
CITY OF FISHERS
REQUEST FOR BIDS

From: **City of Fishers**
 Fleet Management
 7228 Pymbroke Circle
 Fishers, Indiana 46038

Date: **September 9, 2026**

Equipment: Seven (7) Crew Cab Flatbed Trucks

Notice is hereby given that the City of Fishers ("Fishers") will receive sealed bids ("Bid") for the above-described "Equipment" at the City of Fishers Department of Fleet Management at 7228 Pymbroke Circle Fishers, Indiana 46038 until 9am on EST on September 21, 2026. No late Bids will be accepted.

This Bid is to purchase Seven (7) crew cab flatbed trucks, which is more specifically described in the Bid Specifications ("Specifications"). This Bid only contains a base Bid with no alternatives. Bidders shall assure that they have obtained complete sets of the Specifications and shall assume the risk of any errors or omissions in Bids.

Fishers reserves the right to reject any or all Bids or to waive any informalities and to accept the Bid that it deems most favorable to Fishers after all Bids have been examined and reviewed. If Fishers does not receive a Bid from a responsible and responsive offeror, Fishers may purchase the vehicle pursuant to Ind. Code §5-22-10 *et seq.* All Bids are subject to approval by the Board of Public Works and Safety.

Tabatha Miller
Director of Fleet Management
(317) 595-3252
millert@fishersin.gov

INSTRUCTIONS TO BIDDERS

Owner: **City of Fishers**
 Fleet Management
 7228 Pymbroke Circle
 Fishers, Indiana 46038

Owner's Representative: **Tabatha Miller**

Equipment: *Seven (7) Crew Cab Flatbed Trucks*

1. General

- 1.1 Submission of a Bid shall constitute an unconditional agreement and acknowledgment by the Bidder to be bound by all terms and conditions set forth herein.
- 1.2 By submitting a Bid the Bidder agrees the Bid proposal and price(s) contained therein shall be valid for ninety (90) days from the date of Bid opening.

2. EXAMINATION OF DOCUMENTS

- 2.1 Bidders shall carefully and thoroughly examine the Specifications and shall assume the full risk of their own judgments as to the value, price, quality, and quantity of the Vehicle(s), and for the price bid, must assume all risk of any and all variances or errors in any computation or statement of values, price, quality or quantities in strict compliance with the Specifications.

3. CLARIFICATIONS AND ADDENDA

- 3.1 If a Bidder finds conflicts, errors, discrepancies or ambiguities in the Specifications, or if the Bidder is in doubt as to the intended meaning of any portion or provision therein, the Bidder shall at once give written notice thereof to the Owner's Representative, at least five (5) consecutive calendar days prior to the Bid Date. No Bidder shall be allowed any extra compensation or time extension by reason of any conflict, error, discrepancy or ambiguity of which the Bidder had actual knowledge or reasonably should have known and which he/she failed to report within the period and in the manner required by these Instructions To Bidder.

- 3.2 No material changes, clarifications or interpretations of the Specifications will be issued except by written or graphic Addenda mailed or delivered to record holders of these Instructions to Bidders not less than three (3) business days prior to the Bid Date. All such Addenda must be acknowledged by the Bidder and will become a part of the Bid. The Owner will not be responsible for or bound by any oral or written interpretations or clarifications of the Specifications which anyone presumes to make on its behalf.

4. BIDDING PROCEDURES

- 4.1 Bids shall be submitted on the forms included with these Instruction to Bidders.
- 4.2 All blanks on the Bid form shall be completed and legibly executed in a non-erasable medium.
- 4.3 All requested Alternates shall be bid. If no change in the Base Bid is required, enter "No Change."

5. BID SUBMISSION

- 5.1 All Bid Documents shall be placed within a sealed envelope which shall be plainly labeled on the outside with the name and address of the Bidder along with the Vehicle description and Due Date. If forwarded by mail, the sealed envelope must be enclosed in another envelope addressed to: City of Fishers Fleet Management, Attn: Tabatha Miller, 7228 Pymbroke Circle, Fishers, Indiana, 46038.
- 5.2 The Owner shall not be responsible for any Bid submitted or received after the deadline, even if the delay in submission or receipt is due to a third party, such as a mail service. Only those Bids received by the deadline will be opened.
- 5.3 All Bid Documents must be submitted with and as integral parts of each Bid Submission and shall be subject to all requirements of these Instructions To Bidders. Bid Documents must be properly completed in every material respect and without interlineations, excisions, special conditions, qualifications or exceptions. Each Bid Document requiring a signature shall be signed by an individual duly authorized to execute such document on Bidder's behalf. A Bid executed by a corporation, joint venture, or other entity with an assumed name shall have the legal and correct name thereof followed by the word "by" and the signature and title of the officer or other person authorized to sign for it.

