March 31, 2015

Dear Prospective Bidder:

The City of Belmont is requesting a firm, written price quotation, which meets or exceeds the attached specifications for the purchase of:

- Five (5) 2016 Ford Police Interceptor Utility Vehicles
- One (1) 2015 Ford F350 Service Body Truck
- One (1) 2015 Ford F150 Pick Up Truck

The City of Belmont reserves the right to reject any or all bids, to waive any informality in any bid, to accept other than the lowest bid, or not to award the bid. Bids may be rejected if they show any alterations of the price sheet, additions not called for, or alternative bids not properly documented.

Your price must include all standard features. All options listed in the specifications, discounts, delivery/destination charges and all other applicable fees and taxes. All quoted prices shall be current and firm for at least thirty days. **All Prices to be F.O.B. Belmont, California.**

Prospective bidders are furnished via email a bid packet. This information is also available at http://www.belmont.gov/city-hall/public-works/bidding-contract-opportunities. An authorized representative of the company must initial each page, include the dealership name on each page and sign/date the last page.

This transaction will be covered by a City of Belmont purchase order. All terms included in this proposal and specifications will be binding.

SEALED BIDS will be received at the **City Clerk's Office, One Twin Pines Lane, Suite 375 Belmont, CA. 94002** (hereinafter the City) until **2:00 PM local time, Wednesday, April 22, 2015**, at which time and place they will be publicly opened. **The envelope must be marked Vehicle Bid Documents. Bids received after 2 p.m. on Wednesday, April 22, 2015, will not be opened nor considered.** It is the bidder's responsibility to verify with courier if bid package was delivered per the above stated bid opening requirements.

The bidder assumes all responsibility for having the bid delivered on time at the place specified. No bidder may withdraw its bid for a period of thirty (30) days after the date set for the opening of bids. The City reserves the right to reject any or all bids, and to waive any irregularities in the bids.

All bidders shall be licensed to sell and deliver vehicles in the State of California. Failure to possess the specified license shall render the bid non-responsive.

Please contact me if you have any questions at (650) 595-7466. My FAX number is (650) 637-2991.

Sincerely,

Rico Acquisti

Rico Acquisti
Senior Mechanic
racquisti@belmont.gov

CITY OF BELMONT
VEHICLE SPECIFICATIONS

2015 MODEL YEAR
FORD F-150 Truck

1. The City of Belmont is requesting a firm price quotation for one (1) 2015 model year Ford F-150 regular cab 4x2, 122.5" wheelbase, 3.5L V-6 gasoline engine with an electronic 6-speed automatic transmission.

2. It is the intent of this specification to describe a truck used for community service duties in the Police Department.

3. It is intended that the manufacturer in the selection of components will use materials and design practices that are best available in the industry for these types of operational conditions to which this equipment will be subjected. Engine, transmission, differential, suspension, wheels, tires, and all other equipment shall be heavy duty, selected to give maximum performance, service life, and safety; not just meet the minimum requirements of this specification.

4. The term "heavy duty" as used in these specifications shall mean that the item to which the term is applied shall exceed when deemed applicable, the usual quantity, quality, or capacity with standard production equipment.

5. Failure to read, examine and understand this specification will not excuse any failure to comply with the requirements of this specification or any resulting contracts, nor shall such failure be a basis for claiming additional compensation. If bidder suspects an error, omission or discrepancy in this specification, bidder must immediately and in any case not later than five (5) business days in advance of the bid due date notify the contact person listed in the vehicle specifications. The City is not responsible for and will not pay any costs associated with the preparation and submission of the bid. Bidders are cautioned to verify their bids before submission, as amendments to or withdrawal of bids submitted after time specified for opening of bids may not be considered. The City will not be responsible for any bidder errors or omissions.

6. Bid forms received after the designated time will not be accepted. The bidder assumes all responsibility for having the bid delivered on time at the place specified. All bids received after the date and time specified shall not be opened nor considered. No bidder may withdraw its bid for a period of thirty (30) days after the date set for the opening of bids. The City reserves the right to reject any or all bids, and to waive any irregularities in the bids.

Dealership Name_____ Initials_____

7. Bids will be reviewed by a screening committee comprised of City employees and/or authorized agents. The City staff may or may not initiate discussions with bidders for clarification purposes. Clarification is not an opportunity to change the bid. Bidders shall not initiate discussions with any City employee or official.

