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Finance

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**CITY OF NORTH LAS VEGAS
INVITATION TO BID NO. B-1289
2008 Compact Hybrid SUV**

Bids will be received in the Office of the City Clerk, 2200 Civic Center Drive, North Las Vegas, Nevada, 89030 **until 2:00 p.m. on Tuesday, July 3, 2007** and will be publicly opened and read shortly thereafter in the Office of the Purchasing Manager at the previous address in City Hall.

Bid documents can be picked up in the Purchasing & Risk Management Office, Monday through Thursday, 8:00 a.m. - 4:00 p.m. at the address above. Bids may also be accessed at www.rfpdepot.com, www.demandstar.com or under the Purchasing/Risk Management Web page www.cityofnorthlasvegas.com.

The City reserves the right to reject any and all bids, waive any informality or technicality or to otherwise accept bids deemed in the best interest of the City.

Renee' Swanson
Buyer

**Published Review Journal
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INSTRUCTIONS TO BIDDERS

1. PROJECT SPECIFICATIONS:

The Bidder/Contractor shall not take advantage of any apparent error or omission in the Plans or Specifications. In the event the Contractor discovers such an error or omission, he shall immediately notify the Purchasing Manager. The Purchasing Manager will then make such corrections and interpretations as may be deemed necessary for fulfilling the intent of the Specifications and Plans.

2. EXPLANATION TO BIDDERS:

Any explanations desired by Bidders regarding the meaning or interpretation of specifications must be requested in writing and with sufficient time allowed for a reply to reach them before submission of their bids. Oral explanations given before the award of the contract will not be binding. Any written interpretation made will be furnished to all BIDDERS and its receipt by the BIDDER will be acknowledged.

Interpretation of the meaning of the plans, specifications or other pre-bid documents will not be binding if presented to any BIDDER orally. Every request for such interpretation should be in writing addressed to **Renee' Swanson, Buyer**, swansonr@cityofnorthlasvegas.com, or in writing to Attn: Renee' Swanson, City of North Las Vegas – Purchasing/Finance, 2200 Civic Center Drive, North Las Vegas, NV 89030. Any and all such interpretations and any supplemental instructions deemed necessary will be in the form of written addenda to the specifications which, if issued, will be mailed to all known perspective BIDDERS. Failure of any BIDDER to receive any such addendum or interpretation shall not relieve such BIDDER from any obligation under this bid as submitted. All addenda so issued shall become part of the Contract Documents.

3. BIDDER'S UNDERSTANDING:

At the time of the opening of bids, each Bidder will be required to have considered all pertinent licensing, laws and regulations, and to have read and to be thoroughly familiar with the Bidding Documents (including all addenda). The failure or omission of any BIDDER to examine any form, instrument or document shall in no way relieve any BIDDER from any obligation in respect of his bid.

It is further agreed that the lump sum prices may be increased to cover additional work ordered but not shown on the Bidding Documents. Similarly, they may be decreased to cover deletion of work so ordered.

4. PREPARATION OF BIDS:

Bids must be prepared on the bid forms provided herein. Bidders may request withdrawal of a posted sealed bid prior to the bid opening time provided the request is made to the City Clerk's Office. No bid may be withdrawn for a period of sixty days after the bid opening.

5. **LICENSES:**

All BIDDERS must have appropriate licenses in accordance with the laws of the State of Nevada, prior to submission of bids for this project. All bids received in violation of this law shall be rejected and returned to the BIDDER.

6. **SUBMISSION OF BIDS:**

Bid proposals may be submitted as follows:

A. When possible, each proposal must be submitted in a sealed envelope of adequate size, show the BIDDER'S name and address and be marked "Bid Proposal", with the name of the proposal, to clearly indicate its contents.

B. When sent by mail, the sealed proposal must be addressed to the City Clerk, City of North Las Vegas, 2200 Civic Center Drive, North Las Vegas, Nevada 89030 in whose Office the bids are to be received.

