



PURCHASING DEPARTMENT

Town of Kittery

Kittery, Maine 03904

Town of Kittery
Invitation to Bid
Vehicle Purchase

The Town of Kittery is seeking bid proposals for three energy efficient and low emission vehicles. The deadline for bid proposals based on the Bid package is 4:00 PM on Wednesday July 11, 2007. Bid packets are available on line at www.kittery.org or by contacting Town Hall at 207-475-1319.

VEHICLE PURCHASE

Goal of the Bid Proposal: To reduce the cost of operation and environmental impact from three (3) vehicles within the Town of Kittery's Municipal departments.

Objective: Purchase through vehicle financing for a 60 month period, three new, fuel efficient, lower EPA emissions (EPA SmartWay Certified) vehicles.

1.0 GENERAL INFORMATION:

- 1.1 Purpose: The Town of Kittery, acting through its Town Manager and Town Council, is seeking bid proposals for a total of 3 vehicles with a minimum City EPA Rated 25 MPG and EPA SmartWay Certified on the following automatic four door sedans / station wagon and / or small four door automatic AWD or FWD SUV with a minimum City EPA rated 25 MPG.

3 vehicle selection from the following 2006- 2008 model year selection or other EPA SMARTWAY Certified Vehicles found @ <http://www.epa.gov/greenvehicle/about.htm>:

- Nissan Sentra
- Nissan Versa

- Ford Focus
- Ford Focus Station Wagon
- Chevy Aveo
- Chevy Cobalt
- Hyundai- Accent
- KIA Spectra
- KIA RIO
- Toyota Yaris
- Toyota Prius
- Toyota Camry Hybrid
- Toyota Corolla
- Toyota Matrix
- Honda Civic (Hybrid & Non Hybrid models)
- Honda Fit
- Honda Fit

Or small AWD or FWD SUV selection from the following selection:

- Saturn VUE
- Ford Escape Hybrid / Mercury Mariner Hybrid
- Subaru Forester
- Jeep Compass

1.2 Definition of Parties: The Town of Kittery will hereinafter be referred to as the "Town." Respondents to the BID shall be referred to as "Bidders." The Bidder to whom the contract is awarded shall be referred to as the "Contractor."

1.3 Product Information: The bidder shall clearly and specifically identify the product being offered and send specifications (including EPA mileage and Emission data) with the bid to enable the Town to determine if the product offered meets the requirements of the solicitation. Failure to do so may cause the bid to be considered non-responsive.

1.4 Evaluation Criteria: Proposals will be evaluated on cost and the different criteria deemed to be in the Town's best interests, including, but not limited to: EPA Mileage and EPA Green Vehicle emission data, the Town's preference.

1.5 Communication with the Town: It is the responsibility of the bidder to inquire about any requirement of this Bid that is not understood.

- 1.6 Award of Proposal: Additional information may be requested of bidders deemed by the Town to be the best suited among those submitting proposals on the basis of the selection criteria. The Town reserves the right to waive minor irregularities and cancel this BID or reject any or all proposals in whole or in part.
- 1.7 Costs of Preparation: Bidder assumes all costs of preparation of the proposal and any presentations necessary to the proposal process.
- 1.8 Proposal Submission: A signed proposal must be received at the Town Purchasing Department, 200 Rogers Road Ext. **no later than 4:00 p.m. local time Wednesday July 11, 2007. Faxed proposals will be accepted at 207-439-6806. Please fax prior to 3:00 p.m. as our fax machine is very busy.**

1.9 Vehicle Financing:

- a) The Town may request financing rates upon award of the vehicles for up to 60 months. Available loan rates are requested on the bid form.
- b) There are no trade-ins by the Town.

2.0 VEHICLE SPECIFICATIONS:

3 Vehicles: Standard Package with the following required

General Requirements:

- Full Warranty and Manuals
- Extended Warranty Pricing Requested
- Vehicles must contain completed pre-delivery checklist.
- Vehicles are to have temporary dealer registration plates on the vehicles
- Vehicles must be clean when delivered and all stickers removed, except the MSRP label.
- Vehicles must include all standard equipment as stated in retail sales literature. Do not delete any standard equipment for less expensive non-standard equipment.
- Vehicles must comply with applicable Federal and State regulations and standards.

Factory installed equipment shall include:
(Any variances must be noted.)

All season steel radial tires
Automatic transmission w/overdrive
Power steering and brakes
Cloth interior
Front and rear floor mats
AM-FM stereo radio
Air conditioning
Tilt steering wheel
Intermittent wipers
Dual outside mirrors
Rear window defroster
Protective body side moldings
Standard wheel covers
Standard color will be selected

Other considerations:

- The Town will provide: Liability and Collision Insurance & Maintenance & Registration costs
- Any brand vehicle offered must have a dealership with servicing capability within a 20 mile radius of Kittery. This does not preclude dealerships outside of that radius from submitting bids
- Town is Tax Exempt from State and Federal Sales Tax

INCLUDE SALES BROCHURE AND COLOR CHART WITH YOUR BID.

Inquiries must be made to: Jon Carter, Purchasing Department

Town of Kittery, 200 Rogers Road, Kittery, Maine 03904

(207) 475-1329 or email at jcarter@kitteryme.org

**3. Pricing Bid Form –DUE 7/11/2007 –RETURN THIS FORM AND AFFIDAVIT
WITH BID & INCLUDE BROCHURE / WARRANTY INFORMATION WITH IT**

Reproduce this form for more than one bid being submitted.				
Bid Proposal Form	Vehicle # 1	Vehicle # 2	Vehicle # 3	Total
Vehicles:				
Vehicle Make				
Model				
Yr of Manufacture				
Engine				
City EPA Rating				
Delivery Time from order				
Warranty summary & enclosed full with proposal				
Vehicle bid Cost				
Extended Warranty Cost & Term				
Color Options				
Small SUV	Vehicle # 1	Vehicle # 2	Vehicle # 3	Total
Make:				
Model				
Yr of Manufacture				
Engine				
City EPA Rating				
Delivery Time from order				
Warranty summary & enclosed full with proposal				
Vehicle bid cost				

Reproduce this form for more than one bid being submitted.				
Bid Proposal Form	Vehicle # 1	Vehicle # 2	Vehicle # 3	Total
Color options				
Extended Warranty Cost & Term				
Present Financing Rate on Vehicles Bid				

SIGNATURE AFFIDAVIT

In signing this bid, we also certify that we have not, either directly or indirectly, entered into any agreement or participated in any collusion or otherwise taken any action in restraint of free competition; that no attempt has been made to induce any other person or firm to submit or not to submit a bid; that this bid has been independently arrived at without collusion with any other bidder, competitor or potential competitor; that this bid has not been knowingly disclosed prior to the opening of bids to any other bidder or competitor; that the above statement is accurate under penalty of perjury.

The undersigned, submitting this bid proposal, hereby agrees with all terms, conditions, and specifications by the Town in this invitation to bid and declares that the attached bid proposal and pricing are in conformity therewith.

Name (Type or Print)	Title	
Signature	Firm	
Address: (Street, City, State, Zip Code)		
Telephone	Fax	E-Mail
Date		