



**CITY OF HARRISONBURG
DEPARTMENT OF FINANCE
AND PURCHASING
409 SOUTH MAIN STREET,
THIRD FLOOR
HARRISONBURG, VA 22801**

INVITATION TO BID (ITB) COVER PAGE

ISSUE DATE: October 9, 2015	INVITATION TO BID NUMBER: 2016010-PW-B	FOR: Refuse Truck
DEPARTMENT: Public Works	DATE/TIME OF CLOSING: October 23, 2015 at 3:00pm local time	CONTRACT ADMINISTRATOR: Mr. Harsit Patel
DATE/TIME LAST DAY FOR QUESTIONS: October 16, 2015 at 12:00pm (noon) local time	DATE/TIME PRE-BID MEETING: N/A	PRE-BID MEETING MANDATORY: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A

Bids - In accordance with the following and in compliance with all terms and conditions, unless otherwise noted, the undersigned offers and agrees, if the bid is accepted, to furnish items or services for which prices are quoted, delivered or furnished to designated points within the time specified. It is understood and agreed that this entire ITB and any addenda shall constitute a contract.

Sealed bids, subject to terms and conditions of this Invitation to Bid will be received by the City of Harrisonburg Purchasing Office, 409 South Main Street, Third Floor, Harrisonburg, Virginia 22801 until the date/ time specified above for furnishing items or services delivered or furnished to specified destinations within the time specified or stipulated by the vendor(s).

The City does not discriminate against small and minority businesses or faith-based organizations.

VENDOR INFORMATION

Name of Vendor: _____ Telephone #: _____
 Address: _____ Federal Employer Identification #: _____
 _____ State Corporation Commission #: _____
 Contact Name: _____ Contact Email Address: _____

By signing this bid, Vendor(s) certifies, acknowledges, understands and agrees to be bound by the conditions set forth in this ITB.

_____ VENDOR'S LEGALLY AUTHORIZED SIGNATURE	_____ DATE
_____ PRINT NAME	_____ TITLE

Please take a moment to let us know how you found out about this Invitation to Bid (ITB) – Check one:

City of Harrisonburg Website eVA Website Bid Room (Please List) _____
 The Daily News Record Newspaper Notified by City Directly Posted on Municipal Building bulletin board
 Other (Please List) _____

****This document must be completed & returned with bid submission.***

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I. INTRODUCTION

The City of Harrisonburg (“City”) Public Works Department is seeking to purchase one (1) new, latest model cab and chassis with a twenty (20) yard refuse rear load body and snow plow installation. This truck will be mainly used within the City for collecting refuse.

II. SPECIFICATIONS & TRADE-IN INFORMATION

Detailed specifications for the purchase of one (1) new, latest model cab and chassis with a twenty (20) yard refuse rear load body and snow plow installation may be found in Attachment A of this ITB.

The following are offered for outright purchase or trade-in value, to be given ownership at time when applicable replacement truck is put into service for City of Harrisonburg.

2011 International 7400 Cab & Chassis with Pak-Mor Body (30,406 miles, VIN# 1HTWCAAR9BJ410395)

**Please note this vehicle is still in service currently, so mileage will increase.*

III. CONTRACT TERM

The term of this contract shall be for a one-time purchase. The City reserves the right to purchase additional vehicles up to one (1) year from the date of award.

IV. GENERAL TERMS & CONDITIONS FOR THE CITY OF HARRISONBURG, VA (JUNE 2013)

PURCHASING AND CONTRACTING MANUAL: This solicitation is subject to the provisions of The Purchasing and Contracting Policy Manual for the City of Harrisonburg (City) and any revisions thereto, which are hereby incorporated into this contract in their entirety. A copy of the manual is available for review at www.Harrisonburgva.gov/bids-proposals.

APPLICABLE LAWS AND COURTS: This solicitation and any resulting contract shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in the courts of the Commonwealth. The contractor shall comply with all applicable federal, state and local laws, rules and regulations.

ANTI-DISCRIMINATION: By submitting their (bids/proposals), (bidders/offerors) certify to the City 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 Virginians With Disabilities Act, the Americans With Disabilities Act and 2.2-4311 of the *Virginia Public Procurement Act*.

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 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 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 these requirements.

The contractor will include the provisions of 1. above in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

2. The City does not discriminate against small and minority businesses or faith based organizations.

ETHICS IN PUBLIC CONTRACTING: By submitting their (bids/proposals), (bidders/offerors) certify that their (bids/proposals) are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other (bidder/offeror), supplier, manufacturer or subcontractor in connection with their (bid/proposal), and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.

