

**CITY OF KANNAPOLIS  
NORTH CAROLINA  
INVITATION TO BID  
BID # 21-04**

Request for bids, so marked, pursuant to General Statutes of North Carolina, Section 143-129 will be received by the Purchasing Department, City Office, 401 Laureate Way, Kannapolis, North Carolina until 3:30 p.m. Friday, September 25, 2020 at which time they will be publicly opened and read for the following:

**2 (Two) Ford F550 for W&S Dept.**

Instructions and complete specifications are attached.

The City of Kannapolis reserves the right to accept or reject, in whole or in part, such bids as appear in its judgement to be in the best interest of the City.

Renee Butler  
Purchasing Agent  
(704) 920-4304

Published one (1) time  
Thursday, September 17, 2020

# BID SPECIFICATIONS

#21-04

## CITY VEHICLES CITY OF KANNAPOLIS, NORTH CAROLINA

The purpose of these specifications is to establish the requirements for providing automobiles for the City of Kannapolis. Bidders shall provide exact vehicles and equipment as described in these specifications.

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ATTACHMENT A: Base Price Bid Summary Sheet

## **1.0 Coverage**

This request for proposal covers the requirements for FY 2021 F550 for use by the City of Kannapolis Water and Sewer Dept.

## **2.0 Vehicle Type/Model**

Various as described in Attachment "A".

## **3.0 Major Standard Equipment**

Vehicle to be equipped with all major standard equipment for 2019/2020 except where differences are created by the optional features selected at time of order.

## **4.0 Equipment Installation**

All items to be factory installed unless otherwise provided for in contract specifications or purchase order. Optional features may be installed by contractor where factory installation is not available.

## **5.0 Interior Trim Type & Color**

Interior trim type to be cloth/vinyl in standard factory color specified by the City at the time of the order or otherwise noted in attached specifications.

## **6.0 Exterior Color**

Exterior paint to be factory standard solid color to be specified by the City at the time of order. All manufacturer's standard exterior/interior colors and color combinations are to be available on a single or multiple vehicle basis. The contract price shall include all standard and clear coat exterior colors, which are available from the manufacturer at no extra charge.

## **7.0 Placement of Order**

The City of Kannapolis will issue a purchase order directly to the contractor. Purchase orders will indicate vehicle description, quantity, exterior/interior colors, optional equipment desired, titling information, and a contact person and telephone number.

## **8.0 Acknowledgment of Purchase Order**

Contractor shall acknowledge receipt of purchase order, and shall advise the City of Kannapolis of any delays in delivery.

## **9.0 Service Requirements**

Prices are to include complete service prior to delivery to the City of Kannapolis, including the following:

- (1) Complete lubrication.
- (2) Checking all fluid levels to insure they are filled to manufacturer's recommended capacity. (Crankcase, differential, battery, radiator, power steering, transmission, etc.)
- (3) A full tank of gasoline at the time of delivery.
- (4) Adjustment of engine to proper operating condition, if required.
- (5) Inflating tires to correct pressure.
- (6) Careful check to insure proper operation of all mechanical and electrical features.
- (7) Careful check to insure there are no appearance defects.
- (8) Thorough cleaning, and washing if necessary, of all vehicles and the removal of all unnecessary tags, vendor markings, stickers, paper, etc.
- (9) A valid State of North Carolina motor vehicle safety inspection sticker.
- (10) Careful check to insure that vehicle meets all contract specifications and that all optional equipment that was ordered is properly installed and operates correctly.

**10.0 Delivery & Pick-Up**

Delivery from manufacturer shall be made to contractor. Contractor to provide City with approximate delivery date. The City of Kannapolis will be notified by the contractor upon receipt of vehicles and arrangements will be made to pick up the vehicles as soon as possible following inspection and acceptance. The contractor shall provide warranty card, Odometer Statement, "Application for Title" and "Manufacturer's Certificate of Origin" necessary to obtain registration plates from the N.C. Department of Motor Vehicles. Contractor will supply each vehicle with a temporary tag for use until permanent registration can be obtained.

