



## Department of Public Works

### Invitation to Bid

### (2) Four Wheel Drive $\frac{3}{4}$ Ton 2017 Pickup Trucks

### Litchfield, Connecticut

The Town of Litchfield is accepting bids for the delivery of a new 2017 Heavy Duty pickup truck. All bids must be submitted on forms and in accordance with specifications supplied by the Town of Litchfield, Public Works Department, 101 Russell Street, Litchfield CT. **Bids will be received at the Office of the First Selectman, 74 West Street, Litchfield, CT, 06759 until 1:00 p.m. on Friday, February 17, 2017 and will be opened and read publicly at that time in the Office of the First Selectman.** There is a non-refundable \$20 fee unless electronically downloaded from the Town of Litchfield web site [www.townoflitchfield.org](http://www.townoflitchfield.org).

### Instructions to Bidders

#### 1. Intent

The intent of these specifications is to obtain a Dealer to supply and deliver of two (2) 2017, 2500 series Four Wheel Drive  $\frac{3}{4}$  ton, regular cab pickup trucks.

All Bidders shall observe the following instruction and specifications:

#### 2. General Provisions and Milestone Dates

Date of Final Questions:	Monday, February 13, 2017 at 1:00 p.m.
Receipt Deadline & Opening:	Friday February 17, 2017 at 1:00 p.m.
Place of Opening:	Office of First Selectman, 74 West Street, Litchfield, CT 06759
Tentative Award Date:	Board of Selectman's meeting Tuesday February 21, 2017
Period of Performance:	Friday February 24, 2017 to Friday May 26, 2017

**Bid Return Envelope:** Bidders shall submit bids in an envelope clearly marked, with the bid title and opening date to prevent a sealed bid from being opened prior to the opening date. Any bid not so marked and opened by the Town shall be rejected.

The following forms must be submitted:

- A. Bid Schedule
- B. Hold Harmless Agreement and Supplemental Agreement
- C. Non Collusion Form
- D. Non Discrimination Form

### **3. Proposal Questions**

Any questions pertaining to the Specifications of the vehicle or content or procedure for submitting proposals should be directed to Rich Jespersen *Garage Foreman Public Works* by e-mail, to be received no later than Monday February 13 2017 at 1:00 p.m. Any questions received after that date will not be answered. Contact information is as follows:

Rich Jespersen Garage Foreman Public Works  
101 Russell Street  
Litchfield, CT 06759  
(860) 567-7575  
rjespersen@townoflitchfield.org

### **4. Basis of Award**

It is intended this Contract shall be awarded to the Bidder that best meets the needs of the Town of Litchfield with respect to qualifications and delivery date, and cost. Qualifications shall include the ability of the Dealer to deliver the vehicle within the stated time frame.

### **5. Notice of Award**

The Town shall give notice of Acceptance of a bid to the successful bidder by mail to the Bidder's address stated in the bid. Individuals are invited to attend the Bid Opening, with official bid results pending notification of the successful bidder.

### **6. Award of Contract**

The Town reserves the right to reject any and all bids for any reason the Town deems advisable, and to award contract to any Dealer bidding on the vehicle, regardless of the amount of bid. Contract will be awarded based on price and ability of individual bidder to supply and deliver the vehicle in the time frame required.

### **7. Bid Security**

A bid bond or certified check is not required for this bid.

**8. Performance; Labor and Material Bond**

A performance bond or certified check is not required for this bid.

**9. Scope of Work Change**

The Town reserves the right to change the scope of the project after the bid is awarded, without penalty to the Town.

**10. Price, Discounts, and Payment**

Prices bid shall not include any taxes, Local, State, or Federal, as the Town is not liable. In addition to the price bid, each Bidder may quote binding discounts, which will be considered when making the award.

**11. Delays**

Contract time delays for delivery of vehicle shall be authorized in writing by the Director of Public Works.

**12. Assignment of Contract**

Dealer shall not sublet, sell, transfer, assign, or dispose of contract or any portion thereon or of right, title, or interest therein of obligations thereunder, without written consent of the Town.

**13. Basis of Payment**

Payment for this vehicle shall be at the lump sum bid for the delivery and acceptance by the Garage Foremen of public Works department.

**14. Payments for Extra Work**

Written notice of claims for extra work shall be given by Dealer within ten (10) days after receipt of written instruction from the Town as approved by the Director of Public Works to proceed with extra work and also before any work is commenced, except in emergency endangering life or property. No claim shall be valid unless so made. In all cases, Dealers itemized sheet showing all labor and material must be submitted to the Director of Public Works. Town order for extra work shall specify any extension of contract time and one of the following methods of payment:

- A. Unit Prices or combination of unit prices.
- B. A lump sum based on Dealers estimate accepted by owner and approved by the Director of Public Works.
- C. Actual costs plus ten percent (10%) for overhead and profit.

**15. Environmental Health and Safety Compliance**

The Dealer must comply with all local, state and federal environmental health and safety regulations.

**16. Hold Harmless Agreement**

The Dealer agrees to hold harmless the Town of Litchfield and its respective officers, agents, and employees from any loss, costs, damages, expenses, judgements, and liability whatsoever kind or nature howsoever the same may be caused resulting directly or indirectly by any act of omission of the Dealer or, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable resulting in bodily injury including sickness and death, personal injury, or damage to property directly or indirectly, including the loss of use resulting therefrom as permitted by law. The Dealer will be required to sign the enclosed Hold Harmless Agreement prepared by the Town.

