

City of Fullerton



Request for Bids

4392

2022 or 2023 Ford F-250 XL Regular Cab

May 4, 2023

Pre-bid Conference Date:

Not applicable

Bid Due Date:

May 19, 2023

2:00 PM, Pacific Standard Time

Submit bid electronically to:

Karen Chung

Karen.Chung@cityoffullerton.com.

Or on Public Purchase

<https://www.publicpurchase.com/gems/browse/home>

Bid Contact:

Karen Chung

Buyer / Purchasing Division

karen.chung@cityoffullerton.com

1.1 Overview of Requirements

1. City of Fullerton is seeking (1) new 2022 or 2023 Ford F-250 per Exhibit A Specifications as listed in RFB# 4392
2. Please submit your bid with the bid sheet provided in Exhibit B.
3. Please submit the Non-Collusion Affidavit the Specifications Compliance Certification as provided in Exhibit C and D.
4. Bid Submittals must be for vehicles currently available on the lot.

1.2 Bidder Qualifications

1. Bidders must be an authorized dealer for the specified equipment capable of selling, delivering, and servicing the items as specified in Exhibit A.

1.3 Definitions, Acronyms, and Abbreviations

1. The following list is not all-inclusive; there may be additional and specific ones used elsewhere in the RFB.
 - A) Bid Documents = City documents, forms, exhibits, etc. attached to RFB#
 - B) Bidder = the prospective or actual bidder, but not awarded.
 - C) City = City of Fullerton.
 - D) Contractor = the awarded bidder.
 - E) CR = City Representative.

1.03 Quantities

1. The quantities are firm fixed quantities for this bid.
2. City may purchase additional units at the same bid prices for up to one year at same price based on model availability and the exact same configuration as in Exhibit A and B Specifications.

1.04 Pricing

A. Pricing Terms

1. **Unit Price:** includes everything, including but not limited to transportation, delivery, offloading; registering units with DMV; providing exempt status license plates; includes all preparation, documentation, and transfer charges; includes environmental and disposal fees; no other costs will be considered.
2. **Discounts:** all applicable discounts must be factored into the unit price.
3. **Fixed Unit Prices:** prices are fixed through the delivery period for all units.

4. **Government-Mandated Taxes and Fees:** must be included in unit prices.
 5. **CA Tire fee:** is the per tire fee that the State of California assesses, which is subject to change. This amount is included in the Bid as a fixed cost.
 6. **Sales Tax:** City will add the appropriate sales tax to each order.
-

B. Disallowed Costs

1. **Business Permits, Registration and Fees:** obtain, at Contractor's sole expense, all permits and licenses required in connection with providing the required units and in Contractor's name.
2. **Additional charges:** not allowed, no fuel surcharges, no mileage rates.

1.05 Submitting Bid

1. Prospective bidders must submit bids **electronically with supportive Documents by the Date & Time to:**

Karen Chung

Karen.chung@cityoffullerton.com

or

Public Purchase

<https://www.publicpurchase.com/gems/browse/home>

LATE BIDS WILL BE REJECTED

2. **Attach the following required documents to your Bid:** (This list may not be all-inclusive; additional items may be required elsewhere in bid specifications. Failure to provide required documents with bid may cause the bid to be deemed non-responsive.)
 - A) Non-Collusion Affidavit (Exhibit C)
 - B) Specifications Compliance Certification (Exhibit D)

Bid Packages:

Available on the City's website and on the Public Purchase website.

Questions:

Any questions concerning this bid request should be submitted by email to the Bid Contact.

Deadline for questions: Tuesday, May 9th, 2023 5:00 pm PST

Responses Post Date: Tuesday, May 16th, 2023

Answers to such inquiries, as well as any revision, deletion or addition to the bid will be publicly posted on the City's website and the Public Purchase website as an addendum. Bidders should

check the websites for any addendums prior to submitting their bid. The same information will be posted on both sites.

CITY OF FULLERTON WEBSITE: Follow the links.

- www.cityoffullerton.com
 - Government
 - Departments
 - Administrative Services
 - Purchasing
 - Current Bids & RFPs
 - Purchasing
-

PUBLIC PURCHASE WEBSITE: Follow the links.

