



INVITATION FOR BID (IFB)

Name of Good or Service Requested:

City Vehicles

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A. Summary of Invitation for Bid

This bid is for the purpose of entering into a contract for **City Vehicles** for the City of Billings. The successful bidder agrees to provide the City of Billings with an acceptable quality of equipment/service, performance and workmanship as determined by the City of Billings.

It is the purpose of this bid to obtain the best quality of equipment/service at the most favorable price to the City of Billings. Consideration will be given for the level of service offered and ability to meet stated specifications as outlined in the contract documents.

The lowest bid need not be accepted if it is documented that a specific supplier in the past has been a poor performer or has provided poor goods.

B. Instructions to Bidders

Sealed bids entitled **City Vehicles** for the City of Billings Services Department, Billings, Montana, will be received by the City Clerk up until 2:00 PM (MST) on Tuesday August 1, 2023.

All bids may be submitted to the Billings City Clerk, via email at bids@billingsmt.gov or via mail or delivery at 210 N. 27th Street, Billings, MT 59101 (P. O. Box 1178, Billings, MT 59103). Bids will be publicly opened and read aloud via Facebook Live on the City's Facebook page: <https://www.facebook.com/Billings-MT-City-Government-74352842013/>. Bid tabulations will be posted for public viewing after the bids have been opened.

More specific additional information regarding this invitation for bids may be obtained by contacting Nick Westburg, Fleet Manager via telephone at 406-657-8229, or via email at westburgn@billingsmt.gov.

No bids may be withdrawn after the scheduled time for the public opening of bids, which is 2:00 PM (MST) on Tuesday, August 1, 2023.

The right is reserved to reject any or all bids received, to waive irregularities, to postpone the award of the contract for a period of not to exceed sixty (60) days, and to accept that bid which is in the best interests of the City of Billings, Montana.

The City of Billings is an Equal Opportunity Employer. The Contractor and subcontractor shall abide by the requirements of 41 CFR 60-300.5(a) and 41 CFR 60-741.5(a), which prohibit discrimination against qualified protected veterans and/or qualified individuals on the basis of disability, and requires affirmative action



by covered prime contractors and subcontractors to employ and advance in employment qualified protected veterans and individuals with disabilities.

EXAMINATION OF DOCUMENTS

Before submitting a bid, the bidder shall:

- a. Carefully examine the Standards and Specifications as well as all other attached documents;
- b. Fully inform themselves of the existing conditions and limitations;
- c. Include with the bid sufficient information to cover all items required in the specifications.

BID COMPLIANCE

It shall be the responsibility of the bidder to see that all bids are submitted to the office of the City Clerk before 2:00 PM (MST) on Tuesday, August 1, 2023.

BID MODIFICATIONS

Bids shall be made on the forms provided herein; they shall not contain any recapitulation of the work to be done. Modifications, additions or changes to the terms and conditions of this Invitation for Bid may be cause for rejection of the bid. Bids submitted on other forms may be rejected.

INTERPRETATION PRIORITY

Should a bidder find discrepancies in, or omissions from, the specifications, or be in doubt as to their meaning, bidder shall notify Nick Westburg, Fleet Manager at 406-657-8229, by e-mail at westburgn@billingsmt.gov, who will send written instructions or addenda to all bidders. The City will not be responsible for oral interpretation. All addenda issued prior to bid opening shall be incorporated into and become a portion and part of the contract/agreement upon award. Questions received less than ninety-six (96) hours before the bid opening cannot be answered.

WITHDRAWAL OF BIDS

Bidders may withdraw their bid either personally or by written request at any time prior to the time set for bid opening. No bid may be withdrawn or modified after the time set for opening, unless and until the award of the contract is delayed for a period exceeding sixty (60) days.



BID PRICE VALID

Bidder acknowledges that no contractual relationship with the Proposer exists until execution of the resulting contract following City Administration or City Council approval. Because contract approval can be delayed due to scheduling or unforeseen circumstances, the Bidder must honor their pricing and any other terms set forth in the proposal for at least ninety (90) days after the bid due date.

The prices established from this bid may be extended to other political subdivisions within the State of Montana solely at the vendor's discretion.

CERTIFICATION

The bidder certifies that the bid has been arrived at by the bidder independently and has been submitted without any collusion designed to limit independent bidding or competition. The bidder further certifies that the materials, products, services and/or goods offered herein meet all requirements of the stated specifications and are equal in quality, value and performance with highest quality, nationally advertised brand and/or trade names.

Any manufacturer's trade names, if used in specifications, are for the express purpose of establishing a standard of quality and coordination of design, not for the purpose of limiting competition.

