



REQUEST FOR BID
OGDEN CITY FLEET DIVISION FOR
One (1) Ford F-550 XL Regular Truck Cab and Chassis or equivalent

RFB Response Deadline: October 17, 2017

Table of Contents

I. Introduction.....	3
II. Bid Content.....	3
III. Insurance Requirements.....	4
IV. Modification or Withdrawal of Submittal.....	5
V. Submittal Review and Assessment.....	5
VI. Submission of Bids.....	6
VII. General Bid Information.....	6
VIII. Exhibit A.....	8
IX. Exhibit B.....	12

I. Introduction

Ogden City Corporation is accepting sealed bids for the purchase of equipment described in Exhibit 'A' of the RFB document. Vehicle will be operated in semi-arid climate, in severe winter conditions, and at high elevations.

This request for bid (RFB) contains submission requirements, specification, terms and conditions and other pertinent information for submitting a proper and responsive bid. Prospective suppliers desiring any explanation or interpretation of the solicitation must request it at least seven (7) days before the RFB submittal deadline. The request must be emailed to Purchasing@ogdencity.com. Any information given to a prospective supplier about this solicitation will be furnished to all other prospective suppliers as a written amendment to the solicitation.

Bid information packets may be downloaded from the Ogden City Website located at ogdencity.com/bidopportunities. Click on the RFB in the Bids & Tabulations list (pdf format) or obtained from Ogden City Purchasing, 2549 Washington Blvd., Suite 510, Ogden, Utah, Monday through Friday between the hours of 8:00 a.m. and 5:00 p.m.

Responses to this RFB shall be submitted to the office of the City Purchasing Agent 2549 Washington Blvd., Suite 510, Ogden, Utah, **no later than 3:00 p.m. Tuesday, October 17, 2017**. One (1) original signature and two (2) copies required. **LATE BIDS WILL NOT BE ACCEPTED**. Submissions received prior to the opening will be held in confidence until opening.

Ogden City shall not be held responsible for any oral instructions. Any changes to this RFB will be in the form of an Addendum. Ogden City will not be responsible for any costs associated with potential suppliers assembling and submitting any portion of the RFB.

The successful supplier agrees to indemnify, save harmless and defend the City and its elected officials, authorized agents, officers, employees and volunteers from and against any and all claims, damages, demands, actions, costs, and charges arising out of or by reason of supplier's performance or failure to perform this agreement.

II. Bid Content

- a. [Suppliers Response](#) - All prospective suppliers should insert a check mark (✓) at the COMPLY: YES ___ NO ___ space at the numbered specification paragraphs. If the supplier is going to furnish the item EXACTLY as is described in this specification, the supplier must indicate a NO (___) even though the supplier may feel he or she is supplying an item that equals or exceeds the requirements of this specification. For each "EXCEPTION" taken, the supplier must include a detailed technical description of what the supplier will furnish as well as a full explanation of why the supplier's "EXCEPTION" equals or exceeds the item in the specifications. **All "EXCEPTIONS" shall be listed by specification number and noted on a separate sheet. All exceptions shall be clarified to provide Ogden City with the proposed alternative and expected outcome of each exception. All Exceptions will be detailed in explanation to clearly indicate what the supplier is offering.**
- b. [Supplier's Responsibility](#) - Each supplier is required before submitting its bid to be thoroughly familiar with the specifications contained herein. No additional allowances will be made because of lack of knowledge of these conditions. It is the responsibility of the

supplier to ascertain if any part of these specifications is unsafe or does not meet the requirements of any federal law, state law, or federal specification. If the supplier feels there are any elements of the specifications which are unsafe or do not comply with state or federal law or the requirements, it should be explained thoroughly in the bid response.

The successful supplier shall agree to provide all parts for warranty repairs to these vehicles locally or by overnight express delivery. The intent of this requirement is to assure that all necessary parts are available without delay and prevent vehicle down time.

- c. Eligible Bids - The City will accept bids from vendors that can provide all of the work described in the attached Specifications for equipment. Each bid must include the following information.
1. Name, address, and telephone number of firm submitting the bid along with the name of the contact person responsible throughout the RFB's duration.
 2. Complete Bid sheets.
 3. Signed addendum receipt acknowledgment.

III. Insurance Requirements

Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by Contractor, its agents, representatives, employees, or subcontractors. The cost of such insurance shall be included in the Contractor's bid. The amount of insurance shall not be less than:

Commercial General Liability: \$1,000,000 combined single limit per occurrence and \$2,000,000 general aggregate for bodily injury, personal injury, and property damage. Policy to include coverage for premises and operations, contractual liability, products/completed operations liability, broad-form property damage (if applicable) and independent contractors' liability (if applicable) written in occurrence form.

Business Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage for owned, non-owned and hired autos.

Workers' Compensation and Employer' Liability: Workers' compensation limits as required by the labor code of the State of Utah and employers' liability with limits of \$1,000,000 per accident.