8. **CRITERIA FOR EVALUATION AND AWARD**. The city evaluates three categories of information: responsiveness, responsibility, and price. All bids, regardless of the type of solicitation, must meet the following responsiveness and responsibility criteria.
   A. Responsiveness. The City will determine whether the bid complies with the instructions for submitting bids including completeness of bid, which encompasses the inclusion of all required attachments and submissions. The City must reject any bids that are submitted late. Failure to meet other requirements may result in rejection.
   B. Responsibility. The City will determine whether the bidder is one with whom it can or should do business. Factors that the City may evaluate to determine "responsibility" include, but are not limited to: excessively high or low priced bid, past performance, references (including those found outside the bid), compliance with applicable laws-including tax laws, bidders record of performance and integrity, has the bidder been delinquent or unfaithful to any contract with the City, whether the bidder is qualified legally to contract with the City, financial stability in the perceived ability to perform completely as specified. A Bidder must at all times have financial resources sufficient, in the opinion of the City, to ensure performance of the contract and must provide proof upon request. The City reserves the right to inspect and review Bidder's facilities, equipment and personnel and those of any identified subcontractors. The City will determine whether any failure to supply information, or the quality of the information, will result in a rejection.
   C. Price. We will then evaluate the bids that have met the requirements above.

9. Clarification of any item in this specification may be obtained from Rico Acquisti, Senior Mechanic at (650) 595-7466.

10. **BIDDER QUALIFICATIONS.** All bidders must be licensed to sell and deliver vehicles in the state of California.

11. Failure on the part of the bidder to comply with requirements and conditions of this invitation for bid and this specification may subject his/her bid to rejection. No exceptions to or deviations from this specification will be considered <u>unless each exception or deviation is specifically stated by the bidder as an exception with a detailed statement completely defining the exception(s)</u>. The burden of proof of compliance with this specification is the responsibility of the bidder.

Dealership Name_____ Initials_____

12. The vehicle shall be a new (unused) 2015 model year. A new (unused) 2014 model year vehicle shall be considered if equipped per this specification, and available for immediate delivery. The vehicle shall be supplied with all equipment and accessories indicated as standard equipment in the manufacturer's published literature. Optional equipment as necessary to meet the following specifications shall also be installed.

13. **QUALITY ASSURANCE PROVISION.** If the manufacturer and/or dealer requests a City of Belmont employee inspect the vehicle outside the local area, all costs associated with the travel will be borne by the manufacturer and/or dealer.

14. **WARRANTY.** The vehicle purchased to these specifications shall have a minimum three (3) year/36,000 mile bumper-to-bumper warranty including towing for all warranty covered breakdowns and a five (5) year/60,000 mile powertrain warranty.

    A copy of the manufacturer's warranty policy and procedures manual shall be provided to the City of Belmont upon delivery.

    The dealership must complete and submit all delayed warranty information to the Ford Motor Company. A copy of the delayed warranty start date form must accompany the vehicle upon delivery.

15. **EXTENDED WARRANTY.** Include as a separate line item, the cost for a Ford Motor Company Base CARE seven (7) year/48,000 mile extended service plan with a zero (0) dollar deductible. Include a copy of the Base CARE literature with your bid submittals.

16. **TITLE AND REGISTRATION.** The dealer is responsible for registering the vehicle with the DMV. The vehicle will require a California "Exempt" license plate. The City of Belmont is exempt from DMV fees.

    Vehicle title:
    City of Belmont
    One Twin Pines Lane, Suite 385
    Belmont, CA 94002.

17. **GUARANTEE.** The manufacturer/dealer delivering the vehicle against this specification shall guarantee that the vehicle meets the minimum requirements set forth herein. If it is found that the vehicle delivered did not meet the minimum requirements of the specification, the City of Belmont shall have the right to require correction or replacement of the vehicle.

Dealership Name_____ Initials_____

18. **DELIVERY.** Prior to delivery, the vehicle shall be serviced and inspected by the dealer. The dealer shall be responsible for delivery of the vehicle in a complete and ready-for-use condition with all components tested, properly functioning, lubricated, and serviced. All fluids shall be filled to the manufacturer's recommended capacity and the fuel tank at least ½ full when it arrives at the delivery destination. The vehicle shall be clean and free from defects when delivered.

    Delivery shall be between the hours of 7:00 a.m. and 4:00 p.m., Monday through Thursday (excluding holidays), to the Fleet Management Division, 110 Sem Lane, Belmont, California 94002. The dealer shall contact the Fleet Management Division at (650) 595-7466 to schedule a time to deliver the vehicle.

    The dealer shall be responsible for ensuring the delivery performance of all Sub Contractors.

    All risks of transportation and related charges shall be the responsibility of the dealer. All claims for visible or concealed damage shall be filed by the dealer. Fleet Management will notify the dealer promptly of any damage goods and assist the dealer in arranging for inspection.

    Delivery period (after receipt of order): _____ days.