EVIDENCE OF QUALIFICATION

Upon request of the City of Billings, a bidder whose bid is under consideration for award may be required to manifest satisfactory evidence of his financial resources, experience, the organization and equipment as well as service provisions bidder has available or will make available. In determining the lowest responsible bidder, in addition to price, the following considerations may be addressed:

- a) The ability, capacity and skill of the bidder to perform the contract or provide the service required.
- b) The character, integrity, reputation, judgment, experience and efficiency of the bidder.
- c) Whether the bidder can perform the contract within time specified.
- d) The quality of performance of previous contracts, agreements and/or performance.
- e) Previous and/or existing compliance by the bidder with laws relating to the contract or services.



- f) Such other information which may be secured having a bearing on the decision to award the contract.

C. Contract Requirements/Specifications, Pricing and Addendum

All unit bids shall be manufacturer's current production model with all features offered as standard whether or not called for in the specifications, except where this specification requires a substitution in lieu of the manufactures standard equipment.

I/We acknowledge _____
#

Company Name

Date

Contact Name (please print)

Title

Signature of Contact Position

By signing the above, I certify that I am authorized by the Company named above to respond to this request.



1. **Parks Department: One new current 2024 model ½ ton 4 wheel drive regular cab long box.**

| <u>Description</u> | <u>Minimum Requirements</u> | <u>Specification Bid</u> |
|--------------------|--|--------------------------|
| Engine | 3.3 liter, gasoline | |
| GVWR | 7,000 LBS | |
| Cab | Regular cab | |
| Chassis | Standard, rear wheel drive | |
| Drive Type | 4 wheel drive | |
| Box length | 8 foot fleet side | |
| Transmission | Heavy Duty, 6 speed automatic w/cooler | |
| Brakes | Heavy duty 4 wheel ABS disk brakes | |
| Alternator | 155 Amperes | |
| Battery | Heavy Duty, 650 CCA | |
| Cooling | Heavy Duty Radiator w/-40 Degree Anti-Freeze | |
| Differential | Limited Slip/Traction Control/Stability Control | |
| Fuel Tanks | 20+Gallon min w/skid plates | |
| Mirrors | Left and Right electronic adjusted | |
| Tires/Wheels | Five, all terrain radials | |
| Floor Covering | Heavy duty rubber floor covering w/mats | |
| Shock Absorbers | Heavy Duty front and rear | |
| Mud Flaps | Heavy Duty front and rear | |
| Color | To be selected by City | |
| Other features: | 40/20/40 seat with fold down console Covered with heavy duty cloth Tinted windshield Electric power windows and locks | |



2. Recreation Department: Two (2) new current 2024 model 15 passenger vans

| <u>Description</u> | <u>Minimum Requirements</u> | <u>Specification Bid</u> |
|--------------------|--|--------------------------|
| Engine | 3.5 liter, 6 cylinder gasoline | |
| GVWR | 8,600 LBS | |
| Cab | 15 Passenger Van | |
| Chassis | Standard, rear or front wheel drive | |
| Drive Type | Rear wheel drive | |
| Transmission | Heavy Duty, 6 speed automatic w/cooler | |
| Brakes | Heavy duty 4 wheel ABS disk brakes | |
| Alternator | 250 Amperes | |
| Battery | Heavy Duty, 650 CCA | |
| Cooling | Heavy Duty Radiator w/-40 Degree Anti-Freeze | |
| Differential | Limited Slip/Traction Control/Stability Control | |
| Fuel Tanks | 30+Gallon min w/skid plates | |
| Mirrors | Left and Right electronic adjusted | |
| Tires/Wheels | All season radials | |
| Floor Covering | Heavy duty rubber floor covering w/mats | |
| Shock Absorbers | Heavy Duty front and rear | |
| Mud Flaps | Heavy Duty front and rear | |
| Color | To be selected by City | |
| Other features: | 2 way manual drivers and passengers' seats Vinyl bench seat configuration for 15 passengers Tinted windshield Electric power windows and locks Intermittent window wipers/washers | |



3. Parking Division: Two (2) new current 2024 models small All-Wheel Drive Four Door SUV's

| <u>Description</u> | <u>Minimum Requirements</u> | <u>Specification Bid</u> |
|--------------------|--|--------------------------|
| Engine | 1.4 liter, gasoline | |
| Curb Weight | 3,000 LBS | |
| Cab | "4 door" SUV | |
| Chassis | Standard, all-wheel drive | |
| Drive Type | ALL wheel drive | |
| Body Length | 160+ inches | |
| Transmission | 6 speed automatic w/cooler | |
| Brakes | 4 wheel ABS disk brakes | |
| Alternator | 130 Amperes | |
| Battery | Heavy Duty, 650 CCA | |
| Cooling | Radiator w/-40 Degree Anti-Freeze | |
| Differential | Limited Slip/Traction Control/Stability Control | |
| Fuel Tanks | 20+ Gallon min w/skid plates | |
| Mirrors | Left and Right electronic adjusted | |
| Tires/Wheels | All-season radials | |
| Floor Covering | Rubber floor covering w/mats | |
| Shock Absorbers | Front and rear | |
| Mud Flaps | Front and rear | |
| Color | To be selected by City | |
| Other features: | 60/40 split folding rear seats Covered with heavy duty cloth Tinted windshield Electric power windows and locks | |