- <https://www.publicpurchase.com/gems/browse/home>

The RFB can also be downloaded from the Public Purchase website. You must first register as a vendor. Registration is free for all vendors. This is a 2-step process. Please click on the separate Public Purchase link or go directly to the web address. Then, follow the instructions. Registration is NOT mandatory for this RFB.

*****CONTINUED ON NEXT PAGE*****

Exhibit A: Specifications

1.6 Specifications

1. **SUBSTITUTIONS** and **ALTERNATES** are **NOT acceptable** unless City has stated otherwise in the Specifications.
2. Do **NOT** include additional optional equipment or packages unless it is required by the manufacturer's standards to conform to our specifications.

1.	MINIMUM SPECIFICATIONS	THE FOLLOWING SPECIFICATIONS ARE MINIMUM:
2.		Note that City will defer to the manufacturer's up-to-date specifications in the event of conflict with these SPECIFICATIONS unless City states "NO EXCEPTIONS".
3.		IF BIDDER DESIRES ANY VARIATIONS TO THESE SPECIFICATIONS, SEND A WRITTEN REQUEST BY THE QUESTIONS DEADLINE, as outlined on page 3 of this RFB.
4.		Bidder acknowledges receipt and understanding of all bid specifications, terms and conditions, and submits their bid in accordance with them.
5.	DELIVERY:	Deliver and offload to FOB is 1580 W. Commonwealth Ave. Fullerton, CA 92833.
6.		The City reserves the right to award the bid to the vendor that submits the best overall bid based upon price, terms, delivery time, and warranty. The City will award the bid for the vehicle that, in the City's opinion, best serves the interest of the City of Fullerton. These specifications are intended to obtain the best vehicle suitable for the service demands of the department requesting the vehicle. Vendor "after sale" service shall be a consideration.
7.		Any delays in delivery date as required herein shall be immediately reported in writing to the requesting department representative with a copy to the buyer.
8.		City may cancel the purchase order for late deliveries.
9.		Provide invoice and all necessary vehicle registration documentation upon delivery.
10.	LEGAL REQUIREMENTS:	Must meet all applicable legal (Federal and California) requirements.
11.	EXEMPTIONS:	Federal Excise Tax and DMV Fees.
12.	ADDITIONAL UNITS:	City may purchase additional units for up to one year at same price based on model availability.
13.	WARRANTY:	Manufacturer's standard warranty.
14.	DESCRIPTION:	Ford F-250 Regular cab XL with 8' service body
15.	MAKE:	Ford

16.	MODEL:	F-250 XL Regular Cab
17.	BED:	8 Ft Service Body
18.	MODEL YEAR:	2022 or 2023
19.	QUANTITY:	1
20.	COLOR:	White
21.	ENGINE:	6.2L V8 Gas Engine
22.	TRANSMISSION:	10 speed Automatic
23.	DRIVE:	2WD
24.	INTERIOR	Perforable grey
25.	FACTORY EQUIPMENT:	1LS-LS PREFERRED EQUIPMENT GROUP
26.		Rear view camera with prep kit
27.		630A Equipment group
28.		XL Trim value package
29.		3 set of Keys
30.		8FT service body
31.		Class 5 receiver hitch
32.		Full size spare
33.	WHEELS:	STANDARD
34.	EMISSIONS RATING:	Vehicle must be certified as an ULEV or better by the Air Resources Board (CARB) and meet South Coast Air Quality Management District (SCAQMD) Rule 1191
35.	KEYS:	Vehicles shall be delivered with (3) sets of keys per vehicle. If equipped with remote keyless entry four key fobs shall also be provided per vehicle
36.	WARRANTY:	Standard
37.	CREDITS:	Any tax credits earned for the purchase of these vehicles and paid to the vendor shall be credited to the City of Fullerton and shall be reflected in the total bid price.
38.	MANUALS:	
39.		All items not listed above but considered standard to this model shall be included.
40.	REGISTRATION:	Dealer shall process all DMV for Exempt licensing for the City of Fullerton.
41.		END OF SPECIFICATIONS FOR EXHIBIT A

Exhibit B: Bid Sheet

ITEM	QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENSION
001	1	EA	2022 or 2023 FORD F-250 XL Regular CAB PER EXHIBIT A		
002	5	EA	TIRE RECYCLING FEE		
003	1	LOT	DELIVERY FEE (IF APPLICABLE)		
004	1	VEHICLE	DMV REGISTRATION FEES (EXEMPT PLATES)		
005	1	VEHICLE	DMV DOCUMENTATION FEE		
006	1	LOT	SALES TAX		
				BID TOTAL	

WARRANTY: The standard manufacturer’s warranty shall apply to the unit bid. This warranty is: _____ years, or _____ miles.