19. **ACCEPTANCE.** The vehicle will be subject to a complete inspection by the Fleet Management Division **prior** to acceptance. Inspection criteria shall include, but not be limited to, conformity to specification, mechanical integrity, quality, workmanship, and materials. Three (3) business days shall be allowed for this process. If a problem or discrepancy is found, the dealer shall retrieve the vehicle within two (2) business days of notification for correction/repairs and redeliver said vehicle as soon as the repairs are complete.

    The dealer shall retain title and control of all goods until they are delivered and acceptance has been made. A final invoice will not be signed until Fleet Management has inspected and accepted the vehicle.

20. **MANUALS**. One (1) each factory service manual covering all powertrain, drivetrain, powertrain control, emissions diagnosis, body and chassis components of the vehicle purchased shall be included with the vehicle at the time of delivery.

Dealership Name_____ Initials_____

One (1) each factory electrical/wiring diagram manual covering the vehicle purchased in detail shall also be included with the vehicle at the time of delivery.

If in the event these manuals are not available at vehicle delivery time, a due-bill must be included with the vehicle invoice.

21. **SPECIFIC REQUIREMENTS**

- F-150 regular cab 4x2 with 6.5' bed (F1C/100A)
- XL Series
- 122.5" wheelbase
- 3.5L V6 engine (998)
- Electronic 6-speed automatic transmission (446)
- 3.55 axle ratio (X19)
- California emissions system (422)
- Power equipment group (85A)
- Class IV trailer hitch (53B)
- Box side steps (63S)
- Tailgate step (63T)
- Rear view camera with dynamic hitch assist (76C)
- Reverse sensing system (76R)
- Vinyl 40/20/40 front seat in medium earth gray (AG)
- Front license plate bracket (153)
- Solid color paint: Oxford White (YZ)
- One (1) additional door and ignition key with transmitter identical to the two factory supplied keys/transmitters

22. **EXCEPTIONS (must check one)**

_____ No exceptions

_____ Exceptions taken (describe-attach additional pages)

23. **ADDITIONAL MATERIALS SUBMITTED (mark one)**

_____ No additional materials have been included with this bid

_____ Additional materials attached (describe-attach additional pages)

Dealership Name_____ Initials_____

24. **PRICING**

All standard features, all options listed in these specifications, all discounts, all delivery and destination charges, sales tax and all other applicable fees and taxes shall be included in the bid price (both base bid and alternate bid).

The base bid shall include the vehicle equipped as described in section 21 "Specific Requirement", and the Extended Warranty described in section 15. The alternate bid shall only include the specified deleted items.

For each alternate bid item identified on the bid spreadsheet, the bidder shall set forth an alternate item deduction amount. For the purpose of determining the "Lowest Monetary Bidder," the City shall evaluate the "Total Bid Amount" (base bid) in accordance with the criteria described in section 8, without considering any alternate bid items. However, if the City determines that there is insufficient funding available for the base bid price, the City may remove alternate items, and award based on the base bid less the identified alternate items.

Pursuant to all the vehicle specifications enumerated and described in this solicitation, we agree to furnish one (1) 2015 Ford F-150 truck to the City of Belmont at the price stated in this specification.

Description	Unit Cost	Qty	Extension
2015 Ford F150 truck [Base Bid]	$	1	$
Delete Ford Motor Company Base CARE seven (7) year/48,000 mile extended service plan with a zero (0) dollar deductible [Alternate Bid 1]	$ - [ ]	1	$ - [ ]

Dealership Name_____ Initials_____

Payment terms (not less than net 30 days): _____

I certify that this quote meets all specifications provided for this vehicle by the City of Belmont. I have read and initialed each page of the bid specification.

_____ _____

Authorized Signature Date

Dealership Name_____ Initials_____

CITY OF BELMONT
VEHICLE SPECIFICATIONS

2015 MODEL YEAR
FORD F-350 SUPER DUTY CHASSIS CAB TRUCK WITH A SCELZI SERVICE BODY

1. The City of Belmont is requesting a firm price quotation for one (1) 2015 model year Ford F-350 DRW super cab 4X2 truck, 162" wheelbase, 60" cab to axle, 6.2L V-8 gasoline engine with a 6 speed automatic O/D Transmission.

2. It is the intent of this specification to describe a truck used in maintenance/construction type work.

3. It is intended that the manufacturer in the selection of components will use materials and design practices that are best available in the industry for this type of operational conditions to which this equipment will be subjected. Engine, transmission, differential, suspension, wheels, tires, and other equipment shall be heavy duty, selected to give maximum performance, service life, and safety; not just meet the minimum requirements of this specification.

4. The term "heavy duty" as used in these specifications shall mean that the item to which the term is applied shall exceed when deemed applicable, the usual quantity, quality, or capacity with standard production equipment.

