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**All items checked are in this packet.**

*End of Section*



**CITY OF DOUGLAS**  
**INSTRUCTIONS TO BIDDERS – EQUIPMENT AND VEHICLES**  
**Date of Creation/Revisions to Document**

**1. DEFINED TERMS**

- A. The term “OWNER” means the City of Douglas, a municipal corporation, located at 101 North 4th Street, P.O. Box 1030, Douglas, Wyoming 82633.
- B. The term “BIDDER” means the individual person or company who submits a bid directly to the Owner and is distinct and separate from a sub-bidder, who submits a bid to a Bidder.
- C. The term “SUCCESSFUL BIDDER” means the lowest, qualified, responsible, and responsive Bidder who receives the project award based on the Owner's evaluation.
- D. The term “BIDDING DOCUMENTS” includes the instructions to bidders, the bid form (including bid schedule, if applicable), drawings, specifications, and all other proposed documents (including all addenda issued prior to receipt of bids, if applicable).

**2. ADVERTISEMENT FOR BIDS**

- A. Sealed bids for **One New 2024/25 1-1/2 Ton 4x4 with Utility Box** will be received at Douglas City Hall, 101 N. 4<sup>th</sup> Street, until **2:45 PM MST on July 31, 2024**, and then will be publicly opened and read aloud. Any bids received after the specified date and time will not be accepted or considered. Approved bidding documents may be obtained at **Public Works Dept. 420 W. Grant Street** or on the City of Douglas website at [www.cityofdouglas.org](http://www.cityofdouglas.org) under the “Bid Postings” tab. **Bid should include the option of an allowance for trade-None** Each bid must be submitted on the bid form and accompanied by bid security payable to the City of Douglas as prescribed in the bidding documents in an amount not less than five percent (5%) of the amount bid. Bids may be subject to the Wyoming Preference Act. Mail submitted bids to the City Clerk, City of Douglas, P.O. Box 1030, Douglas, WY 82633, or deliver to the City Clerk at 101 N. 4th Street, Douglas, WY. To perform public work, the successful Bidder and subcontractors, prior to contract award, shall hold or obtain such licenses as required by State Statutes and federal and local laws and regulations. The City of Douglas reserves the right to reject any and all bids, to waive as an informality any irregularities contained in a bid, and to accept the bid that serves the best interests of the City.

/s/, City Clerk; Published: **July 11, 2024**, Douglas Budget

**CITY OF DOUGLAS  
BID INFORMATION AND FORMS**

1. Sealed bids will be received until **2:45 PM, July 31, 2024** at the Office of the City Clerk and will be opened and publicly read aloud immediately thereafter in the Conference Room, City of Douglas, Wyoming, 101 North 4<sup>th</sup> Street, Douglas, Wyoming, for **2024/2025 1-1/2 Ton 4x4 with Utility Box. Non-Demonstrative** units will not be accepted or considered in the bid proposal.
2. Bid proposals delivered in person will be received **only** at the Office of the City Clerk. Bids received **after** the time fixed for bid reception **will not be considered**. All bids must be clearly marked One New **“2024/2025 1-1/2 Ton 4x4 with Utility Box”** with the bidder’s name and the time and date of the opening on the outside of the envelope. The City of Douglas reserves the right to reject any and all bids, to waive as an informality any irregularities contained in a bid, and to accept the bid that serves the best interests of the City.
3. Approved Specifications and Form of Contract Documents may be obtained at the **Clint Nystul Fleet/Supervisor Public Works 420 W. Grant Street**, Douglas Wyoming 82633, or on the City of Douglas website, [www.cityofdouglas.org](http://www.cityofdouglas.org), under “Bid Postings/Related Documents” section.
4. Delivery will be accepted 120 days after notice of award, F.O.B. (Free on Board) Douglas, Wyoming. Tax Exempt Certificate will be furnished by the City of Douglas.
5. A certified check, cashier’s check, or bid bond in the amount of five percent (5%) of the total amount of the bid, including allowances, additive alternates, trade-ins, and concessions, must accompany each bid and must be payable without condition to the Owner as a guarantee that the Bidder will provide specified unit(s). The City of Douglas will allow a 5% preference to Wyoming residents. Bids may be subject to the Wyoming Preference Act. Bidders will supply a Certificate of Residency in compliance with the Wyoming Department of Labor and Statistics.
6. Complete sets of bidding documents must be used in preparing bids; the Owner does not assume any responsibility for errors or misinterpretations resulting from the use of incomplete sets of bidding documents. The Owner, in making copies of bidding documents available on the above terms, do so only for the purpose of obtaining bids on the work and do not confer a license or grant for any other use.
7. The policy of the City of Douglas is to provide and afford equal treatment and service to all citizens and assure equal employment opportunity based on ability and fitness to all persons regardless of race, creed, national origin, sex, physical or mental disabilities or age. This policy shall apply to every aspect of employment practices, employee treatment and public contact. No qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs or activities of the City of Douglas, or be subjected to discrimination. Pursuant to the American's with Disabilities Act, reasonable accommodation for persons with disabilities who wish to participate in these services, programs, or activities shall be made upon request to City of Douglas, ADA Coordinator at Douglas City Hall, 101 North 4<sup>th</sup> Street, Douglas, Wyoming.

