



AUGUST 8, 2013

INVITATION FOR BID # 14-865

MOUNTED 10 FOOT STEEL DUMP BODY, CENTRAL HYDRAULIC SYSTEM, CHEMICAL SPREADER AND SNOW PLOW ON CITY OF LYNCHBURG FURNISHED CAB AND CHASSIS

Quantity: Two (2) – Streets

DUE: 3:00 PM, August 27, 2013

Invitation for Bid Prepared By:
Florence Randolph, Purchasing Technician
www.lynchburgva.gov

THE CITY OF LYNCHBURG
LYNCHBURG, VIRGINIA

GENERAL CONDITIONS AND INSTRUCTIONS TO BIDDERS

(Bidder: The general rules and conditions that follow apply to all purchases by the City of Lynchburg, through its Procurement Division and become a definite part of each formal solicitation, purchase order or other award issued by the Procurement Division, unless otherwise specified. Bidders or their authorized representatives are expected to fully inform themselves as to the conditions, requirements and specifications before submitting bids. Failure to do so will be at the bidder's own risk, and a bidder cannot secure relief from the conditions on the plea of error.)

Subject to all applicable laws, ordinances, policies, resolutions, regulations and all limitations imposed thereby, bids on all solicitations issued by the Procurement Division will bind bidders to the conditions and requirements herein set forth unless otherwise specified in the solicitation.

1. DEFINITIONS: The definitions in the Virginia Public Procurement Act and Lynchburg Public Procurement Code apply. In addition, the following definitions apply to these General Conditions and Instructions to Bidders:
 - a. BID: The written offer of a bidder to the City, submitted in response to a solicitation by the City, to provide the City specific goods or services at specified prices and/or other conditions specified in the solicitation, unless indicated to the contrary, as used herein, bid includes a bid submitted in response to an Invitation for Bid.
 - b. BIDDER: Any person who submits a bid to the City.
 - c. CITY: The City of Lynchburg, Virginia
 - d. CONTRACTOR: Any person, including without limitation, any company, individual, firm, corporation, partnership joint venture, or other organization with which the City contracts.
 - e. INVITATION FOR BID (IFB): A written request made to prospective vendors (bidders) for their bids on goods or services desired by the City when initiating Contractor selection by means of Competitive Sealed Bidding.
 - f. NON-PROFESSIONAL SERVICES: Any services not specifically identified as professional services in the definition of professional services
 - g. PROCUREMENT MANAGER: The Procurement Manager employed by the City.
 - h. SOLICITATION: The document published by the City notifying the public and prospective bidders that the City is seeking vendors to submit bids to provide goods or services to the City and providing information regarding the procurement process, the City's requirements, and terms and conditions of any resulting contract.
 - i. STATE: Commonwealth of Virginia.

SPECIFICATIONS

2. QUESTIONS OR COMMENTS: For City solicitations done through the Procurement Division, all contact between bidders or prospective bidders and the City shall be only with the Procurement Division. Any questions which may arise as a result of this solicitation may be addressed to Florence Randolph, Purchasing Technician, at 434-455-3970, or by email to florence.randolph@lynchburgva.gov. Inquiries must be received at least 7 business days prior to the due date in order to be considered. Contact initiated by a bidder concerning this solicitation with any other City representative, not expressly authorized elsewhere in this document, is prohibited. No bidder or potential bidder shall initiate or engage in any

discussions with any other employee of the City or any member of the City Council while a solicitation is outstanding concerning the contents of such solicitation or with the intent to influence or interfere with the contract award authorized by and described in such solicitation. A violation hereof may result in the disqualification of such bidder.

3. **ADDENDA**: Any changes or supplemental instructions to this Invitation for Bid shall be in the form of written addenda. All addenda are downloadable from the Procurement web site at <http://www.lynchburgva.gov/current-solicitations>. Each bidder is responsible for determining that all addenda issued have been received and shall acknowledge receipt of all addenda in the space provided or by returning a copy of each signed addendum. Failure to do so may result in rejection of the bid. All addenda so issued shall become part of the IFB and any resulting contract documents. Oral answers shall not be authoritative and shall not provide any basis for reliance by a bidder.
4. **BRAND NAME OR EQUAL ITEMS**: Unless otherwise provided in the Invitation for Bid, the name of a certain brand, make or manufacturer does not restrict bidders to the specific brand, make or manufacturer named. Such a brand name conveys the general style, type, character and quality of the article desired, and any article which the City, in its sole discretion, determines to be the equal of that specified, considering quality, workmanship, economy of operation, and suitability for the purpose intended shall be accepted.
5. **FORMAL SPECIFICATIONS**: When an Invitation for Bid indicates that it is a "formal specification" (no substitute), or otherwise states that the article specified, and no other, shall be provided, then the bidder shall furnish the article in strict conformity with the specification and may not offer a purported equal or substitute. The bidder shall abide by and comply with the true intent of the specifications and not take advantage of any unintentional error or omission. The bidder shall fully complete every part as the true intent and meaning of the specifications and drawings. Whenever a specification requires articles, materials, or workmanship to conform to laws, ordinances, regulations, building codes, underwriter laboratory standards, ASTM standards, or similar law or standards, the specification shall be construed to require at least the minimum acceptable standard allowed by the cited law or standard under the circumstances unless otherwise indicated.
6. **OMISSIONS AND DISCREPANCIES**: Unless otherwise indicated, any specification for an item of equipment shall be interpreted to include not only the item of equipment specified, but also those parts, items, appurtenances and accessories reasonably necessary to make the equipment complete and working.

BID PROCESS

7. **TIME FOR RECEIVING BIDS**: All sealed bids will be received in the Procurement Division Office, Third Floor, City Hall. It is the responsibility of the bidder to ensure bids are received by Procurement Staff and time stamped prior to the deadline for bids. Bids received prior to the time of opening will be securely kept unopened. No responsibility will be attached to the Procurement Division for the premature opening of a bid not properly addressed, received, and identified. Any bid opened prematurely will be resealed and kept securely until the time of opening. Bids, to include addenda or changes to a response, shall not be accepted via a FAX machine or by Internet E-mail. Late bids will not be accepted and will be returned unopened.
8. **SIGNATURE**: All bids shall be signed on the Terms and Signature Sheet in order to be considered. Bids submitted without a signature shall be rejected. If the Bidder is a partnership or corporation, the Bidder shall show the title of the individual signing the bid, and if the individual is not an officer of the partnership or corporation, if requested, the Bidder shall submit proof that the individual has the authority to bind the partnership or corporation.
9. **BID BONDS**: Only when specifically requested in the bid documents shall each bid be accompanied by a bid bond with surety satisfactory to the City or a Cashier's or a Certified Check, made payable to the City of Lynchburg. In the event of default by the Bidder, the deposit shall be and represent liquidated damages

to the City. Bids received without a bid bond, when specifically requested, shall be rejected.

10. **BID MODIFICATION AND WITHDRAWAL**: Any bidder may withdraw or modify its bid, in writing containing the original signature of the bidder, which writing must be received by the City prior to the date and time set for submission of bids. Withdrawal or modification must be in writing and be delivered by one of the following means: (i) hand delivery by the bidder itself, a courier, or other delivery service; (ii) by mail (no consideration shall be given to any postmark); or (iii) by marking(s) on the exterior of the bid submission envelope, but only if the marking is dated and includes the original signature of the bidder. Written modifications of bids should not reveal the bid price contained in the previously submitted sealed bid, but should simply provide the desired addition, subtraction or modification, so that the final price or terms of the bid will not be known to the City until the sealed bids are opened. Modifications shall be on the interior envelope and sealed prior to submittal. No bid shall be altered or amended after the specified time for opening.
11. **BIDDERS PRESENT**: At the time fixed for the opening of sealed bids, their contents will be made public for the information of bidders and other interested parties who may be present either in person or by representative. All bids will be opened at the time and place specified and read publicly and remain available for inspection in the Procurement Division during regular City business hours by bidders prior to award (unless a determination is made not to make an award) and by the general public after an award is made. The City will post all notices of award to the Procurement Website.
12. **WITHDRAWAL OF BIDS**: A bidder may withdraw its bid from consideration if the price bid was substantially lower than the other bids due solely to a mistake therein, provided the bid was submitted in good faith, and the mistake was a clerical mistake, as opposed to a judgment mistake, and was actually due to an unintentional arithmetic error or an unintentional omission of a quantity of work, labor or material made directly in the compilation of a bid, which can be clearly shown by objective evidence drawn from inspection of original working papers, documents and materials used in the preparation of the bid sought to be withdrawn. The following procedure as stated in Section 18.1-11 of the Lynchburg Procurement Code shall be used to request withdrawal of a bid:
 - a. To withdraw a bid after bid opening due to error, a bidder must satisfy the substantive requirements of Va. Code §2.2-4330. In addition, the following procedures shall apply:
 1. The bidder shall give notice in writing of his claim of right to withdraw his bid within two business days after the conclusion of the bid opening procedure and shall submit original work papers with such notice.
 2. The mistake may be proved only from the original work papers, documents and materials delivered as required herein.
 - b. This section shall be deemed to be incorporated automatically into all invitations to bid issued by the city pursuant to the Lynchburg public procurement code. Nonetheless, the city manager or his designee(s) should ensure that this section is set out in all invitations to bid.

If a bid is withdrawn under the authority of this section and the solicitation is not cancelled, the lowest responsive and responsible remaining bid shall be deemed to be the low bid. No bidder who is permitted to withdraw a bid shall, for compensation, supply any materials or labor to or perform any contract or other work agreement for the person or firm to whom the contract is awarded or otherwise benefit, directly or indirectly, from the performance of the project for which the withdrawn bid was submitted.
13. **ERRORS IN BID**: When an error is made in extending the total prices, the unit bid price will govern. Erasures in bids must be initialed by the bidder. Carelessness in quoting prices or in preparation of the bid otherwise will not relieve the bidder. Bidders are cautioned to recheck their bids for possible errors. Errors discovered after public opening cannot be corrected, and the bidder will be required to perform if his bid is accepted, unless the bidder successfully withdraws its bid in accordance with paragraph 12, Withdrawal of Bids.

14. **BIDDERS INTERESTED IN MORE THAN ONE BID:** If more than one bid is offered by any one person, by or in the name of their clerk, partner, firm, or corporation, all such bids may be rejected. A contractor who has quoted prices on work or supplies to a bidder is not thereby disqualified from quoting prices to other bidders or firms submitting a bid directly for the work, material or supplies.
15. **TAX EXEMPTION:** The City of Lynchburg is exempt from payment of Federal Excise Tax and State and Local Sales and Use Tax on all tangible personal property purchased or leased by the City for its use or consumption. Tax exemption certification will be furnished upon request. Sales tax, however, is paid by the City on materials and supplies that are installed by a contractor and become a part of real property. Contractors are not exempt from paying taxes on these categories, as they are considered to be a cost of doing business and should be considered in pricing when preparing a bid.
16. **PROPRIETARY INFORMATION:** Section 2.2-4342-F of the Code of Virginia states: "Trade secrets or proprietary information submitted by a bidder, offeror, or contractor in connection with a procurement transaction or prequalification application submitted pursuant to subsection B of 2.2-4317 shall not be subject to the Virginia Freedom of Information Act (2.2-3700 et seq.); however, the bidder, offeror, or contractor shall (i) invoke the protections of this section prior to or upon submission of the data or other materials, (ii) identify the data or other materials to be protected, and (iii) state the reasons why protection is necessary." Bids not in compliance with section 2.2-4342F will be subject to disclosure.
17. **GOVERNING LAW:** Any contract resulting from this Invitation for Bid shall be governed by the provisions hereof and by the laws of the Commonwealth of Virginia. Any dispute arising out of this Contract shall be resolved in the Courts of the Commonwealth of Virginia, in and for the City of Lynchburg.

AWARD

18. **AWARD DECISION:** Before the Contract is awarded, the bidder submitting the lowest responsive bid must satisfy the City that it has the requisite organization, capital, equipment, ability, resources, personnel, management, business integrity, and experience in the type municipal work for which it has submitted a bid. The bidder shall verify to the City that it has the sufficient and qualified personnel to provide for the Contract Work. Failure by the lowest responsive bidder to sufficiently satisfy the City of its ability to meet any of the above requirements may serve as grounds for rejection of the bid.

The Owner reserves the right to cancel the Advertisement for Bids, reject any and all bids, waive any and all informalities, and disregard all conforming, nonconforming, conditional bids or counterproposals.
19. **FACTORS OTHER THAN PRICE IN AWARD DECISION:** The following factors in addition to price (as they apply) shall be a consideration in the award decision:
 - a. The ability to provide references which may substantiate past work performance and experience in the type of work required for the contract. The lowest responsive bidder(s) may be required to furnish a contractor qualifications statement, to include references, prior to any such award. The City may contact all references furnished by bidders. The right is further reserved by the City to contact references other than, and/or in addition to, those furnished by the bidder. If, in the sole opinion of the City, a bidder is determined to be non responsible as a result of any investigation conducted by or for the City, award will not be made to that bidder.
 - b. The previous and existing compliance by the bidder with laws and ordinances relating to the contract or services.
 - c. Whether the bidder is in arrears on a debt or contract or is in default on a security to the City or whether the bidder's county taxes or assessments are delinquent.
 - d. The quality of performance/workmanship of previous contracts for goods and/or services delivered to or performed for the City.

- e. The timely completion of previous contracts for services or the timely delivery of past orders for goods.
 - f. The sufficiency of financial resources and its impact on ability of the bidder to perform the contract or provide the services.
 - g. The City reserves the right, at its option, to conduct on-site inspections of any bidder's facilities prior to award. The results of any such inspection will be considered by the City in determining bidder's capabilities of successfully administering the contract.
 - h. The ability and availability of the bidder to provide both quality and timely maintenance, service, and/or parts.
 - i. The resale value, life cycle costing and value analysis of a product.
 - j. The availability and capability of local and regional vendor support as it affects the quantity, quality, and timeliness of the goods and/or services.
 - k. Timely delivery of goods or timely completion of services as stated by bidder.
 - l. Substantial compliance or noncompliance with specifications set forth in bid as determined by the City.
 - m. Inventory capability as it relates to a particular bid.
 - n. Results of product testing.
 - o. Such other information as may be secured by the Procurement Manager having a bearing on the decision to award the contract.
20. AVAILABLE FUNDS: If the bid from the lowest responsible, responsive bidder exceeds available funding, pursuant to Section 18.1-9 of the Lynchburg Public Procurement Code, the Owner may negotiate with the apparent low bidder to obtain a contract price within available funds.
21. NOTICE OF AWARD/CONTRACT DOCUMENTS: A Notice of Award will be posted to the City's Procurement website within the time for acceptance specified in the solicitation shall be deemed to result in a contract binding on the bidder. To the extent they are included in or incorporated by the solicitation, the following documents are hereby incorporated in and shall form a part of the resulting contract:
- a. City Solicitation Form/Award Notice and other documents which may be incorporated by reference, if applicable.
 - b. General Conditions and Instructions to Bidders.
 - c. Special Provisions.
 - d. Pricing Schedule.
 - e. Any Addenda/Amendments.
 - f. Purchase Order.
22. TIE BIDS: In the case of a tie bid, the City may give preference to goods, services, and construction produced in the City or provided by persons, firms or corporations having principal places of business in the City. If such choice is not available, preference shall then be given to goods and services produced in the Commonwealth pursuant to Section 2.2-4324 of the Code of Virginia. If no City or Commonwealth choice is available, the tie shall be decided by lot.
23. PROMPT PAYMENT DISCOUNT: If discounts for prompt payment are offered by the bidder, it is required that a minimum of twenty (20) days be allowed for payment. Discounts for prompt payment will not be considered in the evaluation of bids. Discounts for prompt payment will be shown on the purchase order/contract and taken if invoices are processed and payment made within the stipulated time frame. If

discounts are not offered, payment shall be made thirty (30) days after receipt of an approved invoice by the City.

