



## INVITATION TO BID

**SOLICITATION TITLE:** Non-Alternative Fuel Vehicles 2016 Model Year (MPA #4782016)  
**SOLICITATION NUMBER:** 7549881  
**BID PROPOSAL SUBMISSION DEADLINE:** October 5, 2015 at 10:00 AM

**QUESTIONS** about this solicitation must be emailed and received by the Division of Purchases at [doa.purquestions3@purchasing.ri.gov](mailto:doa.purquestions3@purchasing.ri.gov) no later than Friday, September 18, 2015, 4:00 PM, in a Microsoft Word attachment with the corresponding solicitation number. Questions, if any, and responses will be posted on the Division of Purchases website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov) as an addendum to this solicitation

**BID BOND REQUIRED:**  NO  
 YES

**PAYMENT AND PERFORMANCE BOND REQUIRED:**  NO  
 YES

**SPECIFICATIONS AND PLANS:**  NO  
 YES → See Electronic Solicitation Bidding Information.  
Click on the online active "D" link in the "info" column.

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**RIVIP REGISTRATION:** Bidders must be registered vendors through the online Division of Purchases Rhode Island Vendor Information Program at [www.purchasing.ri.gov](http://www.purchasing.ri.gov). To register or update information, click on "Vendor Center," then "Vendor Information" from the dropdown menu on the left.

**BIDDER CERTIFICATION COVER FORM:** Bidders must download (obtainable at [www.purchasing.ri.gov](http://www.purchasing.ri.gov)), complete, and submit a Bidder Certification Cover Form with each bid proposal.

The State of Rhode Island through its, Department of Administration, Division of Purchases, is soliciting bid proposals to perform the work described in the plans and specifications dated September 11, 2015 For the Project in accordance with this solicitation.

Bidders are invited to submit bid proposals to the Division of Purchases by the bid proposal submission deadline.

This solicitation contains, and is subject to the terms and conditions of, the Invitation to Bid, Instructions to Bidders, Bid Preparation Checklist (with applicable forms), Agreement, General Conditions, any Supplemental Conditions, Specifications and Plans, Bidder Certification Cover Form, and Bid Form. The solicitation is available at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).

The award of the contract pursuant to this solicitation will be made to the responsive and responsible bidder with the lowest bid price. *The Division of Purchases reserves the right to waive any technicalities in the bid proposals, accept or reject any bid proposal, award a contract in the best interest of the State, or revoke any solicitation.*

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## INVITATION TO BID

### Electronic Solicitation Bidding Information

#### **Downloading and Accessing Additional Electronic Solicitation Files**

Accessing electronic files on the purchasing website will require Adobe viewer. All bid solicitations that include a "D" in the "Info" column will require WinZip 8.1 software. The WinZip file may contain one or more files. These files may require additional software such as Microsoft Office.

Specifications that have a file for download are marked with a "D" in the "Info" field of the bid search results page located on the Purchasing website. The "D" will indicate an active link to the WinZip file until the bid reaches its opening date. Clicking on the active "D" link will allow you to open or save the WinZip file associated with the bid. Opening the WinZip file will offer you the option of saving to your local computer.

Once saved, you can open the WinZip file and view the files. The individual files can be saved to your computer in a location such as "Desktop" or "My Documents".

**Buyer Name: Gary P. Mosca, Title: Senior Buyer**

STATE OF RHODE ISLAND  
DIVISION OF PURCHASES  
BID NO. 7549881  
Non-Alternative Fuel Vehicles 2016 Model Year

*The State of Rhode Island, on behalf of State Fleet Operations, is soliciting bids for non-alternate fuel vehicles which will be purchased throughout the model year by various state agencies. The State Fleet Operations will utilize this agreement to satisfy vehicle needs of all state agencies throughout the term of the agreement. This master price agreement will remain in effect for the duration of the 2018 model year.*

- If awarded, the term of the MPA contract shall commence on or about **November 1, 2015 and expire December 31, 2018** unless terminated, cancelled, by the Division. This is a firm fixed price contract for indefinite delivery and indefinite quantity for supplies/services specified.
- The unit shall be newest current model, new and unused, under standard production by the manufacturer, and of which parts are stocked at one or more locations in Rhode Island and/or Southern New England region. All parts utilized on the unit shall be new and unused.
- Bidder must be an authorized manufacturer's representative/dealer.

