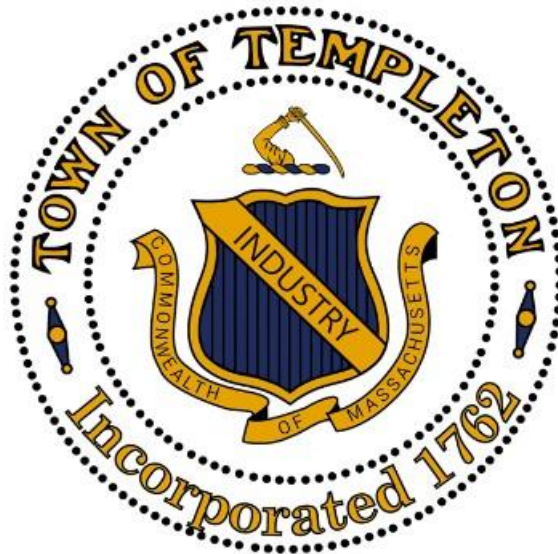


**Invitation for  
Quotes  
New or Used  
Animal Control  
Officer (ACO)  
Truck  
Templeton, MA  
Issue Date Of  
July 20, 2020**



**Office of the Board of Selectmen**

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## **Scope of Work or Specifications and Conditions**

### **1.) General Description of the Project, Materials and Quantities**

The Town is seeking quotes on one new/used ACO Truck.

### **2.) Specifications & Certification**

**Item 1:** See Attachment A

**Item 2:** N/A

**Item 1 is a cash acquisition.** You will quote on the equipment, as specified, without a trade in.

**Item 2 is N/A**

**\*Important Note:** If you are submitting a quote that varies in any of the equipment or accessories asked for, you must submit an explanation of this. Explain which Item # you vary on and why.

**\* Important Note:** If the specification sheet calls for you to fill in the particulars on any of the equipment so that we may compare manufacturers, you must do so.

### **3.) Delivery Location and Timing**

All items fully furnished and equipped as specified, are to be delivered to the Templeton Police Department 33 South Rd, Templeton, MA on normal business days between the hours of 7 a.m. and 3 p.m. as pre-arranged with Eric Baker, (978) 939-5638 or ebaker@templetonma.gov.

You must specify the number of calendar days, from placement of our order, it will take you to deliver the item.

### **4.) Term of Contract**

N/A

### **5.) General Conditions**

a.) N/A

b.) If you are in default of this contract you will be given ten (10) days notice to cure the default. You will have an additional ten (10) days to cure the default. If you do not do so we may cancel the contract.

c.) The term “days” shall mean calendar days.

d.) Unless otherwise specified, you must provide the standard factory warranty as specified by the manufacturer.

e.) You, or another factory approved service facility, must, be located within 100 miles of Templeton and be able to provide mobile service at the Templeton Police Department.

## **6.) Questions and Supplements**

Any questions with respect to this invitation must be received, in writing in hand or by mail (above address) or by email to Carter Terenzini, Town Administrator (cterenzini@templetonma.gov) no later than 2:00 p.m. on August 5, 2020.

**\*Important Note:** The answers, and any other changes or supplements to this document, will be posted on the Town web site as an Addendum no later than 2:00 p.m. on August 6, 2020.

It is the individual's responsibility to check and verify any such changes in order to account for them in their quote.

## **7.) Viewing of Trade-In(s)**

N/A

## **8.) Authority to Quote**

If you exist in a different legal form than a sole proprietorship, you must submit the equivalent of a Clerk's Certificate or Direct Consent certificate showing that you may act upon behalf of your Partnership LLC, or corporation.

## **9.) Quotes Due Date and Methods of Delivery**

The Town of Templeton is accepting quotes for the provision of a new/used ACO truck such that they are received no later than 2 p.m. on Wednesday, August 12, 2020 in the Offices of the SelectBoard, 160 Patriots Road, East Templeton, MA 01438 at which time they will be opened and publicly read aloud. Each quote shall be submitted in a sealed envelope clearly marked with the name of the item or service being quote upon and the due date.

If delivered by hand or by mail, the submission should be in a similarly marked separate sealed envelope to protect against the actual proposal being opened in error.

**Town of Templeton**  
**Moving Equipment**  
**Quote Form**  
(Please Print or Type)

Name of Quote submit: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Contact Person: \_\_\_\_\_  
Telephone \_\_\_\_\_ Fax \_\_\_\_\_  
Email \_\_\_\_\_

**ATTENTION:**

Mr. Carter Terenzini, Town Administrator  
Board of Selectmen  
160 Patriots Road  
East Templeton, MA 01438

Dear Mr. Terenzini:

Having examined the documentation provided with the subject Invitation for Quotes the undersigned proposes to furnish all materials as requested in accordance with the subject documents.

The undersigned acknowledges Addenda # \_\_\_\_\_  
(If none, write none).

If I am notified my proposal is accepted within forty five (45) days of the quote submission, I will execute a contract for the work within fourteen (14) days thereafter.

I propose to provide the following Items for the following unit pricing:

**Important Note:** If you are not quoting on one of the items write the words "No Quote" In each of the appropriate blank spaces.

Quotes Due: no later than 2 p.m. on Wednesday, August 12, 2020

**Item**

**Price**

**1.) New/Used ACO Truck**

A. As specified \$ \_\_\_\_\_  
(In Figures)

\_\_\_\_\_ Dollars and \_\_\_\_\_ Cents  
(In Words)

**Time for Delivery:** I will deliver this equipment within \_\_\_\_\_ days (In Figures) of your placement of your order.

I understand that the town reserves the right to reject any and all quotes, and waive any minor or non- material informalities, if deemed to be in its best interests.

I understand that the Town may hold my quote for forty five (45) days prior to awarding a contract.

