

TOWN OF BRUNSWICK
PUBLIC BID

INSTRUCTIONS TO BIDDERS

NOTICE IS HERE GIVEN that sealed bids will be received by the Town Clerk, Town of Brunswick, until **10:00 A.M. on Monday, March 24, 2025** at Town Hall, 336 Town Office Road, Troy, N.Y. 12180 for 2024-2025 4x4 regular cab and chassis with wheel base of at least 140". Copies of the Bid Documents will be available in the office of the Town of Brunswick Supervisor, located at 336 Town Office Road, Troy, NY 12180, as well as the Town's website, www.townofbrunswick.org. Completed Bid Proposal Form must be returned to the Town Clerk, 336 Town Office Road, Troy, NY 12180, marked: "Bid: 2024-2025 4x4 regular cab and chassis with wheel base of at least 140".

The Bid Documents consists of the following documents:

1. Instructions to Bidders
2. Part One Bid Proposal Form
3. Part Two General Terms and Conditions of Bid
4. Part Three Specifications
5. Non-Collusive Bidding Certificate

A submitted bid will consist of

1. One original completed Bid Proposal Form, signed on behalf of Bidder with information for all blanks supplied, and a detailed listing of any exceptions taken by Bidder;
2. Signed and notarized Non-Collusive Bidding Certificate.

Rebecca DelGaizo, Town Clerk
Town of Brunswick

**TOWN OF BRUNSWICK
PUBLIC BID
PART ONE**

BID PROPOSAL FORM

The Town of Brunswick seeks bids for: 2024-2025 4x4 regular cab and chassis with wheel base of at least 140”

DESCRIPTION OF ITEM OUT FOR BID

2024-2025 4x4 regular cab and chassis with wheel base of at least 140”

Engine: V8 gasoline

Transmission: automatic

Cab: platform running boards

Axel Ratio: limited slip differential

Safety: exterior back up alarm.

Tires: traction type, to include spare tire and wheel.

Gross Vehicle Weight: at least 20,000 lbs.

Suspension: snow plow prep or equivalent

Fuel capacity: large capacity

Charging: Dual batteries-high amp alternator

Warranty: standard

BIDDER'S OFFICIAL CORPORATE NAME (required, if bidder is a corporation):

BIDDER'S	D/B/A	NAME	(if any)
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1.Furnish item as indicated in these specifications for the total sum of:

Dollar Amount: \$ _____

Amount in words: _____

The price(s) set forth above shall remain valid for sixty (60) days from the date of bid award.

Prices in the bid must cover all of bidder's costs. There shall be no additional charges to the Town for delivery, training, set-up, etc.

Name of person authorized to submit bid for bidder:

Signed: _____

[Signature of authorized person]

TITLE of authorized person: _____

BIDDER'S CORPORATE NAME:

BIDDER CONTACT INFORMATION:

PRINT NAME: _____

TITLE: _____

Address: _____ State: _____ Zip: _____

Phone: _____

Fax: _____

Email: _____@_____

-END OF BID PROPOSAL FORM -

**TOWN OF BRUNSWICK
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PART TWO

General Terms and Conditions of Bid

Section 1. Bid Proposal Form

- 1.1** The bidder shall complete the Bid Proposal Form by filling in the unit price, if applicable, and the total price in the appropriate designated spaces. Unit price and total price of each item bid shall be written legibly in ink, or typed. All bids shall be signed in ink. Any erasures or alterations shall be initialed in ink by the signer. The completed Bid Proposal Form shall be submitted, along with any documentation in support of the bid proposal if required by the Bid Documents, in a sealed envelope addressed as required in the Invitation to Bidders on or before the time and at the place so designated. Any Bid Proposal Form which has been materially altered in any way may render the bid nonresponsive and the bid rejected.
- 1.2** In the event of a discrepancy between the unit price and the total price of the Bid Proposal Form, the unit price will prevail. In the event of a discrepancy between the written bid amount and the numerical bid amount, the written amount will take precedence and be controlling as to the amount of the Bid.
- 1.3** Failure to comply with the provisions of this section may be grounds for rejection of the bid proposal.
- 1.4** Correction or withdrawal of a bid because of an inadvertent, non-judgmental mistake in the Bid Proposal Form requires careful consideration to protect the integrity of the competitive bidding process, and to ensure fairness. If the mistake is attributable to an error in judgment, the Bid Proposal Form may not be corrected. Bid correction or withdrawal by reason of the non-judgmental mistake is permissible at the sole discretion of the Town Clerk, upon consultation with the applicable Department Head, but only to the extent that it is not contrary to the interests of the Town or the fair treatment of other bidders.
- 1.5** By signing the Bid Proposal Form, the bidder certifies that:
 - i.** the person whose signature appears below is legally empowered to bind the bidder;
 - ii.** the bidder has read the complete Bid Documents and understands and agrees to all terms and conditions set forth in the Bid Documents;
 - iii.** if accepted by the Town, the bid is guaranteed as written and will be implemented as stated.

Section 2. Conformance with Specifications

- 2.1 All equipment, material and supplies bid upon must conform to the description and specifications set forth in the Bid Documents, or their reasonable equivalent.
- 2.2 References in the Bid Documents to type, style, brand or trade name, and catalog are intended to be descriptive only and not restrictive.

