



City of Greenfield

599 El Camino Real
Greenfield, CA 93927
(831-674-5591 7 831-674-3149
www.ci.greenfield.ca.us

REQUEST FOR BIDS FOR QTY TWO (2) NEW 2025 FORD RANGER CREW CAB 4WD TRUCKS

NOTICE IS HEREBY GIVEN that bids will be received by the City of Greenfield, hereinafter referred to as “City”, for the above stated equipment in strict accordance with the bid specifications provided on the City’s Solicitation’s page (<https://ci.greenfield.ca.us/164/City-Solicitations>) and on our Planet Bids Vendor Portal (<https://vendors.planetbids.com/portal/78539/portal-home>).

A Bid will be available on PlanetBids beginning November 17, 2025. Applicants must register for the specific bid on PlanetBids to receive addendum updates and to submit their Bid. Questions about this bid should be submitted through Planet Bid’s Q&A tab before **Friday, December 12, 2025 at 5:00 p.m.**

Bids must be submitted in electronic format through Planet Bids before **Friday, December 19, 2025 at 5:00 p.m.**

Late bids will not be accepted. Please see Instructions to Bidders and Bid Forms for format and full deadline information.

Bid Proposal for Qty Two (2) New 2025 Ford Ranger Crew Cab 4WD Truck

The City reserves the right, after receiving bids, to reject any and all bids, or to make award to the lowest responsible bidder and reject all other bids; to waive any informality in the bid process; to accept any bid or portion thereof, and take all bids under advisement for a period of fourteen (14) days. Bids will be compared on the basis of the total lump sum bid as shown on the Bid Form and selected criteria. The City reserves the right to reject any and all bids and to award the contract to the Bidder who best meets the requirements set forth in the bid documents.

**INSTRUCTIONS TO BIDDERS FOR
QTY TWO (2) NEW 2025 FORD RANGER CREW CAB 4WD
TRUCK**

The City of Greenfield is soliciting bids for the purchase of **Qty Two (2) New 2025 Ford Ranger Crew Cab 4WD Truck**. Electronic Bids must be received by Planet Bids no later than **Friday, December 19, 2025, local time at 5:00 p.m.** RFI's must be received by **Friday, December 12, 2025, at 5:00 p.m. local time (PST)**.

Late bids will not be accepted. Questions regarding the bid forms and specifications may be submitted through Planet Bids, a third-party service managing our Bid process.

BACKGROUND

The City continues to be a model of economic vitality and resilience through the implementation of infrastructure improvement to city parks, roads, and water treatment systems. Renewable energy, water reclamation, and downtown revitalization are at the heart of the City's mission to provide a sustainable future for its residents, businesses and visitors.

BID INSTRUCTIONS AND RELATED INFORMATION

BID FORM

Information concerning bids can be obtained on the City Solicitations page of the City's website (<https://ci.greenfield.ca.us/164/City-Solicitations>) and on Planet Bid's page for this bid (<https://vendors.planetbids.com/portal/78539/portal-home>).

Bids must be prepared and submitted electronically, on Bid Forms provided by the City in conformance with these Instructions to Bidders and Bid Documents. All information requests in the Bid Forms must be clearly and legibly set forth in the manner and form indicated. The City will not consider any bid not meeting their requirements.

Bidders are required to state the complete unit price, including sales tax in this bid. Prices quoted shall be F.O.B. City of Greenfield Corp Yard, 920 Walnut Ave, Greenfield, CA 93927.

The information requested and the manner of submission is essential to prompt and fair evaluation of all bids. Accordingly, the City reserves the right to declare as non-responsive and reject any bids in which information is requested and is not furnished or when a direct or complete answer is not provided. Bidders may not take exception to items in those specifications where the term "No exceptions" is specified.

Additionally, unauthorized conditions, limitations or provisions attached to a bid will render it irregular and may cause its rejection. The completed Bid Forms shall be without interlineations, alterations or erasures. Alternative Bids will not be considered unless specifically requested. No oral, electronic, telegraphic, or telephonic bid modifications or withdrawal will be considered.

The City hereby affirmatively ensures that minority business enterprises will be afforded full opportunity to submit bids in response to this notice and will not be discriminated against on the basis of race, color, natural origin, ancestry, sex or religion in any consideration leading to the award of a contract/agreement.

