

Yorktown Town Hall
363 Underhill Avenue, P.O. Box 703
Yorktown Heights, NY 10598

(914) 962-5722
www.yorktownny.org

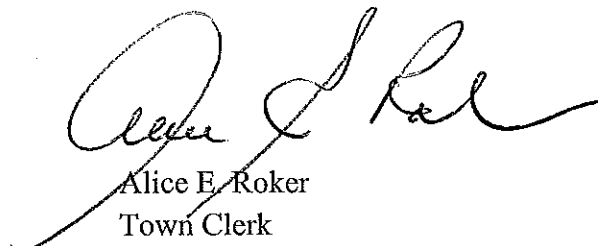
This is a resolution adopted by the Town Board of the Town of Yorktown at its meeting held on November 17, 2015.

NOTICE TO BIDDERS

NOTICE IS HEREBY GIVEN that sealed bids will be received by the Town Clerk, Town of Yorktown, Westchester County, NY until 11:00 A.M. on December 8, 2015 at the Town Hall, 363 Underhill Avenue, Yorktown Heights, N.Y. 10598 for *Police Department Unmarked Vehicle Purchase*. Specifications may be obtained at the Office of the Town Clerk in said Town Hall.

The Bidder assumes the risk of any delay in the mail or in the handling of the mail by the employees of the Town of Yorktown. Whether sent by mail or means of personal delivery, the Bidder assumes the responsibility for having the bids in at the time and the place specified above. All bids are to be returned to the Town Clerk, 363 Underhill Avenue, Yorktown Heights, NY 10598, marked: **"Bid: Police Department Unmarked Vehicle Purchase."**

The Town Board reserves the right to reject any and all bids and to accept that bid which is deemed most favorable to the interests of the Town of Yorktown.



Alice E. Roker
Town Clerk
Town of Yorktown

TOWN OF YORKTOWN

BID: Police Department Unmarked Vehicle Purchase

The Bid Documents consists of the following documents:

1. **Notice to Bidders**
2. **Part One** Summary of Bid and Bid Proposal Form
3. **Part Two** General Terms and Conditions of Bid
4. **Part Three** Specifications
5. **Non-Collusive Bidding Certificate**

A completed bid will consist of

1. one copy of the **Bid Proposal Form**, signed on behalf of Bidder with information for all blanks supplied, and a detailed listing of any exceptions from any of the bid documents taken by Bidder; and
2. a signed Non-Collusive Bidding Certificate.

Bidder should be aware that any required information which is not supplied or any exception taken to any of the bid documents may, at Town's option, render such bid non-responsive.

If the bid is awarded by Town, the bid award will constitute a contract between the successful bidder and the Town of Yorktown. The Town Clerk will notify the successful bidder in writing. Successful bidder will be required to submit to the Town a completed W-9 form.

PART ONE

SUMMARY OF BID

The Town of Yorktown seeks bids from qualified parties to supply the following goods:
Six (6) Pre-Owned 2010 or newer four-door sedans, equipped with a V6 engine, All Wheel Drive (AWD), an automatic transmission, less than 50,000 miles shown on the odometer and with all standard factory equipment, and equipment and condition as outlined in the specifications of which are more fully set forth in Part Three of this document.

Bidders should, before submitting a bid, carefully examine and understand the contents of each Part of this bid package including the Summary of Bid, Specifications, General Terms and Conditions (and any Appendices), the Non-Collusive Bidding Certificate. These documents set forth the character and quality of the work and materials to be provided by the bidder.

Bidders shall have (7) business days prior to the bid opening date to bring to the attention of the Town Clerk any errors or defects in these specifications which would prevent Bidder from providing a responsive bid.

Bidder must be fully qualified to deliver the goods specified in the Specifications. Bidder must be able to provide an inspection of each vehicle by a Town of Yorktown automobile mechanic or his/her designee prior to the Town accepting any bids. The town reserves the right to request references from other parties for which Bidder has provided similar goods.

