

# City of Rockland

## INSTRUCTIONS TO BIDDERS

### ONE (1) CURRENT MODEL YEAR CHEVY TAHOE SSV

1. **BID FORM** - All bids must be submitted in conformity with the requirements of the Specifications and the Official Bid Form and Agreement included herewith. The submission of a bid on a form other than the Official Bid Form shall constitute grounds for rejection of the bid. Upon execution by the City of Rockland, the Official Bid Form and such other documents as stated below shall serve as the Contract Documents.
2. **BID DOCUMENTS** - Bid documents shall be enclosed in an envelope sealed and clearly labeled "**POLICE VEHICLE**" – **NOT TO BE OPENED UNTIL 1 PM, WEDNESDAY, August 4, 2021**" so as to identify the item for which a bid is submitted and guard against opening prior to the time set therefore.
3. **TIME FOR RECEIVING BIDS** - Bids received prior to the time of opening will be securely kept unopened. All bids shall be delivered to City Manager, Rockland City Hall, 270 Pleasant Street, Rockland, ME 04841, prior to **1 PM, Wednesday, August 4, 2021**.
4. **BID OPENING** - The Bid Opening Meeting will be held at **1 PM, Wednesday, August 4, 2021**
5. **BIDS TO REMAIN OPEN** - All bids shall remain open and may not be withdrawn for a period of thirty (30) days after the day of the bid opening, but the City may, in its discretion, release any bid.
6. **AWARD OF CONTRACT** - The Contract will be awarded to the lowest responsible bidder, whose bid complies with all the conditions of the Contract Documents, provided the bid is reasonable, and it is in the best interest of the City to accept it as determined by the City Manager. No contract shall be formed until and unless the Rockland City Council approves a bid and appropriates funding for the specific purpose of purchasing the good or service described herein. The City of Rockland reserves the right to reject any or all bids in whole or in part as it is deemed in the best interest of the City, renegotiate any contract and waive any informality which does not compromise the actual bid. In determining the most advantageous bid, the City of Rockland reserves the right to consider quality, workmanship, service, and dependability of the product and manufacturer, independent of price. Upon execution by the City of Rockland, the Official Bid Form, together with the other Contract Documents shall serve as the Contract.

The City Manager will give preference to local bidders if the difference between bids submitted by a company whose headquarters is located in Knox County and/or who pays excise tax on their vehicles in Knox County and those not located in Knox County is 5% or less. If the two lowest bids are within 5% of each other and have each been submitted by companies located in Knox County, then price, quantity, quality and reliability of past or expected service shall be the only consideration in awarding the bid, or in deciding to reject any and all bids.

