TOWN OF SUTTON

POLICE UTILITY SIDE-BY-SIDE — BID SPECIFICATIONS

Specification Sheet

P.O. Box 366 | Sutton, WV 26601 | (304) 765-5581

Purpose: Obtain a utility terrain vehicle (UTV), equipped and ready for authorized police department duties. The Town will consider equivalent products meeting the approved minimum requirements. Vendors must identify deviations.

Vehicle — proposed minimums

Requirement	Minimum / requested specification	Vendor response / exceptions
Condition	New, unused; specify model year	
Make / model	Vendor to identify make, model and trim	
Drive and terrain	Selectable 4WD or AWD; appropriate off-road tires	
Passenger capacity	At least 2 seats with seat belts; specify capacity	
Cab / weather protection	Roof and windshield; doors / enclosed cab	
Transmission / braking	Automatic or CVT; manufacturer-standard braking	
Safety	Seat belts, lights, mirrors and manufacturer safety equipment	
Warranty	State coverage and duration	

Police equipment and attachments

Item	Proposed equipment	Brand, Price, Notes
Emergency warning lighting		
Siren / public address		
Scene / work lights		
Winch		
Snowplow / mounting kit		
Front / rear protection		
Heater / defroster		
Other: _____		

Delivery, installation and documentation

All awarded equipment and accessories must be installed, operational and included in the quoted total unless expressly listed as an option. Provide owner manuals, warranty details, itemized equipment descriptions, and estimated delivery time. Identify any dealer preparation or freight charges.

Note to Town: Chief and Council should approve each mandatory specification and distinguish mandatory items from optional add-ons BEFORE releasing this sheet to vendors. Do not leave checkboxes unmarked on the final invitation.

TOWN OF SUTTON

SEALED BID SUBMISSION FORM

Police Utility Side-by-Side | Bid No.: _____

P.O. Box 366 | Sutton, WV 26601 | (304) 765-5581

Vendor / business name: _____

Street / mailing address: _____

Contact person: _____ Phone: _____

Email: _____

Vehicle make / model / year: _____

Itemized bid price

Bid component	Amount
New UTV, base vehicle	$
Cab / weather-protection package	$
Emergency lighting and siren	$
Winch / plow / other required attachments	$
Installation and dealer preparation	$
Delivery / freight to Town	$
Other required costs (describe): _____	$
TOTAL FIRM BID PRICE	$

Optional equipment (NOT included in total unless clearly marked): _____

_____

Estimated delivery after award: _____ days/weeks Warranty term: _____

Service location / contact: _____

Specifications met in full? ☐ Yes ☐ No (attach a complete list of deviations).

Vendor certification

The undersigned certifies that the information submitted is accurate; the quoted total includes all listed required equipment and charges; and this offer remains valid for _____ days from bid opening. Any exceptions are attached and clearly described.

Authorized signature: _____ Date: _____

Printed name / title: _____

Submission instructions

Submit this signed form, the completed specification responses, itemized equipment information, and any exceptions in a sealed envelope marked “SEALED BID – POLICE UTILITY SIDE-BY-SIDE” to Town of Sutton, P.O. Box 366, Sutton, WV 26601. Bids must be RECEIVED by the published deadline. Late bids will not be considered. The Town reserves rights stated in its published invitation, subject to applicable law.