

TOWN OF GLASTONBURY

INVITATION TO BID

<u>BID #</u>	<u>ITEM</u>	<u>DATE & TIME REQUIRED</u>
GL-2025-13	2024/25 Ford F-150 XLT Hybrid Pick-Up Truck	October 17, 2024 at 11:00 A.M.

The Town of Glastonbury is currently seeking bids to purchase one (1) new Ford F-150 XLT Hybrid Pick-Up Truck, model year 2024 or 2025

Bidders wishing to submit a bid proposal for this solicitation are directed to respond online through a secure e-Procurement portal. Responses can be submitted at the following link: <https://glastonburyct.bonfirehub.com/>, under the bid title “*GL-2025-13 2024/25 Ford F 150 XLT Hybrid Pick-Up Truck*”. All bids will be publicly opened and read aloud. **No late bids will be accepted.**

This Invitation to Bid, Instructions to Bidders, Specifications and other Bidding Documents (as defined in the Instruction to Bidders) are available for viewing and downloading on the Town of Glastonbury website www.glastonburyct.gov at no cost.

The Town of Glastonbury is An Affirmative Action/Equal Opportunity Employer. Minority/Women’s Business Enterprises are encouraged to bid.

The Town reserves the right to amend or withdraw this Invitation to Bid for any reason, to accept or reject any or all Bids, to waive any informalities or non-material deficiencies in any Bid, and to make such award (or make no award) of a contract in connection with this Invitation to Bid all as determined by the Town, in its discretion, to be in the best interest of the Town. A Bid may be rejected for irregularities of any kind, including without limitation, alteration of form, additions not called for, conditional proposals, and incomplete Bids. A Bid may also be rejected if, in the opinion of the Town, the Bid does not meet the standard of quality established by the Bidding Documents. Any or all Bids may be rejected if there is any reason to believe that collusion exists among two or more Bidders. The foregoing provisions are for illustrative purposes and shall in no way limit the right of the Town to reject any and all Bids, in whole or in part.

Gina J. Consiglio
Purchasing Agent

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1. Bidders submitting a response for this solicitation are directed to respond online through a secure e-Procurement portal. Bids can be submitted at the following link: <https://glastonburyct.bonfirehub.com/> under the bid title “*GL-2025-13 – 2024/25 Ford F 150 XLT Hybrid Pick-Up Truck*”. Bidders will be required to create a profile before submitting their bid. Step-by-step instructions on how to register as a vendor are available at this website:

<https://vendorsupport.gobonfire.com/hc/en-us/articles/15646869029783-Vendor-Registration>

Bidders will be required to upload their bid response in **one consolidated pdf document** in the following file located in the bid portal:

- Bid Response & Related Documents

2. Whenever it is deemed to be in the best interest of the Town, The Town Manager, Purchasing Agent or designated representative shall waive informalities in any and all bids. The right is reserved to reject any bid, or any part of any bid, when such action is deemed to be in the best interest of the Town of Glastonbury.
3. The basis for the award will be based on the lowest bid price as determined by total percentage off of MSRP, including any delivery charges and the sum of the options selected by the Town, from a qualified, responsible and responsive Bidder. The Town reserves the right to select the vehicle that conforms closest to the desired specifications and options specified herein.
4. Bids will be carefully evaluated as to conformance with stated specifications.
5. Specifications must be submitted complete in every detail, and when requested, Manufacturer’s product data shall be provided. If a bid involves any exception from stated specifications, they must be clearly noted as exceptions, underlined, and attached to the bid.
6. The Bid Documents contain the provisions required for the requested item. Information obtained from an officer, agent, or employee of the Town or any other person shall not affect the risks or obligations assumed by the Bidder or relieve him/her from fulfilling any of the conditions of the bid.
7. Any bid may be withdrawn prior to the above scheduled time for the opening of bids or authorized postponement thereof. Any bid received after the time and date specified shall not be considered. No Bidder may withdraw a bid within sixty (60) days after the actual date of the opening thereof. Should there be reasons why a Bid cannot be awarded within the specified period, the time may be extended by mutual agreement between the Town and the Bidder.
8. The Bidder agrees and warrants that in the submission of this sealed bid, they will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religion, national origin, sex, or physical disability including, but not limited to blindness, unless it is shown by such Bidder that such disability prevents performance of that which must be done to successfully fulfill the terms of this sealed bid or in any manner which is prohibited by the laws of the United States or the State of Connecticut, and further agrees to provide the Human Relations Commission with such information requested by the Commission

concerning the employment practices and procedures of the Bidder. An Affirmative Action Statement will be required by the successful Bidder.

