CITY OF CORONADO
NOTICE INVITING BIDS

Chevrolet 3500HD Utility Truck(s) Outfitting

BID # 20-GS-FL-019

The City of Coronado’s Public Services & Engineering Department invites sealed bids to provide for the purchase of the following four (4) vehicle out fittings:

1) Four (4) 2018 or later new/unused Chevrolet 3500HD Utility Bed Truck Outfittings

Receipt of Bids All bids must be received by Public Services and Engineering at the Public Services Building, 101 B Ave, Coronado, CA 92118 NO LATER THAN 2:00 P.M., on Tuesday, January 28, 2020. The submittal shall be clearly identified as:
Chevrolet 3500HD Utility Truck(s) Outfitting.

Questions: Qualified bidders may submit any questions by 4:00 PM on Tuesday, January 21, 2020 by e-mail addressed to procurement@coronado.ca.us. The City Representative will post responses to all submitted questions on the City of Coronado’s website here at https://www.coronado.ca.us/cms/one.aspx?pageID=3066265 by 4:00 PM on Thursday, January 23, 2020.

Copies of the City’s Notice Inviting Bids and the standard bid forms to be used by all Bidders are available here at https://www.coronado.ca.us/cms/one.aspx?pageID=3066265 and for any future addenda that may be added

Pursuant to Coronado Municipal Code 8.04.060, the vendor whose reliability, experience, availability and/or expertise best meet the needs of the City will be selected. City staff shall notify the successful and unsuccessful bidders in writing.

All questions regarding this Notice Inviting Bids or the Request for Bids (RFB) process are to be emailed to procurement@coronado.ca.us.

FROM: Ian Lasley, General Services Supervisor
DATE: January 17, 2020
REQUEST FOR BIDS

FOR

Chevrolet 3500HD Utility Truck(s) Outfitting

BID # 20-GS-FL-019

Issued by the City of Coronado
Public Services & Engineering Department
Ian Lasley, General Services Supervisor
Coronado, CA 92118

Phone (619) 522-7389

procurement@coronado.ca.us

Date of Issue:
Friday, January 17, 2020

Due Date / Time:
Tuesday, January 28, 2020 @ 2:00 PM
BID TIMELINE

Listed below are the important dates and times by which the actions noted must be completed. All dates are subject to change. Any changes deemed necessary prior to the bid due date will be formally documented in a published addendum on the City’s website at www.coronado.ca.us.

<table>
<thead>
<tr>
<th>ACTION ITEM</th>
<th>DUE DATE</th>
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<tbody>
<tr>
<td>Request for Bids (RFB) Published</td>
<td>Friday, January 17, 2020</td>
</tr>
<tr>
<td>Questions Due</td>
<td>Tuesday, January 21, 2020 by 4:00 P.M.</td>
</tr>
<tr>
<td>Responses to Questions Posted</td>
<td>Thursday, January 23, 2020 by 4:00 P.M.</td>
</tr>
<tr>
<td>Bids Due</td>
<td>Tuesday, January 28, 2020 by 2:00 P.M.</td>
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</table>
PART 1

INTENT AND GENERAL INFORMATION

Background: The City of Coronado has identified the need for four vehicle outfittings for City operations. Bidders may submit bids for one, two, three or all four vehicle outfittings. Bidders shall take careful notice of the following conditions of this Request for Bids:

- Late or faxed submissions will NOT be accepted under any circumstances.
- Bidders may withdraw and/or replace bids at any time until the deadline for submission of bids.
- Bidders can bid on the Chevrolet 3500hd truck outfittings individually or bid on all vehicle outfittings if they can demonstrate the ability to provide all four (4) vehicle outfittings per the bid requirements.

PLANS, FORMS & SPECIFICATIONS

Bidders are required to use the official “BID FORMS”, and all attachments itemized herein are to be submitted as a single document. Manufacturers’ names, trade names, brand names, or model numbers used in the specifications are for the purpose of describing and establishing general quality levels. Such references are not intended to be restrictive. Bids will be considered for alternative brands that meet or exceed the quality of the specifications listed for any item. The City reserves the right to approve or reject any alternative brands proposed. Winning bidder shall verify all specified components are compatible and correct for vehicle.

PRODUCT SPECIFICATIONS:

Chevrolet 3500HD Extended Cab Utility Trucks (3). Unit 5-7, 12-2 & 12-4
Truck and Utility Bed

- Four (4) tires LT 305-60-18 at sport pro-comp E load rating at 65 psi
- Four (4) Method aluminum clear coded 18x9.0 wheels with lug/locking nuts
- Front leveling kit after service body out fitted and over load leaf system installation with torsion bar index keys
- Front steering dual shock type stabilizer
- Rear add over load leaf super-springs rated at no less than 1400 lbs.
- Four (4) pro-runner suspension shocks (2 front and 2 rear)
- Front suspension alignment to vehicle factory specs. Steering shall be centered
- Computer reprogramming to accept the new tire/wheel pressure and rotation settings
- Vehicle must steer correctly and level front and rear when complete installation has been performed.
- Tires shall not rub or make contact with any- body/chassis components at full steering in either direction under normal driving conditions going through road dips.
- Ensure tire pressure monitors or check engine warning lights are activated, when delivered and must operate correctly.
- Tommy Gate or equivalent 1600lbs compacity lift gate with integrated tail lights.
- Six (6) nylon rachet style straps mounted to lumber rack
- Class V Hitch and 2 5/16” pintle hitch.
- Trailer Lighting to include 1 – 7way trailer connector and 1 - 7 pin connector.
- Curbside mounted vise and vise mount
- High mount rear tail lights mounted to lumber rack.
Electrical

- ECCO LED traffic advisor mounted at the back of the cab w/ in cab program controller.
- Four (4) Go Light Directional Lights mounted per plan with individual in cab controller.
- Eight (8) Whelan amber flashing strobes (locations attached) with in cab switch. Strobes shall be controlled by single switch.
- One (1) 5000w power inverter with battery mounted in rear curbside cabinet of utility box.
- High mounted rear tail lights on lumber rack

Chevrolet 3500HD Crew Cab Concrete Utility Truck (1), Unit 4-6

- Tommy Gate or equivalent 1600lbs compacity lift gate with integrated tail lights.
- Six (6) nylon rachet style straps mounted to lumber rack
- Class V Hitch and 2 5/16” pintle hitch.
- Trailer Lighting to include 1 – 7-way trailer connector and 1 - 7 pin connector.
- Curbside mounted vise and vise mount
- High mount rear tail lights mounted to lumber rack.

Electrical (see below for detailed lighting locations)

- ECCO LED traffic advisor mounted at the back of the cab w/ in cab program controller.
- Four (4) Go Light Directional Lights mounted per plan with individual in cab controller.
- Eight (8) Whelan amber flashing strobes (locations attached) with in cab switch. Strobes shall be controlled by single switch.
- One (1) 5000w power inverter with battery mounted in lower front curbside cabinet of utility box.

Utility Box Truck Specifications Details
Rear view layout will be typical for the concrete bed truck as well.

**Licensing:**
Bidder to procure registration and the processing of exempt license plates from the California Department of Motor Vehicles.

**Specification/Options List:**
N/A

**HOW TO SUBMIT A BID**
Two (2) complete copies of bid package (1 original, 1 copy) with all required documents as itemized must be submitted in a single sealed envelope. The outside of the bid package shall be prominently marked: **Chevrolet 3500HD Utility Truck(s) Outfitting Bid** above the name, address and phone number of the bidder. The submission should be legible and bound appropriately. The original document shall have original signatures and clearly noted with **ORIGINAL** on its cover. All bids shall be mailed or hand-delivered to the Public Services Office at the address given, by the date and time set forth herein.