**Definitions:**

**"Base Price"**, means: Total price of vehicle "DELIVERED" as required by the State including all charges and any/all standard features specified within solicitation specifications.

**"To Include All Manufactures Standard Features"**, means: Any/all features listed within solicitation that are specified by the State. These features are to be included in Base Price offer.

**"Special Options"**, means: Additional features that can be added to vehicle at the sole option of the State. Vendor is to provide pricing where applicable on solicitation pricing sheets.

**Pricing:**

- Vehicle prices listed shall remain unchanged for the vehicle model year following the Effective Date. Thereafter, the Contractor shall have the right to request a price adjustment for each vehicle model year as soon as pricing becomes available from the manufacturer.
- The Vendor may submit a request in writing to the Division of Purchases for a price adjustment that is consistent with and relative to price

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changes originating with and compelled by manufacturer and/or market trends and which changes are outside of the Vendors control.

- The Vendor shall fully document its request, attaching to the request, without limitation, such manufacturer and market data, as support the requested adjustment. The Division may, in its sole discretion, approve or disapprove the requested adjustment, in whole or in part. All requests are to be submitted by September 1<sup>st</sup> for the next model year.
- Any approved adjustment shall be final and shall remain unchanged until the next model year becomes available.
- The State reserves the right to re-solicit any New Vehicle Type offered by manufactures within the terms of this contract, including available options for such vehicles at the sole discursion of the State.

**Statewide Applicability:**

- **Statewide Applicability:** Political subdivisions (cities, towns, schools, quasi-public agencies), as authorized by law, may participate in this Agreement.

**Proposal Submission:**

- Vendor must complete and submit attached specification spread sheet for make(s) and models bidding. **An electronic workable spread sheet is provided (see submittal instructions attached). Only the portion and pages associated with the item(s) bidding should be returned with proposal.**
- Vendor must submit and complete attached Manufactures Standard Features Sheet(s) for each vehicle bid indicating (YES/NO) in appropriate area on form and specify alternate if responding "NO".
- Vendors must provide pricing on attached Option Price Sheet(s), if applicable for each vehicle bidding.
- It is not necessary to return the entire bid form(s) with proposal. It is the vendor's responsibility to submit any and all bid sheets/form(s) relating to the vehicle(s) they are submitting a proposal. All exceptions must be specifically identified. Any supplement information must have the corresponding bid item number identified.
- Individual prices are requested for all models identified; it is not necessary to respond to each item. Award(s) will be issued based on item low.

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- Bidder must submit detailed specification(s) and literature of the model offered including vehicle confirmation.
  
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**Order Confirmation:**

Vendor is to provide written confirmation of order to the Office of State Fleet Operations/Connie Resendes within 15 days of order placement/award.

**Vehicle Color:**

Manufacturer's standard color selection is acceptable, and will be identified upon order placement.

**Keys:** Each vehicle is to be delivered with two (2) sets of keys.

**Warranty:**

Standard manufacturer's warranty and operator's manual shall accompany each vehicle. All written warranties and warranty cards are to be furnished in the glove compartment of each vehicle delivered.

**Delivery:**

All vehicles must be delivered with less than 150 miles on the odometer. Vehicles will odometer reading in excess of 150 miles will not be accepted without prior approval from the Division of Purchases.

Dealers located beyond a 150 mile radius from Providence Rhode Island, must submit a written plan of their proposed delivery method, including information regarding required dealer preparation and approved by the Division of Purchases.

Each vehicle is identified with a specification number. That number must be clearly marked on all invoices as well as on the sticker attached to window if each vehicle.

It is imperative that this number appears on the vehicle sticker since this will be the identification for distribution from the State Fleet parking facility to the individual state agencies.

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**DELIVERY SITE FOR ALL VEHICLES WILL BE THE FOLLOWING:**

State Fleet Parking Lot  
Spring Brook Road  
Scituate, RI

**DELIVERY INFORMATION:**

SUCCESSFUL VENDOR(S) MUST CONTACT CONNIE RESENDES AT STATE FLEET OPERATIONS, (401-222-6227) AT LEAST (2) TWO DAYS PRIOR TO DELIVERY.

