



City of Evansville – Evansville Police Department

INVITATION FOR BID

Up to Five (5) Unmarked Sedans
IFB-009-01-2024

NOTICE TO VENDORS

The Board of Public Safety on behalf of the Evansville Police Department is accepting sealed bids for the following:

- Up to five unmarked sedans

The bids will be publicly opened and read aloud at 1:00 p.m. CDT on Wednesday, October 23, 2024, at the regularly scheduled meeting of the Board of Public Safety (hereto after referred to as “Owner”), Room 301, Civic Center Complex, 1 N.W. Martin Luther King, Jr. Boulevard, Evansville, Indiana 47708. Vendors may take bids directly to the meeting but must hand deliver the bids to the Board Secretary prior to the commencement of the meeting at 1:00 p.m. CST.

Any bid delivered before 12:45 p.m. CDT on Wednesday, October 23, 2024, must be delivered to the Purchasing Department Office, Room 323, Civic Center Complex, 1 N.W. Martin Luther King, Jr. Boulevard, Evansville, Indiana 47708.

Mark outside of envelope containing bids with the following:

(Vendor Name)

Up to Five (5) Unmarked Sedans

IFB-009-01-2024

Opening Wednesday, October 23, 2024

Minimum specifications for vehicles are detailed beginning on page 7 of this document.

BIDS

All prices shall be Free on Board (FOB), Evansville Police Department, 15 NW Martin Luther King Jr. Blvd., Evansville IN 47708

1. The Vendor shall state any discounts to apply. Discounts must be shown for individual items unless all items have the same percentage of discounts.
2. Firm price proposals are required unless specifically designated otherwise. Any bid which is subject to an open or unlimited escalator clause may be rejected.
3. The Owner reserves the right to award on a line-item basis or lump sum basis whichever is in the best interest of the Owner.
4. Contract shall be awarded to the lowest responsive and responsible Vendor taking into consideration reliability, productivity, and cost of maintenance, quality, performance and time of delivery.

RIGHT OF REJECTION

The Owner reserves the right to reject any one or all bids, or any part of any bid, to waive any informality in any bid, and to award the purchase in the best interest of the Owner. Furthermore, the Owner reserves the right to hold the bids of the 3 (three) lowest vendors for a period of 60 (sixty) calendar days from and after the time of the opening of the bids.

AWARD

It is the intent of the Owner to award the purchase of a total of up to five unmarked sedans

The Owner reserves the right to choose any type of vehicle and any combination of equipment on the vehicle so as to provide the Owner with most useful vehicle for the most reasonable price.

PUBLIC OPENING PROCEDURES

The purpose of a public opening is for a reading of responses received. Under normal circumstances, no award will be made or implied at this time, unless otherwise indicated.

Only the following information will be given:

- Vendor name
- Bid Amount(s)

A copy of the bid tabulation will be available to review in the Purchasing Department upon completion of the recommended award.

Vendors who wish to review or request copies of quotes may do so by contacting the Purchasing Department at dstreeter@evansville.in.gov. A copy fee will be charged for copies.

MANUFACTURER DATA

Each vendor shall submit the following data on the vehicle included in the attached bid form.

1. Manufacturer, Model and Supplier.

2. A statement that the proposed vehicle conforms to the specifications or a statement indicating any exceptions to the specifications.
3. Vendor must include the nearest factory authorized parts and service facility. A local service facility is preferred. Any Vendor whose vehicle's repair facilities are located more than 3 (three) miles from the corporate limits of the City of Evansville may be required, during the life of the warranty, to pick up and deliver the vehicle requiring service at no additional cost to the Owner. The address and business name of the service facility must be specified.
4. Vendor must submit with their bid manufacturer specifications on the proposed materials. The manufacturer specifications/brochures must identify the items they submitted bids for and other required data as outlined herein.

MODIFICATION AND WITHDRAWAL OF BIDS

Bids may be modified or withdrawn by an appropriate document duly executed (in the manner that a bid must be executed) and delivered to the place where bids are to be submitted at any time prior to the opening of bids.

If, within 24 (twenty-four) hours after bids are opened, any Vendor files a duly signed, written notice with Owner and promptly thereafter demonstrates to the reasonable satisfaction of Owner that there was a material and substantial mistake in the preparation of its bid, that Vendor may withdraw its bid. Thereafter, that Vendor will be disqualified and ineligible to provide any additional bids for the project.