Bidder Initials: ES

8. The City of Douglas hereby notifies all bidders that it will affirmatively insure that pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, creed, color, sex, physical or mental disabilities, or national origin in consideration of an award.
9. The bidder shall indicate his compliance with a "Yes" or non-compliance with a "No" in each line item specification. Where submitted literature does not support the meeting of these specifications, the bidder shall outline fully on company letterhead stationary the variation from specification. Any unit not conforming to the specifications will be rejected, and it will be the responsibility of the manufacturer to conform to the requirements, unless deviations have been cited by the bidder and acceptance is based upon the exceptions.

*End of Section*



**SCHEDULE OF PRICES**

**Company Name:** Greiner Ford Of Casper

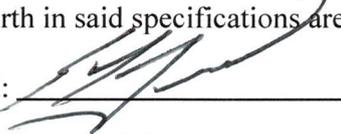
**Mailing Address:** 3333 CY Ave. Casper, WY 82604

to furnish equipment as specified to the City of Douglas, Wyoming, in accordance with specifications dated 7-23-24.

**BID ITEM DESCRIPTION**

<b>Year – Make – Model:</b>	
<b>Base Bid:</b>	<b>\$</b>
Option #1: 2024/2025 Ext Cab 1-1/2 Ton 4x4 with Utility Box	<b>\$70,477.00</b>
Option #2:	<b>\$</b>
Less Trade-In N/A	<b>-\$</b>
Less Government Concessions:	<b>-\$100.00</b>
<b>Total Bid Amount:</b>	<b>\$70,377.00</b>

In addition to this proposal, the undersigned Bidder agrees to submit complete information, including specifications and descriptive literature to fully describe and illustrate the equipment, vehicle, and/or accessories offered. Bidder proposes to deliver equipment or vehicle in accordance with the schedule included in the Bid Information. A bid bond or certified or cashier’s check made payable to the City of Douglas, Wyoming, in an amount of 5% of the total amount of this bid is enclosed. The Bidder understands that the Owner allows a 5% preference to Wyoming residents and that Bids may be subject to the Wyoming Preference Act. The Bidder further attests that the specifications relating to the bid security are understood and the conditions set forth in said specifications are agreed upon.

Signature of Representative Responsible for Bid: 

Printed Name & Title of Signer: Eric Suppes Fleet Manager

Company Name & Address of Bidder: Greiner Ford Of Casper

3333 CY Ave. Casper, WY 82604

*(Proposal must be filled out, signed and submitted with the bid document)*

**End of Section**



**BID BOND – VEHICLES, EQUIPMENT**

**KNOW ALL MEN BY THESE PRESENT**, that we, the undersigned, Greiner Ford of Casper  
as Principal, and Travelers Casualty and Surety Company of America as surety, are hereby held and  
firmly bound unto City of Douglas as Owner in the penal sum of 5% of Total Amount Bid  
\_\_\_\_\_ for payment of which, we and truly to be made, we hereby jointly and  
severally bind ourselves, successors and assigns.

