

City of Montrose  
Purchasing Division  
433 South First Street  
PO Box 790  
Montrose, CO 81402



# REQUEST FOR PROPOSALS

## Dump Truck Purchase

**Issue Date:** 11-14-2022

**Bid Number:** 22-024

**Agent/Contact:** Shane Brandt

**Submissions Must Be Received by:** December, 7th at 2:00 pm Colorado Time

### ADMINISTRATIVE INSTRUCTIONS

The City of Montrose is requesting proposals through the request for proposal process to purchase 4 dump trucks. Proposals shall be submitted electronically to [bids@cityofmontrose.org](mailto:bids@cityofmontrose.org) and will be publicly received on December 7th 2022 at 2:00 PM through Zoom video conference at <https://tinyurl.com/MontroseDump2022> Late proposals will not be accepted and it is the responsibility of proposers to ensure that bids (including signed addenda) arrive by 2:00 PM on the date listed above.

Complete bid packets can be downloaded from the City's web page at [www.cityofmontrose.org](http://www.cityofmontrose.org) under Department Services, Purchasing, and Open Bids. Addenda will be posted to the website and it is the bidder's responsibility to download, review, sign, and include addenda with their bid.

The City reserves the right to accept or reject any or all bids, to waive irregularities and/or informalities and to disregard all non-conforming, non-responsive, unbalanced or conditional bids. The City of Montrose complies with all Equal Opportunity requirements. All qualified bidders will receive consideration without regard to race, creed, color, national origin, sex, marital status, religion, ancestry, mental or physical handicap or age. The project is also bid according to the City of Montrose local preference policy in effect on the date of the bid opening and detailed in the official Municipal Code of the City of Montrose, Section 1-16-4(B).

## **GENERAL TERMS AND CONDITIONS**

These General Terms and Conditions apply to all Offers made to the City of Montrose (hereafter "City") by all prospective vendors/proposers (herein after referred to as "Bidder") regarding City Solicitations including, but not limited to, Invitations to Bid, Requests for Proposals, Requests for Quotes, and Requests for Qualifications (hereafter "Solicitation" or Bid Solicitation).

### **A. CONTENTS OF BID**

1. Bidders shall thoroughly read the project requirements and specifications, and shall examine any drawings and documents which may be incorporated into the Bid documents. As Bid documents frequently change for each Solicitation, veteran Bidders shall not assume that this Solicitation contains the same terms and conditions that were supplied in prior Solicitations. The City is not obligated to identify either minimal or substantial modifications to Bid documents.
2. Bidders shall make all investigations necessary to thoroughly inform themselves regarding the plant and facilities affected by the delivery of services, materials, and equipment as required by the Bid conditions. No plea of ignorance by the Bidder of conditions that exist, or may hereafter exist, as a result of failure to fulfill the requirements of the contract documents, will be accepted as the basis for varying the requirements of the City or the compensation to the Bidder.
3. Bidders are advised that all City contracts are subject to all legal requirements contained in City Ordinances and State and Federal Statutes governing purchasing activities.
4. Bidders are required to state the exact intentions of their offer to the City via this Solicitation and must indicate any variances to the terms, conditions, and specifications of this Solicitation, no matter how slight. If variations are not stated in the Bidder's Offer, it shall be construed that the Bidder's Offer fully complies with all conditions identified in this Solicitation.

### **B. CLARIFICATION AND MODIFICATION OF BID SOLICITATION**

1. Apparent silence or omissions within this Bid Solicitation regarding a detailed description of the materials and services to be provided shall be interpreted to mean that only the best commercial practices are to prevail and that only materials and workmanship of first quality are to be used.
2. If any Bidder contemplating submitting a Proposal under this Solicitation is in doubt as to the true meaning of the specifications, the Bidder must submit a written e-mail request for clarification to the City's Agent/Contact. The Bidder submitting the request will be responsible for ensuring that the City receives the request at least seven (7) calendar days prior to the scheduled bid opening or as noted in the special conditions.
3. Any official interpretation of the Bid Solicitation must be issued in writing by the City's Agent/Contact who is authorized to act on behalf of the City, or by the City's Legal Department. The City shall not be responsible for other interpretations offered by employees of the City who are not authorized to act on behalf of the City for this project.

