

Town of Yorktown
363 Underhill Avenue
Yorktown Heights, New York 10598

Yorktown
Highway Department

Bid#1-2023

Used or New Combination Single Engine Sewer Cleaner
with Positive Displacement Vacuum System or Fan System Mounted
on a Heavy Duty Truck Chassis or Equivalent

INVITATION TO BID

The Town of Yorktown Highway Department is seeking to purchase a used or new Combination Single Engine Sewer Cleaner with Positive Displacement Vacuum System or Fan System Mounted on a Heavy Duty Truck Chassis. Sealed bid proposals, plainly marked "Bid#01-2023 Vacuum Truck" on the outside of the envelope, addressed to the Town Clerk's Office, Town Hall, 363 Underhill Avenue, Yorktown Heights, New York 10598, will be accepted until 10:00 a.m. on January 12, 2023 at which time all bids will be publicly opened and read aloud.

This bid is available on the Town's website at www.yorktownny.org or on BidNet Direct at www.bidnetdirect.com or by contacting the Town Clerk's office at 914-962-5722 x209.

Questions may be directed to the Town Clerk at dquast@yorktownny.org. Addenda to this proposal, if any, including written answers to questions, will be posted on the Town of Yorktown website under Town Clerk, under Bids/RFP's.

The Highway Superintendent reserves the right to reject any or all bids, to waive technical or legal deficiencies, and to accept any bid that it may deem to be in the best interest of the Town.

INSTRUCTION TO BIDDERS

I. Preparation of Bid Proposal

- A. The Bidder shall submit its proposal upon the form furnished by the Town (attached). Prices shall be given in both words and figures.
- B. Corrections made to amounts or information requested on the bid form should be made by crossing out the error and entering the new price or information above or below it. The correction must be initialed. In case of discrepancy between the prices written in words and those written in figures, the prices written in words shall govern.
- C. The bidder's proposal must be signed by the individual, by one or more members of the partnership, by one or more members or officers of each firm representing a joint venture; by one or more officers of a corporation, or by an agent of the contractor legally qualified and acceptable to the owner. If the proposal is made by an individual, his/her name and post office address must be shown, by a partnership the name and post office address if each partnership member must be shown; as a joint venture, the name and post office address of each must be shown; by a corporation, the name of the corporation and its business address must be shown, together with the name of the state in which it is incorporated, and the names, titles, and business addresses of the President, Secretary, and Treasurer.
- D. All words, figures, corrections shall be in ink or typed. All signatures shall be in ink.
- E. Addenda to this proposal, if any, including written answers to questions, will be posted on the Town of Yorktown website at https://www.yorktownny.org/bids_rfps under the project heading. Addenda and updates will NOT be sent directly to firms. Bidders submitting a proposal should check the web site for addenda and updates after the release date. Bidders should print out, sign and return addenda with the proposal. Failure to do so may result in disqualification.

II. Delivery of Bid Proposals

When sent by mail, the sealed proposal shall be addressed to the owner at the address and in the care of the official in whose office the bids are to be received. All proposals shall be filed prior to the time and at the place specified in the invitation for bids. Proposals received after the time for opening of the bids will be returned to the bidder, unopened. Faxed and emailed bid proposals are not acceptable.

III. Withdrawal of Bid Proposals

A bidder will be permitted to withdraw his/her proposal unopened after it has been deposited if such request is received in writing prior to the time specified for opening the proposals.

IV. Public Opening of Bid Proposals

Proposals will be opened and read publicly at the time and place indicated in the invitation for bids. Bidders, their authorized agents, and other interested parties are invited to be present.

V. Non Collusive Bidding Certification

Bidder shall certify that it has complied with all the requirements stated in the Non Collusive Bidding Certificate by signing the form included in the Bid Documents. Failure by bidder to complete and sign the Non Collusive Bidding Certification will constitute grounds for rejection of the bid.

VI. Proposals and Disqualification of Bidders

Bid proposals that are irregular may be rejected. Irregular bid proposals include the following:

- A. Failure to use the bid form provided or alteration of the form.
- B. Unauthorized additions, conditional or alternated bids, incomplete bids, or irregularities of any kind which may tend to make the proposal incomplete, indefinite or ambiguous as to its meaning.
- C. The addition of any provision reserving the right to accept or reject an award, or to enter into a contract pursuant to an award.

Bidders may be disqualified and the bid proposal rejected for the following reasons:

- A. More than one proposal for the same work from an individual, firm, or corporation under the same or different name;
- B. Evidence of collusion among bidders;
- C. Failure to submit all required information requested in bid specifications;
- D. Bidder is not qualified or able to provide the services or product(s) described in the bid specifications; or
- E. Disqualification is in the best interest of the Town of Yorktown.

