



# City of Milton

P.O. Box 909, MILTON, FL 32572

Phone: (850) 983-5438 ∞ Fax: (850) 983-5415

## MEMORANDUM

TO: Interested Parties  
FROM: Diane Ebentheuer, Purchasing Officer  
RE: ITB 2019.05.06 Truck -Gas Department  
DATE: 05/25/2019

The City of Milton is accepting bids for Purchase of One (1) New Truck for Gas Department (4x2 Crew Cab). The bid documents contain the necessary information for preparing and submitting your bid for this effort.

Bid information is available on the City's web page at [www.miltonfl.org/322/Purchasing](http://www.miltonfl.org/322/Purchasing). There you may also register thru [VendorRegistry.com](http://VendorRegistry.com) (there is no charge to join); and/or thru [www.bidnetdirect.com/florida/city-of-milton](http://www.bidnetdirect.com/florida/city-of-milton) (there is no charge to join.)

All bidders must review the Scope of Services and Project Description as described in this document to ensure their ability to perform as indicated.

The deadline for submitting your sealed bid is:

**Thursday, June 27, 2019 at 2:00 p.m., (CST)**

**Delivered: City of Milton, 6738 Dixon Street, Milton, Florida**

**Mailed: City of Milton, P.O. Box 909, Milton, FL 32572**

Questions should be submitted in writing and directed to the Purchasing Department at (850) 983-5438; or by e-mail to [purchasing@mymiltonflorida.com](mailto:purchasing@mymiltonflorida.com) no later than one (1) week prior to the bid due date, or by Wednesday, 06/19/2019 at 2:00 p.m. Answers will be posted by Friday, 06/21/2019 at 2:00 p.m. (CST)

Interpretations of the bid, clarification of specifications, and requirement or changes to the bid which have a material effect will be documented and communicated to bidders only by written addendum posted on the City web page, Bid Net Direct, and Vendor Registry. All bidders are responsible for checking for any addendums that may be issued, and to obtain such addendums.

*Diane Ebentheuer*

Diane Ebentheuer, Purchasing Officer

## INSTRUCTIONS FOR BIDS

- I. Bids must be received by:  
**Thursday 06/27/2019 @ 2:00 p.m. (CST)**
  
- II. **Sealed bids can be mailed to:**  
City of Milton  
Purchasing Department  
P. O. Box 909  
Milton, FL 32572  
**or delivered to:**  
City of Milton  
Purchasing Department  
6738 Dixon Street  
Milton, FL 32570
  
- III. Bids must be sealed and marked:



<p style="text-align: center;"><b>CITY OF MILTON</b></p> <p style="text-align: center;"><b>SEALED BID * DO NOT OPEN</b></p> <p><b>Sealed ITB#: 2019.05.06</b></p> <p><b>ITB Title: Truck – Gas Department</b></p> <p><b>DUE DATE/TIME: Thursday, 06/27/2019; 2:00 p.m. (CST)</b></p>
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- IV. Bids must be complete and include:
  1. Bidders Declaration (page 4)
  2. Bid Form (pages 5-6)
  3. Non-Collusion Affidavit (**City Website**)
  4. Conflict of Interest Disclosure Form (**City Website**)
  5. Public Entity Crime Form F.S. 287.133(3)(A) (**City Website**)**City Website address:** <https://www.miltonfl.org/322/Purchasing>
  
- V. Please provide one (1) original, and four (4) copies of your bid. Faxed or emailed proposals are **not** accepted.

All bids submitted shall be subject to acceptance or rejection. The City of Milton specifically reserves the right to accept or reject any or all bids, to waive any technicalities and formalities in the bid process, and award the bid in part or in any manner deemed to be in the best interest of the City. The City of Milton is exempt from sales tax.

## REQUIREMENTS FOR BIDDERS

These items apply to and become a part of the terms and conditions of the bid submitted. Any exceptions must be in writing.

Notice is hereby given that the City of Milton will receive sealed bids from interested parties until **Thursday, June 27, 2019 @ 2:00 p.m. (CST)** at its offices located at City Hall, Milton, Florida. Any bid received thereafter will **not** be considered.

Bids will be publicly opened and read at the City of Milton, City Hall on the day and at the hour specified.

The purchaser may consider as non-responsive, any bid in which there is an alteration of, or departure from the proposal form hereto attached.

All bids submitted shall be subject to acceptance or rejection. The City of Milton specifically reserves the right to accept or reject any or all bids, to waive any technicalities and formalities in the bid process, and award the bid in part or in any manner deemed to be in the best interest of the City. The City of Milton is exempt from sales tax.

The bid will be awarded to the lowest most responsive reliable firm complying with the conditions of the bid. The firm to whom award is made will be notified at the earliest possible date. The City of Milton reserves the right to reject the bid of a firm who has previously failed to perform properly or complete on time, contracts of a similar nature, or the bid of a firm who, in the sole opinion and discretion of the City of Milton is not in a position to perform the contract, or whose name appears on the United States Comptroller General's list of ineligible contractors.