4. If necessary, the City may issue a written addendum to clarify or inform of substantial changes which impact the technical submission of Bids. Addenda will be posted to the website and it is the Bidder's responsibility to download addenda. The Bidder shall certify its receipt of the addendum by signing the addendum and returning it with its Bid. In the event of a conflict with the original Bid Solicitation documents, addenda shall supersede all other documents to the extent specified. Subsequent addenda shall govern over prior addenda only to the extent specified.

### **C. PRICING, COLLUSION, AND TAXES**

1. Current Prices. Bid Proposals must be fixed and firm unless stated otherwise in the Bid Solicitation.
2. Discounts. Discounts shall not be considered in determining the lowest net cost for Bid evaluation purposes. Payment terms shall be as set forth in any contract executed between the City and the Bidder. Payment by the City is deemed to be made on the date of the mailing of the check, or as otherwise set forth in any contract executed between the City and the Bidder.
3. Collusion. The Bidder, by affixing its signature to this Proposal, certifies that its Proposal is made without previous understanding, agreement, or connection either with any persons, or entities offering a Bid for the same items, or with the City. The Bidder also certifies that its Bid is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action. To ensure integrity of the City's public procurement process, all Bidders are hereby placed on notice that any and all Bidders who falsify the certifications required in conjunction with this section shall be prosecuted to the fullest extent of the law.
4. It shall be understood and agreed that Bid Offers submitted by persons and entities are done so independently of any other offers, and that Bidders will not knowingly participate in solicitations where there exists a conflict of interest with their entity and a member of City staff or their immediate family.
5. Taxes. Bidders will neither include Federal, State, nor applicable Local excise or sales taxes in bid prices, as the City is exempt from payment of such taxes. The Colorado Department of Revenue, Certification of Exemption for Colorado State Sales/Use Tax account number for the City of Montrose is 98-01805-0000. An exemption certificate will be provided, where applicable, upon request.

### **D. PREPARATION AND SUBMISSION OF BID**

1. The Proposal must be typed or legibly printed in ink. The use of erasable ink is not permitted. All corrections made by the Bidder must be initialed in ink by the Bidder or its lawful agent.
2. Bid Proposals must contain a manual signature of an authorized agent of the Bidder in the space provided on the Bid Proposal Form. If the Bidder or its lawful agent fails to sign the Bid Proposal Form, its Bid shall be considered non-responsive and ineligible for award.
3. Unit prices shall be provided by the Bidder on the Bid Proposal Form when required in conjunction with the prescribed method of award. The Bidder shall enter "No Bid" for each item where a unit

price will not be offered. Where there is a discrepancy between the unit price and the extension of prices, the unit price shall prevail.

4. The delivery and/or completion date(s) provided by the Bidder, if required, must be stated in calendar days, following receipt of order/contract or official notice to proceed.
5. All information and supplemental documentation required in conjunction with this Bid shall be furnished by the Bidder with its Bid Proposal. If the Bidder fails to supply any required information or documents, the City, in its sole discretion, may consider the Proposal non-responsive.
6. The accuracy of the Bid is the sole responsibility of the Bidder. No changes in the Proposal shall be allowed after the submission deadline, except when the Bidder can show clear and convincing evidence that an unintentional factual mistake was made, including the nature of the mistake and the price actually intended.
7. The Bid Proposal Form shall be enclosed in a sealed envelope and addressed to the City. The envelope shall clearly identify the bid number and title when submitted to the City. The Bidder shall also include its name and address on the outside of the envelope.
8. The City's Bid Proposal Form, which is attached to this Bid Solicitation, must be used when the Bidder is submitting its Bid Proposal. The Bidder shall not alter this form unless instructed to do so in writing by the City. Failure to use the City's Bid Proposal Form may result in the Bid being considered non-responsive.
9. Offers in response to formal Bid Solicitations will not be accepted by facsimile or electronic transmission. Only signed written offers will be considered responsive, and eligible for possible award. Bidders shall provide Proposal Forms, Statement of Work/Technical Offer Section, Special Conditions, Specifications and Pricing Form, and any other mandatory submittals with the bid.
10. Bidders who qualify their Proposals by including alternate contractual provisions should be aware that the City does not negotiate the terms of its contracts, and will ordinarily declare such Bid Proposals non-responsive. Once bids have been opened, the City shall not consider any subsequent submissions of alternate terms and conditions.
11. Bid Bonds (5% of total bid price) and performance and payment bonds (100% of total bid price) are required on construction projects over \$50,000.
12. Insurance certificates are required after a Notice of Award has been issued. Costs for additional coverage must be accounted for in the Bidder's proposal cost.
13. Bid Proposals received after the submission due date and time prescribed for the solicitation shall not be considered.