The condition of the above obligation is such that whereas the Principal has submitted to the City of Douglas, Wyoming, a certain Bid, attached hereto and hereby made a part hereof to enter into a contract in writing for the **2024/25 1-1/2 Ton 4X4 with Utility Box**

**NOW, THEREFORE,**

- a. If said bid shall be rejected, or
- b. If said bid shall be accepted and the Principal shall execute and deliver a contract in the Form of Contract attached hereto (properly completed in accordance with said bid) and shall furnish a Performance/Contractor's Bond for his faithful performance of said contract, and for the payment of all persons performing labor or furnishing materials in connection therewith and shall in all respects perform the agreement created by the acceptance of said bid, then this obligation shall be void. Otherwise, the same shall remain in force and effect; it being expressly understood and agreed that the liability of the Surety for any and all claims hereunder shall, in no event, exceed the penal amount of this obligation as herein stated.

The Surety, for value received, hereby stipulates and agrees that the obligations of said Surety and its Bond shall in no way be impaired or affected by any extension of the time within which the Owner may accept such bid; and said Surety does hereby waive notice of any such extension.

**IN WITNESS WHEREOF**, the Principal and the Surety have hereunto set their hands and seals, and such of them as are corporations have caused their corporate seals to be hereto affixed and these presents to be signed by their proper officers, the day and year first set forth above

**PRINCIPAL:** Greiner Ford of Casper

By: *EJW*  
EDWARD IMBERT SECRETARY

**SURETY:** Travelers Casualty and Surety Company of America

By: *Cristina Nino* (seal)  
Cristina Nino, Attorney-in-Fact



**IMPORTANT:** Surety companies executing BONDS must appear in the Treasury Department's most current list (Circular 570 as amended) and be authorized to transact business in the State of Wyoming.

**End of Section**





**SIGNATURE PAGE**

IF BIDDER IS:

**AN INDIVIDUAL**

By: \_\_\_\_\_ doing business as: \_\_\_\_\_  
(Name)

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

**A PARTNERSHIP**

By: \_\_\_\_\_ (seal)  
(Firm Name)

\_\_\_\_\_  
(General Partner)

Business Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**A CORPORATION**

By: Lithia Motors of Oregon  
(Corporation Name) (State of Incorporation)

By: [Signature] Fleet Manager  
(Signature) (Title)

ATTEST: \_\_\_\_\_ (Corporate Seal)

Business Address: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_

**A JOINT VENTURE**

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

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

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

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

*(Each member of the joint venture must sign; attach additional sheet if necessary.)*

**CITY OF DOUGLAS, WYOMING  
NOTICE OF AWARD  
EQUIPMENT & VEHICLES**

<b>Name of Company</b>	Greiner Ford Of Casper
<b>Attention To</b>	Eric Suppes
<b>Mailing Address</b>	3333 CY Ave.
<b>City/State/ZIP</b>	Casper, WY 82604

<b>Project</b> (as it appears on Bid documents)	
<b>Contract Price</b>	\$70,377

The Owner has considered the bid submitted by you for the above described vehicle or equipment in response to its advertisement for bids dated **Publication Dates. July 17th, and the 24<sup>th</sup> 2024** You are hereby notified that your bid has been accepted for item/s in the amount of:

<b>Year – Make – Model:</b>	2024 F-450 Super Cab XL	
<b>Base Bid:</b>		\$
Option #1: 2024/2025 Ext Cab 1-1/2 Ton 4x4 with Utility Box		\$ 70,477
Option #2:		\$
Less Trade-In N/A		-\$
Less Government Concessions:		-\$ 100.00
<b>Total Bid Amount:</b>		\$ 70,377

You are required, as set forth in the bid specifications, to execute any required documentation within ten (10) days from the date of this notice and return to the Owner. Failure to comply with these conditions within the time specified will entitle Owner to consider your bid in default, to annul this Notice of Award, and to declare your bid security forfeited.

