



City of Cartersville
P.O. Box 1390
1 North Erwin Street
Cartersville, GA 30120

DATE: December 21, 2015
TO: Automobile Dealers
Fleet Sales Personnel
FROM: Tom Rhinehart, Finance Director
RE: Vehicle Bids

Enclosed is the bid request sheet along with the other documents for the vehicle that the **City of Cartersville Finance Department** will be purchasing. If you have any questions on the vehicle, please contact the individual listed on the top of the vehicle specifications page.

Bids must be submitted in the same format as the attached sheets, prices must be good for 60 days from date of bid deadline, and bidders must furnish specification sheets to support submitted bids. Bid prices must include all costs including delivery charges.

Deadline for submission of vehicle bids is Tuesday, January 11, 2016 at 4:00 p.m. EST at the City Manager's office 1 North Erwin Street, Cartersville, Georgia. ALL DOCUMENTATION INCLUDED IN THE BID PACKAGE MUST BE COMPLETED AND SUBMITTED WITH THE QUOTES TO BE CONSIDERED FOR AWARD.

A summary of the vehicle to be purchased:

<u>Department</u>	<u>Type of Vehicle</u>	<u>Quantity</u>
Fire Department	Half Ton 4 WD Crew Cab Pick-Up Truck	2

The following documents have been included in this bid package and all of these documents should be included in your return bid to the City:

- 1) Vehicle Specifications
- 2) Non-Collusion Affidavit
- 3) Bidders Declaration
- 4) Certificate of Non-Discrimination
- 5) Drug-Free Work Place Certificate

Send or deliver your bid in a sealed envelope marked **“Fire Department Half Ton 4WD Crew Cab Pick-Up Truck”** to my attention at:

City of Cartersville
P.O. Box 1390
Cartersville, GA 30120

The City reserves the right to reject any or all bids or to accept only that bid which the City deems is in their best interest.

City of Cartersville

Fire Department

Contact: Scott Carter 770-387-5635 scarter@cityofcartersville.org

**4 Door Crew Cab 1/2 Ton Four Wheel Drive Pickup
Model Year 2016**

Quantity: 2

Vendor Information:

The vehicle offered shall meet or exceed the detailed requirements listed below (unless otherwise noted). Bidders are to indicate in the "**Meets or Exceeds Specifications**" column if bid specifications are met and can provide additional comments if necessary. **If the Meets Specifications column is not properly marked, or it is incomplete, your bid will not be considered for award.**

Supporting Data:

Bidders must furnish catalog pages, specification sheets, or similar data to support statements made in Meets Specifications Column. Failure to furnish required data may be considered as a cause for rejection of bid.

Fire Dept. 4 door crew cab 1/2 Ton 4X4 Pickups	<u>Meets Specifications</u>		COMMENTS
	<u>YES</u>	<u>NO</u>	
Wheel base- 145"			
Minimum of 6,000 GVWR			
Automatic shift on the fly 4X4 drive system w/ auto locking hubs			
V6 Engine min. 3.5L			
Automatic Transmission with overdrive			
Power Steering			
Power Brakes			
Towing Package-w/ wiring for trailer towing			
Minimum of 200 AMP Charging System			
Min. 17" All Season Tires/ Alum Wheels			
Chrome front and rear bumpers			
Vinyl Seats front and rear w/ Vinyl Floor Covering			
Minimum Seating for 5 Persons w/ Front Bucket Seats, No Console			
Vinyl Floor Mats; Front & Rear			
Exterior Color-Bright Red (Paint Sample/Swatch Provided With Bid)			
AC/ Heat			
Power Locks w/ keyless entry and Power Windows			
Tilt Steering Wheel, Cruise Control			

AM/FM/Bluetooth HF Phone Capability			
Black spray in bedliner covering entire bed area			
3 Sets of Keys			
Hard Toneau Locking Bed Cover (color matched to truck)			

Total Per Unit Price _____

Anticipated number of weeks until delivery (after approval): _____

List additional options or other pertinent information.

*Towing to include class IV Hitch, auxilliary radiator cooler, built in trailer brake controller

Bid Submitted By: Vendor

Contact Person

Telephone Number

All bids submitted shall be subject to acceptance or rejection and the City of Cartersville specifically reserves the right to accept or reject any and all bids, to waive any technicalities and formalities in the bidding.

