



298 W Washington St, Stephenville, TX 76401

NOTICE TO BIDDERS

Sealed bids will be received by the City of Stephenville, at City Hall, 298 W Washington Street, Stephenville, TX 76401 until 2:00 pm, February 21st 2025, at which time bids duly delivered and submitted will be considered for:

VEHICLES

Bids should be addressed to Rebecca Crosson, Purchasing Manager, 298 W. Washington, Stephenville, TX 76401.

Any bid received after stated closing time will be returned unopened. If bids are sent by mail to the City, the bidder shall be responsible for actual delivery of the bid to the City Secretary before the advertised date and hour for opening of bids. If mail is delayed either in the postal service or in the internal mail system of the City of Stephenville beyond the date and hour set for the bid opening, bids thus delayed will not be considered and will be returned unopened.

Until the final award by the City of Stephenville, said City reserves the right to reject any and/or all bids, to waive technicalities, to re-advertise, to proceed otherwise when the best interest of the City will be realized hereby. Bid award is not solely based on price alone.

All bids must be submitted on original bid forms. Any changes to the form or failure to label packaging on the bid, may disqualify it. All packaging on bids (including courier envelope) will be submitted sealed and plainly marked with:

'SEALED BID ENCLOSED – UTILITY DEPARTMENT 1-TON PICKUP TRUCK WITH SERVICE BODY' for each bid submitted. All bids must indicate the following on the outside of each sealed envelope:

**NAME AND ADDRESS OF BIDDER
UTILITY DEPARTMENT 1-TON PICKUP TRUCK WITH SERVICE BODY
BID NUMBER 3338**

It is not the intent of the City of Stephenville to offer proprietary specifications, or to eliminate any vendor from bidding by the use of brand names. If brand names are used it is for example only and understood the "or equal" will be accepted.

Bids shall be held firm for a period of 60 days unless otherwise stated in the bid specifications, instructions to bidders, or on the bid sheet.

**PLEASE NOTE THAT MOST COURIER SERVICES DO NOT OFFER BEFORE
10:30 AM SERVICE TO STEPHENVILLE**

ITB 3338

Bids that contain any omission, erasures, or alterations, or additions of items not called for in the bid documents, or irregularities of any kind, may or may not be considered.

Deviations from specifications and alternate bids must be clearly shown on the bid form with complete information attached to form. They may or may not be considered.

Upon bidders submitting bids they shall not withdraw or cancel such bids and all sums deposited with such bids will be held by the City of Stephenville until all bids submitted shall have been canvassed and award of contract made, signed and if a performance bonds is required furnished and approved. All sums deposited with bids will then be returned to the respective bidders.

The City of Stephenville, Texas is exempt from State of Texas Sales Tax and a Tax Exemption Certificate shall be furnished by the City of Stephenville, Texas to the successful bidder upon request.

No official of the City of Stephenville shall have financial interest, direct or indirect, in any contract with the City, or be financially interested, directly or indirectly, in the sale to the City of any land, material, supplies or services.

Discounts: Show rate, total amount, and latest day any discount will be allowed after receipt of article and correct invoice.

This contract is subject to cancellation upon thirty day written notice by the City of Stephenville without cause.

Liquidated Damages: In the event delivery is not made within the stated time period, (without acceptable reasons for delay and written consent from the City) the City reserves the right to place the order with the next available vendor and the awardee shall be liable for any increase in price as liquidated damages, it being agreed that said sum is a fair and reasonable estimate of actual damages the City will incur. Bidder will not

be held liable for failure to make delivery because of strikes; conscription's of property, governmental regulations, acts of God, or any other causes beyond his control; provided an extension of time is obtained from the Division of Purchasing.

Exceptions: Any catalog or manufacturer's reference in this proposal is descriptive, but not restrictive, and is used only to indicate type and grade. Bids on other items of similar and equal quality will be considered, provided the bidder states on the face of this proposal exactly what he intends to furnish, including any variation to the specifications and literature, otherwise he shall be required to furnish the items as specified on the proposal. Any other exceptions to any portions of these terms and conditions or deviations from written specifications shall be shown in writing on the bid document form or attached to bid form.

Quantities: Quantities shown are estimated, based on projected use. It is specifically understood and agreed that these quantities are approximate and any additional quantities will be paid for at the quoted price. It is further understood that the supplier shall not have any claim against the City of Stephenville for quantities less than the estimated amount.