7. **TIME OF AVAILABILITY** – Availability of delivery must be within 6 months of the bid being awarded.
8. **INFORMATION TO BE SUPPLIED BY BIDDER** - Bidder shall accompany the proposal with a detailed description of the materials and equipment, which the bidder proposes to furnish, and such other data as required in the Contract Documents and as will assist the City in analyzing the proposals.
9. **COMPLIANCE OF CONTRACT DOCUMENTS** - Before submittal of this bid, each bidder must examine the Contract Documents thoroughly. The submission of a bid will constitute an incontrovertible representation by the bidder that it has complied with every requirement of these specifications.
10. **DEVIATIONS/CHANGE ORDERS** - All deviations from the Detailed Specifications must be set forth in writing by use of the enclosed form marked "Statement of Compliance/Deviations from Specifications". The information provided on the form must fully and completely describe each such proposed deviation and the reasons why each such deviation is fully equal or superior to the specifications. If there are no deviations, please state same. The executed "Statement of Compliance/Deviations from Specifications" **must** be submitted with the bid. The failure of a bidder to submit the form with the bid, if the City accepts the bid, shall be deemed to constitute grounds for rejection of the bid. It is incumbent upon the bidder to supply any and all additional information regarding any deviation from the Detailed Specifications, which in the opinion of the bidder may assist the City in evaluating compliance of the bid.
11. **WARRANTY/GUARANTEE** - In addition to any other manufacturer's guarantee or warranty, the bidder guarantees that all labor and materials to be provided by it in connection with the performance of the contract shall be of the first quality throughout and comply with all respects or are fully equal to standards called for in the bid. All expenses involved in the repair and/or replacement of defective work and/or materials shall be borne by the bidder. In the event of failure on the part of the bidder to repair, replace or otherwise put in first-class condition any such defective work and/or materials within thirty (30) calendar days from the date of notice, the City may have the work done by others and charge the cost against any money due the bidder, or if there is no money due, to charge the bidder for the costs incurred. See the Specifications for additional warranty/guarantee requirements.
12. **INTERPRETATIONS** - All questions about the meaning or intent of the Contract Document shall be submitted in writing to City Manager, Rockland City Hall, 270 Pleasant Street, Rockland, ME 04841. Replies will be issued by addenda, mailed, sent via facsimile or delivered to all parties recorded by the City as having received bid documents. Questions received less than five (5) working days prior to the date fixed for opening bids will not be answered. Only those interpretations provided by formal written addenda will be binding. Oral and other interpretations or clarifications will be without legal effect.
13. **COMPLIANCE WITH LAWS; LICENSE AND PERMIT REQUIREMENTS** - The submission of a bid will constitute an incontrovertible representation and warranty by the bidder that the bidder shall comply with all requirements of law, including the ordinances of the City of Rockland, in any way relating to the performance of the contract, including obtaining any and all required licenses and permits from any and all governmental agencies having any jurisdiction relating thereto, except for permits required by the City of Rockland, which will be obtained by the City of Rockland.

14. **CONTRACT PRICE** – The total contract price shall include, in addition to all equipment, manuals, training, and delivery described in the Contract Documents, the following:
  - (a) Transportation charges to point of delivery as directed by the City.
  - (b) Full tank of fuel.
  
15. **CONTRACT DOCUMENTS** – The following documents constitute the Contract Documents:
  - (a) Instructions to Bidders
  - (b) Official Bid Form and Agreement
  - (c) Specifications
  - (d) Statement of Compliance/Deviation from Specifications
  
16. **DOCUMENTS REQUIRED TO BE SUBMITTED WITH BID** - The following documents must be submitted with the bid in order for such bid to be considered complete. Any bid that does not include each and every of these documents shall constitute cause for rejection of the bid.
  - (a) Official Bid Form and Agreement
  - (b) Statement of Compliance/Proposed Deviations from Specifications
  - (c) Copy of Warranty and Extended Warranty
  - (d) Parts and Service Program Information
  - (e) Descriptive Literature/Brochures
  
17. **MULTIPLE BIDS** – Each bid must be enclosed in separate envelopes containing the required bid documents. Multiple bids enclosed in the same envelope may be reason for bid rejection.

# City of Rockland

## OFFICIAL BID FORM AND AGREEMENT

### ONE (1) CURRENT MODEL YEAR CHEVY TAHOE PPV

Date: \_\_\_\_\_, 2021

BIDDER'S NAME: \_\_\_\_\_

Mr. Thomas Luttrell, City Manager  
City of Rockland  
270 Pleasant Street  
Rockland, ME 04841

Dear Mr. Luttrell,

In accordance with your Advertisement for Bids, Instructions to Bidders, Specifications and Official Bid Form, all of which we recognize as part of the proposal to provide ONE (1) CURRENT MODEL YEAR Chevy Tahoe PPV we submit the following:

**A. CONTRACT PRICE.** The total contract price shall include everything required as part of this Bid Document to fulfill the conditions of the contact within the stated time, including, but not limited to, the following: all labor, assembly, materials, equipment, fees, costs, insurance, manuals, training, transportation and delivery contemplated in these Contract Documents. The bidder shall state the total contract price in both figures and in words in the space provided below.