24. INSPECTION-ACCEPTANCE: The goods and/or services delivered as a result of this bid shall remain the property of the seller until a physical inspection is made, and thereafter accepted to the satisfaction of the City. In the event the goods and/or services supplied to the City are found to be defective or do not conform to specifications, the City reserves the right to cancel the order upon notice (verbal or in writing) to the seller and return goods to seller at the seller's expense.
25. DEFINITE BID QUANTITIES: Subject to the City's right to termination for convenience, where quantities are specifically stated, acceptance will bind the City to order quantities specified and to pay for, at contract prices, all such supplies or services delivered that meet specifications and conditions of the contract. However, the City will not be required to accept delivery of any balances unordered, as of the contract expiration date, unless the Contractor furnished the Procurement Manager with a statement of unordered balances not later than ten (10) days after the termination date of the contract.
26. REQUIREMENTS BID QUANTITIES: On "Requirement" bids, acceptance will bind the City to pay for, at unit bid prices, only quantities ordered and delivered.
 - a. Whenever a bid is sought seeking a source of supply for a requirements contract for goods and/or services, the quantities or usage shown are estimates only. No guarantee or warranty is given or implied by the City as to any minimum or total amount that may or may not be purchased from any resulting contracts.
 - b. The City reserves the right, at its sole option, to renew the contract for consecutive terms.
 - c. The City reserves the right to award bids for requirements contracts based on the pricing of the initial term of the contract or any combination of initial and renewal terms.
 - d. The City may award a bid to a single contractor or to multiple contractors.
 - e. The City reserves the right not to renew the contract at the end of the initial term or any subsequent term.
 - f. The City reserves the right to terminate the contract upon written notice to the contractor(s).
 - g. In the event that a requirements contract is awarded for goods and/or services, the City reserves the right to bid individual purchases if the City deems it will best serve their interest.
 - h. It is understood and agreed to between the parties in a resulting contract that the City shall not be obligated to purchase or pay for materials under such contract unless and until they are ordered and delivered.
 - i. Bids based on a firm price or those including a "downward escalator" clause for a requirements contract term may be given preference over lower ones bearing an "escalator" clause.
 - j. The City has the right to extend this contract up to and not to exceed one hundred eighty (180) days following any term of the contract.
27. SCHOOL BOARD: When goods and/or services are for the benefit of Lynchburg City Schools, the contract shall be entered into on behalf of the Lynchburg City School Board.

CONTRACT PROVISIONS

28. TERMINATION OF CONTRACTS: Contracts will remain in force for full periods specified and/or until all articles ordered before date of termination shall have been satisfactorily delivered and accepted and thereafter until all requirements and conditions shall have been met unless:
- a. Terminated prior to expiration date by satisfactory deliveries of entire contract requirements, or upon termination by the City for convenience or cause, or upon termination by Contractor for material breach by the City.
 - b. Extended upon written authorization of the Procurement Manager and accepted by Contractor, to permit ordering of unordered balances or additional quantities at contract prices and in accordance with contract terms.
29. TERMINATION FOR CONVENIENCE: A contract may be terminated by the City in accordance with this clause in whole or in part whenever the Procurement Manager shall determine that such a termination is in the best interests of the City. Any such termination shall be effected by delivery to the Contractor at least (5) working days prior to the termination date of a Notice of Termination specifying the extent to which performance shall be terminated and date upon which such termination becomes effective. An adjustment in the contract price shall be made to compensate the contractor for his/her actual costs incurred in performance prior to termination that, as determined in the City's discretion, are reasonable, allocable, and allowable, plus a reasonable amount of profit on such costs. In no event shall the City be liable to the contractor for anticipated profits for unperformed work or undelivered goods or for any consequential, special, incidental, or punitive damages of any kind. In no event shall the City be liable for any amount over the contract price.
30. TERMINATION OF CONTRACT FOR CAUSE:
- a. The City may, by written notice of termination to the Contractor specifying a termination date at least five days thereafter, terminate this contract for cause in whole or in part if the Contractor (1) fails to deliver the goods or perform the services this contract requires within the time this contract specifies, or (2) fails to perform any of its other obligations under this contract or violates any provision of this contract.
 - b. If this contract is terminated for cause, the Procurement Manager may require the Contractor to transfer title and deliver to the City, as directed by the Procurement Manager, any completed or partially completed goods and documents, data, studies, surveys, drawings, maps, models and reports ("deliverables") prepared by the Contractor under the contract. The City shall pay the contract price for such completed goods and deliverables. The Contractor and Procurement Manager shall agree on the amount of payment for partially-completed goods and deliverables the City requires the Contractor to transfer and deliver to it. If the parties fail to agree, then the Contractor may present a claim to the City for its reasonable costs for the partially-completed goods and deliverables. Costs recoverable shall be limited to those that, as determined in the City's discretion, are reasonable, allocable, and allowable. Such costs in no event shall exceed the contract price for the goods and deliverables if completed.
 - c. Notwithstanding the above, the Contractor shall not be relieved of liability to the City for damages sustained by the City by virtue of any breach of contract by the Contractor for the purpose of setoff until such time as the exact amount of damages due to the City from the Contractor is determined.
 - d. If the City terminates this contract for cause when cause, in fact, does not exist, then the termination shall for all purposes be deemed a termination for convenience under this contract, and the termination for convenience clause shall apply for all purposes.
 - e. If Contractor properly terminates this contract for material breach by the City, Contractor's damages shall be limited to the amounts recoverable by Contractor for a termination for convenience.

31. CONTRACT MODIFICATIONS: No modifications in the terms of a contract shall be valid or binding upon the City unless made in writing, signed, and duly authorized by the City.
32. FUNDING: The continuation of the terms, conditions, and provisions of any resulting contract beyond June 30 of any year, the end of the City's fiscal year, are subject to approval and ratification by Lynchburg City Council and appropriation by them of the necessary money to fund said contract for each succeeding year.
33. NEW GOODS, FRESH STOCK: Unless otherwise specifically stated, the Contractor shall provide new rather than used goods, fresh stock, and the latest model, version, design or pack of any item specified.
34. NON-DISCRIMINATION: During the performance of this contract the Contractor agrees as follows:
- a. The Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability or other basis prohibited by state law relating to discrimination in employment except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the Contractor. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.
 - b. The Contractor, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, will state that such Contractor is an Equal Opportunity Employer.
 - c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
 - d. The Contractor will include the provisions of the foregoing paragraphs a, b, and c above in every subcontract or purchase order of over ten thousand dollars so that the provisions will be binding upon each subcontractor or vendor.
35. DRUG FREE WORKPLACE: Section 2.2-4312 Code of Virginia. For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a contractor in accordance with this chapter, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.
- During the performance of this contract, the contractor agrees to:
- a. Provide a drug-free workplace for the contractor's employees
 - b. Post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition
 - c. State in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace
 - d. Include the provisions of the foregoing clauses in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor
36. MINORITY AND WOMEN OWNED BUSINESS ENTERPRISES: It is the policy of the City to undertake every effort to increase opportunity for utilization of small, minority-owned, and women-owned businesses in all aspects of procurement to the maximum extent feasible.
- a. In connection with the performance of this contract, the Contractor agrees to use his/her best effort to carry out this policy and ensure that Small, minority-owned, and women-owned businesses shall have the maximum practicable opportunity to compete for subcontract work under this contract consistent with the efficient performance of this contract.

- b. As used in this contract, the term "Small Business" is defined as a business, independently owned and controlled by one or more individuals who are U.S. citizens or legal resident aliens, and together with affiliates, has 250 or fewer employees, or average annual gross receipts of \$10 million or less averaged over the previous three years. One or more of the individual owners shall control both the management and daily business operations of the small business. (Code of Virginia 2.2-4310)
 - c. As used in this contract, the term "Minority-Owned Business" is defined as a business that is at least 51% owned by one or more minority individuals who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership, or limited liability company or other entity, at least 51% of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more minority individuals who are U.S. citizens or legal resident aliens, and both the management and daily business operations are controlled by one or more minority individuals. (Code of Virginia 2.2-4310)
 - d. As used in this contract, the term "Woman-Owned Business" is defined as a business that is at least 51% owned by one or more women who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership, or limited liability company or other entity, at least 51% of the equity ownership interest is owned by one or more women who are U.S. citizens or legal resident aliens, and both the management and daily business operations are controlled by one or more women. (Code of Virginia 2.2-4310)
 - e. Where federal grants or monies are involved, it is the policy of the City through its agents and employees to comply with the requirements set forth - Standards Governing State and Local Grantee Procurement - of the U.S. Office of Management and Budget Circular N. A-102, Uniform Administrative Requirements for Grants-in-Aid to State and Local Governments, as they pertain to small and minority business utilization.
37. **GUARANTEES & WARRANTIES:** Unless otherwise specifically indicated in the solicitation, by entering into the contract, the Contractor itself warrants and guarantees all goods and services furnished (1) in accordance with the General Guaranty and Service Contract Guaranty paragraphs herein, and (2) in accordance with the provisions of the Uniform Commercial Code. In addition, the Contractor shall properly transfer to the City all standard warranties given by the manufacturer(s) of any goods furnished. The Contractor shall deliver all manufacturers' warranties to the Procurement Manager before final payment on the contract.
38. **PRICE REDUCTION:** If any time after the date of the bid the Contractor makes a general price reduction in the comparable price of any material covered by the contract to customers generally, an equivalent price reduction based on similar quantities and/or considerations shall apply to the contract for the duration of the contract period (or until the price is further reduced). Such price reduction shall be effective at the same time and in the same manner as the reduction in the price to customers generally. For purpose of this provision, a "general price reduction" shall mean any horizontal reduction in the price of an article or service offered (1) to contractor's wholesalers, jobbers, retailers, etc., which was used as the basis for bidding on this solicitation. An occasional sale at a lower price, or sale of distressed merchandise at a lower price, would not be considered a "general price reduction" under this provision. The Contractor shall submit invoices at such reduced prices indicating on the invoice that the reduction is pursuant to the "Price Reduction" provision of the contract documents. The Contractor in addition will, within ten (10) days of any general price reduction, notify the Procurement Division of such reduction by letter. **FAILURE TO DO SO WILL BE A BREACH OF THE CONTRACT AND MAY REQUIRE TERMINATION OF THE CONTRACT.** Upon receipt of any such notice of a general price reduction, all ordering offices will be duly notified by Procurement.
39. **CHANGES:** The City may, at any time, without notice to any sureties, by written order indicated to be a change order, make changes within the general scope of the contract, including without limitation, changes in (1) specifications (including drawings and designs), (2) method of packing and shipment, (3) method or manner of performance, (4) place of delivery, and (5) time for performance and completion.

- a. Within fifteen (15) days of receipt of a change order, the Contractor shall submit a written proposal for any equitable adjustment to the contract price, delivery schedule, or both, that should in fairness be made due to the change order. The parties shall then agree to and sign a modification to the contract that makes an equitable adjustment to the contract price, delivery schedule, or both.
 - b. If the parties cannot agree to a modification to the contract, then the City may either cancel the change order at no expense to the City or order in writing that the Contractor proceed with the change order.
 - c. If the City orders in writing that the Contractor proceed with the change order and no adjustment is agreed upon, then the Contractor or City may submit a claim for an equitable adjustment to the contract price, delivery schedule, or both, due to the change order. Any equitable adjustment as to contract price shall be limited to the increase or decrease in cost reasonably attributable to the change order that, as determined in the City's discretion, are reasonable, allocable, and allowable. Any equitable adjustment as to delivery schedule shall be limited to an increase or decrease in schedule reasonably attributable to the change order.
 - d. Nothing shall excuse the Contractor from proceeding with the contract as changed by written change order.
 - e. No payment shall be made to the Contractor for any extra material or services or for any greater amount of money than the written contract stipulates unless the procedures of this clause have been strictly followed.
40. PLACING OF ORDERS: Orders against contracts will be placed with the Contractors on a Purchase Order executed and released by the Procurement Division. The Purchase Order must bear the appropriate contract number and date. Where Blanket Purchase Agreements (BPAs) have been executed and a Purchase Order has been released by Procurement, telephonic orders may be placed directly with the Contractor by the ordering office. Such agreements (BPA) are normally reserved for the purchase of highly repetitive items on a day-to-day basis.

DELIVERY PROVISIONS

41. SHIPPING INSTRUCTIONS-CONSIGNMENT: Unless otherwise specified in the solicitation, each case, crate, barrel, package, etc., delivered under the contract must be plainly stenciled or securely tagged, stating the Contractor's name, purchase order number, and delivery address as indicated in the order. Where shipping containers are to be used, each container must be marked with the purchase order number, contract number, name of the Contractor, the name of the item, the item number, and quantity contained therein. In case of carload lots, the Contractor shall tag the car, stating Contractor's name and purchase order number. Any failure to mark items as required by the instructions will cause the Contractor to bear the risk of any resulting loss of or damage to material, or late delivery or misdelivery of material and any damages resulting therefrom. Deliveries must be made during the City's normal business day (Monday to Friday, except holidays, from 9:00 A.M. to 4:00 P.M.) and sufficiently before closing time to permit unloading, inspection, and storage, unless specific arrangements have previously been agreed upon with the City's storekeeper at the delivery point. The Contractor shall ensure compliance with these instructions for items that are drop-shipped.
42. RESPONSIBILITY FOR SUPPLIES TENDERED: The Contractor shall be responsible for the materials or supplies covered by the contract until they are delivered at the designated point, but the Contractor shall bear all risk on rejected materials or supplies after notice of rejection. Rejected materials or supplies must be removed by and at the expense of the Contractor promptly after notification of rejection, unless public health and safety require immediate destruction or other disposal of rejected delivery. If rejected materials are not removed by the contractor within ten (10) days after date of notification, the City may return the rejected materials or supplies to the Contractor at Contractor's risk and expense or dispose of them as its own property.

