

CITY OF ST JOSEPH

Bids Must Be Received No
Later Than

Time: 3:00 P. M. Date: 3/18/2021

For Information Contact:
Purchasing

at (816) 271-5330

INVITATION TO BIDDERS

NO 2021-12

Page 1 of 10

This document constitutes a request for sealed bids, including prices, from qualified individuals and organizations to furnish those services and/or items as described herein. All documents included with the submissions are to be of public record.

Bids must be mailed or delivered to the Division of Purchasing, 1100 Frederick Avenue Room 201, St. Joseph, Missouri 64501.

One (1) ³/₄ Ton Crew Cab Pickup

Please sign and return this form with your bid submission

Please have the Bid Name and Number on the outside of the sealed bid envelope

The offeror must provide all information required in this document pursuant to the specifications attached and included herein

The offeror hereby agrees to provide the services and/or items at the prices quoted, pursuant to the attached terms and conditions of Request for Proposal or Invitation to Bidders and Terms and Conditions of Purchase, and further agrees that when this document is countersigned by an authorized official of the City of St. Joseph, a binding contract, as defined herein, shall exist between the offeror and the City of St. Joseph.

SIGNATURE REQUIRED

Offeror's Signature: _____ Offeror's Printed Name: _____ Title : _____

Company Name: _____ Date of Proposal: _____

Mailing Address: _____ Telephone: _____

City: _____ State: _____ Zip: _____

Email Address: _____

CITY OF ST. JOSEPH
PURCHASING DIVISION
TERMS AND CONDITIONS OF PURCHASE

This contract expresses the complete agreement of the parties and performance shall be governed solely by the terms and conditions contained herein. Changes, additions or modifications hereto must be in writing and signed by the Purchasing Agent.

1. QUANTITIES

The City of St. Joseph assumes no obligation for articles or materials shipped in excess of the quantity ordered. Any unauthorized quantity is subject to the City's rejection and returned at the Seller's expense.

2. DELIVERY

Time is of the essence of this order. If deliveries are not made at the time agreed upon, the City reserves the right to cancel or to purchase elsewhere and hold Seller liable for any procurement costs.

3. SHIPMENT

Deliveries shall be F.O.B. destination unless otherwise specified by the City.

4. INVOICES

An original and one copy of the invoice shall be submitted and shall show the purchase order number or contract number and contain full descriptive information of item or services furnished.

5. INSPECTION AND ACCEPTANCE

No material received by the City pursuant to this contract shall be deemed accepted until the City has had reasonable opportunity to inspect said material. All material which is discovered to be defective or which does not conform to any warranty of the Seller herein upon inspection, or at any later time if the defects contained in the material were not reasonably ascertainable upon the initial inspection, may be returned at the Seller's expense for full credit and replacement. Such right to return offer to the City arising from the City's receipt of defective goods shall not exclude any other legal, equitable or contractual remedies the City may have therefore.

6. PAYMENT

Payments will be made only to the company and address as set forth on the Purchase Order or Contract; unless the Vendor had requested payments be made to a different address or a change thereto on an official company letterhead and signed by an authorized officer of the company which would not be in conflict with a court order. All payments will be net thirty (30) days from invoice date unless a discount is offered.

7. WARRANTY

Seller expressly warrants that all articles, materials, and work covered by this contract will conform to each and every specification, drawing, sample, or other description which is furnished to or is adopted by the City and that they will be fit and sufficient for the purpose intended, merchantable of good material and workmanship, and free from defect. Such warranty shall survive delivery and shall not be deemed waived either by reason of the City's acceptance of said material or goods or by payment for them.

8. PATENTS

Seller guarantees that the sale or use of the articles described herein will not infringe upon any U.S. or foreign patent and Seller covenants that it will, at its own expense, defend every suit which may be brought against the City, or those selling or using City's product for any alleged infringement of any patent by City.

9. BANKRUPTCY OR INSOLVENCY

In the event of any proceedings by or against either party, voluntary or involuntary, in bankruptcy or insolvency, or for the appointment of a receiver or trustee or an assignee for the benefit of creditors, of the property of Seller, or in the event of breach of any of the terms hereof including the warranties of the Seller, City may cancel this contract or affirm the contract and hold Seller responsible in damages.

10. COMPLIANCE OF APPLICABLE LAWS

The Seller warrants it has complied with all applicable laws, rules, and ordinances of the United States, or any State, municipality or any other governmental authority or agency in the manufacture or sale of the items covered by this contract, including but not limited to all provisions of the Fair Labor Standard Act of 1938, as amended.

