



CITY OF MILLS

BID SPECIFICATIONS



FOR THE PURCHASE OF

TWO (2) NEW 2022 MODEL, ALL-WHEEL DRIVE FORD EXPLORER UTILITY

For:

MILLS POLICE DEPARTMENT/
COMMUNITY SERVICE DIVISION

DATED: August 15, 2021

Contact:

Bryon Preciado, Chief of Police
307-266-4796

NOTICE TO BIDDERS

Sealed Bids will be received by the City of Mills, Wyoming at the Mills City Hall
704 4th Street Mills WY. 82644 until 10:15 A.M. Wednesday, September 01, 2021,
for

TWO (2) NEW 2022 MODEL, ALL-WHEEL DRIVE FORD EXPLORER UTILITY
Specifications and Instructions to Bidders are available at the Mills City Hall. The
Council reserves the right to reject any and all bids and waive irregularities.

Publish – 3 times:

Sunday, August 15, 2021

Wednesday, August 18, 2021

Sunday, August 22, 2021

Bid Opening:

Wednesday, September 01, 2021 @ 10:15 A.M

INSTRUCTIONS TO BIDDERS

1. All Proposals shall be submitted on Bid Forms provided for this purpose in order that they may be properly compared and evaluated.
2. The bid shall be for Two (2) New 2022, ALL-WHEEL DRIVE, FORD EXPLORER UTILITY.
3. The bid must include delivery to Mills, Wyoming.
4. Bids shall state the Make and Model of proposed unit(s) and Include complete detailed specifications with manufacturer's brochure, specifying the identical model(s) being bid.
5. The City of Mills is tax exempt; the City will furnish a tax exempt number.
6. The bids shall be submitted to the City Clerk's office by 10:15 A.M., Wednesday, September 01, 2021 in a sealed envelope clearly marked "Bid on Two (2) New 2022, ALL-WHEEL DRIVE, FORD EXPLORER UTILITY"
7. The council reserves the right to reject any and all bids and to waive any Irregularities for any reason deemed necessary.
8. Award of purchase by the City will not become final until a Purchase Order has been issued authorizing this purchase.
9. City will pay for equipment meeting all specifications upon proper documentation, no sooner than the first Council meeting following delivery.
10. Actual equipment being bid must be available for inspection by City Personnel after the bids are opened and before the next council meeting
11. Any items of noncompliance or variations to the minimum specification requirements listed on the following pages shall be written and submitted with the Bid Proposal.

BID FORM

I (we) have examined the Notice to Bidders, dated August 15, 2021 Instruction to Bidders, and the Specifications, and submit the following proposal to furnish Two (2) New 2022 Model, All-Wheel Drive, Ford Explorer Utility for the City of Mills. Delivered Within 90 Days of Bid Acceptance.

YEAR	MAKE	MODEL #
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BID PRICE: \$ _____

My bid for Two (2) New 2022, All-Wheel Drive, Ford Explorer Utility:

(Amount Written Out Fully)

If the City of Mills Places an Order with my firm for the specified equipment, I certify I will deliver a new unit on or before:

_____, which meets the above specifications.
Month Day Year

Signature of Bidder: _____

Name of Bidder: _____

Company Represented by Bidder: _____

Address of Bidder: _____

Telephone and Fax # of Bidder: _____

SPECIFICATION VERIFICATION FORM

The vehicle must meet or exceed the below requirements. The bidder shall mark if proposed equipment meets the minimum requirements. ***Any differences must be noted below.*** Should the manufacturer's current published data or specifications exceed these, such standards shall be considered minimum and furnished. **This page must be filled out completely and returned with the bid.**

Year: _____ Make: _____ Model: _____

	Minimum Requirements	Met or Exceeded	Noted Differences
Body Style	4Dr 4WD Base Utility (K8B)		
Exterior	Oxford White (YZ)		
Engine	2.3L Ecoboost (99H)		
Transmission	10 SPD Auto Trans. (44T)		
Drive System	4WD		
Equip. Group	100A		
Options	Cloth Seats (7)		
	Floor Mats (16N)		
	Front License BKT (153)		
Radio	AM/FM w/Aux. Port		
Locks	Power		
Windows	Power		
Air Conditioning	Factory		
Comfort Group	Tilt Wheel/ Cruise Control		
Manuals	Operators/Parts		
Warranty	Factory		
Delivery Time	90 Days		

VENDOR DELIVERY DATE

Each bidder shall provide in the space on page #4, the Delivery Date that is required to deliver the vehicle or equipment as specified.

It is of the utmost concern to the City of Mills that the bidder supplied delivery date be met. Any delays in the delivery date as quoted herein shall be immediately reported in writing to the purchasing agent with a copy to the requesting department representative. Any change in the original quoted delivery date is subject to approval by the City.

However, the City of Mills reserves the right to cancel the purchase order for non-performance of quoted delivery at no cost or obligation to the City.

DELIVERY

Deliver to 4800 West Yellowstone, Mills, WY. 82604 (Mills Police Department). The invoice and any necessary vehicle registration documentation and warranty information must accompany delivery.