RESERVATION

The City reserves the right to reject any and all bids, or to waive irregularities or informalities in the selected bid as may be permitted by law. In addition, the City of Greenfield reserves the right to reject any bidder who has been delinquent or unfaithful in any former agreement with the City, should deem it necessary for the public good. The City reserves the right to take all bids under advisement for a period of fourteen (14) days. No bidder may withdraw their bid for a period of thirty (30) days after the date from the opening thereof. The award of agreement/issuance of purchase order, if made, shall be determined solely by the City.

AFFIDAVIT

An affidavit form is attached. It must be completed and submitted signifying that the bid is genuine and not collusive or made in the interest or on the behalf of any person not named in the bid, that the bidder has not collusive or made in the interest or on the behalf of any person not named in the bid, that the bidder has not directly or indirectly induced or solicited any other bidder to put in a sham bid or any other person, firm or corporation to refrain from proposing, and that the bidder has not in any manner sought by collusion to secure to itself an advantage over any other bidder. Any bid submitted without an affidavit or in violation of this requirement will be rejected.

BID ERRORS

Bidders will not be allowed to take advantage of any errors and/or omissions in the specifications provided by the City. Bidder is liable for all errors or omissions incurred in preparing the bid. Bidders will not be allowed to alter bid documents after the due date for submission.

Bidders are hereby notified that the City will rely on the accuracy and completeness of all information provided in making its selection. As such, bidders are urged to carefully review all information provided to ensure clarity, accuracy and completeness of such information. As the City deems necessary and appropriate in its sole discretion, the City reserves the right to make inquiries or other follow-up required to verify the information provided.

WITHDRAW OF BID

A bid may be withdrawn by written requests signed by the bidder. Such requests must be delivered by the City's designated official **prior to the bid-opening hour stipulated in the Notice Requesting Bids.** No bid may be withdrawn during the period of thirty (30) days after opening of bids.

LEGAL RESPONSIBILITIES

All bids must be submitted, filed, made, and executed in accordance with State and Federal laws relating to bids for agreements of this nature whether the same or expressly referred to herein or not. Any bidder submitting a bid shall by such action thereby agree to each and all of the terms, conditions, provisions, and requirements set forth, contemplated and referred to in the Request for Bids, Instructions to Bidders and Bid Forms to full compliance therewith.

DELIVERY OF BID

Bid Forms shall be electronically submitted to this project's posting on the City of Greenfield's Vendor Portal on Planet Bids. Applicants must register for the specific project on Planet Bids to receive RFI updates and submit Bid.

PURCHASE CONDITIONS AND REQUIREMENTS

FORMAL APPROVAL OF AGREEMENT OR PURCHASE ORDER

Acceptance of a bid does not constitute a contract to purchase with the City. A contract shall be created only by formal approval of a proposed agreement or purchase ORDER BY THE City Council of the City of Greenfield and issuance of a purchase order or purchase agreement.

Under no circumstances shall the City be liable for any costs incurred in connection with the preparation and submission of any bid.

COMPLIANCE WITH CODES AND STATUES

The desired vehicle or equipment shall conform in every respect with the latest editions of the Motor Vehicle and Administrative Codes and Regulations of the State of California. Federal Motor Vehicle Safety Standards and all applicable provisions of the California Occupational Safety and Health Act. It is the sole responsibility of the successful bidder to advise the City in writing of any conflicts between the requirements herein and the aforementioned Codes and Standards.

The bidder guarantees that the offered equipment, material or services meet all safety requirements applicable in accordance with Cal-OSHA regulations and any other rule or regulation required by the City of Greenfield.

INTENT OF SPECIFICATIONS

The specifications contained herein are intended to describe the type, size and quality of the equipment desired and to cover the furnishing and delivery to the purchaser of a complete portable generator set as hereinafter specified. These specifications are intended to describe the City's minimum requirements. Minor details of construction and materials, where not otherwise specified, are left to the discretion of the manufacturer, who shall be solely responsible for the design and construction of all features.

INFORMATION AND OTHER ITEMS REQUIRED ON DELIVERY

The following shall be furnished with **Qty Two (2) New 2025 Ford Ranger Crew Cab 4WD Truck** at the time of delivery, as well as other potentially necessary documents and information:

- 3 set keys with key FOBs

State of California "Exempt" registration shall be completed by the selling dealer and indicate the legal and registered owner as the City of Greenfield, 599 El Camino Real, Greenfield, CA 93927. Failure to provide any of the printed material specified above may be cause for rejection of the equipment.