11. INTERPRETATION OF CONTRACT AND ASSIGNMENTS

The contract shall be construed according to the laws of the State of Missouri. The contract, or any rights, obligations, or duties hereunder may not be assigned by Seller without City's written consent and any attempted assignment without such consent shall be void.

12. TERMINATION OF CONTRACT

The City reserves the right to terminate the contract at any time if any of the provisions of the contract are violated by the Contractor or by any of his Subcontractors, in the sole judgment and discretion of the City. In the event of such termination, the Contractor shall be liable for any excess costs incurred by the City. If the contract is so terminated, the City may purchase upon such terms and in such manner as the Purchasing Agent may deem appropriate, supplies or services similar to those so terminated, and that the Contractor will be liable for excess costs occasioned thereby.

13. NON-DISCRIMINATION IN EMPLOYMENT

In connection with the furnishing of supplies or performance of work under this contract, the Contractor agrees to comply with the Fair Labor Standard Act, Fair Employment Practices, Equal Opportunity Employment Act, and all other applicable federal and state laws, and further agrees to insert the foregoing provision in all subcontracts awarded hereunder.

14. EMPLOYMENT OF UNAUTHORIZED ALIENS

Contractor shall comply with R.S.M.O. 285.530 in that they shall not knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the state of Missouri. As a condition for the award of this contract, Contractor shall affirm, by sworn affidavit and provision of documentation, its compliance with R.S.M.O. 285.530 as well as its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services.

15. PROVISIONS BY LAW DEEMED INSERTED

Each and every provision of the law and clauses required by law to be inserted in this contract will be deemed to be inserted herein and will read and enforced as though it were included herein, and if through mistake, or otherwise any such provision is not inserted, then upon the application of either party the contract will be physically amended to make such insertion or correction.

16. PERFORMANCE BONDS

If required, as a condition for the award of a contract, the amount of a performance bond will be described in the Invitation To Bidders at the time of issuance. The performance bond must be issued for the amount specified by a surety company, or secured with a certified check, cash, or cashiers check. No personal or company checks are acceptable.

CITY OF ST. JOSEPH
PURCHASING DIVISION
TERMS AND CONDITIONS OF REQUEST FOR PROPOSAL
OR INVITATION TO BIDDER

1. PREPARATION OF BIDS

- a. Bidder's are expected to examine the specifications, delivery schedule, bid prices, and all instructions of the Request for Proposal or Invitation to Bid. Failure to do so will be at bidder's risk. In case of a mistake in extension, the unit price(s) will govern. In case of an identified mistake in calculation the City may, but is not obligated to, correct the calculation based on the unit price submitted by the bidder.
- b. Any manufacturer's names, trade names, brand names, information, and/or catalogue numbers listed in a specification are for information and are not intended to limit competition. The bidder may offer any brand which meets or exceeds the specification for any item. If bids are based on equivalent products, indicate on the bid form the manufacturer's name and model number. The bidder shall explain in detail the reasons why the proposed equivalent will meet the specifications and not be considered an exception thereto. Bids which do not comply with these requirements are subject to rejection. Bids lacking any written indication of intent to bid on alternate brands will be received and considered in complete compliance with the specifications as listed on the bid forms.
- c. All supplies and equipment offered in a bid must be new and of current production unless the Request for Proposal or Invitation to Bidder clearly specifies that used or reconditioned supplies or equipment be offered.
- d. Firm fixed prices shall be bid and include all packing, handling, and shipping charges.
- e. Unless otherwise indicated, prices quoted shall be firm for acceptance for ninety days (90) from bid opening and for the specified contract period.

2. TAX EXEMPTION

- a. Do not bill federal tax. Certificate number 44-6000256.
Do not bill state tax. Certificate number 12493457.

3. SUBMISSION OF BIDS

- a. A bid submitted by a bidder must (1) be manually signed by the bidder on the Purchasing Division's Request for Proposal or Invitation to Bidder, (2) contain all requested information, (3) be priced as required, (4) be sealed in an envelope or container, (5) be attached to a security deposit if required, and (6) be delivered to: the Purchasing Division, 1100 Frederick Avenue, Room 201; St. Joseph, MO 64501, and officially clocked in no later than the exact time and date specified on the Request for Proposal or Invitation to Bidder.
- b. The sealed envelope or container containing a bid should be clearly marked on the outside left corner with (1) the official Price Inquiry number and (2) the official closing date and time.
- c. Submission of this bid constitutes an assignment by the bidder to the City of all rights, title, and interest in and to all causes of action it may have under the antitrust laws of the United States or the State of Missouri, which causes of action have accrued or will accrue as the result of or in relation to the particular good or services purchased or procured by it in fulfillment of any contract with the City arising from this bid.