9. Bidder agrees to comply with all of the latest Federal and State Safety Standards and Regulations and certifies that all work required in this bid will conform to and comply with said standards and regulations. Bidder further agrees to indemnify and hold harmless the Town for all damages assessed against the Town as a result of Bidder's failure to comply with said standards and/or regulations.
10. All correspondence regarding any purchase made by the Town of Glastonbury shall reference the Town's purchase order number. Each shipping container shall clearly indicate both Town purchase order number and item number.
11. Bidder is required to review the Town of Glastonbury Code of Ethics adopted July 8th, 2003 and effective August 1, 2003 and revised October 29, 2013 and effective November 8, 2013. Bidder shall acknowledge that they have reviewed the document in the area provided on the bid/proposal response page (BP). The selected Bidder will also be required to complete and sign an Acknowledgement Form prior to award. The Code of Ethics and the Acknowledgement Form can be accessed at the Town of Glastonbury website at www.glastonbury-ct.gov. Upon entering the website scroll down to click on **Bids & Proposals** Icon which will bring you to the links for the **Code of Ethics** and the **Acknowledgement Form**. If the Bidder does not have access to the internet, a copy of these documents can be obtained through the Purchasing Department at the address listed within this bid/proposal.
12. Bidder shall include on a sheet(s) attached to its proposal a complete disclosure of all past and pending mediation, arbitration and litigation cases that the Bidder or its principals (regardless of their place of employment) have been involved in for the most recent five years. Please include a statement of the issues in dispute and their resolution. Acceptability of Bidder based upon this disclosure shall lie solely with the Town.
13. Bidder or its principals, regardless of their place of employment, shall not have been convicted of, nor entered any plea of guilty, or nolo contendere, or otherwise have been found civilly liable or criminally responsible for any criminal offense or civil action. Bidder shall not be in violation of any State or local ethics standards or other offenses arising out of the submission of bids or proposals, or performance of work on public works projects or contracts.
14. **It is the responsibility of the Bidder to check the Town's website before submitting bid for any addendums posted prior to bid opening.**

IMPORTANT:

- Failure to comply with general rules may result in disqualification of the Bidder.
- Municipal projects are exempt from Federal Excise Taxes, as well as, State of Connecticut Sales, Use and Service Taxes and should not be include in the Bidder's proposal.

PART 1 - GENERAL

- 1.1 The purpose of these specifications is to purchase one (1) new Ford F-150 XLT Hybrid Pick-up Truck, model year 2024 or 2025 for the Town of Glastonbury.
- 1.2 Technical questions regarding this bid shall be made in writing and directed to Lt. Kevin Szydlo, Glastonbury Police Department kevin.szydlo@glastonbury-ct.gov. For administrative questions regarding the bidding procedures, please contact Gina Consiglio, Purchasing Agent at purchasing@glastonbury-ct.gov. All questions, answers, and/or addenda, as applicable will be posted on the Town's website at www.glastonbury-ct.gov. (Upon entering the website scroll down to click on Bids & Proposals icon, then scroll down page to see the active bid table. You must click the Bid Title to view all bid details and document links). The request must be received at least five (5) days prior to the advertised response deadline. **It is the responsibility of the Bidder to check the Town's website before submitting bid for any addendums posted prior to bid opening.**
- 1.3 The Ford F-150 XLT Hybrid Pick-up Truck, model year 2024 or 2025 shall meet the specifications outlined herein.
- 1.4 The Bidder shall submit, with the bid proposal, the following documentation:
 - Manufacturer's Product Data.
 - Warranty Information: Bidders shall indicate whether or not they would be willing to extend the original warranty.
 - All required Town forms within the bid documents.
- 1.5 Bidders shall propose a total cost for one (1) new Ford F-150 XLT Hybrid Pick-up Truck, model year 2024 or 2025 delivered to the Town of Glastonbury completely assembled as per the Town's specifications herein, ready to operate and serviced with a full tank of fuel. Bidder shall identify percentage off MSRP discount applied to each line item identified herein.
- 1.6 Payment Terms shall be Net 30 to the bidder upon delivery and acceptance by the Town.

