



**CITY OF HAVERHILL**

**Invitation for Bid**

**Ranger Pick-Up Truck 4 X 4 or Equivalent**

**IFB028.10**

**Bid Due Date: Thursday, March 11, 2010, 2:00 P.M.**

City of Haverhill Purchasing Department  
City Hall, Room 105  
4 Summer Street  
Haverhill, MA 01830-5875

Telephone: (978) 420-3606  
Facsimile: (978) 521-4348  
[Purchasing@cityofhaverhill.com](mailto:Purchasing@cityofhaverhill.com)



**Appendix A  
 Bid Pricing Sheet  
 IFB028.10  
 Addendum 1**

**Ranger Pick-Up Truck 4 X 4 or Equivalent**

<b>Model Year</b>	<b>Make</b>	<b>Model</b>	<b>Quantity</b>	<b>* Monthly Lease Cost</b>	<b>Total Lease Cost</b>
				\$	\$
				\$	\$
				\$	\$
				\$	\$

\* 36 monthly payments

**Recommended Leasing Firms**

<b>Firm</b>	<b>Address</b>	<b>Contact / Phone Number</b>

This bid includes addenda numbered \_\_\_\_\_.

Bidding company \_\_\_\_\_

Address \_\_\_\_\_  
 \_\_\_\_\_

Signature of Company Official \_\_\_\_\_  
 Printed Name of Company Official \_\_\_\_\_  
 Title of Company Official \_\_\_\_\_

Phone number \_\_\_\_\_

E-Mail \_\_\_\_\_

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

City Of Haverhill  
City Hall  
4 Summer Street  
Haverhill, Massachusetts 01830-5876

## **IFB028.10 – Ranger Pick-Up Truck 4 X 4 or Equivalent**

### **I. General Information and Bid Submission Requirements**

- A. Sealed bids are requested by the City of Haverhill for a three year (3) lease for one (1) Ranger Pick-Up Truck 4 X 4 or Equivalent. Envelopes containing sealed bids will be accepted at the City of Haverhill, City Hall, Robert J. DeFusco C.P.M., Purchasing Department, Room 105, Four Summer Street, Haverhill, Massachusetts 01830 until the time indicated on the advertisement for the equipment designated in the specifications and will be publicly opened and read by the Purchasing Director.
- B. Bids are to be submitted by 2:00 p.m., Thursday, March 11, 2010, at which time they will be publicly opened and read. Postmarks will not be considered. Bids submitted on any other form will not be accepted as valid bids. Envelopes should be clearly marked "IFB018.10, Pick Up Truck." Bids will be available for public inspection two (2) business days after the bid opening.
- C. The contract will be awarded by the City within ninety (90) days after the bid opening. The time for award may be extended up to 45 additional days by mutual agreement between the City and the apparent lowest responsive bidder.
- D. Addenda: If any changes are made to the Invitation for Bid (IFB) an addendum will be issued. Addenda will be mailed, faxed, or emailed to all bidders on record as having picked up the IFB. Contractors shall be responsible for ensuring that all addenda are in receipt prior to bid deadline. The City will require acknowledgement of any addenda issued to be included on the bid form.
- E. Questions concerning this bid must be submitted in writing to: Robert J. DeFusco, email [purchasing@cityofhaverhill.com](mailto:purchasing@cityofhaverhill.com) before 2:00 PM on Thursday, March 4, 2010. Question may be delivered, mailed, emailed or faxed. Written responses will be mailed, emailed or faxed to all bidders on record as having picked up /downloaded the IFB.
- F. A bidder may correct, modify or withdraw a bid by written notice received by the City prior to the time and date set for the bid opening. Bid modifications must be submitted in a sealed envelope clearly labeled "Modification No. \_\_\_\_\_." Each modification must be numbered in sequence and must reference the original IFB.
- G. After the bid opening, a bidder may not change any provision of the bid in a manner prejudicial to the interests of the City or fair competition. Minor informalities will be waived or the bidder will be allowed to correct them. If a mistake and the intended bid are clearly evident on the face of the bid document, the mistake will be corrected to reflect the intended correct bid, and the bidder will be notified in writing.
- H. The City may cancel this IFB, or reject in whole or in part any and all bids, if the City determines that the cancellation or rejection serves the best interests of the City of Haverhill.
- I. All bid prices submitted in response to this IFB must remain firm for forty five (45) days following the bid opening.
- J. Each bidder will submit two (2) copies of all required forms. All Bids must include a signed certificate of non-collusion, signed tax compliance certificate, reference listing and a completed bid-pricing sheet. Any firm that does not comply with the submission requirements shall be considered as non-responsive and no further review will take place by the City.
- K. A bid must be signed as follow: 1) if the bidder is an individual, by her/him personally; 2) if the bidder is a partnership, by the name of the partnership, followed by the signature of each general partner; and 3) if the bidder is a corporation, by the authorized officer, whose signature must be attested to by the Clerk/Secretary of the corporation and the corporate seal affixed.

