



INVITATION TO BID

FINANCE DEPARTMENT

ELLEN SANBORN
Finance Director

COLLEEN C. SELBERG
Purchasing Agent

Bid #02-23

LEASE OF ELECTRIC VEHICLE

Sealed bids for the Lease of One (1) Electric Vehicle 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., July 28, 2022 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 by email, with the subject "Bid #02-23 Electric Vehicle Lease" and shall be addressed to cselberg@southportland.org.

Bidders are highly encouraged to submit multiple proposals whenever possible as all makes and models will be taken into consideration.

Award basis will be lowest net cost to the City for a three year lease term. Since a prompt delivery is requested, delivery time, as well as price, may be a factor in determining the award of this bid.

Bidder will state in their bid the name and model number of the equipment they are offering and will include with their bid a catalog or brochure marked to indicate the standard factory equipment of the model on which they are bidding. Bidder must attach a separate sheet to their 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.

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.

Colleen C. Selberg
Purchasing Agent

SPECIFICATIONS

The City of South Portland is seeking to lease one (1) electric vehicle for the Parks Department use in municipal operations. Terms of the lease must be a 3 year lease. The City may or may not buy-out the vehicle at the end of the lease term.

Bidders must be a Maine Participating Dealer under Efficiency Maine's EV Accelerator Program. The City is an eligible Governmental Entity under Efficiency Maine's EV Accelerator Program and is eligible for an enhanced instant rebate when leasing an eligible new electric vehicle (EV) at a Maine Participating Dealer.

Eligible vehicles under this program can be found on Efficiency Maine's web site:

<http://www.efficiencymaine.com/docs/Eligible-Vehicle-Rebates.pdf>

The minimum requirements for these vehicles are:

- 100% electric vehicle
- Vehicle must be new or in new condition, and not previously owned or leased
- 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 40 kWh battery
- Charging capability for level II (240V) with quick charge port included and DC fast charge (480V)
- A minimum EPA estimated range of 200 miles
- All weather tires

BIDDER must specify:

- Vehicle make, model, and year (please indicate standard features)
- MSRP of vehicle
- Monthly payment with \$0 down and Efficiency Maine EV rebate
- Cost for 3 year close out lease with \$0 down and Efficiency Maine EV rebate
- Date available
- 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

COMPLETE AND RETURN THIS PAGE

PROPOSAL

The UNDERSIGNED hereby proposes to furnish an Electric Vehicle for Lease to the City of South Portland, in accordance with the attached Invitation to Bid and the specifications listed.

The UNDERSIGNED hereby declares that he, she or they are the only person(s), firm or corporation interested in this proposal as principal; that it is made without any connection with any other person(s), firm or corporation submitting a bid for the same.

The UNDERSIGNED hereby declares that they have read and understand all conditions as outlined herein, and that the proposal is made in accordance with same.

The UNDERSIGNED hereby declares that any person(s) employed by the City who has direct or indirect personal or financial interest in this proposal, or in any profits which may be derived therefrom has been identified and the interest disclosed by separate attachment. Please include in your disclosure any interest which you know of.

This Proposal acknowledges the receipt of Addenda No.: _____

COMPANY NAME: _____
(Individual, Partnership, Corporation, Joint Venture)

AUTHORIZED SIGNATURE: _____ DATE: _____
(Officer, Auth. Individual, Owner)

PRINT NAME & TITLE: _____

ADDRESS: _____

ZIP CODE

TELEPHONE: _____ D.U.N.S. _____

FEDERAL TAX I.D. NUMBER: _____

NOTE: All proposals must bear the handwritten signature of a duly authorized member or employee of the organization making the proposal.

**COMPLETE AND RETURN THIS PAGE
PROPOSAL (CONTINUED)**

Bid for lease of EV for the City of South Portland. Lease price will be paid in equal monthly installments over the term of the lease.

Annual lease Price	\$ _____.
Total 3 year lease Price	\$ _____.
Less Rebate	\$ _____.
Total 3 year Price	\$ _____.

In Words: _____

Year, Make, & Model # _____

Color _____ Odometer Reading _____

Delivery Date _____

Please include information/materials as necessary describing vehicle offered