Prices: The bidder should show in the bid document both the unit price and total amount, where required, of each item listed. In the event of error or discrepancy in the mathematics, the unit price shall prevail.

Delivery Date: Bidders shall state delivery date on all order.

F.O.B Point: All prices of item(s) shall be quoted FOB City of Stephenville destination.

The City of Stephenville reserves the right to award this bid in whole or in part.

It is desirable that bids are accompanied by two sets of specifications to support items bid. The City of Stephenville reserves the right to determine specification requirements on all items bid.

Eligible Bidder: Bidders are limited to those persons or firms qualified and engaged in a full time business and can assume liabilities for any performance or warranty service required.

Nonresident-Reciprocal Bid Act: You are advised the City of Stephenville, Texas is bound by House Bill 620. The law provides that in order to be awarded a contract as low bidder, non-resident bidders (out-of-state contractors whose corporate office or principal place of business is outside the State of Texas) bid projects in Texas at an amount lower than the lowest Texas resident bidder by the same amount that a Texas resident bidder would be required to underbid a non-resident bidder in order to obtain a comparable contract in the state in which the non-resident's principal place of business is located. After making that determination you are instructed to advise the Purchasing Department in writing of that fact with a copy of the applicable state statute.

Based on local government code 252.043, the contract will be awarded to the lowest responsible bidder **OR** to the bidder who provides goods or services at the best value for the municipality. Therefore price is not the only consideration in the bid award.

By signing this bid, Vendor hereby certifies that it is not a company identified on the Texas Comptroller's list of companies known to have contracts with, or provide supplies or services to, a foreign organization designated as a Foreign Terrorist Organization by the U.S. Secretary of State. Vendor further certifies and verifies that neither Vendor, nor any affiliate, subsidiary, or parent company of Vendor, if any (the "Vendor Companies"), boycotts Israel, and Vendor agrees that the Vendor and Vendor Companies will not boycott Israel during the term of this Agreement. For purposes of this Agreement, the term "boycott" shall mean and include terminating business activities or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations with Israel, or with a person or entity doing business in Israel or in an Israeli controlled territory.

Please be advised that Stephenville does not receive courier services before 10:30 a.m.

SPECIAL CONDITIONS REQUEST FOR APPROVED EQUALS

Bidders and suppliers may submit to the City requests for approved equals. Requests must be supported by evidence such as technical data, test results, or other pertinent information that demonstrates that the substitute offered is equal or better than the specification's requirements. The City reserves the right to determine equivalency. All requests for approved equals must be submitted in writing and received by the City of Stephenville, through certified mail not later than ten (10) calendar days prior to the bid opening.

All known bidders shall be informed, via addendum to the original specifications, of those requests determined by the City to be equal or to exceed the minimum stated specifications ten (10) calendar days prior to the bid opening.

Requests for approved equals should be directed to:

City of Stephenville MSC
Purchasing Manager
1201 Glen Rose Road
Stephenville, TX 76401

APPROVED EQUALS

NOTE: An APPROVED EQUAL is a request from the bidder offering a unit feature that deviates from specified standards (e.g. a feature quantity is not the level specified, or a design or functional capability is not of the type specified, or where manufacturing or engineering technology has developed a new approach that may use an alternative method differing from the method called for in the specification that meets or exceeds the performance goal specified).

Specifications identified as "or Equal" or "Equivalent" will be synonymous with the term "Approved Equal". Any non-approved alternates taken from the specified standards contained in the bid may result in disqualification of the bid.

EST. TX 1889

**CITY OF STEPHENVILLE
 BID SPECIFICATIONS FOR
 ONE (1) UTILITY DEPARTMENT
 1-TON PICKUP TRUCK WITH SERVICE BODY**

GENERAL:

The City of Stephenville is currently accepting bids to supply One (1) 1-Ton, 4 Wheel Drive, 4-Door Utility Department Pickup Truck with Service Body. The equipment shall be new, current production model and shall meet the specifications listed below. At the time of delivery, the vehicle shall have less than 300 miles on the odometer.

Any questions regarding these specifications may be directed to Nick Williams, Public Works Director at 254-918-1223, Lane Sharp, Utility Superintendent at 254-918-1235, or Rebecca Crosson, Purchasing Manager at 254-918-1227.