Town of Yorktown
BID: Police Department

Bidder's Name: _____

BID PROPOSAL FORM

- A. One Pre-Owned 2010 or newer four-door sedan, equipped with a V6 engine, All Wheel Drive (AWD), an automatic transmission, less than 50,000 miles shown on the odometer and with all standard factory equipment.**

Specify Year, Make, Model and Mileage of Vehicle:

TOTAL PRICE (A) \$ _____

- B. One Pre-Owned 2010 or newer four-door sedan, equipped with a V6 engine, All Wheel Drive (AWD), an automatic transmission, less than 50,000 miles shown on the odometer and with all standard factory equipment.**

Specify Year, Make, Model and Mileage of Vehicle:

TOTAL PRICE (A) \$ _____

- C. One Pre-Owned 2010 or newer four-door sedan, equipped with a V6 engine, All Wheel Drive (AWD), an automatic transmission, less than 50,000 miles shown on the odometer and with all standard factory equipment.**

Specify Year, Make, Model and Mileage of Vehicle:

TOTAL PRICE (A) \$ _____

- D. **One Pre-Owned 2010 or newer four-door sedan, equipped with a V6 engine, All Wheel Drive (AWD), an automatic transmission, less than 50,000 miles shown on the odometer and with all standard factory equipment.**

Specify Year, Make, Model and Mileage of Vehicle:

TOTAL PRICE (A) \$ _____

- E. **One Pre-Owned 2010 or newer four-door sedan, equipped with a V6 engine, All Wheel Drive (AWD), an automatic transmission, less than 50,000 miles shown on the odometer and with all standard factory equipment.**

Specify Year, Make, Model and Mileage of Vehicle:

TOTAL PRICE (A) \$ _____

- F. **One Pre-Owned 2010 or newer four-door sedan, equipped with a V6 engine, All Wheel Drive (AWD), an automatic transmission, less than 50,000 miles shown on the odometer and with all standard factory equipment.**

Specify Year, Make, Model and Mileage of Vehicle:

TOTAL PRICE (A) \$ _____

Prices bid must cover all of bidder's costs. There shall be no additional charges to the Town for delivery, set-up, etc.

The Town may award a bid based on either Lowest Responsible Bid or Best Value, in accordance with the 2012 amendments to General Municipal Law § 103, as implemented by Yorktown Town Code Chapter 78 (available online and at the Town Clerk's Office).

The undersigned, on behalf of the vendor, certifies that: (1) the person whose signature appears below is legally empowered to bind the company in whose name the bid is entered; (2) he has read the complete Request for Bid and understands all provisions; (3) if accepted by the Town, this bid is guaranteed as written and will be implemented as stated; (4) by submitting its bid, Bidder agrees to all the terms of this Bid document, including but not limited to, each and every provision of the General Terms and Conditions of Bid; (5) mistakes in writing of the submitted bid will be the bidder's responsibility; and by submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to paragraph (b) of subdivision 3 of section 165-a of the state finance law.

(List found at <http://ogs.ny.gov/about/regs/docs/ListofEntities.pdf>.)

BIDDER'S OFFICIAL CORPORATE NAME (required, if bidder is a corporation):

_____ **BIDDER'S D/B/A NAME (if any)** _____

Name of person authorized to submit bid for bidder:

Signed: _____

[Signature of authorized person]

TITLE of authorized person: _____

BIDDER'S CORPORATE NAME:

BIDDER CONTACT INFORMATION:

PRINT NAME: _____

TITLE: _____

Address: _____ State: _____ Zip: _____

Phone: _____

Fax: _____

Email: _____ @ _____

- END OF BID PROPOSAL FORM -

PART TWO

General Terms and Conditions of Bid

Article Numbers

Heading

- I. QUALITY AND SAMPLES
- II. INTERPRETATION AND APPROVAL
- III. NON-COLLUSION
- IV. BID QUOTATIONS
- V. LATE BIDS
- VI. BID OPENING
- VII. ACCEPTANCE OR REJECTION
- VIII. AWARD
- IX. NOTICE OF AWARD
- X. DELIVERY POINT
- XI. DATE OF DELIVERY
- XII. DAMAGES
- XIII. WARRANTY/GUARANTEE
- XIV. PURCHASE OF ADDITIONAL QUANTITIES OF BID ITEMS
- XV. BREACH OF CONTRACT AND TERMINATION
- XVI. ASSIGNMENT PROHIBITED
- XVII. REPRESENTATIONS AS TO REVISIONS OF SOLICITATIONS
- XVIII. SPECIAL REQUIREMENTS

I. **Quality and Samples**

- 1.1 All equipment, material and supplies bid upon must conform to the description and specifications stated in the bid document, or their reasonable equivalent. References to type, style, trade name, and catalog are intended to be descriptive only and not restrictive.
- 1.2 If Bidder proposes to furnish the items specified in the bid document, Bidder shall fill in the unit price and the total price in the appropriate spaces on the bid form included herewith.

II. **Interpretation and Approval**

- 2.1 No interpretation of the meaning of the bid document will be made to any bidder orally. Any request for such interpretation shall be made not later than five (5) working days prior to the date fixed for the opening of bids and must be made in writing, addressed to:

Alice Roker, Town Clerk
Town of Yorktown
363 Underhill Ave.
Yorktown Heights, NY 10598

Notice of any and all such interpretations and any supplemental instructions will be served upon all bidders of record by the Town Clerk in the form of addenda to the bid specifications. All addenda so issued shall become a part of the bid document.

- 2.2 Interpretation of the bid specification shall be decided by Town Clerk. The Town Clerk's decision shall be final and binding on all parties.

III. **Non-Collusion**

Bidder shall certify that it has complied with all of the requirements stated in the non-collusive bidding certificate by signing the form included in this bid document. Failure by Bidder to complete and sign the non-collusive bidding certificate will constitute grounds for rejection of the bid proposal by Town.

IV. **Bid Quotations**

Unit price and total price of each item quoted shall be written in ink, or typed, in the space opposite the name of the item listed on the bid proposal form.

No bids will be considered acceptable unless properly made out on the bid proposal forms provided by Town and signed by Bidder in ink.

In the event of a discrepancy between the unit price and the total price of the bid proposal form, the unit price will govern. All prices must be quoted "per unit" quantity specified. (e.g. do not quote "per case" when "per dozen" is requested). All items not bid shall be indicated as "not bid" in the total price space. When bids are requested on a lump sum basis, Bidder must bid on each item in the lump sum group. A bidder desiring to bid "no charge" on an item in a group must so indicate. Failure to comply with the provisions of this paragraph may be grounds for rejection of the bid proposal by Town.

V. **Late Bids**

Bid proposals that arrive after the time stated for the opening of bids shall not be accepted, and will be returned to Bidder unopened. Whether sent by mail or by means of personal delivery, Bidder assumes responsibility for having its bid delivered on time at the place specified in the legal notice.

VI. **Bid Opening**

Sealed Bids will be publicly opened on the date, day and time specified in the notice included in the bid documents. Bids may be read aloud to those persons present when practicable. Any Bidder may request to review the bid proposals submitted by arranging a mutually convenient time when bids may be reviewed with the Town Clerk.

VII. **Acceptance or Rejection**

The Town reserves the sole right to waive any informality, to reject any or all bids, and Town's decision shall be final and binding on all parties.

VIII. **Award**

Awards will be made to the responsible bidder submitting the lowest bid that fully complies with all the specifications stated in the bid document.

Town reserves the right to make awards within sixty (60) days after the date of the bid opening, during which period bids may not be withdrawn, unless Bidder expressly states in its bid that acceptance thereof must be made within a shorter specified time.

