



FINANCE DEPARTMENT

GREGORY N. L'HEUREUX
Finance Director

KRISTIE BRADBURY
Deputy Finance Director

COLLEEN C. SELBERG
Purchasing Agent

Invitation to Bid

2017 HIGH ROOF VAN

Sealed bid for furnishing a new (2017) High Roof Van to the City of South Portland Police Department 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., Tuesday, December 6, 2016 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 #20-17 High Roof Van" and shall be addressed to the Purchasing Agent at the above address.

Delivery to be made upon receipt of purchase order.

All equipment offered on this bid shall be brand-new and the latest type available. No used, demo, or last year model vehicles. (2017 only) 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.

The City of South Portland's Ford Fleet Identification Number is QF391.

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.

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



BID SPECIFICATIONS FOR 2017 HIGH ROOF VAN

COMPLIANCE TO SPECIFICATIONS

It shall be the bidder’s responsibility to carefully examine each item of specification. The bidder shall indicate 100% compliance by checking “Yes”. Any deviation from the specification as written must be marked “NO” for each line item. Unilateral interpretations will not be accepted. Failure to offer a properly completed bid or failure to respond accurately to each individual item of the technical specification may cause the offender’s bid to be rejected. Where the bidder answers “NO”, all such variances, exceptions, and/or deviations shall be fully described in writing, identified by section, sub-section and line item, on attachment marked “Exceptions/Deviations – Notations Sheet”. Any space left blank shall be considered non-compliant. NO verbal interpretations will be accepted! Bidders shall not use deceit or false statements in responding to written specifications as such may be cause for rejection of bid and/or other penalties.

	SPECIFICATION DETAILS	COMPLY	
		YES	NO
1. GVWR	8,500 lbs. minimum		
2. ENGINE	3.0 Liter V-6 Diesel minimum		
3. TRANSMISSION	Automatic		
	170” wheelbase		
4. TIRES & WHEELS	LT All-season		
	Full size spare Steel Wheels		
5. CAB / INTERIOR	Minimum interior height of 72”, Cloth medium gray or black bucket seats (X2) , Black rubber flooring		
6. BRAKES	Power 4-Wheel Anti-lock brakes		
7. STEERING	Power Steering		

	SPECIFICATION DETAILS	COMPLY	
		YES	NO
8. RADIO	AM/FM/CD		
9. GUAGES	Voltage, Oil, Engine Temperature, Tachometer		
10. BODY	Rear View Camera		

11. TRAILERING	Trailer towing package, Class III Hitch with standard Electrical connection		
12. MIRRORS/GLASS	RH/LH Heated Foldaway Power Mirrors		
	Rear Door Windows Deep Tint Glass		
13. COLOR	Black (no repaints)		
14. ACCESSORIES	Front & Rear Stabilizers		
	Remote keyless entry, Four keys		
	LED rear dome lights		
	Molded front and rear splash guards		
	Removable rubber floor mats		
	Power windows/locks		
	Rear window defroster		
	Auto headlamps/Daytime Running Lamps		
	Air conditioning, front & rear roof		
	Auxiliary Battery, 100 Amp		
	Cruise control		

QUOTATIONS MUST INCLUDE THE FOLLOWING INFORMATION:

1. COMPLETE DESCRIPTION OF VEHICLE WITH APPLICABLE PRINTED MATERIAL
2. GUARANTEED DELIVERY TIME AFTER RECEIPT OF WRITTEN ORDER
3. VEHICLE WILL BE ACCOMPANIED BY COMPLETE SHOP MANUAL
4. **OPTIONAL:** INCLUDE SEPARATE PRICE FOR A FOUR-WHEEL DRIVE CHASSIS
5. COMPLETE TRADE-IN ALLOWANCE ON VEHICLE LISTED BELOW

TRADE IN

2002 GMC Savana Cutaway Van
VIN #1GDJG31R021120713
Approximately 26,000 miles
PICTURED BELOW

Unit can be seen at South Portland Police Department, 30 Anthoine Street, South Portland.
Contact Mark Carlton at 799-5511 ext. 7215

PROPOSAL

The UNDERSIGNED hereby proposes to furnish a new One Ton Van to the South Portland Police Department, in accordance with the attached Invitation to Bid, the attached specifications, and at the following price, warranty, and delivery time:

Price	\$ _____
4 Wheel Drive (Optional)	\$ _____
Less Trade Allowance 2002 GMC	\$ _____
Net	\$ _____

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.

