



# CITY OF SUFFOLK

## Purchasing Division

P.O. Box 1858, Suffolk, VA 23439-1858; TEL: (757) 514-7520; Fax (757) 514-7524

# INVITATION FOR BID

TITLE: **Mobile Command Vehicle - Rebid**

***IFB dated June 15, 2011 has been cancelled. Please submit new bid under the attached amended specifications.***

ACCEPTANCE DATE: Prior to 3:00 p.m. – January 11, 2012 “Local Verizon Time”

IFB NUMBER: 2012-00050

PRE-BID CONFERENCE: 11 a.m. January 4, 2012  
Police Headquarters  
Police Chief’s Conference Room  
11 Henley Place  
Suffolk, VA 23434

ACCEPTANCE PLACE: Finance Department, Purchasing Division, Room 105  
441 Market Street  
Suffolk, Virginia 23434

BID OPENING LOCATION: Purchasing Conference Room  
441 Market St., Room 105

Requests for information related to this Invitation should be directed to:

Cindy L. Norfleet, CPPB, Senior Buyer  
(757) 514-7522  
Email address: [cnorfleet@suffolkva.us](mailto:cnorfleet@suffolkva.us)

This document can be downloaded from our web site: [www.suffolk.va.us](http://www.suffolk.va.us)

Issue Date: December 22, 2011

IF YOU NEED ANY REASONABLE ACCOMMODATION FOR ANY TYPE OF DISABILITY IN ORDER TO PARTICIPATE IN THIS PROCUREMENT, PLEASE CONTACT THIS DIVISION AS SOON AS POSSIBLE.

**If you have obtained this bid document from the City’s website or a source other than the City of Suffolk, contact the Purchasing Division prior to submitting your bid to ensure that a complete up-to-date package has been received. The Purchasing Division is not responsible for providing addenda if the vendor is not listed as a prospective bidder.**

# INVITATION FOR BID

## Mobile Command Vehicle - Rebid

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BID PRICING FORM AND OTHER FORMS TO BE EXECUTED BY THE BIDDER

Prepared by Cindy Norfleet, CPPB, Senior Buyer

Date: December 22, 2011

## 1.0 PURPOSE

The intent of this Invitation for Bid is to purchase one (1) custom built mobile command vehicle to be used by the Suffolk Police Department and delivered F.O.B. destination the City's Fleet Management facility, 120 Forest Glen Drive, Suffolk, Virginia 23434. Unit shall be in accordance with all specifications, terms, and conditions herein.

*IFB #2011-00596 dated June 15, 2011 has been cancelled. IFB #2012-00050 is hereby issued under amended specifications.*

## 2.0 COMPETITION INTENDED

It is the City's intent that this Invitation for Bid (IFB) permits competition. It shall be the bidder's responsibility to advise the Buyer in writing if any language requirement, specification, etc., or any combination thereof, inadvertently restricts or limits the requirements stated in this IFB to a single source. Such notification must be received by the Purchasing Agent not later than five (5) days prior to the date set for bids to close.

## 3.0 PRE-BID CONFERENCE

A non-mandatory Pre-Bid Conference is scheduled for 10:00 a.m. Wednesday, December 28, 2011 at Suffolk Police Headquarters located at 111 Henley Place, Suffolk, Virginia 23434. The conference will take place in the Police Chief's Conference Room.

Although attendance is not mandatory, it is important that all interested bidders be present in order ask any pertinent questions. Failure to attend the Pre-Bid Conference does not relieve the bidder of his obligations to appropriately complete the BID FORM or to carry out the scope of the resulting contract.

## 4.0 REQUIRED BONDS

### 4.1 Bid Bond

All bids shall be accompanied by a **Bid Bond**, certified check, or other acceptable security executed by a surety company licensed to do business in the Commonwealth of Virginia, as a guarantee that the bid will not be withdrawn for a period of sixty (60) days after the bid opening, and that the bidder will enter into the contract for the work mentioned in the bid. The amount of the bid security shall be equal to five percent (5%) of the total bid amount and shall be payable to the Treasurer, City of Suffolk, Virginia.

**If the Bid Bond is not submitted with the Bid Package, the Bid shall be considered non-responsive. If selected for award, failure to enter into a contract agreement with the City will result in the forfeiture of the bid bond.**

### 4.2 Performance Bond and Payment Bond

The successful bidder will be required to provide a **Performance Bond** payable to the Treasurer of the City of Suffolk in an amount equal to 100% of the contract price as a guarantee for the faithful performance of the contract in strict conformity with the plans, specifications and conditions of the contract.

The successful bidder will be required to provide a **Payment Bond** payable to the Treasurer of the City of Suffolk in an amount equal to 100% of the contract price for the protection of claimants who have and fulfill contracts to supply labor or materials to the prime contractor to whom the contract was awarded, or to any subcontractors, in the prosecution of the role provided for in such contract, and shall be conditioned upon the prompt payment for all such material furnished or labor supplied or performed in the prosecution of the work. "Labor or materials" shall include public utility services and reasonable rentals of equipment, but only for periods when the equipment rented is actually used at the site.

Such bonds must be furnished to the City within fifteen (15) days after requested. The successful bidder, upon failure or refusal to furnish the required bonds or deposit with the time specified, shall pay to the City of Suffolk as liquidated damages for such failure or refusal an amount equal to the bid security deposited with the bid.

All bonds must be furnished by such surety company or companies as are authorized and licensed to transact business in the Commonwealth of Virginia or, in the event that Federal courts may have jurisdiction, the United States District Court for the Eastern District of Virginia, Norfolk Division.

## 5.0 COMPLIANCE TO SPECIFICATIONS

It is not the intent of the City for these specifications to be proprietary; equals will be evaluated in accordance with comparable quality, construction, strength, durability, and suitability for the purpose intended. All specifications contained herein are considered minimum requirements for the manufacture and delivery of the "new" chassis and body specified herein. The terms "minimum" and "maximum" shall define the respective constraints that apply to the overall design, dimensions or quality level established by the City of Suffolk, Virginia. The term "or equal" shall define the degree of determined quality level, and it shall be the sole responsibility of the City to judge whether the proposed "equal" submitted by the bidder meets the minimum established quality level.

The Bidder will complete every space in the compliance column below with a check mark to indicate if the item being bid is exactly as specified. If not, the "NO" column will be checked, and a detailed description of the deviation from the specification will be supplied. If submitting an "or equal" product, provide brand name and model substituted.

Refer to Section 11.11 of the "Contract Terms and Conditions" regarding "Rights of the City" as it applies to compliance with specifications.

Compliance sheets (Pages 5-36) must be submitted with the BID FORM.

COMPLY  
Yes No

6.0 GENERAL SPECIFICATIONS

6.1 General

Specifications below describe a mobile command vehicle with four (4) slide-outs. Rooms will include three (3) areas---Command/Dispatch Room; Galley/Electronics Room; and Hostage/Negotiations/Dispatch Room.

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Layout of rooms, etc. will be in substantial accordance with the sample floor plan provided on Page 49.

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Unit shall be the latest manufactured current production with all standard components and details. Vehicle shall be new production; used models or demonstrator models will not be accepted. Specifications are minimum; equal or better will be considered.

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Components shall be of American manufacture, totally produced, supplied and assembled in the United States whenever possible. The City reserves the right to reject any and all bids. No equipment shall be accepted prior to successful inspection by the using agency.

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Vehicle shall comply with all Federal Highway Administration (FHWA), Department of Transportation (DOT), Federal Motor Vehicle Safety Standard (FMVSS), and Commercial Motor Vehicle Safety Standards (CMVSS) regulations, as well as all State and Federal codes

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6.2 Bidder Qualification

Bidder must be responsible parties, regularly and practicably engaged in the manufacturer and fabrication of this class of work and known to possess ample facilities for providing this unit. Bidder shall have been in operation for a minimum of three (3) years in the fabrication and manufacture of mobile command vehicles.

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6.3 Warranty

The vehicle shall be warranted to be free from defects in materials or workmanship under normal use and service. As a part of their bid package, the Bidder will supply warranty information that they propose to provide. In no case shall the warranty be for less than one (1) year from the date of delivery and acceptance.

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**COMPLY**  
Yes      No

6.4 Warranty Repair Work

All work performed by the Contractor, to include parts and labor, shall be warranted for a period of at least one (1) year, commencing upon the date the completed vehicle is placed into service as front line emergency response vehicle by City of Suffolk Police Department.

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Work performed by the Contractor shall not void any manufacturer's warranty on a vehicle or equipment.

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All warranty corrective action must be initiated within forty-eight (48) hours after notification by the City.

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The Contractor shall assess the damage and provide a time line for repair. If warranty response is improper or inadequate, the City will have the unit repaired locally. All costs incurred will be billed to the Contractor; the Contractor will reimburse the City for the cost of the repairs within ten (10) working days from the repair.

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**Detailed warranty procedures, including names and addresses of groups or persons to perform warranty work will be included as a submittal with the BID FORM.**

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6.5 Drawings

Engineered CAD drawings of a vehicle similar in scope and on an approximately 45-foot chassis will be submitted with the BID FORM.

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CAD drawings of the floor plan (*similar* to the sample plan on page 49) will be submitted with the BID FORM.

Specific views should include:

- Plan View
- Driver Side Interior View
- Driver Side Exterior View
- Passenger Side Interior View
- Passenger Side Exterior View
- Bulkhead View
- Front & Rear Exterior View
- Roof View

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The successful bidder shall provide Engineering drawings showing the design of the command center, including placement of rooms, storage, and other facilities prior to the pre-construction conference.

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**COMPLY**  
Yes      No

6.6      Pre-Construction Conference

A Pre-Construction Conference will be scheduled with City personnel at the successful bidder's location for the purpose of finalizing details and approval of drawings. The City will be responsible for expenses related to their personal travel.

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6.7      Pre-Delivery Conference

A Pre-Delivery Conference shall be held at the Contractor's location for a pre-delivery inspection. The City reserves the right to make additional on-site visits to the facilities of the Contractor; the cost for these visits will be incurred by the City.

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6.8      Delivery Requirements

Delivery shall be F.O.B. destination City of Suffolk Fleet Management Facility, 120 Forest Glen Drive, Suffolk, Virginia. Qualified personnel representing the Contractor shall deliver the unit and remain for a sufficient length of time to instruct personnel in the proper operation, care and maintenance of the equipment delivered.

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Delivery of unit will be within seven (7) months of receipt of purchase order, unless otherwise approved by the City. Delivery may be a factor in award.

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Unit shall be delivered with Manufacturer's Statement of Origin (MSO).

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Original invoice shall be supplied upon delivery.

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A trained driver shall deliver vehicle. Representative will train staff on vehicle, bumper to bumper. City staff will be trained to operate every component on vehicle and train other staff, if necessary. Driver must be employed with the vendor; drive-away and contract driver services are not acceptable.

