

# **INVITATION TO BID**

## **City and Borough of Wrangell**

### **Ford F550 Service Truck with Crane Body Procurement**

---

#### Overview

The City and Borough of Wrangell (CBW) requests sealed bids from interested and qualified vendors to provide one Ford F-550 Service Truck with Knapheide Crane Body and Accessories on a one-time basis. Delivery shall be based on FOB Wrangell, Alaska dock.

#### Instructions to Bid

1. Bidders should prepare a bid for materials they are willing to provide the City and Borough of Wrangell from the list provided on the Bid Schedule found herein containing a lump sum price. Materials should include a full description of the material being offered. All prices should be FOB Port of Wrangell, Alaska. The Bid Schedule shall acknowledge any and all Addenda.
2. Bids must be typewritten or completed with pen and ink, signed by the vendor or their authorized representative, with all erasures or corrections initialed and dated by the official signing the bid schedule. Bidders are encouraged to review carefully all provisions of this document prior to completion. Each bid constitutes an offer and may not be withdrawn except as provided herein. Prices are to remain firm for a sixty (60) day period.
3. Submit bids plainly marked with "Ford F-550 Service Truck with Crane Body, City and Borough of Wrangell."
4. Sealed bids shall be mailed or hand delivered as follows, in sufficient time to ensure receipt by the City and Borough of Wrangell on or before May 22, 2015, 2:00 p.m. Prevailing Time.

(a) Mailing Address: City and Borough of Wrangell, P.O. Box 531, Wrangell, AK 99929

(b) Hand Delivery Address: City and Borough of Wrangell, 205 Brueger St., Wrangell, AK 99929

No bids will be received or accepted after the bid date established herein or as modified by Addenda. Bids submitted after the designated date and time will be deemed invalid and returned unopened to the Bidder. The City and Borough of Wrangell is not responsible for lost or misdirected mail. It is the Bidder's responsibility to ensure no late bid is submitted. No bid may be withdrawn within sixty (60) days after the proposal opening and bids shall remain firm through the period.

Oral, telegraphic, telephonic or faxed Bids will not be considered.

**INVITATION TO BID**  
**City and Borough of Wrangell**  
**Ford F550 Service Truck with Crane Body Procurement**

---

5. Modifications to Bids may be made by mail, fax (Fax: 907-874-3952) or email (clerk@wrangell.com) at any time prior to the scheduled closing time for receipt of Bids, provided that such modification is received by the City and Borough of Wrangell prior to the time set for opening of Bids.

A fax or email modification should not reveal the Bid price but should provide the addition or subtraction or other modification so that the final prices will not be known by the City and Borough of Wrangell until the sealed Bid is opened. The City and Borough of Wrangell shall not be responsible for its failure to receive fax modifications whether such failure is caused by transmission line problems, fax device problems, operator error or otherwise.

Standards for Acceptance of Bid for Awarded Contract

The City and Borough of Wrangell reserves the right to waive any informality, to reject any and all bids, to evaluate all bids, to accept portions of any bid and to accept any bid which in its opinion may be in the best interest of the City and Borough of Wrangell. The City and Borough of Wrangell reserves the right to modify the contract after its award.

General Terms and Conditions

1. Specifications: Vendors are required to state exactly what they intend to furnish to the Borough via this Solicitation and must indicate any variances to the terms, conditions, and specifications of this Solicitation no matter how slight. If variations are not stated in the Vendor's Offer, it shall be construed that the Vendor's Offer fully complies with all conditions identified in this Solicitation.
2. Point of Delivery: All items shall be bid based on delivery FOB port of Wrangell, Alaska. Delivery cost shall be included in the bid price. Prices and deliveries are to be FOB point of delivery, freight prepaid. Title and risk of loss shall pass to the Borough upon inspection and acceptance by the Borough at its designated point of delivery, unless otherwise specified in the Solicitation.
3. Delivery Time: All items shall be received at the Point of Delivery no later than 180 days from the date of the Purchase Order.
4. Preparation for Delivery: Delivery shall be accomplished in accordance with acceptable commercial practices for export shipments. It shall be the vendor's responsibility to determine that delivery is performed as adequate to assure that all the materials shall arrive at destination in an undamaged condition, ready for its intended use. Marking –

# **INVITATION TO BID**

## **City and Borough of Wrangell**

### **Ford F550 Service Truck with Crane Body Procurement**

---

All deliveries shall be identified with the City and Borough of Wrangell's Name and Purchase Order Number.

