

# CITY OF GALESBURG



PURCHASING  
55 W Tompkins St  
Galesburg, IL 61401  
Phone: (309) 345-3678

## INVITATION FOR BIDS

For the purchase of (2) two new 2019 1 ton 4x4 regular cab trucks  
with 8ft box, snow plow and lift gate  
for the City of Galesburg

### Instructions to Bidders

1. An advertisement for sealed bids on the above was published in the Galesburg Register-Mail on January 05, 2019. As stated in such notice, bids will be received until 11:00 a.m., local time, January 23, 2019 and, at that time, publicly opened and read aloud in the Basement Conference Room, located in City Hall.
2. The person, firm or corporation making a bid shall submit it in a sealed envelope to the Purchasing Agent or his duly designated representative on or before the hour and the day stated above. The notation "Bid on (2) two one-ton trucks with plow and lift gate" shall appear on the outside of the sealed envelope. The bidder shall also include their Company name and address on the outside of the submitted envelope.
3. The bidder shall insert the price, and supply all the information as indicated on the Bid Form. The prices inserted shall be net and shall be the full cost for the items specified, including all factors whatsoever.
4. No charge will be allowed for taxes from which the City of Galesburg is exempt: the Illinois Retailer's Occupation Tax, the Service Occupation Tax, the Service Use Tax, the Use Tax, Federal Excise and Transportation Tax.
5. Each bidder shall affirm that no official or employee of the City of Galesburg is directly or indirectly interested in this bid for any reason of personal gain.
6. Delivery of the goods and/or services shall be as stated in the bid documents.
7. No bid may be changed or withdrawn after the time of the bid opening. Any modifications or withdrawals requested before this time shall be acceptable only when such request is made in writing and agreed to by the Purchasing Agent.

The City of Galesburg reserves the right to reject any and all bids and to waive any informalities or technicalities in the bidding. Any bid submitted will be binding for (60) sixty days after the date of the bid opening.

8. The City has adopted an "Equal Employment Opportunity Clause", which is incorporated into all specifications, purchase orders, and contracts, whereby a vendor agrees not to discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, or ancestry. A copy of this clause may be obtained at the City Clerk's Office, City Hall, Galesburg, Illinois.
9. The City of Galesburg has adopted an Affirmative Action Program. All formal sealed bids must be accompanied by a properly prepared Certificate of Compliance Form, whereby the vendor certifies the number of employees he has in each class of employment, and that affirmative action has been taken to ensure equality of opportunity in all aspects of employment.
10. Bidder certifies that all laws of the State of Illinois and ordinances of the City of Galesburg in effect at the date of bidding shall be observed by him. Evidence of any violation during the term of the agreement shall be considered sufficient reason to discontinue purchases by the City from that supplier.
11. These instructions are to be considered an integral part of any bid.

Dated: January 05, 2019

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Kraig Boynton  
Purchasing Agent

CITY OF GALESBURG, ILLINOIS  
 Specifications for  
 (2) two new 2019 1-ton 4x4 regular cab trucks  
 with 8ft box, snow plow and lift gate

**GENERAL:** This bid is for the purchase of two new 2019 model one ton regular cab trucks 4 x 4 with 8ft. box, snow plow and lift gate. The new units will replace existing Unit #354 and #514. Both are 2008 Ford F250 trucks with plows. Unit #514 has towing. The new units should be equivalent to that of a Ford F350 one ton Regular Cab 4 x 4 with 8ft. box, snow plow and lift gate. The Ford brand is being listed for comparison purposes. All equivalent offerings will be considered. Units offered shall closely meet or exceed the following below listed specifications. Applicable literature shall be supplied by vendor when submitting bid. If submitting a bid for other than the unit listed above, a specification comparison check sheet should be provided detailing and comparing the specifications offered on each unit. Vendors are required to review the detailed specifications and check yes or no as to whether the offer submitted will meet the requirements stated. The vendor should address any discrepancies by attaching a letter with their bid detailing the discrepancy. Should the awarded vendor not be able to supply the units as stated in the timeframe stated, the City reserves the right to discontinue the purchase at no cost to the City and recommend that the City Council ban the vendor from any future procurements with the City. Change orders will not be issued for vendor errors. All standard equipment and accessories, whether or not specified, shall be provided unless overwritten by the detailed specifications. All manufacturer’s window stickers and paperwork shall accompany the delivery of the unit. Questions concerning the detailed specifications should be directed to the Purchasing Agent during normal business hours.

Vendors submitting bids shall list the service center, location, and distance from Galesburg, IL of the service center closest to Galesburg, IL in which any warranty work will be performed. This will be considered in addition to the bid pricing when making a selection.

