

***Request for Proposals
For
Automated Side-Loading
Garbage Truck***



***City of Sevierville
Public Works Department
310 Robert Henderson Road
P. O. Box 5500
Sevierville, TN 37864-5500
Phone(865) 429-4567
Fax: (865) 453-5518
Contact: Marian Bracknell, Solid Waste Supervisor
Email address: marian@seviervilletn.org***

November 2009

INFORMATION FOR PROPOSERS

RECEIPT AND OPENING OF PROPOSALS

The City of Sevierville, Tennessee (herein called the "Owner") invites proposals from qualified Suppliers/Installers of **AUTOMATED SIDE-LOADING GARBAGE TRUCK** (herein called "Vendors"). The following pages summarize the scope of work and requirements for the proposal as well as minimum specifications for the equipment. The owner will **RECEIVE PROPOSALS UNTIL 2:00PM, THURSDAY, DECEMBER 17, 2009**, at Sevierville City Hall, 120 Gary Wade Boulevard, Sevierville, Tennessee, 37862 (Mailing address: P. O. Box 5500, Sevierville, Tennessee, 37864). The envelopes containing the proposals must be sealed, addressed to Lynn McClurg, City Recorder, and must bear the following information:

Name of Proposing Vendor

Proposer's Address

Date and Time of Proposal Deadline

Proposal Enclosed: **AUTOMATED SIDE-LOADING GARBAGE TRUCK**

The owner may consider informal any proposal not prepared and submitted in accordance with the provisions hereof, and may waive any informality or reject any and all proposals. Any proposal received after the time and date specified shall not be considered.

QUALIFICATIONS OF PROPOSALS

The owner may make such investigations as he/she deems necessary to determine the ability of the vendor to supply the necessary services and equipment, and the vendor shall furnish to the owner all such information and data for the purpose as the owner may request. The owner reserves the right to reject any proposal if the evidence submitted by, or investigation of, such vendor's fail to satisfy the owner that such vendor is properly qualified to carry out the obligation of the contract and by supplying the services and equipment contemplated therein. Conditional proposals will not be accepted.

METHOD OF AWARD

The selection of the successful Vendor will be made based upon the qualifications, experience, pricing, and ability of the vendor to supply the required equipment that meets or exceeds the specifications. A single contract award will be made from this request for proposals. A complete pricing schedule including installation shall be submitted with the proposal. Further requirements of the proposal are outlined in the following pages.

OBLIGATION OF BIDDERS

At the time of the opening of the Proposals, each Proposal will be presumed to have read and to be thoroughly familiar with the specifications. The failure or omission of any Bidder to examine all the forms, instruments, and documents shall in no way relieve the Bidder from any obligation in respect to his/her Proposal.

Each Bidder is requested to fill out and return the attached Title VI information sheet, vendor information sheet and the W-9 as a part of the Proposal package.

REQUIREMENTS FOR PROPOSALS

GENERAL

The City of Sevierville is soliciting proposals for a new or used/demonstration model automated side-loading garbage truck with the following specifications:

Chassis

1. Year: 2001-2009
2. Make: Mack, Volvo, and Condor chassis will be considered.
3. Engine: Special consideration will be given to Caterpillar, Cummins, and Mack.
4. Transmission: Allison RDS Automatic
5. Must be OEM or factory installed air conditioning.
6. Single Axle
7. G.V.W.R. 46,000 minimum
8. Must be equipped with right hand steer.
9. Chassis shall not be modified from OEM manufacture.

Body

1. Size: 20-22 cubic yard
2. Body: Heil, Labrie, and McNeilus bodies will be considered.

Other

1. There should be no significant damage to the body or chassis.
2. Must have a recent D.O.T. inspection.
3. Must have a clean vehicle history (accident free).
4. Special consideration will be given to refurbished and/or factory demonstration models.

This truck will be used to pick up garbage on an automated garbage route and must be ready to be put into service immediately.

WARRANTY

Special consideration will be given to Vendor offering a written warranty covering the chassis, engine, and body for a period of one (1) full year from date of purchase.

SHIPPING

The fully functional equipment shall be delivered to the City of Sevierville Public Works Facility, 310 Robert Henderson Road, Sevierville, Tennessee 37862, within ten to fourteen (10-14) calendar days after award of contract. Delivery shall be FOB Sevierville, Tennessee. Any and all shipping and/or handling charges are to be included in the bid prices.

VENDOR INFORMATION

The equipment offered under this proposal shall be new, demonstration, or used model capable of performing its intended function in accordance with the operation and performance requirements specified. The equipment will be complete, so that when put into service it may be used for the function intended.