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**7.0      BASIC VEHICLE DIMENSIONS**

Dimensions stated below are approximate and are specified to convey the general size of the vehicle desired. Minor deviations to the specified dimensions may be considered as long as the size of the completed unit is not substantially smaller than that requested. Determination of acceptable deviations will be at the sole discretion of the City.

\_\_\_\_\_

		<b>COMPLY</b>	
		<b>Yes</b>	<b>No</b>
Width:	Interior - minimum 93 inches	_____	_____
	Exterior – approximately 102 inches	_____	_____
Height:	Interior - approximately 83 inches	_____	_____
	Exterior – approximately 13 feet 6 inches	_____	_____
Length:	Exterior – approximately 45 feet	_____	_____
Wheel Cut:	approximately 55 degrees	_____	_____

## 8.0 CHASSIS SPECIFICATIONS

### 8.1 General

Freightliner, or approved equal, 2011 or newer, approximately 45 foot length	_____	_____
Type: Chassis must be able to accommodate tag axle	_____	_____
Wheel base: approximately 276 inches	_____	_____
GVWR: approximately 44,600 pounds	_____	_____
Engine: 400 hp, Cummins, or approved equal	_____	_____
Frame: 1/4" x 2.75" x 9" (approximate) steel raised frame with lowered rear rail section for engine	_____	_____
110" (approximate) rear frame overhang	_____	_____
Fuel tank: approximately 150 gallons mounted between frame rails	_____	_____
Air cleaner: Farr Ecolite BC Air Clean, or approved equal	_____	_____
Alternator: 12V 200 amp, Leece-Neville Model 4940, or approved equal	_____	_____
Transmission: Allison 3000 MH Series, electronically controlled. Synthetic automatic transmission oil.	_____	_____
Oil filter: Full flow spin-on oil filter with replacement element	_____	_____



		<b>COMPLY</b>	
		<b>Yes</b>	<b>No</b>
Cooling System:	Side-mounted radiator, sized appropriate for vehicle	_____	_____
Exhaust System:	Horizontal tailpipe with side exit from rear of engine. Over-the-road automatic regeneration with dash mounted regeneration switch. Exhaust diffuser is enclosed and Tapered.	_____	_____
Batteries:	Two (2) Alliance 1131MF – min, Group 31, 12 volt 1900 CCA batteries (or approved equal), frame ground return, 135” battery cables with eyelet connectors	_____	_____
	29” positive and 12” negative battery jumpers	_____	_____
Steering:	TRW THP-70, or approved equal, power steering with tilt/telescopic steering wheel w/foot pedal	_____	_____
	Steering column floor mounted boot	_____	_____
	Adjustable suspension pedals with flush mounted accelerator on flush mounted plate	_____	_____
Axles: Front – ZF independent, 14,600 lb. single		_____	_____
	Rear – Meritor RS-21-145 20,000 lb., 4.63 ratio	_____	_____
	Tag axle – Ingersoll – IMT F22 10,000” drop center tag axle	_____	_____
Suspension:			
	Front: ZF RI67EM independent front air suspension (14,600 lb. capacity)	_____	_____
	Rear: Neway ADL-123 @ 20,000 lbs. with dual air rear suspension leveling valves and manual dump valves.	_____	_____
Tag:	Neway non-lifting CA-1110 Series, 10,000 lb.	_____	_____
Shock absorbers:	Sachs, or approved equal, front and rear	_____	_____

		<b>COMPLY</b>	
		<b>Yes</b>	<b>No</b>
Tires:	Front – Goodyear G670 RV MRT 295/80/R.225 16 ply radial, or approved equal	_____	_____
	Rear – Goodyear G670 RV MRT 295/80/R22.5 16 ply radial, or approved equal	_____	_____
	Tag – Goodyear G670 RV Mart 295/80/R22.5 16 ply radial pusher/tag tires, or approved equal	_____	_____
Wheels:	8.25 x 22.5, 10-hub piloted aluminum	_____	_____
Mud flaps:	Rubber mud flaps with anti-sail brackets for front and rear wheels shall be provided.	_____	_____
Fenderettes:	One (1) pair, rubber	_____	_____

8.2 Brakes

Air brake package:

Wabco, or approved equal, 6s/6m ABS without traction control	_____	_____
Reinforced nylon, fabric braid and wire braid chassis air lines	_____	_____
Haldex, or approved equal, purest air dryer with electric heater	_____	_____
Air dryer mounted inboard on left hand rail	_____	_____
Three (3) steel air reservoirs- 2 MTD FWD & 1 MTD in rear	_____	_____
Auto drain valve and (2) manual drain valves w/pull cord	_____	_____
External charging Schrader valve with remote air fill kit	_____	_____
Front: Bendix ADB22X Air Disc Front Brakes	_____	_____
Rear: Meritor 16.5 x 7 Q+ cast spider cam rear brakes	_____	_____
Tag Axle: Meritor 15 x 4 Q+ Cam pusher/tag brakes, double anchor, fabricated shoes	_____	_____

**COMPLY**  
**Yes      No**

Brake retardation: Cummins, or approved equal, exhaust brake integral with variable geometry turbo. Includes retarder control wiring and control switch.

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8.3 Electrical Controls and Instruments

Dash mounted

\_\_\_\_\_

Engine coolant temperature gauge

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Fuel level gauge

\_\_\_\_\_

Air system pressure gauge

\_\_\_\_\_

Headlight switch

\_\_\_\_\_

High/low beam indicator

\_\_\_\_\_

Ignition key operated engine shutoff

\_\_\_\_\_

Low air pressure warning light

\_\_\_\_\_

Oil pressure gauge

\_\_\_\_\_

Speedometer/odometer – 7 digits (including 10ths)

\_\_\_\_\_

Voltmeter

\_\_\_\_\_

Hour meter

\_\_\_\_\_

Transmission temperature gauge

\_\_\_\_\_

Driver’s message center with integral LCD display

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Turn signal switch with dimmer in handle & jumper harness

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High beam switch

\_\_\_\_\_

Horn

\_\_\_\_\_

Four-way flasher

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Four (4) each 12v power supply outlets to be installed in dashboard

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**COMPLY**  
**Yes      No**

**9.0 BODY SPECIFICATIONS**

All workmanship, welding, and construction shall be in the best manner of the trade. Workmanship shall be subject to inspection and approval by the City.

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**9.1 Battery Mounting**

Skirt-mounted battery box will be approximately 14.1" high x 25.63" wide x 21.44" deep. Box includes roller bearing slide-out tray.

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Box shall have easy access for repair, installation, or removal.

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Box will be back vented to allow off-gassing of batteries. Batteries will be secured in box using an adjustable aluminum angled bracket.

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The tray will feature a heavy-duty Trimark, or approved equal, positive acting latch utilizing a threaded rod and dual nader-style pins with a continuous tubular neoprene gasket to ensure a positive seal and prevent leaks.

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**9.2 Bumpers**

Front: The front bumper is an integral part of the front fiberglass cap and reinforced with tubing connected directly to the frame rails.

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Rear: The rear bumper will be constructed of steel tubing with contour angled end caps filled solid. Bumper will be mounted directly to the frame rails and painted to match the body.

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**9.3 Gel-Coat**

The exterior of the vehicle shall be white gel-coat.

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**9.4 Construction**

The vehicle body shall be fabricated to meet or exceed FMVSS 220 standards where applicable in meeting the Bid design. Test certification will not be required.

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**COMPLY**  
**Yes      No**

A. Flooring

A custom grid of welded 2" x 3" 0.25 aluminum on 12" centers will be used. All steps, storage boxes, generator and other supports shall be welded to the 2" x 3" grid. The interior floor of the vehicle shall be completely enclosed in a minimum of 0.040" in aluminum barrier above the floor grid to seal the interior subfloor.

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Subfloor will be 3/4" exterior grade plywood, predrilled, and screwed into floor grid using self-tapping screws with a spacing of approximately six (6) inches. The entire under-carriage area, including floor, skirt and wheelhouses, shall be undercoated with asphalt emulsion water based material or equal. This will be applied after the spray foam insulation has been applied.

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B. Mounting

0.25 aluminum tubular trusses will be used. Two (2) mounting sills of 1" x 6" aluminum flat bar are bolted to the chassis rails using rubber mounting pucks. These mounting sills run the full length of the chassis.

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The floor structure trusses (cross-members) are then fully welded to the 1 x 6 aluminum flat bar.

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The body longitudinal substructure shall be bolted to the chassis utilizing full floating rubber mounting pucks.

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Stainless steel compression washers or strips shall be used under all bolts and nuts to prevent crushing of the aluminum structure.

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The number and placement of full floating body isolation mounts shall be determined by final design weight of the body structure, the weight ratings of the mounts and the chassis manufacturer's recommendations found in his body builder's manual.

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**COMPLY**  
Yes      No

A stacking construction of all structural components shall be employed. This “stacking” in which all the structural members line up, i.e. the side wall joists line up with the roof trusses, will provide superior strength and construction integrity.

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C. Walls

All wall supports will be constructed of welded 0.094 2” x 2” aluminum on 16” centers, with custom framing for windows, doors, etc. Interior and exterior will be rectangular walls.

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The walls will be 3.6mm luan plus ½” plywood. The interior finished surface will be fiberglass reinforced plastic (Kemlite or approved equal) run in one piece from front to rear. The uses of other panel material or designs, which are not seamless, are not acceptable.

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The use of mechanical fasteners to attach any of the panels is not acceptable including screws, rivets, and flush countersunk “Huck” type.

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The sidewall tubing is to be laminated to the interior and exterior wall surfaces through a vacuum bonding process.

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D. Roof

Roof bows will be constructed of 2” x 2” 0.080/.120” aluminum (16” centers). Roof bows will be attached to the sidewall structure using a 6063T6 alloy 0.125 aluminum double tubular extrusion.

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The extrusion will interlock with the side sheets and the roof and include an integrated, one-piece drip rail along the sides of the body.

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The extrusion will be welded to the wall and roof, forming a stable “uni-body” style construction. The interior and exterior roof surface will be covered with 3.6mm luan and seamless 0.090 one-piece aluminum panel laminated in a vacuum bond process providing a sufficient strength for the ability to walk on same.

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**COMPLY**  
Yes      No

E.      Front cap

The front of the vehicle will be finished with a custom fiberglass cap. It will be specifically constructed to match the contours on the chassis to form a continuous aerodynamic structure.

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The front cap shall have a locking exterior 9 1/2" x 48" clear-opening access panel to allow maintenance of windshield wiper fluid and wiper motors.

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F.      Insulation

Insulation will be used in the walls, ceiling and under floor area of vehicle. Insulation will be 2" polystyrene custom cut to fill all cavities and voids or sprayed in insulation, meeting the below requirements, to provide a high level of sound and climate insulation within the vehicle.

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NCFI Sprayed-in-Place Polyurethane Foam 2" insulation provides a 14 R-Value. NCFI 362 is a two-component, one-to-one by volume, self-adhering, seamless, high insulating efficiency spray applied rigid polyurethane foam system. NCFI 362 has been designed for use where Building Codes specify 25 Flame Spread and less than 450 Smoke Density per ASTM E-84 at thickness up to and including two inches. This NCFI system has been formulated with HCFC 141b as the blowing agent. Meets ASTM E-84, FS ≤ 25, SD ≤ 450 at 2 inch thickness.