43. INSPECTIONS: Inspection and acceptance of materials or supplies will be made after delivery at destination herein specified unless otherwise stated. If inspection is made after delivery at destination herein specified, the City will bear the expense of inspection except for the value of samples used in case of rejection. Final inspection shall be conclusive except in regards to latent defects, fraud, or such gross mistakes as amount to fraud. Final inspection and acceptance or rejection of the materials or supplies will be made as promptly as practicable, but failure to inspect and accept or reject materials or supplies shall not impose liability on the City for such materials or supplies as are not in accordance with the specifications.
44. COMPLIANCE: Delivery must be made as ordered and in accordance with the solicitation or as directed by the Procurement when not in conflict with the bid. The decision of Procurement as to reasonable compliance with delivery terms shall be final. Burden of proof of delivery in receipt of goods by the purchaser shall rest with the Contractor. Any request for extension of time of delivery from that specified must be approved by Procurement, such extension applying only to the particular item or shipment affected.
45. DELAY: Should the Contractor be delayed by the City, there shall be added to the time of completion a time equal to the period of such delay caused by the City. However, the Contractor shall not be entitled to claim damages or extra compensation for such delay or suspension. This provision does not apply to public construction contracts.
46. METHOD AND CONTAINERS: Unless otherwise specified, goods shall be delivered in commercial packages in standard commercial containers, so constructed as to ensure acceptance by common or other carrier for safe transportation to the point of delivery. Containers become property of the City unless otherwise specified by bidder.
47. REPLACEMENT: Materials or components that have been rejected by the City in accordance with the terms of this contract shall be promptly replaced by the Contractor at no cost to the City.
48. PACKING SLIPS OR DELIVERY TICKETS-All shipments shall be accompanied by Packing Slips or Delivery Tickets, and shall contain the following information for each item delivered:
- (1) The Purchase Order Number
 - (2) The Name of the Article and Supplier's Stock Number
 - (3) The Quantity Ordered
 - (4) The Quantity Shipped
 - (5) The Quantity Back Ordered
 - (6) The Name of the Contractor

Bidders are cautioned that failure to comply with these conditions shall be considered sufficient reason for refusal to accept the goods.

PAYMENTS

49. PAYMENT: Payment shall be made after satisfactory performance of the contract, in accordance with all of the provisions thereof, and upon receipt of a properly completed invoice. The City reserves the right to withhold any or all payments or portions thereof for Contractor's failure to perform in accordance with the provisions of the contract or any modifications thereto.
50. PARTIAL PAYMENTS-Unless otherwise specified, partial payments will be made upon acceptance of materials or services so invoiced if in accordance with completion date. However, 10 percent (10%) of the value of the entire order may be retained until the completion of the contract.

51. PAYMENTS FOR EQUIPMENT, INSTALLATION, AND TESTING: When equipment involves installation (which shall also be interpreted to mean erection and/or setting upon or placing in position, service or use) and test, and where such installation or testing is delayed, payment may be made on the basis of fifty percent (50%) of the contract price when such equipment is delivered on the site. A further allowance of twenty five percent (25%) may be made when the equipment is installed and ready for test. The balance shall be paid after the equipment is tested and found to be satisfactory. If the equipment must be tested, but installation is not required to be made by the Contractor or if the equipment must be installed but testing is not required, payment may be made on the basis of seventy five percent (75%) at the time of delivery and the balance shall be paid after satisfactory test or installation is completed.
52. PAYMENTS TO SUBCONTRACTORS: Within seven (7) days after receipt of amounts paid to the Contractor by the City for work performed by subcontractor under that contract, the Contractor shall either (a) pay the subcontractor for the proportionate share of the total payment received from the City attributable to the work performed by the subcontractor under that contract; or (b) notify the City and subcontractor, in writing, of Contractor's intention to withhold all or a part of the subcontractor's payment with the reason for nonpayment. The Contractor must pay interest at the rate of one percent per month unless provided otherwise to the subcontractor on all amounts owed by the Contractor that remain unpaid after seven days following receipt by the Contractor of payment from the City for work performed by the subcontractor under that contract, except for amounts withheld as allowed in (b) above. The Contractor's obligation to pay an interest charge to a subcontractor may not be construed to be an obligation of the City.

In order to receive payment, individual Contractors must provide their social security numbers; and proprietorships, partnerships, limited liability companies, and corporations must provide their federal employer identification numbers on a completed Federal W-9 form.

GENERAL

53. GENERAL GUARANTY: Contractor agrees to:
- a. Indemnify and save the City, its agents and employees harmless from any claim or liability of any nature or kind for unauthorized use of any copyrighted or uncopyrighted compositions, secret process, patented or unpatented invention, article or appliance furnished or used in the performance of the contract.
 - b. Protect the City against latent defective materials or workmanship and to repair or replace any damages or marring occasioned in transit or delivery.
 - c. Furnish adequate protection against damage to all work and to repair damages of any kind, to the building or equipment, to his/her own work or to the work of other contractors, for which his/her workers or those providing work through Contractor are responsible.
 - d. Pay for all permits, licenses and fees and give all notices and comply with all laws, ordinances, rules and regulations of the United States, State, County, and City.
 - e. Protect the City from loss or damage to City-owned property while it is in the custody or control of the Contractor.
54. SERVICE CONTRACT GUARANTY: Contractor agrees:
- a. To furnish services described in the solicitation at the times and places and in the manner and subject to conditions therein set forth, provided, however, that the City may reduce the said service at any time.
 - b. To enter upon the performance of services with all due diligence and dispatch; assiduously press to its complete performance and exercise therein the highest degree of skill and competence.

- c. All work performed and services rendered shall strictly conform to all laws, statutes, regulations, and ordinances and the applicable rules, regulations, methods and procedures of all government boards, bureaus, offices, and other agencies.
- d. Said services may be inspected by an employee of the City at any reasonable time and place selected by the City. The City shall be under no obligation to compensate Contractor for any services not rendered in strict conformity with the contract.
- e. The presence of a City/County/State Inspector shall not lessen the obligation of the Contractor for performance in accordance with the contract requirements or be deemed a defense on the part of the Contractor for infraction thereof. The Inspector is not authorized to revoke, alter, enlarge, relax, or release any of the requirements of the contract documents. Any omission or failure on the part of the Inspector to disapprove or reject any work or material shall not be construed to be an acceptance of any such defective work or material.

55. **INDEMNIFICATION**: Contractor shall indemnify, keep and save harmless the City, its agents, officials, employees, and volunteers against all injuries, death, loss, damage, claims, patent claims, suits, liabilities, judgements, costs and expenses, (collectively "Losses") which may or otherwise accrue against the City in consequence of the granting of a contract or which may or otherwise result therefrom, if it shall be determined that the Loss was caused through negligence or omission by the Contractor or its employees, of any subcontractor of Contractor or its employees, if any, or providing goods or services through Contractor, and the Contractor shall, at his own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefrom or incurred in connection therewith. If any judgment shall be rendered against the City in any such action, the Contractor shall at his own expense, satisfy and discharge the same. Contractor expressly understands and agrees that any performance bond or insurance protection required by this contract, or otherwise provided by Contractor, shall in no way limit the Contractor's responsibility to indemnify, keep and save harmless and defend the City as herein provided.

56. **OFFICIALS NOT TO BENEFIT**: Each bidder shall certify, upon signing a bid, that to the best of his or her knowledge no City official or employee having official responsibility for the procurement transaction, or member of his or her immediate family, has received or will receive any financial benefit relating to the award of this contract. If such a benefit has been received or will be received, this fact shall be disclosed with the bid or as soon thereafter as it appears that such a benefit will be received. Failure to disclose the information prescribed above may result in suspension or debarment or rescission of the contract made, or could affect payment pursuant to the terms of the contract.

Whenever there is reason to believe that benefit of the sort described in paragraph a has been or will be received in connection with a bid or contract, and that the Contractor has failed to disclose such benefit or has inadequately disclosed it, the City, as a prerequisite to payment pursuant to the Contractor, or at any time, may require the Contractor to furnish, under oath, answers to any questions related to such possible benefit.

In the event the bidder has knowledge of benefits as outlined above, this information should be submitted with its bid. If the above does not apply at time of award of contract and becomes known after inception of a contract, the bidder shall address the disclosure of such facts to the Procurement Manager. The relevant Invitation for Bid Number (see cover sheet) should be referenced in the disclosure.

57. **CITY LICENSE**: All firms doing business in the City are required to be licensed in accordance with the City's Business, Professional, and Occupational Licensing Tax Ordinance. Wholesale and retail merchants without a business location in Lynchburg are exempt from this requirement. Questions concerning the BPOL tax should be directed to the Office of the Commissioner of Revenue, phone: 434-455-3880.

58. **REGISTERING OF CORPORATIONS**: In accordance with the Code of Virginia, any foreign corporation, partnership or limited liability company transacting business in Virginia is required to secure a certificate of authority from the Virginia State Corporation Commission. Contractor shall ensure it is duly registered in Virginia and such status shall be maintained during the term of the contract

59. COVENANT AGAINST CONTINGENT FEES: The Contractor warrants that no person or selling agent has been employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by the contractor for the purpose of securing business. For violation of this warranty, the City shall have the right to terminate or suspend this contract without liability to the City, or in its discretion, to deduct from the contract price or consideration, or otherwise recover, the full amount of such commission percentage, brokerage, or contingent fee.
60. VIRGINIA FREEDOM OF INFORMATION ACT: All proceedings, records, contacts and other public records relating to procurement transactions shall be open to the inspection of any citizen, or any interested person, firm or corporation, in accordance with the Virginia Freedom of Information Act, except as provided in Virginia Code § 2.2-4342 and paragraph 16 of this bid document.
61. SECTION 2.2-4311.1 CODE OF VIRGINIA – ILLEGAL ALIENS: The Contractor agrees that he does not, and shall not during the performance of this contract knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.
62. COOPERATIVE PROCUREMENT: This procurement is being conducted by the City of Lynchburg in accordance with the provisions of 2.2-4304 CODE OF VIRGINIA. Except for contracts for architectural and engineering services, if agreed to by the contractor, other public bodies may utilize this contract. The Contractor shall deal directly with any public body it authorizes to use the contract. The City, its officials and staff are not responsible for placement of orders, invoicing, payments, contractual disputes, or any other transactions between the Contractor and any other public bodies, and in no event shall the City, its officials or staff be responsible for any costs, damages or injury resulting to any party from use of a City Contract. The City assumes no responsibility for any notification of the availability of the contract for use by other public bodies, but the Contractor may conduct such notification.
63. PRECEDENCE OF TERMS AND CONDITIONS: Any and all Special Terms and Conditions contained in this Invitation for Bid that may be in variance or conflict with these General Terms, Conditions, and Instructions shall have precedence over these General Terms, Conditions, and Instructions. If no changes or deletions to General Terms, Conditions, and Instructions are made in the Special Terms and Conditions, then the General Terms, Conditions, and Instructions shall prevail in their entirety.
64. INSURANCE:
- a. The contractor/vendor shall procure, maintain and provide proof of insurance coverage for injuries to persons or damages to property which may arise from or in connection with the work performed on behalf of the City by the contractor, his agents, representatives, employees or subcontractor. Such coverage shall be maintained by the contractor/vendor for the duration of the contract period.
 1. **Broad Form Commercial General Liability**: (Occurrence Form CG0001, Ed. 11/88): \$1,000,000 CSL, BI & PD.
 2. **Automobile Liability**: Code 1 “ANY AUTO” (Form CA0001 Ed. 6/92): \$1,000,000 CSL, BI & PD.
 3. **Workers’ Compensation**: Statutory Amount.
 4. The insurance policies shall include or be endorsed to include the following provisions:
 - (1) The City of Lynchburg, Virginia, its officers/officials, employees, agents and volunteers (the City) shall be endorsed as “insureds” under the terms and conditions of the policies for liabilities which may arise out of the contractor/vendor’s operations or activities in these projects.

- (2) The contractor/vendor shall send an **actual copy of the policy endorsement document** from the insurance carrier that provides this coverage (ISO Form CG20100704 or similar); **OR**, send an **actual copy of the policy endorsement** that provides blanket additional insured coverage when required by a written agreement (ISO Form CG20331001 or similar), to: Risk Management, 900 Church Street, Lynchburg, VA 24504, Phone: (434) 455-3815; Fax: (434) 847-1684.
- (3) In addition to #2, above, the contractor/vendor shall provide the City with a certificate of insurance with applicable endorsements effecting coverages, signed by a person authorized by the insurance company to bind coverage on its behalf. Certificates of insurance shall be received by the City within 5 days of notice of intent to award.
- (4) Any deductibles or self-insured retentions applicable to required coverages shall be paid by the contractor/vendor, and the City shall not be required to participate therewith.
- (5) The contractor/vendor shall agree to provide the City with 30 days written notice of any cancellation of or reduction in the required coverages.
- (6) The insurance required hereunder shall be primary and any insurance or self-insurance maintained by the City shall be excess of the contractors/vendors insurance and shall not contribute therewith.
- (7) Failure of the contractor/vendor to comply with any reporting provisions of the insurance policies required hereunder shall not affect coverage provided to the City.
- (8) All rights of subrogation against the City shall be waived.
- (9) All coverages for subcontractors of the contractors/vendors, if any, shall be subject to all of the requirements stated herein.

65. PROTEST OF AWARD OR DECISION TO AWARD: The following are the exclusive procedures for a bidder or offeror to protest the City's award or decision to award a contract. A protest may not be based upon the alleged non-responsibility of a person to whom the City awards or makes a decision to award a contract.
- a. Any protest to award a contract shall be in writing and shall be delivered so that it is received by the City Manager not later than five (5) business days after announcement of the award or decision to award, whichever comes first. Otherwise any such protest shall be deemed to be waived.
 - b. Except for a protest of an emergency or sole source procurement, a protest of a City award or decision to award a contract may only be made by a person who submitted a bid or proposal for the procurement at issue and who was reasonably likely to have its bid or proposal accepted but for the City's decision. In the case of an emergency or sole source procurement, a protest may only be made by a person who can show that he was reasonably likely to have submitted a successful bid or proposal if the procurement had been other than emergency or sole source.
 - c. Protests shall only be granted if (1) the protester has complied fully with Sec. 18.1-6 of the Lynchburg Public Procurement Code and there has been a violation of law, the Lynchburg Public Procurement Code, or mandatory terms of the solicitation that clearly prejudiced the protestor in a material way, or (2) a statute requires voiding of the decision.
 - d. The City Manager shall issue a written decision on a protest within ten (10) days of its receipt by the City Manager.
 - e. If the protest is denied, the protestor may only appeal the denial or otherwise contest or challenge the procurement by then filing suit in the Lynchburg Circuit Court, Lynchburg, Virginia, and serving the city with such suit within ten (10) days of such denial. Otherwise, the City Manager's decision shall be final and conclusive, and the protester's right to appeal the denial or to otherwise contest or challenge the procurement shall be deemed to be waived.
 - f. Strictly following these procedures shall be a mandatory prerequisite for protest of the City's award or decision to award a contract. Failure by a bidder to follow these procedures strictly shall preclude that bidder's protest and be deemed to constitute a waiver of any protest.
66. EXHAUSTION OF ADMINISTRATIVE REMEDIES: No bidder, offeror, potential bidder or offeror, or Contractor shall institute any legal action against the City until all administrative remedies available under the above paragraphs have been exhausted and until all requirements of the Lynchburg Public Procurement Code, and, to the extent applicable, the Virginia Public Procurement Act, have been met.
67. CONTRACTUAL CLAIMS AND DISPUTES: Any claim by a Contractor shall be resolved in accordance with the Lynchburg Public Procurement Code.
68. INSPECTION AND REVIEW OF RECORDS: The City reserves the right to perform or have performed inspections and reviews of the records of the Contractor for any service contract with the City and to have copies made of such records. Contractor shall maintain and preserve all such records, at its own expense, during contract performance and for a period of at least three years after the contract has terminated. At the City's request at any time during contract performance or within a period of three years after the contract has terminated, the Contractor shall promptly make all records available, at a location within the City of Lynchburg, to the City or those retained by the City, for inspection, review and copying.