C. All proposals shall be filled prior to the time and at the place specified in the "Invitation to Bid". Proposals received after the time for opening of bids will be returned To the BIDDER unopened.

7. **PUBLIC OPENING:**

Proposals will be opened and read publicly at the time and place indicated in the "Invitation to Bid". The BIDDERS, their authorized agents and public are invited to be present.

No responsibility will attach to any OWNER official for the pre-opening of, or the failure to open, a bid not properly addressed or identified.

8. **PRE QUALIFICATION OF BIDDERS:**

The low BIDDER may be required to file prior to award of contract, an experience questionnaire and confidential financial statement which must be a complete report of the financial resources and liabilities, equipment, past record, personnel or organization and experience.

9. **CONSIDERATION OF BIDS:**

After the bids are opened and read, they will be compared on the basis of the summation of the products of the approximate quantities shown in the bid schedule. The results of such comparisons will be made available to the public as soon as feasible. In the event of a discrepancy between the unit price and extended figure, the unit price shall govern. The right is reserved to reject any or all proposals, to waive technicalities, to advertise for new proposals, or to proceed to do the work otherwise, if in the judgment of the OWNER the best interest of the City will be promoted.

10. **EQUIPMENT SUBSTITUTIONS**

In preparing these specifications, the Engineer has named those products, which to its knowledge meet the specifications and are equivalent in construction, functional efficiency, and durability.

Wherever catalog numbers and specific brands or trade names followed by the designation "or equal" are used in conjunction with a specific piece of equipment in these specifications, they are used to establish the standards of quality and utility required.

11. **AWARD OF CONTRACT:**

The award of contract, if it be awarded, will be to the lowest responsive and responsible BIDDER whose proposal complies with all the requirements prescribed. The award, if made, will be within sixty (60) days after opening proposals. The successful BIDDER will be notified, by letter mailed to the address shown on his offer, that his bid has been accepted.

The Purchasing Manager will issue a Purchase Order which will authorize the successful BIDDER to furnish, deliver, install and invoice for items specified in this bid.

The City reserves the right to award the contract as, complete or any part thereof, including any bid item, additive alternate, additive item, separate bid schedule, or reduce the unit quantity for any bid item, prior to award.

A responsive bid must confirm in all respects to the conditions of the "Invitation to Bid" and to the "Instructions to BIDDERS". To be considered responsible, a BIDDER must establish, to the satisfaction of the OWNER, as a minimum, that he has (A) adequate financial resources to meet his contract obligations and will maintain same for the Contract period; (b) adequate equipment to perform the work properly and within the time prescribed in the Contract, and (c) satisfactory past performance and the necessary experience and technical qualifications in the type of work provided in the Plans and Specifications.

The LOWEST BID is the bid submitted with the lowest summation of ALL bid schedules, additive alternates, and deductions.

12. **EQUAL EMPLOYMENT OPPORTUNITY:**

Attention of BIDDERS is particularly called to the requirement for insuring that employees and applicants for employment are not discriminated against because of their race, color, creed or national origin.

13. **PROVISIONS PROVIDED BY LAW DEEMED INSERTED:**

Each and every provision and clause required by law to be inserted in the contract shall be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not inserted, or is not correctly inserted, then upon the application of either party the contract forthwith shall be physically amended to make such insertion or correction.

The BIDDER'S attention is directed to the fact that all applicable City, County, State and Federal laws, and the rules and regulations of all authorities having jurisdiction over the project shall apply to the contract throughout and they will be deemed to be included in the contract the same as though herein written out in full.

14. **CANCELLATION OF CONTRACT:**

The OWNER reserves the right to cancel the award or execution of any contract at any time before the Purchase Order has been issued without any liability or claims thereof against the OWNER.

15. **METHOD OF AWARD**

Award will be made to the lowest responsive and responsible Bidder.