SPECIFICATIONS

Meets Specifications

YES NO
BASE BID ITEMS

- | | | | |
|-----|-----|-----|--|
| 1. | ___ | ___ | One (1) New 2024 or 2025 Model, 1-Ton Cab and Chassis |
| 2. | ___ | ___ | Four Door Cab |
| 3. | ___ | ___ | Four Wheel Drive |
| 4. | ___ | ___ | Reading (or city-approved equal) 60-Inch CA DRW Flip Top Steel Service Body, Powder Coated White with Bumper and Flush Mount LED Lighting Installed on 1-Ton, 60-Inch CA DRW Cab and Chassis |
| 5. | ___ | ___ | 6.7L Inline 6 Cylinder, 6.6L or 6.7L V8, Gasoline Fuel Only |
| 6. | ___ | ___ | Automatic Transmission with Overdrive |
| 7. | ___ | ___ | Power, Factory Steering |
| 8. | ___ | ___ | Power, Factory, 4-Wheel ABS Brakes |
| 9. | ___ | ___ | High Output, 130 AMP Alternator Minimum (or city-approved equal) |
| 10. | ___ | ___ | Heavy Duty Maintenance Free Battery (100 Minute Reserve Capacity) |
| 11. | ___ | ___ | Heavy Duty Battery rated at 850 Cold Cranking AMPS Minimum |
| 12. | ___ | ___ | LT, All Season Steel Belted Radial Tires Standard for GVWR |
| 13. | ___ | ___ | Manufacturers Standard Wheels |
| 14. | ___ | ___ | Full Size Spare Tire and Wheel |
| 15. | ___ | ___ | Engine Block Heater for cold weather starting |
| 16. | ___ | ___ | Fleet White Exterior Color |
| 17. | ___ | ___ | Tinted Glass |

Meets Specifications

- | <u>YES</u> | <u>NO</u> | |
|-------------------|------------------|--|
| 18. _____ | _____ | Factory Air Conditioning |
| 19. _____ | _____ | Instrument Panel to Include: Speedometer, Odometer, Fuel Level, Engine Temperature, Oil Pressure and all Std. Gauges |
| 20. _____ | _____ | 40/20/40 Split Bench Seat, Vinyl or (or city-approved equal) |
| 21. _____ | _____ | Cab: Heater, Defroster |
| 22. _____ | _____ | Two (2) Outside Mounted Foldaway Mirrors |
| 23. _____ | _____ | One (1) Inside Rear View Mirror |
| 24. _____ | _____ | Two (2) Padded Sun Visors |
| 25. _____ | _____ | Lighter / Alternative Power Supply |
| 26. _____ | _____ | Wipers Intermittent |
| 27. _____ | _____ | Tilt Wheel |
| 28. _____ | _____ | Cargo Area Light Included |
| 29. _____ | _____ | Airbags: Driver & Passenger |
| 30. _____ | _____ | Chrome or Powder Coated Front and Rear Bumpers |
| 31. _____ | _____ | Three (3) Year 36,000 Standard Warranty Minimum |
| 32. _____ | _____ | Backup Alarm |
| 33. _____ | _____ | Backup Camera |
| 34. _____ | _____ | State Safety Inspection Certificate Included |
| 35. _____ | _____ | All Other Equipment Listed as Standard for the Model Bid |

OPTION BID ITEMS

- | | | |
|-----------|-------|--|
| 36. _____ | _____ | Heavy-Duty Trailer Towing Package Including: Receiver Hitch 2" Ball trailer plug installed at hitch with factory electric brake control and All Electrical Requirements for Immediate Road Operation |
| 37. _____ | _____ | Top mounted 15-Inch Amber Light Bar |
| 38. _____ | _____ | Whelen Four Corner Hideaway LED Strobes (or city-approved equal) |
| 39. _____ | _____ | Rhino (or city-approved equal) Lining in Bed, Rails, and Tailgate |
| 40. _____ | _____ | Side Step Nerf Bars (or city-approved equal) |
| 41. _____ | _____ | RKI WG49 (or city-approved equal) Headache Rack |

OPERATION & MAINTENANCE MANUALS:

Two (2) copies of the operation and maintenance manual(s) shall be furnished that contain the recommended installation, operation, and maintenance procedures for the equipment being furnished. The instructions shall be written in English and include step-by-step use methods and adequate illustrations, diagrams, and other applicable aids. Special attention shall be given to safety considerations for personnel and equipment. An exploded parts list giving part descriptions and numbers shall be provided.

WARRANTY: WARRANTY TERMS SHALL BE SUPPLIED WITH THE BID.