Additional warranty: ___ N/A _____

SERVICE: The authorized service center designated is located within _____ miles of the City of Fullerton, Equipment Maint. Div., located at 1580 W. Commonwealth Ave., Fullerton, CA 92833.

ADDENDA: Last Addenda Number (Terms & Conditions #27) _____

ALTERNATES: If you wish to bid on the original specifications, as well as offer pre-approved alternates, which are not specifically listed on the line items page, you will need to attach your alternate (2nd) bid on a separate page. Please attach it to this sheet.

TERMS: The City of Fullerton will accept cash discounts for prompt payment of invoices, if the terms offered are fifteen (15) days or longer.

Terms (Check One): ___ Net 30 or
 ___ Discount of ___% if paid in ___ days

AVAILABILITY: Is the desired vehicle(s) currently in stock/available on lot? _____

DELIVERY: Vehicle delivery time in calendar days is: _____ A.R.O.

CONTRACT EXTENSION TO OTHER PUBLIC AGENCIES (Optional):
 The prices, terms and conditions of this bid shall be extended to other public agencies for the period

of time stated below, after bid award by lead agency. All requirements of the specifications, purchase orders, invoices and payments with other agencies shall be handled directly by the additional agency(ies) and the vendor. The City of Fullerton shall be notified immediately of any additional agency(ies) participating in the contract.

Yes _____ No _____ Period of Time

In submitting this bid, the vendor agrees that acceptance of this bid by the City of Fullerton, within thirty (30) days after bid opening, constitutes a contract.

Company: _____ By (Print Name): _____

Address: _____ Authorized Signature: _____

Title: _____

Date: _____ Phone: _____

E Mail: _____ Fax: _____

NOTE: When submitting your bid electronically, please enter email subject with:

2022 or 2023 FORD F-250 XL Regular CAB RFB# 4392

Exhibit C: Non-Collusion Affidavit

Note: To be executed by Proposer and submitted with proposal.

State of _____
(the State of the place of business)

County of _____
(the County of the place of business)

_____, being first duly sworn, deposes and
(name of the person signing this form)
says that he/she is _____ of
(title of the person signing this form)
_____, the party making the foregoing bid
(name of bidding company)

that such bid is not made in the interest of or on the behalf of any undisclosed person, partnership, company, association, organization or corporation; that such bid is genuine and not collusive or sham; that said bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid and has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or that anyone shall refrain from bidding; that said bidder has not in any manner directly or indirectly sought by agreement, communication, or conference with anyone to fix the bid price of said bidder or of any other bidder or to fix any overhead profit, or cost element of such bid price, or of that of any other bidder, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in such bid are true, and further, that said bidder has not directly or indirectly submitted his bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid and will not pay any fee in connection therewith, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, or to any other individual except to any person or persons as have a partnership or other financial interest with said bidder in the general business.

By: _____
(signature)
Printed Name: _____
(name of the person signing this form)
Title: _____
(title of the person signing this form)

Notary is NOT required for this bid.

Exhibit D: Specifications Compliance Certification

Dealer Name Information	
Dealer	
Address	
City, ST, zip	
Contact Name	
Phone Number	
Email	
Vehicle Information	
Manufacturer	
Model	
Trim	
Year	
<p>I, the undersigned, certify that the proposed vehicles are in strict compliance with all Request for Bids (RFB) specifications, terms and conditions requirements for the prices as entered on each line item of RFB #4337.</p>	
Signature	
Date signed	

