

RFB# 2024-06 Bucket Truck (Used)  
Hallsville, Missouri



# HALLSVILLE, MISSOURI

202 Hwy 124-E / P. O. Box 170 Hallsville, Missouri 65240

## REQUEST FOR BID No. 2024-06

Hallsville will accept separate sealed Bids from qualified persons or firms interested in providing the following:

### BUCKET TRUCK (Used)

**BIDS *MUST* BE RECEIVED BY:**

**5:00 P.M. LOCAL TIME ON Tuesday, August 6, 2024**

**TO BE OPENED AT: 7:00 PM LOCAL TIME ON Monday, August 12, 2024**

**PLEASE MARK YOUR ENVELOPE "SEALED BID #2024-06"  
RETURN ONE (1) ORIGINAL AND THREE (3) COPIES TO:**

City of Hallsville

Attn: Kenyetta Ridgway-Sample, City Administrator  
202 Hwy 124-E / P. O. 170 Hallsville, Missouri 65240

PHONE: 573-696-3885 / FAX: 573-696-0605

[cityhall@hallsvillemo.org](mailto:cityhall@hallsvillemo.org)

**The undersigned certifies that they have the authority to bind this company in an agreement to supply the commodity or service in accordance with all terms, conditions, and pricing specified herein or to offer a "no Bid." Please type or print the information below.** Bidder is REQUIRED to complete, sign, and return this form with their submittal of Bid. \* An authorized signature is **mandatory**; lack thereof will result in a determination of "Non-Responsive". Also required is a direct email address in order to receive award results. We do not use USPS for direct results notification, *only* email. In addition, final results will later be posted on our website at: [www.Hallsvillemo.org](http://www.Hallsvillemo.org). Please do not call for results.

_____ Company Name	_____ Authorized Person (Print)
_____ Address	_____ Signature
_____ City/County/State/Zip	_____ Title
_____ Telephone #	_____ Date
_____ Fax #	_____ Tax ID #
_____ E-mail	_____ Entity Type (Corporation, LLC, Sole Proprietor, Partnership)

BIDDER'S INITIALS: \_\_\_\_\_

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**INSTRUCTIONS AND GENERAL CONDITIONS**

- 1) **Delivery of:** Sealed Bids, subject to Instructions and General Conditions and any special conditions set forth herein, will be received at the City Hall Office until the Bid closing date and time indicated herein for furnishing the City with goods, and or, services as detailed in the following Request for Bid.
- 2) **Closing:** Sealed Bids must be delivered before 5:00 P.M. central time on Tuesday, August 6, 2024 to the City Hall as listed on page one. Bidders should take into account all possible risks of their Bid not arriving in time when electing to mail in Bids too close to the above closing date. Often the Post Office leaves a “pick up slip” in our PO Box which may / may not allow us time to retrieve said item. It is the Bidders’ responsibility, not the City, nor the Post Office – to ensure their sealed Bids are **delivered** in time – to the City Hall. (Be extra careful when your Bid response involves a large package or box.)
- 3) The City will not accept any Bids received after the above listed closing date/time and will consider such late Bids as **NON-RESPONSIVE**. They will either be; filed, returned, or discarded.
- 4) Bids will be opened publicly at 7:00 PM on August 12, 2024, and read aloud. All Bid responses will be considered public information as soon as they are opened and become a part of public records to be released to any person or firm that requests it.
- 5) Bids may be withdrawn on written request from the Offeror at the address shown in this RFB prior to the time of acceptance of the Bid.
- 6) Bids **must** be submitted in a sealed envelope identified with the Bid number and dates of closing & opening. List the Bid number on the outside of the box or envelope and note “Response to Request for Bid enclosed”. Also include a return name & address.
- 7) This City is not responsible for any expenses which proposers may incur in estimating, inspecting, nor preparing and submitting Bids called for in this Request for Bid.
- 8) The City reserves the right to conduct personal interviews or require presentations of any or all proposers prior to selection. The City will not be liable for any costs incurred by the proposer in connection with such interviews or presentations (i.e., travel accommodation, etc.)
- 9) All Bids submitted shall be binding and remain firm for ninety (90) calendar days following the opening. Pricing / Costs submitted within this response **MUST BE HONORED** within that set timeframe, **NO EXCEPTIONS**. Offerors should NOT respond unless certain on this point.
- 10) The City of Hallsville reserves the right to reject any or all Bids, when such rejection is in the best interest of the City.
- 11) Bids may be awarded to one company or multiple companies; when such award is deemed in the best interest of the City.
- 12) City standard payment terms are Net 30 after receipt of invoice.
- 13) This agreement shall take effect upon the approval by the City of Hallsville Board of Aldermen.