4. MODIFICATION OR WITHDRAWAL OF BIDS

- a. Bids may be modified or withdrawn by written or telegraphic notice received prior to the official closing date and time specified. Written notice may be in the form of an email provided the email is actually received by the Purchasing Agent prior to the official closing date and time specified; any email that is not actually received, whether due to a delay in delivery, delivery to a filtering service that does not release the email, or other failure in delivery shall not be deemed to be a written notice of modification or withdrawal. A bid may also be withdrawn or modified in person by the bidder or his authorized representative provided proper identification is presented before the official closing date and time. Verbal phone requests to withdraw or modify a proposal will not be considered.

- b. After the official closing date and time, no bid may be modified or withdrawn.

5. BID OPENING

- a. Bid openings shall be public on the date and at the time specified on the bid form. It is the bidder's responsibility to assure that his bid is delivered at the proper time and place of the bid opening. Bids which for any reason are not so delivered will not be considered. Offers by facsimile, telegraph, email, or telephone will not be acceptable. Bid files may be examined during normal working hours by appointment. Bid tabulations will not be provided by telephone.

6. AWARDS

- a. Unless otherwise stated in the Price Inquiry, cash discounts for prompt payment of invoices will not be considered in the evaluation of prices. However, such discounts are encouraged to motivate prompt payment.
- b. As the best interest of the City may require, the right is reserved to make awards by item, group of items, all or none or a combination thereof; to reject any and all bids or waive any minor irregularity or technicality in bids received.
- c. Awards will be made to the bidder whose bid (1) meets the specifications and all other requirements of the Price Inquiry and (2) is the lowest and best bid, considering price, responsibility of the bidder, the best interest of the City, and all other relevant factors. When multiple bidders are equally responsible and qualified and submit equivalent bids, those bidders that are equally responsible and qualified and submit equivalent bids may be allowed to submit a subsequent lower bid price in accordance with a schedule established by the Purchasing Agent; such bid price must be submitted in a sealed envelope or container clearly marked on the outside left corner with (1) the official Price Inquiry number and (2) the closing date and time established by the Purchasing Agent; the submission may modify only the bid price.
- d. Each bid is received with the understanding that the acceptance in writing by the City of the offer to furnish any or all the materials, equipment, supplies, or services described therein shall constitute a contract between the bidder and the City; and shall bind the bidder to furnish and deliver at the price, and in accordance with the conditions of said accepted bid and detailed specifications.
- e. The City of St. Joseph is not obligated for expenditures unless funds have been encumbered by Purchase Order or Contract. The completion of the "Notice of Award" by the City is not an authorization for shipment or to proceed with services.

7. OPEN COMPETITION

- a. It is the intent and purpose of the Purchasing Division that the Price Inquiry permits free and open competition. However, it shall be the bidder's responsibility to advise the Purchasing Division if any language, requirements, or any combination thereof, inadvertently restricts or limits the requirement to a single source or otherwise prohibits the submission of a bid. The notification should be received by the Purchasing Division at least ten days prior to the Price Inquiry closing date and time. The bidder may submit notification after the bid closing providing sufficient time is permitted for a thorough review by the Purchasing Division and its decision will be final.

X 11 - 23 - 11

SPONSOR: COUNCILMEMBER

GENERAL

ORDINANCE No. 2451

AN ORDINANCE AMENDING SECTION 2-1379 OF THE CODE OF ORDINANCES ENTITLED "LOCAL PURCHASING PREFERENCE POLICY."

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF ST. JOSEPH, MISSOURI, AS FOLLOWS:

SECTION 1. That Chapter 2 of the Code of Ordinances of the City of St. Joseph, Missouri, be, and hereby is, amended by repealing Section 2-1379 entitled "Local purchasing preference policy" and enacting in lieu thereof a new Section 2-1379 to be numbered and read as follows

Section 2-1379. Local purchasing preference policy.

