

## **IMPORTANT NOTICE!!**

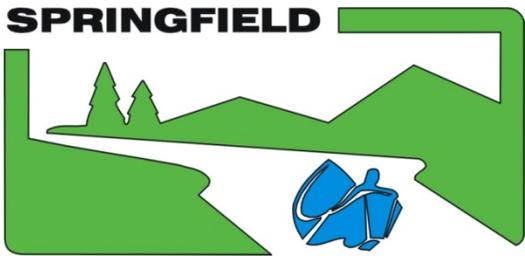
**If you download these materials and wish to be added to the bidder contact list send an email to:**

**Jayne McMahan [jmcmahan@springfield-or.gov](mailto:jmcmahan@springfield-or.gov)**

Information to be provided:

- “ITB# 752 Newer Cab and Chassis” in the subject line
- Company name
- Primary contact name
- Primary contact title
- Primary contact direct phone #
- Primary contact email

It will be the responsibility of each supplier to refer daily to the City of Springfield – Purchasing/Contracts website <http://www.springfield-or.gov/RFPPAGE.HTM> to check for any available addendum to current opportunities, cancellations or intents to award posted.



## **INVITATION TO BID**

### **#752 Newer Cab and Chassis**

City of Springfield  
Development and Public Works Department – Operations Division  
Springfield, Oregon 97477

**May 30, 2012**

**CITY OF SPRINGFIELD  
OREGON**

**Invitation to Bid # 752  
Development and Public Works Department – Operations Division  
Newer Cab and Chassis**

Sealed bids will be received by the Finance Department, City of Springfield, 225 Fifth St. Springfield OR, 97477, Attn: Jayne McMahan until 2:00 p.m. local time, the 15th of June, 2012 and opened at 2:00 p.m. local time the same day, for bids regarding a used cab and chassis 2008 or newer model. Sealed proposals must be marked “**ITB#752: Newer Cab and Chassis**”.

Proposal packets are available on the City’s website at [www.springfield-or.gov](http://www.springfield-or.gov) (select the hyperlink from the left menu titled *Purchasing/Contracts* then *ITB# 752: Newer Cab and Chassis*) or by contacting Jayne McMahan at (541)726-3708 or by email: [jmcmahan@springfield-or.gov](mailto:jmcmahan@springfield-or.gov).

The City of Springfield reserves the right to accept or reject any or all bids or to waive any specifications or requirements, or to negotiate with any vendor submitting a bid regarding any aspect of this Invitation to Bid when doing so is deemed to be in the best interest of the City.



Robert J. Duey  
Finance Director  
City of Springfield, OR

Publication Schedule:

The Register Guard: May 30, 2012  
Daily Journal of Commerce May 30, 2012

## **I. Overall Project Description**

The City of Springfield Development and Public Works Department – Operations Division is soliciting bids for (1) used Cab and Chassis 2008 or newer model.

The used cab & chassis to be furnished under these specifications shall comply with standard specifications for the model offered with exceptions and additions as contained herein in Attachment 1 - Requirements.

## **II. Bid Format**

The City encourages green options and discourages the use of materials that cannot be recycled such as PVC and spiral binders, plastic or glossy covers and dividers. Further, the City encourages bidders to print on both sides of a sheet of paper whenever possible.

**Bid packets must include the items listed below.**

- A. Bidder's firm name, mailing and physical addresses, telephone number, fax number, and taxpayer identification number.
- B. Primary contact person's name, title, phone number, fax number and email address.
- C. Identify whether you qualify as resident bidder as described in ORS 279A.120 (1) (b) and if you are licensed to do business in the State of Oregon.
- D. Attachment 1, *Invitation to Bid*, must be completed, signed, and returned as a minimum mandatory requirement of the submittal. Completion shall include but is not limited to a check mark in the appropriate box under each specification to clearly indicate that bidder's product either complies or is an exception to the specification as stated herein.
- E. **If applicable, completed submission of Equal Specifications.** Any deviations from the listed specifications shall be noted as an exception and fully explained on Attachment 1- Exceptions to Specifications sheet. For bids submitted with alternative specifications, or deviations from the specifications, will be evaluated by the City for quality, performance and the City of Springfield will make the final determination as to the acceptability or rejection of the alternate specifications. See sections XII and XIII.
- F. Include complete information on product guarantees and copies of all product warranties.
- G. Signed Attachment 3 - Authority to Bind Bidder, must be signed by a member of your firm with authority to legally bind your firm and returned as part of the submittal packet.
- H. Signed Attachment 4- Minority Women Emerging Small Business Form (MWESB)

