

# **INVITATION FOR SEALED BIDS**

## **For FORD PICK UP TRUCKS**

**January 20, 2023**

Spartanburg Water is comprised of two entities operating under one name. We are Spartanburg Water System (a political subdivision of the City of Spartanburg, overseen by The Commission of Public Works of the City of Spartanburg, South Carolina) and Spartanburg Sanitary Sewer District (a special purpose district established by the State of South Carolina and overseen by the Spartanburg Sanitary Sewer District Commission). This Request for Sealed Bids of Ford Pick Up Trucks is required by both entities, (Herein referred to as the Owner).

### **I. Schedule and Location:**

Bids will be accepted at the address below until **2:30pm EST on Tuesday, February 28, 2023**. At that time, they will be opened and read publicly via Zoom. Bids must be submitted in a sealed envelope with the address of the bidder shown on the outside of the envelope. The bid must be submitted on the attached form Exhibit A and include 3-5 trade references as well as specification sheets on products used and warranty information.

**Spartanburg Water System  
345 South Ave.  
Spartanburg, SC 29306**

**Contact: Johnny L. Lester, Jr., NIGP-CPP  
Phone: 864-598-7226  
Fax: 864-596-4921  
Email: [jlester@spartanburgwater.org](mailto:jlester@spartanburgwater.org)**

Proposed schedule for selection and award:

<b>Action</b>	<b>Date</b>
<b>Release of Bid</b>	January 24, 2023
<b>Vendor Questions Deadline</b>	January 23, 2023 by 5:00pm
<b>Post question responses to bidders</b>	January 31, 2023 by 5:00pm
<b><u>Proposals due by 2:30pm EST</u></b>	February 28, 2023
<b>Anticipated Award</b>	March 29, 2023

Bid Opening: At the date and time bids are due; they will be opened and read publicly via Zoom. Bids received after the due date and time will not be considered. The bid opening can be viewed remotely at the following:

Join my Zoom Meeting: **TUESDAY, FEBRUARY 28, 2023 at 2:30PM**

<https://us02web.zoom.us/j/81922417985?pwd=eVRPZjBXMWxKZExFTnBvK3d4Qkh0UT09>

**Meeting ID: 819 2241 7985**

**Passcode: 356610**

All prices shall be firm for (60) sixty days after bid date.

The Commission reserves the right to accept or reject any bids or proposals that appear to be in the best interest of the Commission and further reserve the right to waive irregularities in the bids and to reject any and all bids received. In the case of tie bids, the right is reserved to make award as considered most advantageous to the Owner.

**II. Scope of Services:**

Spartanburg Water System is seeking a qualified vendor to purchase five (5) Ford Ranger XL Pickups and two (2) Ford F-150 Extended Cab Pickup. Each Ford Truck model has different requirement accessories and items.

**Ford Ranger XL Pickup requirements:**

**Truck Model #1**

Extended Cab  
All Terrain Tires  
2.3L Eco Boost Engine  
Four wheel drive  
Bed Mounted Low Profile Tool Box  
White Strobe Lights  
Blue Tooth Radio  
Rhino Spray in bed liner

**Truck Model #2**

Extended Cab  
All Terrain Tires  
2.3L Eco Boost Engine  
Four wheel drive  
Three Bed Mounted Tool Boxes  
Trailer Hitch  
Trailer Hitch Vise  
White Strobe Lights  
Computer Mount  
Blue Tooth Radio

Reverse Camera  
Back UP Alarm  
Three (3) key fobs  
Rhino Spray in bed liner

**Truck Model 3 requirements TWO (2) UNITS**

Extended Cab  
All-\*Terrain Tires  
2.3L Eco Boost Engine  
Four wheel drive  
Computer Mount  
White Strobe Lights  
Blue Tooth Radio  
Reverse Camera  
Locking Tonneau Folding Hard Cover

**Model 4 requirements**

Extended Cab  
2.3L Eco Boost Engine  
Four wheel drive  
Low Profile Bed Mounted Tool Box  
Trailer Hitch  
White Strobe Lights  
Blue Tooth Radio  
Reverse Camera  
Rhino Spray in bed liner

**FORD F-150 Pickup Requirements: TWO (2) UNITS**

Extended Cab  
All-\*Terrain Tires  
3.5L Eco Boost Engine  
Four wheel drive  
Low Profile Bed Mounted Tool Boxes  
Trailer Hitch  
White Strobe Lights  
Blue Tooth Radio  
Reverse Camera  
Rhino Spray in Bed Liner

A. **Warranty**

The warranty period for dealer provided materials shall be for current industry standard.