(a) If a local bidder is within three percent of the lowest bid from an out of town bidder on a construction or other formally bid project from \$5,000.00 up to \$500,000; within two percent on such project from \$500,001 up to \$1,000,000.00, and within one percent on such project from \$1,000,001.00 up to \$5,000,000.00, then the local bidder will be awarded the bid unless otherwise provided in this Section 2-1379.

(b) The local purchasing preference policy shall not apply in the following instances:

- (1) When purchases and/or contracts are funded in whole or in part by federal funds;
- (2) When purchases are less than \$5,000.00 or more than \$5,000,000.00;
- (3) When purchases are not required to be formally bid, such as sole source procurements, emergency procurements and any other such procurements as defined in the city procurement policy or the city emergency management policy;
- (4) When professional services are procured through the issuance of requests for qualifications and/or requests for proposals, including design-build contracts; or,
- (5) When such preference is in conflict with any applicable state or federal laws, rules or regulations.

(c) The local purchasing preference policy shall not apply to private construction projects financed with public assistance, including, but not limited to, tax increment financing, Chapter 100 bonds, Chapter 353 redevelopment projects and enterprise zone redevelopment.

(d) "Local" is defined as a business operating within the corporate limits of the city of St. Joseph, with the majority of its primary business operations, including, but not necessarily limited to, production, operation, purchasing, billing, marketing,

management, administration and ownership, occurring within the city limits. "Local" shall not include the following:

- (1) Those businesses with only a local St. Joseph post office box; or
- (2) Those businesses with a sales presence in the city, but no physical business location within the city limits; or
- (3) Home based businesses that merely take orders for products shipped from out-of-town to their customers.

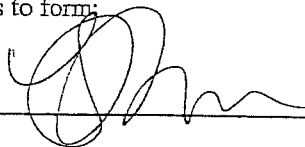
Exceptions will be considered on a case-by-case basis when a written request is submitted to the city manager.

(e) Notwithstanding the foregoing, the local bidder must otherwise meet all qualifications and procurement policy requirements of the city, including, but not limited to, the "best bid" requirements, in order to be awarded a bid under this section.

SECTION 2. That any ordinances or parts of ordinances in conflict with this ordinance be, and hereby are, repealed.

Authenticated Copy
of Reso. G.O. S.O. 2451
PAULA HEYDE, City Clerk
BY [Signature] Deputy
Date 12-13-11

Approved as to form:



City Attorney

Passed December 12, 20 11

Attest: /s/Paula Heyde, CMC
(Seal)

City Clerk

/s/Bill Falkner

Mayor

MINIMUM SPECIFICATIONS

One (1) ¾ Ton Pickup

Emergency Management

Bidder shall complete every space in SECTION I - BIDDERS PROPOSAL column with either a check (√) to indicate the item being bid is exactly as specified or a description to indicate any deviation of the item being bid from the specifications.

Minor deviations from the provisions of these specifications will be considered, to permit manufacturers to follow their standard manufacturing processes.

Such minor deviations will be approved; however, only at the sole discretion of the City and only if such approval, in the opinion of the City, does not adversely affect the operation, maintenance, strength, efficiency, effectiveness, or life of the unit or any of its parts. All minor deviations, with full details, must be listed on an attached vendor's detail sheet, which shall be part of the bid, unless otherwise noted on the vendor's detail sheet. The listing of minor deviations will indicate that the bid may be accepted only with such deviations.

There shall be no deviations from the specifications, except those which are listed as deviations on said vendor's detail sheet and which are expressly approved as part of the City's acceptance of the bid.

The City reserves the absolute right, in its sole discretion, to accept that bid, if any, which in the opinion of the City, will best serve the public interest.

All bids shall be F.O.B. 401 S. 7th St. Joseph Mo. 64501

These specifications are not intended to design the equipment or relieve the bidder of design responsibility for a proper operating unit.

Equipment: Any additions, deletions, or variations from the following specifications must be noted. Any items appearing in the manufacturer's regular published specifications furnished by the bidder are assumed to be included in the "Bidder's Proposal". Any deviations from the manufacturer's regular published specifications must be outlined in an attached letter. Equipment being bid must be new and a current production Model.

One (1) ¾ TON 4x4 CREW CAB SHORT BED PICKUP with the following specifications.