**DETAILED:**

<b>POWERTRAIN</b>	<b>YES</b>	<b>NO</b>
6.0L minimum V8 Gasoline		
6 Speed automatic transmission		
3.73 Rear Axle Ratio Approximate		
Manual Floor Shift Four Wheel Drive		
Electronic locking rear differential		
<b>CHASSIS</b>		
11,300 lb. GVWR minimum		
Single rear wheels		
Off road skid plates		
Snow plow prep package		
LT275/70R18 Blackwall tires-All Terrain		
Steel rims		
Full size spare tire and wheel		
Power steering and power brakes		
Factory tow package		
Class 5 Trailer hitch receiver		
Front tow/recovery hooks		

<b>ELECTRICAL</b>	<b>YES</b>	<b>NO</b>
150 Amp Alternator		
Seven (7) pin flat RV style trailer wiring connector		
Integrated Electric Brake Controller		
Rear (backup) camera with 7.5" screen		
Front grill mounted SoundOff Signal EGHST1W Ghost Lights		
Clear Strobe lights integrated into rear taillights		
Both front & rear strobe lights to have dash mounted switch		
Cargo box light		
<b>EXTERIOR</b>		
Regular Cab		
Vertical manual fold Camper style <b>heated</b> outside mirrors		
8-ft regular bed		
Single Color School Bus Yellow (to match existing fleet cover)		
Full length platform running boards		
<b>INTERIOR</b>		
40/20/40 vinyl front seat		
Rubber/vinyl floor covering		
Power windows and locks		
AM/FM Radio with Bluetooth or equivalent		
Air Conditioning		
Tilt steering column		
Cruise Control		
All season rubber removable floor mats-OEM		
<b>ACCESSORIES</b>		
Triangle flare kit		
Boss DXT FlareWing 9.2" V plow with Smart Hitch with Double Trip moldboard-No exceptions		
<b>WARRANTY</b>		
3 year/36,000 bumper to bumper warranty		
5 year/100,000 mile Powertrain warranty (no exceptions)		
<b>ADDITIONAL ITEMS</b>		
Parts and service manuals on chassis and all installed components on vehicle-either printed or CD		
#354 shall be school bus yellow (Airport). Color sample to be provided by vendor		
#514 shall be forest green (Parks). Color sample to be provided by vendor		

The potential trade-in's may be inspected by contacting Myron Miller at 309-345-3661 during normal business hours for an appointment.

# CITY OF GALESBURG



## BID FORM

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

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

Phone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

The Bidder above mentioned declares and certifies:

- First - That this bid is made without any previous understanding, agreement or connection with any other person, firm or corporation making a bid for the same purpose; and, is in all respects, fair and without collusion or fraud.
  
- Second - That no officer, employee or person whose salary is payable in whole or in part from the City of Galesburg is directly or indirectly interested in this bid or in any portion of the profits thereof.
  
- Third - That said bidder has carefully examined the Instructions to Bidders and the Specifications: and will, if successful in this bid, furnish and deliver at the prices bid within the time stated, the goods or services for which this bid is made.
  
- Fourth - That the prices quoted herein are net and exclusive of all taxes from which the City of Galesburg is exempt.
  
- Fifth - That said bidder has executed the Certificate of Compliance, and has submitted herewith.
  
- Sixth - That the complete guarantees and warranties offered are included on the bid sheet
  
- Seventh - That complete literature and specifications, where applicable, for the goods or services are attached herewith.

Eighth - That the cost of the goods or services that meets the requirements as set forth in the Instruction to Bidders and the Specifications aforementioned is on the attached bid sheet:

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Person, Firm, or Corporation

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Authorized signature and title

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Printed Name of Individual

**RFB for two one ton trucks (#354/#514)**

Combined cost of New Units #354/#514:

Less Trade in of Existing #354

Less Trade in of Existing #514

Net Cost to City (including trades):


Year/Make/Model of unit being offered:

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Service Center for Warranty Work:

Address:

City, State Zip

Distance from Galesburg, IL

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Warranty Information (Must be summarized on this sheet):

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Bid Submitted by:

Authorized Representative:

Email Address:

Phone Number:

Authorized Signature:


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RETURN WITH BID  
TO THE CITY OF GALESBURG, ILLINOIS  
CERTIFICATE OF COMPLIANCE

EMPLOY- MENT	SUPER- VISORY	SALES	OFFICE	SKILLED	SEMI- SKILLED	NON- SKILLED
WHITE						
BLACK						
OTHER						
MALE						
FEMALE						

(PLEASE FILL IN THE NUMBER OF EMPLOYEES IN EACH CLASS)

1. THE CONTRACTOR OF COMPANY WILL NOT DISCRIMINATE AGAINST ANY EMPLOYEES OR APPLICANT FOR EMPLOYMENT BECAUSE OF RACE, CREED, COLOR, SEX, AGE, NATIONAL ORIGIN, HANDICAPPING CONDITION UNRELATED TO ABILITY TO PERFORM THE JOB; AND, WILL TAKE AFFIRMATIVE ACTION TO ENSURE THAT APPLICANTS ARE EMPLOYED WITHOUT REGARD TO THEIR RACE, CREED, COLOR, SEX, AGE, HANDICAPOR NATIONAL ORIGIN. SUCH ACTION SHALL INCLUDE, BUT NOT BE LIMITED TO, THE FOLLOWING: EMPLOYMENT, UPGRADING, DEMOTION OR TRANSFER, RECRUITMENT OR RECRUITMENT ADVERTISING, LAYOFF OR TERMINATION, RATES OF PAY OR OTHER COMPENSATION, AND SELECTION FOR TRAINING, INCLUDING APPRENTICESHIP. THE CONTRACTOR OR COMPANY AGREES TO POST, IN CONSPICUOUS PLACES, AVAILABLE TO EMPLOYEES AND APPLICANTS FOR EMPLOYMENT, NOTICES SETTING FORTH THE PROVISIONS OF THIS NON-DISCRIMINATION CLAUSE.
  