4. Animal Control Division: Three (3) new current 2024 model ¾ ton 4 wheel drive extended cab long 8’ box pickups

| <u>Description</u> | <u>Minimum Requirements</u> | <u>Specification Bid</u> |
|--------------------|--|--------------------------|
| Engine | 6.0 liter, 8 cylinder gasoline | |
| GVWR | 9,900 LBS | |
| Cab | Extended Cab | |
| Chassis | Standard, rear wheel drive | |
| Drive Type | 4 wheel drive | |
| Box length | 8 foot fleet side | |
| Transmission | Heavy Duty, 6 speed automatic w/cooler | |
| Brakes | Heavy duty 4 wheel ABS disk brakes | |
| Alternator | 155 Amperes | |
| Battery | Heavy Duty, 650 CCA | |
| Cooling | Heavy Duty Radiator w/-40 Degree Anti-Freeze | |
| Differential | Limited Slip/Traction Control/Stability Control | |
| Fuel Tanks | 30+ Gallon min w/skid plates | |
| Mirrors | Left and Right electronic adjusted | |
| Tires/Wheels | Five, 10-ply all terrain radials | |
| Floor Covering | Heavy duty rubber floor covering w/mats | |
| Shock Absorbers | Heavy Duty front and rear | |
| Mud Flaps | Heavy Duty front and rear | |
| Color | To be selected by City | |
| Other features: | 40/20/40 seat with fold down console Covered with heavy duty cloth Tinted windshield Electric power windows and locks | |



5. Police Department: Three new current 2024 model “4” four door sedans

| <u>Description</u> | <u>Minimum Requirements</u> | <u>Specification Bid</u> |
|--------------------|---|--------------------------|
| Engine | 1.5 liter, 4 cylinder gasoline | |
| GVWR | 2200 LBS | |
| Cab | “4 door” Mid-size Sedan | |
| Chassis | Standard, front wheel drive | |
| Drive Type | Front wheel drive | |
| Transmission | Automatic w/cooler | |
| Brakes | 4 wheel ABS disk brakes | |
| Alternator | Heavy Duty | |
| Battery | Heavy Duty | |
| Cooling | Radiator w/-40 Degree Anti-Freeze | |
| Differential | Traction Control/Stability Control | |
| Fuel Tanks | 20+Gallon min | |
| Mirrors | Left and Right electronic adjusted | |
| Tires/Wheels | Five, 4-ply all terrain radials | |
| Floor Covering | Rubber floor covering w/mats | |
| Shock Absorbers | Heavy Duty front and rear | |
| Mud Flaps | Heavy Duty front and rear | |
| Color | To be selected by City | |
| Other features: | Bucket seats with fold down console Covered with heavy duty cloth Tinted windshield Electric power windows and locks Intermittent window wipers/washers | |



D. Standard Terms and Conditions

In case of default by the successful bidder or failure to deliver the goods or services within the time specified, the City Purchasing Agent, after written notice, may procure them from other sources and hold contractor responsible for excess costs occasioned thereby.

The specifications attached to the instructions to bidders establish a standard of quality desired by the City of Billings. Any bidder may submit quotations on any article which substantially complies with these specifications as to quality, workmanship and service. The City of Billings reserves the right to make its selections of materials or services purchased, based on its best judgment as to which articles substantially comply with the requirements of the specifications.

No alteration in any of the terms, conditions, delivery, quality, or specifications will be effective without prior written consent of the City of Billings.

No exception to delivery or service dates shall be allowed unless prior written approval is first obtained from the City of Billings.

The contractor warrants all articles supplied under this contract to conform to specifications, herein. The contractor will deliver a warranty stating that all articles supplied under the contract are fit and sufficient for the purpose manufactured, merchantable, and free from defects.

In the event the City is entitled to a prompt payment or cash discount, the period of computation shall commence on the date of delivery, or receipt of correctly completed invoices, whichever is later. If an adjustment of payment is necessary, the discount period shall commence on the date final approval for payment is authorized.

The contractor agrees not to discriminate against any client, employee or applicant for employment or for services, because of race, creed, color, national origin, sex or age with regard to, but not limited to, the following: employment upgrading; demotion or transfer; recruitment or recruitment advertising; layoffs and termination; rates of pay or other forms of compensation; selection for training; rendition of services. It is further understood that any contractor who is in violation of this shall be barred forthwith from receiving awards of any purchase order for the City unless a satisfactory showing is made that discriminatory practices have terminated and that a reoccurrence of such acts are unlikely.