5. Failure to read, examine and understand this specification will not excuse any failure to comply with the requirements of this specification or any resulting contracts, nor shall such failure be a basis for claiming additional compensation. If bidder suspects an error, omission or discrepancy in this specification, bidder must immediately and in any case not later than five (5) business days in advance of the bid due date notify the contact person listed in the vehicle specifications. The City is not responsible for and will not pay any costs associated with the preparation and submission of the bid. Bidders are cautioned to verify their bids before submission, as amendments to or withdrawal of bids submitted after time specified for opening of bids may not be considered. The City will not be responsible for any bidder errors or omissions.

6. Bid forms received after the designated time will not be accepted. The bidder assumes all responsibility for having the bid delivered on time at the place specified. All bids received after the date and time specified shall not be opened nor considered. No bidder may withdraw its bid for a period of thirty (30) days after the date set for the opening of bids. The City reserves the right to reject any or all bids, and to waive any irregularities in the bids.

Dealership Name_____ Initials_____

7. Bids will be reviewed by a screening committee comprised of City employees and/or authorized agents. The City staff may or may not initiate discussions with bidders for clarification purposes. Clarification is not an opportunity to change the bid. Bidders shall not initiate discussions with any City employee or official.

8. CRITERIA FOR EVALUATION AND AWARD. The city evaluates three categories of information: responsiveness, responsibility, and price. All bids, regardless of the type of solicitation, must meet the following responsiveness and responsibility criteria.
   1. Responsiveness. The City will determine whether the bid complies with the instructions for submitting bids including completeness of bid, which encompasses the inclusion of all required attachments and submissions. The City must reject any bids that are submitted late. Failure to meet other requirements may result in rejection.
   2. Responsibility. The City will determine whether the bidder is one with whom it can or should do business. Factors that the City may evaluate to determine "responsibility" include, but are not limited to: excessively high or low priced bid, past performance, references (including those found outside the bid), compliance with applicable laws-including tax laws, bidders record of performance and integrity, has the bidder been delinquent or unfaithful to any contract with the City, whether the bidder is qualified legally to contract with the City, financial stability in the perceived ability to perform completely as specified. A Bidder must at all times have financial resources sufficient, in the opinion of the City, to ensure performance of the contract and must provide proof upon request. The City reserves the right to inspect and review Bidder's facilities, equipment and personnel and those of any identified subcontractors. The City will determine whether any failure to supply information, or the quality of the information, will result in a rejection.
   3. Price. We will then evaluate the bids that have met the requirements above.

9. Clarification of any item in this specification may be obtained from Rico Acquisti, Senior Mechanic at (650) 595-7466.

10. **BIDDER QUALIFICATIONS.** All bidders must be licensed to sell and deliver vehicles in the state of California.

11. Failure on the part of the bidder to comply with requirements and conditions of this invitation for bid and this specification may subject his/her bid to rejection. No exceptions to or deviations from this specification will be considered <u>unless each exception or deviation is specifically stated by the bidder as an exception with a detailed statement completely defining the exception(s)</u>. The burden of proof of compliance with this specification is the responsibility of the bidder.

Dealership Name_____ Initials_____

12. The vehicle shall be new (unused) 2015 model year. A new (unused) 2014 model year vehicle shall be considered if equipped per this specification, and available for immediate delivery. The vehicle shall be supplied with all equipment and accessories indicated as standard equipment in the manufacturer's published literature. Optional equipment as necessary to meet the following specifications shall also be installed.

13. **QUALITY ASSURANCE PROVISION.** If the manufacturer and/or dealer requests a City of Belmont employee inspect the vehicle outside the local area, all costs associated with the travel will be borne by the manufacturer and/or dealer.

14. **WARRANTY.** The vehicle purchased to these specifications shall have a minimum three (3) year/36,000 mile bumper-to-bumper warranty including towing for all warranty covered breakdowns and a five (5) year/60,000 mile powertrain warranty.

    A copy of the manufacturer's warranty policy and procedures manual shall be provided to the City of Belmont upon delivery.

    The dealership must complete and submit all delayed warranty information to the Ford Motor Company. A copy of the delayed warranty start date form must accompany the vehicle upon delivery.

15. **EXTENDED WARRANTY.** Include as a separate line item, the cost for a Ford Motor Company Base CARE seven (7) year/48,000 mile extended service plan. Include the Base CARE literature with your bid submittals.

16. **TITLE AND REGISTRATION.** The dealer is responsible for registering the vehicle with the DMV. The vehicle will require a California "Exempt" license plate. The City of Belmont is exempt from DMV fees.

    Vehicle title:
    City of Belmont
    One Twin Pines Lane, Suite 385
    Belmont, CA 94002.

17. **GUARANTEE.** The manufacturer/dealer delivering the vehicle against this specification shall guarantee that the vehicle meet the minimum requirements set forth herein. If it is found that the vehicle delivered did not meet the minimum requirements of the specification, the City of Belmont shall have the right to require correction or replacement of the vehicle.