Bid to be Valid for "Piggyback" option up to _____
120 Days After Delivery of the last unit from _____
the initial order. _____

Selling Dealer Must be Able to Pick Up _____
and Warranty Repairs within 48hrs _____
NO EXCEPTIONS _____

Fuel Tank to be Full at Delivery with _____
Unleaded at minimum 85% Octane _____

Copy of Order Confirmation to be provided	_____
upon Completion of Order	_____
Original titles to be delivered to 4800 West	_____
Yellowstone, Mills, WY 82644, within 30 days	_____
of Vehicle Delivery	_____
Title to be made out as: City of Mills,	_____
704 Fourth, Mills, WY 82644.	_____

I. GENERAL:

The following specifications, including exhibits, attached hereto, shall constitute the minimum acceptable specifications for the goods and/or services for which bids are requested. Bidders shall include all items standard to article bid, whether or not specifically mentioned in these specifications.

All goods shall be new and the latest current production models meeting the terms of the specifications.

No bids may be withdrawn within thirty (30) days after the scheduled closing time for receipt of bids without the consent of the City of Mills, Wyoming.

II. BID GUARANTY:

The City of Mills is required by Wyoming Statutes, 15-1-113, to receive a certified check, cashier's check, bank draft upon a reputable bank, or a bid bond in the amount of five percent (5%) of the total bid. If the bid is for more than one hundred and fifty thousand dollars (\$150,000), only a bid bond with sufficient surety in the amount of five percent (5%) of the total bid amount will be

accepted to consider any bid. Bid with deposit shall be filed, after the bid opening, with the FINANCE OFFICE, City Hall, 704 Fourth St., Mills, WY 82644, securely sealed, and endorsed upon the outside of the wrapper, with a brief statement as to the nature for which the bid is provided. Upon bid award, such surety shall be returned to the unsuccessful bidder(s). In the case of the successful bidder, five percent (5%) surety will be retained by the City until a proper bond or other proper bid guarantee to secure performance has been filed and approved if required by the specifications of the bid.

III. SCHEDULE FOR DELIVERY AND LIQUIDATED DAMAGES:

Unless a schedule has been specified in the bidding documents, each bidder shall specify, in its proposal, the time required for delivery of his goods to the place designated.

The provisions of Section II BID GUARANTY, shall apply to all bids, contracts and delivery times as specified. Failure to enter into a contract for said bid with the town within 30 days of the award or failure to proceed and/or deliver upon said bid or contract will result in forfeiture of bid guarantee.

STANDARD ADVERTISEMENT FOR BIDS
FOR
TWO (2) NEW 2022 MODEL, ALL-WHEEL DRIVE FORD EXPLORER UTILITY
VEHICLE
FOR THE
MILLS POLICE DEPARTMENT/ COMMUNITY SERVICE DIVISION
MILLS, WYOMING

Notice is hereby given, pursuant to Wyoming Statute Section 15-1-113, that the City of Mills, Wyoming, will receive sealed bids until **10:15 a.m. local time, September 01, 2021**, for the following:

TWO (2) NEW 2022 MODEL, ALL-WHEEL DRIVE FORD EXPLORER UTILITY
VEHICLE

Bids must each be in one sealed envelope with statement thereon "**BID ENCLOSED, TWO (2) NEW 2022 MODEL, ALL-WHEEL DRIVE FORD EXPLORER UTILITY VEHICLES FOR THE MILLS POLICE DEPARTMENT/COMMUNITY SERVICE DIVISION** " and submitted to the City of Mills, City Hall, 704 Fourth St., Mills, Wyoming, at or before the above stated time. Bids will be opened publicly, read aloud, and tabulated by the City Clerk, or her Designee, at the above stated time and place, unless an alternative site is designated in writing which is posted at the Fleet Office prior to the time of Bid Opening. No bid may be withdrawn for a period of thirty (30) days after the date set for opening thereof. The City of Mills, Wyoming, reserves the right to reject any or all bids and to waive any informalities or technicalities in the bidding; provided, however, that any bid received after the time specified or without accompanying Bid Guaranty, as stated below, will not be considered.

Bidding Documents, including specifications, are currently available from the Mills City Hall, 704 Fourth St., Mills, Wyoming. Bidders may obtain one set upon request.

A Bid Guaranty in the form of a properly executed Bid Bond payable to the Town in the amount of not less than five percent (5%) of the total base bid amount must accompany each bid. (NOTE: If your bid is less than one hundred fifty thousand (\$150,000.00), you may submit a Cashier's Check for not less than five percent (5%) of the total base bid amount.) The successful Bidder will be required to execute an Agreement with the Town, in the form supplied in the bidding documents, within thirty (30) days after Notice of Award is issued. The Notice of Award shall serve as notice that the Agreement is ready for execution. The Bid Guaranty shall be forfeited as liquidated damages if the Bidder fails to execute the Agreement within thirty (30) days after such Notice is issued, or fails to provide proper Bond or other form of Guaranty, as approved. The Bid Guaranty, if a Bid Bond, shall be executed by a surety or guarantee company authorized to do business in Wyoming. The Attorney-in-Fact who executes the Bond on behalf of the surety shall affix a certified and current copy of its Power of Attorney from the surety. No other type of Bid Guaranty will be accepted. The City may proceed against a Bid Guaranty unless either: a) the Agreement has been executed by Contractor and Performance, and Labor and Material Payment Bonds have been furnished, as required; or, b) the specified time has elapsed so that Bids may be withdrawn; or, c) the Bid has been rejected.

Seth Coleman

Mayor, City of Mills

Publish: August 15, 2021

August 18, 2021

August 22, 2021