



FINANCE DEPARTMENT

GREGORY N. L'HEUREUX
Finance Director

KRISTIE BRADBURY
Deputy Finance Director

COLLEEN C. SELBERG
Purchasing Agent

Invitation to Bid

NEW COMPACT TO MID-SIZE SUV

Sealed bid for furnishing a New Compact to Mid-Size SUV to the City of South Portland Planning and Development Department, as specified below, in the attached specifications and proposal, will be received by the City Purchasing Agent, Room 105, City Hall, 25 Cottage Road, South Portland, Maine 04106, until 2:00 p.m., Wednesday, October 30, 2013 at which time, they will be publicly opened and read aloud. Proposals received after the above stated day and time will not be considered.

Bids shall be submitted on the attached bid form in sealed envelopes, plainly marked "Bid #14-14 SUV" and shall be addressed to the Purchasing Agent at the above address.

Delivery to be made upon receipt of purchase order and shall be F.O.B., Planning and Development, 496 Ocean Street, South Portland, Maine.

All equipment offered on this bid shall be brand-new and the latest type available. Bidder will state in his bid the name and model number of the equipment he is offering and will include with his bid a catalog or brochure marked to indicate the standard factory equipment of the model on which he is bidding.

Bidder must attach a separate sheet to his bid listing any deviation from the minimum specifications shown. If no attachment is provided, it will be assumed that the item being bid meets the minimum specifications.

If the equipment offered by a bidder under the attached specifications meets the specifications except for minor factors or reasonably small amounts in dimensions, and if it shall be determined by the City that these minor variations from the specifications do not prevent the equipment being bid from performing as satisfactorily or from being as good as equipment fully meeting these specifications, then these minor variations from the specifications may be waived by the City, if it deems it to be to its advantage, and the equipment with the waived variations in specifications will be accepted as fully meeting these specifications.

Since a prompt delivery is required, delivery time, as well as price, may be a factor in determining the award of this bid.

Price shall include a 14-day plate and State of Maine Certificate of Title or Certificate of Origin, which shall be made out to the City of South Portland, Maine and mailed to the Purchasing Agent, P.O. Box 9422, and South Portland, Me 04116-9422. A copy of the title application is to be delivered with each vehicle.

There shall be, within the Greater Portland area, a repair service which shall maintain a stock of spare parts for any make and model of any vehicle that a bidder offers in the proposal

If your business is a foreign corporation, limited liability company, limited partnership and or limited liability partnership, you must include with your bid, proof from the Maine Secretary of State's office that you are qualified to do business in the State of Maine.

It is the custom of the City of South Portland to pay its bills within 20 to 30 days following delivery of and receipt of bills for all items covered by the purchase order. In submitting bids under attached specifications, bidders should take into consideration all discounts, both trade and time, allowed in accordance with the above payment policy. All bidders should quote net prices, therefore, exclusive of all Federal Excise Taxes and Sales Taxes.

The City of South Portland reserves the right to waive all informalities in bids, to accept any bid or any portion thereof, or to reject any or all bids should it be deemed in its best interest to do so. Except as otherwise required by law or as specifically provided to the contrary herein, the City shall govern the award of this bid's purchasing ordinance.

Colleen C. Selberg
Purchasing Agent

SPECIFICATIONS
City of South Portland
Code Enforcement Division
For (1) One

New Compact to Mid-Size SUV Minimum Specifications

Description: One (1) New Compact to Mid-Size 4X2 SUV: Ford Escape; Honda CRV; Kia Sportage; Chevrolet Equinox; Dodge Journey or approved equal.

Delivery: This vehicle may be bid several ways, the Department will exercise the best option for the city based on cost, time of delivery and fuel mileage averaged over the expected life of the vehicle. Ability to function in all weather conditions are imperative to meet the department's needs.

Option 1 A new vehicle out of stock for immediate delivery. The vehicle bid under this option needs to meet or exceed all other specifications. It is understood this may be a more costly option but still may be exercised based on fuel consumption and potential savings over the life of the vehicle.

Option 2 A new factory built vehicle to specification, number of days to delivery shall be described in the bid.

MINIMUM REQUIREMENTS

TYPE	4 Door Sport Utility Vehicle
YEAR	2013 or 2014
MODEL	Latest
DRIVE	4X2
ENGINE	2.5L I4
TRANSMISSION	Automatic
OPTIONS	Power Steering • Power brakes • Air Conditioning • AM-FM Radio • Cruise Control • Cloth front bucket seat & second row seating that folds down if available • Dual horns • Tinted glass all around • Intermittent wipers • Rear window defrost • Full-sized floor mats included
COLOR	White or Silver
WARRANTY	The city would like a quote for an extended warranty that it has the option of exercising.

PROPOSAL

The UNDERSIGNED hereby proposes to furnish a New Compact to Mid-Size SUV to the City of South Portland, Maine, in accordance with the attached Invitation to Bid and specifications, and at the following price, warranty, and delivery time:

ITEM DESCRIPTION

- 1. Compact to Mid Size SUV as described above:
 - Option #1 "In stock" vehicle \$ _____
 - Option #2 Meets or Exceeds all above specifications \$ _____
- 2. Extended Warranty \$ _____
 - Color, Year, Make & Model # _____
 - _____
 - Warranty _____
 - _____
 - Delivery Time Option #1 _____
 - Delivery Time Option #2 _____

Signed _____
(Corporation, Firm or Company)

By: _____
(Officer, Authorized Individual or Owner)

Title: _____

Mailing Address: _____

Zip Code _____ Date: _____

Telephone: _____ Fax: _____

E- Mail: _____

Note: Bids must bear the handwritten signature of a duly authorized member or employee of the organization making the bid.