



INVITATION TO BID

CITY OF FIRCREST, WA
RECREATION DEPARTMENT

NEW 14 PASSENGER BUS

DUE BY MAY 4, 2018 4:00 P.M.

Sealed bids will be accepted by the City of Fircrest Washington, 115 Ramsdell Street, Fircrest WA, 98466, Attention: Colleen Corcoran, Finance Director until 4:00 P.M., May 4, 2018 for procurement of one (1) new 14 passenger bus. Award of contract to purchase will be based on price and specifications as noted in the Bid Proposal.

Colleen Corcoran, Finance Director is the contact person for questions regarding the specifications for this invitation to bid. Telephone 253-564-8901, email ccorcoran@cityoffircrest.net. The City of Fircrest reserves the right to inspect the vehicle before acceptance and delivery.

Bidding Instructions:

- Fill in completely the attached Specification Form (Attachment A)
- Any deviations from the listed specifications shall be noted as an exception and fully explained. For bids submitted with alternative specifications, or deviations from the specification, the City of Fircrest will make the final determination as to the acceptability or rejection of the alternate specifications.
- The City of Fircrest will not pay any costs incurred by bidder in submission, preparation and presentation of the bid.
- Bids may be withdrawn or modified by delivering a signed letter of withdrawal or modification to Colleen Corcoran, Finance Director prior to the bid deadline.
- In the event that it is necessary to amend, revise or supplement any part of the Invitation to Bid, the City of Fircrest will make a reasonable effort to provide the addenda to all bidders.
- The City of Fircrest may reject any or all bids, waive minor irregularities not affecting substantial rights and may for good cause, reject any or all bids upon a finding of the City of Fircrest is in the public interest to do so.

Schedule for Selection Process:

Invitation to Bid Advertised	April 27, 2018
Invitation to Bid close	May 4, 2018 4:00 p.m.
Bid Open	May 7, 2018 9:00 a.m.
Award	May 8, 2018

Attachment A

City of Fircrest
New 14 Passenger Bus
Minimum Specifications

It is the intention of the City of Fircrest to purchase one (1) new 14 passenger bus.

General Specifications	Meets Specifications	
1. One (1) new 14 passenger bus	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. Gas powered	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. 14 mid-back passenger seats with upholstery, arm rests and seatbelts	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4. Two (2) passenger seating on each side of isle	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5. Non slip flooring	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6. Padded cloth walls and ceiling	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7. Passenger area heat and air conditioning	<input type="checkbox"/> Yes	<input type="checkbox"/> No
8. Safety grab bars	<input type="checkbox"/> Yes	<input type="checkbox"/> No
9. Rear luggage storage	<input type="checkbox"/> Yes	<input type="checkbox"/> No
10. Rear view in mirror continuous camera system	<input type="checkbox"/> Yes	<input type="checkbox"/> No
11. Ground to first step 11.5 inches	<input type="checkbox"/> Yes	<input type="checkbox"/> No
12. Minimum 88 inch wide exterior body width	<input type="checkbox"/> Yes	<input type="checkbox"/> No
13. The unit furnished, including all equipment and accessories, shall comply with Washington State requirements, current federal motor vehicle safety standards and OSHA	<input type="checkbox"/> Yes	<input type="checkbox"/> No
14. Each bidder shall attach to their proposal and make a part thereof, such data as necessary to show the dimensions, arrangement, type and material of the component parts, as well as all other pertinent data necessary for a complete understanding and evaluation of their bid	<input type="checkbox"/> Yes	<input type="checkbox"/> No
15. City of Fircrest desires to take delivery as soon as possible but in any case, delivery should be no more than 30 days.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
16. Equipment shall be delivered to 115 Ramsdell Street, Fircrest, WA 98466	<input type="checkbox"/> Yes	<input type="checkbox"/> No
17. Payment of Invoices will not be processed prior to receipt of ownership documents	<input type="checkbox"/> Yes	<input type="checkbox"/> No

BID PROPOSAL

Make: _____
Model: _____
Year: _____

Total cost including all rebates, incentives and delivery \$ _____
Sales Tax \$ _____
Total Bid \$ _____

Authorization to Legally Bind Proposer

The person executing this proposal and the instruments referred to herein on behalf of the Proposer have the legal power, right and actual authority to submit this proposal and to bind the Proposer to the terms and conditions of this proposal.

Signature of person authorized to bind Proposer

Dated

Print Name of Person signing as authorized to bind Proposer

Title

Firm Name

Phone

Address

Fax

City/State/Zip Code

Email address