**Bids can be mailed, hand-delivered or sent by courier to:**

Public Services Office
101 B Avenue
Coronado, CA 92118

**BIDDERS’ RESPONSIBILITY**
Bidders are fully and completely responsible for the labeling, identification and delivery of their bids. The City will not be responsible for any mislabeled or misdirected submissions, nor those handled by delivery persons, couriers, or the US Postal Service.

Submissions shipped by express delivery, or in overnight or courier envelopes, boxes, or packages must be prominently marked on the outside of such envelopes, boxes or packages with the sealed bid identification.
Any envelopes, boxes, or packages which are not properly labeled, identified, and prominently marked with
the sealed bid identification, may be inadvertently opened upon receipt, thereby invalidating such bids and
excluded from the official bid opening process.

Bids that are incomplete, unbalanced, conditional, obscure, or which contain additions not called for, alterations,
or irregularities of any kind, or which do not comply with these documents may be rejected at the discretion of
the City.

**BID DOCUMENTS REQUIRED**

Each submission must contain the following completed bid documents. Submissions will be evaluated based on
the information contained in these documents, and bidder selection will be based on a 100-point criteria as follows:

1) **Cover Page**
   First page of the bid package must be fully completed and signed by bidder’s authorized designee.

2) **Summary (25 points)**
   a. Description of bidder’s customer service and support policies.
   b. Name of account manager who will work directly with the City to manage vehicle purchase(s) and
      maintain responsibility over the process from beginning to end.
   c. Description of bidder’s process for outfitting specified vehicle(s) within the required **forty-five (45)**
      days from time of purchase order issuance.

3) **Experience & Past Performance (30 points)**
   a. Description of bidder’s qualifications and experience, including the number of years bidder has been
      in the vehicle outfitting business.
   b. Bidder’s annual vehicle sales volume.
   c. Any prior sales experience with the City of Coronado.
   d. At least **three (3)** references.

4) **Price & Fee Sheet (45 points)**
   a. Price and Fee Sheets must include all applicable prices, fees and taxes.
   b. Include vehicle specifications and options (window stickers) behind this sheet.

5) **IRS W-9 Form**
   **Printable, fillable W-9 Form**

An evaluation committee will review and rank the submittals based on the above criteria. The top-rated bidder
will be recommended to the City Council for award of a purchasing contract. Upon Council approval, a purchase
order will be issued. Should the City and the selected bidder be unable to agree on terms, the issuance of the
purchase order will be offered to the second ranking bidder, and so forth, as necessary.

Notwithstanding a recommendation of the evaluation committee, the City retains the sole right to exercise its
judgment concerning the selection of the bidder and the terms of any resultant purchase order. The City is the
ultimate decision-making body and makes the final determinations necessary to arrive at a decision to purchase,
or not purchase, equipment.

All responses to this RFB become property of Coronado and will be kept confidential until a recommendation
for award of a contract has been announced. All submittals are subject to public inspection and disclosure under
the California Public Records Act (Cal. Govt. Code Sections 6250 et seq. Therefore, unless the information is
exempt from disclosure by law, the content of any submittal, request for explanation, exception, or substitution, response to these specifications, protest, or any other written communication between the City of Coronado and any Respondent regarding the procurement, shall be available to the public.

EXAMINATION OF BID DOCUMENTS

Each bidder shall carefully examine the specifications and other applicable documents, and inform himself/herself thoroughly regarding any and all conditions and requirements that may in any manner affect cost, progress or performance of the sale of the vehicle(s) covered under the contract. Ignorance on the part of the bidder will in no way relieve him/her of the obligations and responsibilities assumed under the Contract.

No oral interpretations will be made to any bidder as to the meaning of the Bid Documents. Any discrepancies, ambiguities or omissions in the vehicle specifications should immediately be brought to the attention of the City by email at procurement@coronado.ca.us. The City will post responses to all inquiries and questions on its website by the date specified on the Notice Inviting Bids on page 1.

