



City of Lompoc

**INVITATION TO BID NO. 2841 –
Van, 15 Passenger RWD
Dated: 12/20/2016**

The City of Lompoc is currently soliciting bids for: **Van, 15 Passenger**. Bids must be received by **2:00 pm, January 12, 2017**

BIDS MUST BE DELIVERED TO: City of Lompoc Purchasing Division 1300 West Laurel Ave.
Bldg 4A Lompoc, Ca 93436

The only authorized City contact will be the Purchasing Officer listed below or other contact through Purchasing Office Staff, from the original issue date until the contract is awarded. Interested bidders or their representatives are not allowed to communicate with City staff regarding this solicitation. If any bidder is found to be in violation of this provision, the City reserves the right to reject their bid.

Please complete and fax to this office the "Registered Bidder Information Sheet" today before you prepare and send your bid. Not returning the Registered Bidder Information Sheet may be a reason for disqualification.

Late bids will be returned to the bidder/proposer unopened. The receiving time in the Purchasing Office will be the governing time for acceptability of bid/proposals. Bid/proposals will not be accepted by telephone or facsimile machine.

Ray Ambler
Purchasing and Materials Manager

“Registered Bidder Information Sheet”

To stay informed of any changes or modifications to this bid you must:

- 1. Complete this form (print or type your information).**
- 2. Fax the completed sheet to (805) 735-7628.**

(Please type or print)

COMPANY NAME

SIGNATURE OF AUTHORIZED REPRESENTATIVE

E-MAIL ADDRESS

FAX NUMBER

DATE

PHONE

SCOPE AND INTRODUCTION:

The following minimum specifications are intended to describe **one (1) each Van, 15-Passenger, RWD, equal to Ford Transit-350 Wagon, to be used by the City of Lompoc, ready for service.**

The unit proposed shall be a new unused current production year model and will have all standard equipment shown in the manufacturer's printed literature unless a specific and installed option makes the standard equipment unnecessary.

The unit shall be delivered to the City of Lompoc complete and ready for service. Each bidder shall show all warranties and any cost associated with servicing said warranties. Coverage shall be shown for the complete unit with all installed equipment and accessories.

Time required for delivery is very important and may influence the award.

GENERAL REQUIREMENTS:

- 1.0 Manufacturer's specification. Complete specifications, published literature and photos or illustrations of unit proposed shall be furnished with proposal. Only new models in current production which are catalogued by the manufacturer and for which printed literature and specifications are available will be accepted.
- 2.0 All equipment and components listed as standard by the manufacturer for model proposed shall be furnished, whether or not such items are detailed herein, for example special wrenches, tool kits, jacks – adequate to safely lift the Van when loaded to rated capacity.
- 3.0 Hose and wiring routing. All lines, wires and cables shall be routed to be secured and protected from any present or potential source of snags, abrasions or sharp edges.
- 4.0 Control labeling. All operator controls shall be clearly labeled as to function and operational position(s).
- 5.0 License. The original dealer's Report of Sale along with a Weight Certificate and California DMV REG 397 shall be furnished to the consignee at time of delivery of the vehicle(s) before payment can be made.\
- 6.0 Warranty. The unit shall have a minimum of one (1) year warranty against defects in materials and workmanship. The warranty shall cover both parts and labor and begin at the in-service date, not delivery date.

TECHNICAL REQUIREMENTS:

- 7.0 The 15-Passenger Van shall be equal to a **Ford Transit-350**

-
- 8.0GVWR: 10,360-lbs.
 - 9.0Wheelbase: 148"
 - 10.0 Engine 3.2L Power stroke Turbo Diesel V6 (or equal to)
 - 11.0 Transmission: 6-speed automatic overdrive with Tow/Haul mode (or equal to)
 - 12.0 Alternator: 145-amp
 - 13.0 Battery: High Capacity 770-CCA
 - 14.0 Brakes: Four wheel anti-lock with Dynamic Rear proportioning
 - 15.0 Power windows, power door-locks, power side mirrors
 - 16.0 Remote keyless entry
 - 17.0 Standard factory front and rear air conditioning and rear air conditioning
 - 18.0 Airbags: frontal, driver and right front passenger
 - 19.0 Seats: front buckets with custom cloth trim, rear seats shall be custom cloth trim
 - 20.0 Heavy-duty rubberized flooring
 - 21.0 Wheels: 5-each steel 17" X 7" (4-each on van and 1-each spare)
 - 22.0 Tires: 5-each all-season black wall (4-each on van and 1-each spare)
 - 23.0 4-each wheel trim, chrome center cap
 - 24.0 Lighting auxiliary
 - 25.0 Audio system: AM/FM/CD stereo
 - 26.0 Bumpers: Front and Rear
 - 27.0 License plate kit front and rear
 - 28.0 Door, sliding passenger side
 - 29.0 Glass: Solar-Ray deep-tinted
 - 30.0 Mirror, inside rearview manual day/night
 - 31.0 Rear Axle: 3.42 ratio