INSTRUCTIONS TO BIDDERS

Sealed bids, subject to the specifications and conditions contained herein and attached hereto, will be received in the Procurement Division Office, Third Floor City Hall, 900 Church Street, Lynchburg, Virginia, 24504, until, but no later than **3:00 p.m.** Local Time Prevailing, **August 27, 2013**, and then publicly opened and read aloud in the Bidder's Room.

Any questions which may arise as a result of this solicitation may be addressed to Florence Randolph, Purchasing Technician, at 434-455-3970, or by email to florence.randolph@lynchburgva.gov. Inquiries must be received at least 7 business days prior to the due date in order to be considered. Contact initiated by a bidder concerning this solicitation with any other City representative, not expressly authorized elsewhere in this document, is prohibited. Any such unauthorized contact may result in disqualification of the bidder.

To be considered, your bid must be submitted on a copy of this Invitation for Bid. Bidders shall sign in the space provided on the Terms and Signature Sheet and return all required documents with bid. Mark outside of your envelope with **Invitation for Bid # 14-865** and opening date of bid. Bids, to include addenda or changes to a response, shall not be accepted via Fax machine or by Internet E-mail. Any bid received after the announced time and date for submittal, whether by mail or otherwise, will be rejected. The time of receipt shall be determined by the time clock stamp in the Procurement Division. Bidders are responsible for ensuring that their bids are stamped by Procurement personnel before the deadline indicated.

Nothing herein is intended to exclude any responsible vendor, his product or service or in any way restrain or restrict competition. All responsible vendors are encouraged to bid.

For information pertaining to this solicitation, including bid documents, addenda, bid tabulation and notice of award, bidders may access public notification electronically on the Procurement website: <http://www.lynchburgva.gov/current-solicitations>.

PURPOSE

It is the intent of these specifications to describe the installation of a dump bed, hydraulic system, chemical spreader and snow plow on two (2) 33000 GVWR cab and chassis as specified in the bid. The trucks have been ordered by the City of Lynchburg, and will be dropshipped to the successful vendor who responds to these specifications for installation of the equipment.

TERM OF CONTRACT:

1. Quantities are subject to increase should additional purchases need to be made during the fiscal year.
2. If awarded the contract, bidder agrees to extend the accepted contract price for additional units up to twelve (12) months from execution of contract.

BASIS OF AWARD

Award will be made to the lowest responsive and responsible bidder based on the total base bid.

Bid #: 14-865 – Mounted 10 Foot Steel Dump Body, Central Hydraulic System, Chemical Spreader and Snow – Streets

TERMS AND SIGNATURE SHEET

All bids shall be signed on the Terms and Signature Sheet in order to be considered.

All prices shall be F.O.B.: Destination, City of Lynchburg, 1650 Memorial Avenue. Freight, delivery costs, and incidental charges shall be included in the bid price(s).

In compliance with this Invitation for **Bid #14-865** and subject to all conditions thereof, the undersigned offers and agrees to furnish any or all items and/or services upon which prices are quoted, at the price quoted as specified.

My signature below certifies:

- a. I agree to abide by all conditions of this Bid and that I am authorized to sign this Bid.
- b. The accompanying bid is not the result of or affected by, any act of collusion with another person or company engaged in the same line of business or commerce, or any act of fraud punishable under, Chapter 12, Title 18.2, 498.4 of the Code of Virginia, 1950, as amended. Furthermore, I understand that fraudulent and collusive bidding is a crime under the Virginia Governmental Frauds Act, the Virginia Government Bid Rigging Act, the Virginia Anti-Trust Act, and Federal Law and can result in fines, prison sentences, and civil damage awards.
- c. The accompanying bid is in compliance with the State and Local Government Conflict of Interests Act 2.2-3100, supplemented by Article 6, 2.2-4367-69 of the Code of Virginia. Specifically, no City employee, City employee's partner, or any member of the City employee's immediate family holds a position with the bidder, offeror, or contractor such as an officer, director, trustee, partner or the like, or is employed in a capacity involving personal and substantial participation in the procurement transaction, or owns or controls an interest of more than five percent.

Acknowledge receipt of addenda here: No.____ Date:_____ No.____ Date:_____

Complete Legal Name of Company: _____

Order From Address: _____

Remit To Address: _____

Signature: _____

Email: _____

Name(type/print): _____

Title: _____

Fed ID No.: _____ Phone: _____ Fax: _____

We hereby provide the following information to the City regarding our business. We understand that it is provided for statistical purposes only and all firms submitting bids will receive equal consideration.

Minority-Owned Business: Yes _____ No _____

Women Owned Business: Yes _____ No _____

Lynchburg Business: Yes _____ No _____

Customer: Streets Department – Quantity (2)
Dump Bed, Hydraulic System, Chemical Spreader and Snow Plow
Bid #: 14-865

1.0 INTENT OF SPECIFICATIONS

- A. It is the intent of these specifications to describe the installation of a dump bed, hydraulic system, chemical spreader and snow plow on two (2) 33000 GVWR cab and chassis. The trucks have been ordered by the City of Lynchburg from _____ and will be dropshipped to the successful vendor who responds to these specifications for installation of the equipment described herein; the completed vehicle will be delivered to the City of Lynchburg at 1650 Memorial Avenue in Lynchburg. The referenced chassis is a _____. The City will notify the successful vendor as to when to expect delivery. With a view to obtaining the best results and the most acceptable equipment for service in the Streets Department, these specifications cover only the general requirements as to the type of construction together with certain details as to finish, equipment and appliances to which the equipment shall conform. Minor details of construction and materials, which are not otherwise specified, are left to the discretion of the contractor, who shall be solely responsible for the design and construction of all features.
- B. Vendor shall complete every space in the vendor’s column with a “yes” to indicate item being proposed is exactly as specified or a “no” to indicate any deviation from the specifications for the item being proposed. Any “no” response or deviation shall be explained in spaces provided. Where certain brands “or equal” are specified, be sure to state the brand/model of option quoted. Any additions, deletions, or variations from the following specifications must be noted. Any items appearing in the manufacturer’s regularly published specifications and offered as standard equipment by the manufacturer are included in any submitted proposal, unless otherwise expressly specified herein. Failure to properly complete this column shall, at the full sole discretion of the City, subject your proposal to rejection. Proposed unit shall be manufacturer’s latest production equipment and shall be furnished complete, fully tested, and ready for immediate operation when delivered. All offered units must include all State and Federal required certifications and inspections upon delivery. Each bidder shall supply detailed engineering and specification data for product being bid.
- C. The City reserves the right to utilize value engineering to determine the selection of the equipment most advantageous for its use and to make an award in accordance with such provisions.
- D. The City reserves the right to reject any or all bids, to waive informalities in any bid, to purchase any whole or part of the items listed in the bid, and to award to other than the lowest bidder if deemed to be in the best interest of the City.
- E. To avoid untried and prototype equipment, the quoted product shall be a current production model that has been in production for a minimum of two (2) years. A list of five (5) municipal organizations that currently use the quoted model for the purpose described in these specifications must be provided with the bid.
- F. Warranty repairs: Prompt and convenient warranty service is of utmost importance to the City to keep equipment up and running so service to the public will not be compromised. All warranty repairs to product furnished shall be

performed at the manufacturer's authorized warranty repair facility which shall be conveniently located to the City of Lynchburg, VA.

- G. If awarded the contract, bidder agrees to extend the accepted contract price for additional units up to twelve (12) months from execution of contract. Please initial below if agreeable to this provision.

Agree _____

H. COOPERATIVE PROCUREMENT:

This solicitation is being conducted under the provisions of the Virginia Public Procurement Act (VPPA) 2.2-4304, "Cooperative Procurement", as stated, a public body may purchase from another public body's contract even if it did not participate in the Invitation for Bid (IFB), specified that the procurement was being conducted on behalf of other public bodies. If authorized by the bidder(s), the resultant contract may be extended to any jurisdiction within the Commonwealth of Virginia to purchase at contract prices in accordance with contract terms. Any jurisdiction using such contract shall place its own order directly with the successful contractor. The City of Lynchburg acts only as the Contracting Agency and is not responsible for placement of orders, payment, or discrepancies of the participating jurisdictions. It is the contractor's responsibility to notify the jurisdictions of the availability of any resultant contract.

- I. For titling purposes, a weight statement shall accompany delivery of vehicle from the body upfitter. The statement of weight shall be contained in a letter on company letterhead and signed by the vendor representative. Overall weight of the completed vehicle shall be shown including weight of cab and chassis and all mounted equipment.
- J. Upfitter shall affix a sticker to the vehicle door panel on the operator's side that states the overall combined weight of the cab and chassis with all after-market installed equipment

Truck Vocation

- A. Vehicle will be used to transport assorted materials and perform snow removal operations in various locations within the City
- B. Vehicle will operate in hilly terrain with narrow streets and tight corners
- C. Vehicle generally tows a trailer with loaded equipment. Maximum trailer GVW is 28,580 lbs.

Dump Body and Central Hydraulic Specifications

The dump body shall be ten (10) feet in length with a central hydraulic system. Dump body shall be installed and operational on referenced cab and chassis.

2.1 GENERAL CONSTRUCTION

- A. Steel commercial type contractor's body powder coated black with running boards and side braces _____
- B. All welded construction _____
- C. Water level capacity, 4.75 cu. yd. (19'x84'x120') _____
- D. Overall length 120" (maximum) _____
- E. Inside width 84" _____
- F. Height of sides approximately 19" _____
- G. Height of headboard and tailgate approximately 25" minimum 6" above sides _____

- H. Height from top of chassis frame to dump body floor shall not exceed 16' _____
 - I. All side braces, running board to body sides, and tailgate braces shall be continuous welded and not skip welded _____
 - J. Sideboards – see 3.3C - Page 37 _____
- Comments: _____

2.2 STRUCTURAL

- A. Sides, headboard and tailgate shall be 45,000 PSI yield strength, 10 gauge, high-tensile steel _____
 - B. Floor, steel, 45,000 PSI yield strength, 8 gauge, high-tensile _____
 - C. Side wall braces, three (3) on each side, manufacturer's standard design, full height with bottom drain hole, may be vertical or near vertical _____
 - D. Rear corner posts, 11" wide, full depth _____
 - E. Side wall top rails, full length, triple bend or boxed, 4" wide _____
 - F. Double gussets, atop each top rail, formed sideboard pockets _____
 - G. Headboard shall be single V-braced for additional strength and stiffness _____
 - H. Floor to side radius (or 45 degrees chamfer) 3", compatible with tailgate spreaders currently in use by City _____
 - I. Top of running board shall be angled at least 30 degrees to prevent material falling over sides and lodging on running boards _____
 - J. Full width rear apron, formed steel, serves as or supplements the rear-most cross sill. In combination with corner posts, creates rear body rigidity _____
 - K. Rear apron has holes cut for installation of identification lamps, stop, tail, turn and backup lights. This is a modification to the attached drawing for light positions _____
 - L. Keyhole tabs, upper and lower, 5/16" steel, welded to corner posts, provide anchor and adjustment for tailgate chains _____
- Comments: _____

2.3 TAILGATE

- A. Three (3) way – bottom open, drop from top and side swing to curbside with retainer latch
Specify type of hinges quoted _____
- B. Top tailgate pins need to sit in open slots with retainer pins _____
- C. Non-protruding upper hardware at each rear corner post to prevent snagging of load cover _____
- D. Tailgate shall be easily removable for emergency snow removal operations _____
- E. Top has inverted "V" to prevent material accumulation _____
- F. Chains, 4' of 5/16", Grade 70 transport chain, attached at the top corner area, one on each side _____
- G. Chain retainers, slide through, one near each lower corner, for use with chains to limit tailgate opening _____

- H. Hooks or banjo eyes shall be provided to secure chains for spreading stone _____
 - I. Inner surface is even with bed floor when lowered to level position _____
 - J. Bottom tailgate latches shall be cab controlled from the operator's area and the balance to be manual controlled type _____
- Comments: _____

2.4 BODY UNDER STRUCTURE

- A. Long sills, 6" structural channel, 9.8 Lb. per foot _____
 - B. Cross members, 4" structural channel, 5.4 Lb. per foot positioned 12" on center _____
 - C. Cross members and long sills may be stacked or interlaced _____
 - D. Unsupported floor area, 1,000 square inches or less _____
 - E. Brackets for hoist upper arm interface, structural steel with adequate strength to withstand maximum cylinder thrust _____
 - F. Pivot point, approximately 12" from rear of body _____
 - G. Hinges, may be bolted or welded to body long sills _____
 - H. Entire under structure, adequately reinforced and gusseted to resist distortion _____
- Comments: _____

2.5 HOIST

- A. Double acting, single cylinder, arm type with its own subframe, rated NTEA Class 50 for body length specified _____
 - B. Subframe distributes body weight evenly to chassis frame rails through at least four (4) contact points and is bolted, not welded, to chassis frame _____
 - C. Subframe has adequate strength to withstand maximum cylinder thrust and other operational stresses _____
 - D. Cylinder, 8" diameter with chrome plated, 2-3/4" diameter rod _____
 - E. Hinges may be bolted or welded to subframe _____
 - F. Hinge pins, 1-3/4" diameter _____
 - G. Dumping angle, 50 degrees _____
 - H. Body safety props, one on each side _____
- Comments: _____

2.6 ELECTRICAL

- A. Furnish and install all lights and reflectors necessary to meet FMVS 108, CMVSS 108, and USDOT lighting requirements _____
- B. All lights shall be sealed, shock resistant, grommet mounted, LED _____
- C. Relocate chassis supplied remote 7-pole electrical connector to a rear plate common with hydraulic disconnects and other electrical connectors, convenient to hitch but not interfering with other functions (hydraulic connectors, safety chains, etc.) _____

- D. **Furnish and install a trailer wiring harness and 6-pole connector with spring loaded cover, Cole-Hersee #1235 or mating equal, mounted on a rear plate common with hydraulic disconnects and other electrical connectors, convenient to hitch but not interfering with other functions (hydraulic connectors, safety chains, etc.) All rear quick disconnects are to be at rear of frame above pintle plate, not behind back of right rear mud flaps**
- E. **All connection(s) to chassis must utilize and mate to the weatherproof connector(s) provided with the chassis**
- F. **All hydraulic and electric connectors shall be labeled**
- G. **Stop, tail, turn and backup lights to be mounted in rear apron and none between chassis frame rails. This is a modification to the attached drawing for light positions**
- H. **Amber flashing LED strobe lights to be flush mounted within the rear corner posts. Note: these lights are additions to the attached drawing for light positions**