**11.0 Inspection and Acceptance**

The inspection and acceptance of all units will be conducted by City of Kannapolis Department Heads or his or her designee and the contractor. Inspection will include verification that contract specifications have been met and that all service requirements have been satisfactorily accomplished. Vehicles which do not meet the required specifications will not be accepted.

**12.0 Terms**

Net 30 days after receipt of correct invoice or acceptance of vehicles, whichever is later.

**13.0 Warranty**

Vehicles are to be covered by the manufacturer's standard warranty of a minimum of 36 months or 36,000 miles, whichever occurs first, on basic vehicle, no deductible; and 6 years or 100,000 miles, whichever occurs first, on corrosion. The City of Kannapolis is to receive the benefit of any increase in manufacturer's new car warranty applicable to vehicles purchased from this contract.

**14.0 Invoicing & Payment**

Invoices for payment shall be directed to the City of Kannapolis Accounts Payable, 401 Laureate Way, Kannapolis, North Carolina 28081. Or email: [ap@kannapolisnc.gov](mailto:ap@kannapolisnc.gov). Payment shall not be made until vehicles have been inspected and accepted, and all warranty cards, two sets of keys with code numbers, manufacturer's certificate of origin, and title papers have been received by the City of Kannapolis.

**15.0 Right to Reject Any or All Bids**

The City of Kannapolis reserves the right to reject any and all bids. It further reserves the right to waive formalities and technicalities and to accept any bid deemed to be in the best interest of the City of Kannapolis.

**16.0 Firm Bids**

Bids will be examined promptly after opening and an award made at the earliest possible date. No bids may be withdrawn, however, until 30 days after bid opening date.

**17.0 Bid Bond Waived**

## **18.0 Base Price Bid Sheet Required (Attachment A)/ Submission of Bids**

Each bidder shall submit a proposal on the attached "Base Price Bid Sheet" (Attachment A). Please review these specifications carefully. All proposals are due in the Purchasing Managers Office, 401 Laureate Way, Kannapolis, NC 28081 **no later than 3:30 PM on Friday, September 25, 2020**. Your proposal response should be submitted in a sealed envelope and plainly marked as follows: **"SEALED BID #21-04 FOR KANNAPOLIS WATER & SEWER DEPT."**

The base price shall include all major standard equipment and options as required by these specifications. The "estimated quantity" listed for each vehicle on the bid worksheet shall not be construed as an obligation by the City of Kannapolis to purchase the specific quantities indicated. The estimated quantity is intended only as a guide for the bidder in determining unit prices. The bid must be signed by an authorized official of the firm. Bids may be rejected if they show any omissions, alterations of form, additions not called for, conditional bid or any irregularities of any kind. Bidders must complete all blanks where requested and provide both unit and extended prices. The price per item shall be a firm price for every item. In case of error in extensions of prices in the bid, the unit prices shall govern provided that they reduce the cost to the City. Purchases of equipment may be separated and awarded to more than one vendor.

Specifications enclosed herein are intended to obtain competitive bids. If specifications seem to be written around a particular make, please bid a comparable standard and state any deviation from specification on the enclosed proposal form provided.

Prices quoted shall include all freight and delivery charges.

Do not include taxes in bid figures. The City pays sales tax and this should be added to invoices as a separate line item. The City is exempt from Federal excise tax and will issue a Federal exemption certificate.

Bids shall be awarded to the lowest responsible bidder taking into consideration quality, performance, and delivery.

## **19.0 Information & Addendum**

Inquiries concerning bid requirements or specifications should be directed to Renee Butler, Purchasing Manager at 704-920-4304 or email: [rbutler@kannapolisnc.gov](mailto:rbutler@kannapolisnc.gov).

All changes in specifications shall be in writing in the form of an addendum and furnished to all bidders. No oral statements, explanations, or commitments shall be of any effect unless incorporated in the addenda.

The General Statutes of the State of North Carolina insofar as they apply to purchasing and competitive bidding, are made part hereof.

The City of Kannapolis is an equal opportunity purchaser. All interested and qualified proposers are encouraged to bid.



<b>Truck Box</b>
<b>specs attached</b>
QUOTED PRICE: \$ _____ QUANTITY: 2
<b>TOTAL: Truck and Box \$</b>
<b>Delivery</b>

**NOTE:** We need delivery within 30 days. Please bid the closest vehicle you have that meets these specs, but is available to take delivery of in 30 days.



FIRM NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

TELEPHONE: (\_\_\_\_) \_\_\_\_\_ FAX: (\_\_\_\_) \_\_\_\_\_

EMAIL: \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Printed Name

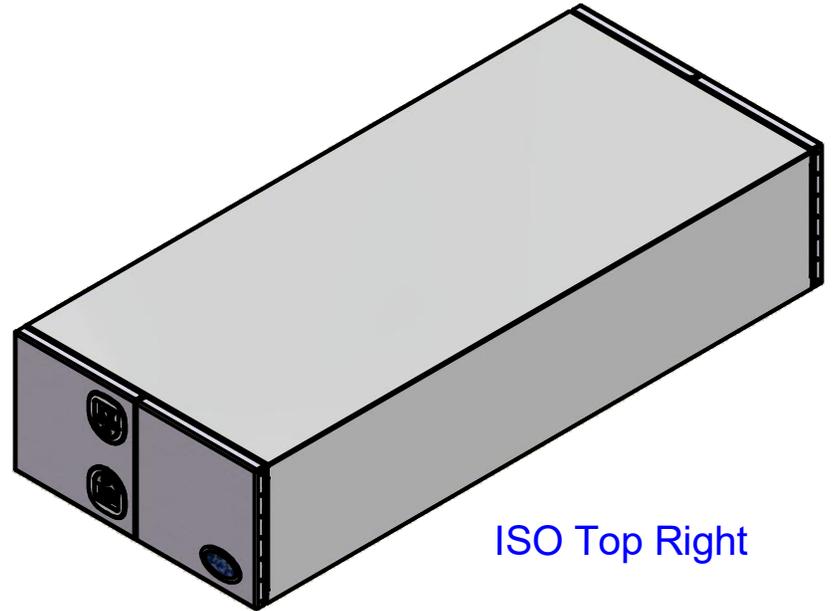
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Title

Date: \_\_\_\_\_

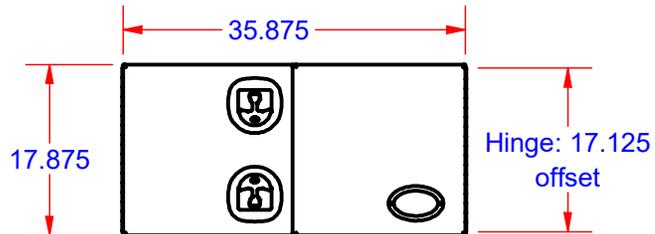
# Truck Box Specifications

## Parts List

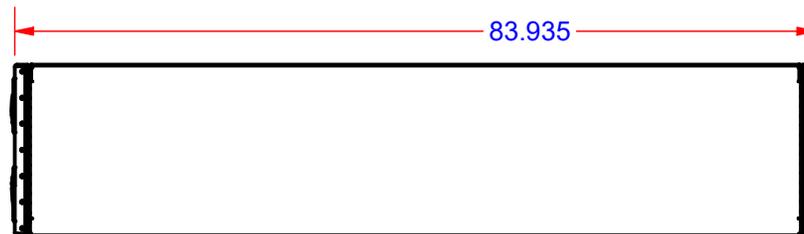
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ATRG5-SD-BEO-002	Main Body 2	1
ATRG5-SD-BEO-003	Door No.1-1	1
ATRG5-SD-BEO-004	Door No.2-1	1
ATRG5-SD-BEO-005	Door No.1-2	1
ATRG5-SD-BEO-006	Door No.2-2	1
ATRG5-SD-BEO-007	Door Support	4
ATRG5-SD-BEO-009	Internal Vertical Divider	1



ISO Top Right



Front View



Right Side View

Description: Assembly Measurements

*American Truckboxes*

Drawn by: Jared

Created: 4/16/2020

Updated:

MFG Approved:

Rev:

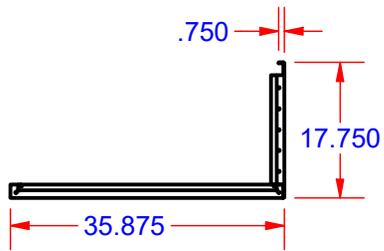
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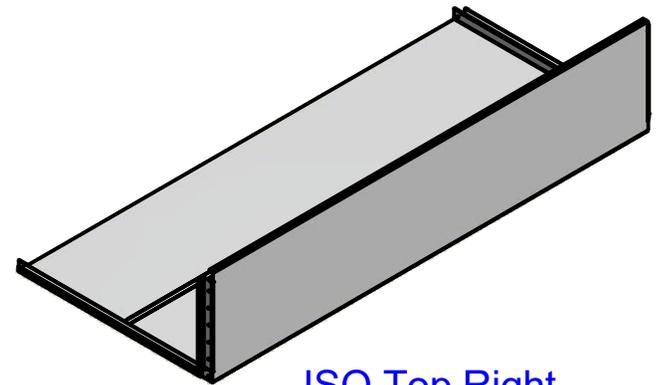
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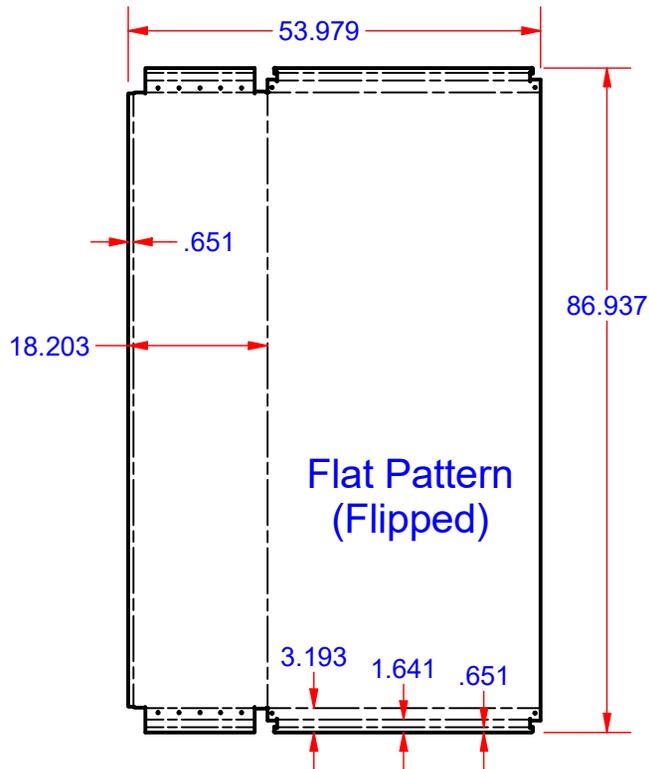
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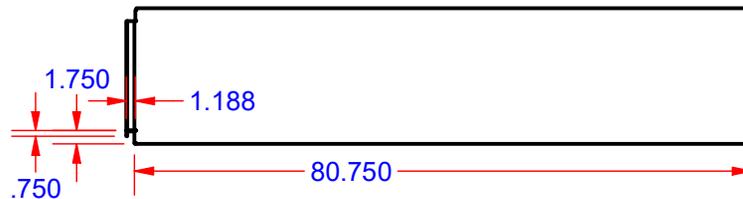
Front View



