

Administered by  
UNIVERSITY OF MAINE SYSTEM  
OFFICE OF STRATEGIC PROCUREMENT  
BANGOR ME 04401

**VEHICLE BID SPRING 2007**

1.0 GENERAL INFORMATION

1.1 The University of Maine System is seeking quotations for the purchase of vehicles according to the attached schedules.

Definition of Parties: The University of Maine System will hereinafter be referred to as the "University". Respondents to the RFB shall be referred to as "Bidders". The Bidder to whom the contract is awarded shall be referred to as the "Contractor".

1.2 Alternates: Unless otherwise provided for in this solicitation, the name of a certain brand, make or manufacturer does not restrict bidders to the specific brand, make or manufacturer named; but conveys the general style, type, character, and quality of the article desired. Any article that the University, in its sole discretion, determines to be the equal of that specified, considering quality, workmanship, economy of operation, and suitability for the purpose intended, shall be accepted. It is the bidder's responsibility to clearly and specifically indicate the vehicle being offered and to provide sufficient descriptive literature, catalog cuts and technical detail to enable the University to determine if the vehicle offered meets the requirements of the solicitation. Failure to furnish adequate data for evaluation purposes may result in declaring a bid non-responsive. Unless the bidder clearly indicates in its bid that the product offered is an "equal" product, such bid will be considered to offer the brand name products referenced in the solicitation.

**Note: For schedule four (4) only – alternates to the required Toyota Prius are NOT acceptable.**

1.3 Award: The University reserves the right to award this bid on a schedule-by-schedule basis, price and other factors considered. The University reserves the right to conduct any tests it may deem advisable and to make all evaluations. The University reserves the right to reject any or all bids, in whole or in part and is not necessarily bound to accept the lowest bid if that bid is contrary to the best interests of the University. The University reserves the right to waive minor irregularities. Scholarships, donations, or gifts to the University will not be considered in the evaluation of bids. A bid may be rejected if it is in any way incomplete or irregular. When there are tie bids, there shall be a preference for "in-state bidders". When tie bids are both in-state or both out-of-state, the award will be made to the bid that arrives **first** in the Office of Strategic Procurement.

1.4 Award Protest: Bidders may appeal the award decision by submitting a written protest to the Director of Strategic Procurement within five (5) business days of the award notice, with a copy of the protest to the successful bidder. The protest must contain a statement of the basis for the challenge.

1.5 Bid Envelope: The signed bid should be returned in an envelope or package, sealed and identified as follows:

From \_\_\_\_\_  
Name Due Date Time Bid No.

1.6 Evaluation Criteria: Awards will be made to the low bidders, providing delivery needs and all other requirements are satisfactorily met. However, in keeping with the Governor's Executive Order and the State of Maine's Clean Government Initiative the University will incorporate a best-value determination including fuel efficiency and emission ratings in determining the award of passenger sedans and award may be to a vehicle that best meets those criteria even if it does not have the lowest purchase price.

1.7 Communication with the University: It is the responsibility of the bidder to inquire about any requirement of this RFB that is not understood. Responses to inquiries, if they change or clarify the RFB in a substantial manner, will be forwarded by addenda to all parties that have received a copy of the RFB. The University will not be bound by oral responses to inquiries or written responses other than addenda.

Inquiries must be made to: Hal Wells  
Office of Strategic Procurement  
University of Maine System  
16 Central Street  
Bangor, Maine 04401  
(207) 973-3302

1.8 Debarment: Submission of a signed bid in response to this solicitation is certification that your firm (or any subcontractor) is not currently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any Federal department or agency. It is also agreement that the University will be notified of any change in this status until such time as an award has been made.