Other conditions or precedents, if any:

Dated this 23rd day of July, 2024.

Bidder Initials: es  
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**CITY OF DOUGLAS, OWNER**

**ACCEPTANCE OF NOTICE**

Receipt of the above NOTICE OF AWARD is hereby acknowledged.

By: \_\_\_\_\_  
SIGNATURE

By: \_\_\_\_\_  
SIGNATURE

Name/Title: J.D. Cox, City Administrator

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

Title: \_\_\_\_\_

Please sign and send back to: City of Douglas, Attn: City Clerk  
P.O. Box 1030, Douglas, WY 82633

*End of Section*



**SPECIFICATIONS**

Specifications are for New **2024/2025 1-1/2 Ton 4x4 with Utility Box**. These are the minimum specifications for this unit; you must meet or exceed these specifications. If indication “No” is marked to any specifications, you must provide on a separate sheet of paper an explanation of the item that you would supply in place of the specified item. Any item not marked may result in rejection of the bid.

**SCOPE:** The vehicle or equipment being specified will be assigned to the **Public Works Dept.** and will be used within the City of Douglas as follows:

Public Works/Utility Department Unit #176

		Meets Specifications	Yes	No
<b>I. ENGINE</b>				
1. To be a minimum of 6.8-liter, 8 cylinder gasoline engine	<b>7.3L</b>	<b>X</b>		
2. Heavy Duty Coolant Rated To -45 Deg.		<b>X</b>		
3. Engine block heater.		<b>X</b>		
		Meets Specifications	Yes	No
<b>II. AXLES, FRONT/ REAR:</b>				
1. Front axle to be a four-wheel drive type		<b>X</b>		
2. Heavy duty front and rear shock absorbers		<b>X</b>		
3. Minimum Rear axle 4.88 axle ratio dual rear wheel drive		<b>X</b>		
		Meets Specifications	Yes	No
<b>III. SUSPENSION AND WHEELBASE</b>				
1. Minimum wheelbase – 168 inches		<b>X</b>		
2. Maximum GVWR – 16,500 lbs.		<b>X</b>		
3. Heavy duty front and rear shock absorbers		<b>X</b>		
4. Extra Heavy Service Suspension		<b>X</b>		
5. Stabilizer bar		<b>X</b>		
		Meets Specifications	Yes	No
<b>IV. WHEELS AND TIRES:</b>				
1. Minimum 19.5 -inch All-season/all-terrain tires		<b>X</b>		
2. Minimum 19.5-inch steel painted wheels		<b>X</b>		
3. Matching spare tire & wheel		<b>X</b>		
4. Tire pressure monitoring system.		<b>X</b>		
		Meets Specifications	Yes	No
<b>V. BRAKE/BRAKE RELATED EQUIPMENT</b>				
1. 4-wheel anti-lock disc brake system		<b>X</b>		
		Meets Specifications	Yes	No
<b>VI. BUMPERS</b>				
1. Front: Manufacturer’s standard.		<b>X</b>		
2. Rear: Manufacturer’s standard.		<b>X</b>		

		Meets Specifications	Yes	No
<b>VII.</b>	<b>STEERING</b>			
	1. Power steering.		X	
	2. Tilt steering wheel.		X	

		Meets Specifications	Yes	No
<b>VIII.</b>	<b>ELECTRICAL SYSTEM</b>			
	1. High-capacity alternator.		X	
	2. 900 Amp battery.		X	
	3. Easy access fuse & relay boxes.		X	
	4. Minimum 110 400-watt converter		X	

		Meets Specifications	Yes	No
<b>IX.</b>	<b>TRANSMISSION &amp; EQUIPMENT</b>			
	1. Automatic Transmission. with over drive.		X	
	2. Column shift		X	
	3. 4X4 transfer case		X	

