



INVITATION TO BID

BID # 13 - 19

ONE (1) CARGO VAN

FINANCE DEPARTMENT

GREGORY N. L'HEUREUX
Finance Director

COLLEEN C. SELBERG
Purchasing Agent

Sealed bids for furnishing one (1) 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 12:00 p.m., Friday, August 23, 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 #13-19 One (1) 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., 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.

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, 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.

Colleen C. Selberg
Purchasing Agent

**ONE (1) CARGO VAN BID SPECIFICATION AND BID PROPOSAL SHEET
(To be submitted to the Purchasing Agent)**

Category	<u>Minimum</u> Specification	Meets Spec (mark with X)	Explain if does not meet spec or exceeds it
Model Year	2018		
Engine Displacement and Cylinders	2.5 liter; 4 Cylinder		
Transmission	Automatic		
Seating	2		
Cargo Space	100 cubic feet		
Payload	1400 pounds		
Airbags	Driver and passenger front and side		
Brakes	4 wheel disc brakes with anti-lock brake system		
Steering	Power		
Rear Doors	2 swing out doors		
Warranties:			
Basic	36 mos./36k miles		
Powertrain	60 mos./60k miles		
Color	White preferred		

ONE (1) CARGO VAN BID SPECIFICATION AND BID PROPOSAL SHEET
(To be submitted to the Purchasing Agent)

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 _____

TOTAL BID PRICE _____

Signed: _____ (Corporation, Firm or Company)

By: _____ (Officer, Authorized Individual or Owner)

Title: _____

Mailing Address (including Zip Code):

Date: _____

Telephone: _____

Email: _____

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