Comments: _____

2.7 FINISH

- A. **Body and exterior components:
Black, powder coated, body, revolving beacon support protective bumper, rear wheel forward mud shields, rear mud flap brackets, mounting brackets, hydraulic valve enclosure, hydraulic reservoir, hydraulic pump, pump/plow bracket, protective cover, load cover components, outside surface of oak boards and tool box**

Comments: _____

2.8 RUSTPROOFING

- A. **Material**
 1. **Ready distinguishable substance (not clear) meets MIL-C-008393a(MR)**
 2. **Composition, grit and abrasive-free, nonvolatile base material dispersed in a petroleum solvent**
 3. **Shall protect all metals**
 4. **Non-injurious to all materials used in automotive construction including rubber, plastics, glass, automotive finishes, and exposed electrical components**
 5. **Self-healing if scratched or dented**
 6. **Curing test, when applied to panels and air-dried for seven days, dry to touch when firm pressure with tip of the finger shows a slight tacky condition without any coating adhering to the finger and shall not crack, peel or chip. There shall be no evidence of rupture of the film**
 7. **Fire resistance, when applied to panels and air-dried for seven days, may char but shall not support combustion for more than 15 seconds after the flame source is removed**

B. Application

1. **Treat all dump body cavities thoroughly and effectively with high quality rustproofing** _____
2. **Preparation, all surfaces to be clean, dry and free from loose material** _____
3. **Complete coverage to all interior and exterior areas, as specified by a Fleet Services representative, with special attention to critical seams** _____
4. **Application must not interfere with any mechanical, electrical, or heat transfer details of the vehicle** _____
5. **Access holes, not larger than 1/2", accurately located to maintain structural integrity of body members and avoid damage to hidden parts** _____
6. **After application, cap all holes with plastic or rubber seal type caps, except drain holes** _____
7. **Drain holes or passages, remain open to assure proper water and moisture drainage after processing** _____
8. **Remove all excess material, due to over-spray, drips or runs, from the exterior and interior of the vehicle** _____

Comments: _____

3.0 CENTRAL HYDRAULIC SYSTEM

A. Functional Description

Functions include: plow lift, plow reverse, spreader and dump body operation. System design shall include capability for all functions to operate simultaneously without affecting the action of any one or more functions _____

1. Plow Lift

- a. **Raise and lower plow with double acting cylinder to be provided and installed by successful bidder** _____
- b. **Plow push frame shall be provided and installed by successful bidder. Push frame to be Godwin type with Bunnell coupler and plow attachment weldment** _____
- c. **Ground clearance under snow plow frame shall be a minimum of 10"** _____

2. Plow Reverse

- a. **Reverse plow angle with two (2), single-acting, 3" cylinders** _____
- b. **Valve center, A&B to T type** _____
- c. **Flow control, adjustable control of plow reversing speed** _____

3. Spreader Circuits

- a. **Pulse width modulated hydraulic source for a slip-in style conveyor/spinner type body unit with independent speed control for conveyor and spinner motors** _____
- b. **Spinner circuit has variable flow set by the in-cab spinner control, with circuit capacity of 2,000 psi at 0-8 GPM** _____
- c. **Conveyor circuit has variable flow set by the in-cab conveyor control with circuit capacity of 2,000 psi at 1-15 GPM** _____

- d. Dedicated circuit for operating pre-wet system shall be provided to eliminate the need for operator to re-adjust spinner control for controlling the flow of liquid _____
- 4. Dump Body Circuit _____
 - a. Dump body cylinder, double acting _____
 - b. Furnish hydraulic braking on rod end port of hoist counter balance valve _____
- B. Power Supply Components _____
 - 1. Front Mounting for Hydraulics and Plow _____
 - a. Front bumper reinforcement with integral mounting brackets, 1/2" steel plate, conforms around chassis bumper face _____
 - b. Mounting brackets protrude through chassis bumper and bolt to chassis frame ends, cut holes in chassis bumper as required _____
 - c. Tow hooks or eyes, two (2), welded to bumper reinforcement _____
 - d. Plow push frame ears, two pairs (4) total, 1/2" steel plate, welded to bumper reinforcement _____
 - e. Ear location on 23" centerline between pairs with 1.5" gap between ears in a pair _____
 - f. Holes for push frame mounting, 13/16" diameter hole, drilled through each pair of ears with the center 3-1/2" from face of bumper reinforcement _____
 - g. Hitch pins, two (2), 3/4" diameter, one chain tethered to each pair of ears, hold push frame and protective bumper in place _____
 - h. Protective bumper, pin mount, used on all trucks, 1/2" x 5" mild steel, formed as required, mounts to ears when push frame is removed. Extends downward to protect hoses and quick disconnects _____
 - i. Protective bumper, bolt-on, used only with front pump and standard length truck frame, 1/2"x5" mild steel, formed as required, mounts to face of bumper reinforcement with two (2), 1/2" grade 8 bolts. Extends forward to protect pump. This does not apply for a transmission mounted pump _____
 - j. Complete assembly must be structurally adequate for plowing operations _____
 - 2. Pump _____
 - a. Commercial Shearing gear type, all cast iron, SAE "B", two (2) bolt mounting _____
 - b. Bi-rotational with side and rear ports that can be used in front mount and transmission PTO applications _____
 - c. Shaft, 7/8", splined to mate with drive and with groove for set screw _____
 - d. Sized to produce 30 to 35 GPM at maximum engine RPM with pump as the sole source of hydraulic power. _____

- b. Return line filter, cartridge type, in reservoir clean out cover, 45 GPM capacity with 10 micron filter element, includes 25 psi bypass when cartridge is clogged _____
- c. Electric pressure sensor, activates a warning light mounted in the cab control console when the element is clogged _____

C. Control Components

1. Valve Enclosure

- a. Weather resistant enclosure for manifold and valves. Consists of steel main base and cover pieces, with formed and welded steel channels, baffles and gussets as required for proper sealing _____
- b. Mounted outboard of truck frame rail rear of cab, accessible for service. Specific location to be determined per truck model and space available _____
- c. Main base and back mounting portion, 10 gauge steel plate _____
- d. Cover, 10 gauge formed steel with two steel handles _____
- e. Cover is secured to main enclosure base with two heavy duty rubber latch straps _____
- f. All wiring harness cable entries are made through a weather tight compression restraint _____
- g. All hydraulic lines must enter and exit from the bottom of the enclosure to facilitate ease of mounting in confined spaces _____
- h. Hose port connections, accessible through a silicone sealed aperture. Provide for direct exterior hydraulic port adapter entry into manifold assembly without use of extension tubing and/or piping within the valve cabinet _____
- i. Road clearance, not lower than any truck chassis component _____

2. Manifold

- a. Aluminum, bottom ported, mounted in valve enclosure _____
- b. All solenoid, flow control, static pressure intensification and pressure compensated proportional type valves mount to this manifold _____

3. Direction Control (Solenoid) Valves

- a. Parker Hannifin with 3 pin manaplug option and/or Hirschman type _____
- b. Designed for “stacking” _____
- c. System logic valves must be included within the manifold, not externally mounted _____
- d. Solenoids, 12 volt DC, closed center, wet armature type, capable of manual operation _____

4. Flow Control Valves

- a. Reverse free flow type _____
- b. Knurled, adjustable control, to field adjust the speed of the hydraulic functions such as plow lift, plow angle, etc. _____

- 5. **Static Pressure Intensification Valves**
 - a. Adjustable, cartridge type, for bed and plow raise and lower functions. Protect the plow cylinders from high shock loading _____
 - b. Speed controlled emergency release capable of lowering the bed and plow in an emergency situation with the vehicle engine “OFF” operated from the valve enclosure to protect the operator. Opening of hydraulic lines to accomplish lowering is not acceptable _____
- 6. **Pressure Relief Valves**
 - a. Dump body raise and lower circuit includes built-in port relief protection to limit maximum pressure in both sides of the double acting cylinder _____
 - b. Each work port is independently adjustable from 100 to 3,000 psi _____
 - c. Cartridge design, pilot operated for accuracy, and screw lock adjustable _____
 - d. Remote mounted relief protection is not acceptable _____
- 7. **Spinner and Conveyor Valves**
 - a. Pressure compensated proportional type, motor driven valves are not acceptable _____
 - b. Conveyor valve will be capable of a variable forward speed via ground speed sensing and by way of in-cab, manually operated, electric variable controls _____
- D. **Emergency Shut Down**
 - 1. System must totally shut down, including PTO disengagement, in the event of a hose failure, high temperature or low oil level _____
 - 2. Full level switch, 100 watt, side mounted in the reservoir _____
 - 3. Temperature switch, in the reservoir, plumbed into the return line from the unloader valve _____
 - 4. Both switches have Packard Weatherpack connectors _____
 - 5. Both switches activate a relay, which cuts power to the spreader and master switch, and illuminates a low oil light in the console, as well as disengaging the PTO _____
 - 6. Manual override switch, momentary type, located in the valve enclosure, includes a low oil indicator light and push to test switch located beside it _____
- E. **Plumbing and Connections**
 - 1. All circuits
 - a. Suction line from reservoir to pump, SAE 100 R4, 2” diameter _____
 - b. Return line from valve cabinet to filter, SAE 100R1 _____
 - c. All other hoses, SAE 100 R2 Type AT _____
 - d. All piping connections to and from the valve cabinet, JIC swivel type _____
 - e. Hose routing along chassis provides maximum available clearance from exhaust system, wear points, etc. Clamp in position with rubber lined steel hangers _____

- f. All quick disconnects, valved, drip-proof style, with NPT threads, Parker FF Series with connect under pressure feature (Parker FC Series) _____
- 2. Power Lift Circuit
 - a. Quick disconnects, 3/8" with NPT threads _____
 - b. Truck mounted "PLOW UP" disconnect, coupler half _____
 - c. Truck mounted "PLOW DOWN" disconnect, nipple half _____
 - d. Locate truck mounted disconnects top of the front bumper, center of the truck, in a vertical position to each other for easy access _____
 - e. Mating halves are furnished with lift cylinder _____
- 3. Plow Reverse Circuit
 - a. Quick disconnects, 1/2" with NPT threads _____
 - b. Truck mounted "PLOW RIGHT" disconnect, coupler half _____
 - c. Truck mounted "PLOW LEFT" disconnect, nipple half _____
 - d. Locate truck mounted disconnects top of the front bumper, center of the truck, in a horizontal position to each other for easy access _____
 - e. Mating halves, installed _____
- 4. Spreader Circuits
 - a. Supply line quick disconnects, 1/2" with NPT threads, coupler to conveyor, nipple to spinner _____
 - b. Return line quick disconnect, 1" with NPT threads, coupler _____
 - c. Plumb circuits with disconnects at rear of truck with openings vertical to ground _____
 - d. Quick disconnects to be Parker numbers
 - 1" - #FF-1001-16FP-female-spreader return port _____
 - 1/2" - #FF-501-8FP-female-conveyor port _____
 - 1/2" - #FF-502-8FP-male - spinner port _____
 Note: these should be flat faced type to prevent dirt intrusion into hydraulic system _____
- 5. Plow Lift Cylinder
 - a. Furnished and installed _____
 - b. Double-acting type, similar to Model CD300, Monarch Road Machinery Company or equivalent _____
 - c. Welded construction, includes replaceable vee packing and wiper on rod. Has replaceable piston, piston cup, and cup spacer _____
 - d. Outside diameter, 3" _____
 - e. Stroke, 10" _____
 - f. Rod, 1-1/2" diameter, chrome plated _____
 - g. Closed dimension, center line to center line of rod/body holes, 20" _____
 - h. Both rod and body holes, 1-1/64" diameter _____
 - i. Dead end milled 1-7/8" flat, live end full round _____

- j. Ports, 3/8" NPT, 90 degrees to pin eye _____
- k. Fitted with 3/8" x 30" hoses with 3/8" NPT male fittings
on each end _____
- l. Quick disconnects, 3/8" with female NPT threads, install
to mate appropriately with truck mounted disconnects _____
- m. See drawing titled "Snowplow Lift Cylinder" for details _____

Comments: _____

3.0 ELECTRICAL SYSTEM

A. Functional Description

Functions include: manual controls through chassis switches and the cab control console, automated ground speed control for application of granular materials, and lighting specific to snow plowing needs. System design shall include a distinct split between power sourced and controlled through chassis circuits vs. power sourced and controlled through accessory circuits. This separation will aid in troubleshooting and in determination of warranty responsibility

B. Power/signal Supply and Connections

1. Utilize wiring, circuit breakers, and connectors, per the following. Ideally, these will be factory installed by the chassis manufacturer. If not factory installed, proceed with installation of these connection points as if doing a "dealer installation". The purpose is to facilitate consistent chassis/up-fitter electrical interface and to provide clearly defined separation points between chassis circuits and up-fitter circuits _____
2. This will aid in troubleshooting and in determination of warranty responsibility. All manufacturer names and numbers listed are provided for reference only. Successful bidder is not required to use these products. However, all substitutions must be approved by the City _____
3. Power Supplies: One twenty (20) amp source direct from the battery and one twenty (20) amp source through a relay energized by the ignition switch. Each source terminates with a heavy duty connector stud and each is clearly marked. Both are located adjacent to each other, in a location that is both protected from damage and convenient to service. Factory installed power supplies can be in the standard factory location (inside or outside the cab). Dealer installed power supplies shall be inside the cab. Each source is protected by its own circuit breaker, which may be located at the chassis manufacturer's breaker panel or adjacent to the terminal studs. Mount circuit breaker panel for central hydraulic controls to firewall in a sealed box _____
4. Snow plow light circuit: A dedicated and clearly marked harness that terminates at a convenient location under the hood with a weatherproof connector, such as _____

Packard Weatherpack or Packard Metripack, Harness includes a dash mounted selector switch to choose between headlights and up-fitter mounted plow lights. High/low and parking lamp/turn signal functions must remain integrated in the original factory harness and will be operated by the standard factory control at all times

- 5. Trailer connector circuit: A dedicated and clearly marked 6-pin trailer connector harness, in addition to the previously specified 7-pin harness. The 6-pin harness will support trailers with combination turn signal/stop lights. Harness to be protected with circuit breakers, located either at the chassis manufacturer's breaker panel or adjacent to the circuit breakers in the 7-pin harness. Harness terminates with a weatherproof connector, such as Packard Weatherpack or Packard Metripack, which can be either behind the cab or at the end of the frame rails**

 - 6. Auxiliary Vehicle Speed Signal (VSS): A dedicated and clearly marked speedometer tap point with minimum 25,000 pulses per mile shall be provided. Tap point may be inside the cab, outside the cab, or at the Engine Control Unit (ECU). Tap points outside the cab must terminate in a weatherproof connector. Tap points at the ECU must have a designated lead wire, three feet long, that terminates in a weatherproof connector**

 - 7. Cab Control Console**
 - a. All power to the Console must be supplied through the two (2) 20 amp sources**
 - b. All relays, sub-base mounted for ease of replacement without tools**