1. The vehicle equipment furnished in accordance with these specifications shall be covered by a minimum of Three (3) Years/36,000 mile bumper-to-bumper warranty and a Five (5) Years/100,000 mile drivetrain warranty.
2. The manufacturer shall warrant the equipment to be of quality construction and free from defects in materials and workmanship. The warranty shall become effective upon vehicle acceptance by the Owner or Owner's authorized agent.
3. Material or equipment failing to comply, as per the bid specifications and as represented by the manufacturer's representative, shall be replaced with manufacturer approved equipment by manufacturer's representative without cost of parts or labor to the City of Stephenville.
4. Provide location of nearest full service center for repairs/parts within 100 miles of zip code 76401. Include a description of loaner program if/while warranty service is being performed.

DELIVERY:

All equipment or materials covered by this bid shall be F.O.B. Stephenville, TX. 76401. The vehicle must be properly serviced, cleaned, and ready to go to work. Pre-delivery service, at a minimum, shall include complete lubrication of the operating chassis, engine, and mechanisms with the recommended grades and fluid levels of lubricants, adjustment of engine, hydraulics and transmission to proper operating condition as well as a check to ensure the proper operation of all accessories, gauges, lights, hydraulics, and mechanical features. Individual equipment components shall be crated in structurally adequate containers to prevent damage during shipping, to facilitate ease of handling, and to provide suitable protection from weather. Packing containers, if applicable, shall be permanently labeled with appropriate equipment identification, shipping address, and return address. Packing lists shall be provided with the equipment at time of delivery. **NO PARTIAL SHIPMENTS WILL BE ACCEPTED.**

Questions concerning this bid may be addressed to Nick Williams, Director of Public Works, at 298 West Washington, Stephenville, TX. 76401, or 254-918-1223 or Lane Sharp, Utility Superintendent at 254-918-1235 or Rebecca Crosson, Purchasing Manager at 254-918-1227.

VARIANCES:

List Variances from Bid Specifications below:

BID RETURN FORM

THE CITY OF STEPHENVILLE IS A TAX EXEMPT ENTITY

BASE BID

1. One (1) New 1-Ton, 4WD, 4-Door, Service Body Utility Department Pickup Truck.

BASE BID \$ _____

OPTION BID ITEMS

- | | |
|--|----------|
| 1. Heavy-Duty Trailer Towing Package | \$ _____ |
| 2. Top Mounted 15-Inch Amber Light Bar | \$ _____ |
| 3. Four Corner Hideaway LED Strobes | \$ _____ |
| 4. Bed Lining | \$ _____ |
| 5. Side Step Nerf Bars or approved equal | \$ _____ |
| 6. Headache Rack | \$ _____ |

TOTAL FINAL BID: IN FIGURES \$ _____

IN WRITTEN FORM:

Equipment shall be delivered within 120 calendar days following bid award notification.

Equipment Manufacturer & Manufacturer's Model: _____

Licensed Dealer Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone No. _____ Email: _____

Licensed Dealer Representative Title: _____

Licensed Dealer Representative Printed Name: _____

Authorized Signature: _____ **Date:** _____

Mail the enclosed completed **Bid Return Form** and **Non-Collusion Affidavit** in a **Sealed Envelope** to:

**City of Stephenville
Purchasing
298 West Washington
Stephenville, TX. 76401**

All individual bids are **F.O.B.** Stephenville, TX.

Bids must be received by 2:00 p.m. on Friday, February 21, 2025.

ALL BIDS MUST BE SUBMITTED ON ORIGINAL BID FORMS.

All bids must be placed in a sealed envelope marked:

'SEALED BID ENCLOSED – UTILITY DEPARTMENT 1-TON PICKUP TRUCK WITH SERVICE BODY'

**NAME AND ADDRESS OF BIDDER
BID NUMBER 3338**

If you wish to obtain a copy of the bid results, please include with your bid, a letter requesting a copy of the bid results that contains an email address where the city may forward an electronic copy.

If you have any questions regarding these specifications, please contact Nick Williams, Director of Public Works at 254-918-1223 or Lane Sharp, Utility Superintendent at 254-918-1235 or Rebecca Crosson, Purchasing Manager at 254-918-1227.

THE CITY OF STEPHENVILLE RESERVES THE RIGHT TO ACCEPT OR REJECT ANY OR ALL BIDS OR PORTIONS THEREOF.