IMMIGRATION REFORM AND CONTROL ACT OF 1986: By submitting their (bids/proposals), (bidders/offerors) certify that they do not and will not during the performance of this contract employ illegal alien workers or otherwise violate the provisions of the federal Immigration Reform and Control Act of 1986.

DEBARMENT STATUS: By submitting their (bids/proposals), (bidders/offerors) certify that they are not currently debarred by the Commonwealth of Virginia from submitting bids or proposals on contracts for the type of goods and/or services covered by this solicitation, nor are they an agent of any person or entity that is currently so debarred.

ANTITRUST: By entering into a contract, the contractor conveys, sells, assigns, and transfers to the City all rights, title and interest in and to all causes of action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by the City under said contract.

MANDATORY USE OF CITY FORM AND TERMS AND CONDITIONS FOR IFBs AND RFPs

1. (For Invitation For Bids(ITB):) Failure to submit a bid on the form provided, (if provided) shall be a cause for rejection of the bid. Modification of or additions to any portion of the Invitation for Bids may be cause for rejection of the bid; however, the City reserves the right to decide, on a case by case basis, in its sole discretion, whether to reject such a bid as nonresponsive. As a precondition to its acceptance, the City may, in its sole discretion, request that the bidder withdraw or modify nonresponsive portions of a bid which do not affect quality, quantity, price, or delivery. No modification of or addition to the provisions of the contract shall be effective unless reduced to writing and signed by the parties.
2. (For Request For Proposals(RFP):) Failure to submit a proposal on the form provided, (if provided) shall be a cause for rejection of the bid. Modification of or additions to the General Terms and Conditions of the solicitation may be cause for rejection of the proposal; however, the City reserves the right to decide, on a case by case basis, in its sole discretion, whether to reject such a proposal.

REVISIONS TO THE OFFICIAL ITB/RFP: No offeror shall modify, revise, edit or make any unauthorized change(s) to the original Official Invitation to Bid (ITB) or Official Request for Proposal (RFP). The Official solicitation document and the Addenda(s) are the documents posted on the City of Harrisonburg's web site and/or authorized by the City of Harrisonburg's Purchasing Agent. Any such violation as stated above may result in rejection of the ITB/RFP response. In addition, violations may result in the debarment of the offeror by the City of Harrisonburg.

CLARIFICATION OF TERMS: If any prospective (bidder/offeror) has questions about the specifications or other solicitation documents, the prospective (bidder/offeror) should contact the person whose name appears on the face of the solicitation no later than five working days before the due date. Any revisions to the solicitation will be made only by addendum issued by the buyer.

PAYMENT:

1. To Prime Contractor:
 - a. Invoices for items ordered, delivered and accepted shall be submitted by the contractor directly to the payment address shown on the purchase order/contract. All invoices shall show the purchase order number; social security number (for individual contractors) or the federal employer identification number (for proprietorships, partnerships, and corporations).

- b. Any payment terms requiring payment in less than 30 days will be regarded as requiring payment 30 days after invoice or delivery, whichever occurs last. This shall not affect offers of discounts for payment in less than 30 days, however.
- c. All goods or services provided under this contract or purchase order, that are to be paid for with public funds, shall be billed by the contractor at the contract price.
- d. The following shall be deemed to be the date of payment: the date of postmark in all cases where payment is made by mail, or the date of offset when offset proceedings have been instituted as authorized under the Virginia Debt Collection Act.
- e. Individual contractors shall provide their social security numbers, and proprietors , partnerships, and corporations shall provide the City with a federal employer identification number, prior to receiving any payment from the City.
- f. Unreasonable Charges. Under certain emergency procurements and for most time and material purchases, final job costs cannot be accurately determined at the time orders are placed. In such cases, contractors should be put on notice that final payment in full is contingent on a determination of reasonableness with respect to all invoiced charges. Charges which appear to be unreasonable will be researched and challenged, and that portion of the invoice held in abeyance until a settlement can be reached. Upon determining that invoiced as to those charges which it considers unreasonable and the basis for the determination. A contractor may not institute legal action unless a settlement cannot be reached within thirty (30) days of notification. The provisions of this section do not relieve the City of its prompt payment obligations with respect to those charges which are not in dispute (*Code of Virginia, 2.2.4363*).

