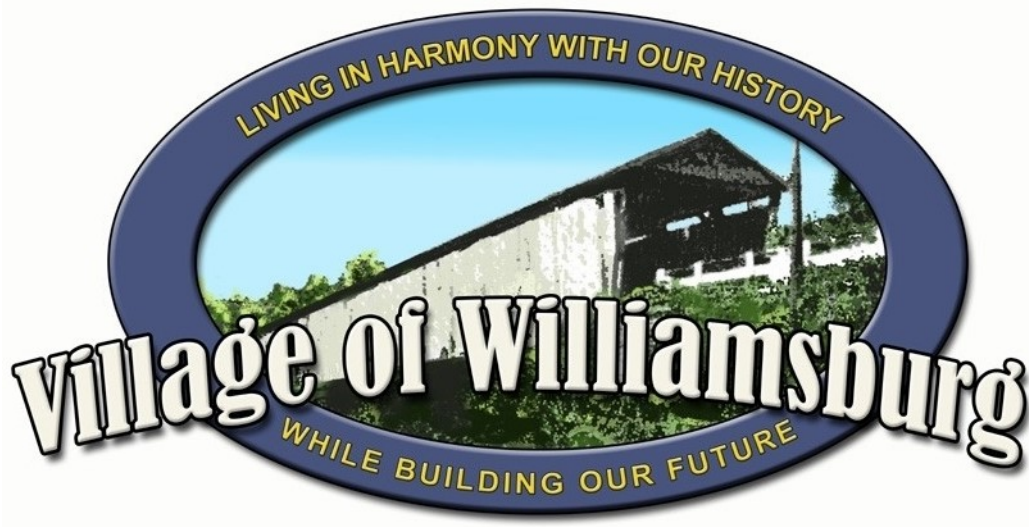


Invitation to Bid
Project # 2021-01 Dump Truck



Village of Williamsburg
107 W Main Street
Williamsburg, OH
45176
(513) 724-6107

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1.0 INTRODUCTION

1.1 PROJECT DESCRIPTION AND OBJECTIVES

The Village of Williamsburg (Village) is soliciting sealed bids from qualified companies to supply the Village of Williamsburg with a Dump Truck that meets Village specifications and all Federal, State and Local regulatory compliance requirements.

1.2 BACKGROUND INFORMATION

The Village of Williamsburg is soliciting sealed bids for a new dump truck. The truck will be used to haul materials including mud, sand, road base, and asphalt to and from water leaks and street repairs. Other uses may include plowing snow, towing of equipment, and material throughout the Village such as backhoes, trailers, pipes, and fittings.

2.0 TECHNICAL SPECIFICATIONS

The technical specifications for the purchase of a dump truck includes truck specifications and warranty as identified in this document.

It is the responsibility of the Supplier to ensure that Village specifications are met, as well as all Federal, State and Local regulatory compliance requirements. The Village of Williamsburg reserves the right to accept or reject any or all proposals. These specifications and scope of services shall become part of the contract agreement.

2.1 1. General Cab & Chassis - 12,800 lb - DRW 4WD Reg. Cab

- a) Diesel engine & heavy duty alternator
- b) 2 yard dump body
- c) Full Hydraulics front to rear
- d) All Terrain tires & 145.3 inch wheelbase
- e) 40 gallon fuel tank
- f) 230.7 in overall length
- g) Upfitter switches
- h) Under body toolbox
- i) Backup alarm
- j) Stainless steel under tailgate spreader
- k) Strobe light (4) front & rear corners (1) on cab
- l) Trailer Tow mirrors
- m) Tow hitch / 7pin receptacle /brake controller
- n) Side steps / running boards
- o) Manufacture snowplow prep package & Western Pro Plus Snowplow 8.5ft.
- p) Vinyl seat covering
- q) Additional set of keys
- r) Warranty (service and support)

3.0 SUPPLIER QUALIFICATIONS

3.1 QUALIFICATIONS AND UNDERSTANDING

Each Supplier must provide the following information about their company so the Village can evaluate the Supplier's stability and ability to support the commitments set forth in response to the Invitation to Bid. It is imperative the Supplier's proposal fully address all aspects of the Bid Specifications. The proposal must provide the Village Staff with clearly expressed information concerning the Proposer's understanding of the Village's specific requirements.