INSURANCE

The Bidder shall, at its own expense and cost, obtain and keep in force during the entire duration of the Project or Work the following insurance coverage covering the Bidder and all of its agents, employees and sub-contractors and other providers of services and shall name the **Town of Glastonbury and its employees and agents as an Additional Insured** on a primary and non-contributory basis to the Bidders Commercial General Liability and Automobile Liability policies. All policies shall contain a waiver of subrogation. **These requirements shall be clearly stated in the remarks section on the Bidder's Certificate of Insurance.** Insurance shall be written with insurance carriers approved in the State of Connecticut and with a minimum Best's Rating of A-VIII. In addition, all carriers are subject to approval by the Town. Minimum Limits and requirements are stated below:

1) Worker's Compensation Insurance:

- Statutory Coverage
- Employer's Liability
- \$1,000,000 each accident/\$1,000,000 disease-policy limit/\$1,000,000 disease each employee
- A Waiver of Subrogation shall be provided in favor of the Town of Glastonbury and its employees and agents

2) Commercial General Liability:

- Including Premises & Operations, Products and Completed Operations, Personal and Advertising Injury, Contractual Liability and Independent Contractors.
- Limits of Liability for Bodily Injury and Property Damage
Each Occurrence \$1,000,000
Aggregate \$2,000,000 (The Aggregate Limit shall apply separately to each job.)
- A Waiver of Subrogation shall be provided in favor of the Town of Glastonbury and its employees and agents

3) Automobile Insurance:

- Including all owned, hired, borrowed and non-owned vehicles
- Evidence a Combined Single Limit of Liability for Bodily Injury and Property Damage: Per Accident \$1,000,000
- A Waiver of Subrogation shall be provided in favor of the Town of Glastonbury and its employees and agents

The Bidder shall direct its Insurer to provide a Certificate of Insurance to the Town before any work is performed. The Contractor shall be responsible to notify the Town 30 days in advance with written notice of cancellation or non-renewal. The Certificate shall evidence all required coverage including the Additional Insured on the General Liability and Auto Liability policies. The Bidder shall provide the Town copies of any such insurance policies upon request.

INDEMNIFICATION

To the fullest extent permitted by law, the Bidder shall indemnify and hold harmless the Town of Glastonbury and its consultants, agents, and employees from and against all claims, damages, losses and expenses, direct, indirect or consequential (including but not limited to fees and charges of engineers, attorneys and other professionals and court and arbitration costs) to the extent arising out of or resulting from the performance of the Bidder's work, provided that such claim, damage, loss or expense is caused in whole or in part by any negligent act or omission by the Bidder, or breach of its obligations herein or by any person or organization directly or indirectly employed or engaged by the Bidder to perform or furnish either of the services, or anyone for whose acts the Bidder may be liable.

Specifications Compliance

FORM REQUIRED WITH BID SUBMISSION

The bidder shall note their compliance with each specification in the box provided with an X or a check mark. Each line item requires an X or check mark. **DO NOT LEAVE ANY LINE ITEM BLANK.** Any Deviations from the specifications or where submitted literature does not fully meet the specifications must be clearly explained by the Bidder in the comment section following the specifications.

Yes	No	DESCRIPTION
		Ford F-150 XLT Hybrid Pick-up Truck, model year 2024 or 2025 shall be bid with all of the standard equipment as specified in the manufacturer’s printed literature. In addition, the vehicle shall include all of the equipment specified herein.
		Cost shall include the manufacturer’s warranty for as specified. The warranty shall commence upon delivery and acceptance of the completed vehicle to the Town.
		Cost shall include delivery to the Town.
		Vehicle shall meet all current air quality standards, Connecticut Emission Control Regulations, all Federal Safety Standards, and Department of Motor Vehicle regulations.
		Bid shall include estimated delivery date upon notice of award from the Town.
		Cost shall not include sales tax, as municipalities are exempt from sales tax.
Yes	No	POWERTRAIN
		3.5 L Powerboost Full Hybrid Engine
		Hybrid Electric 10 Speed Automatic Transmission
		4 X 4
Yes	No	EXTERIOR
		Agate Black
		5.5 Foot Bed /Box
		SuperCrew Cab
Yes	No	INTERIOR
		Black, Other Color
Yes	No	TIRES
		275/65/R18 All Terrain tires on 18 inch alloys, other wheel
Yes	No	MANUALS
		Includes two-year online subscription for parts manuals or hard copy parts manuals.
Yes	No	WARRANTY
		36 MONTHS/ 36,000 MILES Bumper/Bumper; 60 Months/60,000 Powertrain; 96 Months/100,000 Miles Hybrid Battery
Yes	No	OPTIONS DESIRED
		Spare Fob Key (1)
		Equipment Group 302A
		3.73 Electronic Locking Differential
		74,000 Pound GVW
		XLT Black Appearance Package
		Mobile Office Package
		Manual Folding Mirrors with Power Glass
		Front License Plate Bracket

