

CITY of NOVI CITY COUNCIL

**Agenda Item F
August 23, 2010**

SUBJECT:

Approval to award Jorgensen Ford Sales the contract to purchase a 2011 Ford F250 Van for the Senior Van Program in the amount of \$31,918.46 and with a \$1,250 trade in for a total of \$30,668.

SUBMITTING DEPARTMENT:

CITY MANAGER APPROVAL:

EXPENDITURE REQUIRED	\$31,918.46 (minus trade-in, \$30,668)
AMOUNT BUDGETED	\$35,000
APPROPRIATION REQUIRED	\$31,918.46
LINE ITEM NUMBER	208-695.00-983.000

BACKGROUND INFORMATION:

City Council approved the amount of \$35,000 for FY 2010-11 to purchase a new vehicle to replace Senior Van #1. Van #1 is a 2001 Ford Van with 120,190 miles.

Senior Transportation is available to all Novi residents, 55 and over and those with disabilities. This service is used extensively for those that have difficulty driving and are in need of transportation to anywhere in the City of Novi or a 10 mile radius outside the City for medical appointments only. FY 2009-10, 11,721 one way rides were completed, an increase of 388 rides from the previous year.

After reviewing the six bids that were received, staff is recommending Jorgensen Ford, the third lowest bid price for a 2011 Ford F250 Extended Van with rear entry wheel chair lift and a trade in price of \$1250. The lowest bid was a 2010 with only a difference of \$256 and is a 2010 vehicle. The second lowest bid had a longer delivery time and less trade in value. Included are the original bid, bid tab sheet and specs for the vehicle.

RECOMMENDED ACTION:

Approval to award Jorgensen Ford Sales the contract to purchase a 2011 Ford F250 Van for the Senior Van Program in the amount of \$31,918.46 and with a \$1,250 trade in for a total of \$30,668.

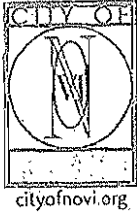
	1	2	Y	N
Mayor Landry				
Mayor Pro Tem Gatt				
Council Member Crawford				
Council Member Fischer				

	1	2	Y	N
Council Member Margolis				
Council Member Mutch				
Council Member Staudt				

CITY OF NOVI
SENIOR TRANSPORTATION VEHICLE BID TAB
AUGUST 12, 2010

	Mobility Transportation	Bob Thibodeau Ford	↓	Jorgensen Ford	Gorno Ford	Varsity Ford	Jefferson Chevrolet
One Senior Transportation Vehicle							
Yr, Make, Model	2010 Ford E250	2011 Ford Econoline		2011 Ford F250 Ext. Van	2011 Ford E250 Ex Cargo Van	2011 Ford E250 Extended Van	2011 Chevrolet CG33706
Unit price	\$31,162.00	\$31,695.00		\$31,918.46	\$33,568.00	\$34,706.00	\$43,098.00
Delivery	2-4 weeks	90 days from order		60 days ARO	90-150 from P.O.	90-120 days	120 Days A.R.O.
Deviations/Comments		none		price firm until 9/30/10	Pricing is net 10. Pricing is good till 9/15/10	76 amp battery instead of 72-amp, 33 gal tank, 5 dome lights w/o map lights, bucket seats	
Alternate #1 - Trade In (2001 Ford F350 Passenger Van	\$750.00	\$200.00		\$1,250.00	\$325.00	\$1,500.00	\$1,000.00
Comments		must run			all safety must work, van must go & stop	10 years old an high mileage. Wholesale unit for dealer	





CITY OF NOVI
BID FORM

SENIOR TRANSPORTATION VEHICLE

We the undersigned as bidder, propose to furnish to the City of Novi, according to the conditions and instructions attached hereto and made a part thereof:

BASE BID

One (1) Senior Transportation Vehicle, per specs \$ 31,918.46

Year, Make, Model 2011 Ford F250 EXT. VAN.