**E. VENDOR APPLICATION AND RETENTION ON BIDDERS' LIST**

The City does not maintain a bidder's list. Register to receive an automated email notification of new bids by visiting [www.cityofmontrose.org](http://www.cityofmontrose.org) - Department Services - Purchasing – Bid Notification.

**F. MODIFICATION OR WITHDRAWAL OF LEGITIMATE OFFERS**

1. Bidder offers may be modified in the form of an official written notice, and must be received prior to the due time and date set forth in the Bid Solicitation. Each modification submitted must have the Bidder's name and return address and the applicable bid number and title clearly marked on the face of the envelope. If more than one modification is submitted, the modification bearing the latest date of receipt by the City will be considered the valid modification.
2. Bids may be withdrawn prior to the due time and date set for the Solicitation, provided it is in the form of an official, authorized written request.
3. Proposals may not be modified or withdrawn after the due date and time set for the Bid opening for a period of ninety (90) calendar days. If a Bid Proposal is modified or withdrawn by the Bidder during this ninety (90) day period, the City may, at its option, place the Bidder on suspension and may not accept any further Bid Proposals from the Bidder for a period set by the City following the Bidder's modification or withdrawal of its Proposal. The City may reject an offer, in whole or in part, as set forth in the City of Montrose Municipal Code and the City's Procurement Manual.

**G. EVALUATION OF OFFERS**

1. Offers shall be evaluated based upon their responses to the questions and requests for information in this Bid Solicitation, and based upon whether and to what degree they comply with the instructions set forth herein. Thoroughness, accuracy, veracity, and professionalism in the responses shall be taken into account.
2. The City may, in its sole and absolute discretion:
  - a. Reject any and all, or parts of any or all, Bid Proposals submitted by prospective Bidders;
  - b. Re-advertise this Solicitation;
  - c. Postpone or cancel the Bid process for this Solicitation;
  - d. Waive any irregularities or technicalities in proposals received in conjunction with this Solicitation;
  - e. Determine the criteria and process whereby Proposals are evaluated and awarded.
3. A Proposal may not be accepted from, nor any contract be awarded to, any person or entity which is in arrears to the City upon any debt or Contract or which is in default as surety or otherwise upon any obligation to the City.
4. No Contract shall be awarded to any person or entity which has failed to perform faithfully any previous contract with the City, the State or Federal government for a minimum period of one (1) year after said previous Contract was terminated for cause.

5. A Proposal may not be accepted from, nor any Contract awarded to, any person or entity which has pending litigation against the City at the date and time of the Bid Opening.

#### **H. AWARD OF CONTRACT**

1. The City's Agent/Contact is authorized to handle initial contacts regarding any protest of the solicitation or award of a City contract, or any claim arising out of the performance of a City contract, with the City Manager's approval. Any actual or prospective Bidder or Contractor who has a grievance in connection with the solicitation or award of a contract shall first seek resolution of the matter with the City's Agent/Contact.
2. If the City Manager or City designee does not, within thirty (30) days after receiving a protest, or within such longer period as may be agreed upon by the parties, issue a written decision on the protest or make a determination that award of the contract is necessary, the protest shall be considered denied.
3. By law, the City reserves the right to accept or reject any or all proposed bids, or any combination of them, and to waive any informality or irregularity in the bid or in the bidding.
4. Successful Bidders shall comply with all local, state, and federal directives, ordinances, rules, orders, and laws as applicable to, and affected by, the Bid Proposal.
5. No Bidder shall be excluded from consideration for award in conjunction with this solicitation on the basis of race, color, creed, national origination, handicap, or sex, or be subjected to discrimination under any contractual award administered by the City.