16. **DELIVERY REQUIREMENTS - F.O.B. DESTINATION POINT**

All prices shall be F.O.B. Destination to 100 W. Brooks Avenue, North Las Vegas, NV 89030, Attn: Rick Trimble. All prices shall include storage, delivery and unloading.

17. **NOTICE OF DELIVERY**

City shall be given **five (5) calendar days notice prior to delivery.** Notify Jaini Christison at telephone number (702) 633-2814.

18. **NOTICE OF AWARD**

Award of contracts will be by "Purchase Order" which together with the signed Bid Proposal will be used as the Contract document.

19. **WORKMEN'S COMPENSATION INSURANCE:**

This section not used.

20. **ASSIGNMENT:**

It is agreed that the successful bidder will not assign, transfer, convey or otherwise dispose of the contract without permission of the City.

21. **TAXES:**

The City is exempt from State retail and Federal Excise Tax. The bid price must be net, exclusive of taxes.

22. **INDEMNITY:**

The successful bidder agrees to defend, indemnify, and hold the City harmless from any and all causes of action or claims arising out of or related to the bidder's performance on this project.

23. **EXCEPTIONS:**

Each BIDDER will list on a separate sheet of paper any exceptions to specifications and attach it to their bid.

24. **WARRANTY:**

Warranty period against defects in material or workmanship will be for a minimum of thirty-six (36) months on all parts, systems, attachments and/or accessories affixed to the originally acquired unit.

25. **NEW EQUIPMENT**

The Bidder shall guarantee that the units submitted shall be new and the latest and most improved model of current productions, and shall be of first quality as to workmanship and materials used in said units. All notifications shall be made at the factory.

New equipment is defined as equipment that is made up completely of unused genuine original parts. Equipment shall not have been operated for any purpose other than routine operational testing. Demonstrator equipment does not meet this definition and is not acceptable.

All equipment listed shall be fully operable upon delivery. Operational condition will be defined as per the manufacturer's current specifications.

26. **ESCALATION:**

Prices may be increased by not more than 3.5% in each subsequent model production year.

27. **MANUALS**

At the time of delivery it will be necessary to furnish manuals as required. One (1) set of books, which shall include operators manual, service/repair manual and parts book. Current published specifications of the unit proposed and a current product brochure shall be furnished with the bid.

28. **ADDITIONAL VEHICLES**

The City reserves the right to purchase additional vehicles in accordance with Nevada Revised Statute 332.

BID B-1289 2008 COMPACT HYBRID SUV

TECHNICAL SPECIFICATIONS 2008 COMPACT HYBRID SUV

1. MINIMUM VEHICLE EQUIPMENT LIST:

- a. Hybrid has a full hybrid system that enables it to run on its gasoline engine, electric battery power or both together.
- b. Meets strict SULEV and PZEV emissions standard - uses regular unleaded fuel.
- c. A regenerative braking system to recharges the battery every time you brake.
- d. EPA fuel economy standards:

	FWD	4WD
City (mpg)	31	29
Highway (mpg)	29	27

2. SAFETY AND SECURITY:

- a. Air-bags - dual stage front driver and single stage front passenger configuration.
- b. Battery saver with headlamp off delay.
- c. Safety belt reminder system.
- d. Child safety rear door locks.
- e. LATCH - Lower anchors and tether anchors for child safety seats on rear outboard seating positions.
- f. Safety Package - To include side-impact air-bags and roof air bag canopy.

3. STANDARD FEATURES:

- a. 4-Wheel independent suspension.
- b. Accessory delay for power windows.
- c. Air conditioning.
- d. Battery - Nickel Metal Hydride (Ni-MH) type.

