

**Madison Metropolitan Sewerage District  
Advertisement for Bids  
Metrogro Service Truck Crane Purchase and Installation**

**Published Tuesday, December 22nd and Tuesday, December 29th, 2020**

The Madison Metropolitan Sewerage District requests bids for the Metrogro Service Truck Crane Purchase and Installation. Specifications are available by visiting the district website at: <http://www.madsewer.org/Projects/Non-Engineering-Projects>. Sealed bids will be accepted until 1:00 P.M., Thursday, January 21, 2021, at the district office, 1610 Moorland Road, Madison, WI 53713. At this time and place all bids will be publicly opened and read aloud. Any questions should be directed Erik Rehr at (608)222-1201 EXT 294.

Bids shall be addressed to the Madison Metropolitan Sewerage District, Attn., Erik Rehr, and should be clearly marked "Metrogro Service Truck Crane Purchase and Installation".

Only formal written addenda can materially alter the specifications. No verbal statement made by a district employee or anyone else is binding nor shall such a statement be considered an official part of this public proposal. All bid responses and their contents will be public record.

Unless otherwise specified in the bidding documents, the prospective bidders should check our internet site for any addendum 72 hours before the scheduled bid deadline.

The district is federal and state tax exempt. The district reserves the right to reject any or all proposals or to waive any technicality and accept any proposal which may, in its opinion, be advantageous to the district.

Any questions may be directed to:

Erik Rehr, PE

Maintenance and Reliability Manager

Madison Metropolitan Sewerage District

1610 Moorland Rd

Madison, WI 53713

**BID FORM A:**

**Metrogro Service Truck Crane Purchase and Installation**

<b>Return To:</b> Madison Metropolitan Sewerage District 1610 Moorland Rd. Madison WI, 53713 Attn: Erik Rehr	<b>Title : Metrogro Service Truck Crane Purchase and Installation</b> <b>Date Issued: December 22, 2020</b> <b>Project Manager: Erik Rehr</b> <b>Telephone: 608-222-1201 EXT 294</b> <b>Email: erikr@madsewer.org</b>
<b>BIDDER:</b>	<b>Submit Bid by: 1/21/2021 @ 1P.M.</b> <b>Today's Date:</b>

	Specification	Price Per Unit or Number	Total
<b>1 each</b>	<b>(NEW) Crane:</b> Venturo Model# ET16KX mounted and control wired to a hand-held remote with a kill switch on remote as well as inside the cabinet below crane. No substitutions.  ***Price shall include installation of crane by winning bidder on an existing 108" Reading Classic II Steel Service Body.		
<b>2 each</b>	<b>(NEW) Outriggers:</b> Venturo part #18586 4" crank down outriggers for utility body.  ***Price shall include installation of outriggers by winning bidder on an existing 108" Reading Classic II Steel Service Body.		

Lump Sum \$ \_\_\_\_\_

Company name: \_\_\_\_\_

Company address: \_\_\_\_\_

Company phone: \_\_\_\_\_

Authorization signature: \_\_\_\_\_

Printed name: \_\_\_\_\_

Addendum # \_\_\_\_\_

Bids will be received until 1:00 P.M. January 21, 2021.

Date and time received: \_\_\_\_\_

**1.0 PURPOSE AND SCOPE**

The Madison Metropolitan Sewerage District invites and will accept bids for the purchase of (1 each) new service truck crane and (2 each) new outriggers as specified above. MMSD intends to use the results of this process to award and issue a purchase order for the winning bid as a lump sum.

**2.0 CORRESPONDENCE, CLARIFICATIONS AND QUESTIONS**

Bidders are expected to raise any questions, exceptions or additions they have concerning the bid document by January 18, 2021. If a bidder discovers any significant ambiguity, error, conflict, discrepancy, omission, or other deficiency in this request for bid, the bidder must immediately notify the Project Manager named on the cover page of the issue in writing and request modification or clarification of the bid document. All inquiries must be directed to the person indicated on the cover page. E-mail is the preferred method of contact.

**3.0 ADDENDUMS**

In the event it becomes necessary to clarify any part of this request for bid, or to revise any part of this RFB, the Project manager will send out an official addendum/amendment to all potential bidders. Bidders must acknowledge the receipt/review of any addendum(s) on the Bid Form A.