Delivery date GO INTO SALE

Deviation from specifications:

PRICE FIRM UNTIL 9/30/2010

ALTERNATE #1: TRADE IN

One (1) 2001 Ford F350 Passenger Van \$ 1,250.00

Comments: _____

We acknowledge receipt of the following Addenda: _____
(please indicate numbers)

Company (Legal Registration) JORGENSEN FORD SALES

Address 8333 MICHIGAN AVENUE
DETROIT, MI 48210

City _____ State _____ Zip _____

Telephone 313 584-2464 Fax 313 584-2689

Representative's Name (please print) TYLER LAMARU

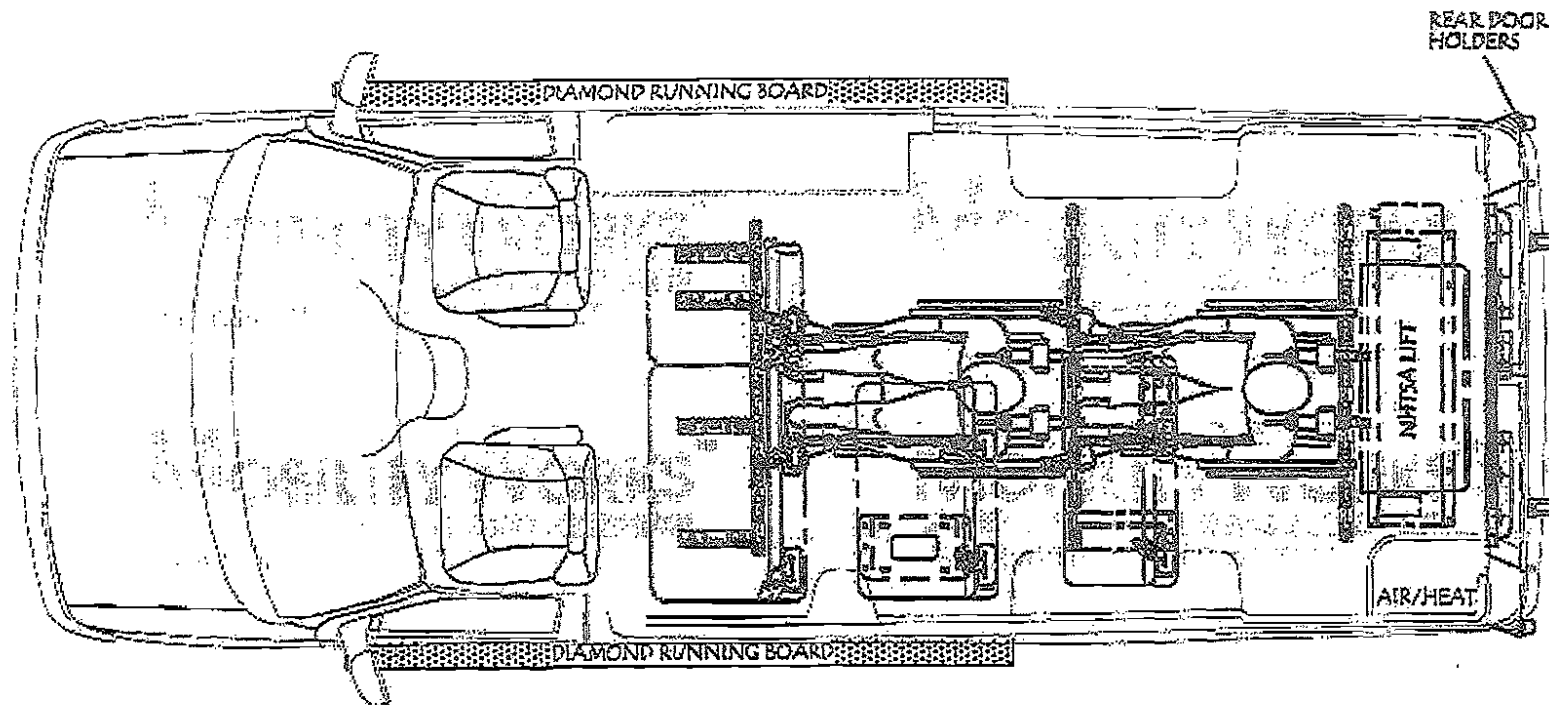
Representative's Title FLEET SALE

Representative's Signature _____

E-mail FLEET.JIM @ AOL.COM

Date 8/11/10

*8/11/2010



ADDITIONAL VEHICLE INFORMATION:

BACK-UP ALARM

Signature: _____

Date: _____

SEATING

1 DRIVER +

8 AMBULATORY PERSONS OR

2 WHEELCHAIR POSITIONS + 4 AMBULATORY PERSONS

MAXIMUM AMBULATORY, DRIVER AND WHEELCHAIR PERSONS = 7

MODEL: NOVIBD E-250 EXTENDED 4.6L V8 RAISED TO TOP		
<small>THE INFORMATION ON THIS DRAWING IS THE PROPERTY OF MOUNIWOX. ANY REPRODUCTION OR USE OF THIS DRAWING WITHOUT PERMISSION OF MOUNIWOX IS PROHIBITED.</small>		
Drawing Date: _____ Drafter: _____ Checked: _____ Approved: _____	Scale: 1=12 Drawing No: _____	<small>EXCLUSIONS UNDER CHAIRS ARE LISTED AT EACH END OF CHAIRS UNLESS OTHERWISE SPECIFIED</small> 2 LIFTED at 7 20 LIFTED at 5 200 3.000 IN KEY STAGE

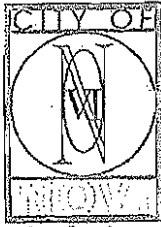
MOBILITYWORKS®

MAKING THE WORLD ACCESSIBLE

8/11/2010
Quote is valid for 30 days

1090 West Wilbeth Road, Akron, Ohio 44314 LOCAL: 330-861-1118 FAX: 330-861-0281
TOLL FREE: 1-800-769-0267

COMPANY Jorgensen Ford		SALESPERSON Anthony	QUOTE # 81110-A
CONTACT Jim Lamarr		COUNTY	TAX ID #
STREET		YEAR, MAKE & MODEL 2011 E250 Ext 4.6	JOB REFERENCE Novi Bid
CITY, STATE, ZIP Novi, Mi		F.O.B.	TERMS
PHONE 313-475-7029	FAX fleetjim@aol.com	DELIVERY 90 days	
VEHICLE and EQUIPMENT DESCRIPTION			
Qty			
	Chassis: Conversion on New 2011 Model Year Ford E250 EXT 4.6		
1	Extended 16" Executive TV raised roof, in Oxford white to match (includes exterior height windshield sticker)		
1	Extended CLOTH headliner for raised roof van, in gray with 4 dome lights, storage over driver/passenger		
	Raised doors, painted to match		
1	12" tapered rear doors with rear door grabbers		
	Interior flooring:		
3	Rows of bolted "L" track, with commercial grade plywood subfloor (refer to attached drawing)		
1	"FS Floor" - EXTENDED van, REAR lift only		
1	LONCOIN floor covering, in grey - EXTENDED length van		
1	MobilityWorks one-piece ABS plastic interior wall system with door covers, in gray - EXTENDED length van		
1	Rear heat & air conditioning - 26,000 BTU AC, 28,000 BTU Heat vented to sidewall w/4 rear vents		
1	Braun automatic ADA lift, 34" x 51" platform, Century series model C919 FIB, REAR door mounted, ADA interlock, spot lights on lift, FMVSS 403 & 404 compliant - manual roll stop		
2	Q'Straint manual 4-point wheelchair tiedown system M201, with manual lap & shoulder restraint (LEVEL 1)		
1	three (3) passenger forward-facing bench seat, with three-point lap/shoulder belts		
1	two (2) passenger forward-facing ADA flip seat, with three-point lap/shoulder belts		
1	two (2) passenger forward-facing ADA flip seat, with three-point lap/shoulder belts - WHEEL WELL SEAT (Pos. C)		
1	EXT Steel flooring plates required for installation of 2pass ADA flips		
1	Diamond running boards		
1	Back-up alarm		
1	Vehicle prep - cleanup, QA, payload, required certifications/labels, training CDs, emergency exit & no smoking stickers		
1	DELIVERY INCLUDED		
Conversion package			\$13,500.00
*Manufacturer's discounts and rebates are subject to change.			
All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are full covered by worker's comp insurance. CREDIT CARDS WILL BE ACCEPTED FOR DEPOSITS ONLY.		QUOTE APPROVAL Authorized Signature: _____ A non-refundable deposit of \$1,000.00 is required on all special order units.	



