

CITY OF WOONSOCKET, RHODE ISLAND

INVITATION TO BID FOR:

“USED 4WD SEDAN” – BID# 5523

for the Public Works Department

Specifications are available at the Finance Department, **Office of Purchasing**, City of Woonsocket, 169 Main Street, Woonsocket, Rhode Island 02895.

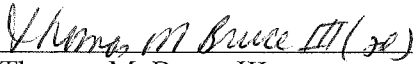
Sealed bids will be received by the City of Woonsocket in the Finance Department, Office of Purchasing, City Hall, 169 Main Street, Woonsocket, Rhode Island until **2:00 P.M. on Wednesday, February 15, 2012,** and then publicly opened and read aloud by the Finance Director in the **Office of Purchasing**, City Hall, 169 Main Street, Woonsocket, Rhode Island at **2:00 P.M.**

EACH BID SHOULD BE CLEARLY MARKED ON THE OUTSIDE OF THE ENVELOPE “USED 4WD SEDAN”. Bids must be submitted in duplicate form.

Individuals requesting interpreter services for the hearing impaired should call the Finance Director at 401-762-6400 seventy-two (72) hours in advance of the bid opening.

The City of Woonsocket reserves the right to reject any and all responses, or parts thereof, to waive any irregularity in the responses received and to accept the responses or parts thereof deemed to be most favorable to THE BEST INTEREST OF THE CITY.

Published: February 2, 2012


Thomas M. Bruce III
Finance Director

**INFORMATION TO BIDDERS
CITY OF WOONSOCKET
FINANCE DEPARTMENT
(401) 762-6400**

1. RECEIPT AND OPENING OF PROPOSALS:

Sealed bids/proposals will be accepted and time stamped upon receipt in the Finance Department, City of Woonsocket, 169 Main Street, Woonsocket, Rhode Island, 02895; until the time, indicated on the attached Advertisement for Bids, for the commodities, equipment or services listed in the specifications. Bid/Proposals will be publicly read at the time specified in the advertisement.

2. FORM OF BID:

Proposals shall be submitted in duplicate. Supplemental information, drawings, warranties, literature and material to be provided with the bid shall be on the bidder's own form.

Where a specified brand or model number is asked for, it is to be viewed as a benchmark or standard, a substitute may be deemed equivalent at the discretion of the Finance Director.

The City of Woonsocket reserves the right to award a contract by item or in total.

3. SUBMISSION OF BIDS:

- Envelopes containing bids must be sealed and addressed to the Finance Department, Office of Purchasing, City of Woonsocket, 169 Main Street, Woonsocket, Rhode Island 02895, and must be marked with the name and address of the bidder with the name of the bid in the lower left hand corner.
- *If you are submitting a bid using a carrier such as FED EX, UPS, etc., the name of the bid and bid# must be marked on the envelope or label.*
- The Finance Director will decide when the specified time has arrived to open bids and no bid thereafter will be considered.
- Any bidder may withdraw his bid by written request at any time prior to the advertised time for opening. Telephone bids, faxed bids, amendments or withdrawals will not be accepted.
- Unless otherwise specified, no bid may be withdrawn for a period of twenty-one (21) days from the time of bid opening.

- Negligence on the part of the bidder in preparing the bid confers no rights for the withdrawal of the bid after it has been opened.
- Proposals received prior to the time of opening will be securely kept, unopened. No responsibility will be attached to an officer or person for the premature opening of a proposal not properly addressed and identified.
- Any deviation from the Specifications **MUST BE NOTED IN WRITING AND ATTACHED AS PART OF THE BID PROPOSAL.** The bidder shall indicate how the bid will deviate from Specifications.

4. **RHODE ISLAND SALES TAX:**

The City is exempt from the payment of the Rhode Island Sales Tax under the 1956 General Laws of the State of Rhode Island, 44-18-30, Paragraph 1, as amended.

5. **FEDERAL EXCISE TAXES:**

The City is exempt from the payment of any excise tax or federal transportation taxes. The price bid must be exclusive of taxes and will be so constructed.

6. **QUALIFICATION OF BIDDERS:**

The City may make such investigations, as it deems necessary to determine the ability of the bidder to perform the work. The bidder shall furnish the City with all such information and data for the purpose as may be requested.

7. **ADDENDA AND INTERPRETATIONS:**

No interpretation on the meaning of the Plans, Specifications or other Contract Document will be made to any bidder orally. Every request for such interpretations should be in writing, addressed to the Finance Director, P.O. Box B, Woonsocket, Rhode Island 02895, and to be given consideration must be received at least seven (7) days prior to the date fixed for the opening of the bids. Fax transmissions will be accepted with written follow-up by bidder.

Any and all interpretations, and supplemental instructions which, if issued, will be mailed by regular mail to all perspective bidders (at the respective address furnished by the bidder for such purpose), not later than 48 hours prior to the date fixed for the opening of the bids (unless such addenda postpones the opening of bids). Failure of bidder to receive any such addendum or interpretations shall not relieve any bidder from obligation under his bid as submitted. All addenda so issued shall become part of the Contract Document.