Section 3. Request for information or interpretation and/or clarification of the Bid Documents

- 3.1 The bidder shall have seven (7) business days prior to the bid opening date to notify the Town Clerk in writing of any errors or defects in the Bid Documents which would prevent the bidder from providing a responsive bid.
- 3.2 No interpretation of the Bid Documents will be made to any bidder orally by any representative of the Town.
- 3.3 Any request for information or interpretation and/or clarification of the Bid Documents must be addressed in writing to Brunswick Town Clerk, 336 Town Office Road, Troy, NY 12180, and be submitted no later than five (5) business days prior to the date fixed for the opening of bids.
- 3.4 Any written response to a request for information or interpretation and/or clarification of the Bid Documents shall be issued by Town Clerk upon consultation with the applicable Department Head, and will be incorporated into and made part of the Bid Documents and will be made available in the same manner and method as the Bid Documents. The failure of any bidder to receive such Addenda will not relieve the bidder of any obligation to comply with the terms and conditions of the Addenda.
- 3.5 A bidder's failure to request a clarification, interpretation, etc. of any portion of the Bid Documents or to point out any inconsistency therein will preclude such bidder from thereafter claiming any ambiguity, inconsistency, or error which should have been discovered by a reasonably prudent bidder and from asserting any claim for damages arising directly or indirectly therefrom.

Section 4. Non-Collusion

- 4.1 The bidder shall certify that it has complied with all of the requirements stated in the non-collusive bidding certificate by signing the form included in the Bid Documents. Failure by the bidder to complete and sign the non-collusive bidding

certificate will constitute grounds for rejection of the bid.

Section 5. Late Bids

- 5.1 All bids received after the deadline date and time stated in the Instructions to Bidders will not be considered and will be returned to the bidder unopened. The bidder assumes the risk of any delay in the mail and the handling of the mail by the employees of the Town. Whether sent by mail or by means of personal delivery, the bidder assumes all responsibility for having the bid delivered on time and to the place specified above.

Section 6. Bid Opening

- 6.1 Sealed bids will be publicly opened on the date and time specified in the Instructions to Bidders. Bids may be read aloud to those persons present when practicable. Any bidder may request to review any submitted Bid Proposal Forms by arranging a mutually convenient time with the Town Clerk.
- 6.2 The prices stated in the Bid Proposal Form are irrevocable until the Notice of Award is issued, unless the bid is withdrawn only after the expiration of sixty (60) days from the bid opening and only in writing received by the Town Clerk and in advance of the issuance of the Notice of Award.

Section 7. Acceptance or Rejection

- 7.1 A responsive bid is one that complies with all material terms and conditions of the Bid Documents.
- 7.2 If the lowest price bid or proposal is found non-responsive, a determination setting in detail and with specificity the reasons for such finding shall be issued by the Town Clerk. A copy of such determination shall be mailed to the non-responsive bidder no later than two (2) business days after the determination is made.
- 7.3 The Town reserves the sole right to waive any informality that is a matter of form rather than substance without prejudice to other bidders and what is in the best interests of the Town. The Town's decision shall be final and binding.
- 7.4 Any corporation not incorporated under the Laws of New York State, must furnish a copy of its certificate of authority, from the New York State Secretary of State, to do business in the State of New York, in accordance with Article 13 of the New York State Business Corporation Law.
- 7.5 The Town reserves the right to require additional information as it deems appropriate concerning the history of any bidder's performance of prior contracts. The final determination of whether the bidder possesses the requisite experience rests in the sole discretion of the Town. Failure of a bidder to provide relevant information specifically requested by the Town may be grounds for a determination of non-responsive and/or non-responsible.

- 7.6** To the fullest extent permitted by law, the Town of Brunswick reserves the right to reject all bids and readvertise for new bids, to reject all bids and cancel the bid solicitation entirely, to reject any and all bids not considered to be in the best interests of the Town of Brunswick, to reject all nonconforming bids, and to waive any informalities in bids received, should such procedures be in the best interests of the Town of Brunswick.

Section 8. Award

- 8.1** Town reserves the right to make an award within sixty (60) days after the date of the bid opening, during which period bids may not be withdrawn.
- 8.2** The Award will be made to the responsible and responsive bidder submitting the lowest bid that fully complies with all the specifications stated in the Bid documents.
- 8.3** Town reserves the right to reject all bids and to purchase any or all items on contracts awarded by agencies or departments of the State of New York or of the Town, if such items can be obtained on substantially the same terms, conditions, specifications, and at a lower price.

Section 9. Notice of Award

- 9.1** If the bid is awarded by Town, a written Notice of Award will be issued by the Town Clerk to the bidder. Such Notice of Award will constitute a binding enforceable contract between the bidder and the Town of Brunswick.

PART THREE

GENERAL SPECIFICATIONS

“Bid: 2024-2025 4x4 regular cab and chassis with wheel base of at least 140”

[DESCRIPTION]

Engine: V8 gasoline

Transmission: automatic

Cab: platform running boards

Axel Ratio: limited slip differential

Safety: exterior back up alarm.

Tires: traction type, to include spare tire and wheel.

Gross Vehicle Weight: at least 20,000 lbs.

Suspension: snow plow prep or equivalent

Fuel capacity: large capacity

Charging: Dual batteries-high amp alternator

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