INTERPRETATIONS, CLARIFICATIONS AND ADDENDA

The City reserves the right to amend this REQUEST FOR BIDS (RFB) prior to the bid due date. Addenda or addendum will be published on the City’s website.

In the case of unit price items, the quantities of work to be done and materials to be furnished under this Bid/Contract are to be considered as approximate only and are to be used solely for the comparison of Bids received. The City does not expressly or by implication represent that the actual quantities involved will correspond exactly therewith; nor shall the Bidder plead misunderstanding or deception because of such estimate or quantities of work performed or material furnished in accordance with the Specifications and other bid documents, and it is understood that the quantities may be increased or diminished as provided herein without in any way invalidating any of the unit or lump sum prices bid.

TERMS AND CONDITIONS

ADDITIONAL TERMS AND CONDITIONS

No additional terms and conditions included with the bid response shall be evaluated or considered and any and all such additional terms and conditions shall have no force and effect and are inapplicable to this bid. If submitted either purposefully through intent or design or inadvertently appearing separately in transmitting letters, specifications, literature, price lists or warranties, it is understood and agreed the general and special conditions in this solicitation are the only conditions applicable to this bid and the Bidder’s authorized signature affixed to the bid attests to this.

CHANGES / MODIFICATIONS

The City reserves the right to order changes in the scope of work and resulting contract.

CONFORMITY

All Bidders must conform to these specifications and the products they furnish shall be of first-class quality and the equipment used to provide said product shall be the best obtainable in the various trades. No advantage shall be taken by the manufacturer in the addition and/or omission of any ingredient or detail that makes the equipment non-compliant with any of the specifications, although such details are not mentioned in these specifications.
GOVERNING LAWS AND REGULATIONS
The Bidders required to be familiar with and shall be responsible for complying with the City’s Purchasing Policies and Procedures, City resolutions, City rules, all federal, state and local laws, ordinances, rules and professional standards or regulations that in any manner affect this solicitation, the selection process, protests, award of contract, contract management or any other activity associated with this solicitation and the subsequent work required of the successful Bidder.

HAZARDOUS CHEMICALS AND WASTES
The Bidder shall bear full and exclusive responsibility for any release by vendor of hazardous or non-hazardous chemicals or substances during the course of performance of the agreement. Bidder shall immediately report any such release to the City employee accepting delivery. Bidder shall be solely responsible for all claims and expenses associated with the response to, removal any remediation of the release, including, without limit, payment of any fines or penalties levied against the City and its officers, agents and employees as a result of such release.

INDEMNIFICATION
The successful Bidder must fully indemnify the City. Such indemnification will be documented in the contract documents.

PAYMENTS
Payments shall be made 30 days from the receipt of invoice, and follow all City policies promulgated thereby.

PERIOD OF PRICING - Unless otherwise stated in the bid package, the price quoted/proposed shall remain in effect for 120 days.

PRICE/COST
All charges shall be included on the Official Bid Price Sheet(s) and shall include all associated costs (delivery, freight, taxes, title, license, etc.)

PRICES/NOTATIONS - All prices must be typewritten or written in ink. No erasures are permitted.

PRICING - In the event of a calculation error, unit price shall prevail.

PROPRIETARY INFORMATION
Responses to this Request for Bid, upon receipt by the City, become public records. If any proposer believes that any portion of all of the response is confidential and proprietary, proposer shall clearly assert such exception and the specific legal authority of the asserted exemption.

RIGHT OF REJECTION
The City of Coronado reserves the right to reject any and/or all bids, reserve the right to waive any informalities or irregularities in the bid or examination process, reserve the right to select low bid per item, and reserve the right to award bids and/or contracts in the best interest of the City.

RIGHT TO AUDIT RECORDS
The City shall be entitled to audit the books and records of the Bidders or any sub-contractor to the extent that such books and records relate to the performance of the Agreement or any sub-contract to the Agreement. Such books and records shall be maintained by the Bidder for a period of three (3) years from the date of final payment under the Agreement and by the sub-contractor for a period of three (3) years from the date of final payment under the sub-contract unless a shorter period is otherwise authorized in writing.