**THE FOLLOWING ADDITIONAL TERMS AND CONDITIONS APPLY TO THIS INVITATION TO BID:**

1. All vehicles must be delivered without dealer's name or advertising of any type visible on the body
2. Each vehicles delivered to the State must be accompanied by a window sticker and "Certificate of Origin" with owner listed as: STATE OF RI/FLEET OPERATIONS, ONE CAPITOL HILL, PROVIDENCE, RI 02908, CONTAINING THE MANUFACTURER'S VEHICLE IDENTIFICATION NUMBER (VIN), THE NUMBER OF ENGINE CYLINDERS AND ENGINE TYPE, A GENERAL DESCRIPTION OF THE BODY GVW # AND THE MODEL NAME/NUMBER. ODOMETER DISCLOSURE MUST BE COMPLETED ON THE VENDOR'S SIDE OF "CERTIFICATE OF ORIGIN".
3. Bids must be predicated on the basis of the bidder's full and unencumbered title to the vehicle(s) as of the date of delivery to the State. Bids subject to lien or assignment at the time of delivery to the State, or which stipulate third party or joint payment, will be rejected.
4. Title certificates must be provided at the time of delivery to the State.
5. The successful vendor(s) will be required to provide the following:
  - A. A completed application for registration and Title Certificate (TR-1) with the exception of Sections G and H. Owner to be listed as: State of RI/Fleet Operations, One Capitol Hill, Providence, RI 02908.
  - B. A completed Sales or Use Tax Exemption Certification - Motor Vehicles. Purchaser to be listed as: State of RI/Fleet Operations, One Capitol Hill, Providence, RI 02908.
6. To insure timely deliveries, vendor is required to supply confirmation of order to Connie Resendes (401-222-6227), State Fleet Operations, 1 Capitol Hill, Providence, RI 02908 indicating anticipated delivery date. This must be received within 30 days of award.

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7. A copy of specification, labeled by bid item number, must be submitted with each offer. Failure to provide specifications as required may result in disqualification.
8. Standard manufacturer's warranty and operator's manual shall accompany each vehicle. All written warranties and warranty cards are to be furnished in the glove compartment of each vehicle delivered.
9. All deliveries must include a minimum of ½ tank of fuel. Fuel gauges which fail to register a minimum of ½ tank of fuel will be charges for the actual cost of fuel (to reach ½ full) plus \$100 labor charge per vehicle. This amount, where applicable will be deducted from the invoice.
10. All vehicles must meet California emission standards.
11. If a manufacture includes a cost for Free scheduled maintenance on fleet orders the bidding dealer must delete this feature and include credit in base price.
12. If a manufacture offers a communications system (i.e. OnStar, satellite radio) as standard equipment but requires a monthly subscription payment fee after initial trial period, dealer must delete this feature and include credit in base bid.

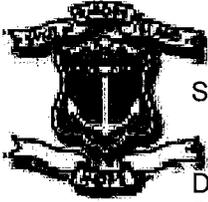
**PREPARATION FOR DELIVERY:**

The vendor shall be responsible to complete new vehicle delivery inspection. The engine, transmission, differential and cooling system shall be filled to the manufacturer's recommended capacity. The vehicle will receive a new vehicle cleaning and preparation prior to delivery. All equipment shall be completely installed and adjustments made prior to delivery and to make the vehicle available for immediate use. The vehicle shall be free of any defects when delivered.

If any deficiencies are observed and cannot be corrected within two (2) business days, the vehicle will be deleted from the invoice and payment will not made until corrective action is taken and the vehicle is re-inspected and accepted. It shall be the responsibility of the vendor for the pickup and delivery of the vehicle for re-inspection.

**All information requested must be included for each item bid. Failure to include all information requested may deem the offer as non-responsive.**

**END DOCUMENT.**



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

Department of Administration  
DIVISION OF PURCHASES  
One Capitol Hill  
Providence, RI 02908-5855

Tel: (401) 574-8100  
Fax: (401) 574-8387  
Website:  
[www.purchasing.ri.gov](http://www.purchasing.ri.gov)

## Solicitation #7549624

### Non-Alternative Fuel Vehicles (MPA# 4782016)

#### Instructions to Vendors for Submitting Price Quotes

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A Disk Based File is attached that includes an Excel Spreadsheet for submission of vendor quotes for this solicitation.