The City further reserves the right to waive any and all formalities or irregularities in quoting.

The City may award based on initial bids received, without discussion of such bids. However, selected Vendors may be invited to make oral presentations to the evaluation team.

SPECIFICATIONS

The Vendor is responsible for coordinating the purchase of all accessories or additional equipment as well as the installation of said equipment so as to deliver a finished product to the Owner within the time allowed. The Vendor shall be ultimately responsible for the final appearance of all mounted accessories and equipment to the satisfaction of the Owner. The Vehicle Specs shall be as follows:

- 10 Civilian Model Sedans
 - Neutral colors
 - Keyless entry
 - 4-cylinder engine
 - Automatic transmission (not CVT)
 - Timing Chain (not belt)
 - Back-up camera
 - Alloy wheels
 - At least 38.00 inches of front head room and 42.00 inches of leg front leg room
 - 36,000-mile basic warranty
 - 60,000-mile powertrain warranty

1. The specifications of the various vehicle types, equipment and accessories are compatible to the best knowledge of the Owner. The Vendor is responsible for ensuring the accuracy of the information listed within the specifications prior to submitting a bid. Inaccurate make, models, or part numbers within the specifications will not be reason for changes to the dollar amounts once bids are received and accepted. The Vendor must confirm compatibility of all equipment and accessories prior to submitting a bid.
2. Any party responding to a bid, INVITATION FOR BID, or bid for any contract with the Owner or City of Evansville shall be required to disclose any current adversarial litigation, contract dispute, or other adversarial proceeding against the Owner or City of Evansville or any of its departments or agencies.

BOND REQUIREMENTS:

BID BOND: A Bid Bond, Certified Check, Cashier's Check or Bank Draft in the amount of \$1,000 shall accompany each bid as a guarantee that all provisions of the specifications shall be met. Bonds and Checks will be returned to the unsuccessful Respondent(s) after award of purchase by the CITY and to the successful Respondent(s) after the performance bond, if required, has been received and accepted. Bonds must be executed by a corporate surety licensed under the laws of Indiana to execute such bonds. The surety must be a corporate surety authorized to do business in Indiana and Power of Attorney must accompany the Bond.

PERFORMANCE BOND: When specified, a Performance Bond in the amount of Ten Thousand Dollars (\$10,000.00) will be required of the successful Respondent, prior to work beginning, as a guarantee that all provisions of the bid, specifications and resulting contract, shall be met. The Performance Bond is to be posted to the awarding body within ten (10) business days after the bid award. Failure to post said Bond may result in the immediate revocation of Bid award. In place of the bond, a certified check or cashier's check for the full amount may be provided. Such deposits must be filed with the executed contract documents and made a part thereof. It shall be the responsibility of the Respondent to include the cost of the Performance Bond in the bid. The CITY will not pay an additional amount at a later date.

All Checks should be made out to the City of Evansville's Board of Public Safety.

CONTACT WITH CITY EMPLOYEES

To ensure a fair and objective evaluation of all bids, vendors are required to submit all inquiries by email to the Purchasing Department at dstreeter@evansville.in.gov. Each Email should be titled: *"IFB-009-01-2024 Unmarked Sedans"*

All questions regarding this RFP will be answered via public addenda and posted to the City of Evansville-Vanderburgh County Purchasing Department webpage. All changes in specifications shall be in writing. There shall be no communication concerning this solicitation between or on behalf of any Vendor and City employees, and/or Board Members prior to contract award that is not done via addenda sent to the City of Evansville – Vanderburgh County Department of Purchasing at the email

provided in this IFB.

VEHICLE DELIVERY

All vehicles shall be delivered to the Owner as a finished product complete with all equipment and accessories no later than sixty (60) days from notice of award or a proposed and approved delivery date. No trade-ins will be surrendered by the Owner until new vehicles have been delivered.

CONFLICT OF INTEREST DISCLOSURE

The Conflict-of-Interest Disclosure Statement included herein is a condition of the bid. This form shall be filled out by the Vendor even if no conflicts exist and returned with bid.

LAWS

In regards to contract performance, Vendors shall comply with all applicable federal, state, and local laws, ordinances and regulations. In order to be accepted as a valid bid, the following items **MUST** be included with your bid, along with any other information requested in the specifications.

These items should be presented in the same order that they appear on this list.

