

# *City of Spartanburg*

Procurement and Property Division

Post Office Drawer 1749, SC 29304-1749 P (864)-596-2049 F (864) 596-2365

## ***Legal Notice*** **Invitation for Bid** **Three (3) Low Floor 35'** **Heavy Duty Diesel Buses**

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**December 11, 2017**

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**NOTICE IS HEREBY GIVEN** the City of Spartanburg requests the submission from qualified and responsible vendors to provide for the manufacture and delivery ***of three*** (3) thirty-five foot (35') low floor heavy duty buses. The buses will also come with One (1) extra rim and tire.

**Proposal No: 1718-04-10-01**

The City of Spartanburg, hereby, notifies all bidders that it will affirmatively ensure that all disadvantaged and women's business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of gender, race, color, or national origin in consideration for an award.

The City of Spartanburg reserves the right to reject any or all bids or to waive any informality in the qualifications process. Bids may be held by the City of Spartanburg for a period not to exceed sixty (60) days from the date of the opening of Bids for the purpose of reviewing the Bids and investigating the qualifications of prospective parties, prior to awarding of the Contract. The vendor that is awarded the bid will be required to obtain a City of Spartanburg Business License.

A Pre-Bid Meeting will be held on **February 6, 2018**. The meeting will convene at 10:00 PM in the Property and Procurement Training Room located at 145 West Broad Street Lower Level. Bidders may also participate via conference call. The call-in number and instructions are as follows: You may join the pre-bid meeting via phone Conference. If you wish to join the pre-bid conference at 10:00 AM on February 6, 2018, please dial 1-864-596-2427. The Conference ID Number is 05617338 followed by the #key. Prospective Bidders are urged to make every effort to attend this meeting.

Prospective Bidders are requested to submit written questions to the Procurement and Risk Manager, identified below, in advance of the Pre-Bid Meeting. In addition, questions may be submitted up to the date specified in "Proposed Schedule for the Procurement." Responses will be shared with all prospective bidders. Prospective Bidders are reminded that any changes to the IFB will be by written addenda only, and nothing stated at the Pre-Bid Meeting shall change or qualify in any way any of the provisions in the IFB and shall not be binding on the City of Spartanburg.

Interested parties should contact the Procurement Office at (864) 596-2790 to request a complete bid package. Bid details can also be obtained through the City's Procurement web page located at [www.cityofspartanburg.org](http://www.cityofspartanburg.org), and follow the link for Invitation for Bids.

Sealed Bids shall be submitted to Mr. Carl Wright, Procurement and Property Manager, on or before April 10, 2018, **3 PM**, City Hall, 145 West Broad Street, at which time they will be opened and read in the Training Room, same location.

Bids can be hand delivered or mailed to the following address:

City of Spartanburg  
P. O. Box 5107  
145 West Broad Street  
Spartanburg, S. C. 29304  
Attn.: Procurement and Property Division

The following Bid Number Must be placed on the outer envelope in order for the bid to be stamped in as accepted on time: **Bid No. 1718-04-10-01**