Insurance is to be placed with insurers acceptable to and approved by the City. Supplier's insurer must be authorized to do business in Utah at the time the bid is executed (and throughout the time the bid is maintained), unless otherwise agreed in writing by the City. Failure to maintain or renew coverage or to provide evidence of renewal will be treated by the City as a material breach of this bid.

Limits of liability amounts must meet bid requirements before bid is accepted.

The City, and its elected officials, officers, employees, agents, and volunteers are to be named as additional insureds with primary coverage and not contributing.

The City shall be furnished with original certificates of insurance and endorsements effecting coverage required within, signed by a person authorized by the insurer to bind coverage on its behalf.

Supplier's Obligation to Verify Employment Status: Supplier shall be registered and participate in the Status Verification System and comply with Utah Code Ann. Section 63G-11-103 of the Utah Identity Document and Verification Act.

IV. Modification or Withdrawal of Submittal

A submittal shall not be modified, withdrawn, or canceled by the Provider for a period of ninety (90) days following the time and date designated for the receipt of bids. Submission of bid is indication that the Provider so agrees to pricing and qualifications included.

Prior to the time and date designated for receipt of submittal, a submittal may be modified or withdrawn by notice to Purchasing@ogdencity.com. Such notice shall be in writing over the signature of the supplier's representative. Withdrawn bids may be resubmitted up to the date and time designated for the receipt of bids, provided that they are then fully in conformance with these instructions.

V. Submittal Review and Assessment

Ogden City will perform the evaluation of the Submittals with a team consisting of approximately three (3) people. Criteria used in evaluating the presentations will include but may not be limited to the following:

- a. Supplier experience and scope of various projects similar to the City's request.
- b. Ability of the company to complete repairs in a timely manner
- c. Ability to provide indicated insurance
- d. Client recommendations
- e. Proximity of Supplier to Ogden City

A Selection Committee will evaluate each submittal per the criteria set forth above. The Selection Committee will select a Supplier based on the submittals received; no formal interviews are anticipated; however, the Selection Committee reserves the right to ask for interviews as needed. The City may perform a due diligence process on the Supplier receiving the highest evaluation.

VI. Submission of Bids

Bids must be submitted by Tuesday, October 17, 2017 at 3:00 p.m.

Late submittals will not be accepted . No facsimile transmittals will be accepted. All submittals must either be hand carried or delivered by mail or other delivery service. **It is the sole responsibility of those responding to this RFB to ensure that their submittal is made to the correct location and in compliance with the stated date and time.**

All bids must be signed by a duly authorized representative of the firm.

All unsigned bids will automatically will be rejected.

Bids shall be submitted to the following:

Ogden City Purchasing
2549 Washington Boulevard, Suite 510
Ogden, Utah 84401

Three (3) hard copies of the bid should be submitted to the Ogden City Purchasing Department Monday through Friday between the hours of 8:00 a.m. and 5:00 p.m. the City reserves the right to accept or reject any submittal as it best serves its convenience and/or is found to be in the best interest of the City.

Ogden City encourages and welcomes bid from women and minority owned companies.

VII. General Bid Information

- a. Late Delivery Penalty: Ogden requires delivery to be made by the date shown on the successful supplier's bid. Failure to do so may result in a penalty of 1% of the unit price per day for up to ten (10) day being deducted from the payment by Ogden City. No compensation will be given for early delivery.

It is anticipated that this RF B may result in a single award.

Ogden City Corporation serves the right to waive irregularities and cancel the Request for Bid without warning.

- b. Public Records: Pursuant to the Utah Government Records Access and Management Act (GRAMA), records will be considered after the bid is awarded. If a submitting supplier wishes to protect any records, a written request for business confidentiality to the Ogden City Recorder is required at the time the bid is submitted.
- c. Price Guarantee: All pricing must be guaranteed for 120 days. Following the guarantee period, any request for price adjustment must be for an equal guarantee period, and must be at least 30 days prior to the effective date. Request for price adjustment must include sufficient documentation supporting the request and demonstrating a logical mathematical link between the current price and the proposed price.

Any adjustment or amendment to the purchase will not be effective unless approved by Ogden City Purchasing. The City will be given the immediate benefit of any decrease in the market, or allowable discount.

- d. Price reductions: It is understood and agreed that the City will be given immediate of decrease in the market, or allowable discount.

Supplier will only be allowed to invoice for the cost of equipment in compliance with his/her bid as accepted by Ogden City Corporation.