2. To Subcontractors:

- a. A contractor awarded a contract under this solicitation is hereby obligated:
 - (1) To pay the subcontractor(s) within seven (7) days of the contractor's receipt of payment from the City for the proportionate share of the payment received for work performed by the subcontractor(s) under the contract; or
 - (2) To notify the City and the subcontractor(s), in writing, of the contractor's intention to withhold payment and the reason.
- b. The contractor is obligated to pay the subcontractor(s) interest at the rate of one percent per month (unless otherwise provided under the terms of the contract) on all amounts owed by the contractor that remain unpaid seven (7) days following receipt of payment from the City, except for amounts withheld as stated in (2) above. The date of mailing of any payment by U. S. Mail is deemed to be payment to the addressee. These provisions apply to each sub-tier contractor performing

under the primary contract. A contractor's obligation to pay an interest charge to a subcontractor may not be construed to be an obligation of the City.

PRECEDENCE OF TERMS: General Terms and Conditions shall apply in all instances. In the event there is a conflict between any of the other General Terms and Conditions and any Special Terms and Conditions in this solicitation, the Special Terms and Conditions shall apply.

QUALIFICATIONS OF (BIDDERS/OFFERORS): The City may make such reasonable investigations as deemed proper and necessary to determine the ability of the (bidder/offeror) to perform the services/furnish the goods and the (bidder/offeror) shall furnish to the City all such information and data for this purpose as may be requested. The City reserves the right to inspect (bidder's/offeror's) physical facilities prior to award to satisfy questions regarding the (bidder's/offeror's) capabilities. The City further reserves the right to reject any (bid/ proposal) if the evidence submitted by, or investigations of, such (bidder/offeror) fails to satisfy the City that such (bidder/offeror) is properly qualified to carry out the obligations of the contract and to provide the services and/or furnish the goods contemplated therein.

TESTING AND INSPECTION: The City reserves the right to conduct any test/inspection it may deem advisable to assure goods and services conform to the specifications.

ASSIGNMENT OF CONTRACT: A contract shall not be assignable by the contractor in whole or in part without the written consent of the City.

CHANGES TO THE CONTRACT: Changes can be made to the contract in any of the following ways:

1. The parties may agree in writing to modify the scope of the contract. An increase or decrease in the price of the contract resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the scope of the contract.
2. The Purchasing Agent or City delegated agent may order changes within the general scope of the contract at any time by written notice to the contractor. Changes within the scope of the contract include, but are not limited to, things such as services to be performed, the method of packing or shipment, and the place of delivery or installation. The contractor shall comply with the notice upon receipt. The contractor shall be compensated for any additional costs incurred as the result of such order and shall give the City a credit for any savings.

DEFAULT: In case of failure to deliver goods or services in accordance with the contract terms and conditions, the City, after due oral or written notice, may procure them from other sources and hold the contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies, which the City may have.

CANCELLATION OF THE CONTRACT: The City may terminate any agreement resulting from this solicitation at any time, for any reason or for no reason, upon thirty days advance

written notice to the Contractor. In the event of such termination the Contractor shall be compensated for services and work performed prior to termination.

TAXES: Sales to the City of Harrisonburg are normally exempt from State sales tax. State sales and use tax certificates of exemption, Form ST-12, will be issued upon request.

(NOT NORMALLY REQUIRED FOR SERVICE CONTRACTS)

USE OF BRAND NAMES: Unless otherwise provided in this solicitation, the name of a certain brand, make or manufacturer does not restrict (bidders/offerors) to the specific brand, make or manufacturer named, but conveys the general style, type, character, and quality of the article desired. Any article which the public body, 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. The (bidder/offeror) is responsible to clearly and specifically identify the product being offered and to provide sufficient descriptive literature, catalog cuts and technical detail to enable the City to determine if the product offered meets the requirements of the solicitation. This is required even if offering the exact brand, make or manufacturer specified. Normally in competitive sealed bidding only the information furnished with the bid will be considered in the evaluation. Failure to furnish adequate data for evaluation purposes may result in declaring a bid nonresponsive. Unless the (bidder/offeror) clearly indicates in its (bid/proposal) that the product offered is an "equal" product, such (bid/proposal) will be considered to offer the brand name product referenced in the solicitation.**(NOT NORMALLY REQUIRED FOR SERVICE CONTRACTS)**

TRANSPORTATION AND PACKAGING: By submitting their (bids/proposals), all (bidders/offerors) certify and warrant that the price offered for FOB destination includes only the actual freight rate costs at the lowest and best rate and is based upon the actual weight of the goods to be shipped. Except as otherwise specified herein, standard commercial packaging, packing and shipping containers shall be used. All shipping containers shall be legibly marked or labeled on the outside with purchase order number, commodity description, and quantity.**(NOT NORMALLY REQUIRED FOR SERVICE CONTRACTS)**