THIS PAGE MUST BE COMPLETED AND RETURNED WITH PROPOSAL FORMS SC -1-

Bidder’s Name: _____



TOWN OF GLASTONBURY * 2155 MAIN STREET * GLASTONURY * CT

BID / PROPOSAL NO: GL-2025-13

DATE DUE: October 17, 2024

DATE ADVERTISED: October 3, 2024

TIME DUE: 11:00 AM

NAME OF PROJECT: 2024/25 Ford F-150 XLT Hybrid Pick-Up Truck

In compliance with this Invitation to Bid, the Bidder hereby proposes to provide goods and/or services as per this solicitation in strict accordance with the Bid Documents, within the time set forth therein, and at the prices submitted with their bid response.

IT IS THE RESPONSIBILITY OF THE BIDDER TO CHECK THE TOWN’S WEBSITE BEFORE SUBMITTING BID FOR ADDENDA POSTED PRIOR TO BID OPENING.

THE BIDDER ACKNOWLEDGES RECEIPT OF THE FOLLOWING ADDENDA AS REQUIRED:

Addendum 1 _____(Initial/Date) Addendum 2 _____(Initial/Date) Addendum 3 _____(Initial/Date)

OTHER ITEMS REQUIRED WITH SUBMISSION OF BID PROPOSAL:

The following bid checklist describes items required for inclusion with the above-referenced bid proposal package. It is provided for the convenience of the bidders and, therefore, should not be assumed to be a complete list.

- _____ 1. Included Disclosure of Past and Pending Mediation, Arbitration, and Litigation cases against the Bidder or its Principals as per Section 16 of the Information for Bidders.
- _____ 2. Checked Town web site for Addenda and acknowledged Addenda on page BP-1.
- _____ 3. Acknowledged Code of Ethics on page BP-3.
- _____ 4. Included warranty and any warranty extension by manufacturer.
- _____ 5. All required documents herein have been completed and are accurate.

THIS PAGE MUST BE COMPLETED AND RETURNED WITH PROPOSAL FORMS BP -1

Bidder’s Name: _____

FORM REQUIRED WITH BID SUBMISSION

Item #	Description	VIN#, Model#, Part #	Mfr. List Price	% Off List	Cost
1	2024 or 2025 Ford F-150 XLT Hybrid Pick-Up Truck as per the above specifications delivered to the Town of Glastonbury		\$	%	\$
2	Spare Fob Key (1)		\$	%	\$
3	Dealer Conveyance Fee, if any.		\$		\$
4	List any additional Options below for the vehicle as bid:				\$
6	Total Bid				

ESTIMATED DELIVERY DATE: _____

COLOR (Interior): _____

COLOR (Exterior): _____

THIS PAGE MUST BE COMPLETED AND RETURNED WITH PROPOSAL FORMS BP -2

Bidder's Name: _____

NON-COLLUSION AFFIDAVIT:

By submission of this bid, the Bidder certifies, and in the case of a joint bid each party thereto certifies as to their own organization that this bid has been arrived at independently without consultation, communication, or agreement as to any matter relating to this bid with any other Bidder or with any competitor.

CODE OF ETHICS:

I/We have reviewed a copy of the Town of Glastonbury’s Code of Ethics and agree to submit a Consultant Acknowledgement Form if I/We are selected. Yes__ No_____*

*Bidder is advised that effective August 1, 2003, the Town of Glastonbury cannot consider any bid or proposal where the Bidder has not agreed to the above statement.

Respectfully submitted:

Type or Print Name of Individual

Doing Business as (Trade Name)

Signature of Individual

Street Address

Title

City, State, Zip Code

Date

Telephone Number/Fax Number

E-Mail Address
(Seal – If bid is by a Corporation)
Attest

SS# or TIN#

THIS PAGE MUST BE COMPLETED AND RETURNED WITH PROPOSAL FORMS BP -3

Bidder’s Name: _____