<u>BID ITEM</u>	<u>BID PRICE</u>
ONE (1) CURRENT MODEL YEAR CHEVY TAHOE PPV Make / Model / Year - _____	\$ _____
Extended Warranty included (if not standard) Extended Warranty Specifications _____	\$ _____
Trade In-Value for 2018 Chevy Tahoe 100,000 Miles      Less	\$ _____
TOTAL BID PRICE \$ _____	

TOTAL NET BID PRICE IN WORDS

\_\_\_\_\_ DOLLARS

Amounts are to be both words and figures. In case of discrepancy, the written word shown shall apply.

Location of warranty service: \_\_\_\_\_

State date of availability: \_\_\_\_\_

**B. WARRANTIES.** Warranty shall be a minimum of 3 year / 36,000 miles bumper to bumper and 5 year / 100,000 mile drive train warrantee. The Bidder must attach a copy of all warranties for this bid. Please refer to paragraph 11 of the Instructions to Bidders, as well as the Specifications for complete

warranty and guarantee requirements. Also, if available, please provide optional extended warranty coverage information:

Extended Warranty Cost: \_\_\_\_\_; Mileage: \_\_\_\_\_ Duration \_\_\_\_\_  
 (Please attach a copy of the Extended Warranty for review.)

**C. PAYMENT TERMS:** \_\_\_\_\_%; \_\_\_\_\_ Days; Net \_\_\_\_\_ Days.

**D. BIDDER INFORMATION.** Please complete the following. Attach additional sheets as necessary.

<b>Our Company is:</b>	A corporation _____ A partnership _____ Individually Owned _____ Other: _____
<b>Social Security No. or Federal I.D. No:</b> (Submission is voluntary)	
<b>Company Name and Address:</b>	
<b>Telephone Number: Facsimile Number: e-mail Address:</b>	

All sections above must be completed. All deviations must be fully explained in writing on the Statement of Compliance/Deviations from Specifications Form and attached to the Official Bid Form. The City of Rockland reserves the right to reject any or all bids in whole or in part as it is deemed in the best interest of the City, renegotiate any contract and waive any informality which does not compromise the actual bid.

Date: \_\_\_\_\_, 2021

**BIDDER:** \_\_\_\_\_  
 Name of Company

**BY:** \_\_\_\_\_  
 Authorized Representative

**Its:** \_\_\_\_\_  
 Title

**ATTEST:**

\_\_\_\_\_  
 Company Clerk

[SEAL]

**NOTE: WHEN FULLY EXECUTED, BID FORM AND OTHER CONTRACT DOCUMENTS REFERENCED IN INSTRUCTIONS TO BIDDERS SHALL SERVE AS CONTRACT**

Date: \_\_\_\_\_, 2021

**CITY OF ROCKLAND**

BY: \_\_\_\_\_  
Thomas Luttrell, City Manager

ATTEST:

Approved as to form:

\_\_\_\_\_  
Stuart H. Sylvester, City Clerk

\_\_\_\_\_  
Mary Costigan, City Attorney

[SEAL]

**City of Rockland**  
**SPECIFICATIONS**  
**FOR**  
**ONE (1) CURRENT MODEL YEAR CHEVY TAHOE PPV**

The vehicle being bid must be new and the latest production model to include but not limited to, all standard and optional equipment listed below, as well as all safety equipment required by Federal and State Laws including items advertised as standard equipment.

**VEHICLE SPECIFICATIONS**

**STANDARD FEATURES:**

Include all standard features unless otherwise indicated.

**EXTERIOR:**

Color – Black  
Full Frame – if available  
Front Recovery Hooks  
Front License Plate Bracket  
Splash Guards (4 Wheels)  
Driver Side Spot Light  
LED Spot Light  
Black Running Boards  
Roof rack removed – Smooth top  
Power heated side view mirrors  
Front skid plate  
Rear window defrost/defogger  
Rear window wiper  
Rain guard for front and rear windows (Stick On)  
Full size spare tire  
265/60/R17 All Season Tires

