



City of Lawrence

DAVID L. CORLISS
CITY MANAGER

City Offices
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CITY COMMISSION

MAYOR
MIKE AMYX

COMMISSIONERS
ROBERT J. SCHUMM
MICHAEL DEVER
JEREMY FARMER
DR. TERRY RIORDAN

BID #B1556 – (1) One current production model year small 4x4 SUV

November 2, 2015

THE ORIGINAL AND ONE COPY OF THE COMPLETED BID SPECIFICATIONS ARE REQUIRED

BIDDER (NAME OF FIRM): CARTER CHEVROLET AGENCY LLC

AUTHORIZED NAME(PRINTED): LORETTA WEBBER

TITLE OF PERSON SIGNING: GOVERNMENT SALES MANAGER

ADDRESS OF FIRM: P.O. BOX 447
OKARCHE, OK 73762

PHONE NUMBER: (405) 263-7252 DATE: 11/16/17

THE ORIGINAL AND ONE COPIES OF THE COMPLETED BID SPECIFICATIONS ARE REQUIRED

Payment methods accepted for bid items: ACH Visa Check



NOTICE TO BIDDERS

Sealed proposals will be received by the City of Lawrence, Kansas, in the Office of the City Clerk, 6 East Sixth Street until 2:00 p.m., Tuesday, **November 17, 2015**, for the following:

BID #B1556 – (1) One current production model year small 4x4 SUV

Bids will be publicly opened and read aloud at the above time in the City Commission chambers located on the first floor of City Hall.

GENERAL CONDITIONS

All bids will be F.O.B. destination and all freight or transportation charges shall be included in the total price. Bidders are advised that the City is exempt from the payment of Federal Excise Tax and State Sales Tax on purchases other than some Utility Department purchases. Bid prices should not include these taxes unless stated otherwise on the bid form.

All bids are to remain firm for a period of thirty calendar days from the bid opening date. Failure to fulfill bid as awarded by the City of Lawrence will result in the removal of said vendor from the City's active vendor list for a period not to exceed three years.

The contractor shall purchase and maintain such insurance as will protect the contractor and the City of Lawrence against any and all claims and demands arising from the execution of this contract. When stated in the Detail Specifications, the Contractor shall be required to procure and maintain the types and limits of insurance as specified.

The bid specifications which follow are minimum specifications unless clearly stated otherwise in the detailed specifications. Where the item offered varies from a stated specification, details must be provided to permit proper evaluation of the variation. Bidders who fail to complete all items on the bid form risk having their bid rejected. **DO NOT ASSUME** that the city is fully familiar with the equipment offered.

The omission of any standard feature description shall not relieve the bidder from the responsibility of furnishing a complete unit with all standard equipment of the manufacturer's model and offered to commercial trade. The bidder shall represent by his bid that all equipment to be furnished under this bid is new and unused.

Payment for delivered equipment will be made after delivery, inspection, and acceptance by the City that the product appears to meet all specifications and ALL required manuals and documents have been received. Until delivery and acceptance, and after any rejection, risk of loss will be on the Contractor unless loss results from negligence of the City.

Prompt payment discounts offered for early payment will not be considered in evaluating bids for awards unless otherwise specified in the Detailed Specifications. However, offered discounts will be taken if payment is made within the prescribed period.

All contracts entered into by the City of Lawrence are subject to the State of Kansas Cash basis and Budget laws. Any obligation incurred as a result of the issuance of the specifications binds the City only to the extent that cash is available at the time payment is required. Furthermore, any contract that extends beyond the City's current fiscal year does not create an indebtedness or obligation for the subsequent fiscal year, and the City reserves the right to cancel any contract until the first date of the subsequent fiscal year.

INSTRUCTIONS TO BIDDERS

1. Preparation of Bids:

- A. Bidders are expected to examine the entire bid request and all attachments including drawings, specifications, and instructions. Failure to do so is at Bidder's risk.
- B. Bidders shall furnish information required by the solicitation in the form requested. The City reserves the right to reject bids with incomplete information or which are presented in a different format.
- C. Each bid must be legible. All bids shall be signed, in the appropriate location, by a legally authorized company representative. Erasures or other changes must be initialed by the person signing the bid.
- D. Bid prices shall be entered in spaces provided on the bid form. All unit prices and mathematical extensions and totals shall be indicated where required. In cases of errors in extensions or totals, the unit price will govern.
- E. Time of proposed delivery shall be stated in definite terms; if stated in a number of days, it shall include Saturdays, Sundays, and holidays. The time required for delivery and installation must be indicated in the space provided or your bid may be ruled incomplete and may not be considered

2. Submission of bids:

- A. Bids, and modifications therefore, shall be returned in a sealed envelope addressed to the City Clerk, City of Lawrence, 6 East Sixth Street, P. O. Box 708, Lawrence, Kansas, 66044. Telegraph, telephone, facsimile, and e-mail bids will not be considered unless authorized by the specifications. All envelopes should be clearly marked:

BID #B1556 – (1) One current production model year small 4x4 SUV

- B. Bids may be modified or withdrawn by written or sealed telegraphic notice or in person by an authorized representative if done so prior to the exact date and time for receipt of the bid. Telephone and facsimile modifications or withdrawals are not permitted.
- C. Bids and modifications or withdrawals of bids received at a designated location after the exact hour and date specified for receipt will not be considered unless, it is determined by the City, that the late receipt was due solely to the mishandling by the City.
- D. All bids shall be considered firm for a period of thirty (30) calendar days from the bid opening date.