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G.      Lighting

Headlights: Dual Clear Lens High Beam 90mm H9 65W 12v Halogen with complex

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LED Front: Phantom III, or approved equal, amber oval 48 diode LED park/turn with chrome rim

\_\_\_\_\_

LED Middle Clearance/Marker Lights: Amber two (2) round 9 diode LED marker/clearance light clear lens

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**COMPLY**  
Yes      No

LED Top Marker Lights: Phantom II Amber 5 diode LED flush mount marker/clearance light with chrome bezel and clear lens

\_\_\_\_\_

LED Stop/Tail/Back-up lights: Three (3) 8 1/4" x 5 1/4" LED lamp assemblies

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License plate light

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All lights must comply with FMVSS 108.

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All exterior lighting shall be DOT approved and feature LED lighting as indicated above.

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9.5 Dashboard

Dashboard will be angled for maximum visibility.

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9.6 Doors

A. Driver's Window

Driver's window will be designed so that it is suitable for use as a method of escape from the vehicle in the event of an emergency.

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B. Front Entrance Door

Door to be approximately 32.5" wide x 91" high, forward stainless steel full length piano hinge, outward opening sedan door. Door includes split sash glass mounted in the upper section of the door: laminated, tinted to 70% light transmission, approximately 23.75" wide x 34.5" high.

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Tinted solid stationary glass to be mounted in the lower section of the door, approximately 23.75" wide x 30" high, as a safety feature.

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Included will be a two-step step-well with a Maximum riser height of 10" and a minimum tread depth of 10". A heavy-duty dual electric auxiliary step with ground effect light will be installed.

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**COMPLY**  
**Yes      No**

Steps shall be finished with a non-skid surface and a safety yellow, non-skid front strip. Steps shall include an audible/visual indicator system to warn the driver that the step is extended when the ignition key is activated. Steps shall be controlled at the driver's area.

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A 36" vertical, one-piece grab rail will be installed on the exterior of the body to access in entering the vehicle.

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C. Center Entrance Door

Door to be approximately 32" wide x 80" high, forward stainless steel full length piano hinge, outward opening sedan door.

\_\_\_\_\_

Door includes split tinted solid stationary glass mounted in the upper section of the door, approximately 17.5" wide x 19.5" high.

\_\_\_\_\_

Included will be a two-step step-well with a maximum riser height of 10" and a minimum tread depth of 10". A heavy-duty dual electric auxiliary step with ground effect light will be installed.

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D. General - Doors

All doors to be equipped with pneumatic door closers. The pneumatic closer will assist in closing the door as well as hold the door open at a 90 degree angle.

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All doors shall feature a heavy-duty Trimark positive acting latch with a continuous tubular neoprene gasket to ensure a positive seal and prevent leaks.

\_\_\_\_\_

Doors will consist of extruded aluminum frame with smooth exterior sheeting and interior removable aluminum access panel for door latch lubrication and adjustment.

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Interior horizontal grab shall be included on front entrance door below upper window.

\_\_\_\_\_

Door shocks shall be equipped with stainless steel hardware and bolts.

\_\_\_\_\_

**COMPLY**  
Yes      No

9.7      Electrical

Access: Main body wiring harness shall be fully accessible via removable raceways, and removable shelves. The wiring harness shall be protected by automatic reset circuit breakers.

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A cast aluminum locking access door located beneath the driver's side door provides easy access to body fuses, relays, and switches.

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Wiring shall be color-coded and numbered and flame retardant. All wires passing through metal openings are protected by a grommet. All wiring is color coded and numbered.

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9.8      Wheel Well Molding

Exterior wheel well splash moldings shall be furnished at the axles and shall be pre-molded and contoured to conform to the wheel well cutouts.

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9.9      Fuel Tank Opening

Exterior fuel tank opening will have cast products door with lock. Interior access plate shall be readily available for servicing.

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9.10     Cab Heater/Defrosters/Air Conditioner

High-pressure coil-type center front heater with defroster and booster pump. Cab air conditioning system shall also be provided and wired through the HVAC control panel.

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9.11     Mirrors

Exterior: Mirror system shall be remote control in four (4) directions and heated.

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The mirror arm will be permitted to break-away in two (2) directions so as to avoid permanent damage to the vehicle when the mirror is struck by an object.

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Mirrors shall be FMVSS/CMVSS compliant.

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**COMPLY**  
Yes      No

9.12 Seating

Driver and passenger seats shall be “air ride” and will include an adjustable high back, armrest, and 6-position adjustment.

\_\_\_\_\_

Tilt adjustment control will be mounted on the right side of the driver’s seat. Seat cushion has four (4) position adjustments. For and aft adjustment by fingertip control.

\_\_\_\_\_

9.13 Slide-Outs

Two (2) slide-outs, approximately 26” to 30”D x 72”H x 12’L (depending on engineering design) will be installed, one each on driver and passenger sides of vehicle.

\_\_\_\_\_

Two (2) additional slide-outs, approximately 26”D x 72”H x 5’L (depending on engineering design) will be installed one each on either side of the vehicle in rear conference room.

\_\_\_\_\_

Systems will be electric operated utilizing a level-in/level-out system.

\_\_\_\_\_

A manual override shall be included in the event of electrical failure.

\_\_\_\_\_

Slide out controls will be located adjacent to the slide-out area(s).

\_\_\_\_\_

Wiring harnesses shall not be exposed and wrapped where visible inside the vehicle. All slide-outs will have an awning topper with neoprene gaskets for proper sealing.

\_\_\_\_\_

9.14 Storage Compartments

Compartments to be installed for storage of generator, batteries, and shoreline. Two (2) aluminum exterior compartments (passenger side) and one (1) aluminum exterior storage compartment (driver side) will be designed and built to accommodate customer provided equipment.

\_\_\_\_\_

**COMPLY**  
**Yes      No**

One (1) aluminum exterior compartment located on passenger side will be designed and built to accommodate an exterior mounted 37" LCD TV. Compartment door (with adequate support) will fold down, stopping at approximately 90° to provide a workstation surface

\_\_\_\_\_

These compartments shall be securely tied into body framework to avoid damage to the compartments and the equipment by road vibration and road surface faults.

\_\_\_\_\_

The latches will be locking Tri-Mark latches, or approved equal, keyed alike.

\_\_\_\_\_

All doors will feature a heavy-duty Trimark, or approved equal, positive acting latch with a continuous tubular neoprene gasket to ensure a positive seal and prevent leaks.

\_\_\_\_\_

Doors will consist of extruded aluminum frame with smooth exterior sheeting and interior removable aluminum access panel for door latch lubrication and adjustment.

\_\_\_\_\_

Compartments will be a sweep out design with ventilation. All doors to include stainless steel full length piano hinges.

\_\_\_\_\_

**9.15    Leveling System**

Hydraulic leveling system shall be installed featuring a BI-AXIS, or approved equal, computer which will automatically deploy jack combinations to quickly level and stabilize the vehicle with minimum flexing of the structure.

\_\_\_\_\_

**10.0    CONVERSION PACKAGE SPECIFICATIONS**

**10.1    Audio/Video**

One (1) Winegard, or approved equal, omni-directional local TV access antenna

\_\_\_\_\_

Six (6) audio/video exterior inlets/outlets, one (1) exterior CATV inlet, and four (4) exterior mounted telephone inlets shall be installed in driver side cast products box.

\_\_\_\_\_

**COMPLY**  
Yes      No

All applicable audio/video sources shall be routed through one (1) Auto Patch, or approved equal, 8 x 8 matrix router (rack-mounted) with individual single-bus key pads installed at each LCD television.

\_\_\_\_\_

Vendor shall provide and install the following additional connections:

- One (1) VGA, one (1) DVI, and one (1) audio cable from conference table to AutoPatch
- One (1) VGA, one (1) DVI, and one (1) audio cable from rear conference table to AutoPatch
- One (1) VGA, one (1) DVI, and one (1) audio cable from communications console #1 to AutoPatch
- One (1) VGA, one (1) DVI, and one (1) RCA (audio) cable from conference table to SMART electronic copy board, or approved equals

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Two (2) 24-port CAT6 patch panels shall be provided in the IT cabinet. The cabinet will have removable cabinet doors in order to provide face mounted componentry for easy access.

\_\_\_\_\_

Forty-eight (48) CAT6 outlets shall be installed with locations to be reflected in approved CAD drawings

\_\_\_\_\_

All Ethernet wiring will be CAT6.

\_\_\_\_\_

One (1) Sony, or approved equal, DVD player/recorder shall be rack mounted in electronics cabinet.

\_\_\_\_\_

One (1) 37" Samsung, or approved equal, flat-screen LCD TV shall be installed in exterior curb-side compartment.

\_\_\_\_\_

Four (4) 26-27" Samsung, or approved equal, flat-screen LCD TV's installed in vehicle, two in main conference room, one in communications, and one in rear conference area.

\_\_\_\_\_

One (1) 42" LCD with SMART Technologies electronic overlay, or approved equal, installed in main conference room.

\_\_\_\_\_

All televisions must have VGA, DVI, HDMI, and speakers

\_\_\_\_\_

**COMPLY**  
**Yes      No**

10.2 Awning

Two (2) Weatherguard, or approved equal, powered awnings, minimum 16 feet x 8 feet, will be provided and installed. The City will choose a color from manufacturer's selections after award of bid.

\_\_\_\_\_

A manual override system must be provided in the event of electrical failure.

\_\_\_\_\_

10.3 Back-Up Camera with Monitor

One (1) Audiovox, or approved equal, back-up camera provided and installed.

Camera Features:

- 120° viewing angle
- Built-in microphone
- Water proof
- LCD Monitor

\_\_\_\_\_

10.4 Cabinetry - Finish

All interior cabinetry will be finished using a high impact Wilson Art, or approved equal, laminate finish.

\_\_\_\_\_

Countertops will be Solid Surface, or approved equal.

\_\_\_\_\_

All color selections to be chosen by customer upon final award of contract.

\_\_\_\_\_

10.5 Cabinetry - Construction

The use of particle board or MDF for cabinetry and walls is unacceptable. Additionally all wood products must be Formaldehyde-free and non-toxic.

\_\_\_\_\_

All interior cabinets shall be constructed using cabinet grade, hardwood veneer plywood. Plywood will be constructed using cross-grain and long-grain Poplar and Fir core layers, sanded to ensure maximum smoothness.

\_\_\_\_\_

All exposed edges will have a 3mm, hardened PVC edgeband applied to ensure durability and superior aesthetical qualities. Banding will be applied using AD-20, EVA Ethylene – Vinylacetate based adhesive. Laminate edge banding will not be considered.