cityofnovi.org

CITY OF NOVI
SENIOR TRANSPORTATION VEHICLE
INSTRUCTIONS TO BIDDERS

This bid is issued by the Purchasing Office of the City of Novi.

IMPORTANT DATES

Bid Issue Date	July 29, 2010
Last Date for Questions	August 5, 2010 by 12 Noon Please submit all questions via email to: Sue Moranti, Purchasing Manager smoranti@cityofnovi.org
Response Due Date	Thursday, August 12, 2010 by 2:00 p.m.

BID SUBMITTALS

An **UNBOUND COMPLETED ORIGINAL and Two (2) copies** of each bid must be submitted. No other distribution of the bids will be made by the Contractor. Bids must be signed by an official authorized to bind the Contractor to its provisions.

FAILURE TO SUBMIT PRICING ON THE BID FORM PROVIDED BY THE CITY OF NOVI MAY CAUSE THE BID TO BE CONSIDERED NON-RESPONSIVE AND INELIGIBLE FOR AWARD.

CHANGES TO THE BID/ADDENDUM

Should any prospective Bidder be in doubt as to the true meaning of any portion of the ITB, or should the Bidder find any patent ambiguity, inconsistency, or omission therein, the Bidder shall make a written request (via email) for official interpretation or correction. Such request shall be submitted to the staff member indicated above. The individual making the request shall be held responsible for its prompt delivery.

Such interpretation or correction, as well as any additional Bid provisions that the City may decide to include, will be made as an addendum, which will be posted on the MITN website at www.mitn.info. Any addendum issued by the City shall become part of the ITB and subsequent contract and shall be taken into account by each bidder in preparing its bid. Only written addenda is binding. It is the Bidder's responsibility to be sure they have obtained all addenda. Receipt of all addenda must be acknowledged on bid form.

TYPE OF CONTRACT

If a contract is executed as a result of the bid, it stipulates a fixed price for products.

CONSIDERATION OF BIDS

In cases where items are requested by a manufacturer's name, trade name, catalog number or reference, it is understood that the bidder/proposer intends to furnish the item so identified or an item of "equal" quality and value as determined by the City of Novi.

Reference to any of the above is intended to be descriptive, but not restrictive, and only indicates articles that will be satisfactory. Bids of "equal" quality and value will be considered, provided that the bidder states in his/her bid what he/she proposed to furnish, including literature, or other descriptive matter which will clearly indicate the character of the item covered by such bid.

The Purchasing Manager hereby reserves the right to approve as an "equal", any item proposed which contains minor or major variations from specification requirements, but which may comply substantially therewith.

CONTRACT AWARD

The contract will be awarded to that responsible, responsive bidder whose bid, conforming to this solicitation, will be most advantageous to the City of Novi. Qualifications, experience, references, comparable projects, price, previous experience with vendor/contractor, delivery, and other factors will be considered in the evaluation process and award of contract. The City reserves the right to accept any or all alternative bids and award the contract to other than the lowest bidder, to waive any irregularities or informalities or both; to reject any or all bids; and in general to make the award of the contract in any manner deemed by the City, in its sole discretion, to be in the best interest of the City of Novi.

After contract award, a summary of total price information for all submissions will be posted on the MITN website at www.mitn.info.

SUBMISSION OF BID

Bids must be submitted in a sealed envelope. Outside of mailing envelope must be labeled with name of contractor and name of bid. Failure to do so may result in a premature opening or failure to open such proposal.