 - 8. Wiring and Connectors**
 - a. Tamperproof sealed distribution junction boxes and sealed wiring harness. Reference: Truck-Lite "88" series or equal**
 - b. Wires in circuitry to be different color, colors with stripes, or labeled in 1" increments if same color**
 - c. Harness, for wiring from under dash to hydraulic valve area and rear of truck**
 - d. All harnesses interior of cab, "PVC" or "SO" molded jacket type**
 - e. All control harnesses or auxiliary cables outside the cab, "SO" or "NVN" type**
 - f. Wiring hangers, of appropriate design and quality**
 - g. Wiring harness protectors, as appropriate where harness runs through frame, metal or abrasion causing obstructions**
 - h. All external connectors, weatherproof, such as Packard Weatherpack or Packard Metripack unless otherwise specified**
-

9. Spreader Connector

- a. Spreader connection shall be one common connector for both spreader and pre-wet system _____
- b. Mounting, on a plate common with hydraulic hose quick disconnects for spreader _____
- c. Wiring, post – GD goes to ground, post – LT goes to the emergency light switch on the cab control console, and post – BK goes to body up disable function _____
- d. Connector wiring, single piece “SO” type molded jacket cable _____
- e. One multiple plug at rear of truck shall be used for all spreader related equipment. _____

C. Control Components

1. Cab Control Console

- a. One console approximately 14” long by 4.5” wide, appropriate size for all controls, switches, and interior circuitry _____
- b. Mounted on brackets attached to floor beside operator’s seat near bottom seat cushion level for ease of operation _____
- c. Direction orientation, straight forward with automatic transmission _____
- d. Gasketed for oil tight and dustproof environment _____
- e. Design, similar to consoles currently in use by City, but incorporate the following components _____
- f. See Drawing “Control Console” for general layout _____
- g. Connector at cab control, placed for easy replacement of console _____

2. Joystick Control

- a. Positioned on the console, at front edge
- b. Four-way pistol grip type joystick actuator controls all hydraulic functions, in two modes, as follows:

Plow Mode:

Forward = Plow Down

Back = Plow Up

Left = Plow Left

Right = Plow Right

Dump Mode:

Forward = Body Down

Back = Body Up

Left = Tarp Cover

Right = Tarp Uncover

- c. Thumb button near the top controls conveyor blast _____
- d. Trigger switch must be depressed for any function to activate _____
- e. **NOTE: Install latest version of joystick control if possible**
Discuss console location with City before mounting _____

3. Dial Controls and Indicators
 - a. Positioned on the console, immediately behind the joystick, in two rows _____
 - b. Spinner and conveyor control dials, eleven position (0 through 10), detented, modular units, defective parts can easily be replaced as needed with standard mechanics tools _____
 - c. First row, spinner control dial on street side, conveyor control dial on curb side, Spreader On (green) indicator light between the two dials _____
 - d. Second row, Body Elevated (red) indicator light on street side, Replace Filter (amber) indicator light in center, Low Oil (red) indicator light on curb side _____
4. Rocker Switches, five (5)
 - a. Positioned on the console, immediately behind the second row indicator lights _____
 - b. Back lit to denote function when parking lights are on, get brighter to denote function on _____
 - c. Spreader – Auto/Off/Manual selector switch with LED indicator between control dials. Switch is a modular unit, defective parts can easily be replaced as needed with standard mechanic tools _____
 - d. Dump Mode/Plow Mode – should be protected to prevent accidental raising or lowering of dump body _____
 - e. Master switch – Off/On, energizes PTO and hydraulic system _____
 - f. Emergency lights switch – Off/On _____
 - g. Spreader lights switch – Off/On _____
5. Circuit Breakers
 - a. Positioned on the console, along curb side of rocker switches _____
 - b. Four (4) circuit breakers from front to back – 5, 20, 20, and 20 amp _____
- D. Electronic Ground Speed Spreader Control
 1. Electronic, micro-processor based with nonvolatile memory to allow for unanticipated changes in input speed signals and to allow output software changes to be made _____
 2. Capable of manual or ground speed oriented control _____
 3. Designed for flow control regulation at truck speeds from one MPH to 35 MPH in the ground speed controlled mode _____
 4. Independent speed control of the spinner and conveyor motors _____
 5. Speed pulse signals to the spreader control must be supplied through the dedicated VSS tap point described in this section _____
 6. Connection to the VSS tap point must utilize and mate to a weatherproof connector if located outside the cab _____

E. Lights

1. Powered and controlled through chassis circuits

a. Snow plow lights

- 1. The Number 9 position on attached drawing is auxiliary snow removal headlights with park/turn lamps _____**
- 2. Clear halogen head lamps only _____**
- 3. Mounting, shock mount adjustable sockets attached to heavy steel support brackets _____**
- 4. Support brackets, securely mounted in the grill or fender area, minimum height to center of sealed beam is 66" above road surface _____**
- 5. If fender mounted, lights must be mounted far enough forward to allow aiming with mechanical headlight aimer _____**
- 6. Final location subject to City approval _____**
- 7. Headlights must be controlled from the dash mounted selector switch described in this section _____**

2. Powered and controlled through Cab Control Console

a. Spreader Light

- 1. Sealed, shock resistant, grommet mounted, incandescent with clear lens, Truck-lite 40204 or equal _____**
- 2. Located facing down on driver's side and mounted on spreader chute and not on body _____**
- 3. Controlled from a control console mounted switch with On/Off, maintained action, includes light to indicate function on _____**

3. All lights are to be LED construction _____

Comments: _____

3.1 START-UP and TESTING

A. Successful bidder shall be responsible for initial pre-testing of hydraulic system to include the following:

- 1. Complete initial fill of hydraulic system _____**
- 2. Hydraulic system of each truck is to be operated for a period of not less than 15 minutes to purge system of foreign matter. At the end of period, a new filter element shall be installed _____**
- 3. Any leaks or defective components shall be corrected prior to delivery to City _____**
- 4. Vendor will be responsible for initial test operation of spreader, plow or auxiliary tools on completed truck units to determine if all systems are functioning properly. Additionally, the hydraulic system should be road or dyno tested in the automatic mode with the spinner console control first set at 0, then 7 then 10: The conveyor circuit should produce 0 GPM at 0 setting and 15 GPM at 10 _____**

Comments: _____

3.2 ACCESSORY COMPONENTS

- A. Water cooler rack for 5-gallon cooler
 - 1. Buyers LT25 or approved equal _____
 - 2. Bolted to curb side end of truck front bumper _____
 - 3. Location shall not extend past width of truck or block headlights _____
- B. Fuel Tank Vent Screen
 - 1. Furnish and install chassis OEM screen on fuel tank vent if not provided by the chassis supplier _____
- C. Forward mud shields for both sides:
 - 1. Constructed of 10 gauge steel with adequate bracing _____
 - 2. Located ahead of the forward rear axle _____
 - 3. Mounted to chassis in near vertical position _____
 - 4. Approximate size 24” wide and 30” long, similar to mud shield in current use by City _____
 - 5. Shields do not extend beyond outside of edge of body _____
 - 6. Chock block holder shall be provided on each mud shield and holder shall be positioned so chocks can be dropped into holder without needing to be secured _____
 - 7. Mud shields (quarter fenders) should have sufficient clearance for snow chains _____
- D. Rear mud flaps, both sides:
 - 1. Plain black rubber with no logos _____
 - 2. Mounting bracket, 10 gauge steel, includes one hook per flap to hold off the tire _____
 - 3. Approximate size 24” wide and 36” long, equivalent to mud flap in current use by City. Mount with 10” road clearance _____
- E. Tow Hitch
 - 1. Mounting bracket, includes a structurally adequate mounting plate with diagonal bracing, welding to chassis frame rails to form a rear crossmember. All components and welding comply with hitch rating and SAE J849B _____
 - 2. Pintle hook, Wallace Forge R-45-4 or equal, without air and plunger, bolted to mounting plate _____
 - 3. Pintle hook location, height at center approximately 26” from ground, positioned so dump body apron will not strike it when body is raised _____
 - 4. Safety chain loops to be mounted vertical on face of pintle plate, not on bottom of plate. This is for towing trailers or wrecker towing _____
 - 5. Hitch to accommodate paving machine hopper _____

Comments: _____

3.3 ACCESSORY GROUP

- A. Cab Shield
 - 1. Full body width, similar to cab shield in current use by City _____
 - 2. Steel, 45,000 PSI yield strength, 10 gauge, high tensile _____
 - 3. Extension, 18” forward of bulkhead _____

- 4. Cab clearance approximately 3” _____
- 5. Exhaust clearance 2” _____
- 6. Installed LED strobe light shall be mounted at the center of the cab shield. Unit must give a 360 degree view and be Whelen Model L21 Series or equal _____

B. Load Cover System

Reference: Godwin Manufacturing HYDRA-TARP or equal . All components are to be easily replaced with common mechanic tools _____

1. Arms

- a. Dual side mount arms and crossbar constructed of 1 ¼” schedule 40 pipe _____
- b. Side mount arms, crossbar, and connector are mandrel bent and arched to provide more clearance for loading body _____
- c. Mounted system shall not extend more than 3” on either side of body _____
- d. All pivot points have 1” diameter pins and with one ½” long bearing area and zerck fitting type grease fittings _____

2. Hydraulic

- a. Arms are operated by a single or dual hydraulic cylinders(s) mounted in such a manner that they cannot be damaged by loading operations _____
- b. Load cover operates as an independent function capable of being locked at any position in the range of movement _____
- c. Tarp cylinder(s) have pilot operated check valve(s) and adjustable flow control valve to adjust speed and lock tarp when covered _____
- d. Hydraulic power is received from the central hydraulic system _____

3. Drum and Cover

- a. Drum assembly, no less than 4” diameter with enclosed spring to maintain constant tension on tarp cover _____
- b. Drum bearings, sealed, permanently lubricated type _____
- c. Cover material, black, 18 oz. asphalt rated vinyl, with finished width of 84” _____
- d. All edges doubled, 2” complete length and width of cover _____
- e. All seams, double stitched (sewn twice) _____
- f. Front of cover has four (4), #2 spur eyelets equally spaced for attaching to roller bar _____
- g. Sides of cover have a #4 pocket for installation of crossbar _____
- h. Cover is long enough to fully cover body with two rounds of cover material remaining on the roller bar and/or 3’ longer than length of body _____
- i. Tarpaulin covers to be positioned on top of the cab shield and shielded from load area _____

- C. Sideboards
 - 1. Red oak, 10" high, thickness adequate to fill cuff at each end of body _____
 - 2. Secured with lag bolts at cuff _____
- D. Body Safety Steps
 - 1. Full length of body, both sides _____
 - 2. Minimum 1" clearance from side of body, allows loose material to fall through _____
 - 3. Step material, similar to Bustin Part Number 624 or equivalent _____
- E. Access Ladders
 - 1. One on curb side and one on street side of the body and forward of the rear wheels. Exact location to be determined during construction after consultation with City _____
 - 2. Retractable type, two rung, approximate width 14.5" and length 28" _____
 - 3. Construction of heavy gauge steel with slip proof steps _____
 - 4. Reference brands, Automatic Truck Door, Inc., E-Z Step, or approved equal _____
- F. Grab Handles
 - 1. Two on each side of body, mounted vertically, one on each side of access ladder. Exact size and placement to be determined during construction and after consultation with City _____
 - 2. Constructed of 5/8" cold roll steel rod _____
 - 3. Extend from middle of dump body top rail to just above the safety step, 2" from body at closest point _____

Comments: _____

3.4 MANUALS – DUMP BODY AND CENTRAL HYDRAULIC SYSTEM

- A. Vendor upon delivery shall furnish two sets of complete operator's manuals, and one set of technical service manual, parts manual, electrical and plumbing schematic for entire dump body and central hydraulic system _____

Comments: _____

Chemical Spreader Specifications

Ten (10) foot, 5.5 cubic yard capacity (struck) stainless steel (no substitutes) chemical spreader with liquid pre-wetting system, spray bar and accessories. Spreaders to fit a ten (10) foot dump body that is installed on the truck previously described in these specifications and to be furnished installed and tested by bidder. Spreader to be complete with all mounting hardware and materials necessary for final installation and ready for operation. All materials used shall be stainless steel to prevent corrosion

- 4.1 Dimensions (state all dimensions and capacity on lines to right)
 - A. Length – 10 feet _____
 - B. Width (outside) – 84 inches _____
 - C. Height – 50 inches _____
 - D. Capacity (struck) – 5.5 cubic yards _____

Comments: _____

4.2 Hopper

- A. V-box (adjustable inverted vee)** _____
- B. Capable of hauling and spreading free flowing granular materials** _____
- C. Unit shall consist of stainless steel body, discharge/feed conveyor, conveyor chain, spinner assembly, power drive, top screens and liquid pre-wetting system and spray bar: all mounting brackets and hardware for the pre-wetting system and spray bar shall be constructed of stainless steel as a rust inhibitor feature as should the spreader mounts that secure the spreader to the truck bed at the tailgate latches** _____
- D. Hopper to be of smooth interior, constructed of not less than 12 gauge type 304 stainless steel or 10 gauge 409 stainless steel** _____
- E. 2" double crimped top edge formed for rigidity** _____
- F. Continuously seam-welded from inside for rugged solid unit** _____
- G. Longitudinal overhung for supporting spinner assembly** _____
- H. Side slope 45 degrees; front slope 18 degrees; and rear slope 9 degrees** _____
- I. Bottom to be bolt-in type of minimum 7 gauge stainless steel** _____
- J. Body longitudinals shall be 7 gauge stainless steel and slotted for easy gearbox/driveshaft removal** _____
- K. Cross sills shall be 7 gauge stainless steel that tie lower edge of longitudinals to each side support** _____
- L. Cross sills shall be wide enough to allow hopper box to be mounted on various truck frames and to slide into a dump body** _____
- M. 3" x 1/4" formed stainless steel channel shall be bolted under H beam on each hopper side for additional side support** _____
- N. 6" x 4" x 3/8" formed stainless steel bolt-in box beam will be elevated 3" above to edge of hopper to provide a longitudinal brace and hinge point for the top screens** _____
- O. Feedgate shall be made of 10 gauge stainless steel 12" x 18" with ruler provided at rear of hopper to allow for accurate discharge** _____
- P. There shall be a screw type self-locking gate made from stainless steel that is adjustable from curbside using a stainless steel crank** _____
- Q. There shall be 10 gauge stainless steel formed side supports extending the full angle height on two (2) foot centers** _____
- R. Welded-on stainless steel fold-down "D" ring hooks shall be provided at each corner – see attached illustrations** _____
- S. Rear endplate shall be reinforced inside and supported outside to render maximum strength and rigidity** _____
- T. All stainless steel joints shall be welded with stainless steel welding wire – all welding procedures shall follow American Welding Society D1.1-96 recommendations for structural steel welding** _____
- U. All sub-assemblies shall be secured with stainless steel hardware** _____

- V. Two (2) ratchet-strap hold-down devices shall be mounted on each front side to hook tie-down straps into place – see attached illustrations
- W. A mounting kit shall be provided to safely secure the hopper to the body with four mounting points to include two tailgate latches and two tailgate pilot pins at the top. It shall consist of a solid bar that latches in the lower tailgate latch (trunnion latch) at the bottom of body and connects to the top tailgate pivot point