#### Prices to be Firm

Bidder warrants that bid prices, terms, and conditions quoted in their bid will be firm for acceptance for a period of sixty (60) days from the bid opening date.

Vendors shall not include federal, state, or local excise or sales taxes in prices offered, as the Borough is exempt from payment of such taxes.

#### Modifications to Terms and Conditions

If any Vendor contemplating submitting an Offer under this Solicitation is in doubt as to the true meaning of the specifications, the Vendor must submit a written request for clarification to the Borough's Public Works Director. The Vendor submitting the request shall be responsible for ensuring that the request is received by the Borough at least two calendar days prior to the scheduled Solicitation opening.

The Borough shall issue a written addendum if substantial changes which impact the technical submission of Offers are required. A copy of such addenda will be mailed or distributed via facsimile transmission to each Vendor receiving the Solicitation. The Vendor shall certify its acknowledgment of the addendum by signing the addendum and returning it with its Offer. In the event of conflict with the original contract documents, addenda shall govern all other contract documents to the extent specified. Subsequent addenda shall govern over prior addenda only to the extent specified.

#### Compliance with Specifications

Terms and Conditions: The Invitation to Bid, Legal Advertisement, General Conditions, Instructions to Bidder, Specifications, Special Conditions, Vendor's Bid, Addendum, and/or any other pertinent documents form a part of this bid and by reference are made a part hereof.

#### Quality

All equipment shall be new and unused and of the current standard production model and not a demonstrator mode. The equipment as specified, and all equipment, standard and optional, shall be completely assembled, adjusted, installed and ready for use when delivered.

# **INVITATION TO BID**

## **City and Borough of Wrangell**

### **Ford F550 Service Truck with Crane Body Procurement**

---

#### Performance of Contract

The performance requirements of the contract stipulate that delivery of the goods, to the delivery point, shall be no later than 180 days from the date of the Purchase Order.

#### Bid Acceptance and Award of Contract

Award of a contract, if awarded, will be on the basis of materials and equipment described in the Invitation to Bid and will be made to the lowest responsive Bidder whose bid complies with all requirements prescribed.

The Borough shall award the Solicitation to the successful Vendor through the issuance of a Notice of Award. The General Terms and Conditions, the Special Terms and Conditions, any Technical Specifications, the Vendor's Offer, and the Purchase Order or Notice of Award are collectively an integral part of any agreement between the City & Borough of Wrangell and the successful Vendor. Accordingly, these documents shall be incorporated into a separate contract for services or a Purchase Order. No services shall be provided until the Agreement for Services has been signed by the Borough and no products shall be provided until the Purchase Order has been signed by the Vendor.

#### Deliverable Documents

The equipment shall have full dealer preparation be ready for service when delivered. Bidder shall provide:

- a) Original Manufacturer Statement of Origin (MSO)
- b) Original Invoice
- c) Title Application
- d) Odometer Statement
- e) Owners and Service Manuals for the unit at time of delivery.

#### Warranty

1. All equipment shall carry the full manufactures' basic warranty, with delayed start from delivery in addition to any other warranty required in the bid specifications. Warranty information will be provided with the bid along with a statement as to where and how such warranty work will be performed.
2. Bidder must be able to service all of the equipment supplied and therefore must:
  - a. Be an authorized factory dealer servicing Wrangell, Alaska or
  - b. Provide proof by the manufacturer that service will be guaranteed and
  - c. Have a service location within 200 miles of Wrangell, Alaska

**INVITATION TO BID**  
**City and Borough of Wrangell**  
**Ford F550 Service Truck with Crane Body Procurement**

---

Invoices should be mailed to the following address

City and Borough of Wrangell

P.O. Box 531

Wrangell, Alaska 99929

Attn: Accounts Receivable

Payment Terms- Net 30 Days after invoice date and receipt and acceptance of goods.