A. **Cost information - Exhibit A – Bid Tab**

A separate detailed itemized cost sheet may be attached with a maximum page limit of three (3) pages total.

It shall be noted in the cost description "Comments" column, any fees that are not included, including options for additional warranty, and whether or not they are recurring costs.

**B. References**

The successful Bidder shall submit a list of 3-5 trade references with their Bid

References shall include the following:

- i. Company name,
- ii. Contact name and number
- iii. Email address
- iv. Description of work performed to include dates at a minimum within that last 24 months.

**C. Schedule and Delivery Requirements**

It is imperative that the service schedule mutually agreed upon between Owner and Bidder is met. Delays in schedule by the Bidder may result in termination of contract.

**III. Award**

An award shall be made to the most responsive and responsible Bidder, and the award is at the sole discretion of the Owner.

In addition to price, the following criteria will be used in assessing bids:

- 1) the ability, capacity and skill of the vendor to provide the service required;
- 2) whether the vendor can provide service promptly, within the time specified without delay or interference;
- 3) the reputation, experience, and efficiency of the vendor;
- 4) the quality of performance of previous contracts or services;
- 5) the quality, availability and conformance of the equipment (compliance testing) or services to the specific use required;
- 6) the ability of the vendor to provide further maintenance and service;
- 7) the completion of requirements in section III.

#### **IV. Notice To All Bidders**

Payments:

The invoice for payment shall be submitted once the project is completed and approved by the Owner. Invoices shall be submitted to the address below.

Spartanburg Sanitary Sewer District  
Att: Accounting Department  
P.O. Box 251  
Spartanburg, SC 29304-0251  
[ap@spartanburgwater.org](mailto:ap@spartanburgwater.org)

Standard payment terms are Net 30 days from invoice date. If presented by Bidder, early payment discounts in return for a shortened payment period will be considered (2% under 15 days, 5% under 10 days, etc.).

Minority and Women Owned Business Enterprises:

The Owner is committed to the intentional utilization of Minority and Women Owned Business Enterprises (MWBE) in all areas of procurement. In keeping with this commitment, the Owner encourages participation from firms who are either minority firms or who have a minority partner. In addition to the use of a minority partner, if any, the Owner encourages the use of MWBE subcontractors, suppliers or vendors for these anticipated opportunities. Therefore, as a part of your response to this bid:

- 1) Note whether you are a certified MWBE firm;
- 2) Note whether you will have a certified MWBE partner;
- 3) Describe your MWBE subcontractor participation plan; and
- 4) Describe your past performance in achieving MWBE participation goals or requirements.

Community Benefits Program:

The Owner is committed to the intentional utilization of its resources to benefit the Owner's service area. The Owner accomplishes this through the use of Community Benefit Agreements. The Owner defines a Community Benefit Agreement as an agreement between the Owner and one of its vendors that:

- a) Is part of an overall agreement governing that vendor's performance of services for the Owner that has been procured pursuant to the Procurement Policy;
- b) Contains that vendor's commitment to meet certain performance criteria, at no cost to the Owner, in one or more Community Benefit Programs that will provide an overall benefit to the local community;
- c) Sets forth the time period in which that vendor will perform and complete the Community Benefit Program;

- d) Is implemented or supported through donations, in-kind contributions, volunteer hours, other agreed upon methods, or some combination of the foregoing; and
- e) Is quantifiable and measurable.

As a part of this procurement process the Owner encourages responding firms to propose a Community Benefit Program that the responding firm will implement, sponsor, support, and/or actively participate in during the duration of the Project. Programs and initiatives should fit within one of the five categories below. As part of your response, please indicate which category or categories your program will support.

- 1) Workforce Development: This can include on-the-job training, internships, employment opportunities, and the overall needs of the local community when it comes to employment obstacles.
- 2) Economic Development: This can include contracting with local companies, small businesses and hiring local workers. It can also include supporting programs and organizations that develop local businesses and business owners.
- 3) Environmental and Livability Programs: This can include supporting programs that promote healthy, livable, and sustainable communities such as the creation and maintenance of parks, community gardens, and public open spaces as well as the protection and recreational use of rivers and tributaries and the care and preservation of natural resources. This can also include supporting programs that benefit disadvantaged individuals or groups within the community.
- 4) Education: This can include mentoring or tutoring within local school districts, support for scholarship opportunities, or support of programs that provide support and investment in local area schools and education.
- 5) Community Pride: This can include programs that help build a sense of community and increase social interaction such as the support for the local culture and arts, neighborhood connectivity, and historic preservation.