**INTERIOR:**

Color – Black/Gray  
Column Shift (If available)  
Adjustable steering column  
Power adjustable gas/brake pedals  
40/20/40 Cloth Front Seats  
Center console removed  
Power Driver Seat  
Vinyl Flooring  
60/40 Vinyl rear bench  
Red/White overhead dome light  
Blue Tooth Cell Phone Connect  
3<sup>rd</sup> Row seat removed – if applicable  
Inoperable Rear windows  
Inoperable Rear Door Handles

**ADDITIONAL:**

Selectable 4 Wheel Drive

Rear Back Up Camera

Proximity Sensors

Keyed to match fleet (if available)

6 ignition keys with 6 keyless entry remote (lock/unlock button and trunk release)

Daytime running light - delete

Automatic headlight - delete

Ability to power locks the doors while the vehicle is running

DEACTIVATE ALL AUDIBLE ALARMS (dealer Items)

3 Year 36,000 mile bumper to bumper warranty

5 Year 100,000 mile drivetrain warranty

Fleet Free Maintenance Credit – If available

Extended Warranty available that includes Police Vehicles.

**Trade in – 2018 Chevy Tahoe PPV – 100,000 Miles**

**OTHER BID REQUIREMENTS**

- Statement of Compliance/Proposal Deviation form Specifications must be completed and attached to bid form.
- Vehicle must be delivered within 6 months of bid being awarded.

Any questions regarding these specifications bid may be directed to:

CHRISTOPHER YOUNG  
CHIEF OF POLICE  
ROCKLAND POLICE DEPARTMENT  
1 POLICE PLAZA  
ROCKLAND, MAINE 04841

BUISNESS TELEPHONE: 1-207-594-0317  
FAX NUMBER 1-207-594-0313



**BID APPLICATION  
FOR  
CURRENT MODEL YEAR CHEVY TAHOE  
CHEVY TAHOE PPV**

YES	NO	EXTERIOR
		Color - Black
		Full Frame - If available
		Front Recovery Hooks
		Front License plate bracket
		Splash guards
		Driver side spot light
		LED Spot light - If available
		Black Running boards
		Roof rack removed - Smooth top
		Power , heated side view mirrors
		Front Skid Plate
		Rear Window defrost/defogger
		Rear Window wiper
		Rain guards for front and rear windows
		Full Size Spare
YES	NO	INTERIOR
		Interior - Black or Gray
		Colum Shift (If available)
		Adjustable steering column
		Power adjustable gas / brake pedals
		40/20/40 Cloth front seats
		Center Console removed
		Power Driver Seat
		Vinyl flooring
		60/20 Vinyl Rear Bench Seat
		Red/White overhead dome light
		3rd Row seat removed if applicable
YES	NO	OPTIONS
		P265/60/17 All-Terrain Tires
		Selectable 4 Wheel Drive
		Rear Back up camera system
		Proximity Sensors
		Keyed to match current fleet (if available)
		6 Additional keys and wireless remote fobs. with lock/unlock & hatch release
		Rear power locks and power windows disabled
		Delete daytime running lights
		Delete Automatic headlights
		Able to power lock doors while vehicle is running.
		Deactivate all audible alarms and lights
		3 Year 36,000 mile bumper to bumper warranty
		5 Year 100,000 mile drive train warranty
		Fleet free maintnenace Credit - If available
		Extended Warranty Available - Incl. Police Vehicles

# City of Rockland

## STATEMENT OF COMPLIANCE/ DEVIATIONS FROM SPECIFICATIONS

The Bidder proposes the following deviations from the Specifications and/or the Drawings, which the Bidder represents and warrants as being fully equal or superior to the requirements of the Specifications and Drawings, for the reason(s) set forth fully below (attach additional sheets if necessary):

If there are no deviations from the Specifications and/or the Drawings, please state same.

I certify that the foregoing fully and completely describes each proposed deviation, if any, and the reasons why each deviation is fully equal or superior to those in specified in the Detailed Specifications.

BIDDER: \_\_\_\_\_

By: \_\_\_\_\_

Its: \_\_\_\_\_