Exhibit E: Bid Terms and Conditions

1. **Method of Submission:** No bid or proposal will be considered for award unless properly submitted electronically with the forms furnished by the Purchasing Agent, completely filled out and properly delivered by the indicated bid due date. When bids on certain items are optional, bidders shall indicate "no bid" in the space provided for an item for which no bid is being offered. Any bids received after the due date will not be considered and will be rejected.
2. **Specifications and Qualifications:** Bidders shall carefully review all specifications, drawings, scopes of work, and any other bid requirements, including but not limited to; insurance, bonding, licensing, references, affidavits, certifications, etc. that may be called for in the bid documents, in order to ensure qualifications and submission of a responsive bid or proposal. All requirements specified in the bid documents will be made a part of any contract with the successful bidder.
3. **Timing of Award/Bid Withdrawal:** Awards will be made by the City of Fullerton within thirty (30) days from the date bids are opened, unless a different timeline is provided in the bid documents. Any bid may be withdrawn up until the date and time for opening. Any bid not so withdrawn shall constitute an irrevocable offer, which may not be withdrawn prior to award by the City within the number of days specified in the bid documents.
4. **Questions:** Any questions concerning this bid request are to be directed in writing, to the Purchasing Agent or Buyer named in the bid documents, electronically, by the date indicated in the bid. In the event no specific date is indicated, questions are due no later than seven (7) calendar days prior to the scheduled bid submittal date. **Attempts to obtain information from other City employees or contractors during the bid cycle may disqualify a bidder.** Answers to such inquiries, as well as any revision, deletion, or addition to the bid, will be publicly posted on the City's website and on Public Purchase. Bidders should check either sources for any addendums prior to submitting their bid.
5. **Price Errors/Discrepancies:** In the event of discrepancies between totals, unit price extensions and summaries of totals, the unit price correctly extended will control.
6. **Single or Multiple Awards:** If more than one item appears on the bid proposal form and no statement to the contrary is set forth therein, the City of Fullerton reserves the right to:
 - a) Make multiple awards based upon prices submitted; or
 - b) Make one award based upon the total price of all items.

Bidders have the option of stipulating "all or nothing" or any combination of items on their proposal unless otherwise stated in the bid specifications.
7. **Open Competition:** The City of Fullerton encourages all qualified business firms to submit proposals. The Purchasing Division will assist by providing detailed instructions, procurement policies, and other relevant information upon request to any potential bidder seeking assistance.
8. **Federally Funded Projects:** For projects designated as federally funded, the successful bidder must certify prior to award that it has a written affirmative action program and complies with all federal, state, and municipal laws and regulations pertaining to affirmative action and non-discrimination.

Vendor must also certify that they have not been disbarred and comply with any additional Federal regulations that may be indicated within the specific bid documents. When this provision is applicable to the bid, this certification shall be made on the bid form that will be provided with the bid documents.

- 9 New Materials:** Unless a bid specification calls for used, refurbished or recycled materials, all items or materials bid and supplied to the City are to be new, unused products.
10. **Alternates/Substitutions:** When bidding an item believed to be equal to that specified where equals are called for, sufficient supporting data to enable the City of Fullerton to determine whether the proposed item is equal must accompany your bid. Vendors should refer to the specification pages to determine if alternate products or specifications will be considered, and to determine any pre-qualification requirements that may be applicable.
11. **Exceptions:** Exceptions to the City's specifications, terms or conditions taken at time of, or after bid submittal, may render the bid non-responsive and result in disqualification. Vendors wishing to request such exceptions are requested to notify the Buyer of such request no later than seven (7) days prior to the bid due date, to allow for consideration and notification of acceptance or rejection of such request.
12. **Lowest Responsive and Responsible Bidder:** It is understood that, except as may be otherwise expressly provided in the bid documents, the award will be made to the lowest responsive and responsible bidder where the bids are for identical items or supplies, subject to the right to reject any and all bids. When bids call for articles or supplies that are similar but of different brand or make, the City may accept the bid of the bidder who submits the article or supply which, in the City's judgment, is deemed best for the City although it may not be the lowest bid.
13. **Sales Tax Consideration:** In determining the lowest total price, the ultimate receipt of local sales tax by the City will be considered. Bidders with a place of business in the City of Fullerton, who will be submitting sales tax on the City's purchases to the State of California, may be given a 1% preference in pricing, to recognize the amount of sales tax that will be returned to the City. Bidders wishing to be recognized as Fullerton businesses should clearly indicate this fact when submitting their bid.
14. **Informality or Irregularity:** The City of Fullerton reserves the right to waive any informality or irregularity in a bid when it is to the advantage and best interest of the City to do so. It is further understood that if the bidder to whom any award is made fails to enter into a contract in a timely manner, award may be made to the next lowest responsible bidder who shall be bound to perform as if he had received the award in the first instance.
15. **Discounts/Rebates:** Any and all discounts or proposed rebates must be incorporated as reductions in the bid prices and not shown separately. The price as shown in the unit price and its extension shall be the price used in determining award.
16. **Payment Terms:** Standard payment terms are net 30 days. Payment will be made within thirty days of acceptance of goods or services and receipt of invoice, whichever occurs last. Discount payment terms may be offered; however, they will not be considered in determining lowest responsive bid award.
17. **Delivery Terms:** Unless specified otherwise in the bid documents, all items are to be priced with freight and/or delivery charges included in the price quoted. Shipping terms to be FOB delivered to the City specified location.
18. **Taxes:** Bidders should submit their bid prices without including State or County sales taxes. The City pays State sales or use tax at the Orange County rate in effect at the time of purchase, and will include sales tax on the Purchase Order issued to the successful bidder. The City is exempt from Federal Excise tax.
19. **Non-Collusion:** By submitting a bid, bidder certifies they have not divulged, discussed or compared their bid with other bidders, nor colluded with any other bidder or parties to the

