



NOTICE TO BIDDERS

Sealed bids will be received by the City of Stephenville, at City Hall, 298 W Washington Street, Stephenville, TX 76401 until 2:00 pm, Wednesday, November 12, 2020, at which time bids duly delivered and submitted, will be considered for:

THREE (3) POLICE VEHICLES - LEASE

Bids should be addressed to Tricia Wortley, Purchasing Manager, 298 W. Washington, Stephenville, TX 76401.

Any bid received after stated closing time will be returned unopened. If bids are sent by mail to the City, the bidder shall be responsible for actual delivery of the bid to the City Secretary before the advertised date and hour for opening of bids. If mail is delayed either in the postal service or in the internal mail system of the City of Stephenville beyond the date and hour set for the bid opening, bids thus delayed will not be considered and will be returned unopened.

Until the final award by the City of Stephenville, said City reserves the right to reject any and/or all bids, to waive technicalities, to re-advertise, to proceed otherwise when the best interest of the City will be realized hereby. Bid award is not solely based on price alone.

All bids must be submitted on original bid forms. Any changes to the form or failure to label packaging on the bid, may disqualify it. All packaging on bids (including courier envelope) will be submitted sealed and plainly marked with:

**NAME AND ADDRESS OF BIDDER
POLICE VEHICLES - LEASE
BID NUMBER 3285**

It is not the intent of the City of Stephenville to offer proprietary specifications, or to eliminate any vendor from bidding by the use of brand names. If brand names are used it is for example only and understood the "or equal" will be accepted.

Bids shall be held firm for a period of 60 days unless otherwise stated in the bid specifications, instructions to bidders, or on the bid sheet.

**PLEASE NOTE THAT MOST COURIER SERVICES DO NOT OFFER BEFORE
10:30 AM SERVICE TO STEPHENVILLE**

ITB 3285

STANDARD INSTRUCTIONS TO BIDDERS

Bids that contain any omission, erasures, or alterations, or additions of items not called for in the bid documents, or irregularities of any kind, may or may not be considered.

Deviations from specifications and alternate bids must be clearly shown on the bid form with complete information attached to form. They may or may not be considered.

Upon bidders submitting bids they shall not withdraw or cancel such bids and all sums deposited with such bids will be held by the City of Stephenville until all bids submitted shall have been canvassed and award of contract made, signed and if a performance bonds is required furnished and approved. All sums deposited with bids will then be returned to the respective bidders.

The City of Stephenville, Texas is exempt from State of Texas Sales Tax and a Tax Exemption Certificate shall be furnished by the City of Stephenville, Texas to the successful bidder upon request.

No employee of the City of Stephenville shall have financial interest, direct or indirect, in any contract with the City, or be financially interested, directly or indirectly, in the sale to the City of any land, material, supplies or services.

Discounts: Show rate, total amount, and latest day any discount will be allowed after receipt of article and correct invoice.

This contract is subject to cancellation upon thirty day written notice by the City of Stephenville without cause.

Liquidated Damages: In the event delivery is not made within the stated time period, (without acceptable reasons for delay and written consent from the City) the City reserves the right to place the order with the next available vendor and the awardee shall be liable for any increase in price as liquidated damages, it being agreed that said

sum is a fair and reasonable estimate of actual damages the City will incur. Bidder will not be held liable for failure to make delivery because of strikes; conscription's of property, governmental regulations, acts of God, or any other causes beyond his control; provided an extension of time is obtained from the Division of Purchasing.

Exceptions: Any catalog or manufacturer's reference in this proposal is descriptive, but not restrictive, and is used only to indicate type and grade. Bids on other items of similar and equal quality will be considered, provided the bidder states on the face of this proposal exactly what he intends to furnish, including any variation to the specifications and literature, otherwise he shall be required to furnish the items as specified on the proposal. Any other exceptions to any portions of these terms and conditions or deviations from written specifications shall be shown in writing on the bid document form or attached to bid form.

Quantities: Quantities shown are estimated, based on projected use. It is specifically understood and agreed that these quantities are approximate and any additional quantities will be paid for at the quoted price. It is further understood that the supplier shall not have any claim against the City of Stephenville for quantities less than the estimated amount.

Prices: The bidder should show in the bid document both the unit price and total amount, where required, of each item listed. In the event of error or discrepancy in the mathematics, the unit price shall prevail.

Delivery Date: Bidders shall state delivery date on all order.

F.O.B Point: All prices of item(s) shall be quoted FOB City of Stephenville destination.

