

**CITY OF PRESQUE ISLE, MAINE
PURCHASE OF A NEW 2021 15-PASSENGER VAN
INVITATION TO BID**

Sealed Proposals are being accepted for the purchase of a new 2021 or newer 15 passenger van for the Recreation & Parks Department.

Proposals will be received by the City of Presque Isle at the City Clerk's office, 12 Second Street, Presque Isle, Maine 04769 until **2 p.m. on Friday, January 29, 2021**. Bids will be opened and read aloud beginning at 2 p.m.

All materials and labor required to complete the work will be supplied by the Bidder. The cost and expense of all necessary labor, tools and equipment required to complete the work will be included in the prices stated in the Proposal. Specifications can be obtained on the City Website at www.presqueisle.govoffice2.com. For more information contact Gene Cronin at 764-2545.

The City of Presque Isle is an Equal Opportunity Employer.

City of Presque Isle

REQUEST FOR QUOTES

SECTION 1. GENERAL

The City of Presque Isle is seeking quotes from qualified individuals and firms for a new 2021 or newer 15-passenger van.

SECTION 2. STANDARD CONDITIONS

1. The Bidder shall be responsible for all taxes, fees and permits required of this request for quotes.
2. The Bidder shall be responsible for the proper disposal of any waste generated by this request for quotes.
3. The Bidder shall serve in the capacity of an independent contractor and shall not be deemed an employee or representative of the municipality. The Bidder understands and agrees that he is an Independent Contractor for whom no Federal or State Income Tax will be deducted by the City, and for whom no retirement benefits, Medicare, survivor benefit insurance, group life insurance, vacation and sick leave, worker's compensation, unemployment and similar benefits available to City employees will accrue. The Bidder further understands that annual information returns as required by the Internal Revenue Code or State of Maine Income Tax Law will be furnished to the Bidder for his Income Tax records.
4. Unless otherwise stated, all bids shall be in a lump sum basis, FOB Presque Isle, in U. S. funds.
5. Any bids received after the date and time of opening will be rejected and returned unopened to the Bidder. Time shall be determined as indicated on the clock where bids are received.
6. Unless otherwise stated, all bids shall be submitted on the bid form supplied by the City.
7. The City reserves the right to reject any or all bids and to waive any informalities as it deems necessary. The City Council shall retain the right to determine what constitutes an informality. In its decision, the City Council may consider if other bidders are placed at a disadvantage by its decision. In all cases, the decision by the City Council shall be final.
8. Fax and email bids will not be accepted.
9. No bid may be withdrawn for a period of 30 days after the bid opening.
10. The Bidder shall be responsible to provide all labor, materials and equipment necessary to perform the work or supply the material(s) requested in this bid and shall insure a timely completion of the work involved or the material(s) supplied in conformance with generally accepted work standards. All work shall be in conformance with all applicable local, state and federal laws, ordinances, rules and regulations.

11. The Bidder shall not sublet, sell, transfer, assign or otherwise dispose of this agreement or any portion thereof, or of his right, title, or interest therein, without written request to and written consent of the City Manager, except to a bank. No subcontracts or transfer of agreement shall in any case release the Bidder of his liability under this agreement.

12. The performance of work or the delivery of material under the contract may be terminated by the City in whole, or from time to time, in part whenever for any reason the City Manager shall determine that such termination is in the best interest of the City. Any such termination shall be affected by delivery to the Bidder of a Notice of Termination specifying the extent to which such termination becomes effective. The contract shall be equitably adjusted to compensate for such termination and the contract modified accordingly. In any event, this contract shall be terminated on the contract end date.

13. The Bidder agrees to indemnify, defend and save harmless the City, its officers, agents and employees from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, materialmen, laborers, and any other person, firm or corporation furnishing or supplying work, services, materials or supplies in connection with the performance of this contract, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by the Bidder in the performance of this contract and against any liability, including costs and expenses, for violation of propriety rights, copyrights, or rights of privacy, arising out of publication, translation, reproduction, delivery, performance, use or disposition of any data furnished under this contract or based on any libelous or other unlawful matter contained in such data.

14. Any and all notebooks, maps, plans, working papers or other work produced in the performance of this contract are the property of the City.

15. Failure to provide requested information at the time the bid is submitted may result in the bid being rejected.

SECTION 3. BIDDER QUALIFICATIONS

Each bid shall provide the following information about the Bidder (*Attachment A*).

- A. Qualifications of the individuals/dealership.
- B. Name and qualifications of the sales person.
- C. Time schedule for delivering the vehicle.
- D. List of similar vehicles sold, to whom, including names, addresses and telephone numbers who can be utilized as a reference check.

SECTION 4. SUBMITTING A BID

All Bid Proposals (*Attachment B*) must be submitted in a sealed envelope clearly marked "**2021 15 PASSENGER VAN**" on the outside of the envelope. Bids must be **RECEIVED by January 29, 2021 at 2:00 PM** at the City Clerk's office, City Hall, 12 Second Street, Presque Isle, Maine, 04769. Any questions pertaining to this bid shall be directed to Gene Cronin at 764-2545.

All bids shall be opened and read aloud in public on January 29th at 2:00 PM, at the above address.

SECTION 5. SCOPE OF WORK/BID/SPECS

The van must meet the following specifications at a minimum:

- New 2021 or newer
- Exterior White in color
- Interior dark gray or black in color
- Dual Rear Wheels
- Hi Roof – Interior head room height of at minimum 60" (2nd, 3rd, 4th rows)
- Power Sliding Door
- Tinted Privacy Glass
- Rear Window Defroster
- Running Boards
- Extended Range Fuel Tank
- HID Headlamps
- Long Arm (Towing) Power Adjusting, Manual Folding Heated Mirrors w/ Turn Signals
- Trailer Brake Controller
- Cruise Control
- Front & Rear Molded Splash Guards
- Automatic Transmission
- Power Steering
- Air Conditioning
- Back Up Camera
- Heavy Duty Trailer Tow Package (trailer hitch)
- Two Additional Keys
- Fog Lamps
- 110V Power Outlet
- Dashcam and Infrared Interior Facing Camera
 -

City of Presque Isle

BIDDER QUALIFICATIONS

The following bid information is submitted in response to the Presque Isle Recreation & Parks Department's **Request for Quotes for a new 2021 or newer 15 passenger van.**

Name of Bidder: _____

Bidder is: Corporation Partnership Individual

Office Address: _____

Federal Tax Identification Number: _____

How many years in business under your present firm and trade name? _____

Name of Sales Person: _____

Qualification of Sales Person: _____

Time Schedule for delivering vehicle: _____

List of similar vehicles sold, to whom and contact information: _____

The undersigned hereby authorize and requests any person, firm, or corporation to furnish any information requested by the Sponsor in verification of the recitals comprising this Qualifications of Bidders.

Printed name: _____

Signature: _____ Date: _____

City of Presque Isle

BID PROPOSAL

The following bid is submitted in response to the Presque Isle Recreation & Parks Department's **Request for Quotes for a new 2021 or newer 15 passenger van.**

Company Name: _____ Contact Person: _____

Address: _____

Telephone Number: _____ Email: _____

Have all bid specifications been met? _____ yes _____ no

If no, all deviations must be listed on a separate page and attached to this bid form.

Are required submittals per Section 3, Bidder Qualifications (*Attachment A*) attached to this Bid Form?

_____ yes _____ no

Bid Price: _____