

South Portland City Council  
***Position Paper of the City Manager***

***Subject:***

**ORDER #5-16/17 – Award of Bid #37-16 to Rowe Ford, of Westbrook, ME, for the purchase of a transit van for the Parks and Recreation Department. Passage requires majority vote.**

***Position:***

This item is brought forward to award a bid for the purchase of a transit van for the Parks and Recreation Department. The 2017 Capital Improvement Program included \$31,000 for this purchase.

The van will be used by the Building Maintenance staff to transport staff, supplies and tools between multiple facility locations.

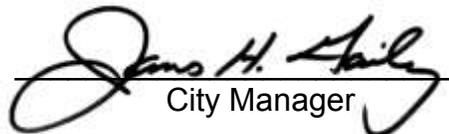
The bid was advertised, mailed and emailed to 27 dealers. The City received 3 quotes from 2 vendors ranging in price from \$25,995 to \$26,930. The lowest bid was from Rowe Ford, of Westbrook, ME, and meets specifications.

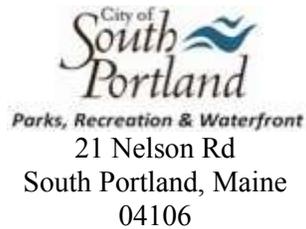
The vehicle bid is a 2017 Ford Transit Connect van. The City will be purchasing the extended warranty which provides a 7-year/125,000 mile Ford bumper to bumper warranty. The cost of this extended warranty is \$2,415, for a total purchase price of \$28,410. Delivery is expected in 12 weeks from placement of order.

Attached is a memorandum from Kevin Adams regarding this bid. He will be at Wednesday's meeting to answer any questions.

***Requested Action:***

Council passage of ORDER #5-16/17.

  
City Manager



## MEMORANDUM

**To:** Jim Gailey, City Manager

**From:** Kevin Adams, Director of Parks, Recreation, and Waterfront

**Date:** June 29, 2016

**Re:** Award of Bid for Purchase of a Transit Connect Van

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I am requesting the award of bid for from Rowe Ford of Westbrook be placed on the City Council meeting agenda.

**BACKGROUND:** The Parks, Recreation and Waterfront Department is seeking to purchase a utility van for the Building Maintenance staff. The staff is currently sharing a vehicle with the Parks Division. This van would transport staff, supplies and tools between multiple facility locations. Its projected useful life is approximately 10 years. A local dealer has assisted us with a quote and we will seek bids from local and regional vendors.

In May of 2016 the City Council approved the purchase of this equipment through 2017 CIP Fund Balance. A local dealer had assisted us with a quote of \$31,000. The bid was advertised, mailed and emailed to 27 dealerships and 2 bidders responded.

**PROPOSALS:** Staff has reviewed all proposals; they are complete and meet most specifications. Both dealerships have noteworthy records of demonstrated experience on similar products and are well known. Both dealerships have the capability, capacity and commitment, including the personnel and equipment, to provide a quality product.

**RECOMMENDATION:** I recommend award of bid to Rowe Ford of Westbrook, Maine, the lowest responsive, responsible bidder in the amount of \$25,995.00 + \$2415.00 Extended Warranty.

I will attend City Council meeting on July 6, 2016 to answer any questions.

Encl: (1.) Photo of Transit Van





**BID SPECIFICATIONS FOR 2016 FORD TRANSIT SWB XLT CONNECT VAN**

**COMPLIANCE TO SPECIFICATIONS**

**It shall be the bidder's responsibility to carefully examine each item of specification. The bidder shall indicate 100% compliance by checking "Yes". Any deviation from the specification as written must be marked "NO" for each line item. Unilateral interpretations will not be accepted. Failure to offer a properly completed bid or failure to respond accurately to each individual item of the technical specification may cause the offender's bid to be rejected. Where the bidder answers "NO", all such variances, exceptions, and/or deviations shall be fully described in writing, identified by section, sub-section and line item, on attachment marked "Exceptions/Deviations – Notations Sheet". Any space left blank shall be considered non-compliant. NO verbal interpretations will be accepted! Bidders shall not use deceit or false statements in responding to written specifications as such may be cause for rejection of bid and/or other penalties.**