## **III. Schedule for Selection Process**

Invitation to Bid package available	May 30, 2012
ITB Advertised	May 30, 2012
Requests to Consider Equal Specifications Due	June 6, 2012
City's Determination regarding Equal Specs	June 8, 2012
Bids Due by	June 15, 2012 2:00PM Local Time
Intent to Award Notice	June 18, 2012 (approximate)
Inspection of vehicle	Week of June 18, 2012
Award (approximate)	June 25, 2012 (approximate)

Prospective bidders may contact Jayne McMahan, Procurement and Contracts Manager, by email at [jmcmahan@springfield-or.gov](mailto:jmcmahan@springfield-or.gov) for further information regarding this process. **Contact with other City officials may be grounds for disqualification.**

#### IV. Instructions to Bidders

Copies of the Invitation to Bid may be downloaded from the City of Springfield website at [www.springfield-or.gov](http://www.springfield-or.gov) (select the *Purchase/Contracts* hyperlink and then select the hyperlink titled: **ITB#752: Newer Cab and Chassis** or by contacting Jayne McMahan, Finance Director, by email at [jmcmahan@springfield-or.gov](mailto:jmcmahan@springfield-or.gov).

As a minimum mandatory requirement, each bid must include one (1) original and (4) copies of the bid clearly marked **ITB#752: Newer Cab and Chassis**. Bids contained in a sealed envelop or box shall be received no later than **June 15, 2012 at 2:00 PM local time** at the following address:

City of Springfield  
 Finance Department  
 Attention: Jayne McMahan, City Procurement and Contracts Officer  
 225 Fifth Street,  
 Springfield, Oregon 97477

Bids will be opened on **June 15, 2012 at 2:00 PM local time** in the Springfield City Hall at 225 Fifth Street, Springfield, Oregon. All bids shall be valid for 90 days from ITB closing date.

#### V. Contact Person

Applicants may contact Jayne McMahan for further information regarding this process. **Contact with other City officials may be grounds for disqualification.** Jayne McMahan can be reached by email at [jmcmahan@springfield-or.gov](mailto:jmcmahan@springfield-or.gov) or by phone at (541) 726-3708. Questions regarding specifications will be forwarded by Ms. McMahan to the appropriate personnel when more detailed explanations are required, and upon receipt of response from City personnel, Ms. McMahan will disseminate the information by written addenda issued by the City (See Section VII).

#### VI. Late Bids Not Considered

Bids must be received by the time specified at the address listed above. Any Bids received after the deadline will not be considered.

## **VII. Addenda to ITB**

In the event that it is necessary to amend, revise, or supplement any part of the ITB, City of Springfield will post addenda on the City website ([www.springfield-or.gov](http://www.springfield-or.gov)) and will make reasonable effort to provide addenda to all bidders to whom City provided the initial ITB. This includes the amendment of dates in the Schedule for Selection Process. Any addenda so issued are to be considered part of the specifications of the ITB. City is not responsible for any explanation, clarification, interpretation or approval made or given in any manner except by written addenda issued by City.

In case of any doubt or differences of opinion as to the services to be furnished hereunder, or the interpretation of the provisions of the ITB, the decision of City shall be final and binding upon all parties.

## **VIII. Contract**

The successful bidder will be expected to enter into a Contract with City. See Attachment 2 sample contract.

## **IX. Negotiation Of Agreement**

City reserves the right to negotiate a final contract which is in the best interest of City considering cost effectiveness and quality control. Once a tentative selection has been made by the evaluation committee, Staff will attempt to negotiate a contract with the preferred candidate. If the negotiations are not successful, staff will negotiate with other qualified consultants in the order of their respective qualifications until an agreement is reached or staff decides to terminate the selection process. If contract negotiations are successful, the contract will be forwarded to the appropriate City authority for ratification.

## **X. City Selection Discretion**

City reserves the right to reject any or all bids and to waive irregularities and informalities in the selection process. The City further reserves the right to negotiate, amend, and refine bids in consultation with one or more of the prospective bidders.

## **XI. Bid Ownership**

All material submitted by the bidders shall be considered property of City, and City shall not be required to return same to any bidder. The material submitted by bidder will be treated in the same manner as City's own records.

After bid opening, all bids become part of the public record unless exempt under Oregon Public Records Law. Bidders wishing to exempt appropriate portions of their bids from disclosure as public records are encouraged to discuss their concerns with City's Finance Director (address listed below) prior to the submissions of their Bids.

