

INVITATION TO BID

September 15, 2020

Dear Vendor,

Enclosed you will find a bid package for a **2021 4-Wheel Drive Sport Utility Vehicle** for the City of Seaford. All pertinent information is contained within.

The bid opening will be held at 1:30 p.m., on Wednesday, October 21, 2020 inside the Council Chambers at City Hall, 414 High Street, Seaford, DE.

Should you need clarification on any item, please contact Ms. Tracy Torbert, City Clerk at 302-629- 9173 or Michael Bailey, Building Official at 302-629-9173.

Thank you for reviewing this information and participating in our bidding process.

Sincerely,
The City of Seaford

Charles Anderson
City Manager

Enclosures

CITY OF SEAFORD BID NOTICE
2021 4-Wheel Drive Sport Utility Vehicle

Sealed bids will be received by the City Manager of the City of Seaford, 414 High Street, Seaford, DE 19973, until 1:30 p.m., prevailing time on Wednesday, October 21, 2020 for a “**2021 4-Wheel Drive Sport Utility Vehicle**” The bid will be opened in the City Hall Council Chambers and read aloud at this time. The City Manager and staff will then evaluate them for compliance.

The bids may be presented to the Mayor and Council at their regular meeting on October 27, 2020 at 7:00 p.m., in the City Hall Council Chambers, 414 High Street. They may be awarded at this time. The Mayor and Council reserve the right to reject any and all bids.

Bids must be submitted in a sealed envelope, addressed ATTN: Charles Anderson, City Manager, City of Seaford, P.O. Box 1100, Seaford, DE 19973. The outside of the envelope must be marked “**Attn: City Manager, “2021 4-Wheel Drive Sport Utility Vehicle”**”, and the bidder’s name and address shall be shown thereon. All proposals must be made on the bid form provided in the specifications. All proposals must conform to the bid documents. Any exceptions will be evaluated for suitability and acceptance is at the sole discretion of the owner.

Complete specifications and contract documents will be available at the City of Seaford, 414 High Street, Seaford, Delaware 19973. Copies may be obtained by calling Tracy Torbert, Executive Secretary, at (302) 629-9173

No bids may be withdrawn after the scheduled time from the receipt of bids for a period of thirty days. The City of Seaford reserves the right to reject any and all bids and to waive any or all informalities in any bid or bids.

City of Seaford
Charles Anderson
City Manager

INFORMATION FOR BIDDERS

BIDS will be received by the City of Seaford (herein called the "Owner") at the office of the City Manager, City Hall, 414 High Street, Seaford, Delaware until 1:30 p.m., prevailing time, on Wednesday, October 21, 2020 and then publicly opened in the City Council Chambers and read aloud.

BIDDERS are advised that the bid is for providing a **"2021 4-Wheel Drive Sport Utility Vehicle" for the City of Seaford Code Department**. All applicable destination, freight or other applicable charges shall be included in the bid price provided.

The bid proposal form also requests a trade in value for a 2007 Chevrolet Malibu 4-Door Sedan. This is an existing City Hall Admin vehicle. The City is requesting that bidders provide a trade in value for the vehicle that can be deducted from the price of the new vehicle to be purchased. Based on the bids received, the City at its discretion can accept the trade-in value provided by the bidder as a deduction to the purchase price of the new vehicle or reject the trade in option and purchase the vehicle for the bid price submitted. Inspection of the existing vehicle is strongly suggested prior to bidding. Vehicle inspections can be scheduled Monday thru Friday (excluding holidays) from 8:00 a.m. until 4:30 p.m. by contacting Mike Bailey, Building Official at 302-629-9173.

Each BID must be submitted in a **sealed envelope**, addressed to the City Manager, City of Seaford, City Hall, 414 High Street, P.O. Box 1100, Seaford, DE 19973. Each sealed envelope containing a bid must be plainly marked on the outside as **City Manager, "2021 4-Wheel Drive Sport Utility Vehicle" and the envelope should bear on the outside the name of the BIDDER and their address.** If forwarded by mail, the sealed envelope containing the BID must be enclosed in another envelope addressed to the OWNER. Any BID received after that time and date specified shall not be considered.

All BIDS must be made on the required BID proposal form. All blank spaces for BID prices must be filled in, in ink, or type written, and the BID form must be fully completed and executed when submitted. One copy of the BID form is required. BIDS and/or alternate bids submitted by FAX will not be accepted.