### **II. Purchase Description / Scope of Services:**

- A. The City of Haverhill will lease one Ranger Pick-Up Truck 4 X 4 or Equivalent.
- B. Lease price to include \$1.00 buy out at end of lease.
- C. Orders will be placed as soon after opening as possible.
- D. The bid price shall be F.O.B. No charges will be allowed for freight, express, transportation, shipping or cartage.
- E. The City may seek its own financing arrangements.

**III. Quality Requirements:**

- A. Vehicles must meet all State and Federal requirements.
- B. Bidders can quote new vehicles from model years 2009 or 2010.

**IV. References:**

Three (3) communities/organizations that leased similar Vehicles within the last three (3) years. (Appendix C).

**V. Rule for Award:**

The award of this contract will be made to the responsive and responsible bidder offering the lowest monthly lease cost.

**VI. Bid Pricing Sheet:** See Appendix A.

**VII. Non Collusion Form and Tax Compliance Form:** See Appendix B.

**VIII. Additional Contract Terms & Conditions:**

- A. The successful bidder shall comply with all applicable federal, state and local laws and regulations.
- B. Purchases made by the City are exempt from taxes and bid prices must exclude any taxes. Tax exemption certificates will be furnished upon request.
- C. Verbal orders are not binding on the City and deliveries made or work done without formal Purchase Order or Contract are at the risk of the Seller or Contractor and may result in an unenforceable claim.
- D. All words, signatures and figures submitted on the bid shall be in ink. Proposals which are conditional, obscure or which contain additions not called for, erasures, alterations or irregularities, or any prices which contain abnormally high or low amounts for any item, may be rejected as informal. More than one proposal from the same bidder will not be considered.
- E. A Notice of Acceptance of the Bid will be mailed or furnished to the successful bidder within forty-five (45) days of the bid opening. A City Contract and / or a Purchase Order will follow the written Notice of Award.
- F. Lease payments will begin upon official acceptance of the vehicle(s) by the Highway Department.

**IX. Standard Equipment Summary: 2010 Ranger Pick-Up Truck 4 X 4 or Equivalent**

4.0L E.F.I. V6 gasoline engine	Rear step and tow bumper
5 SPD automatic overdrive transmission	Factory tinted glass
Power rack & pinion steering	Insulation and headliner package
Trailer tow receiver	Heavy duty cloth 60/40 split bench seat (SC)
58 AMP hour battery	Heavy duty vinyl flooring
Heavy Duty 115 AMP alternator	Power brakes with anti-lock system (ABS)
Coil Spring Front Suspension	Six foot style side body
Front Stabilizer Bar	Tailgate with quick release
Heavy duty suspension & Shock Absorbers	Air conditioning
Five (5) P235/75R15 all terrain tires	AM/FM radio with digital clock
17 gallon fuel tank	Tire Pressure Monitoring System
Front Stone Guards & Rear Mud flaps	Scotchlite reflective lettering
Intermittent windshield wipers	Transfer warning equipment
Full factory gauge package	Transfer radio equipment
Extended Cab	Electronic Shift on the fly 4WD

**Appendix A  
Bid Pricing Sheet  
IFB028.10**

**Ranger Pick-Up Truck 4 X 4 or Equivalent**

Model Year	Make	Model	* Monthly Lease Cost

\* 36 monthly payments

**Recommended Leasing Firms**

Firm	Address	Contact / Phone Number

This bid includes addenda numbered \_\_\_\_\_.

Bidding company \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Signature of Company Official \_\_\_\_\_

Printed Name of Company Official \_\_\_\_\_

Title of Company Official \_\_\_\_\_

Phone number \_\_\_\_\_

E-Mail \_\_\_\_\_

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

**Appendix B  
Certifications  
IFB028.10**

**I. CERTIFICATE OF NON-COLLUSION**

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee club, or other organization, entity, or group or individuals.

\_\_\_\_\_  
Signature of individual submitting bid or proposal

\_\_\_\_\_  
Name of Business

**II. TAX COMPLIANCE CERTIFICATION**

Pursuant to M.G.L. Chapter 62C, Sec. 49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

\_\_\_\_\_  
Signature of individual submitting bid or proposal

\_\_\_\_\_  
Name of Business

**Appendix C  
References  
IFB028.10**

Provide the names of at least three (3) communities/organizations that purchased similar vehicles within the last three (3) years.

Company	Contact	Address	Phone Number