



## INVITATION TO BID

### FINANCE DEPARTMENT

GREGORY N. L'HEUREUX  
Finance Director

KRISTIE BRADBURY  
Deputy Finance Director

COLLEEN C. SELBERG  
Purchasing Agent

Bid #28-18

### LEASE OF ELECTRIC VEHICLES

Sealed bids for the Lease of Three (3) Electric Vehicles for the City of South Portland as specified below, in the attached specifications and proposal, will be received by the City Purchasing Agent, 25 Cottage Road, South Portland, Maine 04106, until 2:00 p.m., Thursday, October 19, 2017 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 #28-18 Electric Vehicles" 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., 25 Cottage Road South Portland, Maine.

**Award of bid will be based on the proposal that best fits the needs of the City in both cost, convenience, and safety. Bidders are highly encouraged to submit multiple proposals whenever possible as all makes, models and finance options will be taken into consideration.**

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.

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.

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

The City of South Portland is seeking to lease three (3) electric vehicles for various departments use in municipal operations.

The minimum requirements for this vehicle must include:

- 100% electric vehicle
- minimum four-passenger capacity (with passenger area volume as defined by Environmental Protection Agency for subcompact and compact sedans)
- compliance with all current Federal Motor Vehicle Safety Standards and Regulations to safely operate on all public roads and US highways
- a minimum 23 kWh battery
- charging capability for level II (240V) and DC fast charge (480V)
- a minimum 6.6-kW charger, quick charge package preferred
- a minimum EPA estimated range of 70 miles

**BIDDER** must specify:

- vehicle make, model, and year (with attached catalogue/brochure indicating standard features)
- lease cost
- How long it will take the vehicle to fully charge
- EPA estimated mileage range per charge
- Miles per gallon equivalent
- Identify fully all option packages included
- A maintenance schedule, what is included & approximate costs for each maintenance “tune-up”
- Include details on whether a free roadside assistance package is included and what it entails
- Expected life of battery – warranty coverage applied
- Cost of replacement battery

**BIDDER PROPOSAL**

The UNDERSIGNED hereby proposes to furnish a three all-electric vehicles to the City of South Portland, in accordance with the attached Invitation to Bid, the attached specifications, and at the following terms:

**PLEASE PROVIDE TERMS OF LEASE:**

Year Make & Model # \_\_\_\_\_

Color \_\_\_\_\_ Odometer Reading \_\_\_\_\_

Warranty \_\_\_\_\_

\_\_\_\_\_

Delivery Time \_\_\_\_\_

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.