



## INVITATION TO BID

### FINANCE DEPARTMENT

GREGORY N. L'HEUREUX  
Finance Director

KRISTIE BRADBURY  
Deputy Finance Director

COLLEEN C. SELBERG  
Purchasing Agent

### Bid #24-18

### ONE TYPE "D" SCHOOL BUS AND ONE TYPE "C" WHEELCHAIR SCHOOL BUS

Sealed bids for furnishing the City of South Portland School Department with One Type "D" and One Type "C" with Wheelchair Accommodations School Buses as specified below in the specifications and in the attached proposal will be received by the City Purchasing Agent, 25 Cottage Road, South Portland, Maine until **3:00 P.M., Friday, August 11, 2017** at which time they will be publicly opened and read aloud. Proposals received after the above stated date and time will not be considered.

Bids shall be submitted on the attached bid form in sealed envelopes, plainly marked "Bid #24-18 for School Buses" 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., School Transportation Department, 1142 Highland Avenue, South Portland, Maine. Questions regarding the specifications may be made by contacting Lisa Gadway, Director of Transportation, at (207) 767-7714.

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 needed, delivery time as well as price may be made a factor in determining the award of this bid.

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

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.

The City of South Portland reserves the right to waive all informalities in bids, to accept any bid 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 award of this bid shall be governed by the City's purchasing ordinance.

Colleen C. Selberg

*Purchasing Agent*

Mailing address: P.O. Box 9422, South Portland, ME 04116-9422  
Telephone (207) 767-3201, Fax (207) 767-7620

**PROPOSAL**

The UNDERSIGNED hereby proposes to furnish two (2) 78 Passenger School Buses to the South Portland School Department, F.O.B., 1142 Highland Avenue, 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:

Item    Description

1.        One Type "D" 78 Passenger Bus as described in the attached

Price \$ \_\_\_\_\_

Make, Model # & Grade \_\_\_\_\_

Delivery Date \_\_\_\_\_

Warranty \_\_\_\_\_

2.        One Type "C" 78 Passenger Bus as described in the attached

Price \$ \_\_\_\_\_

Make, Model # & Grade \_\_\_\_\_

Delivery Date \_\_\_\_\_

Warranty \_\_\_\_\_

Signed: \_\_\_\_\_  
(Corporation, Firm or Company)

By: \_\_\_\_\_  
(Officer, Authorized Individual or Owner)

Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Zip Code: \_\_\_\_\_ Date: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

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