The City reserves the right to cancel and terminate this contract forthwith upon giving 30 days written notice to the contractor. (This provision does not apply to



the purchase of materials and equipment. A purchase order for materials and equipment is a binding contract.)

Should either party employ an attorney or attorneys or utilize the services of in-house attorneys to enforce any of the provisions hereof or to protect its interest in any manner arising under this contract, the non-prevailing party in any action pursued in a court of competent jurisdiction agrees to pay to the prevailing party all reasonable costs, damages, expenses, and attorneys' fees, including fees for in-house attorneys, expended or incurred in connection therewith.

Where applicable, possible or required, bidder is required to submit descriptive literature, sample material, design sketches and detailed shop drawings. Failure to submit required items may result in rejection of the bid or termination of contract.

The successful bidder may not make any advertising or sale use of the fact that contract items are being used by purchaser and other approved agencies, under penalty of contract termination.

This Agreement shall be construed and enforced in accordance with the laws of the State of Montana. Venue for any suit between the parties arising out of this Agreement shall be the State of Montana Thirteenth Judicial District Court, Yellowstone County.

Regardless of FOB point, contractor agrees to bear all risks of loss, injury, or destruction of goods and materials ordered herein and such loss, injury, or destruction shall not release contractor from any obligation hereunder.

All materials submitted in response to this IFB become public records under Article II, Section 9 of the Montana Constitution and §§ 2-6-102 and 7-1-4144, MCA and may be distributed by written request pursuant to Montana's Constitutional Right to Know or Public Records Acts.

Information provided in response to this IFB will be held in confidence and will not be revealed or discussed with competitors prior to award of Contract by Council. However, one copy of each bid submitted shall be retained for the official files of the Department and will become public record after award of the Contract.

Records and materials that are constitutionally protected from disclosure are not subject to the provisions of this section.



E. Intent to Respond Form

Email the following Intent to respond form to Nick Westburg within four (4) days of the Bid Opening date of August 1, 2023, even if your company chooses NOT to participate.

To: City of Billings – Fleet Services Department
Attn: Nick Westburg, Fleet Manager
Phone: 406-657-8229
Email: westburgn@billingsmt.gov

From: _____ Contact Name
_____ Company Name
_____ Company Address

_____ Email Address
_____ Phone Number
_____ Fax Number

Please indicate whether or not you intend to submit a bid on: **City Vehicles** by checking Yes or No.

We intend to respond by the specified due date:

Yes _____ No _____

Company Name

Date

Contact Name (please print)

Title

Signature of Contact Position

By signing the above, I certify that I am authorized by the Company named above to respond to this request.



F. Questions

Questions regarding this Invitation for Bids must be sent to the contact person listed in Section B no later than 5 business days prior to due date. The City will make every effort to provide a written response within 2 business days. Whenever responses to inquiries would constitute a modification or addition to the original IFB, the reply will be made in the form of an addendum to the IFB, a copy of which will be posted on the City's website and forwarded to all Suppliers who have submitted an "Intent to Respond" form (Section E).

Supplier must submit their questions via email using the "Master Q & A" form found below (Attachment A), and provide, at a minimum, the following:

- Supplier's name, requester, and appropriate contact information.
- The question, clearly stated.
- Specific reference to the applicable IFB section(s).

G. Protests

Any Bidder protest of award recommendations and/or bid specifications must be filed with the Purchasing Agent within seven (7) days of bid opening.

Upon receiving a written protest, the Purchasing Agent, with assistance from the Legal Department, determines if the protest has sufficient merit and if so, schedules an informal hearing with the protesting bidder and the user Department.

At this hearing, all parties discuss the basis of the protest and attempt to resolve the dispute based on fact. If the protesting party is not in agreement with the results of the informal hearing, they may appeal to the City Administrator.



ATTACHMENT A

MASTER Q & A FORM

IFB: CITY VEHICLES

| | |
|------------------------|--|
| Master Q&A | Any questions regarding this IFB should be submitted according to the process outlined below. The City will make every effort to answer within two (2) days of receiving the questions. |
| | |
| Q&A Process | <ol style="list-style-type: none"> 1. Prepare questions or concerns on the template provided. 2. Complete the table in full, providing a date for each question and a section of the IFB to reference (if applicable). 3. Submit the completed form via email to westburgn@billingsmt.gov. Attach associated documents as necessary. <p>Please contact Nick Westburg with any questions regarding this process.</p> |

Questions from: _____ **Company:** _____

Email Address: _____

| # | Date | Reference Section | Question or Comment | City Response |
|---|------|-------------------|---------------------|---------------|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |