

Date: June 26, 2019

Requisition No.: 186356

**PURCHASING DEPARTMENT
101 EAST 11TH STREET
CITY HALL
SUITE G13
CHATTANOOGA, TENNESSEE
37402**

Request for Bid (RFB) for the City of Chattanooga, Tennessee

*Proposals will be received at 101 East 11th Street, Suite G13,
Chattanooga, TN 37402 until 2:00 P.M., EST. on July 10, 2019*

Requisition / Bid No.: R186356 / 305580

Ordering Dept.: Fleet Management, Public Works

Buyer & E-mail: Mark McKeel mmckeel@chattanooga.gov

Items Being Purchased: Ford Sedans, SUVs, Vans & Light Trucks

*****REQUEST FOR BIDS MUST BE RECEIVED*****

2:00 P.M., EST on July 10, 2019

*****PRE-BID CONFERENCE WILL BE CONDUCTED*****

10:00 A.M., EST on July 3, 2019

**The City of Chattanooga reserves the right to reject any and/or all proposals,
waive any informalities in the proposals received, and to accept any proposal
which in its opinion may be for the best interest of the City.**

**The City of Chattanooga will be non-discriminatory in the purchase of all goods
and services on the basis of race, color or national origin.**

The City's Standard Terms and Conditions may be found on website:

<http://www.chattanooga.gov/purchasing/standard-terms-and-conditions>

Note: ALL BIDS MUST BE SIGNED

All proposals received are subject to the terms and conditions contained herein and as listed in the above referenced website. The undersigned Offeror acknowledges having received, reviewed, and agrees to be bound to these terms and conditions, unless specific written exceptions are otherwise stated.

PLEASE PROVIDE THE FOLLOWING INFORMATION:

Company Name: _____

Mailing Address: _____

City & Zip Code: _____

Phone/Toll Free No.: _____

Fax No.: _____

E-Mail Address: _____

Contact Person: _____

Company Title: _____

Signature: _____

BID SOLICITATION



City of Chattanooga
101 East 11th Street, Suite G13
Chattanooga, TN 37402

SEALED BIDS

Mail or submit two (2) signed copies of bid form to this office in the enclosed envelope. Retain one copy for your file.

BID OPENING DATE AND TIME:

10-JUL-19 at 2:00 PM

BID NUMBER: 305580

BUYER:

PHONE #: (423) 643-7230

DELIVERY REQUIRED:

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Item	Class-Item	Quantity	Unit	Unit Price	Total
<p>Requisition / Bid# No.: 186356 / 305580 Ordering Dept.: Fleet Management Division, Public Works Buyer: Mark McKeel Phone No.: 423-643-7236</p> <p>Items Being Purchased: Ford Sedans, SUVs, Vans & Light Trucks</p> <p>ATTACHMENTS: 1. Specification (3 pages) 2. Affirmative Action Plan (2 pages) 3. Iran Divestment Act (1 page) 4. No Contact / No Advocacy Notice (1 page) City of Chattanooga (COC) Terms and Conditions posted on Website http://www.chattanooga.gov/purchasing/standard-terms-and-conditions If you can't download call buyer for a copy.</p> <p>NOTE: A Pre-Bid Conference will be held July 3, 2019 at 10:00 AM, at City Hall, Purchasing Conference Room 101 East 11th Street, Suite G13, Chattanooga, TN 37402. Attendance at the Pre-Bid is Preferred.</p> <p>This Shall Be A twelve (12) Month Blanket Contract To Supply Ford Sedans, SUVs, Vans & Light Trucks to Fleet Management for the City of Chattanooga.</p> <p>The Contract Term May Be Renewed For An Additional Two (2) Twelve (12) Months Term Under The Same Terms And Conditions By Mutual Agreement. The City Of Chattanooga And The Contractor May Bilaterally Extend The Contract By Providing Written Confirmation Of Agreement By Both Parties At Least 30 Days Prior To The Contract's Current Expiration Date Into Any Successive Term As Provided Herein.</p> <p>QUANTITIES ARE ESTIMATES ONLY THE CITY OF CHATTANOOGA SHALL GUARANTEE NO MINIMUM OR MAXIMUM AMOUNT PURCHASED DURING THE LIFETIME OF THE CONTRACT.</p> <p>*** BID MUST BE RECEIVED NO LATER THAN *** *** 2:00 PM EST ON JULY 10, 2019 ***</p> <p>PLEASE SUBMIT BIDS IN DUPLICATE INDICATING BID NUMBER (305580) ON OUTSIDE PACKAGING</p> <p>PLEASE DO NOT EMAIL BIDS</p> <p>**** Vendor Shall Hold Prices Firm for First (1st) Year of Contract ****</p> <p>Price Escalation Clause: If as a result of a general change in prices or discounts, the Contractor has changed prices to all of its customers, the price under this contract may be adjusted accordingly. Contractor may be requested to show proof of alleged price changes prior to approval of any price adjustments.</p> <p>NOTE: ALL BIDS MUST BE SIGNED All bids received are subject to the terms and conditions contained herein and as listed in the above referenced website. The undersigned Bidder acknowledges</p>					