\_\_\_\_\_

**COMPLY**  
Page 22 of 51

		Yes	No
	Storage cabinets will be constructed according to final Floor plan. Self-closing drawers must have smooth self-closing mechanisms, full extension drawer slides and double-wall brushed stainless steel sides. Two dimensional drawer front adjustments and dynamic load capacity of 75 lb. or 110 lb. minimum is required.	_____	_____
	Latch-less Drawers: Designed with self-latching mechanism thus allowing cabinet drawer to be opened by simply pressing lightly on the drawer front.	_____	_____
	Side-Swing Doors: All side-swing door assemblies will feature all metal, nickel plated hinge, with 110° opening angle and three-dimensional adjustment capability. Doors will be gradual self-closing, adjusted to operate smoothly and gradually.	_____	_____
	Upper Doors: Shall feature easy lift-up and silent self-closing door hardware, tool-less lever arms and doors capable of snapping into place and featuring three-dimensional cam adjustments for precise positioning and tension settings.	_____	_____
	All latches will be flush-mounted Southco, or approved equal. Final layout to be determined upon award of bid.	_____	_____
10.6	<u>Ceiling</u>		
	Ceiling will be a drop style ceiling with ducted air conditioning vents. Interior lights will be recessed in the ceiling.	_____	_____
	Vinyl headliner will be installed throughout the vehicle with easily accessible wire chases along perimeter of ceiling. Customer to choose color from manufacturers selections.	_____	_____
10.7	<u>Clocks</u>		
	Three (3) digital CDMA (one master, two slaves) shall be installed according to final floor plan. Digital clocks will show hours and minutes in 4" red LED's with CDMA time receiver and serial transmit to send time.	_____	_____
10.8	<u>Communications</u>		
	<u>Phone</u>		
	<ul style="list-style-type: none"> <li>• Four (4) exterior telephone inlets will be installed in driver's side I/O panel compartment.</li> </ul>	_____	_____

**COMPLY**

Yes No

- Mitel phone system, or approved equal, with nine (9) wired handsets. System will also include two (2) Telular units.

\_\_\_\_\_

Radio

- Seven (7) radio preps installed, including NMO base, antenna and power lead. Locations pre-determined by customer upon award.
- One (1) 20" antenna raceway installed on roof of vehicle.
- Install seven (7) customer supplied radios in vehicle.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

10.9 Counter Tops

One-half inch (1/2") thick solid surface counter tops shall be installed. Counter overhang will be 1 1/2" thick layered solid surface with a shaped top edge and at least a 1/8" radius on bottom edge.

\_\_\_\_\_

10.10 Electrical System

A. AC Electrical System

Electrical system shall be a 120/240 VAC system rated for anticipated conversion load. System shall include a 125A rated distribution panel configured with UL listed type magnetic/hydraulic circuit breakers with LED indicators to show activation.

\_\_\_\_\_

System will be wired using EPM 12 gauge, 3-conductor (12/3), 600V rated, UL approved, multi-stranded boat cable. All wiring shall be color-coded: black = hot, white = neutral, and green = ground. Additionally, wiring will be labeled with machine-generated, self-laminating labels, listing circuit number and/or designation at all termination points. All wiring shall adhere to applicable NEC and FMVSS regulations.

\_\_\_\_\_

Wiring will be supported on 12" centers with insulated, non-conductive clamps. Wire bundles will be tied with trimmed nylon ties. Extreme care shall be taken to prevent chafing, abrasion, and exposure to high heat.

\_\_\_\_\_

**COMPLY**  
Page 24 of 51



Yes No

Wiring run in external areas shall be encased in conduit to further protect against damage.

\_\_\_\_\_

One (1) 24 outlet 15 amp power strip with 15 ft. cord will be provided in the IT cabinet.

\_\_\_\_\_

Four (4) GFCI exterior outlets with weather resistance covers shall be installed.

\_\_\_\_\_

Six (6) 12 VDC receptacles will be installed.

\_\_\_\_\_

All locations will be determined during pre-construction meeting.

\_\_\_\_\_

B. DC Electrical System

System shall be a 12 VDC system rated for anticipated conversion load. System shall include a 125A rated distribution panel configured with UL listed type magnetic/hydraulic circuit breakers with LED indicators to show activation. System will include a 12V voltmeter, and 12V low voltage alarm. Circuit breaker functions shall be clearly designated by printed labels. Wiring will be labeled with machine-generated, self-laminating labels, listing circuit number and/or designation at all termination points.

\_\_\_\_\_

One (1) Group 31 lead acid battery will be installed and wired only for the on-board generator. Additional auxiliary battery system will include two (2) 8D deep-cycle battery mounted in an exterior compartment (or suitable alternative) and one (1) 100 amp, three-stage, fully regulated battery charger wired to the generator and/or shore cord. Battery charger must be fully regulated to prevent battery overcharging.

\_\_\_\_\_

Charging system shall include provisions for automatic and manual battery bank merging to provide redundant battery power for vehicle and generator starting. System shall provide battery isolation during operation periods when the vehicle engine is not running to prevent depletion of both battery systems.

\_\_\_\_\_

**COMPLY**

Yes No

C. Wiring Requirements

All high-current battery cabling will utilize full-length cable runs sized to load; splices are not acceptable. Terminal ends shall be crimped with manufacturer recommended tooling and sealed using color-coded wrap.

\_\_\_\_\_

All added wiring for 12VDC load runs shall be AWG 8,10,12, and 14, and conform to MIL-W-1678D type D. Wire terminals used shall conform to MIL-T-7928. Terminals will be insulated with insulation grip, Type II, Class 2, and crimped with tolling recommended by manufacturer.

\_\_\_\_\_

All added wiring will be supported on 12" centers, and bundles will be tied with trimmed nylon ties. Entire system shall be installed to modern US automotive standards using best practices available at time of installation.

\_\_\_\_\_

Plastic grommets and/or dielectric sealants will be used to protect wiring and/or looms where they pass through sheet metal, bulkheads, or structural supports.

\_\_\_\_\_

Convoluted polyethylene tubing will be used to protect against chafing and abrasion where required.

\_\_\_\_\_

Extreme care shall be exercised to provide for easy serviceability of the system in future years.

\_\_\_\_\_

Extreme care shall be taken to avoid the engine manifold, engine exhaust, muffler, or any high heat items that may subject the wiring to severe overheating during long periods of operation.

\_\_\_\_\_

Power source(s), antennae, and any connection(s) required to accommodate the following City-supplied communications devices shall be provided by the vendor:

- 1) 5 EA mobile radios and antenna
- 2) 1 EA marine radio
- 3) 1 EA amateur radio
- 4) 2 EA laptops
- 5) 1 EA printer

**COMPLY**

Yes No

- 6) 1 EA fax/scanner/printer
- 7) 1 EA Interoperable System (ACU1000)
- 8) 1 EA alarm system
- 9) 1 EA automated identification system  
(i.e. ICAN Horizon and Sentinel  
Blue Force Tracking

\_\_\_\_\_

D. UPS

A 2000KV rack mounted UPS with four (4) each Six (6) outlet rack mount PDU shall be installed. (This may be replaced with an inline UPS.)

\_\_\_\_\_

10.11 Floor Covering

Install commercial-grade Altro or Loneco, or approved equal, rubber floor covering on top of 3/4" marine grade plywood. Customer will chose from a selection of colors upon award.

\_\_\_\_\_

10.12 Floor Plan

Custom floor plan designed and engineered using Computer Aided Drafting (CAD) technology. Floor plan will be provided on Size B paper and designed in 3/8" scale. CAD technology will be capable of both two-dimensional line drawings, as well as computer simulated three-dimensional renderings including conceptual interior colors and ergonomic simulation. Floor plan will include top view, interior exterior side views.

\_\_\_\_\_

CAD drawings of the floor plan will be submitted with the BID FORM. Specific views will include:

- Plan View
- Driver Side Interior View
- Driver Side Exterior View
- Passenger Side Interior View
- Passenger Side Exterior View
- Bulkhead View
- Front & Rear Exterior View
- Roof View

\_\_\_\_\_

Electrical (as built) schematics/drawings will be provided upon delivery of vehicle. Drawing shall include CAT6, COAX, phone wiring, and in-line UPS; drawings will be diagramed separately.

\_\_\_\_\_

**COMPLY**

	Yes	No
10.13 <u>Generator</u>		
One (1) 24 kW quiet diesel generator, Onan or approved equal, shall be provided and installed.	_____	_____
Generator fuel line will be tied into the existing chassis fuel tank. This fuel line will be installed approximately ¼ off the bottom of the fuel tank. This is to assure the chassis fuel tank cannot be run out of fuel totally.	_____	_____
Exhaust will be routed to the rear of the vehicle.	_____	_____
The generator shall be mounted beneath the vehicle utilizing a “slide-out tray” mounting frame system with a front access door set. Access to the sides and rear of the generator shall be via removable sound attenuation panels. General generator installation shall be in full accordance with manufacturer’s recommendations including any air flow restrictions associated with the installation method.	_____	_____
10.14 <u>Generator Compartment</u>		
An aluminum compartment will be designed and built to accommodate the required generator. The compartment will be securely tied into body framework to avoid damage to the compartment and the equipment by road vibration and road surface faults.	_____	_____
Generator will have double swing-out doors for ease of access. The doors will have ventilation panels of louvered metal installed as required to move air over and around the generator, away from air inlets, and meeting manufacturer’s requirements.	_____	_____
The generator compartment must be insulated to maximum possible for elimination of heat, noise, and fumes to the coach area through walls and/or flooring without interfering with necessary airflow. Insulation will surround all possible areas of the generator compartment. The latches will be locking Tri-Mark latches, keyed alike.	_____	_____
10.15 <u>Generator Controls</u>		
Generator start, water and oil meter, stop preheat switch and hour meter will be located in the front interior of vehicle.	_____	_____

**COMPLY**

		Yes	No
10.16	<u>HVAC</u>		
A.	<u>Air Conditioning</u>		
	Four (4) 14,800 BTU roof mounted Coleman, or approved equal, air conditioners, 110 volt.	_____	_____
	Roof section will be reinforced where air conditioners are to be mounted.	_____	_____
	All rooms shall be ducted AC.	_____	_____
B.	<u>Heaters</u>		
	Four (4) electric fan forced air heaters with variable control 1500 watts. Each heater will have separate wall mounted controller.	_____	_____
C.	<u>Thermostat</u>		
	AC systems will be controlled with four (4) individual wall mount thermostats.	_____	_____
	Heaters will be controlled with four (4) individual wall mount thermostats.	_____	_____
D.	<u>Chassis Air Conditioning</u>		
	Chassis AC system shall be provided and installed in cab area, capable of maintaining a comfortable temperature without use of generator powered HVAC.	_____	_____
E.	<u>Exhaust Fan</u>		
	A 12V exhaust fan shall be vented to the top of the vehicle.	_____	_____
10.17	<u>Ladder</u>		
	One (1) 15" wide custom powder coated ladder will be installed on rear of vehicle for roof access.	_____	_____
10.18	<u>Layout</u>		
A.	<u>Command/Dispatch (Area 1 of the Sample Floor Plan)</u>		
	This area to be separated on each end by sliding pocket doors with plexi glass window in each door, the rear one of which to be offset to the street side.	_____	_____