Questionnaire for 15-Passenger Van (Fill in applicable items)

Make: _____ Model: _____ Year Make: _____

GVWR: _____ GAWR F. Axle: _____ GAWR R. Axle: _____

WB: _____ Inch CA: _____ Inch

Engine: Make: _____ Model: _____ No. Cyl. CID: _____

NET HP: _____ @ _____ RPM, NET Torque _____ Ft. Lbs @ _____ RPM

Carburetor - # of barrels _____

Alternator max output _____ Amp. Batt. _____ A. H., Quan. of Batt. _____

Eng. (STD) Oil Filter: Type: _____ Make & Mod: _____

Eng. (AUX) Oil Filter: Type: _____ Make & Mod: _____

Eng. Fuel Filter: Type: _____ Make & Mod: _____

Eng. Air Filter: Type: _____ Make & Mod: _____

Eng. Coolant Filter: Type: _____ Make & Mod: _____

Eng. Exh. Muffler - Check Proper Square: Horizontal - Vertical -

Eng. Exh. Pipe - Check Proper Square: Horizontal - Vertical -

Trans: Make: _____ Model: _____ HP/No. of Spds. Fwd.: _____

Trans: Aux. Oil Filter: Make: _____ Model: _____ Element Part #: _____

Frame RPM: _____ Frame SM: _____

Front Axle: Make: _____ Model: _____ Rating: _____ Lbs

Rear Axle: Make: _____ Model: _____ Rating: _____ Lbs

Rear Axle: Ratio: _____

Springs: Capacity @ Ground: Front: _____ Lbs. Rear _____ Lbs

Steering: Type _____ Make _____ Assist (?) _____

Service brake type: Check Proper Square: Air - Vacuum Over Hyd -

Type of lining (asbestos or non-asbestos): _____

Air Brake: Compressor size: _____ CFM. Make: _____

Air Dryer: Make: _____ Model: _____

Wheels (FT) Type: _____ Width: _____ Rating: _____ No. Studs: _____

Wheels (R) Type: _____ Width: _____ Rating: _____ No. Studs: _____

Tires (FT) Type: _____ Size: _____ Load Range: _____

Tires (R) Type: _____ Size: _____ Load Range: _____

Fuel Tank Capacity: _____ Type: _____ Location: _____

Seating Capacity: _____

Name of Firm: _____ By: _____ Tel # _____

List any additional information or exceptions to the specifications on a separate sheet and submit with bid.

Signature Form

The undersigned agrees to sell, F.O. B. Destination, to the City of Lompoc the Vehicle specified in accordance with this bid. I/We have stated hereon the price(s) at which we will accept as full payment the amount shown below.

F.O.B. destination indicates that the seller is responsible for the shipment until it reaches its destination, even if freight is allowed and paid by the buyer.

The City is obligated to pay all applicable taxes imposed in the county of receipt either to the supplier or directly to the state in the form of a Sales Tax (on the transfer of tangible personal property) or a Use Tax (on the storage, use or other consumption in California) of same.

The City has a local vendor preference. Under the Lompoc City code, in determining a lowest price, the ultimate receipt of local sales tax (1%) by the City shall be considered. However, all vendors who work within city limits of the City of Lompoc are required to have a Business Tax License. If you do not have a Business Tax License please contact the Lompoc City Clerk's department at (805) 875-8242.

Do you conduct business in an office with a physical location within the City of Lompoc and therefore claim local vendor preference? _____ yes or no.

City of Lompoc Business Tax License Number: _____

Business Name, within the City of Lompoc: _____

Business Address within the City of Lompoc: _____

ITEM(S)	DESCRIPTION		PRICE
1	<u>Van 15 passenger</u> Mfgr _____ Model _____ Year of Mfgr _____		
	Delivery to Lompoc		
	Sub-total		
	Sales Tax @ 8%		
	Total of all Charges		

Warranty Period: _____. Delivery time after receipt of order ____/days.