**17 Length of Contract (Period of Performance)**

## SPECIFICATIONS

The following are minimum requirements:

- Model year 2017
- 2500 Series, Heavy Duty, Regular Cab 4x4
- 9500 LB. G.V.W.R
- 133.6" wheel base
- 40/20/40 Split Bench Three Passenger Cloth Seat
- 6.0 Liter V8 Vortec Gasoline Engine
- 6 Speed Automatic Transmission, Electronically Controlled with Overdrive and Tow/Haul Mode
- Z71 Off Road Package
- Electronic Shift Transfer Case
- 4.10 Limited Slip Differential
- LT 265/70R17E Tires On Steel Wheels
- Spare Tire with Wheel
- Torsion Bar Front Suspension
- Multi-Leaf Rear Suspension
- Exterior Color Victory Red
- Interior Color Jet Black/Dark Ash
- Chrome Front Bumper
- Chrome Rear Bumper With Cornerstep
- Snowplow Prep Package
- My Link Radio 7" Diagonal Color Touch Screen
- Air Conditioning
- Electric Windows
- 220 Amp. Alternator
- Smoked Amber Roof Marker Lamps
- Interior Light Group
- Factory Installed Trailer Hitch
- Factory Installed Trailer Brake Controller
- Heavy Duty Front Suspension Package
- Heavy Duty Rear Suspension Package
- O E M Running Boards (not installed) tube style
- Remote Keyless Entry
- Auto-Dimming Heated Rearview Mirrors
- 110-Volt Power Outlet
- Front tow Hooks
- 730 Cold Crank Battery
- 38 Gallon Fuel Tank

**Bid Schedule**

**(2) Four Wheel Drive, ¾ Ton Pickup Truck**

**For  
Town of Litchfield**

**Lump Sum Bid**                    \$ \_\_\_\_\_

\_\_\_\_\_ U. S. Dollars

**Delivery Date**                    \_\_\_\_\_

\*\* If a discrepancy the written word will prevail.

The undersigned is familiar with the conditions surrounding this call for bids, is aware that the Town reserves the right to reject any and all bids, and is submitting this bid without collusion with any other person, individual, or corporation.

Bidder \_\_\_\_\_

By \_\_\_\_\_

(Signature)

(Title)

Name – Typed \_\_\_\_\_

Date \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

Email \_\_\_\_\_





**NON-COLLUSION AFFIDAVIT**

(This affidavit must be signed and sworn to by the person signing bid)

**AFFIDAVIT FOR CORPORATION BIDDER**

STATE OF \_\_\_\_\_

COUNTRY OF \_\_\_\_\_

\_\_\_\_\_ Being first duly sworn, deposes and says:  
(Person's Name)

That they are the \_\_\_\_\_ of the corporation who  
(Official Title of Cooperate Officer or Agent)

Is the Bidder submitting the accompanying bid for Town Project, and that they, being duly authorized, signed this affidavit on behalf of said Bidder; and that such bid is genuine and not a sham or collusive or made in the interest or on behalf of any person not therein named; and that said Bidder has not directly or indirectly, induced or solicited any other Bidder to put in a sham bid, or any other person, firm or corporation to refrain from bidding and that said Bidder has not in any manner sought by collusion to secure said Bidder any advantage over any other Bidder; and that said Bidder has not otherwise taken any action in restraint of free competitive bidding in connection with the subject bid.

Signed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_ My Commission expires \_\_\_\_\_

Notary Public  
(Seal)

\_\_\_\_\_  
(Signature of Cooperate Officer or Agent)



**NON-COLLUSION AFFIDAVIT**

(This affidavit must be signed and sworn to by the person signing bid)

**AFFIDAVIT FOR INDIVIDUAL BIDDER**

STATE OF \_\_\_\_\_

COUNTRY OF \_\_\_\_\_

\_\_\_\_\_ Being first duly sworn, deposes and says:  
(Person's Name)

That they are the person who is the Bidder submitting the accompanying bid for Town Project, and that they, having read, understood, and agreed to all the terms and provisions thereof, signed this affidavit; and the accompanying bid; and that such bid is genuine and not a sham or collusive or made in the interest or on behalf of any person not therein named; and that said Bidder has not directly or indirectly, induced or solicited any other Bidder to put in a sham bid, or any other person, firm or corporation to refrain from bidding and that said Bidder has not in any manner sought by collusion to secure said Bidder any advantage over any other Bidder; and that said Bidder has not otherwise taken any action in restraint of free competitive bidding in connection with the subject bid.

Signed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_ My Commission expires \_\_\_\_\_

Notary Public  
(Seal)

\_\_\_\_\_  
(Signature of named individual)



# TOWN OF LITCHFIELD

## NONDISCRIMINATION CERTIFICATION

### Representation by Entity

Written representation that complies with the nondiscrimination agreements and warranties under the Connecticut General Statutes ss/ss 4a-60(a)(1) and 4a-60a(a)(1) as amended.

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#### Instructions:

For use by an entity (corporation, limited liability company, or partnership) when entering into any contract type with the Town of Litchfield, regardless of contract value. Submit to the awarding agency prior to contract execution.

#### Representation of an Entity:

I, \_\_\_\_\_, \_\_\_\_\_, of \_\_\_\_\_,  
Authorized Signatory Title Name of Entity

An entity duly formed and existing under the laws of \_\_\_\_\_,  
Name State of Commonwealth

Represent that I am authorized to execute and deliver this representation on behalf of

\_\_\_\_\_ and that \_\_\_\_\_ has a  
Name of Entity Name of Entity

Policy in place that complies with the nondiscrimination agreements and warranties of Connecticut General Statutes ss/ss 4a-60(a)(1) and 4a-60 (a) (1) as amended.

\_\_\_\_\_  
Authorized Signatory

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

