

Town of Wilton, NH
Request for Proposals #10-22
Highway Department Pickup Truck



Date Posted: 10/19/2022

Proposal Deadline: 11/07/2022

Staff Contact

Nick Germain, Town Administrator

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Inquiry / Submissions Addresses:

Street Address

Administration Office
Wilton Town Hall
42 Main Street
Wilton, NH 03086

Mailing Address

Wilton Town Hall
Town Administrator's Office
P.O. Box 83
Wilton NH, 03086

It is the town's intent that this RFP shall permit competition. It shall be the respondent's responsibility to advise the Town Administrator (wiltonta@wiltonnh.gov) in writing if any language, requirement, specification, etc., or any combination thereof, inadvertently restricts or limits awarding this project to one source

The Select Board of the Town of Wilton reserves the right to reject all or any part of any or all proposals, to waive technical or legal deficiencies, and to accept any proposal that it deems to be in the best interest of the Town of Wilton.

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1 General Information and Submission Process

1.1 Key Dates

Bid Deadline: 11/7/2022 @ 10:00 AM

Anticipated Bid Opening: 11/7/2022, 2022 @ 10:00 AM

Anticipated Award Timeframe: Within 20 days of proposal deadline

Anticipated Contract Signing: Within 60 days of deadline

1.2 Obtaining Proposal Documents

The Town of Wilton's primary outlet for distributing documentation for this RFP is the Purchasing page on the town's main website: www.wiltonnh.gov. Essential documents can also be received in hardcopy from the Wilton Administration Office (42 Main Street).

1.3 Inquiries

Technical or administrative questions should be directed to this RFP's main contact listed on the cover page; technical questions will be referred to the Wilton Highway Department. Highly specific e-mailed or typed questions are strongly preferred, and should reference the section the respondent wants clarified. Responses that are deemed reasonably able to affect competitiveness for this RFP will be released as addenda.

1.4 Submission Instructions

Sealed hardcopy proposal packages, clearly marked "RFP #10-22 Highway Department Pickup Truck" must be received by Administration Office staff via mail (PO Box 83) or delivery (42 Main Street) before the proposal deadline on 7th at 10:00AM. Each package **must include** four (4) copies of the following two (2) items:

1.4a Non-pricing information about the products and services requested in line with subsequent sections of this RFP, including the mandatory proposal components listed under #5.

1.4b Completed pricing sheets (Attachment #1). All entries on each bid sheet must be typed or written in ink; pencil will render a submission disqualifying.

1.5 Review and Award Process

Bid packages not verifiably received by the Town of Wilton by 10:00 AM on November 11, 2022 will be immediately disqualified. Barring emergency, a public opening will be held on November 11, 2022 at 2:15PM in the Wilton Town Hall Court Room (42 Main Street), where appropriately received proposal packages will be opened and read aloud/recorded. Thereafter, town personnel relevant to the project will review all packages received, verify whether or not they meet the town's minimum requirements and specifications, and prepare a recommendation for the Wilton Select Board. Sooner availability will be evaluated as more desirable than later guaranteed availability, but matching specification and cost will be the primary evaluation criteria. The Wilton Select Board, at their next feasible scheduled meeting, will consider the proposals received: The Town of Wilton will award a contract to the lowest priced proposal determined to be the closest match to the town's specifications. If a final agreement can't be negotiated, the town reserves the right to move onto the next lowest qualified proposal and so on, or reject all bids.

2. Background

The Highway Department operates a fleet of vehicles to maintain roads and to assist or perform various public works operations. One of these vehicles is an F-350 Utility Body pickup truck which has served for over 10 years, and is slated to be replaced in 2023. The Town of Wilton seeks to replace this vehicle with a similar class of vehicle via a five-year lease/purchase agreement as approved by voters.

2.1 Process Utilized

The Town of Wilton is utilizing a sealed proposal submission process in compliance with its purchasing policy. Given that the town has identified the type of vehicle and broad specifications desired, the process being utilized is a simplified "Request for Proposals" (RFP).

2.2 Desired Outcome

- The town secures procurement of a new, appropriately outfitted pickup truck before the end of calendar year 2023 via a 5-year lease/purchase agreement
- The town has guarantees for an appropriate warranty period

3. Specifications

3.1 Vehicle Specifications

The Town of Wilton seeks a new (2022-2023), heavy duty pickup truck. While the town doesn't mandate a particular make or model, and will consider waiving minor deviations from outlined vehicle needs, the below specifications should be considered the base submission standard sought by the town.

Make/Model: Ford F350, Chevrolet 3500, or Dodge 3500
Wheelbase 142" wheelbase
Green gem exterior
Vinyl 40/20/40 interior
Medium earth gray interior
XI trim
Air conditioning
NM|FM|mp3/clock
6.7L V-8 Diesel Engine
10 speed automatic transmission LT275/ONBSW all-terrain 18" tires
3.55E locking rear access
Power Equipment Group
Trailer towing package
Platform running boards
11,500 GVWR
Rapid supplemental heater
Engine block heater w/ 50 State emissions
Snowplow prep package
Spare tire and wheel
Hi mount stop lamps
Steel 18" rims
Jack 397-amp alternator

Optional Specifications Requested by the Department

LED strobe light package
Boss 9-foot straight blade plow
9-foot truck craft aluminum, service utility body installed and doors painted to match vehicle

3.2 Alternative Vehicle Proposals

The Town of Wilton will also accept multiple alternative vehicle proposal options from a given vendor so long as they are determined to be comparable to the minimum specifications listed in **3.1**. To formally submit an additional alternative proposal, the vendor must merely fill out and submit separate pricing sheets for each proposed vehicle and include its technical specifications in supplemental materials.