Dealership Name_____ Initials_____

18. **DELIVERY.** Prior to delivery, the vehicle shall be serviced and inspected by the dealer. The dealer shall be responsible for delivery of the vehicle in a complete and ready-for-use condition with all components tested, properly functioning, lubricated, and serviced. All fluids shall be filled to the manufacturer's recommended capacity and the fuel tank at least ½ full when it arrives at the delivery destination. The vehicle shall be clean and free from defects when delivered.

    Delivery shall be between the hours of 7:00 a.m. and 4:00 p.m., Monday through Thursday (excluding holidays), to the Fleet Management Division, 110 Sem Lane, Belmont, California 94002. The dealer shall contact the Fleet Management Division at (650) 595-7466 to schedule a time to deliver the vehicle.

    The dealer shall be responsible for ensuring the delivery performance of all Sub Contractors.

    All risks of transportation and related charges shall be the responsibility of the dealer. All claims for visible or concealed damage shall be filed by the dealer. Fleet Management will notify the dealer promptly of any damage goods and assist the dealer in arranging for inspection.

    Delivery period (after receipt of order): _____ days.

19. **ACCEPTANCE.** The vehicle will be subject to a complete inspection by the Fleet Management Division **prior** to acceptance. Inspection criteria shall include, but not be limited to, conformity to specification, mechanical integrity, quality, workmanship, and materials. Three (3) business days shall be allowed for this process. If a problem or discrepancy is found, the dealer shall retrieve the vehicle within two (2) business days of notification for correction/repairs and redeliver said vehicle as soon as the repairs are complete.

    The dealer shall retain title and control of all goods until they are delivered and acceptance has been made. A final invoice will not be signed until Fleet Management has inspected and accepted the vehicle.

20. **TECHNICAL INFORMATION**. One (1) each factory service manual covering all powertrain, drivetrain, powertrain control, emissions diagnosis, body and chassis components of the unit purchased, shall be included with the vehicle at the time of delivery.

Dealership Name_____ Initials_____

One (1) each factory electrical/wiring diagram manual covering the vehicle purchased in detail shall also be included with the vehicle at the time of delivery.

If in the event the manuals are not available at vehicle delivery time, a due-bill must be included with the vehicle invoice.

21. SPECIFIC REQUIREMENTS

- F-350 Super Duty Chassis Cab SuperCab 4X2 dual rear wheel, XL trim (X3G/640A)
- 162" wheelbase, 60" cab to axle
- 6.2L V-8 EFI engine (996)
- Electronic 6-speed automatic transmission (44P)
- 3.73 axle ratio (X37)
- Running boards, molded black (18B)
- Vinyl 40/20/40 split bench seat (AS)
- Solid color paint: Oxford White (Z1)
- One (1) additional door and ignition key identical to the two factory supplied keys

22. SERVICE BODY

- SBD-108-94-49-38-V Scelzi service body
- Equipped as per Scelzi Enterprise work order/estimate #101584
- Body questions can be directed to Kevin Oberthier (559) 470-8636
- Primed and painted Oxford White (color to match cab of truck)

23. SERVICE BODY REQUIREMENTS

NO EXCEPTIONS TO STAINLESS STEEL REQUIREMENTS

- Stainless steel wheel well opening trim
- Stainless steel gas cap bezel
- Stainless steel hinge blocks with nylon insert
- Stainless steel self-sealing mono bolt
- Stainless steel full-length 5/16" door shaft
- Stainless steel rivet free pocket for the T handle latches

Dealership Name_____ Initials_____

24. **TAILGATE**

- 10 gauge stainless steel angle iron tailgate bracket
- ¼ inch stainless steel end cap for tailgate
- 5/8 inch stainless steel shoulder bolt with 5/8 inch bronze bushing

25. **DOORS**

- Double panel doors laminated together with "Z" break in center
- Doors shall have two rubber seals. One on the door and one inside the door

26. **SHELVING**

- All adjustable shelving shall be 16 gauge galvanized steel with return flange curve, and 12 gauge galvanized shelf brackets

27. **MOUNTING**

- 6 point mounting using grade 8 bolts and nylock nuts

28. **EXCEPTIONS (must check one)**

_____ No exceptions

_____ Exceptions taken (describe-attach additional pages)

29. **ADDITIONAL MATERIALS SUBMITTED (mark one)**

_____ No additional materials have been included with this bid

_____ Additional materials attached (describe-attach additional pages)

30. **PRICING**

All standard features, all options listed in these specifications, all discounts, all delivery and destination charges, sales tax and all other applicable fees and taxes shall be included in the bid price (both base bid and alternate bids).