ISO Top Right



Flat Pattern  
(Flipped)



Right Side View

Description: Main Body 1

*American Truckboxes*

Drawn by: Jared

Created: 4/16/2020

Updated:

MFG Approved:

Rev:

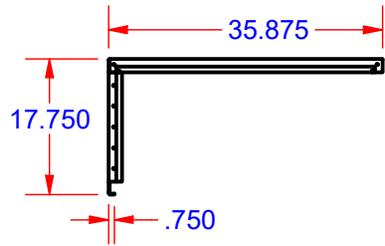
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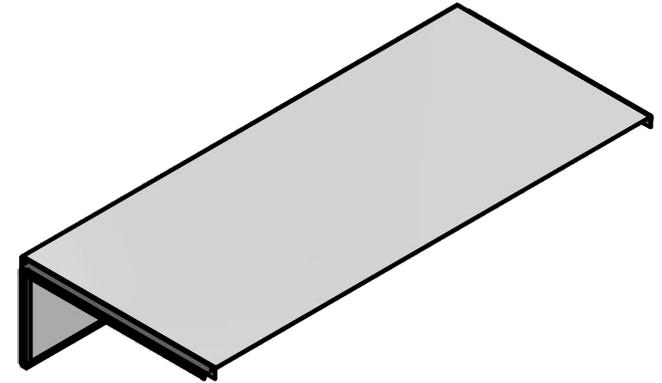
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Model No: ATRG5-188436DD-BEST1

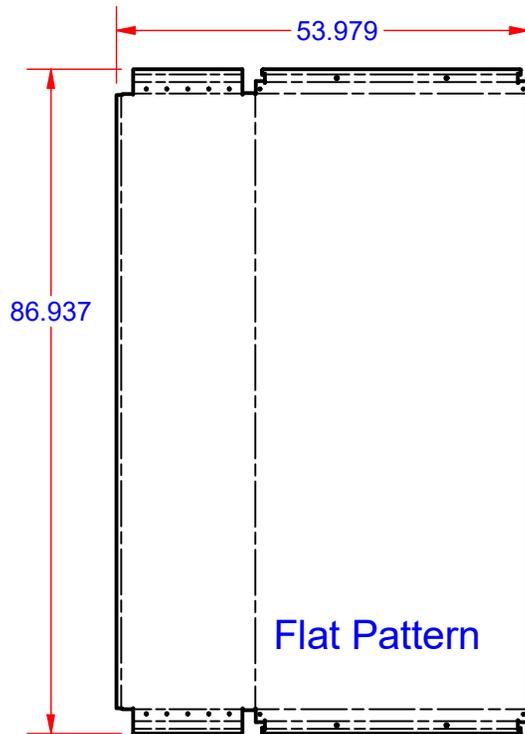
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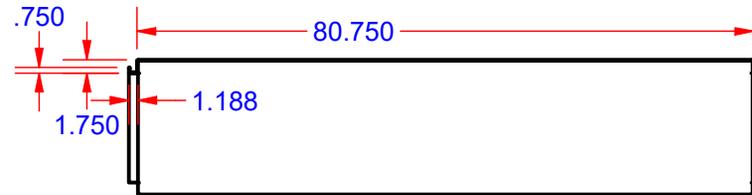
Front View



ISO Top Right



Flat Pattern



Right Side View

Description: Main Body 2

*American Truckboxes*

Drawn by: Jared

Created: 4/16/2020

Updated:

MFG Approved:

Rev:

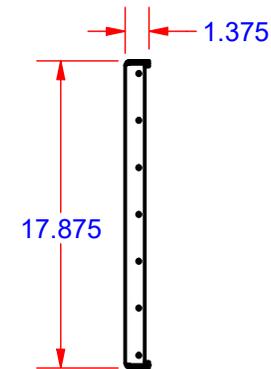
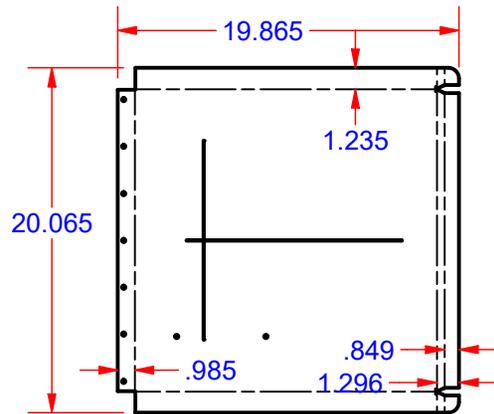
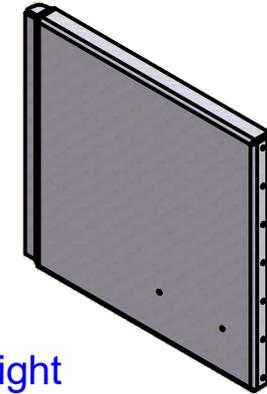
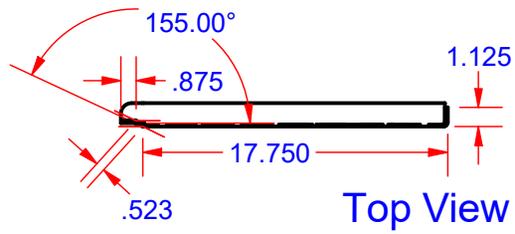
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Series: ATRG5

Model No: ATRG5-188436DD-BEST1

Sheet: 1 of: 1



Description: Door No.1-1

*American Truckboxes*

Drawn by: Jared

Created: 4/16/2020

Updated:

MFG Approved:

Rev:

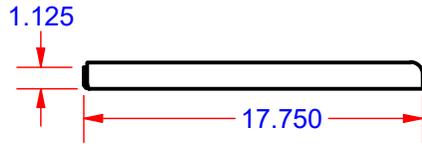
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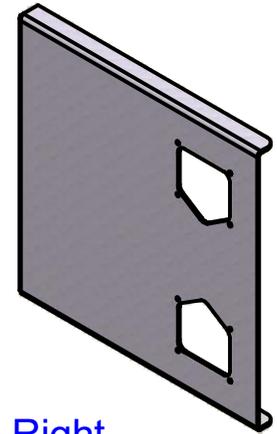
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Model No: ATRG5-188436DD-BEST1

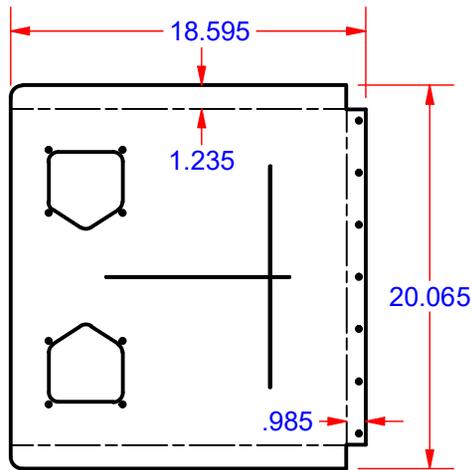
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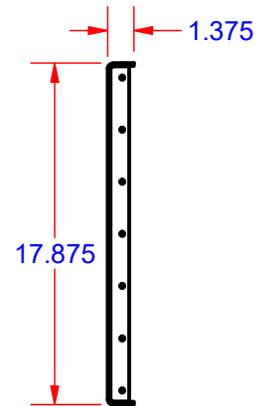
Top View



ISO Top Right



Flat Pattern  
(Threads Down)



