



INVITATION TO BID

FINANCE DEPARTMENT

ELLEN SANBORN
Finance Director

COLLEEN C. SELBERG
Purchasing Agent

Bid #25-22

ONE or TWO 10 PASSENGER VANS

Sealed bids for furnishing the South Portland School Department with one Heavy Duty 10 Passenger Van with the option to purchase a second, 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 **2:00 P.M., Wednesday, December 8, 2021** at which time they will be publicly opened and read aloud. Proposals received after the above stated date and time will not be considered.

The City may elect to purchase one or two vans depending upon its anticipated need. In addition, the City requests that the bidder include the date through which the price bid will be honored, either for the vehicle specified in the bid or for a vehicle that is substantially similar. This is necessary as the City may elect to not purchase the second vehicle initially but may seek to purchase additional vehicles at a later date depending upon need.

Bids shall be submitted on the attached bid form (please include the Minimum Bid Specification sheet) in sealed envelopes, plainly marked "Bid #25-22 One (1) Heavy Duty 10 Passenger 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., School Transportation Department, 1142 Highland Avenue, South Portland, Maine. Questions regarding the specifications may be made by contacting Herb Hopkins, Director of Finance, at (207) 871-0555.

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.

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

Award of the bid will be based on the vehicle that best fits the needs of the City in terms of cost, convenience and safety. Bidders are encouraged to submit multiple bids whenever possible as all makes, models, and designs will be taken into consideration.

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

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.

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

P R O P O S A L

The UNDERSIGNED hereby proposes to furnish One Heavy Duty 10 Passenger Van 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:

Van Description

1. One Heavy Duty 10 Passenger Van

Year/Make/Model of Vehicle _____

Vehicle VIN _____

Vehicle Exterior/Interior Color _____

Vehicle Odometer Reading _____

Vehicle Warranty _____

Price \$ _____

Date Through Which Price Will Be Honored _____

Anticipated Delivery Date _____

Option 2

2. **TWO** Heavy Duty 10 Passenger Van

Year/Make/Model of Vehicle _____

Vehicle Warranty _____

Price EACH \$ _____

Date Through Which Price Will Be Honored _____

Anticipated Delivery Date _____

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.

MINIMUM BID SPECIFICATIONS

Category	Minimum Specification	Meets or Exceeds Spec (Y/N)	Why, If At All, Does Not Meet Spec
Model Year	2020 or Newer		
Base Curb Weight	> 4,200 lbs		
Passenger Seating	10 Preferred But No More than 11		
Odometer Reading	< 100 Miles		
Transmission	Automatic		
Exterior Color	White Preferred, Light Color Acceptable		
Seats:			
Driver/Passenger	Bucket		
Second Row	Removable/Repositionable Seats		
Third Row	Removable/Repositionable Seats		
Fourth Row	Removable/Repositionable Seats		
Color	Black or Dark Colors		
Fabric Covering	Cloth		
Air Bags:			
Driver/Passenger Front Impact	Standard		
Driver/Passenger Knee Impact	Standard		
Driver/Passenger Side Impact	Standard		
Rear Passenger Curtain Side Impact	Standard		
Steering:			
Power	Standard		
Manual Tilt/Telescopic Steering Column	Standard		
Comfort/Convenience:			
Cruise Control	Standard		
Power Windows	Standard		
Power Door Locks	Standard		
Remote Keyless Entry	Standard		
Front Window Defogger	Standard		
Rear Window Defogger	Standard		
Child-Proof Rear Door Locks	Standard		
Warranties:			
Basic	36 Months or 36,000 Miles		
Powertrain	60 Months or 60,000 Miles		
Corrosion	60 Months Unlimited Miles		