**COMPLY**

	<b>Yes</b>	<b>No</b>
This area will offer a conference table mounted off set towards the curbside thus allowing for additional walk space around the table to the street side. Additionally, this room will feature two (2) 12' slides, extending the width approximately 24" on each side and offering a flat floor design.	_____	_____
The following items will be installed within this room:		
• Two (2) 26-27" Widescreen Flat Panel LCD Televisions installed at a 45° angle within the rear most portion of each slide-out.	_____	_____
• One (1) 42" LCD television with SMART Technology electronic overlay, or approved Equal, will be installed in passenger side slide-out, connected through matrix router for signal connection to any outside source.	_____	_____
• One (1) base cabinet, one (1) desk with upper cabinet and one (1) upholstered bench seat with storage underneath to be installed within the street side slide-out.	_____	_____
• One (1) 24" x 36" (approximate size) window with shade will be installed in the center of street side slide-out.	_____	_____
• Conference Table:		
120v outlets flush mounted in the table legs with grommets for use of electrical devices	_____	_____
CAT6 Outlets flush mounted in the table legs for network connectivity	_____	_____
Seven (7) high-end steno chairs with bungee securing for transport	_____	_____
• The upper 50% of the walls in each slide to be covered in Nevamar, or approved equal, Dry-Erase marker board laminate material	_____	_____
• Magnetic dry erase board constructed and installed at the rear most end of the conference table on the pocket door wall	_____	_____

**COMPLY**

Yes No

B. Galley/Electronics (Area 2 of Sample Floor Plan)

Galley to include base cabinet and upper cabinet where the appliances listed below will be installed:

\_\_\_\_\_

- One (1) Black & Decker coffee maker, Model #ODC850 space saver, or approved equal
- One (1) Dometic 1.2 cu. ft. (black) microwave, or approved equal
- One (1) 7.0 cu. ft. Norcold model #DE-61, or approved equal

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Electronics Cabinet – Two (2) cabinets, approximately 52” tall, will be installed within this room, which houses 19” electronics rack designed to hold both customer and vendor supplied equipment. This rack will be on rollers to allow easy access to its contents for service and maintenance.

\_\_\_\_\_

The racks will secure within the cabinets by use of pin type latches ensuring that the racks will not move during transport.

\_\_\_\_\_

C. Hostage/Negotiations/Dispatch (Area 3 of Sample Floor Plan)

This area will have two (2) slide outs located one on each side, which will have two (2) work stations on each side. Additionally, there will be a conference table with seating for 4-5 persons.

\_\_\_\_\_

Other features of this room will include:

1. Two (2) large floor to ceiling cabinets on rear wall of room at each end of the conference table.
2. One (1) 26” Samsung, or approved equal, widescreen flat panel LCD television will be installed on rear wall.

\_\_\_\_\_

\_\_\_\_\_

**COMPLY**

Yes No

3. Two (1) approximately 24" x 36" windows with shade will be installed on passenger and slide-out walls.

\_\_\_\_\_

All pocket doors shall have glass panels installed with one-way mirrored viewing

\_\_\_\_\_

Magnetic dry erase board will be constructed and installed on pocket door wall

\_\_\_\_\_

This area will include the following:

Three (3) workstations, two (2) located on the curbside and two (2) on the street side of the vehicle. Each workstation will have the following features:

- Four (4) steno chairs with bungee securing during travel
- Upper cabinet with Nevamar, or approved equal, dry-erase marker laminate covering
- Fabric covered cork in the area above the desk to the bottom of the upper cabinet
- Slide-out pencil/pen tray
- CAT6, Phone and 120V Outlet at each Workstation

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

One (1) 26-27" Widescreen Flat Panel LCD television installed on the larger portion of the pocket door wall.

\_\_\_\_\_

10.19 Lighting – Interior

Four (4) interior red/white 12V Thin-Lite, or approved equal, lights will be installed on the interior of the vehicle underneath each workstation cabinet to allow for ample lighting in both day and night time deployments.

\_\_\_\_\_

Twelve (12) recessed red/white 12V Thin-Lite, or approved equal, lights will be installed in the ceiling area of vehicle to provide for non-generator powered lighting.

\_\_\_\_\_

One (1) Hella, or approved equal, LED interior light will be mounted beneath the dash with door pressure switch activation.

\_\_\_\_\_

**COMPLY**



Yes No

Contactor will include recessed 4 foot and 2 foot 110 volt double tube fluorescent light fixtures installed the full length of both sides of the ceiling. Interior design could alter the amount or location of lights. Wall switch located in each room.

\_\_\_\_\_

One (1) Federal Goose neck model # LF18TR, or approved equal, will be installed in driver's area according to final floor plan.

\_\_\_\_\_

10.20 Lighting - Exterior

Eight (8) Whelen Series 810CA0ZR, or approved equal, surface mount scene lights will be mounted on the exterior of the vehicle---three (3) on the curbside, three (3) on the street side, and two (2) on the rear. Scene Lights are single lamp scene lights with a 8-32° light spread and size: 8" H x 10" W x 2" protrusion. Rear mounted scene lights will also be wired with relay to automatically illuminate when vehicle is placed in reverse.

\_\_\_\_\_

Ten (10) Whelen 700 Series Super-LED (blue) lights, model # 70RBSFJR, or approved equal, will be mounted on the exterior of the vehicle. Chrome flange package to be installed with lights.

\_\_\_\_\_

Four (4) Whelen 900 Series, or approved equal, LED (blue) lights to be installed on the exterior of the command center---two (2) on the passenger side and two (2) on the driver's side of the coach. Chrome flange package to be installed with lights.

\_\_\_\_\_

Two (2) blue LED lights---one each side--will be mounted on the front left and right side of the vehicle.

\_\_\_\_\_

One (1) Touch Tek, or approved equal, panel with ten (10) switches and labeling will be installed according to final floor plan.

\_\_\_\_\_

One (1) set of Hella model # 550, or approved equal, fog lights will be provided.

\_\_\_\_\_

One (1) set of headlight & brake light (wig wag) strobe will be provided.

\_\_\_\_\_

One (1) flush mount green strobe beacon shall be installed according to final floor plan.

\_\_\_\_\_

**COMPLY**

Yes No

Exterior storage compartments shall have door activated compartment lights.

\_\_\_\_\_

10.21 Light Tower

One (1) Will Burt Night Scan Light Tower Model #NS-15-9000F/DT, or approved equal, will be installed on roof of the vehicle. This system shall include 6-900 Watt Magnafire, or approved equal, fixtures.

\_\_\_\_\_

The system will be folding unit which rises to 15 feet and has collapsible capability so light package will stow flat on the roof.

\_\_\_\_\_

A remote quick disconnect joystick controller, warning indicator and system interlock will be provided and shall prevent the vehicle from moving while light tower is deployed. Light mast control shall be located in an exterior storage compartment

\_\_\_\_\_

10.22 Roof Antenna Rail System

Two (2) 20 foot aluminum antenna rail system will be mounted on both sides of the roof area of the vehicle and painted to match body color.

\_\_\_\_\_

10.23 Safety Equipment

One (1) back-up alarm

\_\_\_\_\_

Two (2) carbon monoxide and smoke combo detectors shall be installed according to final floor plan.

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One (1) 5 lb. fire extinguisher

\_\_\_\_\_

One (1) first aid kit

\_\_\_\_\_

One (1) set of triangle flares

\_\_\_\_\_

Sonar based collision avoidance system installed with sensors on rear, passenger and driver sides of vehicle.

\_\_\_\_\_

**COMPLY**  
Yes      No

10.24 Satellite System

1.2 meter auto-deploy complete satellite system.  
One (1) button acquisition of selected satellite including  
peaking and optimization of cross-pol

\_\_\_\_\_

Polarization - linear orthogonal standard, optional  
Co-Pol

\_\_\_\_\_

Antenna noise temperature – 30 K at 30 elevation

\_\_\_\_\_

Speed – skewing/deploying 2/second

\_\_\_\_\_

Weight – 115 to 125 pounds

\_\_\_\_\_

Stowed dimension: no more than 74 L x 49 W x 17 H  
inches

\_\_\_\_\_

BUC – output power: 4 watts (+ 33dBm min.) RF  
frequency: 14.0 – 14.5 GHz, IF

\_\_\_\_\_

Frequency: 950-1450 MHz,F input connector

\_\_\_\_\_

LNB – Ku Band internal reference PLL, iDirect  
Compatible, input frequency: 12.25 – 12.75 GHz,  
F output connector, output frequency: 950 – 1450 MHz

\_\_\_\_\_

iDirect 3100 series modem, or approved equal

\_\_\_\_\_

10.25 Satellite TV Antenna

One (1) Tracstar SV360 in Motion satellite antenna  
System, or approved equal, with dual LNB shall be  
installed.

\_\_\_\_\_

10.26 Shoreline

There will be a heavy duty 120/240 volt, 50 amp.  
100 foot hard wired shore line cord provided, with 30  
amp to 15 amp plug adapter included. An electric  
shoreline reel will also be provided. Shoreline cord  
and reel will be located in exterior compartment on  
driver’s side of vehicle.

\_\_\_\_\_

10.27 Siren/PA

Install Federal Signal Touchmaster Delta siren, or  
approved equal, with 200W speaker.

\_\_\_\_\_

**COMPLY**

Yes No

10.28 Surveillance Camera

Vehicle shall have a rear mounted mast, Will-Burt 8-30, or approved equal, heavy duty mast for surveillance camera installation. Mast will be 8 foot stow height, 30 foot deployed, and have the following camera mounted on top:

\_\_\_\_\_

Telpix PTZ, or approved equal, infared, high definition camera with digital recording system and 2.5" LCD display controller will be provided and installed. All wiring for camera will be pre-routed by Will-Burt, or approved equal, on the interior of the mast, thus eliminating the need for exterior Nycoil.

\_\_\_\_\_

10.29 Walls

Install pre-laminated panels to the walls; screws will be exposed and spaced every 16".

\_\_\_\_\_

Seams will be trimmed with color matched "T" molding. All seams should be evenly spaced (1/8"), and screws along the seams should be covered by the "T" molding. Color to be determined by customer after award of bid.

\_\_\_\_\_

Eight inch (8") aluminum kickplates shall be installed around the perimeter of the exposed walls of the vehicle.

\_\_\_\_\_

10.30 Warranty

One (1) year limited warranty/unlimited miles on all conversion completed by vendor. Other warranties as determined by manufacturer's specifications.

\_\_\_\_\_

10.31 Window Coverings

Window shades will be installed on all windows and will be Phifer SheerWeave style 4000, 4100 or 4400, or approved equal. Color to be chosen by City.