1.9 Specification Protest Process and Remedies: If a bidder feels that the specifications are written in a way that limits competition, a specification protest may be sent to the Office of Strategic Procurement. Specification Protests will be responded to within five (5) business days of receipt. Determination of protest validity is at the sole discretion of the University. The due date of the bid may be changed if necessary to allow consideration of the protest and issuance of any necessary addenda. Specification protests shall be presented to the University in writing as soon as identified, but no less than five (5) business days prior to the bid opening date and time. No protest against the award due to the specifications shall be considered after this deadline. Protests shall include the reason for the protest and any proposed changes to the specifications. Protests should be delivered to the Office of Strategic Procurement in sealed envelopes, clearly marked as follows:

SPECIFICATION PROTEST, RFB #\_\_\_\_\_

1.10 Submission: A signed original bid must be received at the Office of Strategic Procurement, 16 Central Street, Bangor, Maine 04401, no later than **2:00 P.M. local time, Thursday, March 1, 2007**, for a public opening. Bidders are strongly encouraged to submit bids in advance of the due date to avoid the possibility of missing the 2:00 deadline due to unforeseen circumstances. Vendors assume the risk of the methods of dispatch chosen. The University assumes no responsibility for delays caused by any package or mail delivery service. Postmarking by the due date WILL NOT substitute for receipt of bid. Bids must be date and time stamped by the Office of Strategic Procurement on time to be considered. Bids received after the due date and time will be returned unopened. Additional time will not be granted to any vendor. Additional time may be granted to all vendors when the University determines that circumstances require it. **FAXED OR E-MAILED BIDS WILL NOT BE ACCEPTED.**

1.11 Costs of Preparation: Bidder assumes all costs of preparation of the bid and any presentations necessary to the bidding process.

1.12 Bid Understanding: By submitting a bid, the bidder agrees and assures that the specifications are adequate, and the bidder accepts the terms and conditions herein. Any exceptions should be noted in your response.

2.0 CONTRACT TERMS

2.1 Delivery Notification: Notification must be made to the following people at these locations twenty-four hours prior to delivery so that personnel may be available to receive delivery.

<u>Campus</u>	<u>Contact</u>	<u>Phone Number</u>
University of Maine System	Barbara Tibbets	207-973-3332
University of Maine	Mike Hambrock	207-581-2742
University of Southern Maine Facilities	Anita Higgins	207-780-4160

2.2 Litigation: This Contract and the rights and obligations of the parties hereunder shall be governed by and construed in accordance with the laws of the State of Maine. The Contractor agrees that any litigation, action or proceeding arising out of this Contract, shall be instituted in a state court located in the State of Maine.

2.3 Transportation Charges: Quotations must be F.O.B. Destination. Prices quoted will be considered to include all charges for transportation, packaging, crates, containers, insurance, duty and brokerage charges, etc. necessary to complete delivery on a F.O.B. Destination basis.

2.4 Payments: Payment will be upon submittal of an invoice to the address provided on the purchase order, on a net 30 basis unless discount terms are offered with the bid document. Invoice must include the purchase order number.

2.5 Temporary Plates: All vehicles must be delivered with a 14-day plate.

**NOTICE TO ALL BIDDERS**

**The owner of record on the title application for any vehicle purchased by the University shall be: The University of Maine System, 16 Central Street, Bangor, Maine 04401. The legal residence on the vehicle registration shall reflect the campus location, i.e. Orono; Farmington; Presque Isle; etc.**

**INDEX TO SCHEDULES**

<u>Schedule Number</u>	<u>Vehicle Description</u>	<u>Quantity</u>	<u>Delivery Location</u>
1	4-door, 5-pax, Mid-size Sedan	1	Bangor
2	Full size, regular cab 4X2 pick-up	1	Orono
3	1 ton, 8-passenger vans	2	Orono
4	Toyota Prius Hybrid Sedans	3	Portland

COMPANY NAME \_\_\_\_\_

By: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

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(Title)

3.0 SPECIFICATIONS AND PRICE QUOTES

SCHEDULE 1 – UNIVERSITY OF MAINE SYSTEM - One (1) new, 4-door, 5-passenger, mid-size sedan, Chevrolet Malibu or acceptable alternate, with the following specifications, delivered to the University of Maine System, Bangor:

Air Bags	Front and front passenger
Air Bags, Supplemental	Side impact airbags (all available)
Air Conditioning	Factory installed
Audio System	AM/FM/CD, factory installed
Brakes	4-wheel ABS, power assisted
Color, Exterior	To be selected, enclose charts for int. /ext. colors
Cooling System	To -35 degrees Fahrenheit
Cruise Control	Factory installed with resume function
Door Locks	Power
Driver Adjustments	Power adjustable pedals
Engine	V-6, Gasoline
Floor Mats	Front and rear, color matching
Front, seat interior headroom	39" minimum
Keys	Remote entry system; one extra set of keys (complete)
Mirror, Inside	Standard rear view, adjustable day/night
Mirrors, Outside	Power
Seat Belts	Height adjustable front seat anchors
Seat Covering	Custom Cloth
Seating	5-passenger seating
Seats	Front buckets
Steering	Power assisted with tilt adjustable steering column
Tires	Radial, all weather
Traction Control	Desired
Transaxle	Front wheel drive
Transmission	Automatic
Window, Rear Defogger	Factory installed
Windows	Power
Windshield Wiper and Washer	Electric, variable-timed interval wipers with washer

**Make, Model and Year** \_\_\_\_\_

**Net Price Delivered to the University of Maine System NO trade** \$ \_\_\_\_\_

**Net Price Delivered to the University of Maine System With trade of 2004 Chevrolet Malibu Sedan VIN 1G1ZS54F94F137883 with ~ 50,000 miles** \$ \_\_\_\_\_

The University will decide whether to award this schedule with or without trade. Award of this schedule will be based on best overall value to the University.

**Delivery Time from Receipt of P.O.** \_\_\_\_\_

Delivery address:  
The University of Maine System  
16 Central Street  
Bangor, Maine 04401  
Barbara Tibbets  
207-973-3332

**NOTE: Please enclose chart for selection of interior and exterior colors and pamphlet on the vehicle quoted.**

SCHEDULE 2 – THE UNIVERSITY OF MAINE – One (1) new, full size ½ ton, regular cab, 2WD, pickup, work truck GMC Sierra 1500, or acceptable alternative with the following specifications, delivered to the University of Maine at Orono:

Air Bags	Driver and passenger
Air Conditioning	Factory installed
Audio System	AM/FM, factory installed
Bed Liner	<b>Spray</b> Rhino (or equal) lining – <u>including top of rail</u>
Body Type and Size	Regular cab; fleetside – with approximately 8' box
Brakes	4-wheel ABS, power assisted
Bumpers	Front; rear step and tow
Color	To be selected (solid – blue or white)
Cooling System	To -35 degrees Fahrenheit
Cruise Control	Factory installed with resume
Differential	Limited slip or locking
Drive Train	Rear wheel drive
Engine	Gasoline, V-6
Floor Covering	Black full floor rubberized vinyl
Mirrors, Outside	Two (2), below eye level
Seats	60/40 split-bench, 3-passenger
Seat Covering	Cloth
Steering	Power assisted
Tire, Spare	Full size, mounted and secured
Tires	Radial steel belted, all weather with full size spare mounted and secured
Tow Package	Towing package with 10,000 lb platform hitch
Transmission	Automatic with cooler
Windshield Wipers	Variable-timed interval wipers w/washers

**Make, Model and Year** \_\_\_\_\_

**Net Price Delivered to the University of Maine  
NO trade**

\$ \_\_\_\_\_

**Net Price Delivered to the University of Maine  
With trade of 1995 Buick Century Sedan  
VIN 1G4AG55M3S6502490 with ~ 32,000 miles (campus mostly)  
Body good, some lifter noise**

\$ \_\_\_\_\_

The University will decide whether to award this schedule with or without trade. Award of this schedule will be based on best overall value to the University.