**RFB# 2024-06 Bucket Truck (Used)  
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**INTRODUCTION AND GENERAL INFORMATION**

**Introduction:**

- 1) This document constitutes a request for sealed Bids for a **Used Bucket Truck** as set forth herein.
- 2) Organization – This document, referred to as a Request for Bid (RFB), is divided into the following parts:
  - Instructions and General Conditions
  - Introduction and General Information
  - Specifications
  - Bid Page
  - Standard Terms and Conditions
  - Miscellaneous Bidding Process Information

**Guidelines for Written Questions:**

- 1) All questions regarding this Request for Bid shall be submitted in writing, **prior to the Bid opening** and no later than **9:00 AM Friday, August 2, 2024**. All questions must be emailed to; Kenyetta Ridgway-Sample, City Administrator, [cityhall@hallsvillemo.org](mailto:cityhall@hallsvillemo.org)
- 2) In the event that it becomes necessary to revise any part of this RFB, written addenda will be issued. Any addendum to this RFB is valid only if in writing and issued by the City of Hallsville.
- 3) **Timeline:** The City anticipates a contract award following the evaluation of all Bid responses within **30 days from the RFB opening date and completion**. These dates are provided for informational purposes and may change as requirements dictate.
- 4) **Sunshine Laws:** Due to applicable sunshine laws and regulations concerning public documents, all Bid responses will be considered public information as soon as they are opened and become a part of public record releasable to any person or firm that requests it. Requests for copies, of Bid responses, must be made through the City of Hallsville (573-696-3885) requiring a Records Request. By law charges for time spent as well as a cost per page apply. Payment for copying fees is required prior to the making of copies. (*Section 610.026, RSMo.*)

**RFB# 2024-06 Bucket Truck (Used)  
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**SPECIFICATIONS:**

The City of Hallsville is seeking sealed Bids for a **Used Bucket Truck** for the City of Hallsville Public Works Department - at the **Best / Lowest** price – per the specifications below where responses should be filled in using blank boxes in the second column. Bidders are welcome to add any important notes using the area provided in the third column.

For questions concerning **actual required specifications, or any other technical questions**, please contact:

**Dan McCaleb, Superintendent**  
**City of Hallsville Public Works**  
**573-228-7275 (cell)**  
[dmccaleb@hallsvillemo.org](mailto:dmccaleb@hallsvillemo.org)

<b>CHASSIS SPECIFICATIONS</b>		<b>NOTES</b>
Make/Model	Optional (see below)	
Chassis Year	2017 or Newer	
Mileage	135,000 or less	
Engine	Gas	
Engine Size/Mode	6.8 L or Larger	
Transmission	Manual	
<b>BODY SPECIFICATIONS</b>		
Body Type	Flatbed	
Body Material	Steel	
Pintle Hook	No	
Side Access	Yes	
Cabguard	Yes	
<b>EQUIPMENT SPECIFICATIONS</b>		
Make		
Model		
Year		
S/N		
Lift Type	Non- Over-Center	
Platform Height	50'	
Working Height	55'	
Mounting Location	ORA (over rear axle)	
Outrigger Sets		
Outrigger Type		
Basket Location	End Mount	
Basket Size	24" X 24"	
Control Type	Single Stick	
Lower Boom Insert	Yes	
Tip Winch	No	
Tip Winch Capacity		
Basket Rotator		
Basket Liners		
Hydraulic Tool Power Basket	Optional	

Pricing, or costs, **MUST** be entered as a GRAND TOTAL on the line provided on the Bid Page.