Right Side View

Description: Door No.2-1

*American Truckboxes*

Drawn by: Jared

Created: 4/16/2020

Updated:

MFG Approved:

Rev:

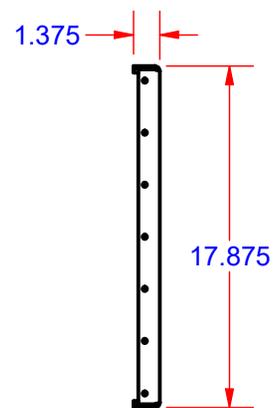
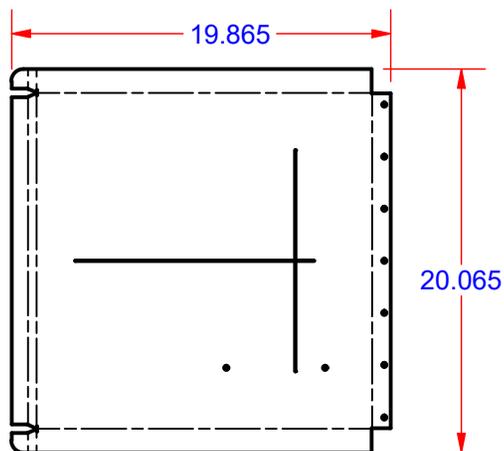
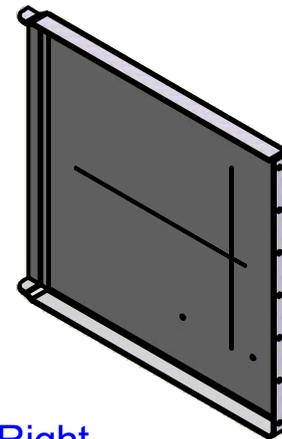
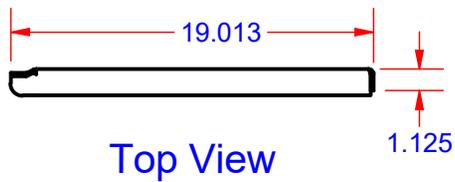
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Series: ATRG5

Model No: ATRG5-188436DD-BEST1

Sheet: 1 of: 1



Description: Door No.1-2

*American Truckboxes*

Drawn by: Jared

Created: 4/16/2020

Updated:

MFG Approved:

Rev:

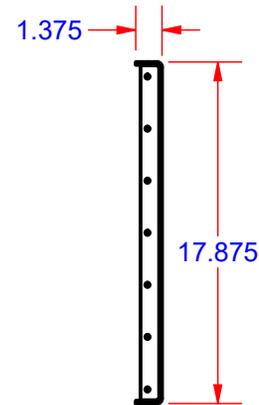
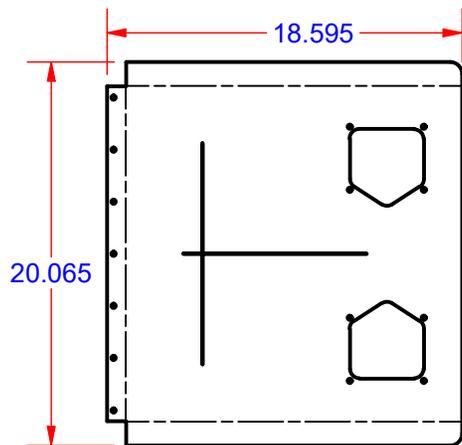
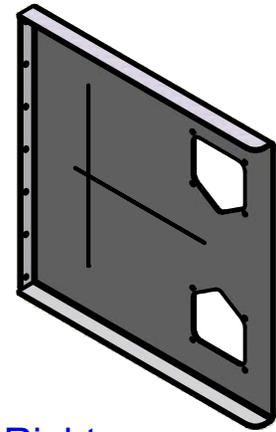
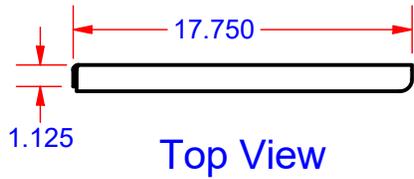
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Series: ATRG5