Town reserves the right to reject all bids and to purchase any or all items on contracts awarded by agencies or departments of New York State or of the County of Westchester, if such items can be obtained on substantially the same terms, conditions, specifications, and at a lower price.

IX. **Notice of Award**

If the bid is accepted by Town, successful bidder (also referred to herein as "Vendor") will be notified in writing by the Town Clerk. Bidder will be required to submit a fully completed W-9 form with its first invoice.

X. **Delivery Point**

Deliveries shall be made in accordance with the specifications, and shall be made Monday through Friday from 8 a.m. to 4 p.m. unless otherwise stated in the Specifications, at the Town of Yorktown Police Department, 2281 Crompond Road, Yorktown Heights, New York, 10598, F.O.B., except on national, state or local holidays when Town buildings are closed. Bidder shall be responsible to verify that the appropriate Town building for delivery is open prior to delivering items. All bid items shall be unloaded and placed within the particular Town building, at points of delivery, and in quantities, as directed by the Town. Any costs incurred by the Town or Bidder due to the failure of Bidder to comply with this requirement will be the responsibility of Bidder. Bidder should be prepared to furnish proof of delivery, if requested by Town.

If Bidder is shipping bid items to Town using a third-party carrier (US Postal Service, UPS, FedEx), there shall be no additional shipping charge to the Town.

XI **Date of Delivery**

Delivery of all bid items under this bid shall be made not later than the date specified in the bid document. If Bidder cannot meet the delivery date specified in the bid document, Bidder shall state on the bid form the proposed date of delivery and such date will be considered when determining responsiveness in awarding the bid.

XII. **Damages**

Bidder shall be fully responsible for shipping and delivery of bid items in an undamaged condition. Bidder shall be fully responsible for performance of work in a satisfactory manner with satisfactory results in the discretion of the Town. Town will not consider the carrier responsible for damaged or delayed deliveries. Any bid item damaged or broken when delivered to Town shall be replaced immediately by Bidder. Town shall notify Bidder of damaged or defective goods in writing within ten (10) business days from the date of delivery. This remedies available to the Town in this Article shall be in addition to available remedies provided in the Article entitled Breach of Contract, below.

XIII. Warranty/Guarantee

By submitting its bid, Bidder is deemed to warrant and guarantee as follows:

- 13.1 Except as noted in the Summary of Bid and the Specifications, all goods furnished in this bid proposal are guaranteed against defects in workmanship and/or material for a period of three (3) years and/or 36,000 mile from the date of delivery to Town.
- 13.2 Except as noted in the Summary of Bid and the Specifications, any goods furnished must be standard, new, latest model of the regular stock product, as required by the specifications, with parts regularly used for the type of equipment offered.
- 13.3 No attachment or part will be substituted or applied contrary to manufacturer's recommended and standard practice. All regularly manufactured stock electrical items must bear the label of the Underwriters Laboratories, Inc. It is the responsibility of Bidder to advise Town in the bid proposal if electrical equipment to be furnished hereunder does not have a U.L. label. Any equipment provided under the bid proposal which is or becomes defective during the guarantee period shall be replaced or redone by Bidder, free of charge. All replacements shall carry the same guarantee as the original equipment. Bidder shall make any such replacement promptly upon receiving written notice from Town.

XIV. Purchase of Additional Quantities of Bid Items

Unless Town requests Bidder to supply used goods or materials, Town may purchase additional quantities of the bid items from Bidder at any time during the contract period, for the same price and under the same terms and conditions as set forth herein.