To be considered, sealed bids must arrive at the specified location, on or before the specified time and date. There will be no exceptions to this requirement. Contractors mailing bids should allow ample time to ensure the timely delivery of their bid. Bids received after the closing date and time will not be accepted or considered. Faxed, emailed, or telephone bids are not acceptable. The City of Novi shall not be held responsible for lost or misdirected bids.

Bids must be clearly prepared and legible and must be signed by an Officer of the submitting Company on the enclosed form. Bids must show unit and total prices if requested. In case of mistakes in price extension, unit pricing shall govern. ANY CHANGES MADE ON BID FORMS MUST BE INITIALED OR YOUR BID MAY BE CONSIDERED NON-RESPONSIVE.

A bid may be withdrawn by giving written notice to the Purchasing Manager before the stated due date/closing time. After the stated closing time, the bid may not be withdrawn or canceled for a period of One Hundred and Twenty (120) days from closing time.

Failure to include in the bid all information requested may be cause for rejection of the bid.

Bidders are expected to examine all specifications and instructions. Failure to do so will be at the bidder's risk.

No bid will be accepted from, or contract awarded to any person, firm, or corporation that is in arrears or is in default to the City Novi upon any debt or contract, or that is in default as surety or otherwise, or failed to perform faithfully any previous contract with the City.

EXCEPTIONS

The City will not accept changes or exceptions to the bid documents/specifications unless Contractor indicates the change or exception in the "Exceptions" section of the bid form. If Contractor neglects to make the notation on the bid form but writes it somewhere else within the bid documents and is awarded the contract, the change or exception will not be included as part of the contract. The original terms, conditions and specifications of the bid documents will be applicable during the term of the contract.

RESPONSIVE BIDS

All pages and the information requested herein shall be furnished completely in compliance with instructions. The manner and format of submission is essential to permit prompt evaluation of all bids on a fair and uniform basis. Unit prices shall be submitted if space is provided on bid form. In cases of mistakes in extension, the unit price shall govern. Accordingly, the City reserves the right to declare as non-responsive, and reject an incomplete bid if material information requested is not furnished, or where indirect or incomplete answers or information is not provided. Any exceptions to the specifications must be noted on the bid form.

FREIGHT CHARGES

All bid pricing is to be quoted as F.O. B. destination.

TAX EXEMPTION

It is understood that the City of Novi is a governmental unit, and as such, is exempt from the payment of all Michigan State Sales and Federal Excise taxes. Do not include such taxes in the bid prices. The City will furnish the successful bidder with tax exemption certificates when requested. The City's tax-exempt number is 38-6032551.

The following exception shall apply to installation projects: When sales tax is charged to the successful bidder for materials to be installed during the project, that cost shall be included in the "Complete for the sum of" bid price and not charged as a separate line item. The City is not tax exempt in this case and cannot issue an exemption certificate.

PAYMENT TERMS

Payment will be made after title is received by the City. To facilitate a speedier payment process, the City will accept an invoice for the exact amount of the vehicle 2-3 weeks prior to the anticipated delivery date. A check will be cut and held until the title is received. Once the title has been received, the vendor can choose to pick the check up or have it mailed.

TRANSFER OF CONTRACT/SUBCONTRACTING

The successful bidder will be prohibited from assigning, transferring, converting or otherwise disposing of the contract agreement to any other person, company or corporation without the expressed written consent of the City of Novi. Any subcontractor, so approved, shall be bound by the terms and conditions of the contract. The contractor shall be fully liable for all acts and omissions of its subcontractor(s) and shall indemnify the City of Novi for such acts or omissions.

NON-DISCRIMINATION

In the hiring of employees for the performance of work described in this ITB and subsequent contract, neither the contractor, subcontractor, nor any person acting in their behalf shall by reason of religion, race, color, national origin, age, sex, height, weight, handicap, ancestry, place of birth, sexual preference or marital status discriminate against any person qualified to perform the work required in the execution of the contract.