- a. Upon the Award, Supplier may receive a request to process payment electronically.
- b. If offered by Supplier, Ogden City seeks a discount for early payment. The City shall only take such a discount if earned.
- c. Invoice shall be sent to the following address:

Ogden City Corporation
c/o Fleet
175 West 29th Street
Ogden, Utah 84401-3534

Request for Bid (RFB) - Truck Cab and Chassis

Or

Email invoices to: ffadmin.billing@ogdencity.com

VIII. Exhibit A
Specifications

Truck Cab and Chassis Specifications

1. Vehicle Configuration:

01. MODEL YEAR 2017 OR 2018, F-550 4X4 CHASSIS WITH 2-DOOR CAB AND 169" WHEEL
BASE
COMPLY: YES (___) NO (___)
02. 99T - 6.7L POWER STROKE V8 DIESEL ENGINE
COMPLY: YES (___) NO (___)
03. 67D - EXTRA HEAVY DUTY ALTERNATOR
COMPLY: YES (___) NO (___)
04. 44W - 6-SPEED AUTO TRANSMISSION
COMPLY: YES (___) NO (___)
05. 62R - TRANSMISSION POWER TAKE-OFF PROVISION
COMPLY: YES (___) NO (___)
06. 65Z - 40 GAL AFT OF AXLE FUEL TANK
COMPLY: YES (___) NO (___)
07. 63B - CLEAN IDLE DECAL
COMPLY: YES (___) NO (___)
08. THB - 225/70R19.5G TRACTION TIRES AND WHEELS
COMPLY: YES (___) NO (___)
09. 512 - SPARE TIRE AND WHEEL
COMPLY: YES (___) NO (___)
10. 61J - JACK
COMPLY: YES (___) NO (___)
11. X8L - 4.88 RATIO LIMITED SLIP AXLE
COMPLY: YES (___) NO (___)
12. 68M - PAYLOAD PLUS PACKAGE UPGRADE 19500 LBS GVWR
COMPLY: YES (___) NO (___)
13. 213 - ELECTRONIC SHIFT ON THE FLY
COMPLY: YES (___) NO (___)
14. 41H - ENGINE BLOCK HEATER
COMPLY: YES (___) NO (___)
15. 52B - TRAILER BRAKE CONTROLLER
COMPLY: YES (___) NO (___)
16. 535 - HIGH CAPACITY TRAILER TOW PACKAGE
COMPLY: YES (___) NO (___)

- 17. 473 - SNOW PLOW PACKAGE
COMPLY: YES (___) NO (___)
- 18. 425 - 50 STATE EMISSIONS
COMPLY: YES (___) NO (___)
- 19. Z1 - PAINT COLOR: OXFORD WHITE
COMPLY: YES (___) NO (___)
- 20. 660A - XL TRIM
COMPLY: YES (___) NO (___)
- 21. 17F - XL DÉCOR PACKAGE (LESS TIRE INFLATION MONITOR)
COMPLY: YES (___) NO (___)
- 22. S1 - STEEL CLOTH INTERIOR
- 23. 1 - CLOTH 40/20/40 SEAT
COMPLY: YES (___) NO (___)
- 24. 91M - SYNC VOICE ACTIVATED SYSTEM
COMPLY: YES (___) NO (___)
- 25. 872 - REAR CAMERA PREP KIT
COMPLY: YES (___) NO (___)
- 26. 96V - XL VALUE PACKAGE
COMPLY: YES (___) NO (___)
- 27. 62D - STEERING WHEEL AUDIO CONTROLS
COMPLY: YES (___) NO (___)
- 28. 90L - POWER EQUIPMENT GROUP
COMPLY: YES (___) NO (___)
- 29. 572 - AIR CONDITIONING
COMPLY: YES (___) NO (___)

IX. Exhibit B

Bid Sheets

BID SHEET A
Leak Truck
Truck Cab and Chassis

DO NOT INCLUDE SALES TAX IN BID

VEHICLE: Make _____ Model _____ \$
(Must include detailed equipment listing)

DEALER DISCOUNT FOR PROMPT PAYMENT/REBATE \$

BID AFTER DISCOUNT OR REBATE \$

TOTAL BID PRICE \$ _____

Lead date: (90 days, 120 days, etc.) _____

In accordance with the specifications, the undersigned declares that the materials/equipment offered is in accordance with all requirements of Ogden City detailed herein. Further, the undersigned declares that he/she is authorized to enter an agreement on behalf of the below named business.

SIGNED AND SEALED, this _____ day of _____, 2017.

(Vendor)

By: _____
(Signature)

Title: _____
(Corporate Seal, if required)

POINT OF CONTACT:

Business Name: _____

Address: _____

Phone: _____

Ogden, Utah

Date: _____

TO THE MAYOR OF OGDEN CITY, UTAH

Dear Sir,

The undersigned is familiar with the local conditions affecting the cost of the work at the place where the work is to be done, has carefully examined the specifications and other bid documents.

The undersigned hereby proposes and agrees to perform everything required to be performed, and to provide and furnish any and all required labor, materials, necessary tools, expendable equipment and all utility and transportation services necessary to perform and complete, in a workmanlike manner, all work required in connection with the plans and specifications and other bid documents, at the following bid prices for the several bid items of work named.

Receipt of the following addenda is hereby acknowledged:

1. (Date): _____
2. (Date): _____
3. (Date): _____