6. BID EVALUATION AND AWARD

- 6.1 Award of the Bid will be made to the Bidder with the lowest, responsive and responsible **Net Bid, as set out in Part 2, Section 2.4** where the Bid is reasonable and does not exceed the funds available for the Vehicle(s). The Owner reserves the right to reject all Bids and may waive or allow a Bidder to correct errors, omissions or other irregularities in Bid Documents that are found not to have afforded the Bidder a substantial competitive advantage over other Bidders. All Bids are subject to approval by the Board of Public Works and Safety.
- 6.2 The Owner shall have the right to reject any Bid if investigation of the Bidder fails to satisfy the Owner that such Bidder is properly qualified to carry out the obligations and provide the Vehicle as bid. Any or all Bids will be rejected if there is reason to believe that collusion exists among Bidders.
- 6.3 If applicable, the Owner shall have the right to accept Alternates in any order or combination, and to determine the low Bidder on the basis of the sum of the Base Bid and Alternate Bids accepted. The Owner further shall have the right to accept only the Base Bid and no Alternates should it choose.

END OF INSTRUCTIONS TO BIDDERS

BIDDER'S ITEMIZED PROPOSAL AND DECLARATIONS

Instructions To Bidders:

This form shall be utilized by all Bidders. Except as otherwise specifically provided, all Parts shall be fully and accurately filled in and completed and notarized.

Vehicle(s): _____

Date: _____

To: **City of Fishers, Attn: Tabatha Miller**
7228 Pymbroke Circle, Fishers, Indiana 46038

PART 1 **BIDDER INFORMATION** **(Print)**

1.1 Bidder Name: _____

1.2 Bidder Address: Street Address: _____
City: _____ State: _____ Zip: _____
Phone #: () _____ Fax #: () _____

1.3 Bidder is a/an [mark one]:

___ Individual ___ Partnership ___ Indiana Corporation
___ Foreign (Out of State) Corporation
___ Joint Venture ___
___ DBE
Other: _____

1.4 *[The following must be answered if the Bidder or any of its partners or joint venture parties is a foreign corporation. Note: To do business in or with the City of Fishers, Hamilton County, Indiana, foreign corporations must register with the Secretary of the State of Indiana as required by the "Indiana Code 23-1-49 et seq" General Corporation Act as stated therein and expressed in the Attorney General's Opinion #2, dated January 13, 1958.]*

.1 Corporation Name:

.2 Address:

.3 Date registered with State of Indiana:

.4 Indiana Registered Agent:

Name:

Address:

PROPOSAL (BID)

2.1 For the Base Bid, the undersigned Bidder proposes to furnish all necessary labor, apparatus, materials, equipment, service and other necessary supplies, and to perform and fulfill all obligations incident thereto in strict accordance with and within the time(s) provided by the terms and conditions of the Specifications for the above-described Vehicle(s), including any and all addenda thereto, for the total lump sum for the Vehicle(s) of _____ dollars (\$_____). The lump sum price equates to _____ dollars (\$_____) per Vehicle.

2.2 The undersigned Bidder proposes to furnish all necessary labor, apparatus, materials, equipment, service and other necessary supplies, and to perform and fulfill all obligations incident thereto in strict accordance with and within the times(s) provided by the terms and conditions of the Specifications for the Alternates (as listed herein) chosen by the OWNER, including any and all addenda thereto, for the total lump sum for each alternate as stated.

Alternate 1 N/A dollars \$ _____, per vehicle;

Alternate 2 _____ dollars \$ _____, per vehicle;

Alternate 3 _____ dollars \$ _____, per vehicle;

2.3 The undersigned Bidder proposes the following prices for the trade-in vehicle:

Year	Make	Serial Number/Model Number	Mileage	Trade-in Price
			<u>Trade In TOTAL:</u>	

2.4 **Bidder states the Net Bid is as follows:**

Total gross amount of purchase (Section 2.1) \$ _____

Total amount of trade(s) (Section 2.3) \$ _____

Final Bid - Net amount of Purchase \$ _____

2.4 By submitting Bid the Bidder agrees the Bid proposal and price(s) contained herein shall be valid for ninety (90) days from Bid opening.

