

INVITATION TO BID LETTER

Re: Bid Proposal for mowing tractor

To Whom It May Concern:

South Sangamon Water Commission will be accepting bid proposals for the above referenced "Tractor and Mower Bid for 2020." Bids must be received by no later than September 21st 2020 at end of business. Bids received after this date and/or time will not be accepted and will be returned unopened to the sender.

The purpose of this bid solicitation is to receive comparable proposals for a new 40+ Horsepower tractor & mower. Essential components of the bid solicitation include:

Tractor must include minimum 40 pto hp diesel engine

Tractor must include minimum 72" width PTO driven rear attached mower

Tractor must include end loader bucket.

Tractor must have ability to use/control additional add on components without modification (ie; rear hydraulic quick connects, center pto, swivel seat...etc.)

Tractor must include warranty with terms

All components must be new, in unused condition

Vendor is asked to provide an add-on cost to include a cab with heat and air conditioning, pre installed.

If you are submitting bids for different models of, different manufacturing year or different option package that affects the end price of the equipment, each of these bids should be separate and independent of each other.

If you are interested in submitting a bid, it should be delivered to the name and address listed below in a sealed envelope labeled as follows:

South Sanagamon Water Commission
9199 Buckhart Rd, _Rochester IL, _62563_
Bid Submission Attn: _Stephen Bivin_

Bids must be typed or printed and then signed in ink.

All bids received by the deadline date and time shall be reviewed by *South Sangamon Water Commission*. All bids must include all requested work items, conform to the Project Standards/Specifications and be responsive, accurate, and cost reasonable. *South Sangamon Water Commission* will select, at its own discretion, the vendor/bidder whos bid is best suited to the needs of *South Sangamon Water Commission* and a contract will be executed between *South Sangamon Water Commission* and the winning contractor/vendor.

You are reminded to bid only on those items designated in the description of essential component. In the event the owner should request additional components or deletion of any components from the write-up, or should you feel additional components are required, list those items with costs on a separate piece of paper or letterhead stationery. All additional items will be considered separately from the base bid and consideration of any changes will be negotiated with the owner after the bid opening.

South Sangamon Water Commission has the right to reject any and all bids at their sole discretion. Should you have any questions or concerns about any of the items on the work write-up, please contact Stephen Bivin @ 217-685-6210 for clarification prior to bidding. You are reminded that your bid should be inclusive of all taxes, fees and permits.

Upon selection of the winning bidder, South Sangamon Water Commission will send a Bid Award Notice to the selected contractor.

Thank you for your consideration of this Invitation to Bid.

Sincerely,

(Project Owner Contact Signature)