Point of Contact

Amber Al-Haddad, Public Works Director

City and Borough of Wrangell

Tel: 907-874-3904, Fax: 907-874-2699

Email: [aal-haddad@wrangell.com](mailto:aal-haddad@wrangell.com)

# **INVITATION TO BID**

## **City and Borough of Wrangell**

### **Ford F550 Service Truck with Crane Body Procurement**

---

#### SPECIFICATIONS

General: The City & Borough of Wrangell (the Borough) is seeking responses from qualified vendors to purchase a Ford F-550 Service Truck with a Knapheide crane body and drawer set.

**Ford F-550 Required Minimum Specifications:**

Class 177RCC Regular Cab Chassis, 17,500 GVWR minimum, OEM White

4 Wheel Drive, Dual Rear Wheels

Vinyl Upholstery Interior

Bucket Seats with Mini Center Console

Engine: 6.8 Liter, V-10 (Gas)

Transmission: Automatic Minimum 5-Speed with PTO Provision

60" C-A (Cab to Axle dimension)

Trailer Tow Prep

HD Shock Absorbers, Front and Rear

Tires and Wheels: Rated for Axles, Steel Belted Radials (tubeless), to include full size mounted spare, shipped loose with unit

Fuel Tank: 40 gallon capacity

Rubberizing Vinyl Flooring

Air Conditioning

Cruise Control / Tilt Wheel

Power Windows / Power Door Locks

Keyless Remote Entry – with four (4) FOBS and four (4) Spare Keys

Mirrors: Outside- Trailer town power / heated mirrors left and right, driver adjustable

OEM Up-Fitter Switches

Snow Plow Prep Package

OEM Trailer Brake Controller

AM/FM CD Radio with MP3 ability

**Knapheide Crane Body and Drawer Set Required Minimum Specifications (or pre-approved equal or better product):**

9' Knapheide Crane Body, Model #6108DLR installed on Ford Chassis, Standard Equipment

21" Crane Bumper, Optional Bumper: 38J

LED Light Kit

Aluminum Ford Fuel Fill Cup

Optional Interiors: American Eagle Aluminum Drawer Set, Package C

Body and Cab Manufactures White Paint

Auxiliary Lighting – (4) halogen work lights

Backup Alarm - 97db audible backup alarm

**INVITATION TO BID**  
**City and Borough of Wrangell**  
**Ford F550 Service Truck with Crane Body Procurement**

---

SUBSTITUTIONS. Substitutions for materials or manufacturers identified in the specifications will not be accepted unless pre-approved, in writing, prior to the bid opening. All requests for substitutions shall be made in writing and accompanied by complete manufacturer's product data, sufficient for the Owner to make an "as equal" determination. The City & Borough of Wrangell and Borough of Wrangell will have the final determination of whether the material being offered is an "as equal" product.

# INVITATION TO BID

## City and Borough of Wrangell

### Ford F550 Service Truck with Crane Body Procurement

---

#### BID SCHEDULE

**Bid To:** City and Borough of Wrangell, Alaska

1. The undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into an Agreement with the Owner to perform the work as described in the contract documents entitled *Invitation to Bid, City and Borough of Wrangell, Ford F-550 Service Truck with Crane Body Procurement*.
2. Bidder accepts all of the terms and conditions of the contract documents, including without limitations those in the Invitation to Bid.
3. The Bid will remain open for the period stated in the Invitation to Bid.
4. The Bidder agrees to complete the work required under the contract documents within the time stipulated and accepts payment in full based on the contract price named in the Bid Schedule.
5. Bidder has examined the contract documents in full, including the following Addenda, receipt of which is hereby acknowledged by the undersigned:

Addenda No.	Date Issued	Addendum No.	Date Issued
_____	_____	_____	_____

6. The Bidder has read this Bid and agrees to the conditions as stated herein by providing their signature in the space provided below.

BID:

<u>Quantity</u>	<u>Item</u>	<u>Price</u>
1 each	Ford F-550 Service Truck with Knapheide Crane Body and Accessories, FOB Port of Wrangell, Alaska	\$ _____
	Delivery Date	_____

Bidder's Name: \_\_\_\_\_

Bidder's Representative's Signature: \_\_\_\_\_

Bidder's Address: \_\_\_\_\_

Bidder's Telephone/Fax Numbers: \_\_\_\_\_

Bidder's Business License No.: \_\_\_\_\_

Date: \_\_\_\_\_