The Project manager has the sole authority for modifications of this specifications and or bid.

**4.0 BIDDER QUALIFICATIONS & REQUIREMENTS**

All Bidder qualifications in this section are mandatory. Failure to meet a qualification may disqualify your Bid. However, the Procurement Agent reserves the right to waive any qualification if no Bidder is able to satisfy that qualification.

- 4.1 Bidder must be in the business of providing and installing service truck cranes and outriggers for at least the past three (3) years. (See Bidder Response Sheet Attachment C)
- 4.2 Bidder must provide a written warranty providing assurance that manufactured parts is in brand new condition and free of defects in quality or workmanship.
- 4.3 Bidder must be able to install the service truck crane and outriggers within 8-10 weeks of award.
- 4.4 Bidder must acknowledgement that: Bidder is aware that they are responsible for installation of the service truck crane and outriggers on an existing 108" Reading Classic II steel service body that has been equipped for this type of crane.

**5.0 METHOD OF BID**

Bidder must use the Request for Bid form (Bid Form A) and must submit a Lump Sum, and guaranteed days from order placement to delivery. Bids will be accepted only for fixed costs as requested. All prices must be bid in U.S. Dollars. Bidder's own quotation sheet will not be accepted.



**6.0 INVOICING REQUIREMENTS**

Contractor shall invoice after materials are shipped. MMSD will pay or reject invoices within 30 days of receipt by MMSD. Only properly submitted invoices shall be officially received for payment. Thus, your prompt payment requires that your invoices be clear and complete in conformity with the instructions below.

All invoices must be itemized showing

- a. Purchase Order number
- b. Contractor name
- c. Remit to address and telephone number
- d. Contract price(s) and detail of what is being billed

**7.0 METHOD OF AWARD**

Award(s) shall be made on the basis of the lowest **lump sum bid** from a responsive, responsible bidder who meets all specifications. MMSD will award to one (1) Bidder whichever is judged to be in the best interest of the MMSD. MMSD is the sole determinant of its best interests.

**8.0 REQUIRED FORMS**

In order for your bid to be considered, the following completed documents must be provided. An “X” preceding the form indicates that it must be completed and returned with the Bid response by the due date and time listed on the bid cover page, in order for your bid to be considered. Include:

X	Bid Form A, Cover (Signature) /Cost Pages	
X	Bidder Response Sheet	Attachment C

Failure to provide the required documents/information within your bid submittal may disqualify your bid.

**BIDDER RESPONSE SHEET. RFB: Metrogro Service Truck Crane Purchase and Installation**  
**ATTACHMENT C**

Bidders must submit the following table with a response **in the form of a check** in one box for each criterion indicating “Yes” or “No”. A check indicating “Yes” certifies that the Bidder is fully capable of providing the service or qualification described. **Bids without a response for each requirement or “No” will be rejected.** Awarded vendor must be able to answer “Yes” to all requirements.

**QUALIFICATIONS AND REQUIREMENTS**

Section	Requirement Description	YES, I <u>can</u> meet this requirement	NO, I <u>cannot</u> meet this requirement
<b>4.1</b>	Bidder must be in the business of installing service truck cranes and outriggers for at least the past three (3) years.		
<b>4.2</b>	Bidder must provide a written warranty providing assurance that manufactured parts is, compatible with our application, in brand new condition and free of defects in quality or workmanship.		
<b>4.3</b>	Bidder must be able to purchase and install the crane within 8-10 weeks of award.		
<b>4.4</b>	Bidder must acknowledgement that: Bidder is aware that they are responsible for installation of the service truck crane and outriggers on an existing 108” Reading Classic II steel service body that has been equipped for this type of crane.		



Specify the Product Name and Product # (if applicable for the RFB response)

Product Name:

Product Number(s) or Part Number(s)

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I certify that the information I have provided in this bid is true, and I understand that any false, misleading, or missing information will disqualify the bid.

Company Name: -----

Bidder's Name and Title: -----

Bidder Signature: -----

Date: -----

Signature of authorized MMSD Employee:

Printed Name:

Date: -----