Responding firms willing to implement or support a Community Benefit Program (or Programs) should provide the following information as part of their response:

- 1) The name, type and detailed description of the program;
- 2) The expected duration of the responding firm's involvement with the program, including whether the responding firm has current or past involvement with the program;
- 3) The manner in which the responding firm intends to implement or support the program (e.g., donations, in-kind contributions, volunteer hours, other methods); and
- 4) The quantifiable, expected results of the program.

V. **Purchase Order Terms and Conditions**

Vendor shall fully familiarize themselves with the Owner's Purchase Order Terms and Conditions found in the link provided: https://www.spartanburgwater.org/files/files/Spartanburg\_Water\_Purchase\_Order\_Terms%20and\_Conditions.pdf

**EXHIBIT A**

**Bid Page**

**Ford Ranger Pick Up  
MODEL #1 Specifications**

Item No.	Description	Price
1	Make/Model:	\$
2	Warranty Information: _____	\$
	<b>TOTAL BID (including purchase, delivery, shipping, and applicable sales tax)</b>	\$

**Parts availability in days:** \_\_\_\_\_

**Shipping Costs:** \_\_\_\_\_

**Delivery/Lead Time:** \_\_\_\_\_

**Ford Ranger Pick Up  
MODEL #2 Specifications**

Item No.	Description	Price
1	Make/Model:	\$
2	Warranty Information: _____	\$
	<b>TOTAL BID (including purchase, delivery, shipping, and applicable sales tax)</b>	<b>\$</b>

**Parts availability in days:** \_\_\_\_\_

**Shipping Costs:** \_\_\_\_\_

**Delivery/Lead Time:** \_\_\_\_\_



**Ford Ranger Pick Up  
MODEL #3 Specifications TWO UNITS**

Item No.	Description	Price X2
1	Make/Model:	\$
2	Warranty Information: _____	\$
	<b>TOTAL BID (including purchase, delivery, shipping, and applicable sales tax)</b>	\$

**Parts availability in days:** \_\_\_\_\_

**Shipping Costs:** \_\_\_\_\_

**Delivery/Lead Time:** \_\_\_\_\_

**Ford Ranger Pick Up  
MODEL #4 Specifications**

Item No.	Description	Price
1	Make/Model:	\$
2	Warranty Information: _____	\$
	<b>TOTAL BID (including purchase, delivery, shipping, and applicable sales tax)</b>	\$

**Parts availability in days:** \_\_\_\_\_

**Shipping Costs:** \_\_\_\_\_

**Delivery/Lead Time:** \_\_\_\_\_

**Ford F-150 Pick Up  
Specifications TWO UNITS**

Item No.	Description	Price X2
1	Make/Model:	\$
2	Warranty Information: _____	\$
	<b>TOTAL BID (including purchase, delivery, shipping, and applicable sales tax)</b>	\$

**Parts availability in days:** \_\_\_\_\_

**Shipping Costs:** \_\_\_\_\_

**Delivery/Lead Time:** \_\_\_\_\_

All Bidders are to complete Exhibit A (Attached) and record the information in the sheet in addition to the required information in section II.

**Parts Pricing Markup Percentage:** \_\_\_\_\_

**BIDDING FIRM:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_  
 \_\_\_\_\_

**NOTE: Bid must be signed by an officer of the company authorized to enter into a contractually binding agreement, returned within the allotted time meeting all other requirements in order to be considered.**

**EXHIBIT B**  
**Vendor Response Checklist**

Template	Proposal Response Item	Reviewed, Completed and/or Provided as Instructed		Reference to Proposal Response Section
A	<b>Exhibit A - Bid Page</b>	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
B	<b>Exhibit B – Generator PM Checklist</b>	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
C	<b>Certificate of Insurance</b>	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
D	<b>MWBE Participation</b>	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
E	<b>Community Benefit Program</b>	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
F	<b>Submittal Requirements</b>	YES <input type="checkbox"/>	NO <input type="checkbox"/>	