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<p>having received, reviewed, and agrees to be bound to these terms and conditions, unless specific written exceptions are otherwise stated.</p> <p>Any manufacturer's names, trade names, brand names, or catalog 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 any brand which meets or exceeds the quality of the specifications listed for any item.</p> <p>The City of Chattanooga reserves the right to reject any and/or all bids, waive any informalities in the bids received, and to accept any bid which in its opinion may be for the best interest of the city.</p> <p>The City of Chattanooga will be non-discriminatory in the purchase of all goods and services on the basis of race, color, or national origin.</p> <p>**** NOTE **** PLEASE PROVIDE US WITH THE FOLLOWING INFORMATION:</p> <p>Company Name _____</p> <p>Address _____</p> <p>Phone/Toll-Free No. _____</p> <p>Fax No. _____</p> <p>eMail Address _____</p> <p>Contact Person's Name _____</p> <p>Estimated Delivery _____</p> <p>Minority-Owned Business _____ Small Business _____ Veteran _____</p> <p>Minority Woman-Owned Business _____ Disabled Veteran _____</p> <p>Woman-Owned Business _____</p> <p>**** ALL ITEMS MUST BE QUOTED F.O.B. DESTINATION ****</p>					

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TERMS OF PAYMENT: _____

TELEPHONE NUMBER: _____

COMPANY: _____

SIGNATURE: _____

NAME AND TITLE: _____

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Item	Class-Item	Quantity	Unit	Unit Price	Total
1	Ford Escape S FWD 4x2	10	Each	_____	_____
2	Ford Escape - Option U0G - SE Package	10	Each	_____	_____
3	Ford Escape - Option U9G - 4WD (Requires option U0G)	10	Each	_____	_____
4	Ford Escape - Option 999 -2.0L EcoBoost Engine with Auto Start-Stop Technology	10	Each	_____	_____
5	Ford Escape - Option 536 -2.0L EcoBoost Class II Trailer Tow Package (Requires Option 999)	10	Each	_____	_____
6	Ford Escape - Option 50C - Floor Liners, Front & Rear	10	Each	_____	_____
7	Ford Escape - Option 50Q - Cargo Mat	10	Each	_____	_____
8	Ford Escape - Option 924 - Privacy Glass - Second Row Side & Lift gate	10	Each	_____	_____
9	Ford Escape - Option 60S - Reverse Sensing System	10	Each	_____	_____
10	Ford Expedition XL 4x2	5	Each	_____	_____

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Item	Class-Item	Quantity	Unit	Unit Price	Total
11	Ford Expedition XL - Option U1G - 4x4	5	Each	_____	_____
12	Ford Expedition XL - Option K1F - MAX 4x2	5	Each	_____	_____
13	Ford Expedition XL - Option K1G - MAX 4x4	5	Each	_____	_____
14	Ford Expedition XL - Option U1H - XLT	5	Each	_____	_____
15	Ford Expedition XL - Option U1J - XLT 4x4	5	Each	_____	_____
16	Ford Expedition XL - Option K1H - XLT MAX 4x2	5	Each	_____	_____
17	Ford Expedition XL - Option K1J - XLT MAX 4x4	5	Each	_____	_____
18	Ford Expedition XL - Option 536 - Heavy-Duty Trailer Tow Package	5	Each	_____	_____
19	Ford Expedition XL - Option 66R - Reverse Sensing System	5	Each	_____	_____
20	Ford Expedition XL - Option 55R - Cargo Mat-Reversible	5	Each	_____	_____