Non-California Bidders:

Are you registered with the State of California as authorized to collect California State Sales Tax? YES NO.
California Sellers Permit Registration No. _____ (if applicable)

Do you agree_____/disagree_____ to extend this agreement to other government agencies.

We hereby certify that:

-This bid was not made in the interest of or on behalf of any undisclosed person, partnership, association or corporation.

-This bid is genuine and not collusion or sham; and that we did not, directly or indirectly, induce or solicit anyone else to submit a false or sham bid.

-We have not, directly or indirectly, by agreement, communication or conference with anyone attempted to induce action prejudicial to the interest of the City of Lompoc, or any other bidder or anyone else interested in the proposed contract; and further,

-Did not, in any manner, directly or indirectly, seek by agreements, communications, or conference with anyone to raise or fix any overhead, profit, or cost element of this bid price, or that of anyone else.

UNSIGNED BIDS WILL NOT BE CONSIDERED.

Submission of a signed bid will be interpreted to mean that bidder has read the entire document and agrees to all of the terms and conditions set forth in all the sheets which make up this invitation.

(Please type or print)

COMPANY NAME
REPRESENTATIVE

SIGNATURE OF AUTHORIZED

ADDRESS

NAME AND TITLE (PLEASE PRINT)

CITY, STATE AND ZIP CODE

E - MAIL ADDRESS

PHONE NUMBER

WEB PAGE

FAX NUMBER

DATE

GENERAL TERMS AND CONDITIONS

ISSUANCE OF BID: This bid request creates no obligation on the part of the City and the City reserves the unconditional right, at its option, to either reject all bids or waive any irregularities or informalities therein.

BID SUBMISSION: Bids must be submitted on bid forms provided herein, completed and signed, in a sealed envelope showing on the outside of the envelope the name of bidder, bid title, and date and time of opening. Prices shall be printed in ink or typewritten. No erasures are permitted. Mistakes may be crossed out and corrections printed adjacent and initialed in ink by person signing the bid. Bidders must complete and return the Compliance/Deviation column of the specification page(s) in order to be considered. All bidders must submit one (1) original and one (1) copy of their bid for consideration by the Purchasing Office and the ordering department.

MORE THAN ONE BID: More than one bid is allowed. Each bid must be in a separate sealed envelope with proper identification showing on outside of envelope.

BID VALIDITY/WITHDRAWAL: Prices shall remain valid for ninety (90) days from date of opening and be inclusive. Bids submitted may be withdrawn by written request received BEFORE the hour set for opening. No bidder may withdraw their bid after the time set for opening.

QUESTIONS: Questions may be submitted, by written request, for an interpretation or correction thereof. Fax inquires to:

Ray Ambler, Purchasing & Materials Manager FAX (805) 735-7628

MATERIAL SAFETY DATA SHEETS: When applicable, bidders shall conform to California Labor Code, Section 6360 and Title 8 CAC, Section 339 and 5194 and submit MSDS on hazardous substances with bid.

LOWEST APPARENT BIDDER SUBMITTAL REQUIREMENTS: The lowest apparent bidder may be required to submit the following:

- a) Proof of authorized distributorship
- b) A sample or demonstration of any product/unit offered. Samples and/or demonstration must be free of expense to the City.
- c) City Business Tax number
- d) PUC permits
- e) Insurance requirements
- f) Proof of driver training on hazardous substances
- g) References

QUANTITY ADJUSTMENT: When applicable, it is mutually accepted that the quantities defined in this document reflect the approximate City requirements and may be adjusted. City may require and order or reorder more than the quantity listed here by mutual agreement with the prevailing vendor.

COMPLIANCE WITH LAWS: All bids shall comply with current federal, state and local laws relative thereto, including applicable Federal and State Occupation Safety and Health laws and that Seller will indemnify and hold the Buyer harmless for any failure to so conform.

CONTRACT LIMITATIONS: Any resulting contract shall be limited to all terms and conditions herein, including any general and special conditions and instructions, purchase order or other documents issued by the City.

NEW/UNUSED AND LATEST MODEL: Bidders shall provide pricing on new and unused items, material and/or units specified unless otherwise stated in specifications.

