



INVITATION TO BID

BID # 25 - 18

TWO 7 UP TO 12 PASSENGER VANS

FINANCE DEPARTMENT

GREGORY N. L'HEUREUX
Finance Director

KRISTIE BRADBURY
Deputy Finance Director

COLLEEN C. SELBERG
Purchasing Agent

Sealed bids for furnishing Two (2) 7-12 Passenger Vans to the City of South Portland, School 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 3:00 p.m., Friday, August 11, 2017 at which time, they will be publicly opened and read aloud. Proposals received after that date and time will not be considered.

Bids shall be submitted using the attached Excel spreadsheet, which electronic versions shall be made available upon request from the Purchasing Agent. Bidders should include a printed copy as well as an electronic copy of their bid on an electronic storage device (e.g., CD ROM, flash drive, etc.) and should include a printed catalog or brochure for the model vehicle they are submitting. **Bidders should submit a separate printed and electronic Excel bid form for each vehicle they are submitting for consideration by the Purchasing Agent.** All bid sheets, catalogs/brochures, and the required electronic storage device should be enclosed in a sealed envelope, plainly marked "Bid #25-18 Two (2) 7-8 Passenger Vans" 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 Garage, 1142 Highland Avenue, 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.

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

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. 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, 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.

Colleen C. Selberg
Purchasing Agent