**Delivery Time from Receipt of P.O.** \_\_\_\_\_

Delivery address:  
The University of Maine  
2765 Service Building, Motor Pool  
Rangley Road  
Orono, Maine 04469  
Mike Hambrock  
207-581-2742

**NOTE: Please enclose chart for selection of interior and exterior colors and pamphlet on the vehicle quoted.**

SCHEDULE 3 – THE UNIVERSITY OF MAINE – **Two (2)** new, ¾-ton, 8 passenger GMC Savana 2500, Chevrolet Express 2500 or Ford E250 RWD **regular wheel base** passenger vans or acceptable alternates, as described below delivered to the University of Maine at Orono:

Accessory Power Outlet	Minimum of one, front
Air Bags	Driver and front passenger
Air Conditioning	Front and rear, factory installed, CFC free
Audio System	AM/FM stereo, factory installed
Brakes	4-wheel ABS, power assisted
Bumpers	Front; rear step and tow
Color	Dark Green
Cooling System	Protected to -35 degrees Fahrenheit
Cruise Control	Factory installed with resume function
Differential	Limited slip or locking
Doors	Dual hinged rear open out; dual hinged side open out
Drive train	Front engine, rear wheel drive
Engine	Gasoline, V-8
Floor covering	Black full floor rubberized vinyl
Heater	Front and rear
Lights, inside	Dome with map and reading light
Mirrors, Outside	Driver and passenger, low mount, 7" X 9"
Passenger Capacity	12-passengers
Seats, Front	Bucket
Seats, Second and Third Row	Bench, quick release
Stabilizer Bar	Front and rear
Steering	Power assisted with tilt steering column
Tires	Radial steel belted, all weather, LT rated with full size spare mounted and secured
Trailer Hitch	Towing package with 10,000 lb platform hitch
Transmission	Automatic with cooler
Upholstery	Cloth
Wheel Base	Regular wheel base, <b>no</b> extended wheel base models
Windows	All around, manual, tinted, fixed side and rear
Windshield Wipers	Intermittent or variable-timed interval wipers w/washers

**Make, Model and Year** \_\_\_\_\_

**Net Price Delivered to the University Maine** \$ \_\_\_\_\_ **two (2) vehicles**

**Delivery Time from Receipt of P.O.** \_\_\_\_\_

Delivery address:  
 The University of Maine  
 2765 Service Building, Motor Pool  
 Rangley Road  
 Orono, Maine 04469  
 Mike Hambrock  
 207-581-2742

**NOTE: Please enclose chart for selection of interior and exterior colors and pamphlet on the vehicle quoted.**



SCHEDULE 4 – THE UNIVERSITY OF SOUTHERN MAINE – **Three (3)** new, Toyota Prius Hybrid sedans – **no substitutions**. In addition to the standard equipment, the University requires the following optional equipment, as described below delivered to the University of Southern Maine, Portland:

Color, Exterior	Super White, Driftwood Pearl; Silver Pine Mica (alternates are acceptable – see note below)
Color, Interior	Dark Gray, where available
Floor Mats	Toyota all-weather, front and rear
Upholstery	Cloth

**Model Year** \_\_\_\_\_

**Net Price Delivered to the University Southern Maine** \$ \_\_\_\_\_ **three (3) vehicles**

**Net Price Delivered to the University Southern Maine With option code HG (package #2)** \$ \_\_\_\_\_ **three (3) vehicles**

NOTE: Option package - The University will decide whether to award this schedule with or without the additional package, option code HG. The University is considering this option only to obtain the Vehicle Stability Control (VSC) system. Award of this schedule with or without the option package will be based on best overall value to the University.

NOTE: Colors – The University wants three cars each with a different exterior color. Light exterior colors that do not show dirt are preferred. The University prefers the dark gray interior color because it is less likely to show dirt. Ease of maintenance is the objective.

**Delivery Time from Receipt of P.O.** \_\_\_\_\_

Delivery address:  
The University of Southern Maine  
Department of Facilities Management  
Anita Higgins  
25 Bedford Street  
Portland, Maine 04104-9300  
207-780-4160

**NOTE: Please enclose chart for selection of interior and exterior colors and pamphlet on the vehicle quoted.**