



CITY OF HAVERHILL

Invitation for Bid

Ford Fusion SE Sedan or Equivalent

IFB029.10

Bid Due Date: Thursday, March 11, 2010, 2:00 P.M.

City of Haverhill Purchasing Department
City Hall, Room 105
4 Summer Street
Haverhill, MA 01830-5875

Telephone: (978) 420-3606
Facsimile: (978) 521-4348
Purchasing@cityofhaverhill.com

City Of Haverhill
City Hall
Four Summer Street
Haverhill, Massachusetts 01830-5876

IFB029.10 – Ford Fusion SE Sedan or Equivalent

I. General Information and Bid Submission Requirements

- A. Sealed bids are requested by the City of Haverhill to purchase two (2) Ford Fusion SE Sedans or Equivalent. Envelopes containing sealed bids will be accepted at the City of Haverhill, City Hall, Robert J. DeFusco C.P.M., Purchasing Department, Room 105, 4 Summer Street, Haverhill, Massachusetts 01830 until the time indicated on the advertisement for the equipment designated in the specifications and will be publicly opened and read by the Purchasing Director.
- B. Bids are to be submitted by 2:00 p.m., Thursday, March 11, 2010, at which time they will be publicly opened and read. Postmarks will not be considered. Bids submitted on any other form will not be accepted as valid bids. Envelopes should be clearly marked "IFB018.10, Vehicle." Bids will be available for public inspection two (2) business days after the bid opening.
- C. The contract will be awarded by the City within ninety (90) days after the bid opening. The time for award may be extended up to 45 additional days by mutual agreement between the City and the apparent lowest responsive bidder.
- D. Addenda: If any changes are made to the Invitation for Bid (IFB) an addendum will be issued. Addenda will be mailed, faxed, or emailed to all bidders on record as having picked up the IFB. Contractors shall be responsible for ensuring that all addenda are in receipt prior to bid deadline. The City will require acknowledgement of any addenda issued to be included on the bid form.
- E. Questions concerning this bid must be submitted in writing to: Robert J. DeFusco, email purchasing@cityofhaverhill.com before 2:00 PM on Thursday, March 4, 2010. Question may be delivered, mailed, emailed or faxed. Written responses will be mailed, emailed or faxed to all bidders on record as having picked up /downloaded the IFB.
- F. A bidder may correct, modify or withdraw a bid by written notice received by the City prior to the time and date set for the bid opening. Bid modifications must be submitted in a sealed envelope clearly labeled "Modification No. _____." Each modification must be numbered in sequence and must reference the original IFB.
- G. After the bid opening, a bidder may not change any provision of the bid in a manner prejudicial to the interests of the City or fair competition. Minor informalities will be waived or the bidder will be allowed to correct them. If a mistake and the intended bid are clearly evident on the face of the bid document, the mistake will be corrected to reflect the intended correct bid, and the bidder will be notified in writing.
- H. The City may cancel this IFB, or reject in whole or in part any and all bids, if the City determines that the cancellation or rejection serves the best interests of the City of Haverhill.
- I. All bid prices submitted in response to this IFB must remain firm for forty five (45) days following the bid opening.
- J. Each bidder will submit two (2) copies of all required forms. All Bids must include a signed certificate of non-collusion, signed tax compliance certificate, reference listing and a completed bid-pricing sheet. Any firm that does not comply with the submission requirements shall be considered as non-responsive and no further review will take place by the City.
- K. A bid must be signed as follow: 1) if the bidder is an individual, by her/him personally; 2) if the bidder is a partnership, by the name of the partnership, followed by the signature of each general partner; and 3) if the bidder is a corporation, by the authorized officer, whose signature must be attested to by the Clerk/Secretary of the corporation and the corporate seal affixed.

II. Purchase Description / Scope of Services:

- A. The City of Haverhill will purchase two (2) Ford Fusion SE Sedans or Equivalent.
- B. Orders will be placed as soon after opening as possible.
- C. The bid price shall be F.O.B. No charges will be allowed for freight, express, transportation, shipping or cartage.

III. Quality Requirements:

- A. Vehicles must meet all State and Federal requirements.

B. Bidders can quote new vehicles from model years 2009 or 2010.

IV. References:

Three (3) communities/organizations that purchased Vehicles within the last three (3) years. (Appendix C).

V. Rule for Award:

The award of this contract will be made to the responsive and responsible bidder offering the lowest purchase price.

VI. Bid Pricing Sheet: See Appendix A.

VII. Non Collusion Form and Tax Compliance Form: See Appendix B.

VIII. Additional Contract Terms & Conditions:

- A. The successful bidder shall comply with all applicable federal, state and local laws and regulations.
- B. Purchases made by the City are exempt from taxes and bid prices must exclude any taxes. Tax exemption certificates will be furnished upon request.
- C. Verbal orders are not binding on the City and deliveries made or work done without formal Purchase Order or Contract are at the risk of the Seller or Contractor and may result in an unenforceable claim.
- D. All words, signatures and figures submitted on the bid shall be in ink. Proposals which are conditional, obscure or which contain additions not called for, erasures, alterations or irregularities, or any prices which contain abnormally high or low amounts for any item, may be rejected as informal. More than one proposal from the same bidder will not be considered.
- E. A Notice of Acceptance of the Bid will be mailed or furnished to the successful bidder within forty-five (45) days of the bid opening. A City Contract and / or a Purchase Order will follow the written Notice of Award.
- F. Payment shall be made on the official acceptance of the vehicle by the Water/Wastewater Department.

IX. Standard Equipment Summary: 2010 Fusion SE Sedan Or Equivalent

2.3L Duratec I-4 engine	Dual air bags, driver and right front passenger
5 Speed automatic transmission	Front and rear side-curtain air bags
Brakes – 4 wheel disc anti-lock	Heavy duty 130 AMP alternator
Power windows with master control	Heavy duty 58 AMP hour battery
Drivers side six way power seat	Cut pile carpeted floor
Factory standard air conditioning	Dual overhead map lights
Dual electric exterior mirrors	Full perimeter body side molding
Remote trunk release	Intermittent windshield wipers
Four (4) P205/60R16 BSW includes mini spare	Digital electronic clock
Power steering	Power door lock system
Wheels – 16: steel with deluxe covers	Transfer mobile radio equipment
Cloth bucket seats	Transfer warning systems
Electric rear window defroster	AM/FM stereo with CD
Adjustable tilt/telescoping steering wheel	Schedule options and accessories
Front transaxle	Electronic speed control
3.0 liter V-6 engine option (Fusion)	Six years and 100,000 miles
Color: Dark Blue	

**Appendix A
Bid Pricing Sheet
IFB029.10**

Ford Fusion SE Sedan or Equivalent

Model Year	Make	Model	Quantity	Unit Price	Purchase Price
				\$ _____	\$ _____
				\$ _____	\$ _____
				\$ _____	\$ _____
				\$ _____	\$ _____

This bid includes addenda numbered _____.

Bidding company _____

Address _____

Signature of Company Official _____
Printed Name of Company Official _____
Title of Company Official _____

Phone number _____

E-Mail _____

Date: _____

**Appendix B
Certifications
IFB029.10**

I. CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee club, or other organization, entity, or group or individuals.

Signature of individual submitting bid or proposal

Name of Business

II. TAX COMPLIANCE CERTIFICATION

Pursuant to M.G.L. Chapter 62C, Sec. 49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Signature of individual submitting bid or proposal

Name of Business

**Appendix C
References
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Provide the names of at least three (3) communities/organizations that purchased similar vehicles within the last three (3) years.

Company	Contact	Address	Phone Number