INSURANCE: By signing and submitting a bid or proposal under this solicitation, the bidder or offeror certifies that if awarded the contract, it will have insurance coverages per the solicitation document at the time the contract is awarded. For construction contracts, if any subcontractors are involved, the subcontractor will have workers' compensation insurance in accordance with 2.2-4332 and 65.2-800 et seq. of the *Code of Virginia*. The bidder or offeror further certifies that the contractor and any subcontractors will maintain these insurance coverages during the entire term of the contract and that all insurance coverages will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission. **(NOT NORMALLY REQUIRED FOR GOODS CONTRACTS. INSURANCE IS REQUIRED WHEN WORK IS TO BE PERFORMED ON CITY OWNED OR LEASED FACILITIES OR PROPERTY.)**

AVAILABILITY OF FUNDS: Agreements are made subject to the appropriation of funds by the Harrisonburg City Council and are null and void in the event of non-appropriation by the

City Council. Non-appropriation of funds shall not be deemed a cancellation and shall terminate this agreement without recourse and with no liability on the part of the City.

SELECTION PROCESS/AWARD: Upon the award or the announcement of the decision to award a contract as a result of this solicitation, the department will publicly post such notice for a minimum of ten (10) days, or will notify all responsive bidders/offerors.

BID/PROPOSAL ACCEPTANCE PERIOD: Any bid/proposal resulting from this solicitation shall be valid for (30) days. At the end of the (30) days the bid/proposal may be withdrawn at the written request of the Bidder/Offeror. If the bid or proposal is not withdrawn at that time it remains in effect until an award is made or the solicitation is canceled.

EXCUSABLE DELAY: The City shall not be in default of any failure in performance of this agreement in accordance with its terms if such failure arises out of causes beyond its reasonable control and without the fault of or negligence of the City. Such causes may include, but are not restricted to acts of God or the public enemy, fires, flood, epidemics, quarantine restrictions, strikes, freight embargoes, and usually severe weather, but in every case the failure to perform must be beyond the reasonable control and without the fault or negligence of the City.

DRUG-FREE WORKPLACE: During the performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) 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; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

SAFETY and OSHA STANDARDS: All parties performing services for the City shall comply with all Occupational Safety and Health Administration (OSHA), State Occupational Health Standards, and any other applicable rules and regulations. All parties shall be held responsible for the training, supervision, and safety of their employees. Any unsafe acts or hazardous conditions that may cause injury or damage to any persons or property within and around the work site areas under this contract shall be remedied per the regulatory agency's guidelines.

PERMITS AND FEES: All proposals submitted shall have included in price the cost of any business or professional licenses, permits or fees required by the City of Harrisonburg or the Commonwealth of Virginia. The offeror must have all necessary licenses to perform the services in Virginia and, if practicing as a corporation, be authorized to do business in the Commonwealth of VA.

COOPERATIVE PROCUREMENT: This procurement is being conducted on behalf of other public bodies, in accordance with 2.2-4304 (A) of the Code of VA. The successful bidder has the option to provide these same items (services), except architectural and engineering services, at the same prices, awarded as a result of this solicitation to any public body within the

Commonwealth of Virginia. If any other Public body decides to use the final contract, the contractor(s) must deal directly with that public body concerning the placement of orders, issuance of the purchase orders, contractual disputes, invoicing and payment. Failure to extend a contract to any public body will have no effect on consideration of your bid.

LIABILITY AND LITIGATION: The City shall not indemnify or hold harmless any Contractor or other third party. The City does not waive any right or release any party from liability, whether on its own behalf or on behalf of any boards, employees or agents. The City does not waive the right to trial by jury for any cause of action arising from the Contract and shall not submit any Contract claim to binding arbitration or mediation. The City shall not be liable to Contractor for any special, punitive or exemplary damages arising from the performance of the contract, including, but not limited to, incidental damages, and lost profit and lost wages, even if such special damages are reasonably foreseeable. Any provision(s) in the Contract contrary to these statements is/are hereby deleted and rendered void.

STATE CORPORATION COMMISSION IDENTIFICATION NUMBER: Pursuant to Code of VA 2.2-4311.2 subsection B, a bidder or offeror organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 is required to include in its bid or proposal the identification number issued to it by the State Corporation Commission (SCC). Any bidder or offeror that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 or as otherwise required by law is required to include in its bid or proposal a statement describing why the bidder or offeror is not required to be so authorized. Link to the SCC site is <http://www.scc.virginia.gov>.

