



C o u n t y o f S a n L u i s O b i s p o
GENERAL SERVICES AGENCY

Janette D. Pell, Director

Cody VanDorn, Department Administrator

INVITATION TO BID #3623-13
NEW AND UNUSED SPORT UTILITY VEHICLES

August 12, 2013

The County of San Luis Obispo is currently soliciting bids for New and Unused Compact and Mid Size Sport Utility Vehicles, as noted.

Each bid shall specify each and every item as set forth in the attached specifications. Any and all exceptions must be clearly stated in the bid. Failure to set forth any item in the specifications shall be grounds for rejection. The County of San Luis Obispo reserves the right to reject all bids and to waive any informalities.

Please submit your bids on the attached form. They must be received at the office of the General Services Department no later than **3:00 p.m. on September 3, 2013.**

All questions pertaining to the content of this Invitation to Bid must be made in writing via e-mail to Barbara Adams at: beadams@co.slo.ca.us. All questions will receive a response within three (3) business days. The question and its response will be posted (anonymously) on the County's Purchasing web site located at: http://www.slocounty.ca.gov/GSA/Purchasing/Current_Formal_Bids_and_Proposals.htm. The County reserves the right to determine the appropriateness of comments / questions that will be posted on the website. Questions must be submitted no later than 3:00 p.m., August 22, 2013.

Any and all comments and suggestions are sincerely encouraged prior to the bid opening.

BARBARA ADAMS
Buyer – GSA-Purchasing
beadams@co.slo.ca.us

TO: ALL PROSPECTIVE BIDDERS
SUBJECT: LOCAL BIDDERS PREFERENCE

The County of San Luis Obispo has established a local vendor preference. All informal and formal bids for contracts will be evaluated with a 5% preference for local vendors. Note the following exceptions:

1. Those contracts which State Law requires be awarded to the lowest responsible bidder.
2. Public works construction projects.

A "local" vendor will be approved as such when, 1) It conducts business in an office with a physical location within the County of San Luis Obispo; 2) It holds a valid business license issued by the County or a city within the County; and 3) Business has been conducted in such a manner for not less than six (6) months prior to being able to receive the preference.

As of March 3, 1994 individual County Buyers evaluate bids considering the local vendor preference described above. The burden of proof will lie with bidders relative to verification of "local" vendor preference. Should any questions arise, please contact a buyer at (805) 781-5200. All prospective bidders are encouraged to quote the lowest prices at which you can furnish the items or services listed in County bids.

	YES	NO
Do you claim local vendor preference?		
Do you conduct business in an office with a physical location within the County of San Luis Obispo?		
Business Address: _____ _____		
Years at this Address: _____		
Does your business hold a valid business license issued by the County or a City within the County?		
Name of Local Agency which issued license: _____		

Business Name: _____

Authorized Individual: _____ Title: _____

Signature: _____ Dated: _____

TO: ALL PROSPECTIVE BIDDERS

**SUBJECT: POLICY ON PURCHASING PRODUCTS MADE WITH OR CONTAINING
 CHLOROFLUOROCARBONS (CFC's)**

Summary

Many products contain chlorofluorocarbons (CFC's), a known depleter of ozone in the atmosphere. Under the U.S. Clean Air Act and the Montreal Protocol on Substances That Deplete the Ozone Layer, CFC production for use in industrialized nations is to be totally phased out by January 1, 1996. There are still many products on the market that contain CFC's or are made with CFC's. The Department of General Services, purchasing staff must identify products made with or containing CFC's and purchase alternative products whenever practical and possible.

Policy

To this end, it shall be the policy of the County of San Luis Obispo that all bidders, who wish to do business with the County are required to identify all products that contain CFC's or use CFC's in the manufacturing or shipping processes. Bidders are required to identify alternative products that do not use CFC's, for possible purchase by the County.

Bidder Response

	YES	NO
Do any products offered herein contain CFC's or use CFC's in the manufacturing or shipping process?		
If yes, please offer an alternative product by copying bid forms and submitting an alternate bid. Will you offer an alternate?		
Please provide any other information that may be helpful to the County. Attachments are acceptable.		

Bidder: _____

GENERAL CONDITIONS AND INSTRUCTIONS

1. All bids submitted by Seller to Purchaser should be submitted upon the attached bidder's form, completed and signed, (only typewritten or ink shall be accepted with no erasures or corrections unless properly authenticated by signature) in accordance with the instructions contained herein.
2. The issuance of this bid request creates no obligation on the part of the County and the County reserves the unconditional right at its option to either reject all bids or waive any irregularities or informalities therein. Each bid shall be in a separate sealed envelope with the bid number, name of bidder, title of the bid, date and time due showing on the outside of the envelope.
3. All prices must be firm for 45 days from the date of the bid opening and be inclusive. Upon award, prices will be in effect for the term of the contract.
4. If you offer any prompt payment discounts, please indicate this on your bid.
5. Awards will be made to realize the greatest savings to the County and may not necessarily be the lowest bid especially where services are of the utmost importance. Award may be made to one (1) or more than one (1) bidder.
6. Submission of a signed bid will be interpreted to mean that the bidder has thereby agreed to all conditions, instructions, descriptions and specifications contained herein.
7. All materials included in the contract shall be in compliance with all Federal and State OSHA laws.
8. All applicable City, State, and Federal taxes and fees are to be included in the proposal.
9. The only terms that will be honored are those terms included in general and special conditions and instructions, purchase order or other documents issued by the County.
10. In the event of any conflicts or ambiguities between these instructions and State or Federal laws, regulations or rules, then the latter shall prevail.
11. Only one bid will be accepted per vendor.
12. Bidders may withdraw their bid either personally, by written request, or by telegraphic request confirmed in the manner specified above at any time prior to the scheduled closing time for receipt of bids. No bidder may withdraw their bid after the time set for the opening.
13. All time limits stated are of the essence and must be complied with. Any bids received after closing time stipulated will be returned unopened.
14. All bids must be submitted in a manner so they can be readily hole-punched and placed in a standard legal size file folder.

15. The County may make partial payments after a substantial portion of the merchandise has been delivered. On all items, a 10% retention will be withheld until all merchandise has been accepted.
16. Brand names are used to establish a level of quality only. Any alternates must be approved five (5) days prior to the bid opening date, by the Central Services Manager, who will have the sole right to determine this. If an alternate is submitted without going through the above-described process, the County will have the sole right to decide whether or not an alternate is acceptable.
17. Vendor agrees that it will not discriminate against any employee or applicant for employment because of race, color, religion, sex or national origin and that it will comply with the "Contractor's Agreements" provisions of Presidential Executive Order No. 11246.
18. **NO FAXED** Bids will be accepted.
19. **AWARD: The Bid results will be compared to vehicles offered by the State of California under the Cooperative Purchasing Program to determine award.**

The County may require additional vehicles in the near future and will reference this bid to negotiate prices at such time. The County may utilize bid results to purchase vehicles for additional multiple years with the approval of the County and the vendor.

20. Return bid by September 3, 2013 at 3:00 p.m. to:

COUNTY OF SAN LUIS OBISPO
GENERAL SERVICES AGENCY
BARBARA ADAMS, BUYER
1087 SANTA ROSA STREET
SAN LUIS OBISPO, CALIFORNIA 93408

SPECIAL TERMS, CONDITIONS AND INSTRUCTIONS

It is the intent of these specifications to describe New and Unused Compact and Mid-size Sport Utility Vehicles of the latest model year, equivalent in style, quality and appointments to those offered of standard manufacture. The vehicles shall be supplied with all new equipment and accessories indicated as standard equipment in the manufacturer's published literature. All equipment/options are to be factory installed. If some equipment/options are not available from the factory, dealer installation may be acceptable if specified as dealer installed in the bid response and accepted by the County.

1. Deviations: The specifications describe minimum or average requirements. Minor deviations from specifications may be acceptable provided that the operating capacities or characteristics of the vehicles are not adversely affected. Such deviations are to be submitted in writing with the bid submission and the County reserves the right to make the final determination as to whether or not any deviations are acceptable.

