



CITY OF SUFFOLK

Finance Department/Purchasing Division

P.O. Box 1858, Suffolk, VA 23439-1858; T (757) 514-7520; Fax (757) 923-2155

REQUEST FOR QUOTATION

TITLE: **Van – Weight Enforcement Unit**

ACCEPTANCE DATE: June 3, 2013

RFQ NO: 2013-00101-CN

MAIL OR DELIVER RESPONSE TO: Purchasing Division, Room 105
441 Market Street
Suffolk, Virginia 23434

OR FAX RESPONSE TO: (757) 514-7524

Requests for information related to this Request for Quotation should be directed to:

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

This document can be downloaded from our web site: www.suffolk.va.us/bids/index.jsp

Issue Date: May 24, 2013

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 quotation to ensure that a complete up-to-date package has been received. The Purchasing Division is not responsible for providing addenda if the bidder is not listed as a prospective bidder.

REQUEST FOR QUOTATION

Van – Weight Enforcement Unit

1.0 PURPOSE

The intent of this Request for Quotation is to purchase one new (2013/2014) van (Ford E-350 or approved equal) with extended body length and heavy duty charging system to be utilized by the Suffolk Police Department as a weight enforcement unit in accordance with all specifications, terms, and conditions herein.

2.0 COMPETITION INTENDED

It is the City's intent that this Request for Quotation (RFQ) permits competition. It shall be the bidder's responsibility to advise the Buyer if any language requirement, specification, etc., or any combination thereof, inadvertently restricts or limits the requirements stated in this RFQ to a single source.

3.0 GENERAL SPECIFICATIONS

3.1 General Specifications

Specifications below describe a new (2013/2014) 4x2 van, Ford E-350 or approved equal, with extended body length and heavy duty charging system for use by the Police Department as a weight enforcement van.

The vehicle shall conform to all applicable Federal and Motor Vehicle safety standards, and all equipment shall conform to Title 46.2, Chapter 10, of the Code of Virginia; vehicle shall include a valid Virginia State Inspection Sticker.

Vehicle shall be standard proven model of the manufacturer's latest current production and shall include all standard equipment as advertised with additional optional equipment as specified for each vehicle. All components, unless otherwise required by these specifications, shall be the standard or optional equipment specifically advertised and installed by the manufacturer. Used vehicles/demo models will not be accepted.

New equipment service preparation must be performed by the dealer prior to delivery.

Vehicle and equipment must conform to the requirements set forth therein. Minimum requirements are stated for certain equipment; these are minimum requirements and may be exceeded, subject to buyer approval.

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. **The City, in its sole opinion, will determine whether the unit offered is equal to that specified herein.**

Bidder shall 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 must be checked and a detailed description of the deviation from the specification to be supplied. Compliance sheets (Pages 3-6) must be submitted with the QUOTATION.

3.2 Warranty

New vehicle shall be warranted in accordance with the manufacturer's Bumper to Bumper Warranty (minimum 3 years or 36,000 miles). The warranty period shall commence upon delivery and acceptance as evidenced by Purchaser's records.

Include all standard manufacturer's vehicle warranty coverage such as the safety restraint system, corrosion coverage warranty, emission defect warranty, and emissions performance warranty.

3.3 Delivery

Vehicle shall be delivered to the Department of Fleet management, 120 Forest Glen Drive, Suffolk, Virginia 23434.

The successful bidder must furnish the following for each vehicle:

1. Manufacturer's Statement of Origin (MSO).
2. Original invoice shall be supplied upon delivery.
3. Valid Virginia State Inspection Sticker and 30-day tags.
4. New Vehicle Warranty Information Manual, New Vehicle Owner's Manual, all applicable warranty cards and information, odometer statement, and any other such documentation as necessary for delivery.