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Item	Class-Item	Quantity	Unit	Unit Price	Total
21	Ford Expedition XL - Option 47B - Floor Liners, Front & Second Rows	5	Each	_____	_____
22	Ford Expedition XL - Option 18B - Running Boards, Platform-Black	5	Each	_____	_____
23	Ford Expedition XL - Option 153 - Front License Plate Bracket	5	Each	_____	_____
24	Ford Explorer RWD	5	Each	_____	_____
25	Ford Explorer - Option K8B - 4WD	5	Each	_____	_____
26	Ford Explorer - Option K7D - XLT	5	Each	_____	_____
27	Ford Explorer - Option K8D - XLT 4WD	5	Each	_____	_____
28	Ford Explorer - Option 52T - Class III Trailer Tow Package	5	Each	_____	_____
29	Ford Explorer - Option 16N - Floor Liners, Front & Second Rows	5	Each	_____	_____
30	Ford Explorer - Option 153 - Front License Plate Bracket	5	Each	_____	_____

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Item	Class-Item	Quantity	Unit	Unit Price	Total
31	Ford Explorer - Option 85W - Cargo Mat	5	Each	_____	_____
32	Ford Focus 4-Door Sedan SE FWD	5	Each	_____	_____
33	Ford Focus 4-Door Sedan SE FWD - Option 992 - 2.0L Ti-VCT GDI I-4	5	Each	_____	_____
34	Ford Focus 5-Door Hatchback FWD	5	Each	_____	_____
35	Ford Focus - Option 47P - Interior Protection Package	5	Each	_____	_____
36	Ford Fusion S FWD	10	Each	_____	_____
37	Ford Fusion - Option P0H - SE	10	Each	_____	_____
38	Ford Fusion - Option 43P - Reverse Sensing System (standard on SE)	10	Each	_____	_____
39	Ford Fusion - Option 153 - Front License Plate Bracket	10	Each	_____	_____
40	Ford Fusion - Option 55M - Floor Liners, Front & Rear	10	Each	_____	_____

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Item	Class-Item	Quantity	Unit	Unit Price	Total
41	Ford Ranger SuperCab 4x2	5	Each	_____	_____
42	Ford Ranger - Option R1A - Box Delete	5	Each	_____	_____
43	Ford Ranger - Option R1F - SuperCab 4x4 - 6' Box	5	Each	_____	_____
44	Ford Ranger - Option R4E - SuperCrew 4x2 - 5' Box	5	Each	_____	_____
45	Ford Ranger - Option R4F - SuperCrew 4x4 - 5' Box	5	Each	_____	_____
46	Ford Ranger - Option 87A - 2nd Row Seat Delete	5	Each	_____	_____
47	Ford Ranger - Option 86Q - Bed Utility Package	5	Each	_____	_____
48	Ford Ranger - Option 53R - Trailer Tow Package	5	Each	_____	_____
49	Ford Ranger - Option 153 - Front License Plate Bracket	5	Each	_____	_____
50	Ford Ranger - Option 18Y - Running Boards-5" Rectangular-Black	5	Each	_____	_____

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Item	Class-Item	Quantity	Unit	Unit Price	Total
51	Ford Ranger - Option 86S - Bedliner-Tough Bed Spray-in	5	Each	_____	_____
52	Ford Ranger - Option 60H - Exterior Backup Alarm	5	Each	_____	_____
53	Ford Ranger - Option 67F - XL Power Equipment Group	5	Each	_____	_____
54	Ford F150 Regular Cab XL 4x2	10	Each	_____	_____
55	Ford F150 Regular Cab XL - Option 141" - 8' Box	10	Each	_____	_____
56	Ford F150 Regular Cab XL - Option F1E - 4x4	10	Each	_____	_____
57	Ford F150 SuperCab XL 4x2	10	Each	_____	_____
58	Ford F150 SuperCab XL - Option 163.7" - 8' Box	10	Each	_____	_____
59	Ford F150 SuperCab XL - Option X1E - 4x4	10	Each	_____	_____
60	Ford F150 SuperCrew XL 4x2	10	Each	_____	_____

