

City of Brookland
613 Holman Street
Brookland, Arkansas 72417

INVITATION TO BID

Tractor and Mower Purchase

Issue Date: May 15, 2021

Contact: The Honorable Kenneth Jones

Submissions Must Be Received by: 2:00 P.M. (local time) on June 2, 2021

The City of Brookland (City) is requesting formal bids through the Invitation for Bid process for the supply and delivery of one (1) Tractor and one (1) Mower to be used by the City.

Bids will be publicly received and registered on June 2, 2021 at City Hall, 613 Holman Street, Brookland, Arkansas 72417. Late bids will not be accepted and it is the responsibility of the bidders to ensure that bids (including signed addenda) arrive in the City's office by the date and time listed above.

The City reserves the right to accept or reject any or all bids, to waive irregularities and/or informalities and to disregard all non-conforming, non-responsive, unbalanced or conditional bids. The City complies with all Equal Opportunity requirements. All qualified bidders will receive consideration without regard to race, creed, color, national origin, sex, marital status, religion, ancestry, mental or physical handicap or age.

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INSTRUCTIONS TO BIDDERS

1. The Bid Proposal included with this Invitation to Bid shall be used for bid submission.
2. All five pages of this Invitation to Bid must be submitted to constitute a complete bid and bid will be rejected if not signed.
3. Bid shall show the firm name and official address and must be signed by an authorized officer, employee, or agent.
4. Any addenda to this project will be emailed to bidder at the address provided with the bid proposal.
5. Bids submitted by facsimile will not be accepted.
6. Guarantees and warranties should be attached as a part of the bid as they may be a consideration for awarding a contract.
7. Bids shall be enclosed in a plainly marked package with the project title of **2021 TRACTOR AND MOWER PURCHASE**, the name and address of Bidder, and shall be accompanied by other required documents. If a bid is sent by mail or other delivery system, the sealed envelope containing the bid shall be enclosed in a separate package plainly marked on the outside with the notation "BID ENCLOSED."
8. Bids received after the date and time prescribed for the opening of bids, or not submitted at the correct location or in the designated manner, will not be accepted and will be returned to the bidder unopened.
9. Bidders shall examine and carefully study the bidding documents and any data and reference items identified in the bidding documents before submitting a bid. Changes or additions will not be allowed after submitting a bid.
10. Sales or use tax is not to be shown in the bid price (unless otherwise stated) but is to be added by the vendor to the invoice billing to the City of Brookland. The City of Brookland is not exempt from Arkansas State Sales and Use Tax. Although Use Tax is not included in this bid, vendors are to register and pay tax direct to the Arkansas State Revenue Department.
11. Freight and other delivery charges to a designated City of Brookland facility must be included in bid. Charges may not be added after the bid is opened.
12. No bid may be withdrawn after the scheduled closing time for receipt of bids for at least 90 calendar days.
13. In the event of two or more identical low bids, the contract may be awarded arbitrarily or for any reason to any of such bidders or split in any proportion between the said two or more bidders at the discretion of the City of Brookland.
14. Provisions for liquidated damages, if any, for failure to timely attain a milestone, substantial completion, or completion of the work in readiness for final payment, are set forth in the contract.
15. In case of ambiguity or lack of clearness stating the price in the bids, the City of Brookland reserves the right to consider the most advantageous construction thereof, or to reject the bid.
16. The City of Brookland reserves the right to reject any or all bids, waive any or all informalities, and to award the contract to the bidder or bidders who, in the opinion of the City of Brookland, offers the proposal to the best interest of same.

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BID PROPOSAL – PAGE 1

SUBMITTED BY:

Company Name: _____

Address: _____ City: _____

State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

CERTIFICATION: (If a submission is offered)

The undersigned hereby affirms that:

- He/she is duly authorized agent of the bidder,
- He/she has read the general terms and conditions, any special conditions, and any specifications that were made available to the bidder in conjunction with this bid and fully understands and accepts these terms unless specific variations have been expressly listed on the Bid Proposal form;
- The submission is being offered independently of any other bidder and in full compliance with the collusive prohibitions specified in the general terms and conditions of this solicitation; and
- The bidder will accept any awards made to them as a result of this solicitation for a minimum of ninety (90) calendar days following the date and time of the bid opening.

By: _____
Signature of Agent

Date

Typed/Printed Name of Agent

Title of Agent

Include original with submission.

NO OFFER:

Indicate reason(s) why no offer is being submitted at this time.

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BID PROPOSAL – PAGE 2

Company Name:

PROMPT PAYMENT TERMS:

Discount: _____ % _____ Days

Net: _____ Days

VARIATIONS:

The bidder shall identify all variations and exceptions taken to the general terms and conditions, any special conditions, and any specifications in the space provided below; provided, however, that such variations are not expressly prohibited in the bid documents. For each variation listed, reference the applicable section of the bid document. If no variations are listed here, it is understood that the bidder's proposal fully complies with all terms and conditions. It is further understood that such variations may be cause for determining that the Bid Proposal is non-responsive and ineligible for award:

Variance No. 1:

Variance No. 2:

Variance No. 3

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MINIMUM SPECIFICATIONS

The City requests bids for the purchase and delivery of one (1) tractor and one (1) mower to be used by the City. The unit(s) shall be delivered to 310 Hayes Street, Brookland, Arkansas 72417. The unit(s) shall meet the following minimum specifications (unit to be delivered "turnkey" with all equipment installed):

TRACTOR:

Gross Horsepower:

- 99

PTO Performance:

- 85HP; Shiftable 540/540E RPM

Operator Area:

- Enclosed Cab

Traction:

- 4WD

Transmission:

- 12x12 Power Shuttle

Accessories:

- Front End Loader

Unit Price \$ _____

MOWER:

Cutting Width:

- 180"

Hitch:

- Pull

PTO Horsepower Required:

- 50

Cutting Capacity:

- 3"

Side Skirt:

- 1/4"

Gearbox Rating – Center and Wing:

- 130HP

Unit Price \$ _____

*Please itemize standard warranty terms and details and extended warranty terms, details, and additional costs.

Advertisement for Bids

The City of Brookland (City) is accepting formal bids through the Invitation to Bid process for the supply and delivery of one (1) Tractor and one (1) Mower to be used by the City. Sealed bids from bidders will be received by the Honorable Kenneth Jones, Mayor at City Hall at 613 Holman Street, Brookland, Arkansas 72417 until 2:00 p.m. (local time) on June 2, 2021 and then at said office publicly opened and read aloud. The owner reserves the right to waive any informalities or to reject any or all bids. Bidders may not withdraw their bids within 30 days after the date of bid opening and must provide bid bonds as required. All bidding processes shall be in accordance with State law. To obtain further information, contact the City at (870) 935-0538. Bid documents can be downloaded from the City's website (www.cityofbrookland.com).