Comments: _____

4.3 Conveyor

- A. Conveyor system shall be chain bar flight type running longitudinally with body feeding material to feedgate opening
- B. Conveyor width shall be not less than 24"
- C. For protection of chain link strands, a 7 gauge formed chain shield shall cover the strands exposing only the drag chain bar to the material
- D. Floor shall be manufactured of replaceable 7 gauge stainless steel with a flat design and rolled over edges
- E. Conveyor floor shall be supported on 10 gauge stainless steel cross angles spaced 12" apart
- F. Gearbox shall have hardened and ground bronze gears mounted on a 2" diameter drive shaft and supported on tapered roller bearings
- G. Gears shall be machine cut and mounted in anti-friction sealed bearings and running in oil
- H. Gearbox ratio to be 50:1
- I. Drive and idler sprockets shall be 6 tooth dropped forged steel – 2" diameter drive shaft and 2" idler shaft
- J. Both conveyor shafts shall have heavy duty, dust sealed, self-aligning ball bearings equipped with grease fittings
- K. A heavy duty spring loaded idler adjustment assembly shall provide 4" of adjustment for proper conveyor chain tension

Comments: _____

4.4 Conveyor Chain

- A. Conveyor chain shall be heat treated 2.25" pitch self-cleaning pintle type with 7/16" pins and tensile strength per strand of 21,000#
- B. Chain shall utilize 1/4" x 1 1/2" x 21" crossbars welded on both the top and bottom to every other link making an overall width of 22"
- C. Crossbars to be positioned on approximately 4 1/2" centers

Comments: _____

4.5 Spinner Assembly

- A. 20" diameter stainless steel spinner disc with six (6) bolt-on replaceable formed 7 gauge carbon steel fins
- B. Disc shall be mounted on a cast iron replaceable hub connected directly to a top mounted hydraulic motor

- C. Material shall be guided from conveyor to the distribution disc by means of two (2) internal 10 gauge stainless steel adjustable deflectors _____
 - D. The entire spinner assembly shall be manufactured of 10 gauge stainless steel _____
 - E. Assembly shall be adjustable in height to accommodate slip-in or chassis mounted V-box _____
 - F. There shall be a front fixed shield and three (3) adjustable and one fixed baffle that are adjustable without the use of tools _____
 - G. Entire assembly shall bolt on to allow for cleaning, unloading or storage _____
 - H. Quick latching spreader bypass chute shall allow for diverting material behind spinner chute for quick unloading _____
- Comments: _____

4.6 Power Drive

- A. Conveyor chain shall be driven through the worm drive gearbox by a low speed high torque hydraulic motor _____
 - B. Motor shall be directly coupled to gearbox and protected from the elements by a protective covering _____
 - C. Gearbox shall have servo-sensor integral with the drive shaft _____
- Comments: _____

4.7 Top Screens – Stainless Steel

- A. Top screens shall be constructed of 3/8” steel rods welded to form 2 1/2” square openings framed by a combination of 1/4” x 1 1/2” flat steel and 2” angle iron with edge supports reinforced by 1/4” x 1” flat bars – 201 stainless steel _____
 - B. Each section shall be secured to the “H” beam with two (2) non-freeze 5/8” “Drop and Lock” rod hinges – screens shall be removable and mounted longitudinally _____
 - C. Screens using hardware that may vibrate loose are not acceptable _____
 - D. There shall be not less than four (4) screen assemblies _____
 - E. All hardware and fasteners shall be electronically plated and corrosion resistant _____
- Comments: _____

4.8 Miscellaneous V-Box Features

- A. A trunnion tailgate latch shall be furnished that bolts to spreader long sills and locks into existing dump body tailgate to provide extra stability (like mounting kit in 4.2 W) _____
- B. Extended front idler grease tubes are to be provided to enable scheduled lubrication of idler shaft from rear of unit _____
- C. Two (2) amber LED lights mounted one on each side of spreader chute assembly at midpoint of hopper _____

- D. One (1) clear LED work light mounted to left of spreader chute assembly for viewing activity during spreading operation _____
- E. Two extra LED light mounted on rear of spreader wired to reverse truck lights for extra lighting _____
- F. Sign - "KEEP BACK 100 FEET" 4" black letters on orange background to be mounted on rear of spreader chute _____
- G. Coupling or hanger (dummy snap hook) on side to store hydraulic hoses and electric line when unit is in storage _____

Comments: _____

4.9 Access Ladder

- A. An installed access ladder shall be provided at right rear of spreader. Ladder to be manufactured of heavy gauge non-corrosive or stainless steel rails and slip-proof treadplate _____
- B. Ladder to be capable of collapsing and folding in half with bottom half folding up and over top half and locked in place and out of the way when not needed _____
- C. Entire ladder length to be approximately 72", width 16" with 12" between steps for a total of five (5) steps not counting top standing platform with sufficient amount of steps to gain access to top of hopper. Standing platform shall be 16" wide and approximately 12" deep with a loop handle at top of ladder _____

Comments: _____

4.10 Liquid Pre-wetting System

- A. Liquid pre-wetting system shall be capable of dispensing measured amounts of calcium chloride and other chemicals used in snow and ice control _____
- B. Construction and components used shall be non-ferrous and/or corrosion resistant _____
- C. System shall be composed of pump, pump control, nozzles, hoses, tank fittings, wiring and mounting hardware _____
- D. A hydraulically driven positive displacement bronze gear pump shall be plumbed in series with exhaust oil from the conveyor motor of the spreader _____
- E. Pump shall have a rated flow of 7 GPM direct coupled to a hydraulic motor _____
- F. Pump shall have a stainless steel shaft, bronze bearings, grease fitting(s) and adjustable internal bypass _____
- G. A 12 volt proportional adjustable flow divider shall provide the selected gallons-to-ton ratio from within the pump enclosure. Full cab controls shall be provided to allow the driver to control both the on/off function and flow rate from the cab _____
- H. Pump shall be mounted near the rear of the spreader in a NEMA fiberglass enclosure with drain hole – pump shall be mounted in a location that will not hinder normal spreader operation or maintenance _____

- I. Enclosure shall protect pump, motor assembly, low pressure sensor and flow divider _____
 - J. Electrical connections and wiring shall be hard wired within enclosure and console. Wire harnesses shall incorporate element resistant weather pak connectors with disconnect rear of vehicle _____
 - K. Hydraulic connections shall be made via bulkhead style JIC connectors _____
 - L. Liquid connections shall be made via threaded couplings integral with the enclosure _____
 - M. Each chemical tank shall have a 200 gallon capacity with internal baffles – one tank each side for a total minimum capacity of 400 gallons _____
 - N. Tanks shall be constructed of natural color polypropylene material with a minimum wall thickness of .350 inches _____
 - O. Each tank shall have two (2) 1 ¼” ports (located as close to the bottom as possible) and one molded gallon marking located on each end and a vent _____
 - P. Tanks shall be constructed to fit up to and including 9” radius dump body sides _____
 - Q. Tanks shall be complete with necessary stainless steel mounting brackets and hardware _____
 - R. Two (2) brass spray nozzles shall be located in the spinner chute assembly – 5 PSI check valves shall be installed in the nozzles to prevent siphoning of the liquid chemical _____
 - S. Plumbing components shall be constructed of heavy duty glass reinforced polypropylene or brass except check valves _____
 - T. Hose for suction line to the pump shall be ¾” EPDM. All pressure hoses shall be ½” EPDM _____
 - U. A ¾” filter with 304 stainless steel reinforced screen and cleanout plug shall be installed in suction line _____
 - V. A single control panel shall include an On/Off selector switch for controlling discharge from drop chute or spray bar with an illuminated On indicator and low pressure indicator light – low pressure indicator shall be a solid red light _____
 - W. Full width spray bar to cover full width of traffic lane _____
 - X. One common connector shall be provided to control spreader and pre-wet system _____
- Comments: _____

4.11 Manuals

- A. Vendor upon delivery shall supply a complete operations manual, a shop service manual, a complete parts manual and hydraulic and wiring schematic for entire spreader assembly _____
- Comments: _____

Snow Plow Specifications

Furnished and installed snow plows shall be ten (10) feet in length and two-way power reversing type – PLEASE NOTE: Plow frame used shall match the brand of snow plow that is bid i.e. if XYZ snow plow is bid, plow frame shall also be manufactured by XYZ

5.1 DIMENSIONS:

- A 10 feet in length _____
- B. 36 inches in height - minimum _____

5.2 MAIN FEATURES:

- A. Power reversing and power angling _____
- B. Hydraulic latch _____
- C. Storage jack _____
- D. Blade guides (two) – Western #59700 or approved equal _____
- E. Snow shield _____
- F. Carbide blades _____
- G. Cover blade _____
- H. No caster assembly _____
- I. Curb guards _____
- J. Built-in snow shield in lieu of bolt on type with extended curl design _____
- K. Paint color – manufacturer’s standard color _____
- L. Trip edge cutting blade with adjustable tension springs _____
- M. Stainless steel moldboard face _____
- N. Plow lift chain should be allowed to slip through center lift bracket with spring attached between chain and plow spring _____
- O. Vendor upon delivery shall supply a complete operations manual, a shop service manual and a complete parts manual for snow plow assembly system _____

Comments: _____

6.1 Delivery

- A. Completed equipment shall be delivered to the City of Lynchburg (F.O.B. Lynchburg), 1650 Memorial Avenue, Lynchburg, VA 24504. Any transportation surcharge shall be included in the bid price; otherwise, the City will not be liable for any freight charges. Deliveries will be accepted Monday through Friday 8:00am-3:00pm, except on official holidays. Call (434) 455-4425 to arrange delivery
- B. The equipment delivered shall be checked for compliance with the specifications and any deviation from the specifications, damage or improper dealer preparation will delay the processing of the invoice for payment until all defects are corrected by the vendor
- C. For titling purposes, a weight statement shall accompany delivery of vehicle from the body upfitter. The statement of weight shall be contained in a letter on company letterhead and signed by the vendor representative. Overall weight of the completed vehicle shall be shown including weight of cab and chassis and all mounted equipment

Comments: _____

6.2 Warranty

- A. Length of minimum warranty for all systems and components used shall be 24 months from date placed in service for all systems previously described. Warranty to include labor, parts, travel cost and any shipping and/or insurance cost _____
- B. Please advise if a service truck is available for on-site repairs
____ Yes ____ No If Yes, domicile of truck _____

Comments: _____

6.3 Parts Supply

- A. It is the objective of the City of Lynchburg to purchase equipment with parts that affect the safe and/or reliable operation of the equipment and are readily available for ten (10) years. It is expected that the successful bidder will stock these parts locally or be able to provide the parts when requested within 48 hours (except Saturdays, Sundays and holidays). If parts are not shipped within this time period the successful bidder will credit the City with the difference in cost should the City incur a premium price to procure the parts. Note: The City purchases all necessary equipment parts and supplies through Mancon a centralized supplier of parts to the City. The successful bidder shall be expected to work with our stocking parts supplier
- B. Successful bidder shall supply at time of equipment delivery a list of required parts for preventive maintenance service
- C. State name and location of parts shipping center
Name: _____
Location: _____

Comments: _____

6.4 Parts Return

All "slow moving" inventory parts purchased by the City that are determined unusable shall be returned to the successful bidder for credit within three (3) years of their original purchase. The parts shall be new, unused and in re-sellable condition. Each credit shall be based on the original purchase price and shall not require a re-stocking charge _____

Comments: _____

6.5 Training (Operators)

- A. Vendor shall provide at initial delivery operator training (with materials) on site for a period not to exceed eight (8) hours for all systems _____

Comments: _____

6.6 Payment

- A. Payment to be made within thirty (30) days after receipt of invoice _____
 - B. Invoices must be directed to: Fleet Services, 1650 Memorial Avenue, Lynchburg, VA 24501-1704. The City cannot be responsible for untimely payment as a result of misdirected invoices _____
 - C. No deposit or advance sums shall be paid _____
- Comments: _____

6.7 ADVERTISEMENT

- A. No stickers, decals, or plates displaying dealer or distributor Name or logo shall be affixed to equipment. Manufacturer plate with model and serial number shall be on equipment _____
 - B. Installed plate with model and serial number shall be on equipment _____
- Comments: _____

6.8 WORKMANSHIP

- A. Construction shall be rugged and ample safety factors shall be provided to carry the loads specified and to meet both on and off-road requirements and speed conditions _____
 - B. Welding shall not be employed in the assembly of the unit in a manner that interferes with the ready removal of any part for service or repair _____
 - C. When second-stage manufacturing or other assembly is required, all holes shall be in existence prior to primer and paint being applied _____
 - D. Vendor shall be compliant with chassis OEM second-stage manufacturing certification requirements as well as all applicable state and federal regulations and implied standards and best practices for such assembly _____
- Comments: _____

6.9 PRE-ASSEMBLY MEETING(S)

- A. At the discretion of the City, a pre-delivery meeting(s) at the vendor's manufacturing facility to inspect and approve the unit in its interim and completed stages may be arranged with advance notice from the City _____
 - B. Please advise where final assembly will take place
City and state: _____
- Comments: _____

6.10 DESCRIPTIVE INFORMATION FOR PRODUCT QUOTED – CENTRAL HYDRAULIC SYSTEM

Make _____ Model _____

PUMP

Make _____ Model _____ GPM _____ PSI _____

Hydraulic Reservoir Capacity _____ Hydraulic Flow _____

Warranty Info:

Length _____

Location of service _____

Comments: _____

6.11 DESCRIPTIVE INFORMATION FOR PRODUCT QUOTED – DUMP BODY

Make _____ Model _____ Inside Length _____

Front Bulkhead Height _____ Side Height _____ Tailgate Height _____

Inside Width _____ Outside Width _____ Dump Angle _____

HOIST

Make _____ Model _____ Lift Capacity _____

Warranty Info:

Length _____

Location of service _____

Comments: _____

6.12 DESCRIPTIVE INFORMATION FOR PRODUCT QUOTED – SPREADER

Make _____ Model _____ Length _____ Width _____

Width (Outside) _____ Height _____ Capacity –Yards (Struck) _____

LIQUID PRE-WETTING SYSTEM AND SPRAY BAR

Make _____ Model _____ Pump Flow (GPM) _____

Chemical Tank Capacity _____ Number of Tanks _____

Warranty Info:

Length _____

Location of service _____

Comments: _____

6.13 DESCRIPTIVE INFORMATION FOR PRODUCT QUOTED – SNOW PLOW

Make _____ Model _____ Length _____ Height _____

Warranty Info:

Length _____

Location of service _____

Comments: _____

BID #: 14-865

PRICING AND PRODUCT BID

COMPLETE UNIT WITH INSTALLED CENTRAL HYDRAULIC SYSTEM, DUMP BODY, CHEMICAL SPREADER, LIQUID PRE-WETTING SYSTEM AND SNOW PLOW