	SPECIFICATION DETAILS	COMPLY	
		YES	NO
1. MECHANICAL	a. 1.6 Eco Boost Engine with Active Grill Shutters	Not Available	✓
	b. 6 Speed Automatic Transmission	✓	
	c. Factory Remote Start	✓	
2. INTERIOR	a. Front Bucket seats / manual recline and folding. Charcoal Black cloth	✓	
	b. Power Windows	✓	
	c. Power Locks	✓	
	d. Quick clear electric windshield defroster	✓	
	e. Rear Window Defroster	✓	
	f. Power heated side view mirrors	✓	
	g. Auto Headlamps		
	h. AM / FM stereo with CD and sync and rearview camera	✓	
	i. Vinyl Floor Cover – front & rear		
	j. Front Dome Light	✓	
	k. Rear Cargo Light	✓	
	l. Air Conditioning	✓	
	m. Cruise Control	✓	
	n. Front Floor Mats	✓	

	SPECIFICATION DETAILS	COMPLY	
		YES	NO
3. EXTERIOR	a. Swing out rear cargo doors S7F	✓	
	b. Dual sliding side doors	✓	
	c. Passenger side 2 <sup>nd</sup> row fixed glass	✓	
	d. Privacy Glass	✓	
	e. Front & Rear Splash Guards	✓	
	f. Rear wash wiper	✓	
	g. Silver Paint Color	✓	
	h. Daytime Running Lamps	✓	
	i. Trailer Tow Package	✓	

**QUOTATIONS MUST INCLUDE THE FOLLOWING INFORMATION:**

1. COMPLETE DESCRIPTION OF VEHICLE WITH APPLICABLE PRINTED MATERIAL
2. GUARANTEED DELIVERY TIME AFTER RECEIPT OF WRITTEN ORDER
3. VEHICLE WILL BE ACCOMPANIED BY COMPLETE SHOP MANUAL
4. VEHICLE WILL HAVE ZIEBARTS UNDERCOATING & RUST PROTECTION APPLIED BEFORE DELIVERY – NO EXCEPTIONS

PROPOSAL

The UNDERSIGNED hereby proposes to furnish a new 2016 Ford Transit SWB XLT Connect Van to the South Portland Parks Department, in accordance with the attached Invitation to Bid, the attached specifications, and at the following price, warranty, and delivery time:

Price \$ 25,955<sup>00</sup>

Add/Alt Extended Warranty \$ 2415<sup>00</sup> 3yr 125,000 <sup>Ford</sup> Bumper to Bumper

Year Make & Model # 2017 Ford Transit Connect

Color Silver Odometer Reading Under 50

Warranty 3yr/36000 Bumper to Bumper

3yr/160000 Ford/Chrysler See Attached

Delivery Time Estimate 12 weeks from order

Signed:   
(Corporation, Firm or Company)

By: Robert Bernick  
(Officer, Authorized Individual or Owner)

Title: Commercial Business Mgr

Mailing Address: 91 Main St  
Westbrook Me

Zip Code: 04098 Date: \_\_\_\_\_

Telephone: 207 854-2553 Fax: 207 854 1428

E-Mail: BBernick @ RoweFord.com

Note: Bids must bear the handwritten signature of a duly authorized member or employee of the organization making the bid.



CITY OF SOUTH PORTLAND

THOMAS E. BLAKE  
Mayor

JAMES H. GAILEY  
City Manager

EMILY F. CARRINGTON  
City Clerk

SALLY J. DAGGETT  
Jensen Baird Gardner & Henry

**IN CITY COUNCIL**

**ORDER #5-16/17**

District One  
CLAUDE V. Z. MORGAN

District Two  
PATRICIA A. SMITH

District Three  
EBEN C. ROSE

District Four  
LINDA C. COHEN

District Five  
BRAD FOX

At Large  
MAXINE R. BEECHER

At Large  
THOMAS E. BLAKE

**ORDERED**, that award of Bid #37-16 be and hereby is made to Rowe Ford, of Westbrook, ME, in the amount of twenty-eight thousand four hundred ten dollars (\$28,410) for the purchase of a transit connect van for the Parks and Recreation Department.

Said amount shall be charged to the 2017 CIP SPCC Transit Van Account #407765-651000-17773.

Fiscal Note: \$28,410

Dated: July 6, 2016



## BID RESULTS

### FINANCE DEPARTMENT

GREGORY N. L'HEUREUX  
Finance Director

KRISTIE BRADBURY  
Deputy Finance Director

COLLEEN C. SELBERG  
Purchasing Agent

### Bid #37-16

#### 2016 FORD TRANSIT SWB XLT CONNECT VAN

Bids for furnishing a new 2016 Ford Transit SWB XLT Connect Van to the City of South Portland Parks Department were opened at 2:00 p.m., Thursday, May 26, 2016. The bid was advertised, mailed and emailed to twenty-seven (27) dealerships. Two (2) bidder(s) responded.

