

SCOPE OF WORK

General Requirements:

The bidder shall provide **2026 Model Year (or newer) Vehicles** on an as needed, if needed basis for City of Rolla, in accordance with the provisions and requirements stated herein.

The bidder shall provide all deliverables to the sole satisfaction of City of Rolla.

City of Rolla does not guarantee that any unit(s) will be ordered, but does anticipate ordering 6 vehicles.

Unless otherwise specified herein, the bidder shall furnish all material, labor, facilities, equipment, and supplies necessary to provide the deliverables required herein.

City of Rolla reserves the right to reject any or all bids, and to accept or reject any items thereon, and to waive technicalities. In case of error in the extension of prices in the bid, unit prices will govern.

Required Specifications: All vehicle bids must comply with the attached City of Rolla Specifications, and any other provisions outlined in the solicitation documents. Any deviation from these specifications must be indicated for review, or else bid may be considered non-responsive.

Delivery Requirements:

The following delivery requirements shall apply:

- a. Unless otherwise specified on the solicitation documents or purchase order, suppliers shall give at least 24 hours advance notice of each delivery. Delivery will only be received between the hours of 8:00 a.m. to 3:00 p.m., Monday through Friday. No vehicles will be received on Saturday, Sunday or state holidays.
- b. The prices bid herein include the delivery cost of the unit. The bidder agrees to pay all transportation charges on the material as FOB - Destination Rolla, MO. Freight costs must be included in the unit price bid and not listed as a separate line item.
- c. Any demurrage is to be paid by the Contractor direct to the railroad or carrier.

Invoicing and Payment Requirements:

Contractor – A successful Bidder to whom a contract is awarded.

The contractor shall submit an itemized invoice to the applicable requesting address for the completion of deliverables, as specified herein.

Each invoice should be itemized in accordance with items listed on the purchase order. The statewide financial management system has been designed to capture certain receipt and payment information. Therefore, each invoice submitted must reference the purchase order number and must be itemized in accordance with items listed on the purchase order. Failure to comply with this requirement may delay processing of invoices for payment.

The contractor shall be paid in accordance with the prices stated on the pricing pages of this document after completion of deliverables specified herein and acceptance by City of Rolla.

Other than the payment specified above, no other payments or reimbursements shall be made to the contractor for any reason whatsoever.

Unless otherwise provided for in the solicitation documents, payment for all equipment, supplies, and/or services required herein shall be made in arrears. City of Rolla shall not make any advance deposits.

City of Rolla assumes no obligation for equipment, supplies, and/or services shipped or provided in excess of the quantity ordered.

Net Delivered Price - the unit(s) shall be delivered complete and ready for use to the delivery destination.

Bid Submission Information:

All bids must be received in a sealed envelope/packaging clearly marked “**2026 Vehicles**”. All bids must be received at the Rolla City Clerks office by **11:00 AM 04-01-2026**.

Rolla City Clerk
Lorri Powell
PO Box 979
Rolla, MO 65402

901 N. Elm Street
3RD Floor City Hall
Rolla, MO 65401

The bidder may withdraw, modify or correct his/her bid after it has been deposited with City of Rolla provided such request is submitted in writing and received at the location designated for the bid opening prior to the date and time specified for opening bids. Such a request received as specified will be attached to the bid and the bid will be considered to have been modified accordingly. No bid may be modified after the date and time specified for the opening of bids.

Open Competition / Request For Bid Document:

- a. It shall be the bidder's responsibility to ask questions, request changes or clarification, or otherwise advise City of Rolla if any language, specifications or requirements of an RFB appear to be ambiguous, contradictory, and/or arbitrary, or appears to inadvertently restrict or limit the requirements stated in the RFB to a single source. Any and all communication from bidders regarding specifications, requirements, competitive bid process, etc., must be directed to the buyer from City of Rolla, unless the RFB specifically refers the bidder to another contact. Such communication should be received at least three working days prior to the official bid opening date.
- b. Every attempt shall be made to ensure that the bidder receives an adequate and prompt response. However, in order to maintain a fair and equitable bid process, all bidders will be advised, via the issuance of an amendment to the RFB, of any relevant or pertinent information related to the procurement. Therefore, bidders are advised that unless specified elsewhere in the RFB, any questions received less than three (3) working days prior to the RFB opening date may not be answered.
- c. Bidders are cautioned that the only official position of the City of Rolla is that which is issued by City of Rolla in the RFB or an amendment thereto. No other means of communication, whether oral or written, shall be construed as a formal or official response or statement.
- d. City of Rolla monitors all procurement activities to detect any possibility of deliberate restraint of competition, collusion among bidders, price-fixing by bidders, or any other anticompetitive conduct by bidders which appears to violate state and federal antitrust laws. Any suspected violation shall be referred to the Missouri Attorney General's Office for appropriate action.

Bidder Compliance: The bidder must be in compliance with the laws regarding conducting business with City of Rolla and as indicated in the Terms and Conditions.

PRICING PAGES
City of Rolla MEDIUM DUTY TRUCKS
REQUEST FOR BID

What MAKE(S) of vehicles are you bidding? _____

What is the Basic Warranty on the Make(s) that you are bidding?

What is the Powertrain Warranty on the Make(s) that you are bidding?