BID PRICE \$ _____ **each**

Note: Good Roads product is unacceptable

STATE FIRM DELIVERY (WEEKS): _____

Comments: _____

VENDOR INFORMATION

VENDOR NAME

AUTHORIZED SIGNATURE

ADDRESS

DATE

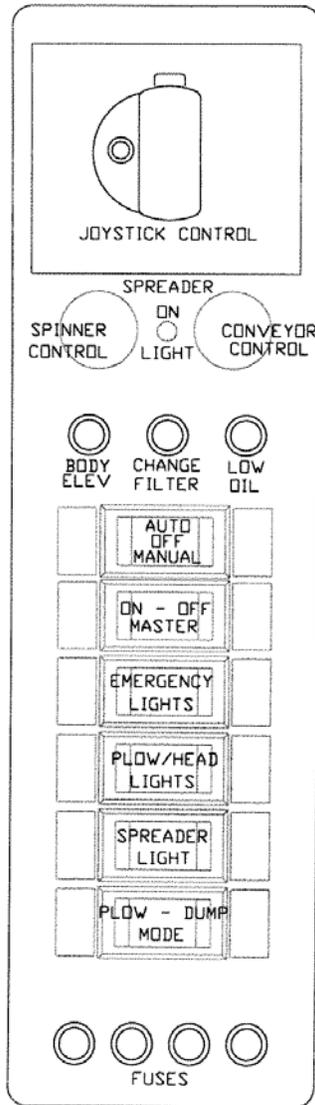
CITY

STATE AND ZIP CODE NUMBER

PHONE NUMBER

FAX NUMBER

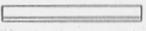
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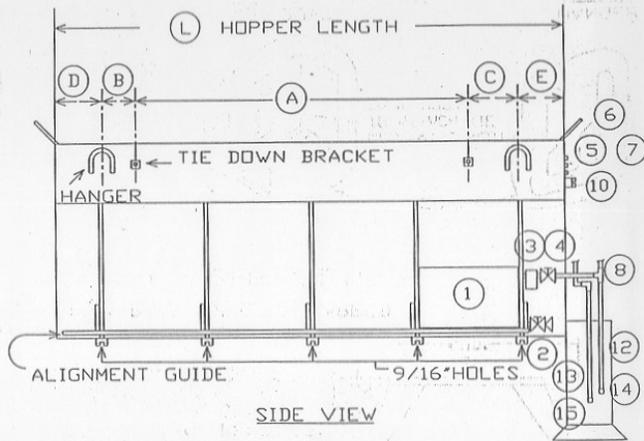


Control Console
VIRGINIA DEPARTMENT OF TRANSPORTATION



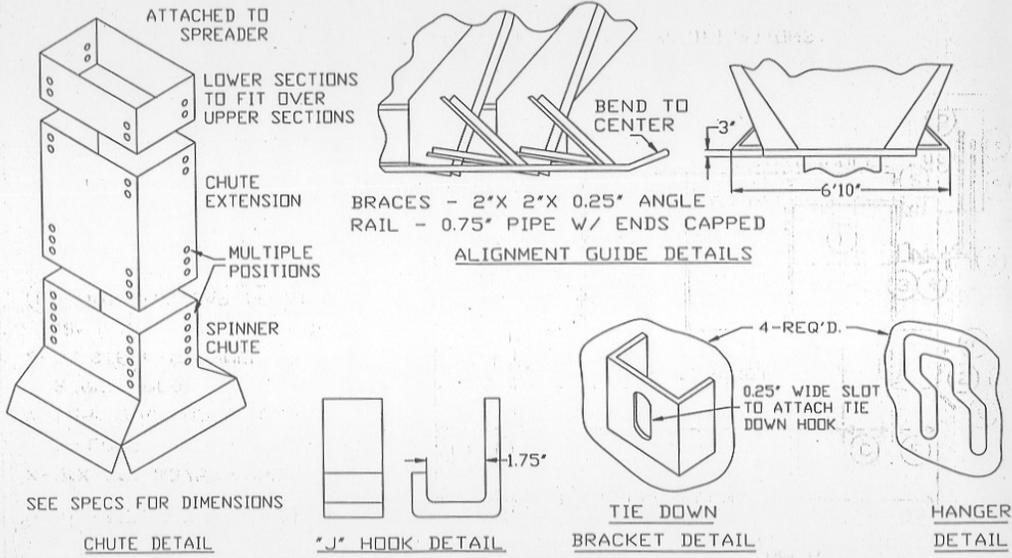
DATE: 10/24/05
BY: VDOT Empl

- Y = X  Z 
- X - 3" X 3" X 0.375" ANGLE
7' LONG
- Y - 1.25" DIA. ROD 9' LONG
2 REQUIRED
- Z - 3" STEEL CHANNEL
12' LONG - 2 REQUIRED
- (16) TAILGATE BAR DETAIL

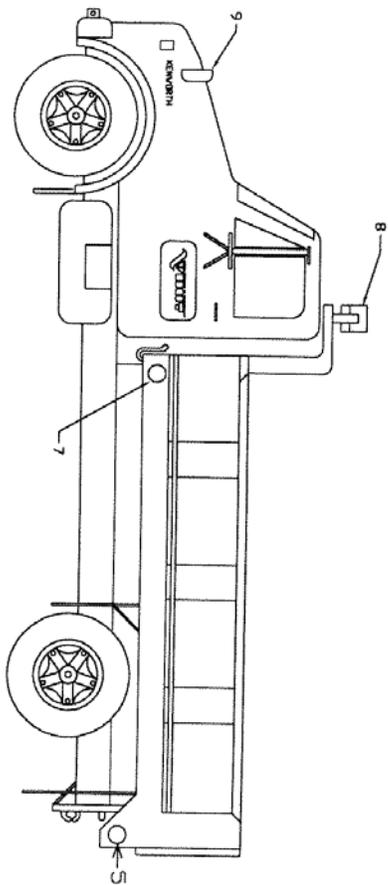


NOTE (XX) REFER TO ITEM NOS. IN SPECIFICATIONS

GENERAL ARRANGEMENT - HYDRAULIC SPREADER WITH TANK		
VIRGINIA DEPARTMENT OF TRANSPORTATION		
C. E. DELBRIDGE, JR.	02-18-94	DRG: SPGNWT

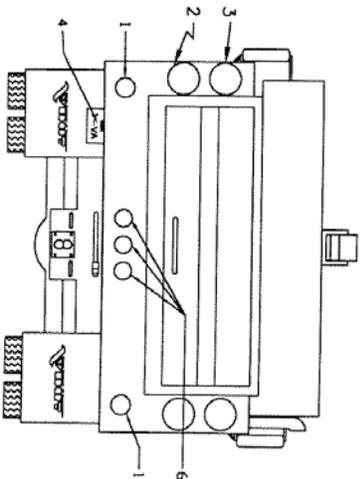


SPREADER DETAILS		
VIRGINIA DEPARTMENT OF TRANSPORTATION		
C. E. DELBRIDGE, JR.	02-18-94	DRG: SPRDETL



KEY

- 1. - 3" RED REFLECTOR REF. K-D 335
- 2. - GROMMET MOUNTED SEALED CLEAR BACK-UP LAMP
REF. TRUCK-LITE 44205C
- 3. - COMBINATION STOP/TAIL/TURN LIGHT
REF. TRUCK-LITE 44302R
- 4. - LICENCE PLATE LIGHT AND MOUNTING BRACKET
REF. TRUCK-LITE 15040
- 5. - GROMMET MOUNTED SEALED CLEARANCE LAMP
REF. TRUCK-LITE 10250R
- 6. - GROMMET MOUNTED SEALED IDENTIFICATION LAMPS
(3) REF. TRUCK-LITE 10250R
- 7. - 3" AMBER REFLECTOR REF. K-D 335 AMBER
- 8. - AMBER STROBE LIGHT REF. TARGET-TECH MODEL
851 WITH FLUSH ENCLOSED BOTTOM & SELF-
LEVELING BRACKET
- 9. - SNOW FLOW LIGHT REF. TRUCK-LITE 80800
SNOW FLOW LIGHT KIT



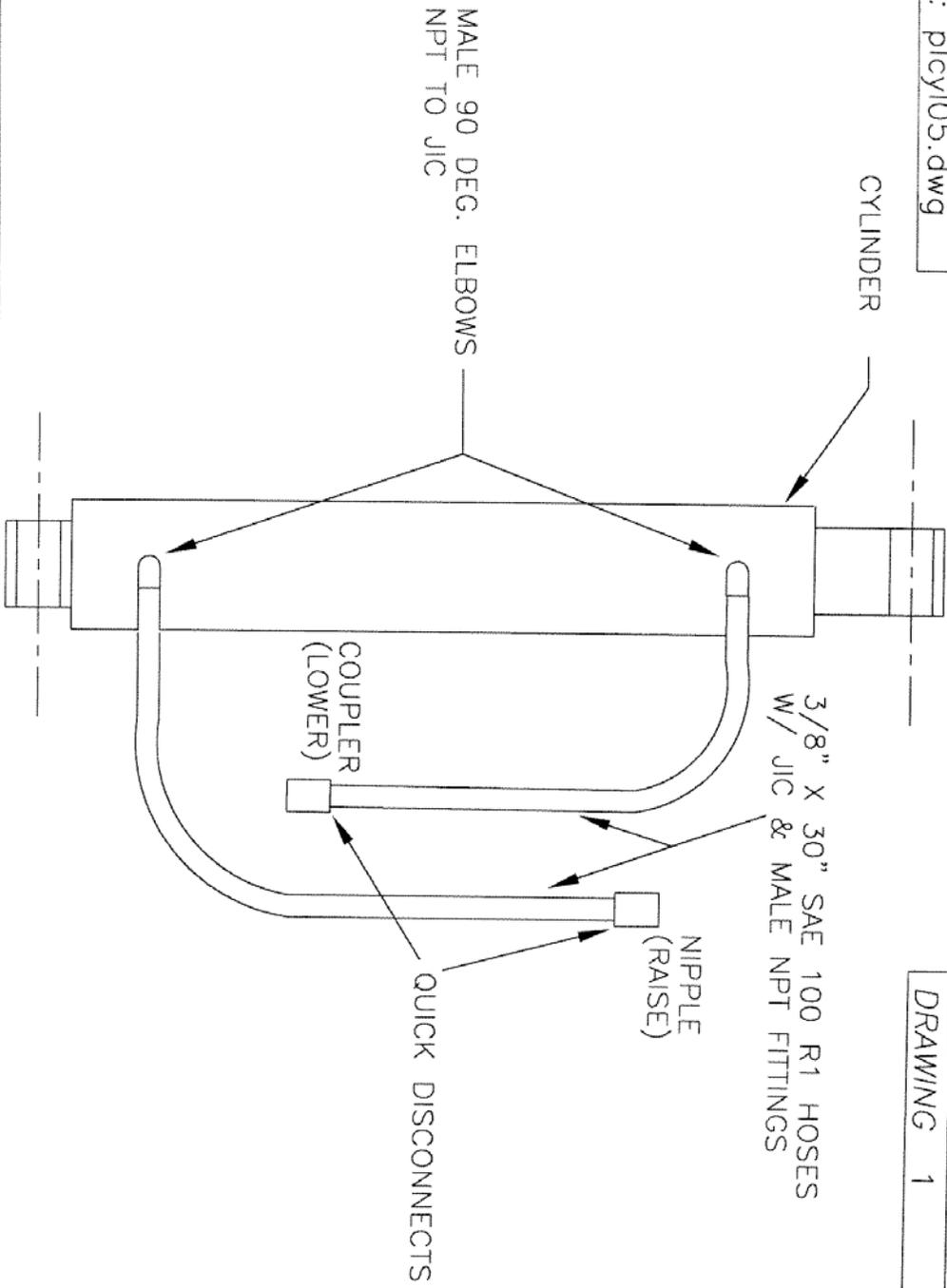
Truck Lighting & Accessories
VIRGINIA DEPARTMENT OF TRANSPORTATION



DATE: 10/24/05
BY: VDOT Empl

FILE: p1cy105.dwg

DRAWING 1



Snowplow Lift Cylinder
VIRGINIA DEPARTMENT OF TRANSPORTATION



DATE: 10/24/05
BY: VDOT Empl

Questions to Bidder

Bidders are to respond to the following question: Have the individual(s), owner(s), or principal officer(s) of the firm submitting the bid ever been convicted of a felony or a misdemeanor involving moral turpitude, which would adversely affect the ability to perform the contract?

YES _____ NO _____

If yes, list individual or officer and title and give details.

NOTE: Answering yes to this question will not necessarily exclude your company from consideration but will be used to weigh the relationship between the offense and the contract to be performed.

Is your firm currently involved in litigation which would adversely affect performance on this contract?

YES _____ NO _____

Limited Liability Form

All Prospective Firms Must Respond To The Following

If a limited liability company, limited liability partnership, or a limited partnership indicate below:

Check one:

___ Limited Liability Company

___ Limited liability partnership

___ Limited partnership

Have you registered with the State Corporation Commission, to conduct business in Virginia?

Yes No If yes, State Corporation Commission # _____

Name(s) and address(es) of the individuals that formed the limited liability organization:

List who is authorized to execute contracts: _____

If conducting business under an assumed business name, fill out the following information:

Name of assumed business: _____

Owner's name and address: _____

Registration date: _____ Expires: _____

If conducting business as a sole proprietorship, fill out the following information:

Individual's name liable for all obligations of business: _____

If you are a sole proprietor using an assumed name, please list below:

Registration date: _____ Expires: _____

Statement of Experience

Bidder: _____

How Long In Business (at current address): _____

Principals: _____

Title: _____

Type of Work Normally Performed: _____

REFERENCES: Bidders shall provide a listing of no less than three (3) references for which the company has provided specified goods/services of the same or greater scope within the last three (3) years.

Firm's Name	Contact Person	Contact Title	Telephone
Goods/Services Provided	E-Mail Address		Fax
Firm's Name	Contact Person	Contact Title	Telephone
Goods/Services Provided	E-Mail Address		Fax
Firm's Name	Contact Person	Contact Title	Telephone
Goods/Services Provided	E-Mail Address		Fax
Firm's Name	Contact Person	Contact Title	Telephone
Goods/Services Provided	E-Mail Address		Fax

CERTIFICATION OF NONDISCRIMINATION AND ANTI-COLLUSION

By submitting their bids, all bidders certify to the City of Lynchburg, VA that they will conform to the provisions of the Federal civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginian's With Disabilities Act, the Americans With Disabilities Act, Section 2.2-4311 of the Virginia Public Procurement Act, and the Lynchburg Procurement Ordinance:

In every contract over \$10,000, the provisions below apply:

1. During the performance of this contract, the contractor agrees as follows:

- A. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment, except where there is bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.*
- B. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.*
- C. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.*

2. The contractor will include the provisions of the foregoing paragraphs A, B and C in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

Certified by: _____ (corporate seal)

Date: _____

Note: I hereby certify that this bid is not the result of, or affected by, any act of collusion with another person engaged in the same line of business, or any act of fraud punishable under the Virginia Commonwealth Frauds Act.

_____ (seal)

Acknowledged before me this _____ day of _____, _____

Notary Public

My commission expires: _____