



July 21, 2010

To Whom It May Concern:

The City of Dover will receive sealed bids on August 25, 2010 at 2:00 p.m. local time for the purchase of tow (2) each **3/4 TON UTILITY BODY WITH LADDER RACK, BID NUMBER 11-0003DPU**. The bid must be submitted with one original and two copies. Prices must be firm for at least 60 days. If prices are not bid as firm, the bid *may* be considered non-responsive.

**All vendors must complete the Invitation to Bid notice and fax it to (302) 736-7178 if they intend to bid. Any vendor not returning the form may not receive published addenda.**

Late Bids – A bid received after the closing date and time for receipt of the bids is late and shall not be considered. It is the responsibility of the bidder to ensure that the bid is received prior to the closing date and time.

All copies of any bids/proposals submitted in response to this request shall be considered property of the City of Dover and shall not be returned to the bidder.

**QUESTIONS:**

If you have questions concerning this Invitation to Bid, they must be made in writing and emailed to me at [pgregg@dover.de.us](mailto:pgregg@dover.de.us). All questions must be submitted no later than August 9, 2010. All questions will be compiled and answered in the form of an addendum and will be faxed to all prospective bidders who return the bid solicitation form attached. All changes or corrections to this bid will be handled by addenda issued by the Procurement Manager. The receipt of all Addenda must be acknowledged on the proposal submission form.

**Conflict of Interest Clause:**

Pursuant to Dover Code, Chapter 30, Section 30-33, No city employee or official may participate on behalf of the city in the review or disposition of any matter pending before the city in which he has a personal or private interest. No city employee or official shall benefit from any contract with the city, nor solicit any contract, and shall not enter into any contract with the city (other than an employment contract). No person who has served as a city employee or official shall represent or otherwise assist any private enterprise on any matter involving the city, for a period of two years after termination of his employment or elected or appointed status with the city, if he gave an opinion, conducted an investigation or otherwise was directly and materially responsible for such matter in the course of his official duties as a city employee or official. All parties hereto declare and affirm that no officer, member, or employee of the City, and no member of its governing body, and no other public official of the City who exercises any functions or responsibilities in the review or approval of the undertaking described in this contract, or the performing of services pursuant to this contract, shall participate in any decision relating to this contract which affects his or her personal interest, or any corporation, partnership, or association in which he or

she is directly or indirectly interested; nor shall any employee of the City, nor any member of its governing body, have any interest, direct or indirect, in this contract or the proceeds thereof.

Bids will be opened publicly at the time and place designated in this letter. The main purpose of the bid opening is to reveal the name(s) of the bidder(s), not to serve as a forum for determining the low bidder(s).

The contract shall be awarded within 60 days of the closing date to the bidder who is determined in writing to be most advantageous to the City. All prices must be held firm for a minimum of 60 days from the date of the bid opening. The bids, summaries, and tabulations shall not be open for public inspection until after receipt of a fully executed contract.

The City of Dover reserves the right to waive technicalities, to reject any or all bids, or any portion thereof, to advertise for new proposals, to proceed to do the work otherwise, or to abandon the work, if in the best interest of the City.

All bids are to be received by the Central Services Department, Procurement Office, 710 William Street, Dover, DE, 19904 no later than the 2:00 p.m. bid opening. All bids will be opened in the presence of the Procurement Manager or his/her designee. All bids shall become public record and shall be available for public inspection after it has been determined that there is no proprietary information contained within the bids. Any and all proprietary information contained within the submission must be clearly marked. The cover must indicate that the submission contains such information. **Copies** of the submissions will not be provided to competing vendors.

Minority vendor preference shall be three percent (3%) of the value of the award. **The vendor must identify qualification and claim to the preference on the submitted documents.** The vendor must provide authoritative proof of qualification for this preference such as identification in the certification directory maintained by the State of Delaware, Department of Administrative Services, Office of Minority and Women Business Enterprises. This preference is to be considered as stand-alone and cannot be added to any other preference that may be allowed.

Local vendor preference shall be considered for materials, equipment, construction contracts, and utility contracts. Local vendor preference shall be three percent (3%) of the value of the award. The term local vendor is defined as a gradually increasing range with preference assigned as follows:

Rule 1: Vendor located within the city limits of the City of Dover.

Rule 2: Vendor located within Kent County, Delaware (applicable only if no vendor qualifies under rule 1)

Rule 3: Vendor located within the State of Delaware (applicable only if no vendor qualifies under rules 1 & 2)

In the event that no vendor qualifies under rules 1, 2, or 3, no local vendor preference will be awarded. **The vendor must identify qualification and claim to the preference on the submitted documents.** This preference is to be considered as stand-alone and cannot be added to any other preference that may be allowed.