COMPLY
YES NO

4.0 DETAILED SPECIFICATIONS

4.1 Van Specifications

Model:	2013 or current year model, new, extended length, 4x2	_____	_____
GVWR:	Approximately 9500 lbs.	_____	_____
Wheelbase:	Approximately 138 inches	_____	_____
Height:	Approximately 83.6 inches	_____	_____
Length:	Approximately 236.4 inches	_____	_____

COMPLY
YES NO

Engine:	V8, 5.4L EFI	_____	_____
Transmission:	4-speed automatic with overdrive	_____	_____
Brakes:	4-wheel disc Anti-Lock Brake System (ABS)	_____	_____
Air Conditioning:	Front	_____	_____
Console:	Slim-line engine cover console with dual bin storage and cup holders	_____	_____
	Courtesy light switches on all doors, warning chime and headlights-on alert	_____	_____
Doors:	Rear cargo – 50/50 swing out with 172-degree door checks	_____	_____
	Side cargo – 60/40 hinged	_____	_____
Horn:	Electric, dual note	_____	_____
Instrument panel:	electronic message center w/engine hour meter	_____	_____
Lighting:	Front dome lamp	_____	_____
	Rear cargo light	_____	_____
Powerpoints:	12 volt	_____	_____
Steering:	Power with tilt wheel	_____	_____
Step Well Pads:	Black plastic	_____	_____
Sun Visors		_____	_____
Trim:	Front door panels w/integral map Compartment	_____	_____
Windshield wipers:	Interval	_____	_____
Audio:	Electronic AM/FM stereo, digital clock, Audio Input jack, and two (2) speakers	_____	_____
Seats:	Front bucket	_____	_____

COMPLY
YES NO

Axle: Front, twin I-beam	_____	_____
Axle: Rear, semi float	_____	_____
Alternator: 120 amp	_____	_____
Battery: Maintenance-free, 72 amp	_____	_____
Fuel tank: Approximately 33 gallon (mid-ship)	_____	_____
Transmission: Auxiliary oil cooler	_____	_____
50 State Emissions System	_____	_____

4.2 Exterior Features

Color: White	_____	_____
Extra Heavy Duty Alternator: 225 amps	_____	_____
Mirrors: LH/RH power with integrated spotter mirror	_____	_____
Batteries: Dual heavy duty, 78 amp	_____	_____
All around glass windows with privacy glass	_____	_____
Reverse sensing system	_____	_____
Running boards: Door length on driver side; full length on passenger side	_____	_____
Spare tire and wheel	_____	_____
Remote keyless entry	_____	_____
Tires: LT245/75Rx16E All Season	_____	_____
Wheels: 16" x 7" aluminum wheels with Chrome center hubcaps	_____	_____

4.3 Interior Features

Color: dark gray or similar color	_____	_____
Seats: Vinyl Bucket	_____	_____

COMPLY
YES NO

Flooring: vinyl front and rear _____

Integrated trailer brake controller _____

User defined upfitter switches _____

4.4 Safety Features

Airbags: Front driver and passenger _____

Safety belts: 3-point shoulder/lap belts – all positions _____

AdvancTrac with roller stability control _____

Tire pressure monitoring system _____

4.5 Packages

Power Group to include: power door locks, power windows, and high series door trim panels _____

Trailer Towing Class V _____

High-Series Exterior Upgrade Package to include: chrome front and rear bumpers, chrome grill, and dual seal beamed headlights _____

5.0 CONDITIONS AND INSTRUCTIONS

1. **Award:** Award will be made to the lowest responsive and responsible bidder. The quality of the goods and/or services to be supplied, their conformity with the specifications, their suitability to the requirements, the delivery, qualifications and references will be taken into consideration in making the award. The City reserves the right to refuse all bids.
2. **Negotiation:** Unless canceled or rejected, a responsive bid from the lowest responsible bidder shall be accepted as submitted; except that if the bid from the lowest responsible bidder exceeds available funds, the City may negotiate with the apparent low bidder to obtain a contract price within the available funds.
3. **City's Rights:** The City reserves the right to reject any and all bids, and to waive any informality if it is determined to be in the best interest of the City.

