

REQUEST FOR BIDS
RFB# 2021 LADDER
(1) 75'AERIAL LADDER TRUCK
FOR THE CITY OF GRANTS FIRE DEPARTMENT

Mailing Address: Procurement Office
City of Grants
600 W. Santa Fe Avenue
P.O. Box 879
Grants, N.M. 87020

Contact Person Robert Hays
Fire Chief
firechief@grantsnm.gov

Frances R Medina
Purchasing Officer
fmedina@grantsnm.gov (505) 287-7927 X2007

Proposals Due: 2:00 P.M. Mountain Time, Monday, April 12, 2021

REQUEST FOR PROPOSAL
CITY OF GRANTS, N.M.

Sealed proposals will be received at the Procurement, City Hall, 600 W. Santa Fe Avenue, Grants, N.M. 87020, until **Monday, April 12, 2012 at 2:00 p.m.** Mountain Standard Time for the following:

(1) 75 FOOT AERIAL LADDER TRUCK
FOR THE CITY OF GRANTS FIRE DEPARTMENT

The City of Grants is seeking proposals for a 75 foot aerial ladder truck.

Specifications may be obtained from the Procurement Office, Monday through Friday between the hours of 8:00 a.m. and 4:30 p.m. local time. Documents are also available on the City website at www.cityofgrants.net, and click on the following links: Procurement-Bids/RFP. You may not respond with an electronic submission. All proposals must be submitted in a sealed envelope.

The City of Grants reserves the right to reject any and all proposals and to waive technicalities.

The City of Grants requires all contractors and vendors doing business with the City not to discriminate on the basis of race, age, color, religion, gender, ancestry, national origin, marital status, mental or physical disability unrelated to ability, familial status or sexual orientation.

Frances R. Medina, Purchasing Officer

Attached: Specifications for 75' Aerial

- (1) YEAR BETWEEN 2000-2005
- (2) CURRENT AERIAL CERTIFICATION
- (3) PUMP SIZE 1250-2000 gpm
- (4) AERIAL HOURS UNDER 750
- (5) DIESEL ENGINE 450-500 HP
- (6) 300-500 GALLON TANK, WATER
- (7) LENGTH UNDER 35'
- (8) AUTOMATIC TRANSMISSION
- (9) LAST PUMP CERTIFICATION (LAST 3 PREFERABLE)
- (10) MILEAGE UNDER 25,000
- (11) HEIGHT UNDER 15'
- (12) ADDITIONAL ITEM: SHIPPING COST TO 87020

TERMS AND CONDITIONS FOR BIDDERS

Proposal Identification:

Offerors are required to use the enclosed label on the outside of the proposal envelope, placed in the lower left corner. If no label is available, please legibly write the proposal name and due date in the lower left corner. Do **not** submit proposals by fax or electronically. Proposals submitted by fax or electronically cannot be accepted or considered for award. Sealed proposals are required.

Definition:

"City" shall mean the City of Grants, N.M. 87020.

Questions regarding bid/proposal procedures shall be directed to Frances Medina, Purchasing Officer or Joanna Garcia, Purchasing Officer, during regular working hours, telephone 505-287-7927.

Questions regarding the technical nature or performance expectations of the equipment, material, or service in the Proposal shall be submitted in writing to:

firechief@cityofgrantsnm.gov
AND
fmedina@grantsnm.gov

Questions will be answered in the form of written addenda and provided to all Bidders, as per State of New Mexico statutes.

If you have obtained this proposal from the City of Grants web site or from a source other than directly from the Purchasing Officer, the Purchasing Officer takes no responsibility to provide addenda to parties not listed by the City as plan holders. It is the Bidder's responsibility to check with our office prior to submitting your proposal to ensure that you have a complete, up-to-date package. The original copy maintained and on file in the Procurement Office shall be considered the official copy. **Addenda copies shall be attached to your proposal as proof of receipt.**

The City of Grants reserves the right to reject any and all proposals and to waive technicalities.

The award will not be based solely on the "low price." Price, quality, durability and references are some of the factors to be considered for the award of this proposal.

The City of Grants requires all contractors and vendors doing business with the City not to discriminate against anyone on the basis of race, age, color, religion, gender, sexual orientation, ancestry, national origin, and non job-related disabilities.

EX PARTE COMMUNICATION:

Please note that to insure the proper and fair evaluation of a proposal or bid, the City of Grants prohibits exparte communication (i.e., unsolicited) initiated by the Bidder to a City Official (i.e. City Councilman, Mayor, etc.) or Employee evaluating or considering the proposal/bid prior to the time a selection has been made. Communication includes but is not limited to fax, phone calls, email and personal visit. Communication between Bidder and the City will be directed in writing to the Purchasing Officer or designated contact person only. The Purchasing Officer will obtain the information or clarification needed. Exparte communication may be grounds for disqualifying the offending Bidder from consideration or award of the proposal and repeat offenders may be disqualified from future projects.