request for bid. Bidders must sign and submit the City's Non-Collusion Affidavit with their bid.

20. **Applicable Laws:** All applicable laws and regulations of the State of California, County of Orange, and City of Fullerton will apply to any resulting agreement, contract or purchase order. Bidders are responsible to comply with any and all Federal, State and local rules, regulations and requirements applicable to their provision of goods and/or services to the City.
21. **Business Registration:** Any person, including but not limited to, an individual, partnership or corporation who wishes to conduct any business within the City of Fullerton, must secure a business registration certificate and comply with any and all applicable provisions of Title 4 of the City Ordinance relating to business registration requirements. A City of Fullerton business registration certificate is not required in order to submit a bid; however, one must be procured prior to any product or services being provided to the City.
22. **Patents, Royalties and License Fees:** Should any articles being bid be protected by patent, copyright, royalties and/or license fees, the successful bidder shall include any such royalties or license fees in their bid price, and defend all suits or claims for infringement of any patent right against the City. Successful bidder shall hold the City of Fullerton harmless from any loss on account thereof and cost and attorney's fees incurred therefore.
23. **Quality Guaranty:** All items furnished shall be new, of good workmanship, in full accordance with the specifications, and free of defects. Items will be subject to inspection by the City. If any product or service delivered shows evidence of shipping damage or defects, does not meet applicable specifications, or does not perform to the standards represented by the supplier, the City shall reject same. Supplier will refund money which has been paid and bear all costs of removal and return of the products. Unless otherwise specified, all products provided shall have a manufacturer's warranty of at least twelve (12) months on workmanship, parts, and labor.
24. **Hold Harmless and Indemnification:** The successful bidder shall agree to indemnify, defend and hold harmless the City (including its officers and employees) from and against any and all claims of any kind or nature presented against the City arising out of vendor's (including vendor's employees, representatives, products and subcontractors) performance under any purchase order or agreement resulting from this bid, excepting only such claims, costs or liability which may arise out of the sole negligence of the City.
25. **Bonding and Insurance Requirements:** Some procurements may require bonding and/or insurance. Specific requirements will be stated in the applicable bid documents. In the event bonding is required, bonds shall be submitted in a form acceptable to the City (samples will be included in the documents). Checks or letters of credit will not be accepted in lieu of bonding. When work will be performed on City property, the City's standard insurance requirements (shown below) will apply, unless otherwise indicated in the bid specifications.
 - a) Comprehensive General Liability Insurance: \$1,000,000 per occurrence.
 - b) Auto Liability Insurance: \$1,000,000 per occurrence combined single limit (CSL).
 - c) Workers' Compensation Insurance: as required by State statutes.City of Fullerton to be named as an Additional Insured. All policies shall provide for a minimum of 30 days written notice of any change or cancellation. Insurance policies to be in a form and written through companies acceptable to the City.
26. **Addenda:** Any changes, deletions, or additions to this bid solicitation will be made by addendum numbered sequentially and posted on the City's website and Public Purchase Website. In order to ensure that your bid is predicated upon having received all such

addenda, please enter the last addendum number on the bid Signature Page; if no addenda have been posted, enter "none".

27. Right to Reject: The City of Fullerton reserves the right to accept or reject any and all bids.