VENDOR CHECK LIST:

1. Bid Tabulation Page(s) _____
2. Minimum Specification Chart _____
3. Price proposal Page(s) _____
4. Warranty information _____
5. EEO Statement _____
6. Conflict of Interest Form _____
7. E-Verify _____
8. Price proposal _____
9. Bid Bond _____
10. Manufacturer Sales Brochure _____

BID TABULATION PAGE

I. SCOPE:

These specifications are intended to cover the furnishing, delivery of the described vehicle and quantity listed. Complete units shall consist of all items necessary to provide operation of same.

The fact that every item constituting the construction of a complete unit is not specifically mentioned nor described will be interpreted to mean that the vendor shall install items that conform to the best-known engineering standards of the trade, relative to design, strength, quality and workmanship. Furthermore, each unit delivered is to be fully equipped with all the manufacturer's standard equipment and accessories. This equipment must meet the latest federal safety regulations. **Vendors are required to submit a list of all standard features/equipment of the vehicle(s) they are submitting a bid for.**

Any reference made to any manufacturer or brand name is not to be construed as a limiting factor in the bid, but is meant to show the minimum scope and quality of the product the vendor is submitting a bid for.

II. TRADE-INS

No Trade In

III. SUBSTITUTE "OR APPROVED EQUAL" ITEMS

All items marked within the specifications that state "or approved equal" will allow the Owner, at its sole discretion, to determine whether the submitted item is acceptable as a substitution of the stated item. The Owner may include various pieces of literature describing equipment listed in the bid specifications. This literature is not intended in any way to be biased or promotional towards any specific brand or vendor; it is included as reference only so it may be used for describing the type of equipment the Owner wishes to purchase.

IV. ACCEPTABLE VEHICLES FOR THIS BID

It is the policy of the City to accept any vehicle that meets the minimum specifications and warranty requirements shown below in paragraphs V and VI. This could mean that if a dealer has a vehicle that meets our specifications and this vehicle is not new or current year model that they may submit this vehicle for consideration. All vehicle information shall be provided to the Board at the time of submittal. This shall include a complete vehicle history report on any proposed used vehicle. No vehicle that has any flood damage or previously considered "totaled" or "salvaged" will be considered.

MINIMUM SPECS

V. MINIMUM SPECIFICATIONS – Civilian Model Sedans/SUVs

	Please check all that apply
NEUTRAL EXTERIOR COLOR	
BACK UP CAMERA	
KEYLESS ENTRY	
4 CYLINDER ENGINE	
AUTOMATIC TRANSMISSION (NOT CVT)	
TIMING CHAIN (NOT BELT)	
ALLOY WHEELS	
<=38.00 INCHES FRONT HEAD ROOM	
<=42.00 INCHES FRONT LEG ROOM	
36,000 MILES BASIC WARRANTY	
60,000 MILE POWERTRAIN WARRANTY	

VI. WARRANTY

All warranties shall begin from the day of vehicle delivery.

Bumper to Bumper 3 year / 36,000 miles

Powertrain 5 year/ 60,000 miles

Roadside Assist 5 year/ 60,000 miles

Corrosion (Perforation only) 5 year/ unlimited miles

VII. POINT OF DELIVERY

Evansville Police Department
15 NW Martin Luther King Jr. Blvd.
Evansville, IN 47708

VIII. ADDITIONAL INFORMATION

1. All manufacturer service, repair and maintenance manuals are to be provided at time of delivery for model bid.
2. Winning Vendor is to provide complete operational installation as per the manufacturer's specifications
 - a Upon completion of installation, vendor is to provide all necessary employees training on the proper operation and maintenance of the unit at no additional charge.

DATE: October 7, 2024

The Board of Public Safety and the Evansville Police Department invites your bid for the following item:

Up to Five (5) Unmarked Sedans

IFB-009-01-2024

The bids will be publicly opened at 1:00 p.m. CDT on Wednesday, October 23, 2024, at the Board of Public Safety meeting in Room 301, Civic Center Complex, 1 N.W. Martin Luther King, Jr. Boulevard, Evansville, Indiana 47708. Bids received after this time will not be considered for award. At this time the information that will be read into record is: Vendor name.

Bids submitted prior to the scheduled bid opening shall be submitted to the Purchasing Department Office, Room 323, Civic Center Complex, 1 NW Martin Luther King Jr. Boulevard, Evansville, Indiana 47708. Bids submitted to the Purchasing Department office shall be submitted prior 12:45 p.m. CDT on Wednesday October 23, 2024. Any bid brought directly to the Board meeting shall be given to the Board secretary by 1:00 p.m.