I certify, under the penalties of perjury, that (1) I have had an opportunity to view the full quote package and am aware it was my responsibility to perform my own due diligence appropriate to submitting this proposal, (2) I am fully authorized to submit this quote, (3) I have not engaged in discussions, negotiations, or collusion with any person to determine what my quote will be and (4) that I, to the best of my knowledge and belief, have paid all taxes, fees, assessments, betterments or other municipal charges that I owe to the Town of Templeton or have payment agreement in place or have filed an appeal over the same.

\_\_\_\_\_  
Signature of Quote submitter

Corporate  
Seal

\_\_\_\_\_  
Title of Quote submitter

Signed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

**CLERK'S CERTIFICATE**

At a duly authorized meeting of the Board of Directors of \_\_\_\_\_ was held on \_\_\_\_\_ at which a suitable majority voted that, \_\_\_\_\_ (Name), the \_\_\_\_\_ (Title) of this company, be and he hereby is authorized to submits quotes, execute contracts and bonds in the name and behalf of said Company, and affix its corporate Seal thereto and such execution of any quote, contract or obligation in this Company's name on its behalf by such person under seal of the Company, shall be valid and binding upon this Company.

A true copy,

ATTEST: \_\_\_\_\_  
(Clerk Signature)

\_\_\_\_\_  
Typed or Printed Name of Clerk

Place of Business: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of this quote or contract: \_\_\_\_\_

I hereby certify that I am the Clerk of \_\_\_\_\_ and that \_\_\_\_\_ is the duly elected or appointed \_\_\_\_\_ of said Company, and that the above vote has not been amended or rescinded and shall remain in full force and effect as of the date of this quote submission and/or contract execution.

\_\_\_\_\_  
Clerk's Signature

Corporate Seal

**Or**

## DIRECT CONSENT

The undersigned, being all the Directors of \_\_\_\_\_, a  
\_\_\_\_\_ (State) (the “Corporation”), hereby consent to and authorized the  
following actions by the Corporation:

RESOLVED: That the corporation shall provide a quote and enter into a  
certain contract with the Town of Templeton, MA for

\_\_\_\_\_

RESOLVED: That \_\_\_\_\_, (Name)  
\_\_\_\_\_ (Title) of the Corporation, is authorized and  
directed to execute on behalf of the Corporation the foregoing quote, contract  
and other documents of any kind or nature necessary to effect the purposes of  
the preceding resolution.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Title



## EXHIBIT A

Item#	Yes	No	Upfit; Accessories
1			Scheduled manufacturers service w/in past 180 days
2			Age: 2016 or Newer: Indicate the Year _____
3			Miles: 25,000 or Less: Indicate the # of Miles _____
4			Warranty: Minimum of 90 Days Parts & Labor: Indicate the Warranty_____
5			Warranty Location: Maximum 100 Miles: Indicate Distance_____
6			Operating Weight: Indicate the Weight _ Minimum 15,000 to a Maximum of 19,000 lbs.
7			Engine: V8
8			MPG: Must be better than 15 MPG (city). Indicate the MPG_____ Must be better than 21 MPG (highway). Indicate the MPG_____
9			Extended Cab
10			4 Wheel Drive
11			Air Conditioning in Cab
12			Heat in Cab
13			Cab w/ full visibility
14			Body should be in good shape (no rust, dents, extensive chipping, or discoloration)
14			8' Bed
15			AC/Power Steering/Power Door locks/Power Windows
16			AM/FM Radio or better
17			Standard Safety Equipment

**NOTE:**

- 1.) Be sure to indicate the measurement if so requested; and**
- 2.) If you check No on any item you must attach an explanation, with the item number of the variance, what your variance is and what the advantage or disadvantage is of your variance.**

## **Exhibit B: Check list**

**The following must be checked by the quote submitter prior to submitting the quote. Any part of the sweeper that is not in good condition at the time of inspection, is to be repaired or replaced.**

- Not in good condition is defined as 50% worn, rusted, frayed, loose, torn, missing pieces and the like.
  - Explain parts repaired or replaced.
- 

### **1. Operational:**

☐ Electrical controls                      ☐ Drive and Steering

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### **2. Exterior:**

☐ Exterior condition                      ☐ Trim, covers, panels                      ☐ No Decals or evidence of same

☐ Paint

---

### **3. Cab:**

☐ Interior Glass                      ☐ Liner condition                      ☐ Doors/Latches                      ☐ Glass

☐ Seat condition/Function                      ☐ Lights/Switches                      ☐ Mirrors                      ☐ A/C – Heater

☐ Gauge operation                      ☐ Cabin air filter                      ☐ Optional equipment (List)

---

### **4. Engine Condition:**

☐ Oil & Filter                      ☐ No leaks                      ☐ Serpentine belt                      ☐ Alternator & belt

☐ Fuel filter service                      ☐ Radiator Finns                      ☐ Air filter service                      ☐ Water Pump & belt condition

---

### **5. Chassis:**

☐ Drive chains                      ☐ Steering condition                      ☐ Drive wheels, tires, bearings

\_\_\_ Drive Line                      \_\_\_ Drop gear box                      \_\_\_ Park brake & Operation  
\_\_\_ Wheel motor function                      \_\_\_ Guide wheels, tires, bearings                      \_\_\_ Service brakes & Operation

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## 6. Hydraulics:

\_\_\_ Hoses                      \_\_\_ Pump                      \_\_\_ Hydraulic Leaks                      \_\_\_ Fluid/filter service

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**Comments:** \_\_\_\_\_

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Define condition of wear: All items on check list pages 1 thru 3 that are 50% worn or more will be replaced. All the items beyond the wearable items will also be checked and made sure they work well.

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Signature of Quote Submitter as to Accuracy of Inspection