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Item	Class-Item	Quantity	Unit	Unit Price	Total
61	Ford F150 SuperCrew XL 4x2 - Option 157" - 6.5' Box	10	Each	_____	_____
62	Ford F150 SuperCrew XL 4x4 - Option W1E - 4x4	10	Each	_____	_____
63	Ford F150 XL - Option 99P - 2.7L V6 EcoBoost with Auto Start-Stop Technology	10	Each	_____	_____
64	Ford F150 XL - Option 994 - 3.5L V6 EcoBoost with Auto Start-Stop Technology	10	Each	_____	_____
65	Ford F150 XL - Option 995 - 5.0L V8 with Auto Start-Stop Technology	10	Each	_____	_____
66	Ford F150 XL - Option 68X - XLT Power Equipment Group Package	10	Each	_____	_____
67	Ford F150 XL - Option 53B - Class IV Trailer Hitch	10	Each	_____	_____
68	Ford F150 XL - Option 53A - Trailer Tow Package	10	Each	_____	_____
69	Ford F150 XL - Option 53C - Max Trailer Tow Package (Requires option 994)	10	Each	_____	_____
70	Ford F150 XL - Option 627 - Heavy-Duty Payload Package (Requires option 53A/995 or 53C/994)	10	Each	_____	_____

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71	Ford F150 XL - Option 18B - Black Platform Running Boards	10	Each	_____	_____
72	Ford F150 XL - Option 63S - Box Side Steps	10	Each	_____	_____
73	Ford F150 XL - Option 63T - Tailgate Step (with Tailgate Lift Assist)	10	Each	_____	_____
74	Ford F150 XL - Option 76R - Reverse Sensing System (Requires 53B, 53A, or 53C)	10	Each	_____	_____
75	Ford F150 XL - Option A - Vinyl 40/20/40 Front-Seat	10	Each	_____	_____
76	Ford F150 XL - Option 67T - Integrated Trailer Brake Controller (Requires 53B or 53A) - incl. with 53C	10	Each	_____	_____
77	Ford F150 XL - Option 655 - Extended Range 36 Gallon Fuel Tank	10	Each	_____	_____
78	Ford F150 XL - Option 153 - Front License Plate Bracket	10	Each	_____	_____
79	Ford F150 XL - Option 96W - Bedliner-Tough Bed Spray-in	10	Each	_____	_____
80	Ford F150 XL - Option 96P - Bedliner-Plastic Drop-in	10	Each	_____	_____

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81	Ford F150 XL - Option 85A - XL Power Equipment Group	10	Each	_____	_____
82	Ford F150 XL - Option 52P - SYNC (Requires 50S)	10	Each	_____	_____
83	Ford F150 XL - Option 85H - Backup Alarm System	10	Each	_____	_____
84	Ford F150 XL - Option 50S - Cruise Control	10	Each	_____	_____
85	Ford F150 XL - Option 54Y/59S - Manual-folding, Manually Telescoping, Power Glass Trailer Tow Mirrors (Requires 53A or 53C)	10	Each	_____	_____
86	Ford F150 XL - Option 16G - Vinyl Flooring-Black	10	Each	_____	_____
87	Ford F250 Regular Cab 4x2	10	Each	_____	_____
88	Ford F250 Regular Cab - Option F2B - 4x4	10	Each	_____	_____
89	Ford F250 SuperCab 4x2	10	Each	_____	_____
90	Ford F250 SuperCab - 8' Box	10	Each	_____	_____

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91	Ford F250 SuperCab - Option X2B - 4x4	10	Each	_____	_____
92	Ford F250 SuperCab - 4x4 8' Box	10	Each	_____	_____
93	Ford F250 Crew Cab 4x2	10	Each	_____	_____
94	Ford F250 Crew Cab - 8' Box	10	Each	_____	_____
95	Ford F250 Crew Cab - 8' Box	10	Each	_____	_____
96	Ford F250 Crew Cab - 4x4 8' Box	10	Each	_____	_____
97	Ford F350 Regular Cab 4x2	10	Each	_____	_____
98	Ford F350 Regular Cab - Option F3D - 4x4	10	Each	_____	_____
99	Ford F350 SuperCab 4x2	10	Each	_____	_____
100	Ford F350 SuperCab - Option X3C - 4x4	10	Each	_____	_____

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TERMS OF PAYMENT: _____

TELEPHONE NUMBER: _____

COMPANY: _____

SIGNATURE: _____

NAME AND TITLE: _____

BID SOLICITATION



City of Chattanooga
101 East 11th Street, Suite G13
Chattanooga, TN 37402

BID OPENING DATE AND TIME:

10-JUL-19 at 2:00 PM

BID NUMBER: 305580

SEALED BIDS

Mail or submit two (2) signed copies of bid form to this office in the enclosed envelope. Retain one copy for your file.