STANDARD INSTRUCTIONS TO BIDDERS

It is desirable that bids are accompanied by two sets of specifications to support items bid. The City of Stephenville reserves the right to determine specification requirements on all items bid.

Eligible Bidder: Bidders are limited to those persons or firms qualified and engaged in a full time business and can assume liabilities for any performance or warranty service required.

Nonresident-Reciprocal Bid Act: You are advised the City of Stephenville, Texas is bound by House Bill 620. The law provides that in order to be awarded a contract as low bidder, non-resident bidders (out-of-state contractors whose corporate office or principal place of business is outside the State of Texas) bid projects in Texas at an amount lower than the lowest Texas resident bidder by the same amount that a Texas resident bidder would be required to underbid a non-resident bidder in order to obtain a comparable contract in the state in which the non-resident's principal place of business is located. After making that determination you are instructed to advise the Purchasing Department in writing of that fact with a copy of the applicable state statute.

Based on local government code 252.043, the contract will be awarded to the lowest responsible bidder **OR** to the bidder who provides goods or services at the best value for the municipality. Therefore price is not the only consideration in the bid award.

By signing this bid, Vendor hereby certifies that it is not a company identified on the Texas Comptroller's list of companies known to have contracts with, or provide supplies or services to, a foreign organization designated as a Foreign Terrorist Organization by the U.S. Secretary of State. Vendor further certifies and verifies that neither Vendor, nor any affiliate, subsidiary, or parent company of Vendor, if any (the "Vendor Companies"), boycotts Israel, and Vendor agrees that the Vendor and Vendor Companies will not boycott Israel during the term of this Agreement. For purposes of this Agreement, the term "boycott" shall mean and include terminating business activities or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations with Israel, or with a person or entity doing business in Israel or in an Israeli controlled territory.

Please be advised that Stephenville does not receive courier services before 10:30 a.m.

City of Stephenville Special Conditions

1. Venders will be bidding on Three (3) 2021 Law Enforcement (Patrol) SUV's. We will need leasing option for a **48 MONTH LEASE**. We will not be purchasing these vehicles, this is a lease only.
2. Vender reliability, quality, location and availability will be included with the price in determining the lowest responsible bidder.
3. Bids must be submitted on the pricing forms included for that purpose in this packet.
4. Bids must be signed by a person having the authority to bind the firm in a contract and returned before 2:00 pm November 12, 2020.
5. These lease vehicles are being used as law enforcement patrol vehicles and will have emergency equipment mounted on them. At the end of the lease agreement the emergency equipment may be removed and will leave holes in the vehicle. Once the equipment is removed all exterior holes will be plugged. The City of Stephenville accepts no responsibility for putting holes in the lease vehicles in order to mount the emergency equipment this includes interior and exterior.

Optional

6. Option for vender to provide cost for upgrading the radio monitor to 8" diagonal or greater color touch-screen.

For questions concerning this bid, please contact:

Asst. Police Chief Jason Halsey
254-918-1261
jhalsey@stephenvilletx.gov

**CITY OF STEPHENVILLE: POLICE DEPARTMENT
 BID SPECIFICATIONS FOR
 THREE (3) 2021 LAW ENFORCEMENT SUV (PATROL)**

VEHICLE LEASE PROGRAM

2021 LAW ENFORCEMENT SUV (PATROL) SPECIFICATIONS:

MEET SPECIFICATIONS

CAB:	4 DOOR	YES ___ NO ___
WEIGHT RATING:	GVWR 7200 LBS. OR GREATER	
ENGINE:	5.3L V8 MINIMUM 355HP OR EQUAL	YES ___ NO ___
TRANSMISSION:	10 SPEED AUTOMATIC WITH HEAVY-DUTY AUXILIARY TRANSMISSION OIL COOLER	YES ___ NO ___
DRIVETRAIN:	REAR WHEEL DRIVE	YES ___ NO ___
AXLE:	AXLE RATIO 3.23 OR GREATER	YES ___ NO ___
WHEELBASE:	120.9 INCHES MINIMUM	YES ___ NO ___
SUSPENSION:	HEAVY-DUTY POLICE RATED	YES ___ NO ___
STEERING:	POWER, FACTORY	YES ___ NO ___
BRAKES:	POWER, FACTORY, 4-WHEEL ABS	YES ___ NO ___
ALTERNATOR:	250 AMP MINIMUM	YES ___ NO ___
BATTERY:	DUAL (TWO) HEAVY DUTY MAINTENANCE FREE PROVIDING 730 CCA OR GREATER	YES ___ NO ___
WHEELS:	(5) 20" X 9" FULL SIZE, STEEL, BLACK	YES ___ NO ___
TIRES/WHEELS:	(4) V-RATED P275/55R20 ALL-SEASON POLICE TIRES	YES ___ NO ___
SPARE TIRE:	(1) V-RATED P275/55R20 ALL-SEASON POLICE TIRES	YES ___ NO ___
FUEL TANK:	24 GALLON (MINIMUM)	YES ___ NO ___
COLOR:	BLACK	YES ___ NO ___
GLASS	WINSHIELD TINTED, DEEP TINTED GLASS FOR PASSENGER AND REAR COMPARTMENTS	YES ___ NO ___
RADIO:	AM/FM STEREO WITH MP3 AND CD PLAYER, TOUCH SCREEN INTERFACE	YES ___ NO ___
AIR CONDITIONER:	FRONT AND REAR AIR CONDITIONING	YES ___ NO ___
INSTRUMENT PANEL:	FULL GAUGES TO INCLUDE SPEEDOMETER, ODOMETER, FUEL LEVEL, ENGINE TEMPERATURE, OIL PRESSURE, VOLTMETER.	YES ___ NO ___