**RFB# 2024-06 Bucket Truck (Used)  
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**BID PAGE**

Bidder must complete the following section in its entirety, and sign and date where indicated on page #1. This agreement shall take effect upon the approval by the City of Hallsville Board of Aldermen.

- A. ACCEPTANCE OF BID BY CITY: The City shall have a minimum of 90 calendar days from the date of the opening to accept the bidder's offer.
- B. City standard payment terms are Net 30 after receipt of invoice.  
State any discounts offered: \_\_\_\_\_
- C. Response time/delivery: \_\_\_\_\_  
(After receipt of order)
- D. Submittals - The following must be submitted with bid:
  - 1. Warranty
  - 2. Descriptive literature
- E. Total Price: \$ \_\_\_\_\_

RFB# 2024-06 Bucket Truck (Used)  
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**STANDARD TERMS AND CONDITIONS**

1. Responses shall include all charges for packing, delivery, installation, etc., (unless otherwise specified) to the City of Hallsville representative identified in this Request for Bid.
2. The City of Hallsville Board of Aldermen have the right to accept or reject any part or parts of all Bids, to waive technicalities, and to accept the offer the Board of Aldermen considers the most advantageous to the City. The City of Hallsville reserves the right to award this Bid on an item-by-item basis, or an "all or none" basis, whichever is in the best interest of the City.
3. Bidders must use the Bid forms provided for the purpose of submitting Bids, must return the Bid and Bid sheets comprised in this Bid, give the unit price, extended totals, and **sign the Bid**.
4. When products or materials of any particular producer or manufacturer are mentioned in our specifications, such products or materials are intended to be descriptive of type or quality and not restricted to those mentioned.
5. **Do not include Federal Excise Tax or Sales and Use Taxes in Bid process, as law exempts the City from them.**
6. The delivery date shall be stated in definite terms, as it will be taken into consideration in awarding the Bid.
7. The City reserves the right to cancel all or any part of orders if delivery is not made or work is not started as guaranteed. In case of delay, the Contractor must notify the City Administrator.
8. In case of default by the Contractor, the City of Hallsville will procure the articles or services from other sources and hold the Bidder responsible for any excess cost occasioned thereby.
9. Failure to deliver as guaranteed may disqualify Bidder from future Bidding.
10. Prices must be as stated in units of quantity specified and must be firm.
11. No Bid transmitted by fax machine or e-mail will be accepted.
12. The City of Hallsville, Missouri expressly denies responsibility for, or ownership of any item purchased until the same is delivered to the City and is **accepted** by the City.
13. The City reserves the right to award one or multiple respondents. The City also reserves the right to not award any item or group of items if the services can be obtained from a state or other governmental entities contract under more favorable terms. (Cooperative Purchase.)
14. In the event of a discrepancy between a unit price and an extended line item price, the unit price shall govern.
15. Should an audit of Contractors invoices – during the term of the Agreement, and any renewals thereof, indicate that the City has remitted payment on invoices that constitute an over-charging to the City above the pricing terms agreed to herein, the Contractor shall issue a refund check to the City for any over-charges within 30 days of being notified of the same.

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**MISCELLANEOUS BIDDING PROCESS INFORMATION**

The City Administrator is responsible for the Bid opening at the time and place noted in the request. If a Vendor is interested in a copy of the Bid tabulation, they must include a direct email address, not website, in order to receive results.

A formal invitation for Bid is utilized when the total purchase exceeds \$5,001. The Bid Package will contain well-defined standard technical specifications for the nature of the service or product requested. A formal closing date and time is specified. The Bidder must comply with this requirement in order to be considered for award.

**Bid Response Tips:**

1. Note any special dates or requirements.
2. Use ink to fill in all blanks clearly. (If I can't read your handwriting your Bid **will** be rejected.)
3. Remember to supply the required number of copies, marking copies vs. original.
4. Turn your Bid in as soon as possible. The deadline dates and times are strictly adhered to. The City cannot accept any late Bids. In the event of only one Bid response the City may reject the entire Bid and re-let it hoping for more participation.
5. Pay close attention to the terms *must, shall, should* or *may*.
6. Remember to sign the Bid sheet as this is mandatory.