GENERAL

WARANTY

As provided on the Bid Specifications.

DELIVERY, INSPECTION AND ACCEPTANCE

A delivery and inspection appointment shall be made five (5) business days in advance prior to delivery. Contact Manuel Ayala 831-674-2635 or by email at mayala@ci.greenfield.ca.us. The

equipment shall be delivered to the City of Greenfield Corporate Yard at 920 Walnut Ave, Greenfield, CA 93927.

City personnel will inspect all equipment for compliance with specifications. If defects are found requiring correction, it shall be the seller's responsibility to return them for correction. All transportation to and from the City Facility will be the responsibility of the dealer until the equipment is accepted. Any equipment not accepted shall be removed immediately from the City Facility at the seller's expense.

SPECIFICATIONS AND DESCRIPTION OF EQUIPMENT

All equipment supplied under these specifications shall be the manufacturer's latest production model, including all standard equipment and its latest changes, all approved and incorporated field designed and implemented changes, revisions and additions at the time of delivery. All equipment furnished under this contract shall be new, unused and the same as the manufacturer's current production model. Accessories not specifically mentioned herein, but necessary to furnish a complete unit ready for use, shall also be included. Units shall conform to the best practice known to the body trade in design, quality of material and workmanship.

The vendor is expected to obtain all equipment specified herein, combined into a ready-to-operate piece of equipment, and deliver to the City within thirty (30) business days of the award of the bid by the City or within a timeline mutually agreed on by the City and the bidder.

When the specification for particular items is not defined, manufacturer's standards are either satisfactory, or they are not applicable to this vehicle. All "standard" equipment shall appear on the equipment as listed or reflected in the manufacturer's applicable sales brochure.

REQUESTS FOR INFORMATION

Any error, omissions, or discrepancies found in the bid documents shall be called to the attention of the City and clarified prior to the submission of bids.

The deadline for Requests for Information is **Friday, December 12, 2025 at 5:00 p.m.** The format is as follows:

1. Bidder to submit requests for clarification or additional information electronically to PlanetBids under the Q&A tab
2. RFIs shall be numbered sequentially.
3. Each RFI shall be limited to one subject.
4. An RFI should be submitted if any one of the following occur:
 - a. Bidder discovers an apparent conflict or discrepancy between portions of the Bid Documents.
 - b. Bidder discovers what appears to be an omission from the Bid Documents.

RFI's shall be directed to the Planet Bid's Q&A tab of this project.

Bidders that contact other City personnel or City Council members after the City releases the Notice Inviting Bids and throughout the evaluation period may be disqualified from consideration. This requirement applies to bidder's representatives, lobbyists and agents.

ADDENDUM(S)

The City reserves the right to issue addendum(s) to its **Request For Bids for Qty Two (2) New 2025 Ford Ranger Crew Cab 4WD Truck**, which may add additional requirements to be considered responsive. All bidders must acknowledge any addendum(s) issued as a result of any change in this Notice Requesting Bids. Failure to indicate receipt of addendum(s) on the acknowledgement form provided with issued addendum(s) may result in a bid being rejected as non-responsive. Whenever possible, all addendum(s) will be issued via email.

LAWS AND REGULATIONS

The unit furnished to meet the specification set forth in the bid form, including all equipment and accessories, must comply with the current applicable regulations and standards of the EPA, California Air Resources Control Board, OSHA, Cal-OSHA, ANSI, and all other applicable State or Federal standards and regulations that may apply.

MAINTENANCE

The City may consider using the successful bidder for maintenance and service, but the City reserves the right to use other companies for maintenance and service for any reason.

DISQUALIFICATION OF BIDDERS

More than one bid from an individual, firm, partnership, corporation, or association under the same or different names will not be considered. Reasonable grounds for believing that any bidder is interested in more than one bid for the equipment requested will cause the rejection of all bids in which such bidder is interested. If there is reason for believing that collusion exists among the bidders, all bids will be rejected and none of the participants in such collusion will be considered in future bids. No bid will be accepted from a bidder who has not been licensed in accordance with the provisions of the State of California Business and Professions Code and who does not possess the appropriate State of California Business Licenses to supply the required equipment under this Notice, at the time of bid submittal.