Dealership Name_____ Initials_____

The base bid shall include the truck chassis equipped as described in section 21 "Specific Requirement", all items specified in Scelzi work order/estimate #101584, plus the Extended Warranty described in section 15. The alternate bids shall only include the specified deleted items.

For each alternate bid item identified on the bid spreadsheet, the bidder shall set forth an alternate item deduction amount. For the purpose of determining the "Lowest Monetary Bidder," the City shall evaluate the "Total Bid Amount" (base bid) in accordance with the criteria described in section 8, without considering any alternate bid items. However, if the City determines that there is insufficient funding available for the base bid price, the City may remove alternate items, and award based on the base bid less the identified alternate items.

Pursuant to all the vehicle specifications enumerated and described in this solicitation, we agree to furnish one (1) 2015 Ford F-350 Super Duty truck with a Scelzi service body to the City of Belmont at the price stated in this specification.

Description	Unit Cost	Qty	Extension
2015 Ford F-350 with Scelzi service body [Base Bid]	$	1	$
Delete 4000lb crane and related equipment [Alternate Bid 1]	$ - [ ]	1	$ - [ ]
Delete Vanair generator/ compressor and related equipment [Alternate Bid 2]	$ - [ ]	1	$ - [ ]
Delete Ford Motor Company Base CARE seven (7) year/48,000 mile extended service plan [Alternate Bid 3]	$ - [ ]	1	$ - [ ]

Payment terms (not less than net 30 days): _____

I certify that this quote meets all specifications provided for these vehicles by the City of Belmont. I have read and initialed each page of the bid specification.

_____ _____

Authorized Signature Date

Dealership Name_____ Initials_____

CITY OF BELMONT
VEHICLE SPECIFICATIONS

2016 MODEL YEAR
FORD POLICE INTERCEPTOR UTILITY

1. The City of Belmont is requesting a firm price quotation for five (5) 2016 model year Ford Police Interceptor Utility Vehicles (K8A).

2. It is the intent of this specification to describe a police vehicle used daily to enforce city, state and federal law.

3. It is intended that the manufacturer in the selection of components will use materials and design practices that are best available in the industry for these types of operational conditions to which this equipment will be subjected. Engine, transmission, differential, suspension, wheels, tires, and other equipment shall be heavy duty, selected to give maximum performance, service life, and safety; not just meet the minimum requirements of this specification.

4. The term "heavy duty" as used in these specifications shall mean that the item to which the term is applied shall exceed when deemed applicable, the usual quantity, quality, or capacity with standard production equipment.

5. Failure to read, examine and understand this specification will not excuse any failure to comply with the requirements of this specification or any resulting contracts, nor shall such failure be a basis for claiming additional compensation. If bidder suspects an error, omission or discrepancy in this specification, bidder must immediately and in any case not later than five (5) business days in advance of the bid due date notify the contact person listed in the vehicle specifications. The City is not responsible for and will not pay any costs associated with the preparation and submission of the bid. Bidders are cautioned to verify their bids before submission, as amendments to or withdrawal of bids submitted after time specified for opening of bids may not be considered. The City will not be responsible for any bidder errors or omissions.

6. Bid forms received after the designated time will not be accepted. The bidder assumes all responsibility for having the bid delivered on time at the place specified. All bids received after the date and time specified shall not be opened nor considered. No bidder may withdraw its bid for a period of thirty (30) days after the date set for the opening of bids. The City reserves the right to reject any or all bids, and to waive any irregularities in the bids.

Dealership Name_____ Initials_____

7. Bids will be reviewed by a screening committee comprised of City employees and/or authorized agents. The City staff may or may not initiate discussions with bidders for clarification purposes. Clarification is not an opportunity to change the bid. Bidders shall not initiate discussions with any City employee or official.

8. **CRITERIA FOR EVALUATION AND AWARD**. The city evaluates three categories of information: responsiveness, responsibility, and price. All bids, regardless of the type of solicitation, must meet the following responsiveness and responsibility criteria.
   A. Responsiveness. The City will determine whether the bid complies with the instructions for submitting bids including completeness of bid, which encompasses the inclusion of all required attachments and submissions. The City must reject any bids that are submitted late. Failure to meet other requirements may result in rejection.
   B. Responsibility. The City will determine whether the bidder is one with whom it can or should do business. Factors that the City may evaluate to determine "responsibility" include, but are not limited to: excessively high or low priced bid, past performance, references (including those found outside the bid), compliance with applicable laws-including tax laws, bidders record of performance and integrity, has the bidder been delinquent or unfaithful to any contract with the City, whether the bidder is qualified legally to contract with the City, financial stability in the perceived ability to perform completely as specified. A Bidder must at all times have financial resources sufficient, in the opinion of the City, to ensure performance of the contract and must provide proof upon request. The City reserves the right to inspect and review Bidder's facilities, equipment and personnel and those of any identified subcontractors. The City will determine whether any failure to supply information, or the quality of the information, will result in a rejection.
   C. Price. We will then evaluate the bids that have met the requirements above.