**BODY
CONSTRUCTION**

GVWR	- MINIMUM 9500 LBS	_____
WHEELBASE	- 153 INCHES	_____
ENGINE	- V8 GASOLINE - 6.0 L - 360 HP	_____ _____ _____
TRANSMISSION	- AUTOMATIC 6 SPEED WITH AUXILIARY COOLER - SHIFT ON THE FLY TRANSFER - ELECTRONICALLY CONTROLLED WITH OVERDRIVE AND TOW HAUL MODE	_____ _____ _____
4 WHEEL DRIVE	- TRANSFER CASE WITH FLOOR MOUNTED SHIFTER	_____
AIR BAGS	- DRIVER AND PASSENGER SIDE	_____
AIR CONDITIONING	- HEATER AND AIR CONDITIONING	_____
POWER WINDOWS AND LOCKS	- ALL FOUR DOORS	_____
ALTERNATOR	- 125 AMP	_____
ARM RESTS	- LEFT AND RIGHT SIDES	_____
DIFFERENTIAL	- HEAVY DUTY AUTOMATIC LOCKING	_____
AXLE RATIO	- STATE STANDARD AVAILABLE	_____
BATTERY	- MAINT FREE 600 CCA	_____
BED	- SHORT BED	_____
BRAKES	- SHALL BE POWER ABS	_____
BUMPERS	- FRONT SHALL BE STANDARD - REAR SHALL BE 2000 LB CAPACITY	_____ _____
CAB	- CREW CAB WITH DOORS CAPABLE OF OPENING FROM THE OUTSIDE	_____
COOLING SYSTEM	- SHALL BE HEAVY DUTY	_____
ELECTRICAL SYSTEM	- SHALL BE 12 VOLT	_____
FLOOR COVERING	- SHALL BE HEAVY DUTY VINYL / RUBBER	_____

GAUGES	- SHALL INCLUDE THE FOLLOWING	
	- FUEL	_____
	- AMP	_____
	- OIL PRESSURE	_____
	- TEMPERATURE	_____
ELETRONIC SPEED CONTROL	- REQUIRED	_____
GLASS	-STANDARD TINT	_____
HEADLINER	- SHALL BE STANDARD	_____
HOUR METER	- SHALL BE STANDARD	_____
KEYS	- SHALL INCLUDE 3 SETS	_____
LIGHTS	- STANDARD LIGHTING, HEADLIGHTS, TAIL, BACKUP, DOME, AND DAYTIME RUNNING LIGHTS	_____
MIRRORS	- INSIDE DAY / NIGHT	_____
	- OUTSIDE LEFT AND RIGHT MOUNT BREAKAWAY TYPE 5" X 8"	_____
PAINT	- COLOR TO BE SELECTED FROM THE STANDARD COLOR CHART	<u>MONOCROME RED PREFERRED</u> <u>(OR WHITE)</u>
RADIO	- STANDARD AM / FM	_____
SEAT	- CLOTH SPLIT SEATS WITH ADJUSTABLE HEAD RESTS SEAT AND SEAT LEVEL REMOVABLE DIVIDER 40-20-40	_____
SERVICE MANUAL	- 2 SETS OR INTERNET ACCESS	_____
SHOCK ABSORBERS	- HEAVY DUTY FRONT AND REAR	_____
SPARE TIRE	- SHALL BE SAME SIZE AS OTHER 4 TIRES	_____
SPRINGS	- STATE CAPACITY FOR FRONT	_____
	- STATE CAPACITY FOR REAR	_____
STABILIZER BAR	- FRONT	_____
STEERING	- POWER	_____
STEERING WHEEL	- SHALL BE TILT	_____
SUN VISORS	- DUAL	_____

SUSPENSION	- STATE FRONT	_____
SUSPENSION CONT.	- STATE REAR	_____
TIRES	- SHALL BE STEEL BELTED ALL TERRAIN	_____
	- STATE TIRE SIZE	_____
WHEELS / RIMS	- SHALL BE STANDARD AND INCLUDE 5	_____
TOW PACKAGE	- REQUIRED	_____
FRONT TOW HOOKS	- REQUIRED (QTY 2)	_____
WARRANTY	- SHALL BE 5 YEAR 100,000 MILE POWER TRAIN	_____
	- SHALL INCLUDE A 3 YEAR BUMPER TO BUMPER WARRANTY	_____
	- STATE WHERE WARRANTY WORK WILL BE DONE	_____
ROADSIDE ASSISTANCE	- ROADSIDE ASSISTANCE FOR 5 YEARS OR 100,000 MILES	_____
WIPERS	- SHALL BE INTERMITTENT	_____
DELIVERY SCHEDULE	- 90 DAY DELIVERY	_____