No Proposal:

Vendors who are not able to submit a proposal for this service, but wish to receive proposal tabulation or to be assured of remaining on the City's proposal list for similar services should clearly indicate on the envelope the designation "**NO PROPOSAL**". Envelopes so marked will not be considered as a formal proposal, but the contents will be responded to in the appropriate manner by City of Grants staff. The City will issue a purchase order to the successful Bidder.

Delivery:

F.O.B. Grants, NM 87020 FREIGHT PREPAID.

Proposal Price:

Please quote your best net price including delivery and discounts to meet the approval of the City. Prices shall be stated in units of quantity specified. No additional charges shall be passed to the City, including any applicable taxes, delivery or surcharges. Prices quoted shall be the final cost to the City.

All prices and notations shall be in ink or typewritten. Mistakes may be crossed out and corrections made in ink and must be initialed and dated in ink by the person signing the proposal. In case of error in the extension of prices, the unit price shall govern.

Payment Terms:

If payment terms are not indicated, terms of NET 30 days shall be applied by the City. Payment terms to apply after receipt of invoice or final acceptance of the products/services, whichever is later. Payment terms offering less than 20 days for payment will not be considered. Please note: the City of Grants does not offer Electronic Funds Transfers (EFTs) for vendors receiving multiple payments.

Proposal Evaluation:

Products/Services will be purchased from the Bidder providing the best proposal per product/service or total package, whichever is in the best interest of the City. The quality of the products/services, conformity with the specifications, suitability to the requirements, delivery

terms including length of time for delivery, qualifications and references will be taken into consideration in making an award.

Quality:

The scope of work or specification is intended to procure a quality product or service. Quality must be proven to the satisfaction of the City to meet or exceed requirements as set forth in the scope of work. The lowest price will not be the deciding factor if a question exists as to the quality of the product or the ability to provide a service or meet the specific needs of the City. Samples, when requested, must be furnished free of expense, and upon request, if not destroyed, will be returned at the Bidder's risk and expense.

Investigation:

Bidder's must acquaint themselves with the policies of the City, and may do so by contacting the Purchasing Officer. All questions as to the meaning of the scope of work must be resolved prior to the proposal submission deadline. It is the Bidder's responsibility to check with the Procurement Officer prior to submitting their proposal to ensure that they have received all Addenda that may be issued.

Proof Of License, Permit, Etc.:

Bidders's must provide proof of conformance with any applicable Federal/State/Local permits, licenses, certifications, etc., or the ability to obtain any applicable Federal/State/Local permits, licenses, certifications, etc., within a reasonable time after the bid award and prior to the performance of the work. It is the Bidders's responsibility to inquire about requirements of performing the job with the requesting department contact person.

Proposal Form: PLEASE SEE INSTRUCTIONS FOR A TWO-STEP PROCESS

This entire package shall be returned complete and intact with all information requested and all questions answered. The amount of the proposal shall be stated on the form(s) provided. Variations from the specification/scope of work shall be noted on a separate sheet of paper. If more space is required to furnish a description of the service offered or delivery/start terms, the vendor may attach a letter hereto, which will be made a part of the proposal.

Specification:

The Specification may, in some areas, be unique to a particular brand of product or type of service. If this situation exists, equal consideration will be given to all Bidder's whose items, in the opinion of the City, meets or exceeds performance in these areas.

Brand Name, Model, Catalog Number, And Vendor's Scope Of Work:

All Offeror's shall include with their proposal brand names, models, catalog numbers, and complete information about the items they are offering.

Manufacturer's Safety Data Sheets, MSDS, are required for all chemical Proposals.

Proposal Opening: TELEPHONE/FAX/VERBAL OFFERS WILL NOT BE ACCEPTED

Proposals will not be publicly opened and read at the time and date set. It is the responsibility of the vendor to see that the proposal is in the Procurement Office, by the specified time

and date. The date of the postmark will not be considered. Proposals received after the time and date set will be returned unopened to the Bidder. This includes Bids not received as a result of mail delays. In the event that City Hall is closed for business at the time scheduled for the proposal submission, sealed proposals will be accepted on the next business day of the City, up to the originally scheduled time.

Default By Vendor:

In the event of default by vendor, the City reserves the right to procure the services from other sources, and hold the vendor liable for any excess costs occasioned thereby. Additionally, a contract shall not be assignable by the Vendor in whole or in part without the written consent of the City of Grants.

Performance Bond: N/A

The successful Bidderr will be required to provide a Performance Bond in the amount equal to 100% of the contract price, within ten (10) business days after the proposal award. The Performance Bond shall be duly authorized by an insurance company licensed to do business in the State of Illinois.