Please submit a DISC Copy of your Quotes in the same excel format provided.

Bidders are instructed to submit pricing ONLY in excel on the Disk Based Excel File. Please do not print the Sample Spread Sheet(s) and manually enter pricing.

Once Disk Based File is completed submit an electronic version in Excel on a disc. Also submit a printed, hard copy, of your Excel spread sheet/disc.

**To summarize: Bidders will be submitting a disc (CD) copy of quotes in Excel format plus a hard (paper) copy of Excel Request for Quote.**

NOTE: In addition to the above instructions Standard Specifications Sheets and Special Option pages are required to be submitted (paper copy only) with proposal. **ONLY** submit the portion and pages that are associated with items bidding.

Thank you,

A handwritten signature in cursive script that reads "Gary P. Mosca".

Gary P. Mosca  
Senior Buyer

**TERMS AND CONDITIONS FOR THIS BID: #7549881**

**VENDOR SPEC**

ALL VENDORS MUST INCLUDE SPECIFICATIONS WITH BID PROPOSAL (EVEN THOSE BIDDING BRAND SPECIFIED). FAILURE TO SUBMIT SPECIFICATIONS WITH BID PROPOSAL MAY RESULT IN DISQUALIFICATION OF BID. ITEMS IN CATALOGS MUST BE CLEARLY MARKED AND PAGES TABBED.

**VEHICLE / AUTO BID**

THE FOLLOWING ADDITIONAL TERMS AND CONDITIONS APPLY TO THIS INVITATION FOR BIDS: 1. ALL VEHICLES MUST BE DELIVERED WITHOUT DEALER'S NAME OR ADVERTISING OF ANY TYPE VISIBLE ON THE BODY. 2. EACH VEHICLE DELIVERED TO THE STATE MUST BE ACCOMPANIED BY A "CERTIFICATE OF ORIGIN" CONTAINING THE MANUFACTURER'S VEHICLE IDENTIFICATION NUMBER (VIN), THE NUMBER OF ENGINE CYLINDERS AND ENGINE TYPE, A GENERAL DESCRIPTION OF THE BODY, AND THE MODEL NAME OR NUMBER. CERTIFICATE OF ORIGIN MUST BE ASSIGNED TO STATE OF RI/FLEET OPERATIONS, ONE CAPITOL HILL, PROVIDENCE, RI 02908, UNLESS THE VEHICLE IS BEING PURCHASED BY THE RHODE ISLAND STATE POLICE. IF SO, CERTIFICATE OF ORIGIN MUST BE ASSIGNED TO RHODE ISLAND STATE POLICE, 311 DANIELSON PIKE, NORTH SCITUATE, RI 02857. 3. BIDS MUST BE PREDICATED ON THE BASIS OF THE BIDDER'S FULL AND UNENCUMBERED TITLE TO THE VEHICLE(S) AS OF THE DATE OF DELIVERY TO THE STATE. BIDS SUBJECT TO LIEN OR ASSIGNMENT AT THE TIME OF DELIVERY TO THE STATE, OR WHICH STIPULATE THIRD PARTY OR JOINT PAYMENT, WILL BE REJECTED. 4. TITLE CERTIFICATES MUST BE PROVIDED AT THE TIME OF DELIVERY TO THE STATE. 5. WHERE THE FIRM SUBMITTING THE BID IS ACTING AS AN AGENT FOR ANOTHER CORPORATE ENTITY, (SPECIFICALLY WITH RESPECT TO LEASE ARRANGEMENTS), THE BID MUST IDENTIFY THE CORPORATION WHO WILL BE NAMED IN ANY SUBSEQUENT AWARD AS THE BIDDER OF RECORD. 6. UNLESS OTHERWISE INDICATED, ALL VEHICLES WILL BE DELIVERED TO STATE FLEET OPERATIONS AT ONE CAPITOL HILL, PROVIDENCE, R.I. THE STATE OF RHODE ISLAND RESERVES THE RIGHT TO MANDATE THE REPLACEMENT OF ALL VEHICLES IN ACCORDANCE WITH RHODE ISLAND STATE LEMON LAW 31-5.2-1 TO 31-5.2-13. REPLACEMENT EQUIPMENT MUST BE OF LIKE OR SUPERIOR SPECIFICATIONS TO THE VEHICLE IN QUESTION. COSTS ASSOCIATED WITH THE REMOVAL OF PROBLEMATIC EQUIPMENT AND DELIVERY AND INSTALLATION OF REPLACEMENT EQUIPMENT WILL BE SOLELY AT THE VENDOR'S EXPENSE.