Model No: ATRG5-188436DD-BEST1

Sheet: 1 of: 1



Description: Door No.2-2

*American Truckboxes*

Drawn by: Jared

Created: 4/16/2020

Updated:

MFG Approved:

Rev:

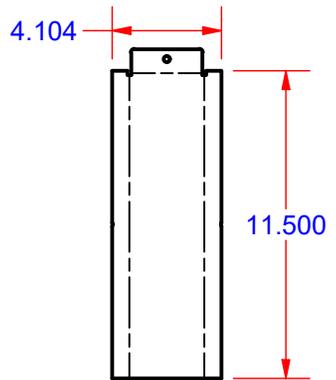
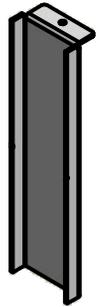
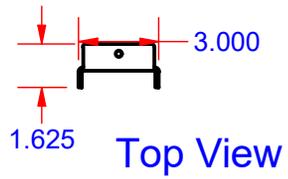
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Series: ATRG5

Model No: ATRG5-188436DD-BEST1

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Description: Door Support

*American Truckboxes*

Drawn by: Jared

Created: 4/16/2020

Updated:

MFG Approved:

Rev:

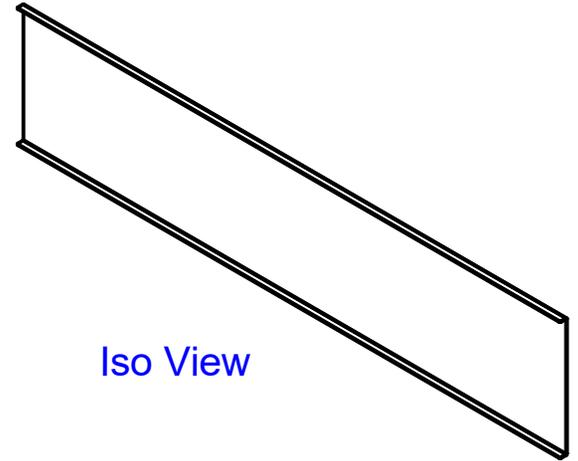
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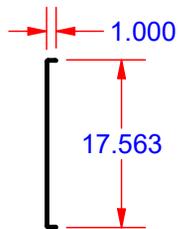
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Model No: ATRG5-188436DD-BEST1

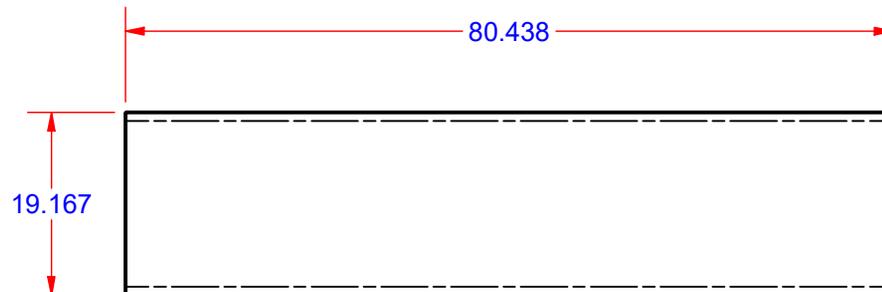
Sheet: 1 of: 1



Iso View



Side View



Flat Pattern

Description:			<i>American Truckboxes</i>		
Drawn by: Logan	Created: 4/16/2020	Updated:	MFG Approved:	Rev:	
Material: .125 Aluminum			Dwg. No: ATRG5C-SD-SO-009		
Series: ATRG5		Model No: ATRG5-188436DD-BEST1			Sheet: 1 of: 1