PRICE PROPOSAL PAGE

(THIS SHOULD BE THE FIRST PAGE ON YOUR BID)

Up to Five (5) Unmarked Sedans
IFB-009-01-2024

	UNIT COST
POLICE INTERCEPTOR POLICE SEDAN	
NEUTRAL COLOR	
BACK UP CAMERA	
KEYLESS ENTRY	
4 CYLINDER ENGINE	
AUTOMATIC TRANSMISSION (NOT CVT)	
TIMING CHAIN (NOT BELT)	
ALLOY WHEELS	
<=38.00 INCHES FRONT HEAD ROOM	
<=42.00 INCHES FRONT LEG ROOM	
36,000 MILES BASIC WARRANTY	
60,000 MILE POWERTRAIN WARRANTY	
TOTAL UNIT COST FOR EACH VEHICLE	

PRICE PROPOSAL PAGE

Toyota Camry (or equivalent) Civilian Model Sedan/SUV

Total unit cost: \$ _____
(Numeric)

(Written Amount)

Manufacturer:

Supplier:

Quantity available: _____

Year: _____ Model: _____ Current Mileage: _____

Current Location of Vehicles:

COMPANY: _____

BY: _____

TITLE: _____

DATE: _____

PHONE NUMBER: _____

EMAIL: _____

WARRANTY INFORMATION

Up to Five (5) Unmarked Sedans

IFB-009-01-2024

The undersigned proposes to furnish and deliver, in accordance with the requirements of the Instructions to Vendors and the Specifications October 23, 2024, prepared by City of Evansville-Vanderburgh County Purchasing Department for the City of Evansville Police Department, the following Bid for ten (10) Sedans/SUVs as per the specifications and description.

Please be advised that any alterations, changes in bid format, etc. will make it difficult to evaluate bids and may lead to confusion. Bids for all items should be given in the units, quantities, and units of measurements specified. Do not submit alternate bids unless requested. The Board shall reserve the right to reject any or all bids or any part thereof.

- a. All manufacturer service, repair and maintenance manuals are to be provided at time of delivery for model bid.
- b. Winning vendor is to provide complete operational installation as per the manufacturer's specification
- c. Must be able to make LOCAL SERVICE AND WARRANTY REPAIRS.
- d. Bid must include delivery date in days after notice of award.
- e. Any/All proposed alterations of factory installed components are to be submitted in writing. Proposed alterations must be approved in writing by the Board prior to the start of alterations. Any unauthorized alterations are subject to rejection of the entire equipment

QUOTATIONS

1. All prices F.O.B. Evansville, Indiana. Yes ____ No ____

2. Location of Service and warranty repairs (local location is preferred.)

DELIVERY

Vendors are requested to submit bids only for vehicles available for delivery within 60 days, or proposed and approved date, of award.

Guaranteed Delivery in _____ days after award notification.

INDEMNIFICATION

Vendor will indemnify and hold harmless the Board/City of Evansville in accordance with the provisions contained herein? Yes ____ No ____

WARRANTY

1. Manufacturer's warranty is in compliance with bid requirements –

Bumper to Bumper 3 year / 36,000 miles	Yes _____	No _____
Powertrain 5 year/ 60,000 miles	Yes _____	No _____
Roadside Assist 5 year/ 60,000 miles	Yes _____	No _____
Corrosion (Perforation only) 5 year/ unlimited miles	Yes _____	No _____

If "no," describe the extent of the Manufacturer's Warranty and items covered, including Corrosion, Powertrain and comprehensive for vehicle(s) a bid was submitted for:

EQUAL EMPLOYMENT OPPORTUNITY

During the performance of the contract, the contract, the Contractor agrees as follows:

1. The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, political affiliation or belief, age or disability. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to race, color, religion, sex, national origin, political affiliation or belief, age, or disability. Such action shall include but not be limited to the following: employment, upgrading, demotion, or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notice setting forth the provisions of the nondiscrimination clause.
2. The Contractor agrees that all services, facilities, activities and programs provided as part of this contract will meet the requirements of the Americans with Disabilities Act and the rules and regulations promulgated there under.
3. The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, political affiliation or belief, age or disability.
4. The Contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice, to be provided, advertising, the labor union or workers' representative of the Contractor's commitments under the Equal Employment Opportunity Section of this contract, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
5. In the event of the Contractor's noncompliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the Contractor may be declared ineligible for further Board of Public Safety contract.