4. **Cooperative agreements:** If authorized by the bidder(s), the resultant contract(s) may be extended to any jurisdiction within the Commonwealth of Virginia to purchase at the contract prices in accordance with the contract terms. Any jurisdiction using such contracts shall place its own order(s) directly with the successful contractor(s). The City of Suffolk acts only as the contracting agent and is not responsible for placement of orders, payment, or discrepancies of the participating jurisdictions. It is the contractor's responsibility to notify the jurisdictions of the availability of contract(s).
5. **Prices:** Prices shall be stated in units of quantity specified. No additional charges shall be passed on to the City, including any applicable taxes, delivery, or surcharges. Prices quoted shall be the final cost to the City. In case of error in the extension of prices, the unit price shall govern.
6. **Brand Names:** Unless qualified by the provision "NO SUBSTITUTE", the use of the name of the manufacturer, brand make or catalog designation in specifying an item does not restrict bidders to the manufacturer, brand, make or catalog designation identification. This is used simply to indicate the character, quality and/or performance equivalence of the goods and/or services desired. The goods and/or services on which bids are submitted must be of such character, quality and/or performance equivalence that it will serve as that specified. In submitting bids on goods and/or services other than as specified, bidder shall furnish complete data and identification with respect to the alternate goods and/or services that they propose to furnish. It shall be in the City's sole judgment if a substitute produce offeror is an approved equal and be acceptable as a substitute.
7. **Standard equipment:** Any equipment delivered must be standard, new and unused equipment, latest model, except as otherwise specifically stated in the bid. Where any part or the normal accessories of equipment is not described, it shall be understood that all the equipment and accessories that are usually provided in the manufacturer's stock model shall be furnished.
8. **Silence of Specifications:** The apparent silence of these specifications and any supplemental specifications as to any detail or the omission from the specifications of a detailed description concerning any point shall be regarded as meaning that only the best commercial practices are to prevail and correct type, size and design are to be used. All interpretations of these specifications shall be made on the basis of this statement.
9. **Anti-collusion:** The bidder certifies by signing this Invitation for Bid that this bid is made without prior understanding, agreement, or accord with any other person or firm submitting a bid for the same goods and/or services and that this bid is in all respects bona fide, fair, and not the result of any act of fraud or collusion with another person or firm engaged in the same line of business or commerce. Any false statement hereunder may constitute a felony and can result in a fine and imprisonment, as well as civil damages.

10. **Payment Terms:**

Payment terms shall be Net 30 unless otherwise stated by the bidder on this submittal form. Alternate terms may be offered by the bidder for prompt payment of bills.

Payment terms, if offered, shall not be considered in determining the low bidder.

Discount period, if offered, shall be computed from the date of proper receipt of the contractor's correct invoice, or from the date of acceptable receipt of the goods and/or services, whichever is latest.

The payment terms stated herein must appear on the contractor's invoice. Failure to comply with this requirement shall result in the invoice being returned to the contractor for correction.

Late payment charges shall not exceed the allowable rate specified by the Commonwealth of Virginia Prompt Payment Act. (1% per month).

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

Individual Contractors shall provide their social security numbers, and proprietorships, partnerships, and corporations shall provide their federal employer identification number on their submittal.

The City prefers to make payment with the City's Purchasing Card, or if that is not possible, then by electronic funds transfer. Typically this enables faster payments to the Contractor. Are you willing and able to accept this type of payment? Yes_____ No_____

11. **Faith-based Organizations:** The City of Suffolk does not discriminate against faith-based organizations.

12. **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 Sections A, B and C above in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.
13. **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 placed by or on behalf of the Contractor that the Contractor maintains a drug-free workplace; and (iv) include the provisions of the forgoing 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 purpose of the subsection, "A drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a contractor in accordance with this subsection, the employees of who are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, passion or use of any controlled substance or marijuana during the performance of the contract.

14. **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.
15. **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.
16. **Pricing to be F.O.B. Destination – Freight Allowed:** 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.

QUOTATION FORM

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

BID: Van – Weight Enforcement
DUE: **June 3, 2013**
TIME: 5:00 p.m., Local

_____ (**Company**) agrees to furnish and deliver FOB Fleet Management Facility, 120 Forest Glen Drive, Suffolk, Virginia 23434 one van for the City's Police Department in accordance with specifications, terms, and conditions herein.

1 EA Van w/extended length per specifications \$ _____

MFG/Mode/Year: _____ (Include specifications if bidding a substitute.)

Best Guaranteed Delivery _____ (Delivery may be a factor in award.)

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

- _____ Specifications Compliance Sheets (Section 4.0, Pages 3-6)
- _____ Specifications for substitute vehicle offered
- _____ Signed Form - Anticollusion/Nondiscrimination/Drug Free Workplace Clause

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

BIDDER:

Company Name _____

Address _____

Person Quoting _____ Title _____

Telephone No. _____ Fax No. _____

I certify by my signature below that I have received the documents associated with this bid 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 Interest Act, Code of Virginia, Section 2.1-639.1 et seq.

Signature _____ **Date** _____

(Person signing bid should show title or authority to bind the firm in a contract.)