PROPERTY OF CITY/ PROPRIETARY MATERIAL

All materials submitted in response to this Request for Bids shall become the property of the City and subject to the State of California Public Records Act. Bidders must identify all copyrighted material, trade secrets or other proprietary information that the bidders claim are exempt from the California Public Records Act (Gov. Code Section 6350 et seq.)

In the event a bidder claims such an exemption, the bidder is required to state in the bid the following: "The bidder will indemnify the City and its officers, employees and agents, and hold them harmless from any claim or liability and defend any action brought against them for their refusal to disclose copyrighted material, trade secrets or other propriety information to any person making a request thereof."

Failure to include such a statement shall constitute a waiver of a bidder's right to exemption from this disclosure.

COST OF BID SUBMISSION

The City is not responsible for any costs incurred by the bidder while submitting bids. All bidders who respond to solicitations do solely at their own expense.

AWARD

The award of agreement/purchase order, if made, will be to the lowest responsive and responsible bidder as determined solely by the City of Greenfield. The award, if made, will be made within thirty (30) days after reception of the bids, provided that the award may be made after said period if the successful bidder has given the City of Greenfield written notice of the withdrawal of its bid.

CITY OF GREENFIELD
BID FORM
FOR PURCHASE OF QTY TWO (2)
NEW 2025 FORD RANGER CREW CAB 4WD
TRUCK

COMPANY NAME: _____

CONTACT PERSON: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

EMAIL: _____

CITY BUSINESS LICENSE NUMBER: _____

Please review the Bid Form and Instructions to Bidders thoroughly. The successful bidder must be able to make delivery within the specified timeframe. "Total Price of Equipment" equals the total Out the Door ("OTD") cost to the City of Greenfield for said equipment including but not limited to all applicable sales tax, destination and handling fees, delivery fees, processing and handling fees, selected vehicle options, and/or equipment.

The City reserves the right to withdraw and/or cancel this solicitation at any time, without formal notice. Bidder must deliver the referenced equipment to the City of Greenfield Corporate Yard at 920 Walnut Ave., Greenfield, CA 93927. Delivery to the City of Greenfield shall be included in the OTD. All deliveries shall be made Monday through Friday, between 8:00 a.m. and 3:00 p.m., except holidays. Modified delivery dates will not be granted.

This bid must be filled out completely or a vendor may be considered non-responsive.

TO THE CITY OF GREENFIELD:

In accordance with the City's REQUEST FOR BIDS FOR QTY TWO (2) NEW 2025 FORD RANGER CREW CAB 4WD TRUCK, the undersigned hereby proposes to furnish all equipment, tools, labor, and incidentals required to deliver the above stated equipment as set forth in the Instructions to Bidders and Bid Documents and to perform all work in the manner and time prescribed therein.

Bidder declares that the bid is based upon careful examination of the Instructions to Bidders and Bid Forms. If this bid is accepted for award, bidder agrees to enter into an agreement or purchase order with City at the unit and/or lump sum prices set forth in the following Bid Schedule. It is agreed that the unit and/or lump sum prices shall include all appurtenant expenses, taxes, royalties, and fees. In the case of discrepancies in the amounts proposed, unit prices shall govern over-extended amounts, and words shall govern figures.

If awarded the purchase agreement/order, the undersigned further agrees that in the event of the bidder's default in executing the required agreement/order after the date of the City's Notice of Award to the bidder, this bid and acceptance hereof may, at the City's option, be considered null and void.

Please review this Bid Form and the Instructions to Bidders thoroughly. The successful bidder must be able to make vehicle delivery within the specified timeframe. "Total Price of Equipment" equals the total "Out the Door" ("OTD") cost to the City of Greenfield for said equipment including but not limited to all applicable sales tax, destination and handling fees, delivery fees, processing and handling fees, selected equipment options and/or equipment attachments.

EQUIPMENT SPECIFICATIONS AND STANDARD FEATURES:

QTY TWO (2) NEW 2025 FORD RANGER CREW CAB 4WD TRUCK, including standard and optional equipment as listed below.