ACCEPTANCE OF BID CONTENT

Should a contract ensue, the contents of the bid of the successful Bidder may become contractual obligations. Failure of a contractor to accept these obligations may result in cancellation of the award.

DISCLOSURE

All documents, specifications, and correspondence submitted to the City of Novi become the property of the City of Novi and are subject to disclosure under the provisions of Public Act No. 442 of 1976 known as the "Freedom of Information Act". This Act also provides for the complete disclosure of contracts and attachments hereto. This means that any informational material submitted as part of this ITB is available without redaction to any individual or organization upon request.

ECONOMY OF PREPARATION

Bids should be prepared simply and economically, providing a straightforward and concise description of the bidder's ability to meet the requirements of the bid. Emphasis should be on completeness and clarity of content. Included in the response must be a point by point response to the Requirements and other sections of the bid.

The City of Novi is not liable for any costs incurred by bidders prior to issuance of a contract.

INDEPENDENT PRICE DETERMINATION

By submission of a proposal, the offerer certifies, and in case of a joint proposal, each party hereto certifies as to its own organization, that in connection with the proposal:

(a) The prices in the proposal have been arrived at independently without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other offerer or with any other Competitor; and

(b) No attempt has been made or will be made by the offerer to induce any other person or firm to submit or not submit a proposal for the purpose of restricting competition.

Each person signing the proposal certifies that:

(c) He is the person in the offerer's organization responsible within that organization for the decision as to prices being offered in the proposal and that he has not participated and will not participate in any action contrary to (a) and (b) above; or

(d) He is not the person in the offerer's organization responsible within that organization for the decision as to prices being offered in the proposal but that he has been authorized in writing to act as agent for the persons responsible for such decisions in verifying that such persons have not participated, and will not participate, in any action contrary to (a) and (b) above, and that as their agent, does hereby so certify; and that he has not participated, and will not participate in any action contrary to (a) and (b) above.

A proposal will not be considered for award if the sense of the statements required in the proposal has been altered so as to delete or modify the above.



CITY OF NOVI

SENIOR TRANSPORTATION VEHICLE

SPECIFICATIONS

BASE BID

One (1) New 2010 or 2011 Ford Extended XL Econoline Van (or equivalent)

This van will seat 5 persons, counting driver, and 2 wheelchairs. It can also carry 9 persons, counting driver, when both rear seats are flipped down.

Exterior: White	Steel Belted Radial Tires
Interior: Grey	Dual airbags
Automatic Transmission with Overdrive	Full size spare
V-8 Engine	Vinyl Seats
Power Steering	HD battery & alternator
Power Anti-lock brakes	HD suspension
Air Conditioning, <u>Front & Rear</u>	Front Captain's chairs
AM-FM Stereo	Tilt Steering
Deluxe Insulation	Large rearview mirrors
35 Gallon gas tank	Cruise control
4 dome lights with map lights	Power windows
Rear heater	Power mirrors
Intermittent wipers	Power locks with keyless entry

Additional Mobility Equipment:

NHTSA wheelchair lift with H.D. installation and extra support
NHTSA compliant wheelchair lift interlock system with emergency bypass plug
FMVSS 220 Rollover protection
Raised lift doors to 60"
Aerodynamic raised roof, painted to match with cloth headliner
Grey ABS molded interior sidewalls
Rear heater & A/C vented to sidewall with four rear vents
Two Q-Straint wheelchair tiedowns with L track & lap, shoulder harness
Driver and passenger side aluminum running boards
Backup alarm
Three passenger removable bench seat
Two 2-passenger forward facing flip seats
¾" wood subfloor with grey commercial "coin" style vinyl floor
Staff training DVD
Meets ADA, NHTSA, and FMVSS Quality Standards

ALTERNATE #1 – TRADE IN

2001 Ford E350 Passenger Van has approximately 120,000 miles. Vehicle is in use, so mileage will be higher by the time new vehicle is delivered. Seats 13 passengers plus driver. No wheelchair lift.