BUYER:

PHONE #: (423) 643-7230

DELIVERY REQUIRED:

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City of Chattanooga
101 East 11th Street, Suite G13
Chattanooga, TN 37402

Item	Class-Item	Quantity	Unit	Unit Price	Total
101	Ford F350 Crew Cab 4x2	10	Each	_____	_____
102	Ford F350 Crew Cab - Option W3D - 4x4	10	Each	_____	_____
103	Ford F250, F350 - Option 90L - Power Equipment Group (included in XLT)	10	Each	_____	_____
104	Ford F250, F350 - Option 17V - XLT Value Package	10	Each	_____	_____
105	Ford F250, F350 - Option 535 - Trailer Tow Package	10	Each	_____	_____
106	Ford F250, F350 - Option 66D - Pickup Box Delete	10	Each	_____	_____
107	Ford F250, F350 - Option 60B - Blind Spot Information System (requires 90L)	10	Each	_____	_____
108	Ford F250, F350 - Option 54K - Manually Telescoping, Folding Trailer Tow Mirrors	10	Each	_____	_____
109	Ford F250, F350 - Option 52B - Trailer Brake Controller	10	Each	_____	_____
110	Ford F250, F350 - Option 18B - Platform Running Boards	10	Each	_____	_____

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Item	Class-Item	Quantity	Unit	Unit Price	Total
111	Ford F250, F350 - Option 872 - Rear View Camera and Prep Kit (requires 66D)	10	Each	_____	_____
112	Ford F250, F350 - Option 85S - Tough Bed Spray-in Bedliner	10	Each	_____	_____
113	Ford F250, F350 - Option 85L - Drop-in Bedliner	10	Each	_____	_____
114	Ford F250, F350 - Option 76R - Reverse Sensing System	10	Each	_____	_____
115	Ford F250, F350 - Option 585 - SYNC	10	Each	_____	_____
116	Ford Taurus SE FWD	5	Each	_____	_____
117	Ford Taurus SE FWD - Option 153 - Front License Plate Bracket	5	Each	_____	_____
118	Ford Transit 150 Cargo Van	5	Each	_____	_____
119	Ford Transit 150 Cargo Van - Sliding Passenger Side Cargo Door	5	Each	_____	_____
120	Ford Transit 150 Cargo Van - Long Wheelbase	5	Each	_____	_____

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Item	Class-Item	Quantity	Unit	Unit Price	Total
121	Ford Transit 150 Cargo Van - Medium Roof	5	Each	_____	_____
122	Ford Transit 150 Cargo Van - Option 53B - Heavy-Duty Trailer Tow Package	5	Each	_____	_____
123	Ford Transit 250 Cargo Van	5	Each	_____	_____
124	Ford Transit 250 Cargo Van - Medium Roof	5	Each	_____	_____
125	Ford Transit 250 Cargo Van - High Roof	5	Each	_____	_____
126	Ford Transit 250 Cargo Van - Long Wheelbase	5	Each	_____	_____
127	Ford Transit 250 Cargo Van - Long Wheelbase Extended-Length	5	Each	_____	_____
128	Ford Transit 250 Cargo Van - Sliding Passenger Side Cargo Door	5	Each	_____	_____
129	Ford Transit 250 Cargo Van - Dual Sliding Side Cargo Door	5	Each	_____	_____
130	Ford Transit 250 Cargo Van - Option 53B - Heavy-Duty Trailer Tow Package	5	Each	_____	_____