AWARD

I. Consideration of Proposals and Award

After the proposals are opened and read, bid results will be available to the public. In case of discrepancy between the prices written in words and those written figures, the prices written in words shall govern.

Within 30 calendar days after the opening of proposals, if an award is made, it will be made to the lowest, responsible, qualified bidder whose proposal complies with all the requirements prescribed. The successful bidder will be notified by mail at the address indicated on the proposal.

The award shall not be considered official until such time that a purchase order, fully executed contract or an award letter has been issued by the Department Head.

No presumption of award shall be made by the bidder until such documents are in hand.

Verbal notification of award is not considered official. Any action by the bidder to assume otherwise is done so at his/her own risk and the Town will not be held liable for any expense incurred by a bidder that has not received an official award.

II. Reservation of Rights

The Town reserves the right to cancel the award at any time before final notification of the successful bidder without any liability against the Town. The Highway Superintendent reserves the right to reject any or all bids, to waive technical or legal deficiencies, and to accept any bid that it may deem to be in the best interest of the Town.

Bid Specifications

One Used 2019 or newer, or One New Combination Single Engine Sewer Cleaner with Positive Displacement Vacuum System or Fan System Mounted on a Heavy Duty Truck Chassis:

The intent of this specification is to procure One Used 2019 or newer, or One New Combination Single Engine Sewer Cleaner with Positive Displacement Vacuum System or Fan System Mounted on a Heavy Duty Truck Chassis or Equivalent:

The following are minimum acceptable specifications for One Used 2019 or newer, or One New Combination Single Engine Sewer Cleaner with Positive Displacement Vacuum System or Fan System Mounted on a Heavy Duty Truck Chassis. Any exceptions shall be noted in the columns below.

Bid#1-2023

Item #1: One used 2019 or newer (less than 2,500 hours and 25,000 miles). Item #1A: One New Combination Single Engine Sewer Cleaner with Positive Displacement Vacuum System or Fan System Mounted on a Heavy Duty Truck Chassis or Equivalent

BID PROPOSAL FORM

Item #1 Used One 2019 or newer (less than 2,500 hours and 25,000 miles)Combination Single Engine Sewer Cleaner with Positive Displacement Vacuum System or Fan System Mounted on a Heavy Duty Truck Chassis:

\$ _____ \$ _____

Price in Words

Price in Figures

Item#1A One new Combination Single Engine Sewer Cleaner with Positive Displacement Vacuum System or Fan System Mounted on a Heavy Duty Truck Chassis:

\$ _____ \$ _____

Price in Words

Price in Figures

One used 2019 or newer (less than 2,500 hours and 25,000 miles), or One new Combination Single Engine Sewer Cleaner with Positive Displacement Vacuum System or Fan System Mounted on a Heavy Duty Truck Chassis or equivalent will be considered that meets the bid specifications. The Highway Superintendent in his sole discretion will determine if it satisfies the bid specifications.

Grand Total, Item#1: **plus warranty charges:** Used 2019 or newer (less than 2,500 hours and 25,000 miles) Combination Single Engine Sewer Cleaner with Positive Displacement Vacuum System or Fan System Mounted on a Heavy Duty Truck Chassis or equivalent:

\$ _____ \$ _____

Price in Words

Price in Figures

Grand Total, Item#1A: **plus warranty charges:** One new Combination Single Engine Sewer Cleaner with Positive Displacement Vacuum System or Fan System Mounted on a Heavy Duty Truck Chassis or equivalent:

\$ _____ \$ _____

Price in Words

Price in Figures

DELIVERY: Bidder must state approximate number of days from award that delivery will be made.

Approximate Number of Days for Delivery: _____

DELIVERY USED/NEW VEHICLE: Delivery is expected no later than 120 days from receipt of award. Bidder must deliver vehicle to the Highway Department, 271 Underhill Avenue, Yorktown Heights, New York 10598.

The undersigned agrees that he/she on behalf of Bidder has read the bid proposal documents, the instruction to bidders' specifications and agrees to the terms and conditions set forth herein. Bidder understands that bid prices shall include delivery FOB to the address identified in the bid documents and bid price shall be firm for at least 60 days.

Bidder further agrees that this bid is not made jointly or in conjunction, cooperation or collusion with any person, firm, corporation or other legal entity.

Submitted by Authorized Agent:

Bidder agrees no officer, agent or employee of the Owner is directly or indirectly interested in this Bid.

(Print Name & Title)

Signature: _____

Date: _____

Company: _____

Address: _____

City/State/Zip: _____

E-mail address: _____

Telephone: _____

Fax: _____

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