INSTRUMENT PANEL: (LIGHTING)	CONTROLS AND ABILITY TO BLACK OUT PANEL LIGHTS WHEN HEADLIGHTS ARE OFF	YES ___ NO ___
FRONT SEATS:	FRONT BUCKET WITH POWER DRIVER SEAT ADJUSTERS AND BLACK/DARK GRAY CLOTH INTERIOR	YES ___ NO ___
REAR SEATS:	VINYL REAR BENCH SEAT WITH ARM REST	YES ___ NO ___
FLOOR COVERING:	HEAVY-DUTY REMOVABLE RUBBER FLOOR MATS	YES ___ NO ___
WINDOWS/LOCKS:	POWER WITH INOPERATIVE REAR DOOR LOCKS / REAR WINDOWS / REAR DOOR HANDLES	YES ___ NO ___
KEYS:	REMOTE KEYLESS ENTRY W/REMOTE START COMMON KEYED WITH SPARES	YES ___ NO ___
SPOT LAMPS:	SPOTLIGHT CLEAR LENS MOUNTED ON DRIVER SIDE	YES ___ NO ___
CAB TO INCLUDE:	TWO (2) OUTSIDE MOUNTED FOLDING MIRRORS, REAR WINDOW DEFOGGER, VINYL DOOR COVERING, BLACK VINYL FLOOR AND LOAD FLOOR COVERING, INTERIOR DOME LIGHT DISABLE, TILT STEERING WHEEL, CRUISE CONTROL, INTERMITTENT WINDSHIELD WIPER CONTROL	YES ___ NO ___
POWER SUPPLY:	12V POWER SUPPLY	YES ___ NO ___
REMOVED:	LUGGAGE RACK CENTER CONSOLE 3 RD ROW SEATS	YES ___ NO ___
REAR VIEW MIRROR:	INSIDE REARVIEW MIRROR DAY/NIGHT	YES ___ NO ___
LIGHTS:	DISABLED DAYTIME RUNNING LAMPS	YES ___ NO ___
AIR BAGS:	DUAL STAGE FRONTAL AIR BAGS WITH PASSENGER SUPPRESSION	YES ___ NO ___
WARRANTY:	FIVE (5) YEAR 100,000 MILES POWERTRAIN WARRANTY OR BETTER	YES ___ NO ___
INSPECTION:	STATE SAFETY INSPECTION CERTIFICATE INCLUDED	YES ___ NO ___

VARIANCES:

List any variances with the bid specifications below.

City of Stephenville
Bid Sheet
THREE (3) 2021 Law Enforcement Patrol SUV's

48 Month Lease

- 1. 2021 Law Enforcement Patrol SUV per Unit Total \$ _____
 - Annual Payment per Unit \$ _____
 - Monthly Payment per Unit \$ _____

- 2. Radio Monitor 8" Diagonal or Greater Color Touch-Screen
 - Price per Unit with upgrade Total \$ _____
 - Price per Unit with upgrade Annual Payment \$ _____
 - Price per Unit with upgrade Monthly Payment \$ _____

Make & Model of Vehicles: _____

Please print:

COMPANY NAME _____

BIDDER NAME _____

ADDRESS _____

TELEPHONE _____

EMAIL _____

DATE _____

SIGNATURE _____

This bid must be manually signed by a person having the authority to bind the company in a contract. Failure to sign this bid will result in a disqualification.