3.3 Delivery and Availability

Delivery or pickup options are accepted. The Town of Wilton acknowledges ongoing supply chain issues, and while proposals that can guarantee availability sooner than others will be evaluated positively, the town will consider proposals that can only guarantee availability before the end of 2023.

3.4 Warranty

Valid factory warranty must be guaranteed for the Town by the vendor upon receiving the vehicle. Any additional warranty options should be detailed separately and not included in the figures quoted on the pricing sheet(s).

4. Award Requirements

4.1 Terms

The Town of Wilton is authorized to enter into a 5-year municipal lease/purchase agreement subject to a non-appropriation clause. This means that should the annual appropriation by vote at Town Meeting not be approved, this Contract shall become null and void, and the vehicles and/or equipment, etc. purchased shall be returned to the financing institution and furthermore, the Town shall have no further obligation in the Contract. The Contract will be underwritten for a specified period of time. At the time of award, the vendor must provide all details and terms of any applicable lease/purchase program or agreement proposed.

4.2 Pricing

Pricing must be inclusive, clear, and concise, including such other information as requested or required. The pricing to be listed on the Proposal sheet (Attachment #1) should represent the contractor's cost to provide and outfit a given proposed vehicle. Proposal prices submitted must be guaranteed for a minimum of 60 days after formal award. Responses must be typed or legibly written in ink to be acceptable.

4.3 Change Order

Equipment, material, or labor charges not anticipated by the town may be covered by a written change order signed by the Town Administrator if sufficient evidence is presented. No unanticipated costs may be incurred before the signed change order is received by the supplier from the Town of Wilton. Change

to proposal prices may be disqualifying and the town maintains its right to reject proposed price changes and go with another vendor

4.4 Confirmation of Specifications

The second page of the pricing sheet (Attachment Item #1) is a confirmation of specifications page. A respondent must fill out the appropriate details that confirm adherence to the listed specifications and explain any deviations.

5. Mandatory Proposal Components

5.1 Name, address, telephone number, fax number and e-mail address of the main respondent

5.2 A brief introductory statement signed by an authoritative officer able to commit the vendor to sell/furnish all requested products. At minimum, this statement should include:

5.2a. Acknowledgement that the main respondent is willing and capable to provide all proposed services and equipment, as well as adhere to mandatory award requirements and addendum instructions that may be issued

5.3 Answering the following question: Has the vendor disqualified from a state, local, or federal government Proposal in the last five years? If so, please explain under what circumstances this occurred.

5.4 A completed proposal sheet (**Attachment Item #1**)

5.5 Warranty information on the proposed vehicle(s)

5.6 An estimate or guarantee of product availability by a specific date including whether or not pick up by town staff is an option, or if delivery is an option or required (e.g. product immediately available; within 60 calendar days; within next calendar year, et cetera...)

5.7 Any additional technical or administrative material related to the vehicle(s) proposed or lease/purchase programs offered that the respondent feels are informative

Attachment Item #1
Pricing Sheet

RFP #10-22
Highway Department Pickup Truck
Pricing Sheet

Date: _____

Proposed Vehicle Year/Make/Model	Total Price (5- Year Lease/Purchase)	First Year Payment

Print Representative's Name and Title

Address-Street-City-Zip Code

Telephone Number and E-mail Address

Person signing proposal must be a person in your company authorized to sign a contract with the Town of Wilton

Notes to Respondent

- Pricing must be inclusive of all services requested by the town
- Responses in pencil will be considered invalid
- Please fill out the specification confirmation sheet on page 2. If a given specification on the proposed vehicle does not match a requested category, please briefly describe the deviation (e.g. green gem exterior not available; only white)
- Respondents may propose multiple vehicles as alternatives by simply filling out the pricing sheets for each proposed vehicle and including them in the proposal package.

**RFP #10-22 - Highway Department Pickup Truck
Confirmation of Proposed Specifications**

Vehicle Year/ Make Model: _____ **Signed:** _____

Requested Specification	Is there a Deviation? (Yes/No)	Briefly explain any deviation
Wheelbase 142" wheelbase		
Green gem exterior		
Vinyl 40/20/40 interior		
Medium earth gray interior		
XI trim		
Air conditioning		
NM FM mp3/clock		
6.7L V-8 Diesel Engine		
10 speed automatic transmission LT275/ONBSW all-terrain 18" tires		
3.55E locking rear access		
Power Equipment Group		
Trailer towing package		
Platform running boards		
11,500 GVWR		
Rapid supplemental heater		
Engine block heater 50 State emissions		
Snowplow prep package		
Spare tire and wheel		
Hi mount stop lamps		
Wheelbase 142" wheelbase		
Steel 18" rims		
Jack 397-amp alternator		
<i>Optional Specifications Requested by the Department</i>		
Boss 9-foot straight blade plow		
9-foot truck craft aluminum, service utility body installed and doors painted to match vehicle		
LED strobe light package		

