



Clermont Metropolitan Housing Authority

65 South Market Street | Batavia, Ohio 45103

513.732.6010 | Fax 513.732.6520

www.clermontmha.org

BID PROPOSAL # 2022 – 10122022
Three (3) 2022 or Newer ¾ TON PICKUP TRUCKS
Model Year 2022 or Newer F-250 (or EQUAL) V-8 Gas Engine
Four Wheel Drive (4x4) Extended Cab Pickup Truck with 8 Foot Service Body
FOR MAINTENANCE TECHNICIANS

NOTICE TO BIDDERS:

Bids are being requested for the purchase of three (3) new ¾ ton pickup trucks. Clermont Metropolitan Housing Authority (CMHA) will award the contract on the lowest and best possible total bid but reserves the right to reject all bids. Purchase is contingent on total cost and CMHA may purchase some or all vehicles specified based on the availability of funds.

Notice is hereby given that sealed bids for the furnishing and delivery of these vehicles will be received at the following address:

CMHA
Attention: Rick Ernst
65 S Market St
Batavia, OH 45103

All Questions Due By:	4:00pm on October 5, 2022
All Bids Due By:	4:00 pm on October 12, 2022
Public Bid Opening:	4:00 pm on October 12, 2022

Specifications and form of proposal are on the website www.clermontmha.org or on file in the Administrative Office located at 65 S Market St Batavia, OH 45103 and may be obtained upon request. Direct all inquiries to Rick Ernst, Maintenance and Modernization Supervisor (M&MS).

Bidders are required to comply with Ohio Revised Code and all federal, state, and local requirements regarding equal employment opportunities and corporate and/or partnership ownership. The right to reject all bids is reserved by CMHA.

INSTRUCTIONS TO BIDDERS:

1. All Bids:
 - a. Will be opened publicly in the Board Room of the Administrative Office located at 65 S Market St Batavia, OH 45103 on the date and time listed above.
 - b. Bid must be enclosed in a **sealed** envelope bearing the name and address of the bidder, the name of the bid and the date of the bid opening.
 - c. Late bids will not be accepted. CMHA is not responsible for late mail deliveries.
 - d. Bid results are available in the CMHA Administrative Office on the day following the bid openings for any interested party that may wish to review them.



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- e. Equal or Tie Bids. CMHA reserves the right to award at their discretion to any one of the tie bidders where it is most advantageous for CMHA to do so.
2. Bidders shall complete and sign all documents included with the bid package. Failure to do so may be cause for rejection.
3. Insert prices for furnishing all the material described or required per vehicle for CMHA to determine the number of vehicles to be purchased within the available budget. Prices shall include any charges for packing and all transportation charges fully prepaid by the contractor F.O.B. destination and placement at locations specified by the CMHA. No additional charges will be allowed for any transportation costs resulting from partial shipments made at the vendor's convenience when a single shipment is ordered.
4. Payments will be made upon the delivery of the Motor Vehicles by the successful bidders. CMHA is tax exempt from any State or Federal sales tax. CMHA will not pay interest, sales taxes, or late fees regardless of language provided.
5. If there is a discrepancy between the unit prices and the extended totals, the unit prices shall prevail. In the event there is an error of the summation of the extended totals, the computation by the OWNER of the extended totals shall govern.
6. Award will be made by CMHA within thirty (30) days after receipt of bids.
7. Vehicle delivery shall be made upon receipt of a Purchase Order issued by CMHA, unless otherwise negotiated.
8. There will be no trade in vehicles.
9. Unless otherwise indicated, a minimum of one operator's manual for each vehicle will be provided to CMHA.

WARRANTY

All warranty paperwork will be supplied with each unit at the time of delivery. The vendor shall furnish for each vehicle delivered, all the manufacturer's standard warranty against defects in material, workmanship, and design in said vehicles. This agreement shall cover all warranty work, minor warranty, and service work at the successful bidder's location.

MODEL INFORMATION REQUIRED

Unless otherwise stated, the use of manufacturers' names and product numbers are for descriptive purposes and establishing general quality levels only. **They are not intended to be restrictive.** Bidders are required to state exactly what they intend to furnish, otherwise it is fully understood that they shall furnish all items as stated.

1. The manufacturer, make and exact models proposed as substitutes shall also be submitted on bidder's letterhead with any proposal contended to be "equivalent". The vehicles, equipment and accessories shall be new. For purpose of evaluation where an equivalent product is being furnished, bidder must indicate any variation to our specifications no matter how slight. If no variations are indicated, it will be construed that the bid fully complies with the specifications.



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2. CMHA will consider any request for a contract roll-over to the next model year after the passing of the vehicle manufacturer's cut-off date, at the same contract pricing, specifications, terms, and conditions or better.

KEYS

A **minimum of three (3) sets of keys** are required with each vehicle ordered.

TITLES

Each vehicle must be delivered with an Ohio motor vehicle new vehicle inspection sticker in place as prescribed by law. Each vehicle must also be delivered with a 30-day temporary plate.

DELIVERY REQUIREMENT

1. Three (3) days prior to delivery of vehicles, the successful contractor is required to contact Rick Ernest at 513-515-6660 or by email at reerst@clermontmha.org.
2. No vehicle will be accepted at the final delivery point without all supporting documentation completed and delivered with the units, which include the vehicle title, warranty, invoice, and keys sets.
3. Manufacturer's standard items, such as hubcaps, rubber or vinyl floor mats, jack and lug wrench or the like, shall be provided, installed, by the contractor prior to delivery.

BID PACKAGE

- Price Schedule & Specifications Sheet (Provided by CMHA)
- HUD Form 5369-B, Instructions to Offerors, Non-Construction (Provided by CMHA) and HUD Form 5369-C, Certifications and Representations of Offerors, Non-Construction (Provided by CMHA)
- HUD Form HUD 5370-C, General Conditions for Non-Construction Contracts (Provided by CMHA)
- W-9 (Provided by CMHA)
- Debarment Certification (Provided by CMHA)