2. Regulations: All equipment and accessories shall meet OSHA, Department of Industrial Safety and California Highway Patrol regulations. The following regulations are a partial listing of regulations which may be in effect at the closing of the bid are incorporated to the extent applicable. Seller is responsible for ensuring that the vehicles offered meet all applicable laws including but not limited to:

Department of Transportation, Federal Highway Administration, 49 CFR - Motor Carrier Safety Regulations

Federal Motor Vehicle Safety Regulations and Standards

U.S. Environmental Protection Agency - Federal Energy Administration, 1984 Gas Mileage Guide, California

California Vehicle Code

California Administrative Code

3. Shipping Terms: All prices quoted are to be FOB Destination, no additional Freight charges. Bids quoting otherwise may be rejected.

4. Weight Certificates: If required by DMV to register the vehicle, **weight certificates must be submitted by the vendor upon final delivery of the vehicle.**

5. Fuel: **Each vehicle shall be delivered with a full tank of manufacturer's recommended fuel.**

6. Licensing and Registration: The County may elect to register vehicles supplied under this bid. In this case, the seller shall provide ownership documents, free and clear. In the event that the County elects to have the seller provide vehicle registration service, the seller will provide this service with no additional fees. In this case, the County will provide an exact registration address on the Purchase Order.

7. Warranty: Standard manufacturer's warranties are to be provided and listed for each vehicle. The County's established preventive maintenance procedures and practices shall be accepted in lieu of the manufacturer/dealer's prescribed procedures. This provision shall also apply to any extended warranties.

Special body and equipment warranties shall be a minimum of one year from date of acceptance and include all parts and labor.

All of the above mentioned warranty literature shall be included with the vehicle at the time of delivery.

REQUESTED EXTENDED WARRANTY:

Full Bumper to Bumper	3 year/36,000 Mile
Power Train	5 year/100,000 Mile

Warranty offers are important and may be considered in the evaluation of the bids.

8. Selection: The County expects to initially purchase four (4) compact 2WD, one (1) compact 4WD, and 1 Mid Size 4WD SUVs during this fiscal year. Additional purchases may be made later in the fiscal year.
9. Manufacturers Literature: One copy of the vehicle owners/operators manual, any other instructions for operation and any other supporting literature is required for each vehicle. One copy of equipment operating instructions, a complete and current parts list and all other supporting literature is required for all equipment added to a vehicle.

All of the above mentioned manufacturers' literature shall be included with the vehicle at the time of delivery.

10. Delivery: All units are to be delivered F.O.B. Destination to the County Garage, Fleet Services, County Operational Center, 1355-A Kansas Avenue, San Luis Obispo, CA 93405. Final acceptance of vehicles for conformance with the specifications will be made only by the Fleet Manager. Final acceptance will be made within 20 days of receipt of the vehicles.
11. Additional Vehicles: The County may utilize bid results to purchase vehicles and negotiate pricing for additional multiple years with the approval of the County and the vendor.
12. Three sets of keys shall be furnished with each vehicle. A warranty and Owner's instruction manual shall be furnished with each model group.

FINAL COST TO THE COUNTY

The County will award bids based on the bid cost only. Additional charges will not be accepted nor paid by the County. Smog check fees, destination charges, shipping charges, documentation fees, and dealer prep fees may not be charged by the dealer.

FLEET INFORMATION

The County Ford Fleet I.D. #QB495 and General Motors Fleet I. D. #626129.

VEHICLE CLASSIFICATION

The County uses the U.S. Environmental Protection Agency Fuel Economy Guide to determine vehicle class size.

SPECIFICATION A

It is the intent of this Specification to describe a New and Unused, Model Year 2014 Compact Sport Utility Vehicle, Two Wheel Drive, with an automatic transmission.

<u>CAB</u>		<u>DEVIATIONS</u>
Cab:	Compact 4 Door SUV with rear liftgate	_____
Exterior Color:	Monochromatic	_____
Interior:	Black or Grey, standard trim cloth	_____
Passenger Volume:	98-100 Cubic Inches, Approximate	_____
Seating Capacity:	5	_____
Front Seats:	Bucket, Cloth	_____
Second Row Seat:	Split, Fold down, cloth	_____
Speed Control:	Electronic, programmable Cruise	_____
Doors:	Power windows and locks	_____
Floor Mats:	All Weather	_____
Bumpers:	Front and Rear Factory Standard	_____
Mirrors:	Left, right and interior rear view	_____
Radio:	Standard AM/FM, Single Disc	_____
Audio:	Voice Controlled, Bluetooth, Wireless	_____
Temperature Control:	Factory standard Heat and Air Conditioning	_____

