this Request for Proposals shall be submitted in writing to Larry Faison, Interim Town Manager, email to Larry.Faison@townofkenly.com no later than 5:00 PM, December 3, 2021.

GENERAL:

It is the intent of these specifications to secure for the Town of Kenly (1) and upto (3) **Trucks with Service Body** of the latest design, current production model with all standard equipment listed in the manufacture’s literature. Specifications for this unit are enclosed and should be considered to the minimum requirements. All parts are not specifically mentioned which are necessary in operations shall be furnished by the successful bidder. All equipment provided shall meet the requirements of OSHA, State, and Federal Laws.

It will be the bidder’s responsibility to carefully examine each item of this specification. Failure to respond to each section of this technical specifications will cause the proposal to be rejected without review as “non-responsive”. A check mark in the blank immediately preceding each number shall indicate minimum requirements are met. All exceptions and variations must be clearly noted on the attached Exception/Variation form. This form must be signed and returned with the bid package. Failure to clearly identify all exceptions or variations, as determined by and at the discretion of the Town of Kenly may be cause for rejection of the bid.

Bid will be awarded on the basis on price, equipment quality, and conformity with this set of specifications. The Town of Kenly reserves the right to reject any or all bids and to waive all informalities.

If the vendor is offering more than Truck, a separate Bid Form should be used, unless the Trucks are identically priced and equipped.

DELIVERY:

The completed vehicle shall be delivered by the successful bidder to:

Town of Kenly, Public Works Department
207 West 2nd Street
Kenly, NC 27542

UNIT TITLED TO:

Town of Kenly
207 W 2nd Street
Kenly, NC 27542

CAB & CHASSIS:

1. ____ Exterior color white and interior color to be grey
2. ____ Super cab chassis, equivalent to Ford 350 or Chevrolet 3500
3. ____ Unit to have 60/40 seat with fold down center console or 40/20/40 seats
4. ____ Platform Running Boards/ Steps
5. ____ Unit to have limited slip axle
6. ____ Unit to be 4 wheel drive
7. ____ Unit to have cab steps
8. ____ V-8 gas engine
9. ____ Automatic transmission

- 10. ___ Power Equipment Group or WT Fleet Convenience Package
- 11. ___ Floor covering black rubber (no carpet)
- 12. ___ AM/FM Radio with speakers
- 13. ___ Power steering
- 14. ___ Back up alarm
- 15. ___ Upfitter switch kit or equivalent for accessories
- 16. ___ Integrated electric brake controller
- 17. ___ AC integral with standard heater and defroster system
- 18. ___ Unit to have a service body 8ft in length
- 19. ___ Street side 2 vertical doors/ 1 horizontal
- 20. ___ Curb side 2 vertical doors/ 1 horizontal
- 21. ___ Service body to have spray in bed liner in cargo area and tops of compartments
- 22. ___ Unit to have a receiver hitch
- 23. ___ (4) Flush mounted LED strobes (Amber) mounted front and rear of truck, both sides with switch on dash wired to be "Hot" all the time. Strobes in grill and on top

EXCEPTIONS AND VARIATIONS

Bidder shall fully describe every variance, exceptions, and/or deviation. Additional sheets may be used.

Bidder has read and understands the Bid Instructions, Addendums, if published to this Request for Proposals as acknowledged below by signature of submitter:

(signature) (Company)

**THE TOWN OF KENLY
NORTH CAROLINA**

BID PROPOSAL

TOTAL PRICE \$ _____

Number of Trucks offered at the quoted price: _____

TOWN OF KENLY TRUCK SPECIFICATIONS *(do not include sales tax in the price of units or product)*

Manufacturer / Model: _____

Delivery Time for the complete product: _____

Note Product to be delivered F.O. B. Town of Kenly Town Hall, 207 West 2nd Street, Kenly, NC 27542.

BIDDER INFORMATION

NAME OF COMPANY: _____

PHONE NUMBER: _____ FAX NUMBER: _____

EMAIL ADDRESS: _____

SDBE, MINORITY OR WOMMAN OWNED BUSINESS ENTERPRISES: yes or no

BID SUBMITTED BY _____

(Name printed out)

(signature)

(title)

(date)