#### **I. CONTRACTUAL OBLIGATIONS**

1. In order to ensure the efficient utilization of tax dollars, successful Bidders shall comply with all contractual obligations contained in the Contract Documents, as set forth in the contract signed by the City and Bidder. A sample contract that Bidder will be expected to sign is supplied with these Bid Documents.

## **SPECIAL CONDITIONS**

### **A. PRE-BID CONFERENCE IS NOT OFFERED**

### **B. CONTACT PERSON**

During the course of this request process, from issuance until a recommendation for award, Bidders shall not initiate contact related to this request with anyone other than the officially designated individual:

For this bid the contact is Shane Brandt at 970-240-1496 or email: [sbrandt@cityofmontrose.org](mailto:sbrandt@cityofmontrose.org)

Failure to abide by this requirement may result in disqualification from further participation in this process.

### **C. QUESTION DEADLINE**

All questions regarding this Request for Proposal shall be directed by email to the individual listed above.

The deadline for receipt of questions from Bidders in regards to this RFP is 5:00 PM on Tuesday November 29th 2022

Responses will be prepared by the City in an addendum and published on the City of Montrose web site at: [www.cityofmontrose.org](http://www.cityofmontrose.org) under Department Services, Purchasing, Open bids, and this bid name. The responses in writing are the only official answers.

### **D. SUBMITTAL INSTRUCTIONS**

The City desires to receive a clear, concise, economical presentation of the vendor's proposal. Bidders should submit the following by electronic mail to [bids@cityofmontrose.org](mailto:bids@cityofmontrose.org) by the submission deadline. Please include the bid number and title in the subject of the email, contractor name and address in the body of the email, and include the following attachments:

1. PDF of the signed bid packet proposal forms
2. PDF of the completed Bid Form
3. PDF of signed bid addenda

Failure to submit a proposal in the manner indicated may be cause for it to be considered 'non-responsive' and ineligible for consideration and subsequent award.

Bids will be publically opened by Zoom video conference at <https://tinyurl.com/MontroseDump2022>. Please join using the link above as results will be screen shared as they are opened. A call in number will also be provided when you join using this link should your computer not have audio capabilities.





**PROPOSAL FORM - PAGE 2**

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

**VARIATIONS:**

The Bidder shall identify all variations and exceptions taken to the General Terms and Conditions, the Special Conditions, and any Technical Specifications in the space provided below; provided, however, that such variations are not expressly prohibited in the Bid documents. For each variation listed, reference the applicable section of the bid document. If no variations are listed here, it is understood that the Bidder's Proposal fully complies with all terms and conditions. It is further understood that such variations may be cause for determining that the Bid Proposal is non- responsive and ineligible for award:

Page #: \_\_\_\_\_ Item # of Section: \_\_\_\_\_

Variance

Page #: \_\_\_\_\_ Item # of Section: \_\_\_\_\_

Variance

Page #: \_\_\_\_\_ Item # of Section: \_\_\_\_\_

Variance

Page #: \_\_\_\_\_ Item # of Section: \_\_\_\_\_

Variance

## **BID FORM**

### **TANDEM AXLE DUMP TRUCK**

The Invitation For Bid is issued for the purchase of four (4) new and unused tandem axle dump trucks. Delivery of the dump trucks to the City of Montrose Public Works facility located at 1221 6450 Road, Montrose, Colorado, 81401 shall be included in the total bid price. Only products meeting or exceeding the following minimum acceptable specifications will be considered (City staff has sole discretion regarding acceptance of alternate specifications). Although truck specifications and body specifications are itemized separately, the truck is to be delivered completely assembled and fully functional.