PART 3

INSTRUCTIONS TO BIDDERS AND ADDENDA

- 3.1 The Bidder agrees to be bound by the terms and provisions of these Instructions to Bidders as defined herein by reference
- 3.2 The Bidder acknowledges receipt of the following addenda:

Addendum Number

Date

PART 4
EXCEPTIONS

Instructions To Bidders:

- 4.1 *The Bidder shall fully state each exception taken to the Specifications or the Instructions to Bidders.*
- 4.2 *Bidder is cautioned that any exception taken by Bidder and deemed by Owner to be a material qualification or variance from the terms of the Instructions to Bidders may result in this Bid being rejected as non-responsive.*
- 4.3 *Exceptions:*

PART 5
ADDITIONAL DECLARATIONS

Bidder certifies that it has informed itself fully regarding all conditions under which it will be obligated by these Instructions to Bidders, and knows, understands and accepts the existing conditions. Bidder further certifies that it has thoroughly reviewed the Instructions to Bidders, Specifications, including all Addenda, and has had the opportunity to ask questions and obtain interpretations or clarifications concerning the Instructions to Bidders, Specifications, and Addenda.

PART 6
SIGNATURES

[Signature by or on behalf of the Bidder in the spaces provided below shall constitute execution of each and every Part of this Itemized Proposal and Declarations document. SIGNATURE MUST BE PROPERLY NOTARIZED.]

Written Signature: _____

Printed Name: _____

Title: _____

Important - Notary Signature and Seal Required in the Space Below

STATE OF _____

SS:

COUNTY OF _____

Subscribed and sworn to before me this _____ day of _____,
20 ____.

My commission expires: _____ (Signed) _____

Residing in _____ County, State of _____

Specifications

Seven (7) F350 DRW Crew Cab Flatbed Trucks

Vehicle and Chassis

1. Trucks shall be 14,000 GVWR
2. Trucks shall have dual rear wheels (DRW)
3. Trucks shall be a crew cab design, chassis only
4. Trucks shall be Race Red in color
5. Trucks shall have a 58" to 60" CA
6. Trucks shall be 4-wheel drive
7. Trucks shall be equipped with a tow package, 7-way spade RV wiring and integrated brake controller
8. Trucks shall have extendable tow mirrors
9. Trucks shall have snowplow prep package
10. Trucks shall have Ford Platform Running Boards
11. Trucks shall have heavy duty steel wheels
12. Trucks shall have all season tires
13. Trucks shall come with 4 full sets of keys

Engine and Transmission

1. Trucks shall have an automatic transmission with overdrive
2. Trucks shall be equipped with a transmission cooler
3. Trucks shall have a 4.30 gear ratio
4. Trucks shall have a 7.3L gasoline engine
5. Trucks shall have dual batteries

Interior Specifications

1. Trucks shall have air conditioning
2. Trucks shall have vinyl seats
3. Trucks shall have heavy duty vinyl floors
4. Trucks shall be equipped with an AM/FM radio
5. Trucks shall have intermittent wipers
6. Trucks shall have power windows, door locks, and mirrors
7. Trucks shall have upfitter switches

General Specifications for Flatbed

1. 8 x 9 aluminum flatbed
2. Flatbed shall have a recessed gooseneck compartment with 2 5/16 ball
3. Truck shall be equipped with a receiver style hitch rated at not less than 16,000 lb. gross trailer weight, W/ 7-way RV style plug
4. Flatbed shall have stake pockets on both sides and rear of bed sized to accept 2" x 4" lumber
5. Flatbed shall be mounted in such a way as not to hinder fueling of truck
6. Flatbed shall have lighting in accordance with FMVSS and will be LED
7. Flatbed shall have 2 LED 16" mini lightbars in amber/clear. One mounted on each side of the headache rack
8. Flatbed shall have 2 stop/turn/tail, 2 clear work lights and 2 amber strobes mounted in headache rack
9. Work lights in headache rack shall be wired to one of the factories' upfitter switches
10. All strobe safety lighting shall be wired to one of the factories upfitter switch
11. Rear skirt of flatbed shall have 2 stop/turn/tail, 2 backup lights and 2 amber strobes
12. Truck shall have audible back up alarm
13. Body installers shall provide sealed connectors, protected harness routing, circuit protection corrosion isolation between dissimilar metals and labels for all added circuits.

Warranty

1. Quoter shall include warranty coverage periods for bumper to bumper, power train and corrosion

All vehicles or equipment shall be fully inspected and any defects or recalls corrected prior to acceptance by the City of Fishers. This shall include paint issues including manufacturing and transportation items.

All vehicles or equipment shall be delivered to the City of Fishers Fleet Management Department. 7228 Pymbroke Circle, Fishers IN 46038