

City of Portsmouth
Portsmouth, New Hampshire
Police Department

INVITATION TO BID

Sealed bid proposals, **plainly marked** "POLICE DEPARTMENT Chevrolet Travers LS AWD, Bid # 2-25 **on the outside of the envelope**, addressed to the Finance/Purchasing Department, City Hall, 1 Junkins Avenue, 3rd Floor, Portsmouth, New Hampshire, 03801, will be accepted until **August 12, 2024, at 2:00 p.m.** at which time all bids will be publicly opened and read aloud.

Scope: The Portsmouth Police Department is seeking to purchase one (1) New 2024 NEW Chevrolet Traverse LS AWD.

Specifications for the new vehicle proposal forms may be obtained on-line at <http://www.cityofportsmouth.com/finance/purchasing.htm>. Questions due by August 6, 2024 @ 4:00 p.m.

Addenda to this bid, if any, including written answers to questions, will be posted on the City of Portsmouth website at <http://www.cityofportsmouth.com/finance/purchasing.htm> under the proper heading. Addenda and updates will NOT be sent directly to vendors.

The City of Portsmouth reserves the right to reject any or all bids, to waive technical or legal deficiencies, and to accept any bid that it may deem to be in the best interest of the City.

INSTRUCTION TO BIDDERS

I. Preparation of Bid Proposal

- A. The Bidder shall submit proposal upon the form furnished by the City (attached). Prices shall be given in both in words and figures.
- B. Corrections made to amounts or information requested on the bid form should be made by crossing out the error and entering the new price or information above or below it. The correction must be initialed. In case of discrepancy between the prices written in words and those written in figures, the prices written in words shall govern.
- C. The bidder's proposal must be signed by the individual legally qualified and acceptable to the owner.
- D. All words, figures, corrections shall be in ink or typed. All signatures shall be in ink.

II. Delivery of Bid Proposals

When sent by mail, the sealed proposal shall be addressed to the Finance/Purchasing Department, City Hall, 1 Junkins Avenue, 3rd Floor, Portsmouth, NH, 03801. All proposals shall be filed prior to August 12, 2024 @ 2:00 p.m. and at the above address. Proposals received after the time for opening of the bids will be returned to the bidder, unopened.

III. Withdrawal of Bid Proposals

A bidder will be permitted to withdraw a proposal unopened after it has been deposited if such request is received in writing prior to the time specified for opening the proposals.

IV. Public Opening of Bid Proposals

Proposals will be opened and read publicly at the time and place indicated in the invitation for bids. Bidders, their authorized agents, and other interested parties are invited to be present.

V. Irregular Proposals and Disqualification of Bidders

Bid proposals that are irregular may be rejected. Irregular bid proposals include the following:

- A. Failure to use the bid form provided or alteration of the form.
- B. Unauthorized additions, conditional or alternated bids, incomplete bids, or irregularities of any kind which may tend to make the proposal incomplete, indefinite or ambiguous as to its meaning.
- C. The addition of any provision reserving the right to accept or reject an award, or to enter into a contract pursuant to an award.

Bidders may be disqualified and the bid proposal rejected for the following reasons:

- D. More than one proposal for the same work from an individual, firm, or corporation under the same or different name;
- E. Evidence of collusion among bidders;
- F. Failure to submit all required information requested in bid specifications;
- G. Bidder is not qualified or able to provide the services or product(s) described in the bid specifications; or
- H. Disqualification is in the best interest of the City of Portsmouth.

AWARD

I. Consideration or Proposals and Award

After the proposals are opened and read, bid results will be available to the public. In case of discrepancy between the prices written in words and those written figures, the prices written in words shall govern.

If an award is made, it will be made to the lowest, responsible, qualified bidder whose proposal complies with all the requirements prescribed. The successful bidder will be notified via email.

The award is not considered official until such time that a Purchase Order, fully executed contract or an award letter has been issued by the Finance Director. No presumption of award shall be made by the bidder until such documents are in hand. Verbal notification of award is not considered official. Any action by the bidder to assume otherwise is done so at his/her own risk and the City will not be held liable for any expense incurred by a bidder that has not received an official award.

III. Reservation of Rights

The City reserves the right to cancel the award at any time before final notification of the successful bidder without any liability against the City. The City of Portsmouth reserves the right to reject any or all bids, to waive technical or legal deficiencies, and to accept any bid that it may deem to be in the best interest of the City.

CITY OF PORTSMOUTH
FINANCE DEPARTMENT
PORTSMOUTH, NEW HAMPSHIRE

**POLICE DEPARTMENT
BID LIST**

NEW 2024 CHEVROLET TRAVERSE LS AWD

Make/Model: **New 2024 Chevrolet Traverse LS AWD**

Quantity: **One (1)**

Include the following Vehicle Requirements:

Standard Features:

All Standard Equipment for the 2024 Chevrolet Traverse LS AWD

Minimal Required Features:

Safety

- Full Safety Package (airbags, rear park assist, etc.)

Functional

- All-wheel drive
- 4 wheel antilock disc brakes
- Keyless open and start
- Rear camera mirror with washer
- Power Windows
- USB Ports

Interior

- 11” diagonal driver information center
- Cabin humidity sensor
- Air Conditioning (Front to Rear)
- 8 passenger seating

Exterior

- Intellibeam
- Heated power-adjustable outside mirrors with integrated turn signal indicators.
- 20" all season Blackwell tires

Engine

- 2.5 L turbo engine
- 8 speed automatic transmission

Additional

- 5-year/100,000 mile Power train Care Extended service plan with zero deductible.
- Five (5) keys (or Fobs)

Please include a complete list of all vehicle features in your bid (standard and optional)

CITY OF PORTSMOUTH
FINANCE DEPARTMENT
PORTSMOUTH, NEW HAMPSHIRE

BID PROPOSAL FORM

Item # 1 New 2024 Chevrolet Traverse LS AWD

Price per – Traverse:

In Figures \$ _____ Price in Words
\$ _____

Warranty: 5 year/100,000 Extended Service Plan Powertrain Care Protection with ZERO deductible per vehicle (if not included in ‘standard’ package):

In Figures \$ _____ Price in Words
\$ _____

Total Cost of Travers/Warranty:

In Figures \$ _____ Price in Words
\$ _____

| | | | | | |
|---|----------------|-----------------|--------------|-----------|--------------|
| Grand Total Bid: Upon which the award will be made (Total per Traverse/Warranty x 1 vehicle) | | | | | |
| In | Figures | \$ _____ | Price | in | Words |
| | | \$ _____ | | | |

DELIVERY NEW VEHICLES: Bidder must state approximate number of days from award that delivery will be made. Not to exceed 60 days. Bidder must deliver Traverse to the Portsmouth Police Department, 3 Junkins Avenue, Portsmouth, New Hampshire. Bidder must pre-schedule the delivery date for the new vehicles with the Police Department fleet manager.

The undersigned agrees that they on behalf of Bidder has read the bid proposal documents, the instruction to bidders specifications and agrees to the terms and conditions set forth herein. Bidder understands that bid prices shall include delivery FOB to the address identified in the bid documents and bid price shall be firm for at least 45 days.

Bidder further agrees that this bid is not made jointly or in conjunction, cooperation or collusion with any person, firm, corporation or other legal entity.

Bidder agrees no officer, agent or employee of the Owner is directly or indirectly interested in this Bid.

Submitted by Authorized Agent:

(Print Name & Title)

Signature: _____

Date: _____

Company: _____

Address: _____

City/State/Zip: _____

E-mail address: _____

Telephone: _____

Fax: _____