

CITY OF GALESBURG



PURCHASING
55 West Tompkins Street
Galesburg, IL 61401
Phone: 309/345-3678

INVITATION FOR BIDS

For the purchase of
two 72" Front-Mounted, Heavy-Duty Diesel Mowers
For Parks & Recreations

Instructions to Bidders

1. An advertisement for sealed bids on the above was published in the Galesburg Register-Mail on March 7, 2017. As stated in such notice, bids will be received until 11:00 a.m., local time, March 22, 2107; 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 two 72" Front Mowers and related equipment for P&R" shall appear on the outside of the sealed 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 No bid may be changed or withdrawn after the time of the bid opening.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.
8. 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.
9. 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.
10. 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.
11. 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.
12. The City requires that vendors be paid through ACH (automatic clearing house). The awarded vendor will be required to provide the City with applicable banking information for proper payment. An ACH form is attached to this document for vendor review.
13. These instructions are to be considered an integral part of any bid.

Dated: March 07, 2017

Kraig Boynton
Purchasing Agent

CITY OF GALESBURG, ILLINOIS
 Specifications for
 Two 72" Heavy-Duty, Front-Mounted Mowers with side discharge decks

	Detailed Specifications:	Denote if meets or exceeds specifications
1.	The main frame shall be of all welded formed steel.	
2.	Engine – Electric start – 3 cylinder liquid-cooled diesel engine – 37.4 HP gross.	
3.	Fuel capacity – min. 16 gal. – diesel fuel	
4.	Foot operated Hydrostatic Control	
5.	Minimum forward speed – 12 m.p.h.	
6.	Tilt Wheel for Steering	
7.	Steering – Hydraulic Cylinder	
8.	Controls-Foot operated traction and brake pedals. Hand-operated throttle, PTO switch, brake lock, implement lift lever, ignition switch and choke or glow plugs	
9.	Adjustable suspension seat/arm rests	
10.	Folding ROPs.	
11.	Full time 4wd	
12.	All blades are to be Gator type mulching blades. This bid requires one complete set be on the mower and that vendor includes two extra complete sets of blades per mower as a part of bid.	
13.	Parts Availability: All service support parts must be available within five business days for the first three years or loaner mower equal or superior to the unit must be supplied to the City of Galesburg, free of charge, until the parts are delivered and the unit put back in service.	
14.	Two sets of parts manuals and one service book are to be delivered with each unit.	
15.	All standard equipment to be included at a minimum.	
16.	Warranty must be two full years minimum.	

All bids submitted shall include models that meet or exceed these specifications.

The City will also consider the trade of existing unit # 519 and #520. Each of the units are 2007 Kubota F2880's. The units can be inspected by making an appointment with Don Miles during normal business hours. Mr. Miles can be reached at (309) 345-3630.

CITY OF GALESBURG, ILLINOIS

BID FORM

Name of Bidder _____

Business Address _____

Phone No. _____ Fax No. _____

E-Mail: _____

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 the delivered cost of the goods or services which meets the requirements as set forth in the Instruction to Bidders and the Specifications aforementioned is:

Quantity	Description	Unit Price	Total Price
2 Each	72" Front End Mower as per specifications	\$	\$
	Less Trade in of Existing Unit 519:		
	Less Trade in of Existing Unit 520:	\$	\$
	Net Cost to City:	\$	\$

*All attachments requested should be included in bid price above.

Brand & Model #: _____

Delivery lead-time: _____

Sixth - That said bidder has executed the Certificate of Compliance, and has submitted herewith.

Seventh - That the complete guarantee and warranties offered are:

Eighth - That complete literature and specifications, where applicable, for the goods or services are attached herewith.

Date

Person, Firm, or Corporation

Authorized signature and title

Printed Name of Individual

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