



**INVITATION TO BID
BID # 2012-369**

**City Fleet Vehicle
Light Duty Truck**

BID OPENING DATE/TIME/PLACE:
March 1, 2012 @ 2:00 P.M.
City of Aztec Finance Conference Room
201 W Chaco
Aztec, NM 87410

For further information contact:
Austin Randall
Purchasing Agent
City of Aztec
Phone: 505-334-7656
Fax: 505-334-7649
email: arandall@aztecnm.gov

I. INVITATION

INVITATION TO BID City of Aztec – Light Duty Truck BID # 2012-369

The City of Aztec is accepting bids for a new light-duty truck. Sealed bids will be received by the City of Aztec at the Purchasing Department Office 201 W Chaco, Aztec, New Mexico, 87410, until the hour of 2:00 p.m. on March 1, 2011 at which time bids duly delivered and submitted will be opened and read aloud in the City Finance Conference Room by Purchasing Agent Austin Randall.

Bids should be submitted, sealed and plainly marked with the date and time of opening for Bid #2012-369. Any bids received after the stated closing date will be returned unopened. If bids are sent by mail to the Purchasing Department office, the bidder shall be responsible for actual delivery of the bid to the Purchasing Department Office before the advertised date and hour for opening bids. If mail is delayed either in the postal service or in the internal mail system of the City of Aztec beyond the date and hour set for the bid opening, bids, thus delayed will not be considered and will be returned unopened. The City of Aztec reserves the right to accept or reject any or all bids.

Specifications may be obtained online at the city website www.aztecnm.gov, or by contacting Austin Randall, Purchasing Agent at (505) 334-7656 at 201 W Chaco, Aztec, NM. arandall@aztecnm.gov.

CITY OF AZTEC
Aztec, New Mexico 87410
Austin Randall

The City of Aztec invites all interested, qualified persons or firms, capable of providing the required products, to submit bids for a new light-duty truck to add to the City's vehicle fleet.

Guaranteed pricing is requested; please submit pricing guaranteed for 45 DAYS from the date of notice of award. Notice of award shall occur within 45 days of bid opening date. The City of Aztec reserves the right to accept any bid, in whole or in part, and to reject any or all bids if it is deemed in the best interest of the City to do so. The City of Aztec reserves the right to waive any formality or informality in the process of awarding this bid.

The items as specified herein are not to be taken as restrictive, but rather are to establish a standard for services desired. Any deviation in the attached pages should be specifically set forth in your bid offer. Any brand name used is for the purpose of describing the standard of quality, performance and characteristics desired and is not intended to limit or restrict competition. Where there is more than one part to an item, all parts must be bid to receive Board consideration.

RESIDENT PREFERENCE: The New Mexico Procurement Code, N.M.S.A. 1978, §§ 13-1-21 et seq. (Repl. 1992), as amended, provides for a 5% preference which may be applied to the bids of qualified resident businesses and manufacturers. N.M.S.A. 1978, § 13-1-21. Any Bidder desiring to qualify for a preference pursuant to this section must supply a preference number along with the Bid. However, Bidders should not attempt to include the preference in the bid. The City of Aztec shall adjust bids of businesses and manufacturers who qualify for a preference at the time of evaluation and award.

NEW MEXICO CERTIFICATION NUMBER: Each Bidder who wishes to qualify for the New Mexico Resident Preference, herein, must submit a qualifying New Mexico Certification Number. In order to obtain such a number, a Bidder must submit a "Resident Bidder Certification Questionnaire" to the State of New Mexico, Department of General Services Purchasing Division, Joseph M. Montoya Building, 1100 St. Francis Drive, Room 2021, Santa Fe, NM 87503. In order to qualify for the Resident Preference, the Bidder must be certified and issued a New Mexico Certification Number prior to the bid deadline, time and date.

GENERAL TERMS & CONDITIONS

1. **CONTRACT DOCUMENTS:** The contract documents shall consist of the Bid Documents, any Addenda issued prior to Bid Opening, the Bid Offer, the Notice of Award, the Purchase Order and any separate written agreement agreed to by the parties.
2. **EXAMINATION:** Bidders shall carefully examine the Contract documents and the sites to obtain first-hand knowledge of existing conditions. Bidders will not be given extra payment for conditions, which can be determined by examining the site and contract documents. It is mutually agreed that the Bidder has made the examinations, investigations and test required herein and has made provisions as to the cost in his bid.
3. **MATERIALS:** Unless otherwise stated, all materials shall be new and both workmanship and materials shall be of good quality.
4. **CORRECTION OF WORK AFTER FINAL PAYMENT:** Final payment shall not relieve the vendor of responsibility for faulty materials or workmanship and the vendor shall promptly remedy any defects due thereto.
5. **PERFORMANCE OF CONTRACT:** The vendor shall comply with all laws, ordinances, rules regulations and specifications that have a bearing on this contract.
6. **OPERATIONAL INSTRUCTION:** The bidder shall supply with their bid the latest printed specifications and advertising literature on the unit (s) they propose to furnish.
7. **STATE OF DELIVERY:** All goods shall be delivered completely serviced and ready for use.
8. **DELIVERY/COMPLETION DATE:** Time of proposed delivery of completion of work must be stated in definite terms. Time is of the essence in the placing of this order and the City of Aztec reserves the right to cancel all items not shipped or work not completed within the period agreed to by the vendor. In case of default of the successful bidder, City of Aztec may procure the items from other sources and hold the bidder responsible for any excess cost occasioned thereby.
9. **DELIVERY:** All materials will be delivered F.O.B. City of Aztec Electric Department, 402 S. Light Plant Rd., Aztec, New Mexico, 87410 unless otherwise stated in specifications. Note that there is a separate Bid Item for Shipping/Delivery Cost.
10. **WARRANTIES:** The Bidder shall warrant and guarantee all workmanship performed by the Bidder and materials supplied by the Bidder for a minimum period of one (1) year from purchase date, unless otherwise specified in the specifications.