The Supplier shall outline their company's (or team's) background, including:

- How long the company has been in business, plus a brief description of the company history, size and organization.
- Supplier qualifications are defined demonstrating the ability to meet technical specifications.

3.2 REFERENCES

The Supplier shall supply a minimum of 3 references from agencies who have made similar purchases. Each reference shall contain:

- Client name and contact information
- Equipment description
- Date of equipment purchase and delivery

3.3 SCHEDULE

The Supplier shall provide a tentative equipment delivery schedule.

4.0 PROPOSAL SUBMISSION

4.1 TIME SCHEDULE

- | | |
|----------------------------------|----------------------------|
| • Bid Specifications Available | Tues. August 31, 2021 |
| • Advertisement in Clermont Sun | Thurs., Sept. 9 & 16, 2021 |
| • Proposals Due | Friday., Sept. 24, 2021 |
| • Final Selection | Tues., Oct. 5, 2021 |
| • Village Council Recommendation | Thurs., Oct. 14, 2021 |
| • Notice to Proceed (Tentative) | Tues., Oct. 19, 2021 |

4.2 NUMBER OF COPIES AND DELIVERY

Four (4) copies of the proposal shall be submitted to the following address:

**Village of Williamsburg
107 W Main Street
Williamsburg, OH 45176**

The proposal title, Supplier name and deadline information shall be clearly identified on the submission package and cover page. Submission deadline September 24, 2021 by 11:00 a.m. Proposals submitted after that time shall not be considered. All questions regarding the technical specifications shall be submitted to Kyle Cribbet, Public Works Superintendent, at the address above or via e-mail at kcribbet@williamsburgohio.org.

FORMAT AND CONTENT

Proposals shall be printed on 8 ½" X 11" paper, single sided in a 12 point Arial font and be limited to 10 pages excluding the cover letter, qualifications and any appended information.

Proposals should address the following items in order of appearance:

Cover letter

The cover letter shall be provided which explains the supplier's interest in the project. The letter shall contain name/address/phone number of the person who will serve as the supplier's principal contact person.

4.3 Qualifications of Supplier

Provide names, titles and responsibilities of key personnel who will be responsible for the handling the purchase and delivery of equipment.

References

Give at least three (3) references of comparable purchases and equipment delivery provided to agencies similar in size and scope, including at least three (3) references for purchases and deliveries completed during the past two years. Include the name and organization, a brief summary of the technical specifications of supplied equipment including cost as well as the name and telephone number of a responsible contact person.

Fee Proposal: One set in a separate sealed envelope

The Fee Schedule in a separate envelope shall be broken down on separate sheet as follows:

- A "Not to Exceed" amount for all equipment, training, and warranty (complete attached bid schedule as shown in Exhibit "A").

4.4 PROPOSAL EVALUATIONS

Proposals will be evaluated based on the following criteria:

- Responsiveness to the Invitation to Bid.
- Supplier qualifications and equipment.
- Results of reference checks.
- Proposal Fee.

Exhibit "A"

BID SCHEDULE – 2021 DUMP TRUCK

ITEM NO	DESCRIPTION OF ITEM	TOTAL UNIT PRICE
1.	NEW 2021 DUMP TRUCK BID ITEMS (2.1)	

TOTAL BID AMOUNT IN FIGURES - SCHEDULE : _____
\$ (Bid Item No.'s 2.1)

TOTAL BID AMOUNT IN WORDS – _____
SCHEDULE : (Bid Item No.'s 2.1)