



INVITATION TO BID

FINANCE DEPARTMENT

GREGORY N. L'HEUREUX
Finance Director

COLLEEN C. SELBERG
Purchasing Agent

BID #16-19

**MAINTENANCE FLEET VEHICLE
FULL SIZE CARGO VAN
South Portland School Department**

Sealed bids for furnishing one (1) Full Sized Cargo Van to the City of South Portland, Maine as specified in the bid specification and proposal below, will be received by the City Purchasing Agent, 25 Cottage Road, South Portland, Maine 04106, until 2:00 p.m., Friday, October 5, 2018 at which time, they will be publicly opened and read aloud. Proposals received after that date and time will not be considered.

Bidders should include a printed copy of this bid solicitation and a printed catalog or brochure for the model vehicle they are submitting. Bidders should submit a separate printed bid form for each vehicle they are submitting for consideration by the Purchasing Agent. All bid sheets and catalogs/brochures should be enclosed in a sealed envelope, plainly marked "Bid #16-19 One (1) Full-Sized Cargo Van" 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., South Portland School Department, 130 Wescott Road, South Portland, Maine.

All equipment offered on this bid shall be brand-new and the latest type available. 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. Maximum of five days delivery time from acceptance of 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.

It is the custom of the City of South Portland to pay its bills within 15 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. The City of South Portland reserves the right to accept a bid that is higher than the lowest cost bid received if it is determined that the accepted bid provides greater value to the City in terms of the specifications of the vehicle bid, warranty offered, additional features or options included, vehicle cost per cubic feet of cargo area, estimated lifetime cost to operate the vehicle, etc. Except as otherwise required by law or as specifically provided to the contrary herein, the award of this bid shall be governed by the City's purchasing ordinance.

Questions regarding this bid should be directed to Tony Lombardo, Director of Buildings and Grounds at 207-871-0555 Ext. 3016 or cell #207- 415-3931.

**FULL SIZE CARGO VAN
 BID SPECIFICATION**

| CATEGORY | MINIMUM SPECIFICATION | MEETS OR EXCEEDS SPECIFICATION (yes or no) | EXPLAIN IF IT DOES NOT MEET SPECIFICATION |
|---------------------------------|-----------------------------------------------------------------------------|-----------------------------------------------|-------------------------------------------|
| Model Year | 2014 to 2018 | | |
| Mileage | 25,000 or less | | |
| Engine Displacement & Cylinders | 3.3L & 6 cylinder | | |
| Transmission | Automatic | | |
| Seating | 2 person | | |
| GVWR | 7,000 lbs. | | |
| Airbags | Driver and Passenger | | |
| Brakes | Wheel disc with anti-lock brake system | | |
| Steering | Power | | |
| Doors | (1) Sliding side door and (1) hinged rear door | | |
| Cargo Screen or Bulkhead | Standard (if not standard please include to add in bid price) | | |
| Cargo Space | 200 cubic feet | | |
| Windows | Power | | |
| Air Conditioning | Standard | | |
| Warranty | 2017 or new (3 yrs/36,000 miles) 2016 or older (1 yr/12,000 miles) | | |

**FULL SIZE CARGO VAN BID SPECIFICATION
PROPOSAL SHEET (to be submitted to Purchasing Agent)**

The UNDERSIGNED hereby proposes to furnish one (1) Full Size Cargo Van to the South Portland School Department, F.O.B., 130 Wescott Road, South Portland, Maine, with delivery to be made upon receipt of purchase order, in accordance with the attached Invitation to Bid, the following specifications, and at the following prices and delivery times:

| | |
|--------------------------------------------------------------------------|-------|
| BID NUMBER (e.g., 1, 2, etc.) | _____ |
| Year of Bidded Vehicle | _____ |
| Make of Bidded Vehicle | _____ |
| Model of Bidded Vehicle | _____ |
| Bidded Vehicle VIN | _____ |
| Bidded Vehicle Exterior Color | _____ |
| Bidded Vehicle Interior Color | _____ |
| Bidded Vehicle Odometer Reading | _____ |
| Bidded Vehicle Warranty | _____ |
| Bidded Vehicle Delivery Date ARO | _____ |
| Additional Amount for Cargo Screen/Bulkhead Divider (if not standard) | _____ |
| TOTAL BID PRICE | _____ |

Signed: _____ (Corporation, Firm or Company)

By: _____ (Officer, Authorized Individual or Owner)

Title: _____

Mailing Address (including Zip Code):

Date: _____

Telephone: _____

Email: _____