		Meets Specifications	Yes	No
<b>X</b>	<b>CAB &amp; CAB-RELATED EQUIPMENT</b>			
	1. Manual Integral air conditioning & heating.		X	
	2. Sound system: Manufacturer's standard. Optional Bluetooth		X	
	3. Interior mirror, wide-angle, day-night type.		X	
	4. Remote start		X	
	5. Tow haul power exterior mirrors		X	
	6. Front seat to be 40/20/40 cloth type seats		X	
	7. Super Cab/ Extended Cab		X	
	8. Cruise control.		X	
	9. Cargo area lamp.		X	
	10. Flooring black vinyl with manufacturer's floor mats.		X	
	11. Gauges and meters – fuel, oil pressure, transmission temperature, engine coolant temperature; speedometer, odometer and tachometer.		X	
	12. Three (3) programed keys/fobs.		X	
	13. Power windows and door locks.		X	
	14. Intermittent windshield wipers.		X	
	15. Rear back-up camera with prep kit		X	
	16. Outside temperature display.		X	

Meets Specifications

		Meets Specifications	Yes	No
<b>XII</b>	<b>MISCELLANEOUS ITEMS:</b>			
	1. Front tow hooks		X	
	2. Steps full length of Cab		X	
	3. Steel Utility Box with spray in bed liner	Able upfit	\$12,071	X
	4. Stainless Steel T type Handles			X
	5. Stainless Steel bolt on Hinges and removable Tailgate			X
	6. Modern rectangular LED Tail lights and marker lights			X

Meets Specifications

7. Trailer tow package to include in dash electric brake control	X	
8. Class one Led Mini light bar (City of Douglas will mount) <b>Factory install \$650</b>	X	
9. Minimum Fuel Capacity – 44 Gal.	X	
10. Motorola CM200 two way radio programed to P.W. 155.085 Frequency	X	\$957.00

Meets Specifications Com Tech install

<b>XII PAINT &amp; TRIM</b>	<b>Yes</b>	<b>No</b>
1. Exterior paint is white	X	
2. Interior colors medium dark	X	

<b>XIII MANUALS</b>	<b>Yes</b>	<b>No</b>
1. Complete manuals for vehicle operation, maintenance shall be with the truck at the time of delivery.	X	

Meets Specifications

<b>XIV WARRANTY</b>	<b>Yes</b>	<b>No</b>
1. Bumper To Bumper warranty shall be a minimum of 3 years/36,000 miles	X	
2. Warranty on powertrain shall be for 5 years/60,000 miles, whichever comes first, and cover all parts and labor, a copy of the warranty shall be with the vehicle at the time of delivery.	X	
3. Warranty on rust-through shall be 5 years / unlimited miles	X	

*End of Section*



**Travelers Casualty and Surety Company of America**  
**Travelers Casualty and Surety Company**  
**St. Paul Fire and Marine Insurance Company**

**POWER OF ATTORNEY**

**KNOW ALL MEN BY THESE PRESENTS:** That Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company are corporations duly organized under the laws of the State of Connecticut (herein collectively called the "Companies"), and that the Companies do hereby make, constitute and appoint Cristina Nino of Houston, Texas, their true and lawful Attorney(s)-in-Fact to sign, execute, seal and acknowledge any and all bonds, recognizances, conditional undertakings and other writings obligatory in the nature thereof on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

**IN WITNESS WHEREOF**, the Companies have caused this instrument to be signed, and their corporate seals to be hereto affixed, this 21st day of April, 2021.



State of Connecticut

City of Hartford ss.

By:   
 Robert L. Raney, Senior Vice President

On this the 21st day of April, 2021, before me personally appeared **Robert L. Raney**, who acknowledged himself to be the Senior Vice President of each of the Companies, and that he, as such, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing on behalf of said Companies by himself as a duly authorized officer.