**RIVIP INFO - BID SUBMISSION REQUIREMENTS**

It is the Vendor's responsibility to check and download any and all addenda from the RIVIP. This offer may not be considered unless a signed RIVIP generated Bidder Certification Cover Form is attached and the Unit Price column is completed. The signed Certification Cover Form must be attached to the front of the offer. When delivering offers in person to One Capitol

Hill, vendors are advised to allow at least one hour additional time for clearance through security checkpoints.

**MAILING ADDRESS FOR BID PROPOSALS ISSUED BY THE STATE OF RHODE ISLAND, DIVISION OF PURCHASES**

All Bid Proposals must be submitted by mail or hand delivered to:

- State of Rhode Island
- Department of Administration
- Division of Purchases, Second floor
- One Capitol Hill
- Providence, RI 02908-5855

**DIVESTITURE OF INVESTMENTS IN IRAN REQUIREMENT:**

**No vendor engaged in investment activities in Iran as described in R.I. Gen. Laws §37-2.5-2(b) may submit a bid proposal to, or renew a contract with, the Division of Purchases. Each vendor submitting a bid proposal or entering into a renewal of a contract is required to certify that the vendor does not appear on the list maintained by the General Treasurer pursuant to R.I. Gen. Laws §37-2.5-3.**

**DELIVERY PER AGENCY**

DELIVERY OF GOODS OR SERVICES AS REQUESTED BY AGENCY.

**READING VENDOR NAMES ONLY**

DUE TO LENGTH OF BID AND TIME CONSTRAINTS, THE STATE WILL ONLY ACKNOWLEDGE RECEIPT AND READ THE NAMES OF VENDORS SUBMITTING PROPOSALS. NO EXAMINATION OF DOCUMENTS OR PRESENTATION OF INFORMATION CONTAINED IN PROPOSALS WILL BE MADE AVAILABLE AT THE BID OPENING; HOWEVER, INSTRUCTIONS TO OBTAIN THE TABULATION OR SUMMARY OF BID RESPONSES WILL BE MADE AVAILABLE AT THE RI DIVISION OF PURCHASES WEBSITE AT [WWW.PURCHASING.RI.GOV](http://WWW.PURCHASING.RI.GOV)**READING VENDOR NAMES ONLY**

**MULTI YEAR AWARD**

THIS IS A MULTI-YEAR BID/CONTRACT. PER RHODE ISLAND STATE LAW 37-2-33, CONTRACT OBLIGATIONS BEYOND THE CURRENT FISCAL YEAR ARE SUBJECT TO AVAILABILITY OF FUNDS. CONTINUATION OF THE CONTRACT BEYOND THE INITIAL FISCAL YEAR WILL BE AT THE DISCRETION OF THE STATE. TERMINATION MAY BE EFFECTED BY THE STATE BASED UPON DETERMINING FACTORS SUCH AS UNSATISFACTORY PERFORMANCE OR THE DETERMINATION BY THE STATE TO DISCONTINUE THE GOODS/SERVICES, OR TO REVISE THE SCOPE AND NEED FOR THE TYPE OF GOODS/SERVICES; ALSO MANAGEMENT OWNER DETERMINATIONS THAT MAY PRECLUDE THE NEED FOR GOODS/SERVICES.

**MPA BID AWARD (STATEWIDE APPLICABILITY)**

STATEWIDE APPLICABILITY - Political Subdivisions (cities, towns, schools, quasi-public agencies), as authorized by law, may participate in this Agreement. All ordering and billing shall be between the vendor and the political subdivision (only).

End.