8. **DELIVERY:**

All Purchases related to this bid are to be delivered FOB various locations within the City of Woonsocket, delivery to be supplied with the Purchase Order. No extra charges for delivery, handling or other services will be honored. Only inside delivery and set-up, where required, will be accepted. **TAILGATE DELIVERIES WILL BE REFUSED.** The vendor must notify the City of Woonsocket 24 hours prior to delivery. All claims for damage in transit shall be the responsibility of the successful bidder. The City will not make payment on damaged goods, they must be replaced or adjustments made at the option of the City. The City of Woonsocket is only represented by the Finance Director in these matters and said director shall be the only entity to negotiate any settlements. Deliveries must be made during normal working hours.

9. Bid price is to include the cost of uncrating and setting in place where noted.
10. Bid price is to include installation where noted.
11. Bidder must comply with all State Labor Laws for Public Works projects.
12. The successful bidder must have all current taxes paid which are owed to the City of Woonsocket.

**CITY OF WOONSOCKET
RHODE ISLAND
DEPARTMENT OF PUBLIC WORKS**

BID DOCUMENTS

FOR

USED 4WD SEDAN

**INVITATION TO BID
TECHNICAL SPECIFICATIONS
BIDDING REQUIREMENTS
PROPOSAL FORM**

FEBRUARY 2012

TECHNICAL SPECIFICATIONS

- A. The vehicle specified in this proposal is a 2009 4-wheel drive or all-wheel drive sedan, as indicated in the manufacturer's vehicle description. This document is intended to set minimum standards, except as otherwise specified. Approved equivalent product of any other manufacturer will be given full consideration.
- B. Any additions, deletions, or variations from the following specifications must be noted on the proposal form. These specifications shall be construed as minimum, except as otherwise noted. Should the manufacturer's current published data per specifications exceed these requirements, they shall be considered minimum and shall be furnished.
- C. The vehicle shall be new or used, 2009 or newer, and of the manufacturer's latest design, providing it meets these specification requirements. All equipment shall be installed by the successful bidder. The bid price for the vehicle shall include all transportation, handling, delivery and installation charges and the following, which may or may not be standard.
- D. All installed equipment must be in good working order.
- E. **The selected vendor must deliver the vehicle as soon as possible; however, the vendor has until April 30, 2012 to deliver a vehicle which meets all required specifications.**

General: 2009 or newer, Subaru Legacy or equivalent, mid-sized sedan with 4-Doors, 4-Wheel Drive or all-wheel drive, Automatic Transmission, 4-Cylinder Engine, Anti-Lock Brakes, and Traction Control.

Miles: Vehicle should have been driven less than 40,000 miles.

Miscellaneous:

- Exterior Color – White is preferred
- Interior Color – Beige is preferred
- Air conditioning
- AM/FM/CD radio
- Cruise Control
- Dual front and side air bags
- Anti-theft device
- Power door locks, mirrors, windows, driver's seat
- Rear window defroster
- Used cars shall have had only 1 previous owner

REQUIREMENTS OF BIDDERS

- A. Bidders shall submit complete specifications on vehicle proposed, along with a CarFax vehicle history report.
- B. If other than vehicle specified, bidder's proposals shall clearly indicate where a complete stock of repair parts and other service facilities are available for vehicle being proposed.
- C. Bidder shall make vehicle available for a test drive to representatives of the City.
- D. The City reserves the right to reject any proposal not meeting these specification, having more than one previous owner, having higher mileage than other vehicles, and/or having a long waiting time for delivery.
- E. The vehicle shall be delivered within ten (10) days after formal Purchase Order is issued unless otherwise stated in the Bid Proposal and accepted by the City.
- F. Successful bidder shall furnish a standard manufacturer's service and warranty policy and shall pay any costs of inspection and adjustment that may be necessary as provided by policy.
- G. City of Woonsocket will sign all necessary certificates required for Federal and State Tax Exemptions, if any. Certificates will be furnished and processed by the successful bidder.
- H. Successful bidder shall register the new vehicle for the City of Woonsocket in the State of Rhode Island.
- I. **The vehicle shall be delivered in first class operating condition, with acceptance subject to the Public Works Department's inspection and approval. The vehicle shall be delivered to City Hall, 169 Main Street, Woonsocket, RI. Call Sheila McGauvran, Department of Public Works, (401) 767-9209, with any questions pertaining to this bid.**

CITY OF WOONSOCKET
RHODE ISLAND
DEPARTMENT OF PUBLIC WORKS
PROPOSAL

1 (One) 4-Door, 4WD Sedan (direct purchase) \$ _____

Year:	Make:
Model:	Miles:
Exterior Color:	Interior Color:

The undersigned bidder declares that this Proposal is made without connection with any other person or persons making proposals for the same work, and is in all respects fair and without collusion or fraud; that, except in the normal discharge of his official duties, no person acting for or employed by the City of Woonsocket is directly or indirectly interested therein, or in the supplies or work to which it relates, or in any position of the profits thereof; and that the Specifications have been carefully examined.

Proposal Submitted By:

Company Name: _____

Street & Number: _____

Mailing Address: _____
(If different from above)

City & State: _____

Contact Person: _____

Telephone: () _____ Fax: () _____

Signature: _____

Email Address: _____