3. Alternate Bids: Alternate bids may be submitted and, if deemed advantageous to the City, evaluated and considered. The City is under no obligation to consider or accept an alternate bid and reserves the right to reject any and all such bids. Each alternate should consist of a completely separate bid, with all items completed.
4. Equivalent Bids: Whenever a trade name, brand name or model and catalog numbers followed by the words "or equivalent" or "approved equal" are used in the bid invitation it is for the purpose of item identification and to establish standards of quality, style, and features. Bids on equivalent items of substantially the same quality, style, and features are invited. However, to receive consideration, such equivalent bids must be accompanied by sufficient descriptive literature and/or specifications to clearly identify the item and provide for competitive evaluation. The City will be the sole judge of quality and suitability. Unless such is noted on the bid form, it will be deemed that the article furnished is that designated, even though the bid may state "or equal".
5. Award: Bids will be analyzed and the award made to the lowest responsive and responsible bidder whose bid conforms to the solicitation and whose bid is considered to be most

advantageous to the City. The City reserves the right to accept or reject any and all bids and all or part of a bid and to waive informalities, technical defects, and minor irregularities in the bids received. The City will consider bids submitted on an "all or nothing" basis if the bid is clearly designated as such. The City may accept any item or group of items of any bid unless otherwise stated in the bid invitation or unless the bidder qualified the bid by specific limitations.

6. Notice of Award: The City of Lawrence shall issue a purchase order, contract, or both as its notification of award to successful bidders.
7. Precedence: in the event the General Conditions contradict the Detailed Specifications, the Detailed Specifications shall take precedence.
8. Equal Opportunity Agreement: The contractor agrees that the contractor shall observe the provisions of the Kansas Act Against Discrimination and shall not discriminate against any person in the performance of work under the present contract because of race, religion, color, sex, disability, national origin or ancestry. The contractor shall in all solicitations or advertisements for employees include the phrase, "equal opportunity employer." The contractor agrees that if the contractor fails to comply with the manner in which the contractor reports to the Kansas Human Rights Commission in accordance with the provisions of K.S.A. 44-1031 and amendments thereto, the contractor shall be deemed to have breached the present contract and it may be canceled, terminated or suspended, in whole or in part, by the City. If the contractor is found guilty of a violation of the Kansas Act Against Discrimination under a decision or order of the Commission which has become final, the contractor shall be deemed to have breached the present contract and it may be canceled, terminated or suspended, in whole or in part, by the City.

Questions concerning specifications may be addressed to: Robert Aaron at (785) 832-3020 or email: raaron@lawrenceks.org

Other questions concerning the bid please contact Sean Sloan at ssloan@lawrenceks.org or call (785) 832-3215.

**Bid results will be available on the City of Lawrence web site at:
<http://www.lawrenceks.org/>**

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Servicing	- Prior to delivery date the vendor shall completely service the vehicle including engine tune-up, wheel alignment, tire balancing, etc. The engine shall be protected with permanent type anti-freeze to at least - 30° F.	
Warranty	State in Section 2. Attach description of any other warranty plans available with cost given.	SEE ATTACHED
Delivery Date	Delivery within 120 business days. If delivery cannot be completed state delivery time. (Note: The delivery date will be an important consideration in the evaluation of the bid. The shortest possible delivery date is requested.)	
Bid Award	Award of qualified bid will take place in the 2015 calendar year. Purchase Orders will be issued in the first weeks of Jan. 2016.	
	Total Cost	\$ <u>39,698.00*</u>

BIDDER (Name of Firm) CARTER CHEVROLET AGENCY LLC

AUTHORIZED SIGNATURE *Joretta Welcher* DATE 11-16-15

TITLE OF PERSON SIGNING GOVERNMENT SALES MANAHER

ADDRESS OF FIRM P.O. BOX 447, OKARCHE, OK 73762

PHONE NUMBER (405) 263-7275

*OPTION - CHEVROLET DOES NOT PERMIT US TO ORDER ALL WEATHER MATS ON VEHICLES WITH VINYL FLOORING. WE CAN PROVIDE A FULL SET OF ALL WEATHER MATS, INCLUDING THE FRONT SEATS, 2ND ROW SEATS, 3RD ROW SEATS, CARGO LINER FOR BEHIND 2ND ROW AND CARGO LINER FOR BEHIND 3RD ROW FOR THE ADDITIONAL CHARGE OF \$350.00

Vehicle Service Agreement Options

10 Year / 120,000 Mile	\$ 2,019.00
8 Year / 120,000 Mile	\$ 1,849.00
7 Year / 120,000 Mile	\$ 1,756.00
6 Year / 120,000 Mile	\$ 1,607.00
5 Year / 120,000 Mile	\$ 1,505.00

This is offered at a \$100.00 deductible

Offers nationwide coverage on EVERYTHING except Wear & Tear Items.