#### **GENERAL**

Bidders shall provide standard warranty details (included in total bid price), as well as extended warranty options and pricing.

The City of Montrose is a government entity and qualifies for government discounts and cooperative purchasing agreements like Sourcewell.

(PLEASE YES OR NO IF PROPOSED PRODUCT MEETS MINIMUM SPECIFICATION)

#### **CHASSIS**

- **ENGINE:** \_\_\_\_\_

440 HORSEPOWER MINIMUM,  
1650 FT POUNDS TORQUE.  
10 Minute Idle shut down

- **ENGINE BRAKE:** \_\_\_\_\_

TWO/THREE STAGE IN CAB CONTROLLER

- **ELECTRONIC ENGINE AND POWERTRAIN COMPONENTS:** \_\_\_\_\_

PROGRAMMED FOR 75-80 M.P.H. TOP END SPEED

- **FUEL FILTERS:** \_\_\_\_\_

PRIMARY AND SECONDARY

- **ENGINE BLOCK HEATER:** \_\_\_\_\_

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1500 WATT 120 VOLT

● **TRANSMISSION:**

\_\_\_\_\_

ALLISON AUTOMATIC TRANSMISSION 4000 SERIES 6 SPEED RUGGED DUTY SERIES WITH DASH MOUNTED SHIFTER.

● **STEERING COLUMN:**

\_\_\_\_\_

ADJUSTABLE TILT TELESCOPE

● **ELECTRICAL SYSTEM:**

\_\_\_\_\_

12 VOLT WITH THREE (3) LOW MAINTENANCE 1950 COLD CRANK BATTERIES, BATTERY BOX SHALL BE COMPLETE STEEL ENCLOSURES (FRONT, SIDE AND BOTTOM) WITH ALUMINUM BOX COVERS.

● **ELECTRIC CIRCUIT PROTECTION PACKAGE:**

\_\_\_\_\_

12 VOLT WITH CIRCUIT BREAKERS

● **ELECTRONIC BODY BUILDER HARNESS:**

\_\_\_\_\_

FOR SIMPLICITY OF BODY COMPANY TYING IN TO TRUCK ELECTRICAL SYSTEM

● **WINDSHIELD WIPERS:**

\_\_\_\_\_

2 SPEED ELECTRIC MOTOR WITH INTERMITTENT FEATURE

● **GAUGES INSTRUMENTATION:**

\_\_\_\_\_

TRANSMISSION OIL TEMPERATURE, MANIFOLD PRESSURE, AIR APPLICATION, AIR PRESSURE-SYSTEM PRESSURE, SPEEDOMETER WITH TRIP ODOMETER, ENGINE TACHOMETER, HOUR METER, OIL PRESSURE, FUEL LEVEL.

● **DASH MOUNTED SWITCHES:**

\_\_\_\_\_

FOUR DASH MOUNTED SWITCHES TO BE MOUNTED AT FACTORY FOR USE WITH MISCELLANEOUS BODYBUILDER ATTACHMENTS

● **BACKUP CAMERA**

\_\_\_\_\_

● **HORNS:**

\_\_\_\_\_

DUAL NOTE ELECTRIC AND (2) TWO AIR HORNS

● **AIR SYSTEM:**

\_\_\_\_\_

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18.7 C.F.M. COMPRESSOR, BENDIX "SYSTEM GUARD" AD-9 HEATED, AUTOMATIC BENDIX HEATED DRAIN VALVE  
ION SUPPLY (WET) TANK

● **REAR AXLE:** \_\_\_\_\_

40,000 LB CAPACITY DANA/EATON DOUBLE REDUCTION DP403-P OR EQUIVALENT TO INCLUDE TWO (2)  
MAGNETIC DRAIN PLUGS AND POWER DIVIDER FULL LOCK/LOCKOUT WITH IN CAB TRACTION CONTROL.