The undersigned understands that any conditions stated above, clarifications made to the above or information other than that requested should be under separate cover and to be considered only at the discretion of the City of Cartersville.

Name of Individual, Partner,
or Corporation

Company

Title

Address

Authorized Signature

City, State, and Zip Code

Company Phone Number

BIDDERS DECLARATION

The bidder understands, agrees and warrants:

That the bidder has carefully read and fully understands the full scope of the specifications.

That the bidder has the capability to successfully undertake and complete the responsibilities and obligations in said specifications.

That the bidder has liability insurance and a declaration of insurance form is included in the bid package

That this bid may be withdrawn by requesting such withdrawal in writing at any time prior to **January 11, 2016 at 4:00 p.m.** but may not be withdrawn after such date and time.

That the City of Cartersville reserves the right to reject any or all bids and to accept that bid which will, in its opinion, best serve the public interest. The City of Cartersville reserves the right to waive any technicalities and formalities in the bidding.

That by submission of this bid the bidder acknowledges that the City of Cartersville has the right to make any inquiry or investigation it deems appropriate to substantiate or supplement information supplied by the bidder.

If a partnership, a general partner must sign.

If a corporation, the authorized corporate officer(s) must sign and the corporate seal must be affixed to this bid.

BIDDER:

Name Title

Name Title

AFFIX CORPORATE SEAL (If Applicable)

CERTIFICATE OF NON-DISCRIMINATION

In connection with the performance of work under this contract, the bidder agrees as follows:

The bidder agrees not to discriminate against any employee or applicant for employment because of race, creed, color, sex, national origin, ancestry or disability. The vendor shall take affirmative action to insure that employees are treated without regard to their race, creed, color, sex, national origin, ancestry or disability. Such action shall include, but not be limited to the following: employment, upgrading, demotion, transfer, recruiting or recruitment, advertising, lay-off or termination, rates of pay or other compensation and selection for training, including apprenticeship.

In the event of the bidder's non-compliance with this non-discrimination clause, the contract may be canceled or terminated by the City of Cartersville. The bidders may be declared, by the City of Cartersville, ineligible for further contracts with the City of Cartersville until satisfactory proof of intent to comply shall be made by the vendor.

The bidder agrees to include this non-discrimination clause in any sub-contracts connected with the performance of this agreement.

Bidder

Signature

Title

NON-COLLUSION AFFIDAVIT

The following affidavit is to accompany the bid:

STATE OF

COUNTY OF

Owner, Partner or Officer of Firm

Company Name, Address, City and State

Being of lawful age, being first duly sworn, on oath says that he/she is the agent authorized by the bidder to submit the attached bid. Affidavit further states as bidder, that they have not been a party to any collusion among bidders in restraint of competition by agreement to bid at a fixed price or to refrain from bidding; or with any office of the City of Cartersville or any of their employees as to quantity, quality or price in the prospective contract; or any discussion between bidders and any official of the City of Cartersville or any of their employees concerning exchange of money or other things of value for special consideration in submitting a sealed bid for:

Firm Name

Signature

Title

Subscribed and sworn to before me this ____ day of _____ 20__.

Notary Public

CITY OF CARTERSVILLE
DRUG-FREE WORKPLACE CERTIFICATE

By signature on this certificate, the Bidder certifies that the provisions of O.C.G.A. Section 50-24-1 through 50-24-6 related to the “Drug-Free Workplace Act” will be complied with in full. The Bidder further certifies that:

1. A drug-free workplace will be provided for the Bidder’s employees during the performance of the contract; and

2. Each contractor who hires a subcontractor to work in a drug-free workplace shall secure from that subcontractor the following written certification: “As part of the subcontracting agreement with (contractor’s name), (subcontractor’s name) certifies to the contractor that a drug-free workplace will be provided for the subcontractor’s employees during the performance of this contract pursuant to O.C.G.A. Section 50-24-3(b)(7).”

By signature on this certificate, the Bidder further certifies that it will not engage in the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana during the performance of the contract.

Bidder

Authorized Signature

Printed Name

Title

Date