<u>DRIVE TRAIN</u>		
Engine:	178 Horsepower Minimum	_____
Engine Torque:	172 LB FT Minimum	_____
Drive System:	Front-Wheel drive	_____
Transmission:	6 Speed Automatic Overdrive	_____
Cooling System:	Factory standard for A/C	_____
Fuel Capacity:	15 Gallon Minimum	_____
Traction Control:	Electronic, with Roll Over Stability Control	_____
Towing Capacity:	1,500# approximate	_____
Wheels:	17" Steel or Cast Aluminum	_____

<u>CHASSIS</u>		
Wheelbase:	105 - 112 Inches	_____
Length:	178 - 187 Inches	_____
Height:	66 – 67 Inches	_____
Width (W/Out Mirrors):	72 – 73 Inches	_____
Track:	61 – 63 Inches Approximate	_____
Front Suspension:	Independent strut	_____
Rear Suspension:	Independent	_____
Steering:	Power Assisted, Electronic	_____
Brakes:	Power Assisted, 4 Wheel Anti-Lock Disc	_____

POST-SALE WARRANTY AND SERVICE:

Full Warranty	3 Year or 36 Mile, Manufacturer's	_____
Drive Train Warranty	5 Years or 100,000 Mile, Manufacturer's	_____
Service Contract	2 Years or 24,000 Mile, Manufacturer's	_____

SPECIFICATION A
PAGE 2 OF 2

BIDDER: _____

MAKE: _____ MODEL and YEAR: _____

WARRANTY PERIOD: _____ MODEL NO: _____

US EPA CITY: _____

US EPA HWY: _____

US EPA COMBINED: _____

UNITCOST TOTAL PRICE

4 EA. Vehicle as Specified \$ _____ \$ _____

Sales Tax: \$ _____

Total Bid Price: _____

SPECIFICATION B

It is the intent of this Specification to describe a New and Unused, Model Year 2014 Compact Sport Utility Vehicle, 4 or All Wheel Drive, with an automatic transmission.

<u>CAB</u>		<u>DEVIATIONS</u>
Cab:	Compact 4 Door SUV with rear liftgate	_____
Exterior Color:	Monochromatic	_____
Interior:	Black or Grey, standard trim cloth	_____
Passenger Volume:	98-100 Cubic Inches, Approximate	_____
Seating Capacity:	5	_____
Front Seats:	Bucket, Cloth	_____
Second Row Seat:	Split, Fold down, cloth	_____
Floor Mats:	All Weather	_____
Bumpers:	Front and Rear Factory Standard	_____
Mirrors:	Left, right and interior rear view	_____
Speed Control:	Electronic, programmable Cruise	_____
Doors:	Power windows and locks	_____
Radio:	Standard AM/FM, Single Disc	_____
Audio:	Voice Controlled, Bluetooth, Wireless	_____
Temperature Control:	Factory standard Heat and Air Conditioning	_____

<u>DRIVE TRAIN</u>		
Engine:	178 Horsepower Minimum	_____
Engine Torque:	172 LB FT Minimum	_____
Drive System:	Front-Wheel or All Wheel drive	_____
Transmission:	6 Speed Automatic Overdrive	_____
Cooling System:	Factory standard for A/C	_____
Fuel Capacity:	15 Gallon Minimum	_____
Traction Control:	Electronic, with Roll Over Stability Control	_____
Towing Capacity:	1,500# approximate	_____
Wheels:	17" Steel or Cast Aluminum	_____

<u>CHASSIS</u>		
Wheelbase:	105 - 112 Inches	_____
Length:	178 - 187 Inches	_____
Height:	66 – 67 Inches	_____
Width (W/Out Mirrors):	72 – 73 Inches	_____
Track:	61 – 63 Inches Approximate	_____
Front Suspension:	Independent strut	_____
Rear Suspension:	Independent	_____
Steering:	Power Assisted, Electronic	_____
Brakes:	Power Assisted, 4 Wheel Anti-Lock Disc	_____

POST-SALE WARRANTY AND SERVICE

DEVIATIONS

Full Warranty:	3 years or 36,000 miles, Manufacturer's	_____
Drive Train Warranty:	5 Years or 100,000 mile, Manufacturer's	_____
Service Contract:	2 Years or 24,000 mile, Manufacturer's	_____