XV. Breach of Contract/Termination

If Bidder fails to deliver as ordered, or within the time specified, or within reasonable time as interpreted by Town, or fails to make replacement of rejected or defective goods, whether so requested immediately or as directed by Town, that shall constitute a breach of the contract, and Town may purchase goods from other sources to take the place of the goods rejected found defective or not delivered. Town reserves the right to authorize immediate purchase (within 24 hours) from other sources against rejections on any contract when necessary. On all such purchases Bidder agrees to reimburse Town promptly for excess costs occasioned by such purchases. Should the cost be less, Bidder shall have no claim to the difference. Such purchases may be deducted from the outstanding invoices or claims, or charged back against future invoices. Without limiting the foregoing, Town reserves the right to terminate the Contract upon breach upon within ten (10) days of notice provided to Bidder.

XVI. Assignment Prohibited

Bidder shall not assign, transfer, convey, sublet, subcontract or otherwise dispose of the contract or its right, title, or interest therein, or its power to execute such contract, to any other person, or entity without the prior written consent of Town.

XVII. Representations as to Revision of Solicitation

If any questions or responses require revision to the bid solicitation as originally published, such revision will be by formal amendment only. If the solicitation includes a contact person for technical information, bidders are cautioned that any oral or written representation made by this or any other person that materially changes or appear to materially changes any portion of the solicitation must not be relied upon unless subsequently ratified by a written amendment to this solicitation. For determination as to whether any such representation requires an amendment, contact the Town Clerk.

XVIII. Special Requirements

Special requirements for any bid proposal may supersede and/or be added to any provision contained in the instructions noted above. These instructions are to be considered an integral part of all bid proposals.

PART THREE

SPECIFICATIONS

III A-F. Pre-Owned 2010 or newer four-door sedan, equipped with a V6 engine, All Wheel Drive (AWD), an automatic transmission, less than 50,000 miles shown on the odometer and with all standard factory equipment

Color:

Exterior:

- Any

Interior:

- Any

Standard Features:

- Any

Interior Features:

Climate

- Manual air conditioning & heating

Comfort and Convenience

- Any

Entertainment Systems

- Any AM/FM radio with at least 2 speakers

Seating

- Any

Appearance

- Any

Windows & Glass

- Rear window defroster

Power and Handling

Handling

- All Wheel Drive (AWD)
- Traction control

- Electric Power-Assisted Steering
- Four-wheel disc Anti-Lock Brake System

Power

- Any V6 engine
- Automatic transmission, any number of gears

Wheels & Tires

- Any size wheels and tires. Tires must have appropriate tread in compliance with a New York State safety inspection.
- Spare tire with appropriate tread, matching size of primary tires.

Safety & Security

- Any factory safety and security features

Exterior Condition

- Vehicle shall not be classified as totaled, salvaged, flood damaged, include non-original equipment manufacturer (OEM) parts unless specifically noted.
- No body damage other than normal wear and tear (to be determined at the discretion of the Town of Yorktown).
- Bidder must be able to present a Carfax vehicle history report at no cost to the Town of Yorktown.

NON-COLLUSIVE BIDDING CERTIFICATION

Made pursuant to Section 103-d of the General Municipal Law of the State of New York. By submission of this bid, Bidder and each person signing on behalf of Bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of his or her knowledge and belief:

1. The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement for the purpose of restricting competition, as to any matter relating to such prices with any other Bidder or with any competitor;
2. Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by Bidder and will not knowingly be disclosed by Bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and
3. No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

A bid shall not be considered for award nor shall any award be made where (1) (2) and (3) above, have not been complied with; provided, however, that if in any case Bidder cannot make the foregoing certification, Bidder shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons therefore. Where (1) (2) and (3) above have not been complied with, the bid shall not be considered for award nor shall any award be made unless the head of the purchasing unit of the political subdivision, public department, agency or official thereof to which the bid is made, or his designee, determines that such disclosure was not made for the purpose of restricting competition.

Dated: _____

Bidder: _____
(Legal name of person, firm or corporation)

By: _____
(Signature)

(Please Print Name)

(Title)

State of New York)
County of _____)ss.:

On the ____ day of _____ in the year 20__ before me, the undersigned, personally appeared _____, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

(Notary Public)