9. Clarification of any item in this specification may be obtained from Rico Acquisti, Senior Mechanic at (650) 595-7466.

10. **BIDDER QUALIFICATIONS.** All bidders must be licensed to sell and deliver vehicles in the state of California.

11. Failure on the part of the bidder to comply with requirements and conditions of this invitation for bid and this specification may subject his/her bid to rejection. No exceptions to or deviations from this specification will be considered <u>unless each exception or deviation is specifically stated by the bidder as an exception with a detailed statement completely defining the exception(s)</u>. The burden of proof of compliance with this specification is the responsibility of the bidder.

Dealership Name_____ Initials_____

12. The vehicles shall be new (unused) 2016 model year. New (unused) 2015 model year vehicles shall be considered if equipped per this specification, and available for immediate delivery. The vehicles shall be supplied with all equipment and accessories indicated as standard equipment in the manufacturer's published literature. Optional equipment as necessary to meet the following specifications shall also be installed.

13. **QUALITY ASSURANCE PROVISION**. If the manufacturer and/or dealer requests a City of Belmont employee inspect the vehicle outside the local area, all costs associated with the travel will be borne by the manufacturer and/or dealer.

14. **WARRANTY**. The vehicles purchased to these specifications shall have a minimum three (3) year/36,000 mile bumper-to-bumper warranty including towing for all warranty covered breakdowns and a five (5) year/100,000 mile Powertrain CARE Extended Service Plan with zero deductible.

    A copy of the manufacturer's warranty policy and procedures manual shall be provided to the City of Belmont upon delivery.

    The dealership must complete and submit all delayed warranty information to the Ford Motor Company. A copy of the completed delayed warranty start date form must accompany the vehicles upon delivery.

15. **EXTENDED WARRANTY**. Include as a separate line item, the cost for a Ford Motor Company Extra CARE six (6) year/60,000 mile extended service plan with a zero (0) dollar deductible. Include a copy of the Extra CARE literature with your bid submittals.

16. **TITLE AND REGISTRATION**. The dealer is responsible for registering the vehicles with the DMV. The vehicles will require a California "Exempt" license plate. The City of Belmont is exempt from DMV fees.

    Vehicle title:
    City of Belmont
    One Twin Pines Lane, Suite 385
    Belmont, CA 94002.

17. **GUARANTEE.** The manufacturer/dealer delivering the vehicles against this specification shall guarantee that the vehicles meet the minimum requirements set forth herein. If it's found that the vehicles delivered do not meet the minimum requirements of the specification, the City of Belmont shall have the right to require correction or replacement of the vehicle(s).

Dealership Name_____ Initials_____

18. **DELIVERY**. Prior to delivery, the vehicles shall be serviced and inspected by the dealer. The dealer shall be responsible for delivery of the vehicles in a complete and ready-for-use condition with all components tested, properly functioning, lubricated, and serviced. All fluids shall be filled to the manufacturer's recommended capacity, and fuel tanks at least ½ full when they arrive at the delivery destination. The vehicles shall be clean and free from defects when delivered.

    Delivery shall be between the hours of 7:00 a.m. and 4:00 p.m., Monday through Thursday (excluding holidays), to the Fleet Management Division, 110 Sem Lane, Belmont, California 94002. The dealer shall contact the Fleet Management Division at (650) 595-7466 to schedule a time to deliver the vehicles.

    The dealer shall be responsible for ensuring the delivery performance of all subcontractors.

    All risks of transportation and related charges shall be the responsibility of the dealer. All claims for visible or concealed damage shall be filed by the dealer. Fleet Management will notify the dealer promptly of any damage goods and assist the dealer in arranging for inspection.

    Delivery period (after receipt of order): _____ days.

19. **ACCEPTANCE**. The vehicles will be subject to a complete inspection by the Fleet Management Division **prior** to acceptance. Inspection criteria shall include, but not be limited to, conformity to specification, mechanical integrity, damage, quality, workmanship, and materials. Three (3) business days shall be allowed for this process. If a problem or discrepancy is found, the dealer shall retrieve the vehicle(s) within two (2) business days of notification for correction/repairs and redeliver said vehicle(s) as soon as the repairs are complete.

    The dealer shall retain title and control of all goods until they are delivered and acceptance has been made. A final invoice will not be signed until Fleet Management has inspected and accepted the vehicles.

20. **MANUALS**. One (1) each factory service manual covering all powertrain, drivetrain, powertrain control, emissions diagnosis, body and chassis components of the vehicles purchased shall be included at the time of delivery.