\_\_\_\_\_

**11.0 INSTRUCTIONS TO BIDDERS**

11.1 Submission of Bids

Pricing must be submitted on the Invitation for Bid pricing form only; failure to submit a bid on the official City form provided for that purpose shall be a cause for rejection of the bid. Include other information as requested or required. All bids shall be submitted in a sealed envelope and properly identified with the IFB

number, IFB name and time and date of opening. Bids must be received by the Purchasing Division no later than the time specified on the opening date. ***Bids may be mailed to City of Suffolk, Purchasing Division, P.O. Box 1858, Suffolk, VA 23439 or hand delivered to 441 Market Street, Room 105, Suffolk, Virginia 23434.*** Faxed and e-mailed bids shall not be accepted. It is the bidder's responsibility to ensure the bid is received prior to the bid acceptance time. It is the bidder's responsibility to ensure the bid is received prior to the bid acceptance time. The Bid may not be changed by markings on the envelope. Only the amounts indicated on the BID Form will be considered in determining the final Bid amount.

## 11.2 City Contacts

Questions related to bid submittals should be directed to:

Cindy Norfleet, Senior Buyer  
(757) 514-7522  
cnorfleet@city.suffolk.va.us

The Senior Buyer is the designated authorized spokesperson for the City of Suffolk with respect to this IFB. All questions should be directed to the Buyer's attention. The respondents to this IFB shall not contact, either directly or indirectly, any other employee or agent of the City regarding this IFB. This prohibition shall also extend to the Suffolk City Council and locally elected officials. Any such unauthorized contact may disqualify the bidder from this procurement.

## 11.3 Firm Pricing

Bid price must be firm for City acceptance for ninety (90) days from bid opening date.

## 11.4 Pricing to be F.O.B. Destination – Freight Included

Pricing shall be F.O.B. destination-freight included for all competitive bids. F.O.B. Destination-Freight Included shall include all shipping costs to the City location(s) at the unit cost. No additional shipping charges shall be allowed.

## 11.5 Unit Price

Bid unit price on quantity specified – extend and show total. In case of errors in extension, unit prices shall govern. Bids subject to unlimited price increases will not be considered.

## 11.6 Contract Quantities

The quantities specified in the Invitation for Bid are estimates only, and are given for the information of bidders and for the purpose of bid evaluation. They do not indicate the actual quantity, which will be ordered, since such volume will depend upon requirements, which develop during the contract period.

Quantities shown shall not be construed to represent any amount which the City shall be obligated to purchase under the contract, or relieve the contractor of his obligation to fill all orders placed by the City.

**NO BID WILL BE CONSIDERED WHICH STIPULATES THAT THE CITY OF SUFFOLK SHALL GUARANTEE TO ORDER A SPECIFIC QUANTITY.**

11.7 Authority to Bind Firm in Contract

Bids must include full legal firm name and address of bidder. Failure to manually sign bid may disqualify it. Person signing bid should show Title or Authority to bind the firm in a Contract.

11.8 Withdrawal of Bids

Bids may be withdrawn any time prior to the bid opening. Withdrawal of bids may be accomplished by submitting such request in writing on the issuing company's letterhead either in person or by certified mail. No bids may be withdrawn after the established bid opening date or time, unless the purchaser has extended the opening date.

11.9 Rejection of Bid

The City reserves the right to waive any technical errors in bids received and/or to reject any and all bids. Without limiting the generality of the foregoing, any bid which is incomplete, obscure, or irregular may be rejected; any bid failing to comply with all terms and conditions or failing to conform to the specifications may be rejected; any bid having interlineations, erasures, or corrections not appropriately initialed by the bidder may be rejected; and any bid accompanied by an insufficient or irregular bid security may be rejected.

11.10 Late Bids

Late bids will be returned to bidder unopened, if opening date and bidder's return address is shown on the container. Late bids shall not be accepted. It is the responsibility of the bidder to ensure the bid is received prior to the bid acceptance time.

11.11 Rights of City

The City reserves the right to accept or reject all or part of any bid, waive any informality and award the contract to the lowest responsive and responsible bidder to best serve the interest of the City.

In accordance with the Virginia Public Procurement Act Section 2.2-4320 B, a public body may waive informalities in bids. An "informality" is defined in Section 2.2-4301 as "a minor defect or variation of a bid or proposal from the exact requirements of the Invitation to Bid, or the Request for Proposal, which does not affect the price, quality, quantity or delivery schedule for the goods, services or construction being procured."

The City further reserves the right to request clarification on any bid submittal or any documents requested or included in the bid submittal. Requests for insurance documents, additional specification requirements, drawings, contractor's license, standard forms, etc. which may inadvertently be omitted from the BID FORM may be considered to be an "informality" and may be submitted at a later date, at the option of the City, as long as the omissions do not affect the price, quality, quantity or delivery of the goods or services being procured.

#### 11.12 Use of Contract by Other Public Bodies

Bidders are advised that the resultant contract may be extended, with the authorization of the Bidder, to other public bodies, or public agencies or institutions of the United States to permit their use of the contract at the same prices and/or discounts and terms and conditions of the resulting contract. If any other public body decides to use the final contract, the Contractor shall deal directly with the public body concerning the placement of orders, issuance of the purchase orders, contractual disputes, invoicing and payment. The City of Suffolk acts only as the "Contracting Agent" for these public bodies. Failure to extend a contract to a public body will have no effect on consideration of your bid.

It is the Contractor's responsibility to notify the public body(s) of the availability of the contract(s).

Other public bodies desiring to use the contract shall make their own legal determination as to whether the use of this contract is consistent with their laws, regulations and other policies.

Each public body has the option of executing a separate contract with the Contractor(s). Public bodies may add terms and conditions required by statute, ordinances, and regulations, to the extent that they do not conflict with the contract terms and conditions. If, when preparing such a contract, the general terms and conditions of a public body are unacceptable to the Contractor, the Contractor may withdraw its extension of the award to that public body.

The City of Suffolk shall not be held liable for any costs or damages incurred by another public body as a result of any award extended to that public body by the Contractor.

#### 11.13 Inclement Weather/Closure of City Hall

If City Hall is closed for business at the time scheduled for bid opening, for whatever reason, sealed bids will be accepted and opened on the next scheduled business day, at the originally scheduled time.

#### 11.14 Basis for Award

Contract award will be made to the lowest responsive and responsible bidder at the City's sole discretion. The City reserves the right to award the contract by item or in total for the contract period; the decision to make such award will be at the sole discretion of the City.

### 11.15 Announcement of Award

Upon the award or the announcement of the decision to award a contract as a result of this solicitation, the City will publicly post such notice on the bulletin board located outside of Room 105 of the Purchasing Division and/or on the City's web site, [www.suffolk.va.us](http://www.suffolk.va.us) for a minimum of ten (10) days.

### 11.16 Bidder Qualification

Only bids from established contractors for work similar in scope to work herein shall be considered; the City reserves the right to request specific reference information prior to award. Bidder shall demonstrate that he has adequate and appropriate manpower, tools and equipment to respond and perform in accordance with the provisions herein.

The City may, at its option, disqualify a bidder and reject his bid for cause. Reasons deemed to be sufficient for this action shall include, but not be limited to, the following:

- Evidence of collusion among bidders.
- Receipt of more than one bid on any project from an individual, or from a corporation. This restriction does not apply to subcontractors
- Default on any previous contract.
- For unreasonable failure to complete a previous contract within the specified time or for being in arrears on an existing contract without reasonable cause for being in arrears.
- Inability to perform as revealed by an investigation of the Bidder's financial statement, experience and/or plant and equipment.

### 11.17 Taxes in Arrears

No bid or proposal will be accepted from or Contract awarded to any person, firm or corporation that is in arrears, or is in default to the City upon any debt or contract, or that is a defaulter as surety or otherwise upon any obligation to the City.

## **12.0 CONTRACT TERMS AND CONDITIONS**

### 12.1 License Requirement

All firms doing business in the City of Suffolk are required to be licensed in accordance with the City of Suffolk business license ordinance. Wholesale and retail merchants without a business location in the City of Suffolk are exempt from this requirement. Any questions concerning business licenses should be directed to the Commissioner of the Revenue's Office, telephone (757) 514-4260.



## 12.2 Insurance

Contractor shall purchase and maintain the following insurance coverage:

a. General Liability

Coverage shall be as broad as: Comprehensive General Liability endorsed to include Broad Form, Commercial General Liability form including Products/Completed Operations

1. Minimum Limits

General Liability:

\$1,000,000 General Aggregate Limit  
\$1,000,000 Products and Completed Operations  
\$1,000,000 Personal and Advertising Injury  
\$1,000,000 Each Occurrence Limit  
\$1,000,000 Fire Damage Limit  
\$ 500,000 Medical Expense Limit

b. Automobile Liability

\$1,000,000 Combined Single Limit  
\$1,000,000 Each Occurrence Limit  
\$ 500,000 Medical Expense Limit

c. Workers' Compensation

Limits as required by the Workers' Compensation Act of Virginia. Employers Liability, \$1,000,000

d. Umbrella/Excess Liability

\$1,000,000 umbrella/excess liability coverage

e. A certificate evidencing the above insurance coverage shall be provided by the contractor to the City of Suffolk prior to the commencing work. The City of Suffolk shall be named as an Additional Insured; endorsements of same shall be submitted with certificate. It shall be the Contractor's responsibility to keep the required insurance coverage's in full force, and without lapse, during the entire term of this agreement. Notices of cancellation or any changes to insurance shall be provided to the City of Suffolk thirty (30) days prior to the effective date of such change or cancellation.

f. All insurance shall be placed with insurers maintaining an A.M. best rating of no less than A:VII.

### 12.3 Hold Harmless Clause

The Contractor shall, during the term of the contract, indemnify and hold harmless the City of Suffolk from and against any and all losses, damages, claims, fines, penalties, suits and costs, including bodily injury or death of any person(s), or loss or damage to property, as well as fines, assessments and penalties imposed by any authority which may arise out of any violations of law by, and all acts and omissions of the Contractor, the Contractor's agents, employees occurring in connection with the products, completed operations, and other services covered herein.

### 12.4 Safety

All contractor and subcontractor performing services for the City are required and shall comply with all Occupational Safety and Health Administration (OSHA), State and City Safety and Occupational Health Standards and any other applicable rules and regulations. Also all contractors and subcontractors shall be held responsible for the safety of their employees and any unsafe acts or conditions that may cause injury or damage to any persons or property within and around the work site area under this contract.

### 12.5 Anti-Discrimination

By submitting their bids, bidders certify to the City that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians with Disabilities Act, the Americans with Disabilities Act and 2.2-4311 of the Virginia Public Procurement Act (VPPA). If the award is made to a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the contract on the basis of the recipient's religion, religious belief, refusal to participate in a religious practice, or on the basis of race, age, color, gender or national origin and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds provided; however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the public body. (Code of Virginia 2.2.4343.1E).

