

# INVITATION TO BID



101 N. MAIN STREET  
SYLVESTER, GEORGIA 31791

## **RFP** **POLICE - VEHICLES**

The City of Sylvester hereby solicit and request sealed Bids for the purchase of vehicles for use by the Police Department of the City of Sylvester. The Bid shall specify a per unit price on each vehicle.

The equipped vehicles shall comply with provided specifications and meet and/or exceed all Federal Department of transportation (DOT) requirements and the latest Underwriters laboratory (UL) requirements. Inquiries concerning the vehicles should be made to Shawn Urquhart, Chief of Police Sylvester Police Department at (229) 776-8500.

TWO (2) Bids for this project must be SEALED and delivered in person, by mail, or by overnight delivery service to the office of the City Manager, City of Sylvester, 101 N. Main Street Sylvester, Georgia 31791, Attention: Carolyn Williams, City Clerk, not later than 1:00 p.m. Thursday, July 30, 2020. The envelope shall state "SEALED BID - POLICE VEHICLES" to prevent accidental opening. Any Bid received after this time will not be considered. The City of Sylvester reserves the right to accept or reject any and all Bids. Award will be made based on the most responsive and responsible Bid that has met the requirements of this ITB's criteria. Bid price should stand for 90 days minimum from July 30, 2020.

Autron Hayes  
City Manager  
City of Sylvester

## CITY OF SYLVESTER RFP-POLICE VEHICLES

### **NEW POLICE PACKAGE SEDAN - SPECIFICATIONS**

Responders shall be prepared to give a complete demonstration of the merits of the vehicles offered as directed by the purchaser. The vehicles so demonstrated shall be completed as offered by the vendor for this Bid.

Awards will be made to the best responsible responder as determined by City of Sylvester. The quality of the articles to be supplied, their conformity with the specifications, their suitability to requirements and delivery terms shall be taken into consideration.

### **NEW AND UNUSED: REAR-WHEEL DRIVE AND/OR ALL WHEEL DRIVE, FOUR-DOOR SEDANS**

1. The sedans shall be:
  - a. White in color
  - b. V-6 engine, automatic transmission
  - c. Power windows and power locks
  - d. Front cloth bucket seats with vinyl rear seats
  - e. **Must be fully equipped with emergency equipment listed as "Vehicle Equipment Package A".**
  - f. **MUST include a police package**
  - g. **Warranty Package**

### **NEW POLICE PACKAGE SPOT UTILITY VEHICLE - SPECIFICATIONS**

Responders shall be prepared to give a complete demonstration of the merits of the vehicles offered as directed by the purchaser. The vehicles so demonstrated shall be completed as offered by the vendor for this Bid.

Awards will be made to the best responsible responder as determined by City of Sylvester. The quality of the articles to be supplied, their conformity with the specifications, their suitability to requirements and delivery terms shall be taken into consideration.

### **NEW AND UNUSED: FULL OR MID-SIZE, ALL WHEEL DRIVE SPORT UTILITY VEHICLES**

1. Vehicles shall be:
  - a. White in color
  - b. Power windows and door locks
  - c. V-6 engine with automatic transmission
  - d. **Must be fully equipped with emergency equipment listed as "Vehicle Equipment Package A".**
  - e. **MUST include a police package**
  - f. **Warranty Package**

CITY OF SYLVESTER RFP-POLICE VEHICLES

**NEW OR USED\* FOUR-DOOR SEDAN - SPECIFICATIONS**

Responders shall be prepared to give a complete demonstration of the merits of the vehicles offered as directed by the purchaser. The vehicles so demonstrated shall be completed as offered by the vendor for this Bid.

Awards will be made to the best responsible responder as determined by City of Sylvester. The quality of the articles to be supplied, their conformity with the specifications, their suitability to requirements and delivery terms shall be taken into consideration.

**NEW or USED\*: REAR-WHEEL DRIVE, FRONT WHEEL DRIVE AND/OR ALL WHEEL DRIVE, FOUR-DOOR SEDANS**

2. The sedans shall be:
  - a. V-6 engine, automatic transmission
  - b. Power windows and power locks
  - c. Any color
  - d. Must be fully equipped with emergency equipment listed as "Vehicle Equipment Package B".
  - e. Warranty Package

**NEW OR USED\* SPORT UTILITY VEHICLE - SPECIFICATIONS**

Responders shall be prepared to give a complete demonstration of the merits of the vehicles offered as directed by the purchaser. The vehicles so demonstrated shall be completed as offered by the vendor for this Bid.