V. INSTRUCTION TO BIDDERS

All bids must be in an opaque, sealed envelope or box and clearly marked: “**Sealed Bid: Refuse Truck ITB#: 2016010-PW-B**”. Bids shall clearly indicate the legal name, address and telephone number of the bidder (company, firm, partnership, or individual). All expenses for making bid to the City shall be borne by the bidder.

Bidders shall provide two (2) identical paper copies of the bid documents. Bid documents shall be mailed or hand-delivered to the **Purchasing Office located at 409 South Main Street, Third Floor, Harrisonburg, VA 22801**. Office hours are Monday through Friday, 8:00am to 5:00pm. Faxed or emailed bids will not be accepted. Bids shall be received by the Purchasing Office no later than **October 23, 2015 at 3:00pm local time**. Any bids received after this date and time will not be accepted. The City of Harrisonburg is not responsible for delays in the delivery of the mail by the U.S. Postal Service, private couriers, or the inter-office mail system. The bidder has the sole responsibility to have the bid received by the Harrisonburg Purchasing Office at the above address and by the above stated time and date.

All documents contained within the bid submission shall be completed in their entirety and signed and dated where required.

*PLEASE NOTE: The City of Harrisonburg Municipal Building (345 South Main Street) and the Harrisonburg City Hall (409 South Main Street) are currently undergoing construction in and

around the facility. Parking options tend to be congested throughout the day. It is recommended to park behind the building or on the North side of the building in visitor parking (follow signs). Please take this into account when submitting your bid/proposal document and give yourself enough time to park and take your bid/proposal to the correct office for acceptance.

In the event of inclement weather and the City Manager authorizes the closing of City offices, all proposals will be due no later than the above-stated time on the following business day.

VI. QUESTIONS

Questions related to the ITB or requests for clarification may be directed to Ms. Pat Hilliard, Procurement Manager for the City of Harrisonburg, by email (Purchasing@harrisonburgva.gov) or by fax (540-432-7779). Oral questions will not be permitted. All responses to inquiries will be in writing and will be posted as addenda on the City's website at www.harrisonburgva.gov/bids-proposals and also on eVA at www.eva.virginia.gov. All questions must be received no later than **October 16, 2015 at 12:00pm (noon), local time**. It is the responsibility of all Bidders to ensure that they have received all addenda and to include signed copies of any and all addenda with their bid submission.

VII. MODIFICATION & WITHDRAWAL OF BID

A bidder may modify or withdraw his bid, either personally or by written request, at any time prior to the scheduled time for opening bids. After bid opening, Code of Virginia 2.2-4330 B. 1. shall apply: "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."

VIII. AWARD OF CONTRACT

The contract will be awarded to the lowest responsive and responsible bidder meeting the applicable specifications. The City reserves the right to reject any and all bids and will further reserve the right to waive or not waive any informality in any bid. The City reserves the right to ask for additional information from the vendor to determine whether a company is responsible. The winning bidder shall submit a recent W-9 to the City Purchasing Office via email (Purchasing@harrisonburgva.gov) or fax (540-432-7778) within fourteen (14) calendar days of contract award.



ATTACHMENT A. SPECIFICATIONS FOR ONE (1) NEW, LATEST MODEL CAB & CHASSIS WITH A TWENTY (20) YARD REFUSE REAR LOAD BODY & SNOW PLOW INSTALLATION