Bob Duey, Finance Director  
City of Springfield Finance Department  
225 Fifth Street  
Springfield, OR 97477

## **XII. Exceptions To ITB**

If, for any reason, a bidder should find fault with the structure of this ITB or with the evaluation process, concerns may be submitted in writing to:

Jayne McMahan  
City of Springfield  
225 Fifth Street  
Springfield, OR 97477  
Phone: (541) 726-3740  
jmcman@springfield-or.gov

City will make every effort to answer questions and, if warranted, to amend the ITB. Responses to questions and amendments to the ITB will be posted on the City of Springfield home page ([www.springfield-or.gov](http://www.springfield-or.gov), click on the *Purchase/Contracts* page). Bidders who are unable or unwilling to meet any of the requirements of this ITB should include, as part of their response, written exceptions to those requirements.

## **XIII. Comments And Protest Procedures**

A prospective bidder may deliver to the Jayne McMahan, City Procurement and Contracts Officer, a written request for change to any of the specifications listed in this Invitation to Bid see Attachment 1. Such request shall be delivered in writing on or before June 6, 2012 2:00pm. A written request for change shall include:

- A detailed description of the legal and factual grounds for the request,
- A description of the resulting prejudice to the prospective bidder,
- A statement of the form of relief requested or any bid changes to the specifications.

The City will review the specification change request and notify the prospective bidders of the decision in writing on or before June 8, 2012. To the extent possible, the City will notify other prospective bidders of any changes or modifications to the Invitation to Bid.

## **XIV. Complaints**

Any bidder who has submitted a bid to the City of Springfield and who is adversely affected by the City's award of the Contract to another bidder has seven (7) days after issuance of the Notice of Intent to Award the Contract, to submit a written protest of the award to the City of Springfield. Such right to protest shall specify the grounds upon which the protest is based and shall conform to the requirements of OAR 137-047-0740 and specify the grounds upon which the protest is based.

An adversely affected bidder must exhaust all avenues of administrative relief and review before seeking judicial review of the City's Contract award. Concerns must be submitted to:

Robert Duey  
Finance Director  
City of Springfield  
225 Fifth Street  
Springfield, OR 97477

## **XV. Cost Of Bid**

The City of Springfield is not liable for any costs incurred by vendors for the preparation and presentation of their bids. This includes any costs in the submission of a bid or in making necessary studies or designs for the preparation thereof.



PROJECT DESCRIPTION: MINIMUM SPECIFICATIONS FOR PROVIDING ONE (1) 2008 OR NEWER MODEL CAB & CHASSIS

The specifications below are the minimum acceptable requirements. Bids must be submitted on the proposal forms provided by the City of Springfield.

Item #	Description of specification	Qualified	Cost Per Item
<b>Cab &amp; Chassis</b>			
<b>General</b>			
	The cab & chassis to be furnished under these specifications shall comply with standard specifications for the model offered with exceptions and addition as contained herein.		
	The four year or the manufacturer's warranty, the unit must be single axle. It shall be equipped with the manufacturer's equipment and accessories which are included as standard in the advertised and published literature for the unit. No such item of equipment accessories shall be removed or omitted for the reason that it was not specified in the bid. Items may be removed only where it is necessary to install other items in lieu thereof in order to comply with these specifications.		
	Evaluation of bids will include consideration of year of unit, the overall condition, the mileage, price, and the ability to meet the specifications as listed.		
	The specifications as listed below are minimum requirements. All items listed herein shall be considered necessary to the equipment and shall be included as part of the base bid. Any deviation from the specifications shall be noted as an exception and fully explained on an attached sheet.		
<b>A Body</b>			
1	Cab is single axle must be a minimum of 171 inches		
2	Gross vehicle weight must be a minimum of 12,000 pounds		
3	Front axle must be able to carry a minimum load of 12,000 pounds		
4	Rear axle must be able to carry a minimum load of 21,000 pounds		
5	Rear axle must be able to carry a minimum load of 21,000 pounds		
6	Rear axle air springs		
7	Frame on chassis must be clean without outside attachments		
8	Front tow hooks		
<b>B Engine</b>			
1	Minimum 210 Horse Power		
2	Coolant: All weather		
3	Fuel Tank: List capacity		
4	Minimum of 6 cylinders		
5	As of sample shall be required upon request		
6	Automatic engine alarm shutdown		
7	Mileage: Prefer less than 175,000 miles however overall condition and non-maintenance shall be considered.		
<b>C Transmission</b>			
1	Allison 3000 automatic 6 speed transmission or equal		
2	Transmission must have live PTO or be live PTO ready.		
3	As of sample shall be required upon request		
<b>D Electrical</b>			
1	Heavy duty battery with a minimum of 800 cold cranking amps		
2	Alternator 95 amp or larger		
3	Lights: To meet or exceed all Federal and State of Oregon vehicle standards		
4	Head Lamps: Halogen		
5	Wipers: Adjustable intermittent wiper system		
6	Air Horn		
7	Back up alarm		
<b>E Cab</b>			
1	Lockable enclosed cab with operable windows		
2	Glass: All glass shall be tinted with laminated windshield glass. The side and rear windows shall be tempered safety glass.		
3	Seat: Air seat drivers side		
4	Gauges: Lighted Factory standard		
5	Warning lights: Seat belts, parking brake, direction, hazard, high beam		
6	Radio: AM/FM stereo, with digital clock and two speakers		
7	Lights: Dome light		
8	Standard heater and air conditioning		
9	List condition of interior of cab		
10	Paint: Factory white		
11	Mirrors outside right and left remote		
<b>F Tires</b>			
1	Tires must be matching size and brand.		
2	Tires must be able to carry the specified load		
<b>G Warranty</b>			
1	Bids for equipment shall include complete information on the guarantee and existing warranty. List time or miles the warranty will be in effect.		
2	Do you provide other warranties? If yes, provide all details and cost associated.		
<b>H Usage History</b>			
1	Detail the purpose of this vehicle and how it was used.		
<b>I Other Disclosures</b>			
1	Disclose other pertinent information regarding this vehicle that could have a bearing on our decision. Including yet not limited to vehicle history and damage or wrecks.		
<b>J Delivery</b>			
1	Unit must be ready for pickup or delivered at no additional cost within 10 days after the contract is signed.		
<b>K Price</b>			
	Total Price		
<b>Prior Experience</b>			
Name of Customer	Description and \$ Value of Project	PH #	Contact Name
<b>License Information</b>			
License #	Naming of Issuing Authority	Expiration Date	