Awards will be made to the best responsible responder as determined by City of Sylvester. The quality of the articles to be supplied, their conformity with the specifications, their suitability to requirements and delivery terms shall be taken into consideration.

**NEW or USED\*: FULL OR MID-SIZE, REAR WHEELED DRIVE, FRONT WHEELED DRIVE AND/OR ALL WHEEL DRIVE SPORT UTILITY VEHICLES**

2. Vehicles shall be:
  - a. Power windows and door locks
  - b. V-6 engine, automatic transmission
  - c. Any color
  - d. Must be fully equipped with emergency equipment listed as "Vehicle Equipment Package B".
  - e. Warranty Package

## CITY OF SYLVESTER RFP-POLICE VEHICLES

### **NEW OR USED\* FOUR-DOOR PICK-UP TRUCK - SPECIFICATIONS**

Responders shall be prepared to give a complete demonstration of the merits of the vehicles offered as directed by the purchaser. The vehicles so demonstrated shall be completed as offered by the vendor for this Bid.

Awards will be made to the best responsible responder as determined by City of Sylvester. The quality of the articles to be supplied, their conformity with the specifications, their suitability to requirements and delivery terms shall be taken into consideration.

### **NEW or USED\*: FULL OR MID-SIZE, REAR WHEELED DRIVE AND/OR ALL WHEEL DRIVE FOUR DOOR PICK-UP TRUCK VEHICLES**

3. Vehicles shall be:
  - a. Power windows and door locks
  - b. V-6 engine, automatic transmission
  - c. Any color
  - d. Must be fully equipped with emergency equipment listed as "Vehicle Equipment Package B".
  - e. Warranty Package

**\*USED** is defined as "Certified Preowned" with year model 2018 or newer.

### **REQUIRED EQUIPMENT AND INSTALLATION PACKAGES (REFERENCE INDIVIDUAL VEHICLE SPECS)**

#### **VEHICLE EQUIPMENT PACKAGE A**

Siren & Light control –  
Siren Speaker with bracket -  
Light bar to specific vehicle -  
Light Bar Mounting Brackets -  
(8) light head traffic advisor –  
window armor  
arm rest for console –  
console  
Accessory adaptor plate for console –  
dual cup holder for console -  
pass side computer mount w laptop mount (small/medium) –  
space creator w recessed panel (Prisoner Partition Screen) –  
Lower security panels for prisoner partition screen -  
radio speakers with 3mm audio jack –  
Decals from Sign Rite  
Installation of Motorola in-car radio with wiring harness (Radios are provided)  
Installation of In-car camera system. We currently use Digital Ally but is subject to change.

#### **VEHICLE EQUIPMENT PACKAGE B**

Covert Siren & Light control (remote mount)  
Siren Speaker with bracket  
Supervisor light bar package (inside vehicle)  
Wingman back deck light package

CITY OF SYLVESTER RFP-POLICE VEHICLES

**BID FORM**

**SCOPE OF WORK:** POLICE DEPARTMENT - VEHICLES

**LOCATION:** Sylvester, Georgia

ITEM No.	DESCRIPTION	UNITS	QTY	BID AMOUNT
	<b>NEW 4-DOOR SEDAN</b> , V-6, POLICE PACKAGE OPTIONS (Circle one): ALL-WHEEL DRIVE      REAR-WHEEL DRIVE	EA	TBD	\$
	<b>NEW 4-DOOR SEDAN</b> , V-6, POLICE PACKAGE OPTIONS (Circle one): ALL-WHEEL DRIVE      REAR-WHEEL DRIVE	EA	TBD	\$
	<b>NEW SPORT UTILITY VEHICLE</b> , AWD, POLICE PACKAGE OPTIONS (Circle one): MID-SIZE      FULL-SIZE	EA	TBD	\$
	<b>NEW SPORT UTILITY VEHICLE</b> , AWD, POLICE PACKAGE OPTIONS (Circle one): MID-SIZE      FULL-SIZE	EA	TBD	\$
	<b>NEW or USED:</b> REAR-WHEEL DRIVE, FRONT WHEEL DRIVE AND/OR ALL WHEEL DRIVE, <b>FOUR-DOOR SEDAN</b> YR _____ MAKE _____ MODEL _____ ENGINE _____ MILEAGE _____	EA	TBA	\$
	<b>NEW or USED:</b> FULL OR MID-SIZE, REAR WHEELED DRIVE, FRONT WHEELED DRIVE AND/OR ALL WHEEL DRIVE <b>SPORT UTILITY VEHICLE</b> YR _____ MAKE _____ MODEL _____ ENGINE _____ MILEAGE _____	EA	TBA	\$
	<b>NEW or USED:</b> FULL OR MID-SIZE, REAR WHEELED DRIVE AND/OR ALL WHEEL DRIVE <b>FOUR DOOR PICK-UP TRUCK</b> YR _____ MAKE _____ MODEL _____ ENGINE _____ MILEAGE _____	EA	TBA	\$