DISCOUNTS: Discounts should be deducted from the unit price and the net price should be shown in the bid.
PART 2

MINIMUM REQUIREMENTS

Bids are subject to the following pre-qualification criteria:

- Bidders must have the ability to complete vehicle(s) within **forty-five (45) days** of purchase order issuance.
- Bidders must have at least **five (5) years** of experience in vehicle outfitting.
- Bid awards are subject to Coronado City Council approval prior to purchase order issuance.
### BID COVER PAGE

<table>
<thead>
<tr>
<th><strong>Name of Firm, Entity or Organization:</strong></th>
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<tbody>
<tr>
<td><strong>Federal Employer Identification Number (EIN):</strong></td>
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<tr>
<td><strong>State of California License Number (if applicable):</strong></td>
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<td><strong>Name of Contact person:</strong></td>
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<td><strong>Title:</strong></td>
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<td><strong>If Corporation:</strong></td>
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<td><strong>Date of Incorporation:</strong></td>
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<td><strong>States Registered in as Foreign Corporation:</strong></td>
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*This document must be completed and returned with your submittal.*
### BIDDER CERTIFICATION

**Submit To:**
City of Coronado  
Office of the City Clerk  
1825 Strand Way  
Coronado, CA 92118

**CITY OF CORONADO**  
**INVITATION FOR BIDS CERTIFICATION**  
**AND ADDENDA ACKNOWLEDGMENT**

<table>
<thead>
<tr>
<th>DUE DATE:</th>
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<tbody>
<tr>
<td>January 28, 2020</td>
<td>2:00 P.M.</td>
<td># 20-GS-FL-019</td>
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**TITLE:**  
Chevrolet 3500HD Utility Truck(s) Outfitting

<table>
<thead>
<tr>
<th>BIDDER NAME:</th>
<th>PHONE NUMBER:</th>
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“I, the undersigned, certify that I have reviewed the addenda listed below (list all addenda received to date). I understand that timely commencement will be considered in award of this REQUEST FOR BID and that cancellation of award will be considered if commencement time is not met, and that untimely commencement may be cause for assessment of liquidated damages claims. I further certify that the services will meet or exceed the REQUEST FOR BID requirements. I, the undersigned, declare that I have carefully examined the REQUEST FOR BID, specifications, terms and conditions as applicable for this Request, and that I am thoroughly familiar with all provisions and the quality and type of services and supplies specified. I further declare that I have

“I certify that this quote is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting an REQUEST FOR BID for the same material, supplies, equipment or services and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this REQUEST FOR BID and certify that I am authorized to sign this response and that the offer is in compliance with all requirements of the REQUEST FOR BID, including but not limited to certification requirements. In conducting offers with an agency for the City of Coronado, the respondent agrees that if this bid is accepted, the respondent will convey, sell, assign, or transfer to the City all rights, title and interest in and to all causes of action it may now or hereafter acquire under the anti-trust laws of the United States for price fixing relating to the particular commodities or services purchased or acquired by the City. At the City’s discretion, such assignment shall be made

*This form must be completed and returned with your Submittal*
<table>
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<tr>
<th>FIRM INFORMATION/ORGANIZATION</th>
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<tr>
<td>CONTRACT MANAGEMENT CONTACT INFORMATION</td>
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PART 4
PRICE AND FEE SHEET

Please provide a quote with at least the minimum of above-mentioned specifications. If vehicle bid contains additional specifications/options beyond the minimum qualifications listed in this Notice Inviting Bids, the City reserves the right to accept or reject the bid.

AWARD WILL BE MADE TO THE BIDDER BEST ABLE TO MEET THE CITY’S NEEDS.

PRICE & FEE SHEET

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<th>Item</th>
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Grand Total $