In every contract over \$10,000 shall include the following provisions:

1. During the performance of this contract, the contractor agrees as follows:
  - a. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, service disabled veterans or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

- b. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.
  - c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting these requirements.
2. The contractor will include the provisions of No. 1 above in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

#### 12.6 Ethics In Public Contracting

By submitting a bid, the bidder certifies that their bid is made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other bidder, supplier, manufacturer or subcontractor in connection with their bid, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged. (Code of Virginia 2.2.4367)

#### 12.7 Compliance with Federal Immigration Law

Contractor does not, and shall not during the performance of the contract for goods and services in the Commonwealth of Virginia knowingly employ an unauthorized alien as defined in the Federal Immigration Reform and Control Act of 1986.

#### 12.8 Debarment Status

By submitting a bid, bidders certify that they are not currently debarred by the Commonwealth of Virginia from submitting bids or proposals on contracts for the type of goods and/or services covered by this solicitation, nor are they an agent of any person or entity that is currently so debarred.

#### 12.9 Antitrust

By entering into a contract, the contractor conveys, sells, assigns, and transfers to the City of Suffolk all rights, title and interest in and to all causes of action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by the City of Suffolk under said contract.

#### 12.10 Drug-Free Workplace

During the performance of this contract, the contractor agrees to (1) provide a drug-free workplace for the contractor's employees; (2) post in conspicuous place, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation,

possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (3) state in all solicitation or advertisement for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (4) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, "*drug-free workplace*" means a site for the performance of work done in connection with a specific contract awarded to a contractor, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

#### 12.11 Exemption from Taxes

The City is exempt from State Sales Tax and Federal Excise Tax. Tax Exemption Certificate indicating the City's tax exempt status will be furnished by the City of Suffolk.

#### 12.12 Faith Based Organization

City of Suffolk does not discriminate against faith-based organizations.

#### 12.13 Substitutions

NO substitutions or cancellations are permitted after award without written approval by the Purchasing Agent.

#### 12.14 Method of Payment

Contractor shall submit invoices in duplicate for each delivery, such statement to include detailed breakdown of all charges, and shall be based on completion of tasks or deliverables.

Invoices shall be submitted to using departments. Upon acceptance of work, the City will render payment within forty-five (45) days of receipt of invoice.

Individual contractors shall provide their social security numbers, and proprietorships, partnerships, and corporations shall provide their federal employer identification number on the pricing form.

#### 12.15 Payments to Subcontractors

Within seven (7) days after receipt of monies paid by the City for work performed by a subcontractor under this contract, the contractor shall either:

- a. Pay the subcontractor for the proportionate share of the total payment received from the City attributable to the work performed by the subcontractor under this contract; or

- b. Notify the City and subcontractor, in writing, of his intention to withhold all or a part of the subcontractor's payment and the reason for non-payment.

The contractor shall pay interest to the subcontractor on all amounts owed that remain unpaid beyond the seven (7) day period except for amounts withheld as allowed in item b above.

#### 12.16 Assignment of Contract

This contract may not be assigned in whole or in part without the written consent of the Purchasing Agent.

#### 12.17 Termination without Cause

The City may at any time, and for any reason, terminate this Contract by written Notice to Contractor specifying the termination date, which shall be not less than thirty (30) days from the date such notice is mailed.

Notice shall be given to Contractor by certified mail/return receipt requested at the address set forth in Contractor's Bid Proposal or as provided in this Contract.

In the event of such termination, Contractor shall be paid such amount as shall compensate Contractor for the work satisfactorily completed, and accepted by the City, at the time of termination.

If the City terminates this Contract, Contractor shall withdraw its personnel and equipment, cease performance of any further work under this Contract, and turn over to the City any work completed or in process for which payment has been made.

#### 12.18 Termination with Cause/Default/Cancellation

In the event that Contractor shall for any reason or through any cause be in default of the terms of this Contract, the City may give Contractor written notice of such default by certified mail/return receipt requested at the address set forth in Contractor's Bid Proposal or as provided in this Contract.

Unless otherwise provided, Contractor shall have ten (10) days from the date such notice is mailed in which to cure the default. Upon failure of Contractor to cure the default, the City may immediately cancel and terminate this Contract as of the mailing date of the default notice.

Upon termination, Contractor shall withdraw its personnel and equipment, cease performance of any further work under the Contract, and turn over to the City any work in process for which payment has been made.

In the event of violations of law, safety or health standards and regulations, this Contract may be immediately cancelled and terminated by the City and provisions herein with respect to opportunity to cure default shall not be applicable.

#### 12.19 Non Appropriation – Availability of Funds

It is understood and agreed between the parties hereto that the City shall be bound and obligated hereunder only to the extent that the funds shall have been appropriated and budgeted for the purpose of this Contract. In the event funds are not appropriated and budgeted in any fiscal year for payments due under this Contract, the City shall immediately notify Contractor of such occurrence and this Contract shall terminate on the last day of the fiscal year for which (an) appropriation(s) (was) were received without penalty or expense to the City of any kind whatsoever.

#### 12.20 Severability

If any part, term, or provision of this agreement, shall be found by the Court to be legally invalid or unenforceable, then such provision or portion thereof, shall be performed in accordance with applicable laws. The invalidity or unenforceability of any provision or portion of any contract document shall not affect the validity of any other provision or portion of the contract document.

#### 12.21 Controlling Law; Venue, Pending/During Litigation

This CONTRACT shall be governed by the applicable laws of the Commonwealth of Virginia without regard to its conflict of law rules. In the event of litigation concerning this CONTRACT, the parties agree to the exclusive jurisdiction and venue of the appropriate state court for the City of Suffolk, Virginia; however, in the event that the federal court has jurisdiction over the matter, then the parties agree to the exclusive jurisdiction and venue of the U.S. District Court for the Eastern District of Virginia, Norfolk Division.

The CONTRACTOR shall not cause a delay in services because of pending litigation or during litigation proceedings, except with the express, written consent of the CITY or by written instruction/order from the Court.

#### 12.22 Compliance with State Law; Foreign and Domestic Business authorized to Transact Business in the Commonwealth (VPPA §2.2 – 4311.2)

A bidder or offeror organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 is to include in its bid or proposal the identification number issued to it by the State Corporation Commission. Any bidder or offeror that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 or as otherwise required by law shall include in its bid or proposal a statement describing why the bidder or offeror is not required to be so authorized. A public body may void any contract with a business if the business fails to remain in compliance with the provisions of this section.

# BID FORM

**TO:** City of Suffolk, VA  
Purchasing Division  
441 Market Street  
Suffolk, VA 23434

**BID:** Mobile Command Vehicle

**DUE:** *January 11, 2012*

**TIME:** 3:00 p.m., Local

Quote firm price, exclusive of all taxes, to furnish and deliver one (1) custom built mobile command vehicle F.O.B. Suffolk Fleet Management, 120 Forest Glen Drive, Suffolk, Virginia, in accordance with all specifications, terms, and conditions herein. **Specifications Compliance Sheets (Pages 5-36) MUST be submitted with the BID FORM.**

**1 Each Mobile Command Vehicle** \$ \_\_\_\_\_

MFG/Model of Chassis \_\_\_\_\_

MFG/Model of Body \_\_\_\_\_

**BEST GUARANTEED DELIVERY:** \_\_\_\_\_ (Delivery may be a factor in the award.)

## **BID SUBMITTALS**

*(It is the responsibility of the bidder to contact the buyer if you do not understand what is required in the bid submittals.)*

Bidder has included the following with the bid submittal (✓ if you comply):

- \_\_\_\_\_ Specifications Compliance Sheets (Pages 5-36)
- \_\_\_\_\_ CAD drawings of similar vehicle (Section 6.5)
- \_\_\_\_\_ CAD drawings of floor plan (Sections 6.5 and 10.12)
- \_\_\_\_\_ Warranty repair procedures to include locations and contact numbers (Section 6.4)
- \_\_\_\_\_ Anticollusion/Nondiscrimination/Drug Free Workplace Clause (Page 50)
- \_\_\_\_\_ Proof of Authority to Transact Business in Virginia (Page 51)
- \_\_\_\_\_ Warranty information (Section 6.3)

**Payment: Terms/Discounts** \_\_\_\_\_ (Suffolk's normal payment schedule: items accepted and invoiced by the 10th of the month will be paid at month end. Cash discounts offered for less than thirty (30) days from the receipt of a proper invoice will not be considered in the award.)

**REFERENCES:**

Indicate below a listing of at least three (3) recent references for whom you have recently provided a mobile command vehicle. Include name, address, and phone number of the person we have your permission to contact.

<u>Client/Address</u>	<u>Date</u>	<u>Contact Person</u>	<u>Phone No.</u>
1) _____ _____ _____	_____	_____	_____
2) _____ _____ _____	_____	_____	_____
3) _____ _____ _____	_____	_____	_____

**BIDDER INFORMATION:**

Company Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Person Quoting \_\_\_\_\_ Title \_\_\_\_\_