Dealership Name_____ Initials_____

One (1) each factory electrical/wiring diagram manual covering the vehicles purchased in detail shall also be including at the time of delivery.

If in the event these manuals are not available at vehicle delivery time, a due-bill must be included with the invoice.

21. **SPECIFIC REQUIREMENTS (4 Black and White Units)**

- 2016 Police Interceptor Utility (K8A/500A)
- 3.7L Ti-VCT V6 engine (99R)
- 6-speed automatic transmission (44C)
- California emission system (422)
- License plate bracket – Front (153)
- Front headlight lighting solution (66A)
- Rear lighting solution (66C)
- Police wiring harness connector kit – front (47C)
- Police wiring harness connector kit – rear (21P)
- Side marker LED – sideview mirrors (63B)
- Spot lamp – LED, driver only (Whelen) (51T)
- 100 watt siren/speaker with bracket and pigtail (18X)
- Dark car feature - Courtesy lamp disable (43D)
- Dome lamp red/white in cargo area (17T)
- Rear door handles inoperable/locks inoperable (68G)
- Rear window power delete, operable from front driver side switches (18W)
- Rear view camera (21B), optional on 2015MY, standard equipment on 2016MY
- Reverse sensing (76R)
- Keyed alike - 1294X (59C)
- Noise suppression bonds (60R)
- Two-tone vinyl package #3 - Roof and front doors only - White (YZ) (91C)
- Exterior color, Factory applied - Shadow Black (G1)
- Interior color, Charcoal black (9W)
- One (1) additional door and ignition key identical to the two factory supplied keys

SPECIFIC REQUIREMENTS (1 Detective Unit)

- 2016 Police Interceptor Utility (K8A/500A)

Dealership Name_____ Initials_____

- 3.7L Ti-VCT V6 engine (99R)
- 6-speed automatic transmission (44C)
- California emission system (422)
- License plate bracket – Front (153)
- Front headlight lighting solution (66A)
- Police wiring harness connector kit – front (47C)
- Police wiring harness connector kit – rear (21P)
- 100 watt siren/speaker with bracket and pigtail (18X)
- Dark car feature - Courtesy lamp disable (43D)
- Dome lamp red/white in cargo area (17T)
- Interior upgrade package (65U)
- Roof rack side rails – black (68Z)
- Badge delete (16D)
- Painted aluminum wheels (64E)
- Rear view camera (21B) optional on 2015MY, standard equipment on 2016MY
- Reverse sensing (76R)
- Keyed alike - 1294X (59C)
- Noise suppression bonds (60R)
- Exterior color, Factory applied – Medium Titanium Metallic (YG)
- Interior color, Charcoal black (FW)
- One (1) additional door and ignition key identical to the two factory supplied keys

22. **EXCEPTIONS (must check one)**

_____ No exceptions

_____ Exceptions taken (describe-attach additional pages)

23. **ADDITIONAL MATERIALS SUBMITTED (must check one)**

_____ No additional materials have been included with this bid

_____ Additional materials attached (describe-attach additional pages

24. **PRICING**

All standard features, all options listed in these specifications, all discounts, all delivery and destination charges, sales tax and all other applicable fees and taxes shall be included in the bid price (both base bid and alternate bid).

Dealership Name_____ Initials_____

The base bid shall include the vehicle equipped as described in section 21 "Specific Requirement", and the Extended Warranty described in section 15. The alternate bid shall only include the specified deleted items.

For each alternate bid item identified on the bid spreadsheet, the bidder shall set forth an alternate item deduction amount. For the purpose of determining the "Lowest Monetary Bidder," the City shall evaluate the "Total Bid Amount" (base bid) in accordance with the criteria described in section 8, without considering any alternate bid items. However, if the City determines that there is insufficient funding available for the base bid price, the City may remove alternate items, and award based on the base bid less the identified alternate items.

Pursuant to all the vehicle specifications enumerated and described in this solicitation, we agree to furnish five (5) 2016 Ford Police Interceptor Utility vehicles to the City of Belmont at the prices stated in this specification.

Description	Unit Cost	Qty	Extension
2016 Police Interceptor Utility (Black and White Units) [Base Bid]	$	4	$
2016 Police Interceptor Utility (Detective Unit) [Base Bid]	$	1	$
Delete Ford Motor Company Extra CARE six (6) year/60,000 mile extended service plan with a zero (0) dollar deductible [Alternate Bid 1]	$ - [ ]	1	$ - [ ]

Payment terms (not less than net 30 days): _____

I certify that this quote meets all specifications provided for these vehicles by the City of Belmont. I have read and initialed each page of the bid specification.

_____ _____

Authorized Signature Date

Dealership Name_____ Initials_____