In the event the contractor does not fulfill its obligations under the terms and conditions of this contract, the City of Dover may contract for an equivalent product on the open market. Any difference in cost between the contract prices herein and the price of open market product shall be the responsibility of the contractor. Under no circumstances shall monies be due the contractor in the event open market products can be obtained below contract cost. Any monies charged to the contractor may be deducted from an open invoice.

Neither the contractor nor the City of Dover shall be held liable for non-performance under the terms and conditions of this contract due, but not limited to, government restriction, strike, flood, fire, or unforeseen catastrophe beyond either party's control. Each party shall notify the other in writing of any situation that may prevent performance under the terms and conditions of this contract.

Vendors must provide references to the City of Dover upon request. Vendor references may be checked to verify their ability to perform the contract requirements, the quality of work and the ability to meet obligations.

**ENVELOPES MUST BE MARKED "3/4 TON UTILITY BODY, BID NUMBER 11-0003DPU BID OPENING AUGUST 25, 2010, 2:00 P.M."** No faxed bid will be accepted. Bids may be submitted electronically by email to the Procurement Manager using the email address [bids@dover.de.us](mailto:bids@dover.de.us) The computerized date/time indication on the electronic submission will be the sole determination of receipt. **All electronic bids submitted by email must reference the bid number (11-0003DPU) in the subject line of the submission or they will not be considered.** Failure to comply with the above format *may* result in disqualification of your bid. This email address is to be used for bid submission only. Any other communications sent to this email will be deleted without action.

**F.O.B. DOVER, DELAWARE:** Unless otherwise specified in the bid documents, all prices quoted by the bidder must be F.O.B. Dover, Delaware with all delivery, handling, surcharges, and other charges included in the bid price. Failure to do so may cause rejection of bid. The City will not pay additional surcharges.

The City of Dover shall have the right to reject any or all bids if deemed to be in the best interest of the City, such as but not limited to local vendor preference and minority vendor preference while awarding bids.

Sincerely,

Peter K. Gregg  
Contract and Procurement Manager  
(302) 736-7795  
Fax (302) 736-7178  
[pgregg@dover.de.us](mailto:pgregg@dover.de.us)  
[www.cityofdover.com](http://www.cityofdover.com)



**INVITATION TO BID NOTICE**

Bid Number: 11-0003DPU

Bid Opening: August 25, 2010, 2:00 p.m.

Description: 2010/2011 3/4 Ton Utility Body with Ladder Rack

If you are interested in the invitation to bid described above, you can download it in Adobe PDF format from our web site <http://www.cityofdover.com>. Any addendums or other additional information related to this solicitation will be posted with the original document on the web site.

If you do not have internet access and want to receive this request for proposal, all subsequent amendments, or additional information on the bid package, please provide the requested information to:

The City of Dover  
 Central Services Department  
 710 William Street  
 Dover, DE 19904  
 Fax: (302) 736-7178, attention Peter Gregg  
 Phone: (302) 736-7795  
 e-mail: [pgregg@dover.de.us](mailto:pgregg@dover.de.us)

Please complete the following and return this form to Central Services:

Company:	Vendor Response /Request
Address	No bid at this time, please retain on bid list
	Please send complete Bid/RFP package
Contact:	I will download the Bid/RFP package
Phone	I intend to bid
Fax	I do not intend to bid
e-mail for ITB/RFP	Other:

**2010-2011 3/4 Ton Utility Body with a Ladder Rack  
QTY 2**

The following specifications describe the **minimum** requirements for (2) 3/4 Ton Single Wheel with Ladder Racks, Utility Body Pickup Trucks. The equipment shall be new, identifying equipment manufactured the same year or succeeding year of bid, of a current design and production model and available to the commercial market. Bidder shall also provide a unit which complies with all applicable Federal and State safety regulations including, but not limited to all O.S.H.A. regulations, and must make a complete operation unit, even if not specifically identified herein.

Bid must include any and all shipping and/or fuel charges for delivery FOB destination to 710 William St. Dover, DE 19904.

Prior to delivery, the units shall be clean, serviced and ready for immediate use.

Include a copy of the standard warranty provided with purchase of units.