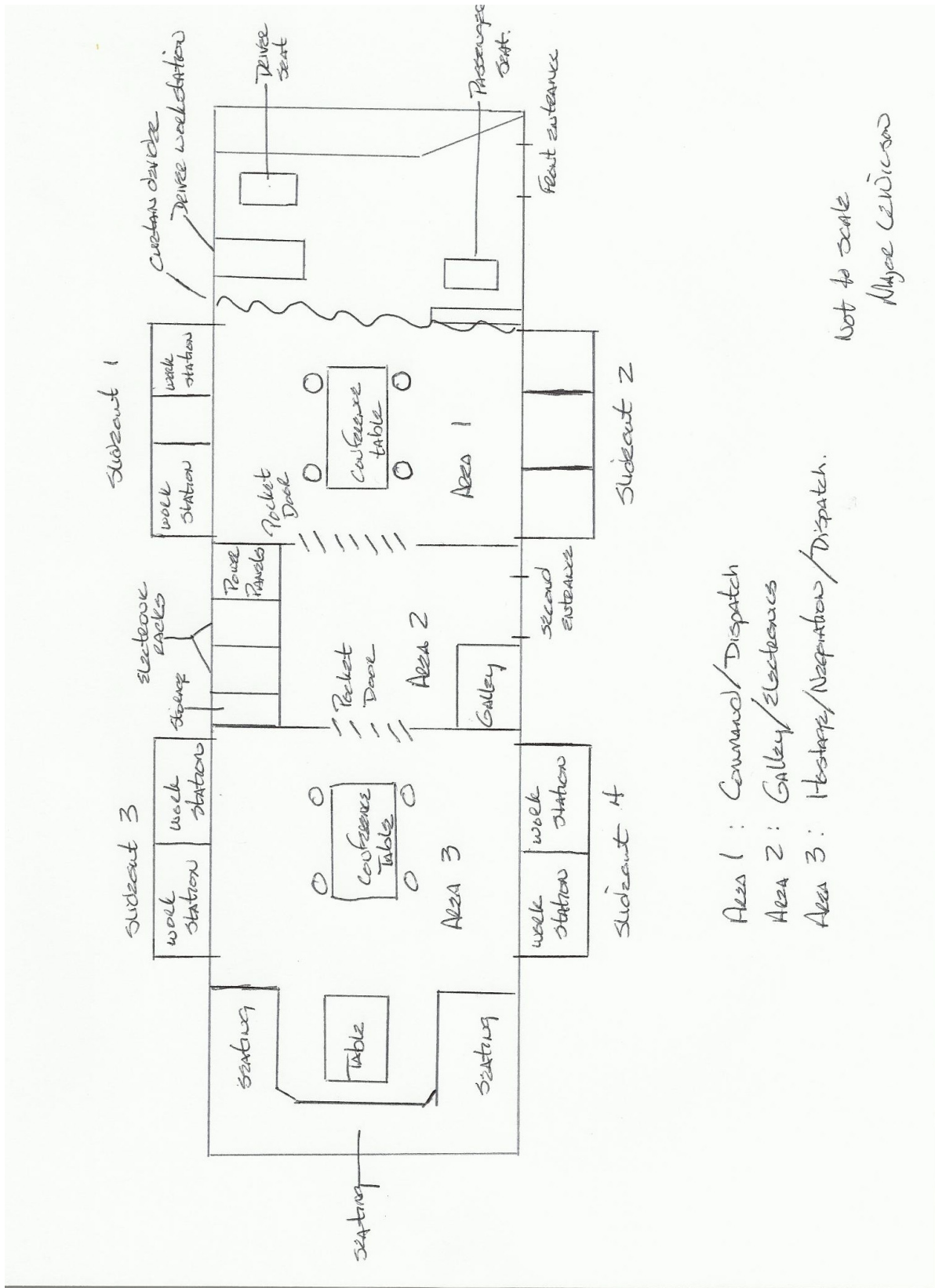
Telephone \_\_\_\_\_ Fax No. \_\_\_\_\_

I certify by my signature below that I have received the documents associated with this bid/proposal and understand that the review for completeness of these bid documents and the understanding and comprehension of the bid specifications is solely my responsibility; based on this, by my signature below I waive all rights to future claims against the City of Suffolk that the documents were incomplete or not understandable.

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a bid for the same equipment/materials/ service and is in all respects fair and without collusion or fraud. I understand that collusive bidding is a violation of State and Federal law and can result in fines, prison sentences and civil damage awards. I agree to abide by all conditions of this bid and certify that I am authorized to sign this bid for the bidder. I certify that the bidder represented herein is eligible to bid with respect to all applicable sections of State and Local Government Conflict of Interests Act, Code of Virginia, Section 2.1-639.1 et. seq.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_





**ANTICOLLUSION/NONDISCRIMINATION/DRUG FREE WORKPLACE CLAUSES**

**ANTICOLLUSION CLAUSE:**

IN THE PREPARATION AND SUBMISSION OF THIS BID, SAID BIDDER DID NOT EITHER DIRECTLY OR INDIRECTLY ENTER INTO ANY COMBINATION OR ARRANGEMENT WITH ANY PERSON, FIRM OR CORPORATION, OR ENTER INTO ANY AGREEMENT, PARTICIPATE IN ANY COLLUSION, OR OTHERWISE TAKE ANY ACTION IN THE RESTRAINT OF FREE, COMPETITIVE BIDDING IN VIOLATION OF THE SHERMAN ACT (15 U.S.C. SECTION 1), SECTIONS 59.1-9.1 THROUGH 59.1-9.17 OR SECTIONS 59.1-68.6 THROUGH 59.1-68.8 OF THE CODE OF VIRGINIA.

THE UNDERSIGNED BIDDER HEREBY CERTIFIES THAT THIS AGREEMENT, OR ANY CLAIMS RESULTING THEREFROM, IS NOT THE RESULT OF, OR AFFECTED BY, ANY ACT OF COLLUSION WITH, OR ANY ACT OF, ANOTHER PERSON OR PERSONS, FIRM OR CORPORATION ENGAGED IN THE SAME LINE OF BUSINESS OR COMMERCE; AND, THAT NO PERSON ACTING FOR, OR EMPLOYED BY, THE CITY OF SUFFOLK HAS AN INTEREST IN, OR IS CONCERNED WITH, THIS BID; AND, THAT NO PERSON OR PERSONS, FIRM OR CORPORATION OTHER THAN THE UNDERSIGNED, HAVE, OR ARE, INTERESTED IN THIS BID.

**DRUG-FREE WORKPLACE:**

DURING THE PERFORMANCE OF THIS CONTRACT, THE CONTRACTOR AGREES TO (I) PROVIDE A DRUG-FREE WORKPLACE FOR THE CONTRACTOR'S EMPLOYEES; (II) POST IN CONSPICUOUS PLACES, AVAILABLE TO EMPLOYEES AND APPLICANTS FOR EMPLOYMENT, A STATEMENT NOTIFYING EMPLOYEES THAT THE UNLAWFUL MANUFACTURE, SALE, DISTRIBUTION, DISPENSATION, POSSESSION, OR USE OF A CONTROLLED SUBSTANCE OR MARIJUANA IS PROHIBITED IN THE CONTRACTOR'S WORKPLACE AND SPECIFYING THE ACTIONS THAT WILL BE TAKEN AGAINST EMPLOYEES FOR VIOLATIONS OF SUCH PROHIBITION; (III) STATE IN ALL SOLICITATIONS OR ADVERTISEMENTS FOR EMPLOYEES PLACED BY OR ON BEHALF OF THE CONTRACTOR THAT THE CONTRACTOR MAINTAINS A DRUG-FREE WORKPLACE; AND (IV) INCLUDE THE PROVISIONS OF THE FOREGOING SECTIONS I, II, AND III IN EVERY SUBCONTRACT OR PURCHASE ORDER OF OVER \$10,000, SO THAT THE PROVISIONS WILL BE BINDING UPON EACH SUBCONTRACTOR OR VENDOR.

FOR THE PURPOSE OF THIS SECTION, "DRUG-FREE WORKPLACE" MEANS A SITE FOR THE PERFORMANCE OR WORK DONE IN CONNECTION WITH A SPECIFIC CONTRACT AWARDED TO A CONTRACTOR IN ACCORDANCE WITH THIS CHAPTER, THE EMPLOYEES OF WHOM ARE PROHIBITED FROM ENGAGING IN THE UNLAWFUL MANUFACTURE, SALE, DISTRIBUTION, DISPENSATION, POSSESSION OR USE OF ANY CONTROLLED SUBSTANCE OR MARIJUANA DURING THE PERFORMANCE OF THE CONTRACT.

**NONDISCRIMINATION CLAUSE:**

1. EMPLOYMENT DISCRIMINATION BY BIDDER SHALL BE PROHIBITED.
2. DURING THE PERFORMANCE OF THIS CONTRACT, THE SUCCESSFUL BIDDER SHALL AGREE AS FOLLOWS:
  - A. THE BIDDER, WILL NOT DISCRIMINATE AGAINST ANY EMPLOYEE OR APPLICANT FOR EMPLOYMENT BECAUSE OF RACE, RELIGION, COLOR, SEX, NATIONAL ORIGIN, AGE, DISABILITY, OR ANY OTHER BASIS PROHIBITED BY STATE LAW RELATING TO DISCRIMINATION IN EMPLOYMENT, EXCEPT WHERE THERE IS A BONA FIDE OCCUPATIONAL QUALIFICATION/CONSIDERATION REASONABLY NECESSARY TO THE NORMAL OPERATION OF THE BIDDER. THE BIDDER AGREES TO POST IN CONSPICUOUS PLACES, AVAILABLE TO EMPLOYEES AND APPLICANTS FOR EMPLOYMENT, NOTICES SETTING FORTH THE PROVISIONS OF THIS NONDISCRIMINATION CLAUSE.
  - B. THE BIDDER, IN ALL SOLICITATIONS OR ADVERTISEMENTS FOR EMPLOYEES PLACED ON BEHALF OF THE BIDDER, WILL STATE THAT SUCH BIDDER IS AN EQUAL OPPORTUNITY EMPLOYER.
  - C. NOTICES, ADVERTISEMENTS, AND SOLICITATIONS PLACED IN ACCORDANCE WITH FEDERAL LAW, RULE OR REGULATION SHALL BE DEEMED SUFFICIENT FOR THE PURPOSE OF MEETING THE REQUIREMENTS OF THIS SECTION.
  - D. BIDDER WILL INCLUDE THE PROVISIONS OF THE FOREGOING SECTIONS A, B, AND C IN EVERY SUBCONTRACT OR PURCHASE ORDER OF OVER \$10,000, SO THAT THE PROVISIONS WILL BE BINDING UPON EACH SUBCONTRACTOR OR VENDOR.

<b>Name and Address of Bidder:</b>	Date:
	By:
	Signature In Ink
	Printed Name
Telephone Number: (    )	Title
Fax Phone Number: (    )	
FIN/SSN#:	

Is your firm a "minority" business?    Yes    No                      If yes, please indicate the "minority" classification below:  
 African American       Hispanic American       American Indian       Eskimo       Asian American       Aleut  
 Other; Please Explain: \_\_\_\_\_

Is your firm Woman Owned?    Yes    No    Is your firm a Small Business?    Yes    No

**PROOF OF AUTHORITY TO TRANSACT BUSINESS IN VIRGINIA**

THIS FORM MUST BE SUBMITTED WITH YOUR PROPOSAL/BID, FAILURE TO INCLUDE THIS FORM MAY RESULT IN REJECTION OF YOUR PROPOSAL/BID

Pursuant to Virginia Code §2.2-4311.2 an Officer/Bidder organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 of the Code of Virginia shall include in its proposal/bid the identification number issued to it by the State Corporation Commission ("SCC"). Any Offeror/Bidder that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 of the Code of Virginia or as otherwise required by law shall include in its proposal/bid a statement describing why the Offeror/Bidder is not required to be so authorized. Any Offeror/Bidder described herein that fails to provide the required information shall not receive an award unless a waiver of this requirement and the administrative policies and procedures establish to implement this section is granted by the City Manager, as applicable.

If this quote for goods or services is accepted by the City of Suffolk, Virginia the undersigned agrees that the requirements of the Code of Virginia Section §2.2-4311.2 have been met.

Please complete the following by checking the appropriate line that applies and providing the requested information.

A. \_\_\_\_\_ Offeror/Bidder is a Virginia business entity organized and authorized to transact business in Virginia by the SCC and such vendor's Identification Number issued to it by the SCC is \_\_\_\_\_.

B. \_\_\_\_\_ Offeror/Bidder is an out-of-state (foreign) business entity that is authorized to transact business in Virginia by the SCC and such vendor's identification Number issued to it by the SCC is \_\_\_\_\_.

C. \_\_\_\_\_ Offeror/Bidder does not have an Identification Number issued to it by the SCC such vendor is not required to be authorized to transact business in Virginia by the SCC for the following reason(s):  
**Please attach additional sheets if you need to explain why such Offeror/Bidder is not required to be authorized to transact business in Virginia.**

\_\_\_\_\_  
Legal Name of Company (as listed on W-9)

\_\_\_\_\_  
Legal Name of Offeror/Bidder

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Print or Type Name and Title

**RETURN THIS PAGE WITH COPIES OF DOCUMENTATION**