Vendor shall supply complete specifications for the proposed Automated Side-Loading Garbage Truck with return proposal. Adequate Vendor information shall be included with each proposal for determination of meeting specifications.

DEMONSTRATION

Vendors are asked to make truck(s) available to Owner for inspection and demonstration within fourteen (14) days of RFP opening. Proximity to the City of Sevierville will be a factor in consideration. **Truck will not be purchased prior to full inspection by Owner.**

QUESTIONS REGARDING REQUEST FOR PROPOSALS

The vendor shall immediately refer the discovery of any conflicts or omissions in the RFP Documents or any requests for clarifications to the individual named below. Instructions are to be accepted only from that individual. When necessary, a written clarification will be furnished to all proposers. Oral clarifications will not be binding. Direct RFP Questions to: Marian Bracknell, Solid Waste Supervisor, City of Sevierville, P. O. Box 5500, Sevierville, TN 37864-5500, Phone: (865) 429-4567, Email: marian@seviervilletn.org.

PROPOSAL REQUIREMENTS AND SUBMISSION/EVALUATION FORMAT

Each Vendor must submit four (4) copies of their proposal. The proposals should contain all required technical information and all additional required pricing information, as referenced in the RFP.

To assist in the evaluation and selection process, information in the proposals must be organized in the order listed below:

1. PRELIMINARY INFORMATION

The proposal must include the completed Vendor Information and W-9 forms attached in this document.

2. PRICE INFORMATION

This section shall include all necessary pricing to supply this equipment. This information shall be furnished on the attached proposal form.

The owner is tax exempt, so do not include any sales tax. Tax exempt information will be provided to the vendor if necessary.

Please list your estimated time for delivery in this section.

3. TECHNICAL SPECIFICATIONS AND PRODUCT INFORMATION

This section shall include all technical specifications on the body and chassis for which the Vendor is submitting a proposal.

4. QUALIFICATIONS & REFERENCES

Provide company names, contacts, phone numbers of at least five (5) references to which the Vendor has provided equipment. The owner will most likely contact all listed references.

**PROPOSAL FORM FOR
AUTOMATED SIDE-LOADING GARBAGE TRUCK**

Company: _____

Email Address: _____

Contact Name: _____

Address: _____

Phone: _____ Fax: _____

Federal Tax Identification Number: _____

Business License # _____ City: _____

Truck Chassis and Body Bid Price _____

Proposed Delivery Time Frame After Receiving Order: _____

The above prices are for the purchase of the following equipment:

_____	_____
(Chassis Manufacturer)	(Model Name/Number)
_____	_____
(Body Manufacturer)	(Model Name/Number)

It is further understood and agreed by the undersigned in submitting this proposal that the Owner reserves the following rights and privileges:

- a. To accept or reject any or all Responses, and/or waive any of the informalities in the proposal process.
- b. To reject all proposals which do not conform to or exceed these specifications, without altering price of this proposal.
- c. To re-bid anytime during the term of the contract.

Note: Responders shall not add any conditions or qualifying statements to this proposal, except as provided herein, as otherwise the proposal may be declared irregular as not being responsive to the Advertisement for Responses.

If you have questions regarding the specifications contained in this proposal package, please contact:

Marian Bracknell, Solid Waste Supervisor

Phone: (865) 429-4567

Fax: (865) 453-5518

Email: marian@seviervilletn.org

Proposal Submitted by:

Authorized Signature

Name (Printed)

Title

Date



City of Sevierville

P.O. Box 5500
Sevierville, TN 37864-5500
865-453-5504

VENDOR INFORMATION FORM

Name: _____

Email Address: _____

Federal Tax ID Number: _____

Business License Number: _____

County and State of License: _____

Mailing Address: _____

Shipping Address: _____

Phone Number: _____

Fax Number: _____

Contact Person: _____

Corporation, Sole Proprietor, or Partnership: _____

(If the business is a sole proprietor the owners name): _____

NEW VENDORS WILL BE ADDED AFTER RECEIPT OF THIS COMPLETED FORM AND VERIFICATION OF A CURRENT BUSINESS LICENSE. VENDORS WITHOUT A CURRENT BUSINESS LICENSE WILL NOT BE ACCEPTED.

Revised 6/1/04

**Request for Taxpayer
Identification Number and Certification**

Give form to the requester. Do not send to the IRS.

Print or type See specific instructions on page 2.	Name (as shown on your income tax return)	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ <input type="checkbox"/> Exempt payee <input type="checkbox"/> Other (see instructions) ▶	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3. Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number : : :
OR
Employer identification number : : :

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such businesses. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,