- e. Brakes - 4-wheel disc Anti-Lock-System (ABS) w/regenerative power system.
- f. Tan, cloth interior.
- g. Engine - 2.3L 4-valve or comparable.
- h. Floor mats - Front carpeted with driver retention hook.
- i. Floor shifter and console with 2 cup-holders and storage bin.
- j. Fog lamps.
- k. Intelligent 4WD system (4WD vehicles only).
- l. Perimeter alarm.
- m. Four doors w/rear hatch.
- n. Permanent magnet electric motor.
- o. Power door locks.
- p. Power point (1) with cap in center console.
- q. Power windows with one-touch-down driver's side feature.
- r. Privacy glass - rear door, rear quarter windows and rear lift-gate flip up glass.
- s. Rear floor heat ducts.
- t. Removable rear-seat cushion.
- u. Seats - Power front low-back cloth bucket with adjustable head restraints.
- v. Seats - Rear 60/40 split with flip-fold-flat latch and adjustable head restraints.
- w. Speed control - Steering-wheel-mounted.
- x. Transmission - Electronically Controlled Continuously Variable (ECVT).
- y. Audio - AM/FM stereo /single CD player.

Continued on next page

z. Full body side molding.

aa. Exterior color – white.

ab. Full trailer wiring.

* Minimum coverage period of 3 years/36,000 miles

CONDITIONS: CONTRACTOR SHALL PROVIDE A MANUFACTURER=S PRINT-OUT (Chrysler DIAL SYSTEM, Ford DORA, GM Auto Book or approved equivalent) TO VERIFY THE VEHICLE BID MEETS ALL THE REQUIREMENTS OF THIS SPECIFICATION. ALSO, ANY DEALER INSTALLED AFTERMARKET COMPONENTS, IF SPECIFIED, MUST BE NOTED ON THE MANUFACTURER=S PRINT-OUT. ALL ENCLOSED CONDITIONS AND REQUIREMENTS SHALL APPLY.

SPECIFICATIONS LISTED HERETOFORE REPRESENT THE MINIMUM ACCEPTABLE VEHICLE EQUIPMENT LEVELS. ANY DEVIATION OR EXCEPTIONS TO THESE SPECIFICATIONS SHOULD BE NOTED AND FULLY JUSTIFIED TO BE GIVEN ANY CONSIDERATION, FINAL ALLOWANCES TO ANY OF THE ITEMS LISTED CAN ONLY BE GRANTED BY THE AUTHORIZED LISTED CITY AGENT(S).

WHEN APPLICABLE, ANSI, OSHA, DOT, EPA OR OTHER FEDERAL, STATE (NRS) AND LOCAL ORDINANCES MIGHT APPLY TO THE EQUIPMENT BEING PURCHASED OR LEASED.

ANY EQUIPMENT PURCHASED OR LEASED WHICH REQUIRES THE USE OF FUEL OF ANY TYPE MUST BE DELIVERED WITH FULL FUEL CAPACITY (EXCEPT FOR USAGE IN 20 MILES OF DELIVERY ALLOWANCE).

**BID B-1289 2008 COMPACT HYBRID SUV
CITY OF NORTH LAS VEGAS**

BID SUBMITTAL SHEET

In response to your Bid invitation and in accordance with the conditions and specifications we agree to furnish 2008 OR CURRENT MODEL YEAR, COMPACT HYBRID SUV.

<u>Item No.</u>	<u>QTY.</u>	<u>DESCRIPTION</u>	<u>UNIT COST</u>	<u>EXTENDED COST</u>
1)	6	2008 OR CURRENT MODEL YEAR, COMPACT HYBRID SUV	\$ _____	\$ _____

DELIVERY DATE: _____

Signature of Bidder

Legal Name of Firm

Name of Bidder (print or type)

Address of Firm

Phone number of Bidder

City, State, and Zip Code

Fax Number of Bidder

Date

FOR INFORMATIONAL PURPOSES ONLY:

IS THIS FIRM A MINORITY, WOMAN, OR DISADVANTAGED BUSINESS ENTERPRISE?

YES ___ NO ___ IF YES, PLEASE SPECIFY: MBE ___ WBE ___ DBE ___
 Has this firm been certified as a minority, women or disadvantaged business enterprise by any government agency?
 Yes ___ No ___ If yes, specify governmental agency: _____

Date of certification: _____