Minimum Equipment Requirements

Exterior Paint Color: White

Black Or Ebony Cloth Interior

Automatic Transmission

Full Size Spare Tire

AM/FM Radio

Power Windows

Bluetooth Connectivity

ABS

Four Wheel Drive (4WD)

Automatic Locks

Power Windows

Warranty

Factory Standard Warranty

TOTAL BID PRICE

PRICE OF BASE EQUIPMENT \$ _____
APPLICABLE TAX AND FEES \$ _____
TOTAL PRICE OF EQUIPMENT \$ _____

TOTAL AMOUNT OF BID IN WORDS

In case of a discrepancy between words and figures, the words shall prevail. If the amounts proposed on individual items (if called for) do not in fact add up to the total amount shown by the bidder, the correctly added total of the individual items shall prevail over the total figure shown by the bidder if there is a discrepancy between these figures.

BIDDER'S INFORMATION

BIDDER certifies that the following information is true and correct:

Bidder's Name _____

Bidder's Address _____

Telephone Number _____

REFERENCES

The following are the names, addresses, and telephone numbers for three public agencies and/or private sector firms for which BIDDER has supplied similar equipment within the past 2 years:

1.

Name and Address of Owner

Name and Telephone Number of person familiar with project

Contract Amount	Type of Work	Date Completed
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2.

Name and Address of Owner

Name and Telephone Number of person familiar with project

Contract Amount	Type of Work	Date Completed
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3.

Name and Address of Owner

Name and Telephone Number of person familiar with project

Contract Amount	Type of Work	Date Completed
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BIDDER’S VIOLATION OF LAW/SAFETY QUESTIONNAIRE

The bidder shall complete, under penalty of perjury, the following questionnaire.

Has the bidder, an officer of the bidder, or any employee of the bidder who has a proprietary interest in the bidder ever been disqualified, removed, or otherwise prevented from proposing on or completing a Federal, State, or local government project because of a violation of law or safety regulation?

Yes _____ No _____

If the answer is yes, please explain the circumstances in the space provided.

Note: This Questionnaire constitutes a part of the bid, and a signature portion of the bid shall constitute signature of this questionnaire.

BIDDER’S NON-COLLUSION AFFIDAVIT

_____ -- hereby swears and says:

1. That he/she is the _____ of _____
(Title) (Name of Company)

, hereinafter called Bidder, who has submitted to the City of Greenfield a bid for

(Bid Item);

2. That the bid is genuine; that the same is not a sham; that all statements of fact in the bid are true;
3. That the bid was not made in the interest of, or on behalf of, any person, partnership, company, association, organization or corporation not named or disclosed;
4. That the Bidder did not, directly or indirectly, induce, solicit or agree with anyone else to submit a false or sham bid, to refrain from proposing, or to withdraw a bid, to raise or fix the bid price of the Bidder or of anyone else, or to raise or fix any overhead, profit or cost element of the Bidder’s price or the price of anyone else; and did not attempt to induce action prejudicial to the interest of the City of Greenfield, or of any other Bidder, or anyone else interested in the proposed purchase agreement/order;
5. That the Bidder has not in any other manner sought by collusion to secure for itself an advantage over any other Bidder or to induce action prejudicial to the interests of the City of Greenfield, or of any other Bidder or of anyone else interested in the proposed purchase agreement/order;
6. That the Bidder has not accepted any bid from any subpurchase order or materialman through any bid depository, the bylaws, rules or regulations of which prohibit or prevent Bidder from considering any bid from any subpurchase order or materialman, which is not processed through that bid depository, or which prevent any subpurchase order or materialman from proposing to any purchase order/agreement or who does not use the facilities of or accept bids from or through such bid depository;
7. That the Bidder did not, directly or indirectly, submit the Bidder’s bid price or any breakdown thereof, or the contents thereof, or divulge information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any

member or agent thereof, or to any individual or group of individuals , except the City of Greenfield, or to any person or persons who have a partnership or other financial interest with said Bidder in its business.

Dated this day of _____, 20_____

(Bidder Signature)

(Title)

IN WITNESS WHEREOF, BIDDER executes and submits this bid with the names, title, hands
seals of all forenamed principal this _____ day of _____, 20_____.

BIDDER

The undersigned declares under penalty of perjury under the laws of the State of California that
the representations made herein are true and correct.

Bidder's Signature

Printed Name