MAKE: _____ MODEL and YEAR: _____

WARRANTY PERIOD: _____ MODEL NO: _____

US EPA CITY: _____

US EPA HWY: _____

US EPA COMBINED: _____

UNIT COST TOTAL PRICE

1 EA. Vehicle as Specified	\$ _____	\$ _____
	Sales Tax:	\$ _____
	Total Bid Price:	_____

SPECIFICATION C

It is the intent of this Specification to describe a New and Unused, Model Year 2013 or newer Mid-Size Sport Utility Vehicle, 4 Wheel Drive, with an automatic transmission

<u>CAB</u>		<u>DEVIATIONS</u>
Cab:	Mid Size 4 Door SUV with rear liftgate	_____
Exterior Color:	Monochromatic	_____
Interior:	Factory standard cloth trim	_____
Passenger Volume:	98 Cubic Inches, Approximate	_____
Seating Capacity:	5	_____
Front Seats:	Bucket, Cloth	_____
Second Row Seat:	Split Fold down, cloth	_____
Third Row Seat:	None or Delete	_____
Speed Control:	Electronic, programmable Cruise	_____
Doors:	Power windows and locks	_____
Floor Mats:	All Weather	_____
Bumpers:	Front and Rear Factory Standard	_____
Mirrors:	Left, right and interior rear view	_____
Radio:	AM/FM, Single Disc with Factory Navigation	_____
Audio:	Voice Controlled, Bluetooth, Wireless	_____
Temperature Control:	Factory standard Heat and Air Conditioning	_____

<u>DRIVE TRAIN</u>		_____
Engine:	280 - 290 Horsepower	_____
Drive System:	Four or All Wheel drive	_____
Transmission:	6 Speed Automatic Overdrive	_____
Cooling System:	Factory standard for A/C	_____
Fuel Capacity:	18 Gallon Minimum	_____
Front Suspension:	Independent Strut	_____
Rear Suspension:	Independent Link	_____
Traction Control:	Electronic, with Roll Over Stability Control	_____
Towing Capacity:	5,000 Lb Minimum	_____
Wheels:	17 – 18 Inch Steel or Cast Aluminum	_____

<u>CHASSIS</u>		_____
Wheelbase:	112 – 119 Inches	_____
Length:	197 – 204 Inches	_____
Height:	69.5 – 70.5 Inches	_____
Width (W/Out Mirrors):	78 – 79 Inches	_____
Track:	67 – 67.5 Inches	_____
Steering:	Power Assisted, Electronic	_____
Brakes:	Power Assisted, 4 Wheel Anti-Lock Disc	_____

POST-SALE WARRANTY AND SERVICE

DEVIATIONS

Full Warranty: 3 years or 36,000 miles, Manufacturer's _____
Drive Train Warranty: 5 Years or 100,000 mile, Manufacturer's _____
Service Contract: 2 Years or 24,000 mile, Manufacturer's _____

MAKE: _____ MODEL and YEAR: _____

WARRANTY PERIOD: _____ MODEL NO: _____

US EPA CITY: _____

US EPA HWY: _____

US EPA COMBINED: _____

	<u>UNIT COST</u>	<u>TOTAL PRICE</u>
1 EA. Vehicle as Specified	\$ _____	\$ _____
	Sales Tax:	\$ _____
	Total Bid Price:	_____

The undersigned agrees to:

Deliver FOB San Luis Obispo to Fleet Services, 1355-A Kansas Avenue, San Luis Obispo, CA 93405, the vehicles itemized below and in accordance with the Specifications attached. All equipment to be new and unused of the latest model year and all attachments shall be compatible with the vehicles proposed.

All equipment and accessories shall comply with the applicable State and Federal Codes, Regulations and Requirements.

Equipment shall be delivered serviced and ready to operate and in accordance with the vehicle checklist.