Quote is valid for 90 Days from date submitted below.

Submitted this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

Signature of Applicant

Title of Applicant

Mailing Address

City, State, Zip Code



## Attachment 2

**CITY OF SPRINGFIELD  
PURCHASE AGREEMENT  
#XXX  
SAMPLE**

Dated:

Parties:

("CITY")

and

Seller

### Additional Contractor Information:

a) Type of Entity:       Sole Proprietorship       Partnership  
                                  Limited Liability Comp      Corporation

b) Address:

c) Telephone:

d) Fax No. :

In consideration of the mutual covenants contained herein, the parties agree to the following terms, provisions and conditions:

- 1. Personal Property to be Delivered.**
- 2. Payment by CITY.**
- 3. Warranty.**
- 4. Sourcing.** Seller was the lowest responsible bid to City ITB#752 Newer Cab and Chassis.
- 5. Remedies.** This Agreement shall be governed by and construed in accordance with the Laws of the State of Oregon, and any litigation arising out of this agreement shall be conducted in the Courts of the State of Oregon, County of Lane.
- 6. Entire Agreement.** This Agreement signed by both parties is the parties' final and entire Agreement and supersedes all prior and contemporaneous oral or written communications between the parties, their agents and representatives. There are no representations, promises, terms, conditions or obligations other than those contained herein.

CITY OF SPRINGFIELD:

SELLER

By: \_\_\_\_\_  
Name

By: \_\_\_\_\_  
Name: \_\_\_\_\_

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

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



### **Attachment 3**

#### **Authorization to Legally Bind Bidder**

**The person executing this Bid and the instruments referred to herein on behalf of the Bidder has the legal power, right, and actual authority to submit this Bid, and to bind the Bidder to the terms and conditions of this Bid.**

\_\_\_\_\_  
**(Signature of person authorized to bind Bidder)      Dated**

\_\_\_\_\_  
**Print Name of Person Signing as authorized to bind Bidder**

\_\_\_\_\_  
**Firm Name**

\_\_\_\_\_  
**Phone**

\_\_\_\_\_  
**Address**

\_\_\_\_\_  
**Fax**

\_\_\_\_\_  
**City, State, Zip**

\_\_\_\_\_  
**email address**

# Minority, Women, and Emerging Small Business/Disadvantaged Business Enterprise



MWESB/DBE Voluntary Self-Declaration for City Procurement # 752 or Project No. P N/A

The City of Springfield is seeking information on the various business entities that submit bids and proposals for working with the City. We request that you provide the following information to assist us with evaluating our efforts at reaching the underrepresented sectors of the business and construction communities. The City does not intend to use this data as criteria for selecting the successful bidders or proposers for city-funded procurements. For procurements with state or federal DBE requirements, the City will use the forms and criteria established by the state or federal agency for selecting the successful bidders or proposers.

Please include this form with your bid/proposal submittal to the City.

Business Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Business Address: \_\_\_\_\_

Business Phone: \_\_\_\_\_

Please check each box indicating the business certification type that your firm has with the State of Oregon or the federal government, if any:

- Oregon Minority-owned Business
- Oregon Woman-owned Business
- Oregon Emerging Small Business
- Federal Disadvantaged Business Enterprise (DBE)
- None of the above