2. THE CONTRACTOR OR COMPANY WILL, IN ALL SOLICITATIONS OR ADVERTISEMENTS FOR EMPLOYEES OR ON THEIR BEHALF, STATE THAT ALL QUALIFIED APPLICANTS WILL RECEIVE CONSIDERATION FOR EMPLOYMENT WITHOUT REGARD TO RACE, CREED, COLOR, SEX, AGE, HANDICAPPING CONDITION UNRELATED TO ABILITY OR NATIONAL ORIGIN. THE SAME SHALL HOLD TRUE WHEN RECRUITMENT SOURCES ARE USED TO SECURE APPLICANTS.
  
3. THE CONTRACTOR OR COMPANY AGREES TO NOTIFY ALL OF ITS SUBCONTRACTORS OF THEIR OBLIGATION TO COMPLY WITH THE NON-DISCRIMINATION POLICY.
  
4. IN THE EVENT OF THE CONTRACTOR'S OR COMPANY'S NON-COMPLIANCE WITH THE NON-DISCRIMINATION CLAUSES OF THE CONTRACT OR PURCHASE OR WITH ANY OF SUCH RULES, REGULATIONS OR ORDERS, THE CONTRACT OR PURCHASE MAY BE CANCELLED, TERMINATED OR SUSPENDED IN WHOLE OR IN PART AND THE CONTRACTOR OR COMPANY MAY BE DECLARED INELIGIBLE FOR FURTHER CITY CONTRACTS OR PURCHASES IN ACCORDANCE WITH THE AFFIRMATIVE ACTION PROGRAM ADOPTED BY THE GALESBURG CITY COUNCIL AT THEIR MEETING ON AUGUST 6, 1990.

BY: \_\_\_\_\_  
BIDDER



**THIS FORM IS BASED ON IRS REQUIREMENTS FOR THE SAME ESSENTIAL INFORMATION AS A W-9**

RETURN TO: CITY OF GALESBURG  
ATTN: A/P  
55 W TOMPKINS ST  
GALESBURG, IL 61401

OR FAX TO: 309-343-4765

The following information is needed to complete your vendor file and to comply with IRS requirements. Please fill out this form as completely as possible to ensure proper payment to you. Please return completed form as soon as possible to the City of Galesburg at the above address or fax number. Please call 309-345-3674 with any questions.

BUSINESS NAME: \_\_\_\_\_

INDIVIDUAL NAME: \_\_\_\_\_  
(for Sole Proprietors as appears on Social Security Card)

BUSINESS ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

YOUR TAXPAYER IDENTIFICATION NUMBER: \_\_\_\_\_  
(FEIN or business tax ID No.)

OR, YOUR SOCIAL SECURITY NUMBER: \_\_\_\_\_  
(If using SSN, enter the name on the card above as Individual Name)

PLEASE CHECK APPROPRIATE BOX

Individual/Sole Proprietor     Corporation     Partnership     Other \_\_\_\_\_

YOUR COMPANY PROVIDES:

Legal Services     Services     Materials     Other \_\_\_\_\_

ARE YOU SUBJECT TO BACKUP WITHHOLDING?

Yes     No

PERSON TO CONTACT: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

UNDER PENALTY OF PERJURY, I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS CORRECT AND COMPLETE.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

FOR OFFICE USE ONLY:

ENTERED INTO THE SYSTEM

VENDOR NUMBER: \_\_\_\_\_



## City of Galesburg

Operating Under Council – Manager Government Since 1957

The City of Galesburg will no longer be issuing checks for vendor payments. The City will pay vendors through ACH by automatically depositing payments to a bank checking/savings account or payment to vendors can be made by credit card at the time of purchase.

In order to process your next payment, please fill out the following information and provide a copy of a void check. Please mail to City of Galesburg, Accounts Payable, P.O. Box 1589, Galesburg, IL 61402-1589 or fax the completed form and a void check, if the funds are being deposited to a checking account, to the fax number listed below.

Vendor Name: \_\_\_\_\_

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

City, State, Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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

Bank Name: \_\_\_\_\_

Checking/Savings Acct Number: \_\_\_\_\_  
(Please indicate type of account by circling Checking or Savings)

Bank Routing Number: \_\_\_\_\_

Signature: \_\_\_\_\_

Payment information will be e-mailed to you approximately two days prior to the funds being credited to your bank account. If you have any questions, please contact us.

Accounts Payable  
City of Galesburg  
309/345-3674  
309/343-4765 fax  
accountspayable@ci.galesburg.il.us