

**CITY OF ERLANGER
SOLICITATION FOR SEALED BIDS
AND PROPOSALS**

The City of Erlanger, 505 Commonwealth Avenue, Erlanger, KY, 41018, hereby solicits and advertises for bids for the sale to the City one (1) Public Works Director Motor Vehicle, as described and specified in the bid packet entitled City of Erlanger Public Works Vehicle Bid, copies of which are available at the office of the Erlanger City Clerk, 505 Commonwealth Avenue, Erlanger, KY 41018.

All bids and proposals in response to this advertisement and solicitation must be received by the Erlanger City Clerk on or before 10:00 a.m. on October 23, 2024, on a form provided by the Erlanger City Clerk and completed according to the Bid Instructions provided thereby, including all required attachments; and enclosed within a sealed envelope, with the words "City of Erlanger Public Works Vehicle Bid" written, typed or otherwise indicated on the outside of the envelope.

The City of Erlanger reserves the right to not only reject any and all bids and proposals submitted in response to this advertisement and solicitation, for any reason or no reason; but especially those that are not in conformity with either the bid instructions or the specifications provided by the City, but also to accept bids and proposals submitted in response to this advertisement and solicitation that do not conform to those bid instructions and specifications.

**CITY OF ERLANGER
INSTRUCTIONS TO BIDDERS**

1. Read the City of Erlanger Public Works Vehicle Bid attached hereto and made a part hereof by reference. They describe the specifications and contractual provisions related to your proposal. Any changes in those specifications or contractual provisions may invalidate any bid or proposal that includes those changes.
2. Complete the Bid Form attached hereto and made a part hereof by reference by providing the following information in the blanks for it:
 - 2.1 The amount of the bid or proposal.
 - 2.2 The complete name, address, telephone number and e-mail address of the Bidder/Vendor.
 - 2.3 The signature of the Bidder/Vendor or someone signing for the Bidder/Vendor.
 - 2.4 The printed name of the signatory.
 - 2.5 The date.
3. Complete the Agreement attached hereto and made a part hereof by reference by:
 - 3.1 Providing the printed name of the bidder as the Vendor in the blank in the first paragraph.
 - 3.2 Signing the Agreement at the end.
4. Have the signature on the Agreement notarized.
5. All vendors must submit one (1) original and one (1) photocopy of the completed bid package.
5. Seal (both the original and photocopy) the signed Bid Form, signed and notarized Agreement, and completed specification request within an envelope with the words "City of Erlanger Public Works Vehicle Bid" written or otherwise indicated on the outside of the envelope; deliver the sealed envelope to the office of the Erlanger City Clerk, 505 Commonwealth Avenue, Erlanger, Kentucky before 10:00 a.m., prevailing time on or before October 23, 2024.

**CITY OF ERLANGER
BID FORM**

The undersigned Vendor hereby bids, offers, and proposes to sell, convey, and deliver to the City of Erlanger the materials, supplies, or services as specified in the document entitled City of Erlanger Public Works Vehicle Bid Specifications attached hereto and made a part hereof by reference, for the "Amount Bid" indicated in this form; and pursuant to the terms and provisions of the City of Erlanger Public Works Vehicle Bid Agreement attached hereto and made a part hereof by reference.

This bid, offer, and proposal is irrevocable until the expiration of sixty (60) consecutive calendar days after the date of this bid, offer and proposal and may be accepted by the City of Erlanger at any time prior thereto, provided that a copy of the Agreement attached hereto is signed on behalf of the City of Erlanger by the Mayor thereof and mailed by certified mail, return receipt requested.

The undersigned Vendor hereby authorizes the City to investigate the Vendor and inspect and copy any and all records, books of account, correspondence, or other documents reasonably necessary for the City to determine the responsibility and ability of the Vendor to comply with the terms and provisions hereof and the City of Erlanger Public Works Vehicle Bid Agreement.

Amount Bid _____

Complete Name of Vendor _____

Signature of Vendor or
Authorized Representative _____

Printed Name of Signatory _____

Complete Address of Vendor _____

Telephone Number of Vendor _____

E-mail address of Vendor _____

Date _____

**CITY OF ERLANGER
BID AGREEMENT**

his Agreement is by and between the CITY OF ERLANGER, a Home Rule city in Kenton County, Kentucky, which shall hereinafter be identified and referred to as the "CITY" and

(PRINTED NAME OF VENDOR)

the personal representatives, heirs, legatees, devisees, successors and assigns thereof, who shall hereinafter be referred to collectively as the "**VENDOR**";

WITNESSETH:

WHEREAS, the City has budgeted and appropriated certain funds for the Fiscal Year 2024-2025 for the purchase and acquisition of a Public Works Vehicle; and

WHEREAS, pending approval of appropriation of the Public Works Vehicle in the Fiscal Year 2024-2025 and pursuant to K.R.S. 424.260; the City advertised for bids for Public Works Vehicle and, in response thereto, received the bid of the Vendor attached hereto and made a part hereof by reference; and

WHEREAS, the attached bid of the Vendor, in the amount of _____ was accepted by the City;

NOW, THEREFORE, the City and the Vendor hereby agree as follows:

1. After July 1, 2024 and after this Agreement has been signed on behalf of the City and mailed to the Vendor, with time being of the essence, the Vendor shall provide the Public Works Vehicle purchased by the City of Erlanger as described and specified in the City of Erlanger Public Works Vehicle Bid Specifications attached hereto and incorporated herein by reference with all of the warranties.
2. Simultaneously with the receipt of the Public Works Vehicle, the City shall pay to the Vendor the "Amount Bid" by the Vendor in the Bid Form attached hereto and incorporated herein by reference.
3. The Vendor shall be liable to the City and responsible for all incidental and consequential damages sustained or incurred by the City as a result of any failure of the Vendor to comply with the terms and provisions of this Agreement or any warranty indicated therein regardless of any contrary provisions in the bid of the Vendor.

Mayor, City of Erlanger

505 Commonwealth Avenue, Erlanger, Ky. 41018

(PRINTED NAME OF VENDOR)

(PRINTED MAILING ADDRESS OF VENDOR)

IN WITNESS THEREOF THIS AGREEMENT HAS BEEN SIGNED FOR AND ON BEHALF OF THE CONTRACTOR AND THE CITY OF ERLANGER BY AND THROUGH THEIR RESPECTIVE OFFICIALS ON THE DATES INDICATED.

SUBSCRIBED AND SWORN TO before me, a Notary Public, by Jessica Fette, as Mayor of the City of Erlanger, on _____, 2024.

NOTARY PUBLIC
Kentucky, State at Large

MAYOR JESSICA FETTE

Commission Expires _____
State of _____
County of _____

SUBSCRIBED AND SWORN TO before me, a Notary Public, by _____ of _____
(PRINTED NAME OF SIGNATORY) (PRINTED NAME OF VENDOR)
on _____, 2024.

NOTARY PUBLIC

Signature of Signatory

Commission Expires _____
State of _____
County of _____

**CITY OF ERLANGER
BID SPECIFICATIONS**

Public Works Vehicle

1. 2024/2025 Chevrolet Tahoe LS, 4WD or equivalent
2. Exterior
 - A. White
3. Interior
 - A. Front bucket seats
 - B. Jet black, premium cloth seat trim
4. Options
 - A. Automatic transmission
 - B. Chevrolet infotainment 3 system with 8" diagonal HD or equivalent
 - C. Color touchscreen or equivalent
 - D. Advanced trailering package
 - E. Max trailering package
 - F. Interior protection package
 - G. Driver Alert Package
5. Must take delivery of the vehicle no later than June 2025