**This bid form must be used, if it is not, bid may be rejected.**

**SPECIFICATIONS**

**EXTERIOR**

<b>ITEM #</b>	<b>DESCRIPTION</b>	<b>YES</b>	<b>NO</b>	<b>EXCEPTION</b>
<b>1</b>	Paint, solid			
<b>2</b>	Color, Summit White or manufacture's equal			
<b>3</b>	No Dealership Emblems			
<b>4</b>	Wipers: front, intermittent			
<b>5</b>	Recovery hooks, 2front, frame-mounted			
<b>6</b>	Mirrors, outside, manual, folding Trailer Style			
<b>7</b>	Tow package with removable 2" ball / pintle hook combination hitch.			
<b>8</b>	Single, roof mounted, LED Strobe Bar. Wired with switch in cab. AMBER in color.			
<b>9</b>	Back-up alarm			
<b>10</b>	Running boards on both driver and passenger sides.			

## **INTERIOR**

<b>ITEM #</b>	<b>DESCRIPTION</b>	<b>YES</b>	<b>NO</b>	<b>EXCEPTION</b>
1	Seat, 40/20/40 split-bench, manual reclining with outboard head restraints, center fold-down armrest with storage			
2	Seat color, Dark Titanium /Non Cloth Material.			
3	Rubberized vinyl floor			
4	Steering column, Tilt-Wheel			
5	Factory installed AM/FM Radio			
6	Factory installed AC/Heat/Defrost.			
7	Standard gauge package: speedometer, fuel gauge, engine temp, and odometer			
8	Mirror, inside, manual day/night rearview mirror			
9	Visors, passenger and driver			
10	Interior dome light			
11	Windows, manual crank, Factory Tinted Glass.			

## **DRIVETRAIN**

<b>ITEM #</b>	<b>DESCRIPTION</b>	<b>YES</b>	<b>NO</b>	<b>EXCEPTION</b>
1	Engine, V-8, minimum 300HP, minimum 350lb-ft torque, Gas.			
2	Current year Federal Emissions Standards			
3	Heavy Duty Automatic Transmission, with Heavy Duty Cooler			
4	3.70-4.10 ratio rear axle			
5	Suspension package heavy duty			
6	16inch Steel Wheels or larger.			
7	Tires, 265/75 R16 ON/OFF road tires, load rating "E".(or larger)			
9	Alternator: 125amp/12 volt			
10	Battery: 600 Cold Cranking Amps			
11	Optional Diesel Engine, I-6 or V-8 minimum 350 HP, minimum 650lb-ft torque			
12	Optional Four Wheel Drive			

## **UTILITY BODY**

<b>ITEM #</b>	<b>DESCRIPTION</b>	<b>YES</b>	<b>NO</b>	<b>EXCEPTION</b>
<b>1</b>	READING Model 98ASW – 8’ Single Wheel Classic II Service Body. Or equal.			
<b>2</b>	“A” Compartment layout – both sides			
<b>3</b>	Access between horizontal & rear vertical compartments – both sides on “A” body. (Shelves will line up in these two compartments to allow storage of longer items.)			
<b>4</b>	Stainless Steel paddle latches, lockable			
<b>5</b>	Adjustable gas strut door holders on all vertical doors			
<b>6</b>	Painted to match cab			
<b>7</b>	Installed on chassis			
<b>8</b>	Recessed rear LED lights			
<b>9</b>	Recessed rear LED strobe lights, to be wired to work off of same switch as roof mounted strobe light			
<b>10</b>	Rear bumper, black			
<b>11</b>	Spray on bed liner to cover all bed areas to include bottom, sides, tailgate and top area of utility body. Color: Black			

## **Ladder Rack**

<b>ITEM #</b>	<b>DESCRIPTION</b>	<b>YES</b>	<b>NO</b>	<b>EXCEPTION</b>
<b>1</b>	Weather Guard model #1425-3 Service Body Rack, Or equal.			
<b>2</b>	200 lbs. Load Capacity			
<b>3</b>	Color: White			

## **Manuals**

2 Copies of the Owner’s manual. 2 Copies of the parts/service manual for truck, and body, and diagnostic CDs if available.

**2010-2011 3/4 Ton Utility Body with a Ladder Rack  
QTY 2**

Make: \_\_\_\_\_

Model: \_\_\_\_\_

**Total:** \$ \_\_\_\_\_

Optional Diesel Engine: \$ \_\_\_\_\_

Optional Four Wheel Drive: \$ \_\_\_\_\_

Lead Time: \_\_\_\_\_

**LOCAL VENDOR PREFERENCE**

**Circle One:    Rule 1        Rule 2        Rule 3        None**

**MINORITY VENDOR PREFERENCE**

**Circle One:    Yes            No**

Name of Bidder: \_\_\_\_\_

Point of Contact: \_\_\_\_\_

Signature of Bidder: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email: \_\_\_\_\_

Date of Bid: \_\_\_\_\_