● **REAR AXLE RATIO:** \_\_\_\_\_

GEARED FOR AROUND CITY OR HIGHWAY USE WITH THE TOP END 75 MPH

● **FRAME:** \_\_\_\_\_

FULL DOUBLE REINFORCED C WRAP WITH FRONT FRAME EXTENSION, HEAT TREATED ALLOY STEEL, WITH HUCK  
BOLTED CROSSMEMBERS AND ATTACHMENTS

● **AIR/ELECTRIC:** \_\_\_\_\_

AIR LINES & ELECTRICAL CORD TO REAR OF CHASSIS FOR PINTLE HITCH

● **PTO:** \_\_\_\_\_

● **CAB SUSPENSION:** \_\_\_\_\_

AIR SUSPENSION SYSTEM

● **CAB GLASS/WINDSHIELD** \_\_\_\_\_

TINTED 2 PIECE HEATED TYPE WINDSHIELDS (ELEMENTS TO BE INSTALLED AT FACTORY)

● **Cruise Control** \_\_\_\_\_

● **WINDOW CONTROLS:** \_\_\_\_\_

LH/RH POWER WINDOWS WITH ELECTRIC DOOR LOCKS

● **SEATS (CLOTH):** \_\_\_\_\_

DRIVER SEAT TO BE AIR RIDE

● **HEATER – DEFROSTER:** \_\_\_\_\_

HEAVY DUTY HIGH OUTPUT

● **AIR CONDITIONING:** \_\_\_\_\_

FACTORY INSTALLED

● **SUN VISORS INTERIOR:** \_\_\_\_\_

DRIVE AND PASSENGER

● **RADIO:** \_\_\_\_\_



**Dump Body and Attachments**

This specification describes four dump bodies, two sanders, and three snow plows.

● **Dump Body X4**

14ft body with 3/16 hardened floor and 1/4 hardened sides

\_\_\_\_\_

High lift tailgate

\_\_\_\_\_

Color Black

\_\_\_\_\_

Vibrator

\_\_\_\_\_

8 Foot spread apron

\_\_\_\_\_

High Temp Tarp For Asphalt

\_\_\_\_\_

Pintle Hook, Glad hands, and Electric trailer plug.

\_\_\_\_\_

● **12' Stainless Sander X2**

Auger Style

\_\_\_\_\_

Top Screens

\_\_\_\_\_

Direct Drive Auger Motor

\_\_\_\_\_

Stainless Steel Chute

\_\_\_\_\_

Rear Ladder

\_\_\_\_\_

Tie Downs

\_\_\_\_\_

All 3 plow trucks need controls and hydraulics for sanders

\_\_\_\_\_

● **Snow Plow X3**

Power Reversible Dual Angle Snow Plow

Cutting Edge

\_\_\_\_\_

Breakaway Moldboard

\_\_\_\_\_

12'x48" Moldboard

\_\_\_\_\_

Removable

\_\_\_\_\_

All 3 plow trucks need controls and hydraulics for sanders

\_\_\_\_\_

\_\_\_\_\_

Please itemize standard warranty terms and details.  
Please itemize extended warranty terms, details, and additional costs.

**Total Price \$** \_\_\_\_\_

### References

#1 \_\_\_\_\_ Contact information \_\_\_\_\_

#2 \_\_\_\_\_ Contact information \_\_\_\_\_

### Closest Servicing Dealer

Name and address of Dealer \_\_\_\_\_

Estimated Date of Delivery \_\_\_\_\_

## **PART 2 – PROPOSAL FORMAT, SCHEDULE, AND SELECTION**

### **2.1 SELECTION CRITERIA**

The contract will be awarded to the best-value taking into account price, references and previous experience with the city, closest servicing dealer, and estimated delivery date. Contractors will be evaluated collectively by the City of Montrose Public Works and Fleet departments by assigning a score between 0 and 4 for each of the weighted criteria listed below:

- Price: 25%
- References and previous experience with the City of Montrose: 25%
- Closest servicing dealer: 25%
- Estimated Delivery Date: 25%

Misrepresentation of the bidder's ability to perform, shall be basis for a bidder to be considered non-responsive and/or for termination of the contract.

### **2.2 SCHEDULE**

- Bid Opening: December 7th 2:00pm
- Anticipated Notice of Award: January 4th, 2023

**END OF SECTION**