**NOTES:**

1. Copy Bid Form and use as needed if multiple vehicle options are submitted.
2. Please attach vendor or manufacturer supplied vehicle specs/documentation for each vehicle.
3. Respondent understands that the City reserves the right to reject any or all Bids. Award will be made based upon the most responsive and responsible Bid that has met the requirements of this ITB criteria. **The respondent agrees that his Bid shall be good and may not be withdrawn for a period of NINETY (90) days after the scheduled closing time for receiving Bids.**

**EXECUTION OF BID**

DATE: \_\_\_\_\_

The Respondent certifies the following by placing an "X" in all blank spaces:

- \_\_\_\_\_ That this Bid was signed by an authorized representative of the company.
- \_\_\_\_\_ That all labor costs associated with this project have been determined, including all direct and indirect costs.
- \_\_\_\_\_ That the Respondent agrees to the conditions as set forth in this Request for Bid with no exceptions.

Therefore, in compliance with the foregoing Request for Bids, and subject to all terms and conditions thereof, the undersigned offers and agrees, if the Bid is accepted within ninety (90) days from the date of the opening, to furnish the items for the prices quote within the timeframe required.

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT: \_\_\_\_\_ CELL: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**ADDENDA ACKNOWLEDGEMENT**

The vendor has examined and carefully studied the ITB and the following Addenda, receipt of all which is hereby acknowledged:

Addendum No. 1 _____	Addendum No. 2 _____
Addendum No. 3 _____	Addendum No. 4 _____

Authorized Representative/Title (Print or Type)	Authorized Representative	Date
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**(Copies of each addendum issued must accompany your Bid – It is the sole responsibility of the vendor to check the city website to see if any Addenda have been issued.)**

### **Local Vendor Privilege**

Because bids awarded to local vendors contribute to the City of Sylvester tax base and promote the local economy, the City of Sylvester City Council has instituted a local vendor privilege as follows. To qualify as a local vendor, the following conditions must be met:

1. The vendor must have an established place of business within Worth County.
2. The vendor must have at least two (2) employees who have been working for six (6) months or longer before requesting a local vendor privilege.

**All vendors who met these conditions and who wish to claim the local vendor privilege must complete the Affidavit of Eligibility included in these Bid Documents and submit with your Bid.**

The local vendor privilege gives qualifying vendors, who are within 4% of the low bid, the opportunity to agree to match the low bid within 24 hours. If more than one local vendor meets the qualifications, the lowest local bidder will be given the first opportunity to agree to match the low bid. If they refuse, the next lowest bidder will get the opportunity and so on until all local vendors within the 4% range have been given an opportunity.

**AFFIDAVIT OF NON-COLLUSION**

**SCOPE OF WORK:** POLICE DEPARTMENT - VEHICLES

**LOCATION OF WORK:** Sylvester, Georgia

**CONTRACTOR'S STATE OF:** \_\_\_\_\_

**CONTRATOR'S COUNTY OF:** \_\_\_\_\_

\_\_\_\_\_  
Being first duly sworn, deposes and says that he/she is

\_\_\_\_\_  
(sole owner, partner, president, secretary, etc...)

The party making the foregoing Bid; that such Proposed Fee is genuine and not collusive; that said Respondent has not colluded, conspired, connived, or agreed, directly or indirectly, with another Respondent or person, to put in a sham Bid, or that such other person shall refrain from responding to the Invitation to Bid, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication, or conference, with any person to fix the Contract Price of affiant or any other Respondent, or to fix any overhead, profit, or cost element of said Contract Price, or of that of any other Respondent, or to secure an advantage against the City of Sylvester or any other person interested in the proposed contract; and that all statements contained in said Bid are true, and further, that such Respondent has not directly or indirectly submitted this Bid, or contents thereof, or divulged information or data relative thereto to any association or to any member or agent thereof.

\_\_\_\_\_  
(Affiant)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
(Notary Public in and for)

\_\_\_\_\_  
(County)

[NOTARY SEAL HERE]

My commission expires \_\_\_\_\_, 20\_\_\_\_