	SPECIFICATION ITEM	CHECK (✓) IF COMPLIES	DESCRIPTION OF DIFFERING
1.	Conventional cab - tilt hood w/ stationary grill		
2.	37,000 GVW to be stamped on truck		
3.	14,000 lbs. front axle heavy duty for snow plow installation.		
4.	23,000 lbs rear axle (single speed 6.17 ratio or equal). Information on recommended rear end ratio & transmission torque rating must be supplied with each bid.		
5.	14,000 lbs. front springs minimum		
6.	26,000 lbs. rear springs		
7.	26,000 Auxiliary multi-leaf rear springs		
8.	Frame reinforcement L section with at least 18.3 section modules.		
9.	Engine: To be diesel, turbocharged, not less than 350 SAE gross horsepower at rated RPM & SAE gross torque of not less than 1000 foot lbs. at rated RPM. Engine supplied to be equipped with oil filter, factory installed heated fuel filter (Racor 900 FG, no substitutions), and dry air cleaner. Engine to be equipped with governor set to tail spout type extension and a wrap-around steel guard to manufacturer's RPM. Exhaust stack to be vertical with a protect personnel, and not interfere with the CA dimension. Fan to be automatic type. Low oil pressure and high water temperature buzzers to be supplied. Engine to be equipped with tachometer. Engine shall be equipped with block heater for heating engine coolant and exhaust brake.		
10.	Allison RDS-P, 4th generation control 6 speed, PTO provision, factory fill w/TranSynd fluid.		
11.	Cab to axle to match body requirements wheel base to fit 20 yard refuse body.		
12.	Tires - Front 11:22.5 or 12:22.5 tubeless XZA regular tread, steel discs wheels. Rear - 11:25.5 or 12:22.5 tubeless XM plus 4 block tread, steel discs wheels.		
13.	Power steering		
14.	Brakes: To be air and have front lining area of at least 16" x 6", and rear lining area of at least 16.5" x 7". To have factory installed heated air brake filter (Salem 918-1, Chicago Rawhide Brakemaster #62 or Bendix). To have minimum 12 CFM compressor. Rear brake air chamber to be on front side of rear axle. Dust shields to be furnished on brakes. Brake lining to be non-asbestos type. Automatic slack adjusters to be furnished on all wheels.		
15.	Batteries - heavy duty with at least 1200 cc		
16.	Alternator - at least 200 amp		
17.	AM/FM radio		
18.	Fuel tank mounted LEFT SIDE BEHIND CAB		
19.	Painted steel swept back bumper hotshift pto mounted pump on the automatic trans.		
20.	West Coast mirrors mounted AIR RIDE DRIVER SEAT AND TWO MAN PASSENGER SEAT		
21.	Instrument panel gauges including: engine tachometer, odometer and speedometer		
22.	Intergral heater and air conditioner		
23.	Backup alarm to be wired with reverse shifter		

SPECIFICATION ITEM		CHECK (✓) IF COMPLIES	DESCRIPTION OF DIFFERING
24.	Mounted safety camera and flat panel monitor with audio Note: FLAT PANEL MONITOR MOUNTED IN A PLACE THAT IT DOES NOT BLOCK THE DRIVER VIEW OUT THE WINDSHIELD		
25.	Grab handles on cab		
26.	Undercoating complete with rustproofing (Ziebart or equal)		
27.	Paint: Cab - white; Chassis - black		
28.	turn signals integrater w/headlamps		
29.	Front tow hooks		
30.	Parallel Batteries box mounted LH under cab with steps. fueltank mounted LH behind cab left and right frame rails must be free of tanks, brakes, etc. from behind cab to the front of rear spring hanger, except for fuel tank.		
31.	Cab and chassis to be delivered to City shop by dealer. All bids must be complete, including itemized line by line information following the outlined format. All incomplete bids will be rejected on the opening date.		
32.	Warranty: Manufacturer's standard warranty is to apply. Minimum of 24 months/300,000 miles with no charge for labor or parts from date unit is placed in service by the City of Harrisonburg, Virginia. Any form required for updating warranty start dates are to be delivered to City at the time the units are delivered.		
33.	Interior dome light		
34.	New vehicle service preparation must be performed by dealer prior to delivery.		
35.	Snow Plow Minimum Specifications: The snow plow required under these specifications shall be an "electric/hydraulic" operation where the plow operates off the vehicles 12-V system for an American Road Machinery 11' x 36", AK 120 power reversible snow plow or equivalent provided with all standard equipment with the following optional equipment: lift cylinder and hitch, all necessary hardware shall be included and installed by the successful bidder. All parts and attachments not specifically mentioned, but necessary, to furnish complete equipment shall be included.		
36.	Refuse body to be 20 cubic yard capacity		
37.	Refuse body will be capable of packing an average of 1000 lbs. per cubic yard (average dry household refuse).		
38.	Roof will be constructed of 11 gauge high tensile steel minimum.		
39.	Side sheets will be constructed of 11 gauge high tensile steel minimum.		
40.	Upper Floor to be constructed of 10 gauge, lower 3/16 high tensile steel		
41.	Two (2) long sills formed of 10 gauge x 80,000 PSI steel will be provided for the full length of body.		
42.	Rear body post to be 3/8"		
43.	Body & chasis will have automatic greasing system and be adequately braced at all points of stress to withstand repeated maximum packing applications without distortion of members.		
44.	Mounted snow plow lights		
45.	Front and rear safety lights mounted		
46.	Inside height of body no less than 79"		
47.	Outside height, above frame, no more than 94"		
48.	Inside width of body no less than 89"		
49.	Outside width of body no more than 96"		

