

NOTICE AND CALL FOR BID

Lease for One (1) Ford Explorer 4WD/AWD Sport Utility Police Package Vehicle and One (1) Ford Taurus AWD 4-door Sedan Marked Police Package

NOTICE IS HEREBY GIVEN that sealed bids will be received at City Hall in Green River, Wyoming, ATTN: Finance Department - Bids, 50 East 2nd North, on or before 2:00 pm (Mountain Standard Time) on Tuesday December 28, 2016 at which time all bids in hand will be publicly opened and read.

Specifications, bids forms and other contract documents are on file and may be obtained free of charge from the Finance Department at City Hall, 50 East 2nd North, Green River, Wyoming. **Specifications are also available at www.cityofgreenriver.org.**

No bid shall be awarded by the City until such time as the City has had sufficient time to study all bids to assure that the bid awarded will meet the standards as set out in the Specifications.

All bids shall be accompanied by a Bid Bond or Cashier's Check in the amount of five (5) percent of the amount of the bid. No personal or company checks will be accepted. Bid Bonds must be issued in the name of the bidder.

Proof of Wyoming Department of Employment certification of residency status, if applicable, must accompany the bid.

The Green River Governing Body hereby reserves the right to reject any and all bids and to waive irregularities or informalities in the bids.

Dated this 13th day of December, 2016

/s/ Chris Meats
City Clerk

Publish dates: December 14, 21, 2016

CITY OF GREEN RIVER
50 EAST 2ND NORTH
GREEN RIVER, WY 82935

SUBJECT: SOLICITATION OF BIDS FOR -

Lease for One (1) Ford Explorer 4WD/AWD Sport Utility Police Package Vehicle and One (1) Ford Taurus AWD 4-door Sedan Marked Police Package

NOTICE TO BIDDERS

- 1) The City of Green River reserves the right to reject or accept any and all bids; to waive any irregularities or informalities; and to re-bid or re-advertise for bids if it is determined to be necessary or desirable, based upon their being the sole determinant in taking this action to accept or reject.
- 2) Please enter your company's bid on the enclosed "Bid Form".
- 3) All prices bid must be **F.O.B. GREEN RIVER, WY.**
- 4) Descriptive literature must accompany all items being bid, if other than specified.
- 5) Items are to be shipped to City of Green River, 50 East 2nd North, Green River, WY 82935, unless otherwise instructed.
- 6) Sealed bids will be opened on **Wednesday December 28, 2016 at 2:00 p.m., Mountain Standard Time,** at City Hall, 50 East 2nd North, Green River, WY. Bidders are welcome to attend.
- 7) Wyoming statutes require preference for Wyoming products and a five percent (5%) preference shown to Wyoming contractors/companies. Submit Proof of Wyoming Department of Employment certification of residency status, if applicable, with bid.
- 8) Time, date and the nature of the bid must be clearly marked on the face of the sealed envelope.
- 9) Bid bond or Cashier's Check in the amount of five percent (5%) of bid shall accompany the bid.
- 10) The General and Detailed Specifications attached are considered an integral part of this bid and any changes are duly noted and made a part of this bid.
- 11) We, the undersigned, propose to furnish the items listed at prices quoted and guarantee safe delivery F.O.B. Green River, WY as specified.

BUSINESS NAME/ADDRESS OF BIDDER:

DATE: _____

SIGNATURE /POSITION OF BIDDER:

TYPED/PRINTED SIGNATURE OF BIDDER

PHONE

FAX

CITY OF GREEN RIVER
50 EAST 2ND NORTH
GREEN RIVER, WY 82935

Bids must be submitted on the "Bid Form" provided and in accordance with the provisions set forth on the Bid Form, General and Detailed Specifications.

GENERAL SPECIFICATIONS

INTENT

The City of Green River desires to lease a **One (1) Ford Explorer 4WD/AWD Sport Utility Police Package Vehicle and One (1) Ford Taurus AWD 4-door Sedan Marked Police Package to be used in the day to day operations of city business** and respectfully invites your bid.

The quantities stated herein represent the best estimates of the total requirements that can be made up to the time of issuance of these specifications. These quantities are given as a guide to bidders in quoting quantity prices, freight, handling, costs, etc. While it is expected that orders will be in these approximate quantities, the City of Green River reserves the right to alter the quantities according to its needs at the time of placing orders, and after learning what the costs will be.

SECURING DOCUMENTS

Specifications and/or documents required for the submission of bids may be obtained from the City's Finance Department:

Mary Seppie
City of Green River
50 East 2nd North
Green River, WY 82935
cmeats@cityofgreenriver.org

Questions relating to the bid process should be directed to Chris Meats by emailing cmeats@cityofgreenriver.org or by calling . . . (307) 872-6125.

Bidders shall be in a position to supply equipment, supplies, materials, and/or services equal or superior in all respects to those specified and are financially and physically able to deliver. No charge is made for the documents.

BIDS

Bids are to be submitted on the "Bid Form" supplied.

The original copies of the Bid Form, Notice to Bidders, and Detailed Specifications (if applicable) are to be returned. Your company may make reprints of the bid if you desire a copy of the bid for your files.

Any item, part or section you feel that you cannot supply, please insert "N/B" for that item, part or section.

The signature of all persons authenticating the bid shall be in longhand. By filing a bid, the bidder warrants that he/she is willing and able to accept the bid, and will comply with the Bid Form, General and Detailed Specifications.

It is the sole responsibility of the bidder to see that its bid is received at the stated time and date.

Bids shall be irrevocable for a period of thirty (30) days after the date set forth for the bid opening.

BRAND NAMES

Brand names listed, if applicable, are for descriptive purposes and are listed to give all bidders an idea of the quality and style desired. Brands of equal or superior quality or type are acceptable, but substitutions must be noted on the bid by indication of brand name. By listing an alternative, the bidder guarantees that the item or items being bid are of equal or superior quality. The City has removed equipment from a 2013 Ford Taurus Interceptor and a 2013 Ford Explorer Interceptor that will have to be installed in the respectively bid vehicles.

If it is determined by the City of Green River that the materials are not of equal quality, these materials will be returned to the supplier at their expense.

The City of Green River reserves the right to make the final decision as to comparable items. **Be very certain that items upon which you quote and deliver are equal or superior to those items listed.**

AWARD OF BIDS

The City of Green River reserves the right to reject or accept any and all bids; to waive any irregularities or informalities; and to re-bid or re-advertise for bids if it is determined to be necessary or desirable; based upon their being the sole determinant in taking this action to accept or reject.

The Bidder will provide an additional leasing agreement upon award of the bid, which will need to be reviewed and approved by the City Council

PRICING

Prices are to be quoted F.O.B. City of Green River, 50 East 2nd North, Green River, WY 82935 or to the City's choice of vehicle upfitter. Prices are to be without State of Wyoming or Federal Excise Tax.

It is the responsibility of the Vendor to examine all specifications and instructions provided by the bid package. Any conflict, misunderstanding, or liability resulting from a failure to do so shall be at the risk of the Vendor.

In the event of an error in extension of prices on the bid, the unit price will prevail.

Bids may not be changed after receipt by this office. **Accuracy of the bid is the responsibility of the bidder.**

Erasures are not acceptable on bids. If necessary to make changes, strike out or draw a line through the incorrect figure or number, and write the correct price above. All corrections must be initialed.

DELIVERY AND DELIVERY DATE

All bids must be F.O.B. City of Green River, 50 East 2nd North, Green River, WY 82935, unless otherwise instructed.

The delivery date is very important and must be noted on the bid in the space provided. Unless the City states a delivery date, it will be the responsibility of the bidder to do so.

If the delivery date is not complied with the bidders bid bond will be forfeited to the City of Green River.

WARRANTY AGREEMENTS AND GUARANTEES

All warranties and agreements must be passed on to the City of Green River, and honored.

PAYMENT

The Bidder must invoice the City for any lease payments. The Governing Body of the City must approve all invoices before any payment is made.

FORM OF CONTRACT

The City of Green River shall submit a letter notifying all bidders of the award of bid. A lease contract will also be reviewed and approved by the City Council. The Lease Agreement, Bid Form, General and Detailed Specifications shall be an integral part of the contract.

INTERPRETATION OF SPECIFICATIONS

Should any ambiguity or conflict in the specifications become apparent to any bidder, they should forthwith apply to the City of Green River Finance Department for a written interpretation; which interpretation will be sent to all bidders who have been supplied specifications. The City of Green River Finance Department will issue any Addendum to the specifications in writing. No oral statements, explanations, or commitments by the seller or buyer shall be in effect, except those, which are confirmed in writing by the City of Green River Finance Department.

RETURN OF BIDS

Each bid must be in a sealed envelope and clearly marked as to type of bid, bid opening date and time. Bids shall be accompanied by a Bid Bond or Cashier's Check in the amount of five (5) percent of the vehicle purchase price less any listed residual value. No personal checks will be accepted. Bid Bond must be issued in the name of the bidder, not a manufacturer. Bids must be returned to the following address:

City of Green River
Finance Department
50 East 2nd North
Green River, WY 82935

City of Green River Vehicle Specification

AWD 4 Door Taurus Sedan Marked Police Package

Bidder shall list on a separate sheet all exceptions or variations to the conditions and specifications of this bid.

No dealer advertising allowed on vehicle.

Minimum Requirements:

1. Engine - fuel injection 3.5L with 350 lbs-ft of torque
2. External engine oil cooler
3. Automatic transmission w/overdrive lock out, (**column shift design only**)
4. External transmission oil cooler.
5. Hood and Trunk release, each to be operated from inside of car
6. 4-wheel anti-lock braking system
7. All-wheel drive
8. Traction control
9. Roll stability control
10. Tire inflation monitor system (TPMS)
11. Additional features:
 - a. Factory installed air conditioning
 - b. Rear window defogger/deicer
 - c. Power windows and door locks
 - d. Mirrors - Inside: Day/Night - Outside: Two power adjust
 - e. Cruise control
 - f. Power port 2, if available
 - g. Trip odometer
 - h. Full size spare tire and wheel, same as mounted on vehicle
 - i. Driver and front passenger air bags
 - j. All windows shall be tinted
 - k. AM/FM Stereo with integrated hands-free Bluetooth technology with voice recognition
 - l. Front 6-way power adjusts bucket seats, rear bench seat.
 - m. Seats cloth covered with an extra heavy duty interior construction, designed for police use. **No console between front seats.**
 - n. Adjustable tilt wheel steering column
 - o. Intermittent multiple speed electric wipers
 - p. Programmable steering wheel switches capable of integrating with emergency lighting systems.
12. Minimum additional police package requirements:
 - a. Minimum of 160 amp alternator with idle boost
 - b. Battery rundown protection
 - c. High capacity radiator with heavy duty cooling fans
 - d. Heavy-duty block heater
 - e. Interior: Heavy duty padded black rubber floor covering
 - f. Black rubber floor mats, front and rear.
 - g. Remote keyless entry system with 4 programmed remotes and 4 keys each
 - h. Odometer shall be calibrated to within \pm 1-mph accuracy
 - i. Vehicle top speed reduction limiting **is not** permitted

City of Green River Vehicle Specification

- j. External power steering oil cooler
 - k. Heavy-duty springs, shocks
 - l. Stabilizer bars: front & rear
 - m. Spot light (Black) left driver's side with LED lights minimum 1600 lumens
 - n. Side marker LED lamps in side view mirrors - left side red and right side blue
 - o. Passenger side grab handle above door
 - p. Disable daytime running lights
 - q. Automatic headlamps
 - r. Rear doors inoperative: Door locks and windows do not function at doors but function from driver's door.
 - s. Rear inside door handles disconnected. Rear doors can be opened from the outside.
 - t. Auxiliary dome light located between the visors with switch at base of lamp. Wired independently from the dome light
 - u. Courtesy lamps disabled when door is opened
 - v. Courtesy lamps controlled by instrument panel light dimmer
 - w. Radio Suppression or Interference Package for the reduction of electrical interference with police communication equipment
 - x. Additional Lighting Features:
 - 1. Headlight housing equipped to accept additional lighting for the use of colored police warning lights
 - 2. Side marker housings equipped to accept additional lighting for the use of colored police warning lights
 - 3. Rear tail light housings equipped to accept additional lighting for the use of colored police warning lights
13. Paint Color - Black
14. Tires: Black wall, Ultra Grip, speed rated "H", five including the spare
15. Full size spare tire and wheel
16. The City already has purchased equipment to upfit this vehicle. The bidder shall coordinate with the City's upfitter to ensure the vehicles to be bid can be upfitted with the purchased equipment. The equipment is located at:

Premier Vehicle Installation, Inc.
3038 South Specialty Cir
Salt Lake City, UT 84115

Attn: Clint or Jim
(801)478-3062

City of Green River Vehicle Specification

4WD/AWD Mid-Size Ford Explorer Sport Utility Police Package Vehicle

Bidder shall list on a separate sheet all exceptions or variations to the conditions and specifications of this bid.

No dealer advertising allowed on vehicle.

Minimum Requirements:

1. Engine - fuel injection V-6 minimum with 260 lbs-ft torque.
2. Heavy Duty engine block heater.
3. Auxiliary external engine oil cooler.
4. Automatic transmission w/overdrive lockout. **Column shift design only.**
5. **Cooling system - Heavy Duty large volume radiator**
6. Auxiliary external transmission oil coolers.
7. All-wheel drive or 4 wheel drive with automatic self locking hubs, shift on the fly.
8. Axle gear ratio 3.42 – 3.73
9. Minimum wheelbase of 110 inches.
10. Minimum 5 passengers seating.
11. Driver and front passenger air bags.
12. Traction control.
13. Roll stability control.
14. Tire pressure monitoring system (TPMS).
15. Certified speedometer calibration to within \pm 1-mph accuracy.
16. Vehicle top speed reduction limiting **is not** permitted.
17. Trip odometer.
18. Four wheel antilock brake system.
19. Reverse sensing system.
20. Alternator 220 amp, minimum.
21. Skid Plates - front suspension and transfer case.
22. Factory air conditioner.
23. Rear window defogger/deicer.
24. Cruise control.
25. AM/FM Stereo with integrated hands-free Bluetooth technology with voice recognition
26. Power windows and locks.
27. Mirrors: Inside- Day/Night; Outside- Power Adjust.
28. Front 6-way power adjusts front bucket seats
29. Seats cloth covered with an extra heavy duty interior construction, designed for police use. **No console between front seats.**
30. Remote keyless entry system with 4 programmed remotes and 4 keys each.
31. Adjustable tilt-wheel steering column.
32. Programmable switches on steering wheel capable of integrating with emergency lighting systems.
33. Additional equipment:
 - a. Power port - 2 each - dash mounted
 - b. Standard vinyl flooring
 - c. Front and rear floor mats
 - d. All glass is to be heat absorbing (tinted)
 - e. Front license plate bracket

City of Green River Vehicle Specification

- f. Courtesy lamps disabled when door is opened
 - g. Courtesy lamps controlled by instrument panel light dimmer
 - h. Spot light (Black) left driver's side with LED lights minimum 1600 lumens
 - i. Side marker LED lamps in side view mirrors - left side red and right side blue
 - j. Front console mounting plate between front seats
 - k. Radio Suppression or Interference Package for the reduction of electrical interference with police communication equipment.
 - l. Recovery hooks
 - m. Mirrors and door handles to be black finish to match paint.
 - n. Additional Lighting Features:
 - 1. Headlight housing equipped to accept additional lighting, without drilling, for the use of colored police warning lights.
 - 2. Side marker housings equipped to accept additional lighting, without drilling, for the use of colored police warning lights.
 - 3. Rear tail light housings equipped to accept additional lighting, without drilling, for the use of colored police warning lights.
 - o. Rear lift gate can be opened with key fob
 - p. Rear compartment air conditioning
34. Paint Color: Black
35. Tires: Black wall, speed rated "H", five including the spare.
36. Full size spare tire and wheel
37. The City already has purchased equipment to upfit this vehicle. The bidder shall coordinate with the City's upfitter to ensure the vehicles to be bid can be upfitted with the purchased equipment. The equipment is located at:

Premier Vehicle Installation, Inc.
3038 South Specialty Cir
Salt Lake City, UT 84115

Attn: Clint or Jim
(80)478-3062

City of Green River Lease Specifications

Bidder shall list on a separate sheet all exceptions or variations to the conditions and specifications of this bid.