What is the Corrosion Protection Warranty on the MAKE(S) that you are bidding?

What is the Roadside Assistance Warranty on the MAKE(S) that you are bidding?

ITEM # 1 - New standard equipped 2026 or Newer Model Crew Cab ¾ Ton Pickup.

EXAMPLES OF ACCEPTABLE MAKES AND MODELS:

Standard Ford F-250 4WD, Short Box, Crew Cab
Standard Chevrolet 2500 4WD, Short Box, Crew Cab
Standard Dodge 2500 4WD, Short Box, Crew Cab

All units bid must contain the following options:

1. Standard, minimum V8 fuel-injected gasoline engine
2. Manufacturer's standard rear end axle ratio (Ratio: _____)
3. Automatic Transmission (Speeds _____)
4. Air conditioning
5. Tires:(4) 10 ply (minimum) light truck, plus full size spare and wheel (Size _____)
6. Minimum 10,000 lbs. GVWR
7. Trailer towing package: Standard manufacturer's to include receiver hitch, 4/7 pin trailer wiring connection & electric brake trailer controller
8. Speed control and tilt wheel
9. Vinyl/Rubber Flooring
10. Vinyl seats
11. 2 sets of keys/fob
12. Keyless entry
13. Power windows and door locks

DEALER COMPLETE:

MAKE _____ MODEL _____ GVWR _____ EACH \$ _____

GAS MPG: CITY _____ HWY _____ ENGINE SIZE _____ HP _____

OPTIONAL PRICING, Item # 3

Indicate the cost of a similar 3/4 ton crew cab pickup currently in stock if available. Include details if you are providing optional pricing.

EACH \$ _____

OPTIONAL EQUIPMENT PRICES, Item # 1

Indicate the cost or deduction for the below listed options. Price should include all required options and special equipment.

- | | | |
|-------------------|--|---------------|
| Option 1A. | Heavy duty, Class V (2-1/2" square tube) receiver trailer hitch. Includes an adapter to reduce to 2" (Class III/IV) and a seven-wire RV style trailer plug and Electric Trailer Brake Controller | EACH \$ _____ |
| Option 1B. | 2 Side mount tool boxes. Ram boxes are allowed | SET \$ _____ |
| Option 1C. | 2 Full length cab steps or running boards. (One on drivers side, one on passenger side.) | SET \$ _____ |

ITEM # 2 - New standard equipped **2026 or Newer Model Regular Cab 1 Ton Pickup.**

EXAMPLES OF ACCEPTABLE MAKES AND MODELS:

Standard Ford F-350 4WD, Long Box, Regular Cab, SRW
Standard Chevrolet 3500 4WD, Long Box, Regular Cab, SRW
Standard Dodge 3500 4WD, Long Box, Regular Cab, SRW

All units bid must contain the following options:

1. Standard, minimum V8 fuel-injected gasoline engine
2. Manufacturer's standard rear end axle ratio (Ratio: _____)
3. Automatic Transmission (Speeds_____)
4. Air conditioning
5. Tires:(4) 10 ply (minimum) light truck, plus full size spare and wheel (Size_____)
6. Minimum 11,000 lbs. GVWR
7. Trailer towing package: Standard manufacturer's to include receiver hitch, 4/7 pin trailer wiring connection & electric brake trailer controller
8. Speed control and tilt wheel
9. Vinyl/Rubber Flooring
10. Vinyl seats
11. 2 sets of keys/fob
12. Keyless entry
13. Power windows and door locks

DEALER COMPLETE IN DETAIL:

MAKE _____ MODEL _____ GVWR _____ EACH \$ _____

FUEL MPG: CITY _____ HWY _____ ENGINE SIZE _____ HP _____

OPTIONAL PRICING, Item # 5

Indicate the cost of a similar 1 ton regular cab pickup currently in stock if available. Include details if you are providing optional pricing.

EACH \$ _____

OPTIONAL EQUIPMENT PRICES, Item # 5

Indicate the cost or deduction for the below listed options. Price should include all required options and special equipment.

- | | | |
|-------------------|---|----------------------|
| Option 2A. | Heavy duty, Class V (2-1/2" square tube) receiver trailer hitch. Includes an adapter to reduce to 2" (Class III/IV) and a seven-wire RV style trailer plug and Electric Trailer Brake Controller | EACH \$ _____ |
| Option 2B. | 2 Side mount tool boxes. Ram boxes are allowed | SET \$ _____ |
| Option 2C. | 2 Full length cab steps or running boards. (One on drivers side, one on passenger side.) | SET \$ _____ |

VENDOR INFORMATION

Vendor Information

All bidders must furnish **ALL** applicable information requested below

| | |
|--|--|
| Vendor Name/Mailing Address: Email Address: | Vendor Contact Information (including area codes): Phone #: Cellular #: Fax #: |
| Printed Name of Responsible Officer or Employee: | Signature: |
| For Corporations - State in which incorporated: | For Others - State of domicile: |
| If the address listed in the Vendor Name/Mailing Address block above is not located in the State of Missouri, list the address of Missouri offices or places of business: <i>If additional space is required, please attach an additional sheet and identify it as <u>Addresses of Missouri Offices or Places of Business.</u></i> | |