	SPECIFICATION ITEM	CHECK (✓) IF COMPLIES	DESCRIPTION OF DIFFERING
50.	Overall length of body (20 cubic yard) approximately 240".		
51.	Hopper floor and sill to be constructed of a minimum of 1/4" T-1 x 100,000 PSI steel. Sill cap will be 1/4" 50,000 PSI steel.		
52.	Hopper sides to be 3/16" 80,000 PSI steel		
53.	Inside hopper width to be minimum of 78"		
54.	Hopper capacity to be approximately 3.0 cubic yards.		
55.	Hopper cycle time not to exceed 30 seconds		
56.	Packer blade cylinders will have 5" inside diameter, minimum, Sweep cylinders will have a 5" diameter, minimum. Both will be double acting.		
57.	The packing control handles will be dual levers, and must be able to stop or reverse the packing mechanism at any position in the cycle.		
58.	Tailgate will be hinged at top of body, at roof line. The life mechanism will consist of two (2) cylinders with an inside diameter of 3.5" minimum, the cylinder will also contain a restricting device to prevent rapid descent of tailgate.		
59.	Tailgate will lock/unlock hydraulically. Control lever shall be located in a manner to provide ease of operation.		
60.	Tailgate will seal by means of a gasket affixed to the tailgate, providing watertight seal.		
61.	A switch will be mounted, and a light installed in the cab to warn operator in the event tailgate is not closed.		
62.	Operator riding steps will be installed left and right sides, rear. Grab handles will be conveniently located. Steps will be constructed of open grate, grip-strut material which complies with ANSI standards.		
63.	The ejection panel will operate the entire length of the body, using a double acting two (2) stage cylinder.		
64.	The ejection cylinder will be 5" minimum, double acting.		
65.	Ejection face, liner and supports will be constructed of 10 gauge steel. The panel must be constructed in a manner as to act as a bulkhead against which refuse is compressed.		
66.	Ejector is to travel on polyethylene shoes high density		
67.	The ejector panel will have no protrusions as to be damaged if the tailgate were closed with the panel in the rearmost position.		
68.	A complete hydraulic system will be provided.		
69.	The hydraulic pump will be cast iron, dry vane It shall be rated 48 GPM (Gallons per Minute) 1800 RPM and shall have a minimum of 2450-PSI working pressure.		
70.	A factory sealed relief valve set at a maximum 2450 PSI will be incorporated.		
71.	The system will have a 10-micron return line filter installed. The filter head will have an indicator to show when filter is in bypass mode.		
72.	The hydra reservoir is to be mounted inside the body front. It will have a capacity of 37 gallons. Will contain an air breather filter.		
73.	The hydraulic reservoir, will have a removable 100 mesh strainer. A cut off valve will be installed between the strainer and suction hose.		
74.	The hydraulic reservoir will have a sight glass mounted in a manner to provide visibility.		
75.	All cylinders are to have "V" type packing		

SPECIFICATION ITEM	CHECK (✓) IF COMPLIES	DESCRIPTION OF DIFFERING
76. Hydraulic hoses are to meet or exceed SAE 100R2 with burst pressure four (4) times working pressure. All fittings to be ORS ("O" Ring Sealed) or standard 37 ° SAE fittings		
77. Two (2) manually operated control valve assemblies will be provided with sufficient capacity to operate all hydraulic components. A regeneration valve will be used to increase the speed of the packer.		
78. Controls shall be mounted on the curb side of the hopper opening. Controls operating handles will be attached directly to the spools, without the use of bell cranks or other linkage.		
79. A position stop control shall be provided to stop any movement of the packer by returning the control lever to neutral position.		
80. A buzzer switch will be provided at rear of tailgate to signal driver in cab.		
81. Ejection panel, tailgate and tailgate lift controls will be located at forward, left side of body.		
82. An automatic throttle advance shall be provided of operation of packer.		
83. Hydraulic controls shall be air activated, cab mounted.		
84. All packer wear points will have automatic greasing system fittings.		
85. Body lights will be LED sealed, rubber mounted, and will comply with all D.O.T. requirements.		
86. Wiring harness to be encased in conduit.		
87. Body shall be cleaned, with air weld slag removed. An adhesion primer coat shall be applied, followed by a finish coat of high gloss Urethane enamel. The finish coat color shall be: WHITE		
88. Flashing yellow LED lights or equivalent to be mounted - one (1) on each corner of packer body. Total of four(4)		
89. All body installation will be done by either the manufacturer at his place of business or by a dealer authorized to represent the manufacturer		
90. Warranty period will be minimum of 24 months or greater		
91. Warranty repairs will be performed by vendor in the fleet maintenance shop in Harrisonburg, Virginia.		
92. Owner's manuals for parts, service, operators will be provided two (2) each.		
93. Delivery time of 90-120 days of award date		
94. Location of service facility for warranty repairs is:		

Unit to meet State Of Virginia, Federal and OSHA Requirements.