BRAND NAMES: Brand names are used to establish a level of quality only. Bids will be considered for any brand which meets or exceeds the quality of the specifications listed for any item. Bids that deviate from the specifications must be clearly defined. The City will have the sole right to determine whether an alternate is acceptable.

WARRANTIES: Bidder will fully warrant all materials and equipment for a period of not less than one (1) year from date of final acceptance by the City unless otherwise noted. All warranties, standard and extended, shall be shown

on any units offered, and all costs related to the servicing of said warranties shall be clearly stated on bid form.

F.O.B. POINT AND SHIPPING CHARGES: All prices shall be quoted F.O.B. destination Lompoc, California. Any and all shipping, handling and freight charges shall be shown separately unless otherwise noted on bid form.

CANCELLATION: Any agreement resulting from an award may be canceled by either party at any time upon thirty (30) days written notice. The City may cancel any agreement WITH CAUSE within ten (10) days written notice to supplier.

LAWS GOVERNING CONTRACT: The contract shall be in accordance with the laws of the State of California and the County of Santa Barbara is the only appropriate forum for any litigation. In the event a suit or action is instituted arising out of any contract, the prevailing party shall be entitled to receive, in addition to its cost, such sum as the court may adjudge reasonable as to attorney's fees and costs.

TAXES (FEDERAL EXCISE/SALES OR USE/LOCAL PREFERENCE: The City is exempt from Federal Excise Tax. All taxes, if applicable, shall be shown on bid form page. ALL TAXES; Sales, Use and Local Preference will be a consideration in bid evaluation.

MINORITY BUSINESS ENTERPRISES: It is the policy of the City that minority business enterprises shall have the maximum opportunity to participate in the City's bidding requirements.

EQUAL EMPLOYMENT OPPORTUNITY: It is the policy of the City to promote the full realization of equal employment opportunity.

COOPERATIVE PURCHASING: The successful bidder may agree to extend all terms and conditions to other tax-supporting agencies upon their request. These agencies will issue their own purchase order and be billed directly by supplier. Bidder's agreement or disagreement must be stated on bid form and will not affect bid evaluation.

BID PROTEST: Interested parties wishing to protest City solicitation documents may obtain a copy of Lompoc Code, Chapter 26, Section 2642, Section 26 by calling the Purchasing Office at 805-875-8000 or on the City's web site at: <http://www.cityoflompoc.com/purchasing/protest.pdf>

AWARD: Contracts shall be awarded to the bidder whose offer is determined to be the most advantageous to the City from the standpoint of suitability to purpose, quality, service, previous experience, price, ability to deliver, or for any other reason deemed by the Purchasing Manager to be in the best interests of the City and, as such, will not be determined by price alone and may not be the lowest bid especially where services are of utmost importance. When there is more than one (1) item, the City reserves the right to award separately or as a whole. Bidders must state "all or none" on bid form. If optional items or trade-ins are requested, the City may accept or decline such items.

SELL OR ASSIGN: Contractor shall not have the right to sell, assign or transfer any obligations resulting from the award without the specific written consent of the Purchasing and Materials Manager.

REASONS FOR AUTOMATIC DISQUALIFICATION OF BIDS

Failure of bidder to fulfill all basic requirements will result in automatic bid rejection. A Letter of Bid Disqualification is sent to bidder failing to meet any of the requirements. The checklist of reasons for rejection as follows:

- Failure to sign bid document (in ink).
- Failure to ensure bid was received by City of Lompoc Purchasing Offices on or before bid opening date and time and the address specified in the bid.
- Failure to submit bid in ink (pencil is unacceptable).
- Failure to provide bid security (if required and in the form and amount specified).
- Failure to attend mandatory bidders' conference or mandatory site inspection.
- Failure to initial price alterations (in ink) for one or more items.
- Failure to provide information or other supplemental materials as specified in the RFP or bid.
- Failure to bid on all items when specifically required.

These items are self-explanatory and are applied equally and irrevocably to all vendors and their bids. Therefore, bidders must be conscientious in fulfilling all requirements in order to have their bids considered for award.

NOTE that telephone, fax, or telegraph bids will not be accepted for publicly advertised bid requirements which specify sealed bid submissions.

ENTIRE AGREEMENT Any Agreement resulting from this Bid will consist of the following documents, in order of precedence, and shall be the entire agreement between parties:

- A. Purchase Order
- B. CITY 's Invitation to Bid
- C. Attachments
- D. CONTRACTOR 's Bid