BID SUMMARY

ITEM	QTY	SPEC	DESCRIPTION	UNIT COST	TOTAL COST
1	4 Ea	A	Compact SUV , 2WD , per Specification A, Domestic models only Brand and Model Bidding: _____ _____		
			Grand Total w/ Tax		
2		A	Extended Warranty as Specified		
3		A	Service Contract, as Specified		
4	1 Ea	B	Compact SUV, 4WD , per Specification B, Domestic models only Brand and Model Bidding: _____ _____		
			Grand Total w/ Tax		
5		B	Extended Warranty as Specified		
6		B	Service Contract, as Specified		
7	1 Ea	C	Mid Size SUV, 4 WD , per Specification C, Domestic models only Brand and Model Bidding: _____ _____		
			Grand Total w/ Tax		
8		C	Extended Warranty as Specified		
9		C	Service Contract, as Specified		

DATE OF DELIVERY: _____

Authorized Official Name (Print) _____

Authorized Official Title (Print) _____

Signature _____

Firm Name _____

Address _____

City _____ State _____ Zip Code _____

Telephone _____ FAX _____

Federal Taxpayer ID# _____

BIDS **MUST** BE RECEIVED BY 3:00 P.M., **September 3, 2013** AND
WILL BE OPENED IN THE OFFICE OF THE GENERAL SERVICES AGENCY
Bid #3623-13

**GENERAL SERVICES AGENCY
 COUNTY GARAGE
 VEHICLE INSPECTION CHECKLIST**

NEW VEHICLES WILL NOT BE ACCEPTED UNTIL THE CONTRACT VENDOR HAS PERFORMED THE PRE-DELIVERY SERVICE ON THE VEHICLE IN ACCORDANCE WITH THIS LISTING OR OTHER INDUSTRY APPROVED CHECKLIST.

<p><u>UNDER HOOD – ENGINE OFF</u></p> <p>Engine oil level; Steering gear housing fluid level; Brake master cylinder fluid level; Radiator coolant level; Battery fluid level; Drive belt tensions; Battery voltage & load-voltage drop; Ignition system; Fuel injection system.</p>	<p><u>ON INSIDE</u></p> <p>Operation of lights, turn signals, stop signals, horn, courtesy lights, oil pressure & alternator warning lights; Front seat control-Operation (manual or power); Station wagon rear seat & floor - operation; Windows & vents-operation & fit; Glass condition; Cigarette lighter-install & test.</p>
<p><u>UNDER HOOD – ENGINE OPERATING</u></p> <p>Automatic transmission fluid level.</p>	<p><u>ON HOIST – OR UNDERSIDE</u></p> <p>Axle fluid level; Hydraulic lines, fittings, connections & components on underside for leaks; Tire pressure; Steering linkage & connections.</p>
<p><u>UNDER HOOD – ENGINE OPERATING & HOT</u></p> <p>Initial ignition timing; Alternator & voltage regulator operation.</p>	<p><u>ALIGNMENT STALL</u></p> <p>Front wheel toe-in.</p>
<p><u>OTHER OPERATIONS</u></p> <p>Engine cold and hot idle speeds; Hydraulic lines, fittings, connections & components for leaks; Fuel system for leaks.</p>	<p><u>ROAD TEST</u></p> <p>Neutral switch-operation (automatic transmission); Parking brake-operation; Horn, windshield wipers & washers-operation; Heater & air vents-operation; Brake-operation; Transmission shift level-operation; Automatic transmission shift timing & quality; Accelerator pedal-operation; Engine performance; Drive belts; Steering control; Squeaks, rattles & wind noise; Speedometer, odometer, fuel & temperature gauge-operation; Other operational equipment-operation.</p>

GENERAL SERVICES DEPARTMENT
COUNTY GARAGE
VEHICLE INSPECTION CHECKLIST

<u>ON OUTSIDE</u>	<u>AFTER ROAD TEST</u>
Latches, keys & locks-operation; Hand, deck & door panels for fit & alignment; Bumpers & moldings-alignment; Weather strips-adhesion & fit; Wheel nut torques; Five gallons of fuel in fuel tank.	Wash vehicle & check for leaks; Inspect for interior & exterior metal paint damage; Check soft trim for soilage & excess sealer.

County Contact: Fleet Manager, (805) 781-2459

Vehicle warranty shall be the standard warranty furnished by the manufacturer of the vehicle supplied. All vehicles covered by factory warranty shall be corrected by contractor, or any factory authorized dealer for that vehicle, at cost to the agency.

The checklist was completed by:

VENDOR NAME: _____

VENDOR EMPLOYEE NAME: _____

DATE: _____

FOR VEHICLE MAKE & MODEL: _____