11. INSURANCE REQUIREMENTS:

(CONSTRUCTION OR INSTALLATION ONLY)

Contractor shall carry and maintain insurance in the following amounts:

General Liability - \$1,000,000 CSL (Combined Single Limits)

Auto Liability - \$1,000,000 CSL (Combined Single Limits)

Workers Compensation – Statutory limits pursuant to the New Mexico Workers Compensation Act.

The certificate shall specifically provide that the coverage afforded under the policy or policies will not be canceled or be materially changed until prior written notice has been given to the City. The Contractor shall furnish a certificate of insurance showing that the City is additionally insured prior to commencing work.

12. In event of default by the contractor, the City reserves the right to procure the commodities and/or services from other sources, and hold the contractor liable for any excess cost occasioned thereby.

13. FIRM PRICING: N/A

14. CANCELLATION: The City may cancel the contract with the vendor at any time for vendor poor performance or vendor breach of contract. Cancellation shall not release the vendor from legal remedies available to the City.

II. SPECIFICATIONS

The City of Aztec seeks to purchase one (1) NEW – Mid Size, Light Duty, Extended Cab (accessible 4th door), Automatic, 4X4, Pickup.

MINIMUM Specifications – Bid unit must meet or exceed the following specifications:

- Model year must be 2011 or newer
- Engine: 4.0 Liter V-6
- Transmission: Automatic, heavy-duty
- Fuel Tank: Maximum fuel capacity available
- Gross Vehicle Weight Rating: at least 5,150 pounds
- Axle: Front disconnect front axle with heavy-duty transfer case
- Axle: Limited slip rear differential or functional equivalent
- Brakes: Power, anti-lock
- Keys: Three (3) complete sets of keys
- Steering: Power, tilt wheel
- Tires: Factory standard all-season radials, full-size spare tire/wheel included
- Wheel Base: Less than 128 inches
- Bed Length: Minimum 6 feet
- Overall Length: Less than 209 inches
- Overall Width: Less than 75 inches
- Sprayed-on bed liner (black)
- Air Bags: Dual
- Radio: AM/FM, Factory Installed with speakers
-
- Mirrors: Outside-right/left below eye level
- Glass: Factory standard tint all around
- Windshield Wipers: two speed intermittent with washer
- Doors: Power locks and windows

- Air Conditioner – Factory installed
- Color: Standard WHITE
- Trailer towing package
- Five (5) Year Factory Warranty – 100,000 mile motor and drive train, zero deductible
- Five (5) Year Factory Warranty – 75,000 mile bumper to bumper, zero deductible

Additional Installed Accessory

- 6,000 lb. Winch – Front Bumper Mounted (Warn or Ramsey Mfg.)
 - o Installed and operational before delivery

III. AWARD

Award will be made to the most responsive, responsible and qualified vendor with the bid most closely conforming to the solicitation, whose selection will be most advantageous to the City. Any exceptions to the specifications please explain in writing on a separate sheet.

In determining responsiveness, responsibility and qualifications, the following items, will be considered by the City.

- A. The bid which offers all specifications requested and has the least overall cost to the City of Aztec.
- B. Vendor's experience and references

IV. BID SUBMITTAL

- **Bids will be accepted until 2:00 p.m. local time on March 1, 2012. Bids shall be submitted in a sealed envelope, marked on the outside with "City Fleet Vehicle, Light-Duty Truck - Bid # 2012-369". Bids will be opened in the City Finance Conference Room located in the Finance building.**
- Bid shall be received by the Purchasing Agent, 201 W Chaco, Aztec, NM 87410 prior to the date and time specified above. Late bids will not be considered.
- The City of Aztec reserves the right to reject any and all bids.

- **Please include a picture and specification sheet with bid submittal**

BID FORM

Bid # 2012-369
City Fleet Utility Vehicle
Opening 2:00 p.m., March 1, 2012
City of Aztec Finance Conference Room

BID ITEM	MODEL	TOTAL BID
Vehicle Model & Info:		
6,000 lb Winch (installed):		
SHIPPING/DELIVERY COSTS:		
TOTAL BID:		

Expected delivery time from Notice of Award: _____ Days

VENDOR _____
ADDRESS _____
TELEPHONE _____ FAX _____
EMAIL _____
CONTACT NAME (print) _____
SIGNATURE _____ DATE _____
State Preference No. _____

Please include a picture and specification sheet to this bid form

ACKNOWLEDGMENT OF RECEIPT FORM

In acknowledgment of receipt of BID# **2012-369**, the undersigned agrees that he/she has received a complete copy from the City's website.

The acknowledgment of the receipt should be signed and returned to the Purchasing Agent no later than February 27, 2012. Only potential Bidders/Offerors who elect to return this form will receive copies of all future communications, relating to, and including amendments to Bid **2012-369**, if issued.

FIRM: _____

REPRESENTED BY: _____

TITLE: _____ PHONE NO.: _____

EMAIL: _____ FAX NO.: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

SIGNATURE: _____ DATE: _____

This name and address will be used for all correspondence related to document this Bid/RFP

Firm does/does not (circle one) intend to respond to RFP/BID _____.

If firm does not intend to reply, please give a brief reason for not responding. _____

Return to:

Austin Randall
Purchasing Agent
City of Aztec
201 W Chaco
Aztec, New Mexico 87410
Telephone Number: 505-334-7656
Fax Number: 505-334-7649

Faxed copies of this form will be accepted.
Faxed **BID** responses **will not** be accepted.