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Item	Class-Item	Quantity	Unit	Unit Price	Total
131	Ford Transit 350 Cargo Van	5	Each	_____	_____
132	Ford Transit 350 Cargo Van - Medium Roof	5	Each	_____	_____
133	Ford Transit 350 Cargo Van - High Roof	5	Each	_____	_____
134	Ford Transit 350 Cargo Van - Long Wheelbase	5	Each	_____	_____
135	Ford Transit 350 Cargo Van - Long Wheelbase Extended-Length	5	Each	_____	_____
136	Ford Transit 350 Cargo Van - Sliding Passenger Side Cargo Door	5	Each	_____	_____
137	Ford Transit 350 Cargo Van - Dual Sliding Side Cargo Door	5	Each	_____	_____
138	Ford Transit 350 Cargo Van - Option 53B - Heavy-Duty Trailer Tow Package	5	Each	_____	_____
139	Ford Transit 150 Passenger Van XL	1	Each	_____	_____
140	Ford Transit 150 Passenger Van XL - Medium Roof	1	Each	_____	_____

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Item	Class-Item	Quantity	Unit	Unit Price	Total
141	Ford Transit 150 Passenger Van XL - Sliding Passenger-Side Cargo Door	1	Each	_____	_____
142	Ford Transit 150 Passenger Van XL - Option 53B - Heavy-Duty Trailer Tow Package	1	Each	_____	_____
143	Ford Transit 350 Passenger Van XL	1	Each	_____	_____
144	Ford Transit 350 Passenger Van XL - Medium Roof	1	Each	_____	_____
145	Ford Transit 350 Passenger Van XL - High Roof	1	Each	_____	_____
146	Ford Transit 350 Passenger Van XL - Long Wheelbase Extended-Length	1	Each	_____	_____
147	Ford Transit 350 Passenger Van XL - Sliding Passenger-Side Cargo Door	1	Each	_____	_____
148	Ford Transit 350 Passenger Van XL - Option 53B - Heavy-Duty Trailer Tow Package	1	Each	_____	_____
149	Ford Transit - Option 153 - Front License Plate Bracket	1	Each	_____	_____
150	Ford Transit - Option 43R - Reverse Sensing System	1	Each	_____	_____

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Item	Class-Item	Quantity	Unit	Unit Price	Total
151	Ford Transit - Option 67D - Trailer Brake Controller	1	Each	_____	_____
152	Ford Transit - Option 17A - Fixed Rear-door Glass	1	Each	_____	_____
153	Ford Transit - Option 17B - Fixed Rear-door and Passenger-Side Cargo Door Glass	1	Each	_____	_____
154	Ford Transit - Option 17B - Fixed Rear-door, Driver, and Passenger-Side Cargo Door Glass	1	Each	_____	_____
155	Ford Transit - Option 17F - Windows-All-Around	1	Each	_____	_____
156	Ford Transit - Option 86F - Keys - 2 additional (4 total)	1	Each	_____	_____
157	Ford Transit - Option 57G - Front/Rear Aux A/C	1	Each	_____	_____
158	Ford Transit - Option 16E - Floor Covering-Vinyl, Front and Rear	1	Each	_____	_____
159	Ford Transit - Option 16C - Floor Covering-Vinyl, Front only	1	Each	_____	_____
160	Ford Transit - Option 43B - Backup Alarm	1	Each	_____	_____

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City of Chattanooga
101 East 11th Street, Suite G13
Chattanooga, TN 37402

Item	Class-Item	Quantity	Unit	Unit Price	Total
161	Ford Transit - Option 52M - Speed Limitation-65 mph governed top speed	1	Each	_____	_____

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NAME AND TITLE: _____

**FORD SEDANS, SUVs, VANS, AND LIGHT TRUCKS
FOR CITY OF CHATTANOOGA PUBLIC WORKS DEPARTMENT
FLEET DIVISION
May 2019**

1. Scope of services

The scope of services included in these specifications shall be to provide Fleet vehicles for various departments within the City of Chattanooga Public Works Department, Fleet Division. While not all standard equipment is listed here, all viable manufacturers must meet all regulatory agency specification compliance, such as FMVSS and DOT, and must have a warranty repair center located in the Chattanooga vicinity for service and repairs of warranty claims.

Any questions or comments related to the services described in these specifications may be directed to Mark McKeel, City of Chattanooga Purchasing Division, mmckeel@chattanooga.gov.