Minimum Requirements:

1. The Lease shall list the Purchase price of vehicle and/or equipment, stated interest rates and residual/return value for the each vehicle requested.
2. The term of the lease shall be for 36 months and shall commence upon the signing of the lease agreement or the delivery of the vehicles whichever is occurs last. In the event the execution of the lease occurs last the City cannot modify or utilize the cars without the express written consent of the lessor.
3. The lease should be written as a closed lease where the vehicles will be returned to the Lessor at the end of the lease. Language maybe included purchasing the vehicle at the end of the lease but it is currently not the City's intention to purchase the vehicle at the end of the lease.
4. Payments of the lease shall be made in within 45 days of the lessor invoicing the lessee. Invoicing may be prepared on an annual, quarterly or monthly basis as agreed upon but the lessor and lessee.
5. The lease must include a non-appropriation clause that is agreeable and complies with Wyoming Statutes.
6. The lease shall disclose in detail the insurance coverages required for loss and or destruction of the leased property. Liability insurance coverages will be subject to the terms and limits of the Wyoming Governmental Claims Act. The City also requires that any indemnification of any party be subject to the terms and limitations of the Wyoming Governmental Claims Act.
7. The lease shall state the venue of law be the State of Wyoming.
8. The leased vehicles shall be under a manufactures warranty bumper to bumper warranty for the duration of the lease. All warranty work must be able to be performed at an authorized service center within 25 miles of the City or Green River or the Lessor will pay all travel costs associated with providing warranty repairs. The leased vehicle cannot be out of service for more than 2 weeks for warranty repairs. Should any repairs require more than two weeks the Lessor shall be responsible for providing a suitable replacement vehicle for the duration of the repairs. Any major damages due to neglect by the City will be repaired by the lessee's fleet maintenance shop with the consent of the lessor.
9. General Maintenance and Repairs for the leased vehicles shall be performed by the Lessee.
 - a. Lessee shall keep and maintain the vehicles in good operating condition and working order, using as a guide the maintenance program prescribed in the Operator's Manual provided with the vehicles, as applicable, and shall perform all maintenance services required or recommended for such Vehicles at the intervals specified in the Operator's Manual provided with such Vehicles.

City of Green River Lease Specifications

- b. Lessee shall be responsible for the cost of all gasoline, oil, lubrication, replacement parts, and all washing, polishing, towing, and storage, to the extent necessary to maintain the Vehicles in good operating and marketable condition. Lessee shall maintain the proper oil, battery and coolant levels and protection against freezing of all Vehicle radiators and engines. Lessee will not alter or adjust the Odometer, Emission Control Equipment, or any items that may nullify the manufacturer's warranty on the Vehicles or Equipment.
 - c. Lessee shall pay for all repairs and maintenance items not covered by the manufacturer's warranty.
10. The lease shall be based on 12,000 annual miles. The Bid Form will include a column for the cost per mile in excess of the annual limit.
11. The City already has purchased equipment to upfit the vehicles to be leased. The bidder shall coordinate with the City's upfitter to ensure the vehicles to be bid can be upfitted with the purchased equipment. The equipment is located at:

Premier Vehicle Installation, Inc.
3038 South Specialty Cir
Salt Lake City, UT 84115

Attn: Clint or Jim
(80)478-3062

BID FORM

REGISTERED COMPANY NAME _____

STATE OF INCORPORATION _____

If seeking Wyoming residency status for purposes of this bid, proof of Wyoming Department of Employment certification of residency status must accompany this bid.

Having carefully read all Request For Bid documents pertaining to the provisioning of **“One (1) Ford Explorer 4WD/AWD Sport Utility Police Package Vehicle and One (1) Ford Taurus AWD 4-door Sedan Marked Police Package”** for The City of Green River, Wyoming, we herewith submit this bid.

One (1) Ford Explorer 4WD/AWD Sport Utility Police Package Vehicle and One (1) Ford Taurus AWD 4-door Sedan Marked Police Package
 (Please include exceptions to specifications on the attached sheet and include with bid.)

Model Year	VEHICLE DESCRIPTION	ACQUISITION COST	TOTAL ACQUISITION	RESIDUAL	TERM	ANNUAL MILES	MONTHLY PAYMENT	ANNUAL PAYMENT	Cost Per Mile in Excess of Annual Miles	
	Ford Interceptor Sedan	\$	\$	\$	36	12K	\$	\$	\$	
	Ford Interceptor SUV	\$	\$	\$	36	12K	\$	\$	\$	

Anticipated delivery date: _____

Company Name & Address: _____

 Signature of Bidder

 Submission Date