Interested Parties shall submit all required forms and information simultaneously with sealed bid. Forms and information become a part of the property of the City of Milton and will not be returned to the firm unless a written request to withdraw is received prior to opening of bids.

**NOTE:** Unless stated on the bid form, the bid submitted will assume all specifications will be met. Please note all exceptions on the bid form.

The successful bidder will be required to submit additional forms, which are available on the City's website at [www.MiltonFL.org/322/Purchasing](http://www.MiltonFL.org/322/Purchasing) at the bottom of the page.

- Certificate of Non-Discrimination
- Drug Free Workplace Declaration
- Prompt payment Affidavit
- W-9 Taxpayer Identification Number
- Certificates for Liability, Vehicle, and Worker's Comp Insurance. (City is to be named as additional insured.)

## BIDDER'S DECLARATION

The firm understands, agrees and warrants:

That the firm has carefully read and fully understands the full scope of the specifications.

That the bidder has the capability to successfully undertake and complete the responsibilities and obligations in said specifications.

That the firm has liability insurance and a declaration of insurance form must be provided before any work will begin.

That this bid may be withdrawn by requesting such withdrawal in writing at any time prior to bid opening, but may not be withdrawn after such date and time.

That the City of Milton reserves the right to reject any or all proposals and to accept that proposal which will, in its opinion, best serve the public interest. The City of Milton reserves the right to waive any technicalities and formalities in the bid process.

That by submission of this bid the firm acknowledges that the City of Milton has the right to make any inquiry or investigation it deems appropriate to substantiate or supplement information supplied by the firm.

If a partnership, a general partner must sign.

If a corporation, the authorized corporate officer(s) must sign, and the corporate seal must be affixed to this bid.

**BIDDER:** \_\_\_\_\_  
Company Name


\_\_\_\_\_  
Address/City/Zip

\_\_\_\_\_  
Phone Email

\_\_\_\_\_  
Contact Name Title

\_\_\_\_\_  
Company Representative Signature Date

## ITB 2019.05.06 Truck – Gas Department

<b>Atta</b>		<b>DATE: 05/25/2019</b>
	<b>City of Milton</b> <b>Purchase One (1) New Truck (Gas Department)</b>	Joe Cook, Public Works Director Office Phone: (850)983-5419
REFERENCE	DESCRIPTION - REQUIRED SPECIFICATION	PRICE
EXTERIOR COLOR: WHITE	QUANTITY – One -(1) 2019 FORD F-250 4x2 CREW CAB 176" W/BASE (W2A) – or equivalent	\$
996	6.2L V-8 Engine	\$
44S	6 SPEED AUTO	\$
X3E	3.73 LIMITED SLIP	\$
98F	CNG/PROPANE GASEOUS ENGINE	\$
TBM	LT245/75RX17E BSW A/T	\$
90L	POWER WINDOW & DOOR LOCKS	\$
63R	REAR STABILIZER BAR	\$
52B	TRAILER BRAKE CONTROLLER	\$
	TRAILER TOW PACKAGE	\$
18B	RUNNING BOARDS	\$
66D	PICKUP BED DELETE	\$
512	SPARE TIRE & WHEEL	\$
525	CRUISE CONTROL	\$
942	DAYTIME RUNNING LIGHTS	\$
67E	EXTRA EXTRA D/DUTY ALTERATION 240 AMP	\$
872	REAR VIEW CAMERA (W/BLUETOOTH)	\$
592	LED ROOF CLEARANCE LIGHTS	\$
43C	110V/400W OUTLET	\$
585	AM-FM-MP3	\$
66S	UPFITTER SWITCHES	\$
61L	FT WHEEL WELL LINERS	\$
76C	EXTERIOR BACKUP ALARM	\$
	KNAPHEIDE Tool SERVICE BODY	\$
	KNAPHEIDE 696-J WITH REAR STEP BUMPER	\$
	SPRAY-IN BED LINER	\$
	CORNER STROBES (LED)	\$
<b>NOTE</b>	FOLLOWING THE CITY'S ISSUANCE OF AWARD AND SUBSEQUENT PURCHASE ORDER, VENDOR MUST DELIVER SPECIFIED VEHICLE WITHIN 16 WEEKS (120 DAYS). IF VENDOR DELIVERY EXCEEDS 16 WEEKS (120 DAYS), LIQUIDATED DAMAGES WILL BE ASSESSED AT THE RATE OF <u>\$100.00</u> PER CALENDAR DAY. ATTACH WARRANTY INFORMATION.	
	TOTAL BID PRICE: \$ _____  PROPOSED DELIVERY DATE: _____	

**BID FORM – continued**

**BIDDER:** \_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address/City/Zip

\_\_\_\_\_  
Phone Email

\_\_\_\_\_  
Contact Name Title

\_\_\_\_\_  
Company Representative Signature Date

**\*\*\*\*\*Below to be filled out by the City of Milton\*\*\*\*\***

\_\_\_\_\_  
Accepted by City of Milton Date

Approved by City Council \_\_\_\_\_, 20\_\_\_\_.