All Bidders shall submit, with the bid documentation, a proposed vehicle specification in sufficient detail to determine that the proposed vehicle meets the requirements listed in the CONTRACT DOCUMENTS. Failure to submit this information may result in bid disqualification.

The OWNER may waive any informalities or minor defects or reject any and all BIDS. Any BID may be withdrawn prior to the above scheduled time for the opening of the BIDS or authorized postponement thereof. No BIDDER may withdraw a BID within thirty (30) days after the actual date of the opening thereof.

BIDDERS must satisfy themselves of the accuracy of the requirements in the BID documents by a review of the CONTRACT DOCUMENTS. After BIDS have been submitted, the BIDDER shall not assert that there was a misunderstanding concerning the location, use of property or conditions outlined in the CONTRACT DOCUMENTS.

Information obtained from an officer, agent or employee of the OWNER or any other person shall not affect the risks or obligations assumed by the CONTRACTOR or relieve them from fulfilling any of the conditions of the contract.

The OWNER may make such investigation as they deem necessary to determine the ability of the BIDDER to provide the necessary materials and/or labor and equipment to carry out the work and the BIDDER shall furnish to the OWNER all such information for this purpose as the OWNER may request. The OWNER reserves the right to reject any BID if the evidence submitted by, or investigations of, such BIDDER fails to satisfy the OWNER that such BIDDER is properly qualified to carry out the obligations of the Agreement. A conditional or qualified BID may be reason to disqualify your bid.

Award may be made to the lowest, responsible BIDDER. The Mayor and Council reserve the right to reject any and all bids. The bids may be presented to the Mayor and Council at their Regular Meeting on October

27, 2020 at 7:00 p.m., at City Hall, 414 High Street, Seaford, DE.

A conditional or qualified BID may be reason to disqualify any bid.

All applicable laws, ordinances and the rules and regulations of all authorities having jurisdiction over the WORK shall apply to the contract throughout.

Each BIDDER is responsible for reading and being thoroughly familiar with the CONTRACT DOCUMENTS. The failure of the BIDDER to do any of the foregoing shall in no way relieve any BIDDER from any obligation respective to their BID.

THE MAYOR AND COUNCIL RESERVE THE RIGHT TO REJECT ANY AND ALL BIDS.

-END OF DOCUMENT-

CITY OF SEAFORD CODE DEPARTMENT
2021 4-Wheel Drive Sport Utility Vehicle
Specifications

Description

2021 4-Wheel Drive Sport Utility Vehicle

- 4 Cylinder Engine
- Automatic Transmission
- Power Steering
- Anti-Lock Brake System
- Power Door Locks
- Power Windows
- Tilt Steering
- Rear Window Defogger
- Exterior Color – White
- Aluminum Wheels
- Solar-tinted glass
- Privacy Glass for rear doors, quarter and lift gate.
- All-Weather (Rubber Type) Floor Mats – Front and Second Row
- Cargo Area Protection Mat
- Air Conditioning
- Cruise Control
- Floor Console
- Standard 5-Passenger seating accommodations
- Cloth Seats
- Interior Dome Light
- Gauge Package
- AM/FM Radio with Bluetooth

Exterior paint to be all white in color. No Trim. No Stripes.

Should you have any questions, please call Mike Bailey, Building Official at 302-629-9173.

BID PROPOSAL
CITY OF SEAFORD CODE DEPARTMENT
2021 4-Wheel Drive Sport Utility Vehicle

2021 4-Wheel Drive Sport Utility Vehicle to be complete turn-key package delivered to City of Seaford.

Total Cost w/o Trade \$ _____

Trade in value for 2007 Chevrolet Malibu vehicle \$ _____

Total price for 2021 4-Wheel Drive Sport Utility Vehicle less trade in value \$ _____

Estimated Delivery Time: _____

Failure to bid in accordance with the above listed specifications may disqualify your bid. The City at its discretion can accept the trade-in value provided by the bidder as a deduction to the purchase price of the new vehicle or reject the trade in option and purchase the vehicle for the bid price submitted.

A complete list of specification for all components of the vehicle being bid shall be submitted with all bid proposals. Failure to bid all specs may disqualify your bid.

Date

Bidder's Name (Please print or type)

Address

Cell Phone #

Email Address

Signature of Officer of Company

Name of Officer (Please print or type)