Representative (please print) Signed _____ Vendor

Vendor Name Phone _____

Vendor Address Date _____

CITY OF EVANSVILLE

CONFLICT OF INTEREST / FAMILIAL DISCLOSURE FORM

Project: **Up to Five (5) Unmarked Sedans**
IFB-009-01-2024

ALL VENDORS must complete this Conflict-of-Interest Familial Disclosure Form and must attach the completed form to the bid.

As the vendor, I affirm that no principal, representative, agent, employee, contractor or potential subcontractors, or other acting on behalf of or legally capable of acting on the behalf of the vendor (a "Vendor Party"), is currently an employee of the City of Evansville ("City"), any City department or a member of any City Board or Council; nor will any such person connected to the vendor be privy to any City information which may constitute a conflict of interest; or, if such a conflict or relationship does exist, I have disclosed the nature of the relationship or conflict below.

By the attached sworn and notarized statement, we are disclosing the following familial relationship(s) that exists between a Vendor Party and any employee or member of any City Department or board.

As the vendor, I understand that completing this form and self-disclosing potential conflicts of interest does not necessarily disqualify a vendor, but aids in identifying conflicts of interests which must be addressed pursuant to I.C. 35-44.1-1 et al. Further, the City will ensure that any individuals identified with a potential conflict will not be allowed to participate in the scoring or evaluation of the bid packages, to ensure the integrity of the bid process.

The following is a list of individuals who may pose a potential conflict of interest as described above Please provide the name, relationship with the City and the nature of the potential conflict, or if applicable: "NONE":

Signature: _____ Title: _____

Vendor/Bidder: _____

CITY OF EVANSVILLE

NON-COLLUSION AFFIDAVIT

STATE OF INDIANA)
) ss:
VANDERBURGH COUNTY)

The undersigned vendor or agent, being duly sworn on oath, says that he has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by vendor, entered into any combination, collusion or agreement with any person relative to the price to be proposed by anyone at such letting nor to prevent any person from submitting a bid nor to induce anyone to refrain from submitting a bid, and that this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to the bid.

Vendor further says that no person or persons, firms, or corporation has, have or will receive directly or indirectly, any rebate, fee, gift, commission or thing of value on account of such sale.

Subscribed and sworn to before me this _____ day of _____, 2024
My Commission Expires: _____
County of Residence: _____

ACCEPTANCE

There now being sufficient unobligated appropriated funds available, the contracting authority of Board of Public Safety (City of Evansville) (Governmental Unit) hereby accepts the terms of the attached bid for classes or items numbered _____ and promises to pay the undersigned vendor upon delivery the price proposal for the materials/equipment stipulated in said bid.

Contracting Authority Members:

Date:

STATE OF _____)
) ss:
COUNTY OF _____)

CITY OF EVANSVILLE

BEFORE ME, a Notary Public in and for said County and State, personally appeared _____, _____ of _____, who having been duly sworn, acknowledged and affirmed that they did sign said instrument as such officer or authorized agent for and on behalf of _____, and by authority granted by such entity, that the same is their free act and deed and the free act and deed of said entity.

WITNESS my hand and notarial seal this ____ day of _____, 2024.

My commission expires: _____ Notary Public

My County of residence is: _____ County, State of _____

Printed Name of Notary Public: _____

CITY OF EVANSVILLE

(Please type or print)

Date: _____

1. Governmental Unit: Board of Public Safety (City of Evansville) _____
2. County: VANDERBURGH _____
3. Vendor (Firm): _____
4. Address: _____
City/State: _____
5. Telephone Number: _____
6. Agent of Vendor (if applicable): _____
7. Email of Agent: _____

Pursuant to notices given, the undersigned offers and bid(s) to Board of Public Safety (City of Evansville) (Governmental Unit) in accordance with the following attachments(s) which specify the class or item number of description, quantity, unit, unit price and total amount.

The contract will be awarded by classes or items, in accordance with specifications. Any changes or alterations in the items specified will render such bid void as to that class or item. Vendor promises that he has not offered nor received a less price than the price stated in his bid for the materials/equipment included in said bid. Vendor further agrees that he will not withdraw his bid from the office in which it is filed. A certified check or bond shall be filed with each bid if required, and liability for breach shall be enforceable upon the contract, the bond or certified check or both as the case may be.

Signature of Vendor or Agent