2. Basis of bidding

The Vendor shall submit two (2) copies of bid documents utilizing the attached bid form. The bid shall include pricing for standard equipment and equipment group options listed on the attached bid form for Ford sedans, SUVs, vans, and light duty trucks. They should include ALL fees, including delivery charges (if any).

3. General conditions and instructions to bidders

The Vendor shall comply with the Terms and Conditions posted on website <http://chattanooga.gov/purchasing/standard-terms-and-conditions> that has been made a part of this solicitation.

4. Length of contract

The Contract for services described herein shall be for a period of one (1) year beginning the effective date of the award of the Contract. The City and Vendor shall have the option of mutually extending the Contract for two (2) additional one (1) year periods.

Intermittent year model changes will not affect pricing until the award effective date. The escalation clause will be limited to 2% annual price increase for the entire body of vehicles. For example, price changes in one model can exceed 2% as long as the highest volume purchases don't escalate more than 2% and the total increase for all models doesn't exceed 2%.

5. Items and other requirements

All warranties for the various vehicles itemized must be a minimum of (3) three years or 36,000 miles.

- a. **Ford Escape S** - 2.5L i-VCT with Flex-Fuel Capability, Four-Wheel Disc Brakes with ABS, and 6-speed Automatic Transmission
- b. **Ford Expedition XL 4x2** - 3.5L Eco Boost V6, Four-Wheel Disc Brakes with ABS, and 10-speed Automatic Transmission
- c. **Ford Explorer RWD** – 2.3L EcoBoost I-4 with Auto Start-Stop Technology, Four-Wheel Disc Brakes with ABS, and 10-speed Automatic Transmission
- d. **Ford Focus S** – 2.0L Ti-VCT GDI I-4, ABS, EBA, and 6-Speed PowerShift Automatic Transmission
- e. **Ford Fusion** – 2.5L i-VCT Engine with 6-Speed Automatic Transmission, ABS and Brake Assist
- f. **Ford Taurus** – 3.5L Ti-VCT V6, ABS, and 6-Speed SelectShift Automatic Transmission
- g. **Ford Ranger** – 2.3L EcoBoost Engine with Auto Start-Stop Technology, Independent Front Suspension, ABS, EPAS, and Electronic Ten-Speed Automatic Transmission
- h. **Ford F-150** – 3.3L V6 PFDI with Auto Start-Stop Technology and Flex-Fuel Capability, Four-Wheel Disc with ABS, and Electronic Six-Speed Automatic Transmission
- i. **Ford F-250** – 6.2L 2 Valve Gas SOHC EFI NA V8 (Flex-Fuel) with TorqShift-G Six-Speed Automatic Transmission and ABS
- j. **Ford F-350** - 6.2L 2 Valve Gas SOHC EFI NA V8 (Flex-Fuel) with TorqShift Six-Speed Automatic Transmission and ABS
- k. **Ford F-450** – 6.7L 4 Valve OHV Power Stroke V8 Turbo Diesel B20 with TorqShift Six-Speed Automatic Transmission and ABS
- l. **Ford Transit Vans – T150, T250, T350** – 2.0L GDI I-4 Engine with Auto Start-Stop Technology and EPAS

6. Delivery

The delivery of all vehicles will be done only by the awarded vendor. Each vehicle shall contain a full tank of gasoline when delivered.

7. The City will provide the following services:

- a. Designate a City representative to coordinate delivery with Vendor's personnel.
- b. Provide access to City facilities to provide service
- c. Provide a designated space for all vehicles to be parked upon delivery.

8. Execution

The contract for the services shall begin immediately on the effective date of the award of the Contract.

9. Payment of Services

- a. The City will make payment to the Vendor according to the City's normal policies and procedures.
- b. Vendor's Invoice must list a valid E-Mail Address for billing questions and inquiries.
- c. Invoice Date is critical and Invoices must be sent to the City on the Invoice Date in order for the City's tracking system to accurately reflect the record. The Invoice Date must not precede the Ship Date or Service Date.
- d. Invoice descriptions on transaction lines must match the wording of the Purchase Order transaction lines, and reference the corresponding transaction line number of the Purchase Order. The Vendor shall not invoice the City for any item that does not correspond to a line on the Purchase Order.
- e. Vendor's Invoices that are billed inaccurately, incompletely, or otherwise unable to be properly processed are not considered valid.
- f. When sending City a Revised Invoice, it must be clearly marked "Revised." When sending City a replacement Invoice, it must reference the Invoice Number it is replacing.
- g. Invoices to the City shall reference the City Department, Release Number, Work Order Number (if applicable), and the first and last name of the City employee placing the order.
- h. Accurate Invoices, with all appropriate backup documentation, shall be sent to:

City of Chattanooga
Attn: Accounts Payable Division
101 East 11th Street, Suite 101
Chattanooga, TN 37402
acctspayable@chattanooga.gov

And a copy sent to

City of Chattanooga
Fleet Division
fleetacctspayable@chattanooga.gov

Affirmative Action Plan

The City of Chattanooga is an equal opportunity employer and during the performance of this Contract, the Contractor agrees to abide by the equal opportunity goals of the City of Chattanooga as follows:

1. The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, or handicap. The Contractor will take affirmative action to ensure that applicants are employed, and the employees are treated during employment without regard to their race, color, religion, sex, national origin, or handicap. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay, or other forms of compensation, and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
2. The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, or handicap.
3. The Contractor will send to each labor union or representative of workers with which he/she has a collective bargaining agreement or other contract or understanding, a notice advising the said labor union or workers' representatives of the Contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
4. In all construction contracts or subcontracts in excess of \$10,000 to be performed for the City of Chattanooga, any contractor and/or subcontractor is further required to file in duplicate within ten (10) days of being notified that it is the lowest responsible bidder, an affirmative action plan with the EEO Director of the City of Chattanooga. This plan shall state the Contractor's goals for minority and women utilization as a percentage of the work force on this project.
5. This Plan or any attachments thereto shall further provide a list of all employees annotated by job function, race, and sex who are expected to be utilized on this project. This plan or attachment thereto shall further describe the methods by which the Contractor or Subcontractor will utilize to make good faith efforts at providing employment opportunities for minorities and women.

During the term of this contract, the Contractor upon request of the City, will make available for inspection by the City of Chattanooga copies of payroll records, personnel documents and similar records or documents that may be used to verify the Contractor's compliance with these Equal Opportunity provisions.

6. The Contractor will include the portion of the sentence immediately preceding paragraph 1 and the provisions of paragraphs 1 through 6 in every subcontract so that such provisions will be requested of each subcontractor. The Contractor agrees to notify the City of Chattanooga of any subcontractor who refuses or fails to comply with these equal opportunity provisions. Any failure or refusal to comply with these provisions the Contractor and/or Subcontractor shall be a breach of this contract.

(Signature of Contractor)

(Title and Name of Construction Company)

(Date)

Chapter No. 817 (HB0261/SB0377). "Iran Divestment Act" enacted.
Vendor Disclosure and Acknowledgement

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 § 12-12-106.

(SIGNED)

(PRINTED NAME)

(BUSINESS NAME)

(DATE)

For further information, please see website:

https://www.tn.gov/assets/entities/generalservices/cpo/attachments/List_of_persons_pursuant_to_Tenn._Code_Ann._12-12-106,_Iran_Divestment_Act-July.pdf

No Contact/No Advocacy

Notice Receipt

City of Chattanooga

Purchasing Division

For Submission with Sealed Bid Solicitation Responses:

_____ (Vendor Agent name), states that:

(1) He/She is the owner, partner, officer, representative, or agent of _____

_____ (Business name), the Submitter of the

attached sealed solicitation response to Solicitation # _____, and said

Business has taken notice, and will abide by the following No Contact and No Advocacy clauses:

NO CONTACT POLICY: After the posting of this solicitation, a potential submitter is prohibited from directly or indirectly contacting any City of Chattanooga representative concerning the subject matter of this solicitation, unless such contact is made with the Purchasing Division.

NO ADVOCATING POLICY: To ensure the integrity of the review and evaluation process, companies and/or individuals submitting sealed solicitation responses, as well as those persons and/or companies formally/informally representing such submitters, may not directly or indirectly lobby or advocate to any City of Chattanooga representative.

Any business entity and/or individual that does not comply with the No Contact and No Advocating policies may be subject to the rejection or disqualification of its solicitation response from consideration.

Submitter Signature:

Printed Name:

Title: _____

Date: _____