Vendor	Model	Add/Alt Extended Warranty	Total
Rowe Ford Westbrook, ME	2017 Transit Connect XLT	\$2,415.00	\$25,995.00
Yankee Ford South Portland, ME	2017 S7F LWB	N/A	\$26,228.00
Yankee Ford Option #2	2016 S7E XL	N/A	\$26,930.00

**Recommend Award to: Rowe Ford – low bidder**

**Source of Funds: 2017 CIP #407765-651000-17773**

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City Manager

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Finance Director



**FINANCE DEPARTMENT**

GREGORY N. L'HEUREUX  
Finance Director

KRISTIE BRADBURY  
Deputy Finance Director

COLLEEN C. SELBERG  
Purchasing Agent

**Invitation to Bid**

**2016 FORD TRANSIT SWB XLT CONNECT VAN**

Sealed bid for furnishing a new 2016 Ford Transit SWB XLT Connect Van to the City of South Portland Parks Department as specified below, in the attached specifications and proposal, will be received by the City Purchasing Agent, Room 105, City Hall, 25 Cottage Road, South Portland, Maine 04106, until 2:00 p.m., Thursday, May 26, 2016 at which time, they will be publicly opened and read aloud. Proposals received after the above stated day and time will not be considered.

Bids shall be submitted on the attached bid form in sealed envelopes, plainly marked "Bid #37-16 Ford Transit SWB XLT Connect Van" and shall be addressed to the Purchasing Agent at the above address.

Delivery to be made upon receipt of purchase order and shall be F.O.B., Parks Department, 33 Pitt Street, South Portland, Maine.

All equipment offered on this bid shall be brand-new and the latest type available. Bidder will state in his bid the name and model number of the equipment he is offering and will include with his bid a catalog or brochure marked to indicate the standard factory equipment of the model on which he is bidding. Bidder must attach a separate sheet to his bid listing any deviation from the minimum specifications shown. If no attachment is provided, it will be assumed that the item being bid meets the minimum specifications.

If the equipment offered by a bidder under the attached specifications meets the specifications except for minor factors or reasonably small amounts in dimensions, and if it shall be determined by the City that these minor variations from the specifications do not prevent the equipment being bid from performing as satisfactorily or from being as good as equipment fully meeting these specifications, then these minor variations from the specifications may be waived by the City, if it deems it to be to its advantage, and the equipment with the waived variations in specifications will be accepted as fully meeting these specifications.

Since a prompt delivery is required, delivery time, as well as price, may be a factor in determining the award of this bid.

The City of South Portland's Ford Fleet Identification Number is QF391.

Price shall include a 14-day plate and State of Maine Certificate of Title or Certificate of Origin, which shall be made out to the City of South Portland, Maine and mailed to the Purchasing Agent, P.O. Box 9422, and South Portland, Me 04116-9422. A copy of the title application is to be delivered with each vehicle. There shall be, within the Greater Portland area, a repair service which shall maintain a stock of spare parts for any make and model of any vehicle that a bidder offers in the proposal.

The City is requesting bids with and without trade-ins and will select the bid it deems to be in its best interest to select. It is the custom of the City of South Portland to pay its bills within 20 to 30 days following delivery of and receipt of bills for all items covered by the purchase order. In submitting bids under attached specifications, bidders should take into consideration all discounts, both trade and time, allowed in accordance with the above payment policy. All bidders should quote net prices, therefore, exclusive of all Federal Excise Taxes and Sales Taxes.

The City of South Portland reserves the right to waive all informalities in bids, to accept any bid or any portion thereof, or to reject any or all bids should it be deemed in its best interest to do so. Except as otherwise required by law or as specifically provided to the contrary herein, the City shall govern the award of this bid's purchasing ordinance.

Colleen C. Selberg  
Purchasing Agent



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	i. Vinyl Floor Cover – front & rear		
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Price \$ \_\_\_\_\_

Add/Alt Extended Warranty \$ \_\_\_\_\_

Year Make & Model # \_\_\_\_\_

Color \_\_\_\_\_ Odometer Reading \_\_\_\_\_

Warranty \_\_\_\_\_  
\_\_\_\_\_

Delivery Time \_\_\_\_\_

Signed: \_\_\_\_\_  
(Corporation, Firm or Company)

By: \_\_\_\_\_  
(Officer, Authorized Individual or Owner)

Title: \_\_\_\_\_

Mailing  
Address: \_\_\_\_\_  
\_\_\_\_\_

Zip Code: \_\_\_\_\_ Date: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Note: Bids must bear the handwritten signature of a duly authorized member or employee of the organization making the bid.