Termination Clause:

The City of Grants reserves the right to cancel this contract at any time due to vendor poor performance. Cancellation shall not release the vendor from legal remedies available to the City. If the contract is an extended term contract, after the completion of the first contract period, either party may cancel the contract without penalty. Written notice of such termination shall be made a minimum of sixty (60) days prior to its effective date.

WITHDRAWAL OF PROPOSAL:

A vendor may withdraw a bid prior to the deadline for proposal submittal by submitting a request for its withdrawal. Proposals received after the time for opening proposals or received at any place other than the place specified will not be considered. Except as otherwise provided by regulation, all decisions to permit the correction or withdrawal of proposals, or to cancel awards or contracts based on bid mistakes, will be submitted in writing and will be supported by a written determination made by the Purchasing Officer. The request shall then be forwarded to the City's legal staff for final recommendation.

PROTESTS:

Any actual or prospective vendor who is aggrieved in connection with this proposal or award may protest to the City Council during the public Council meeting only. The protest will be submitted in writing to the Office of the City Clerk immediately after such aggrieved person knows or should have known of the facts giving rise and the City Clerk will place same on the Council agenda if not resolved prior to that time.

References:

Three (3) references are **required** with your proposal. The references shall be from three different sources where you have provided the minimum specifications as required in this proposal. Bidder may use the City of Grants as one reference if the Bidder has provided this equipment to the City since January 1, 2020

(1.) Company Name: _____

Company address: _____

City: _____ State: _____ Zip: _____

Company Contact Name or Department: _____

Company Contact Telephone: _____ Fax: _____

Company Contact e-mail address: _____

(2.) Company Name: _____

Company address: _____

City: _____ State: _____ Zip: _____

Company Contact Name or Department: _____

Company Contact Telephone: _____ Fax: _____

Company Contact e-mail address: _____

(3.) Company Name: _____

Company address: _____

City: _____ State: _____ Zip: _____

Company Contact Name or Department: _____

Company Contact Telephone: _____ Fax: _____

Company Contact e-mail address: _____

BID SUBMISSION: PLEASE SUBMIT (1) ORIGINAL AND (3) COPIES OF THE ENTIRE BID PACKET

******NOTE: FAILURE TO SIGN THE FOLLOWING CONTRACTOR COMPLIANCE AND INSURANCE SECTIONS WILL DISQUALIFY YOUR PROPOSAL.***

Contractor Compliance :

The vendor certifies by signing this statement that this Bid is made without prior understanding, agreement or accord with any other person submitting a Bid for the same product or service and that this Bid is in all respects bona fide, fair and not the result of any act of fraud or collusion with another person engaged in the same line of business or commerce. Furthermore, the firm certifies that it is not barred from bidding on this contract as a result of a conviction for the violation of State laws prohibiting bid-rigging or bid-rotating. Any false statement hereunder constitutes a felony and can result in a fine and imprisonment as well as civil damages. The vendor also understands that failure to sign this statement will make the bid non-responsive and unqualified for award.

Print Name & Date

Authorized Signature

Company Name

Insurance:

Vendors providing a service or installing equipment on or about City property shall provide to the Procurement Office evidence of Comprehensive, Liability, and Workman's Compensation insurance prior to commencement of work on City property. The vendor guarantees to save the City, its agents or employees, harmless from liability of any nature or kind, for use of any copyright, composition, secret process, patented or unpatented invention, articles or appliances furnished or used in the performance of the contract, or which the vendor is not the patentee, assignee, or licensee.

Furthermore, the vendor hereby agrees to save and hold harmless and indemnify the City from and against all injury, death, damage, loss, claims and liability caused by or arising out of the performance of this agreement by the Vendor, its employees, agents or sub-vendors. This agreement extends to all claims, of any nature, whether made by the Vendor's employees or third parties.

Print Name & Date

Authorized Signature

Company Name

GIFT BAN ACT:

I certify that _____ (print company name), its officers, employees and agents, have not made any gifts to officers or employees of the City of Grants in violation of NM , State Officers and Employees Ethics Act (commonly known as the "Gift Ban Act").

I further certify that as a Bidder, I have not violated the Grants City Code Chapter 2, Administration; Article I, Section 8: Officers and Employees Generally: Prohibition on the Solicitation and Acceptance of Gifts.

Print Name & Date

Authorized Signature

Action	Date
RFP Available	March 26, 2021
Questions Due to City	April 5, 2021 By 3:00 p.m.
Proposed Answers from City	April 9, 2021
BID Due 2:00 p.m.	April 12, 2021
Anticipated Award Date	April 15, 2021

B. Questions will be answered in the form of written addenda and provided to all Bidders, as per NM law. Submit questions regarding the proposal in writing to Fire Chief, Robert Hays, firechief@grantsnm.gov no later than 3:00 p.m., April 5, 2021