**IN WITNESS WHEREOF**, I hereunto set my hand and official seal.

My Commission expires the 30th day of June, 2026



Anna P. Nowik, Notary Public

This Power of Attorney is granted under and by the authority of the following resolutions adopted by the Boards of Directors of each of the Companies, which resolutions are now in full force and effect, reading as follows:

**RESOLVED**, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President, any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary may appoint Attorneys-in-Fact and Agents to act for and on behalf of the Company and may give such appointee such authority as his or her certificate of authority may prescribe to sign with the Company's name and seal with the Company's seal bonds, recognizances, contracts of indemnity, and other writings obligatory in the nature of a bond, recognizance, or conditional undertaking, and any of said officers or the Board of Directors at any time may remove any such appointee and revoke the power given him or her; and it is

**FURTHER RESOLVED**, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President may delegate all or any part of the foregoing authority to one or more officers or employees of this Company, provided that each such delegation is in writing and a copy thereof is filed in the office of the Secretary; and it is

**FURTHER RESOLVED**, that any bond, recognizance, contract of indemnity, or writing obligatory in the nature of a bond, recognizance, or conditional undertaking shall be valid and binding upon the Company when (a) signed by the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary and duly attested and sealed with the Company's seal by a Secretary or Assistant Secretary; or (b) duly executed (under seal, if required) by one or more Attorneys-in-Fact and Agents pursuant to the power prescribed in his or her certificate or their certificates of authority or by one or more Company officers pursuant to a written delegation of authority; and it is

**FURTHER RESOLVED**, that the signature of each of the following officers: President, any Executive Vice President, any Senior Vice President, any Vice President, any Assistant Vice President, any Secretary, any Assistant Secretary, and the seal of the Company may be affixed by facsimile to any Power of Attorney or to any certificate relating thereto appointing Resident Vice Presidents, Resident Assistant Secretaries or Attorneys-in-Fact for purposes only of executing and attesting bonds and undertakings and other writings obligatory in the nature thereof, and any such Power of Attorney or certificate bearing such facsimile signature or facsimile seal shall be valid and binding upon the Company and any such power so executed and certified by such facsimile signature and facsimile seal shall be valid and binding on the Company in the future with respect to any bond or understanding to which it is attached.

I, **Kevin E. Hughes**, the undersigned, Assistant Secretary of each of the Companies, do hereby certify that the above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies, which remains in full force and effect.

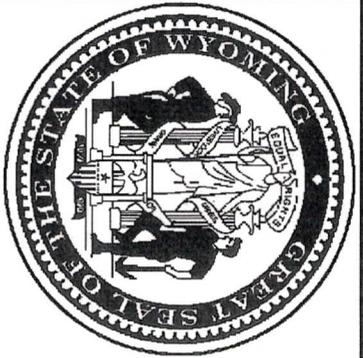
Dated this 23rd day of July, 2021



Kevin E. Hughes, Assistant Secretary

**To verify the authenticity of this Power of Attorney, please call us at 1-800-421-3880.**  
**Please refer to the above-named Attorney(s)-in-Fact and the details of the bond to which this Power of Attorney is attached.**





# STATE OF WYOMING

## CERTIFICATE OF RESIDENCY



Contractor Number: 1635

### LITHIA OF CASPER dba Greiner Ford of Casper

HAS BEEN GRANTED RESIDENCY STATUS PURSUANT TO WYOMING STATUTE 16-6-101, AS AMENDED. FIVE PERCENT PREFERENCE SHALL BE ALLOWED WHEN BIDDING ON ANY PUBLIC WORKS CONTRACT FOR A PERIOD OF ONE (1) YEAR FROM THE DATE CERTIFICATION IS GRANTED. GRANTED THIS 24<sup>th</sup> DAY OF APRIL TWO THOUSAND AND 24



Michele Johnson, Program Manager

EXPIRATION DATE: 4/23/2025



CERTIFICATE SERIAL NUMBER: 2404202498

To verify the authenticity of the certificate,  
please contact our office at 307-777-7261 or visit  
[wyomingworkforce.org/businesses/labor/info](http://wyomingworkforce.org/businesses/labor/info)