Completed unit to be delivered to The City of Harrisonburg Central Garage, 475 East Washington Street, Harrisonburg, VA 22802

****This form must be completed & returned with bid submission.****



ATTACHMENT B. BID FORM

Bid of _____
(hereinafter called "Bidder"), organized and existing under the laws of the State of Virginia as a business herein makes a proposal to the City of Harrisonburg as stated below:

By submission of the BID, each BIDDER certifies, and in the case of a joint BID each party thereto certifies as to his own organization, that this BID has been arrived at independently, without consultation, communication, or agreement as to any matter relating to this BID with any other BIDDER or with any competitor.

Bidder agrees to provide all equipment at the total price below.

BID SCHEDULE

- | | | |
|----|--|-----------------|
| A. | Latest Model Cab and Chassis Truck | Lump Sum |
| | * _____ Dollars
<i>*Insert Bid amount in written format</i> | \$ _____ |
| B. | Trade in Allowance if applicable
(\$ _____) | |
| C. | Net Bid
\$ _____ | |
| D. | Delivery time after receipt of Notice of Award | _____ |
| | | (Calendar Days) |

Signature

Address

Title

City, State, Zip

Date

****This form must be completed & returned with bid submission.****



ATTACHMENT D. STATE CORPORATION COMMISSION (SCC) FORM

Virginia State Corporation Commission (“SCC”) registration information: The undersigned Offeror:

is a corporation or other business entity with the following SCC identification number: _____ **-OR-**

is not a corporation, limited liability company, limited partnership, registered limited liability partnership, or business trust **-OR-**

is an out-of-state business entity that does not regularly and continuously maintain as part of its ordinary and customary business any employees, agents, offices, facilities, or inventories in Virginia (not counting any employees or agents in Virginia who merely solicit orders that require acceptance outside Virginia before they become contracts, and not counting any incidental presence of the Offeror in Virginia that is needed in order to assemble, maintain, and repair goods in accordance with the contracts by which such goods were sold and shipped into Virginia from bidder’s out-of-state location) **-OR-**

is an out-of-state business entity that is including with this bid an opinion of legal counsel which accurately and completely discloses the undersigned Offeror’s current contacts with Virginia and describes why those contacts do not constitute the transaction of business in Virginia within the meaning of § 13.1-757 or other similar provisions in Titles 13.1 or 50 of the Code of Virginia. **Attach opinion of legal council to this form.**

****NOTE**** >> Check the following box if you have not completed any of the foregoing options but currently have pending before the SCC an application for authority to transact business in the Commonwealth of Virginia and wish to be considered for a waiver to allow you to submit the SCC identification number after the due date for proposals (the City reserves the right to determine in its sole discretion whether to allow such waiver):

Signature: _____ **Date:** _____

Name: _____
(Print)

Title: _____

Name of Firm: _____

****This form must be completed & returned with bid submission.****



ATTACHMENT E. SAMPLE STANDARD CONTRACT ITB

This Contract entered into this ___ day of _____ 20___, by _____ hereinafter called the “Contractor” and the City of Harrisonburg, VA, called the “Owner”.

WITNESSETH that the Contractor and the Owner, in consideration of the mutual covenants, promises and agreements herein contained, agree as follows:

SCOPE OF CONTRACT: The Contractor shall provide the goods/services to the Owner as set forth in the Contract Documents.

PERIOD OF PERFORMANCE: From _____ through _____.

The contract documents shall consist of:

- (1) This signed form;
- (2) The entire City of Harrisonburg’s Official Invitation to Bid (no revisions by the Contractor)

dated: _____

If applicable, any Official City Addenda:

#1, dated: _____

- (3) The Contractor’s Bid response dated _____ and the negotiated modifications (if applicable) to the Bid, all of which documents are incorporated herein.

IN WITNESS WHEREOF, the parties have caused this Contract to be duly executed intending to be bound thereby.

CONTRACTOR:

CITY OF HARRISONBURG (OWNER):

By: _____

By: _____

Title: _____

Title: _____

**Note: This form is just for reference and is NOT required to be submitted with your bid submission.*