



**TOWN OF WESTWOOD  
COMMONWEALTH OF MASSACHUSETTS**

***INVITATION FOR BIDS***

**Police Vehicle  
Bid # POL-16-B-001, Addendum 01**

**I. GENERAL INFORMATION AND PROPOSAL SUBMISSION REQUIREMENTS**

- All Bids must be delivered by **11:00 am on Thursday, August 20, 2015** to:

Procurement Department  
Westwood Town Hall  
580 High Street  
Westwood MA 02090

- Bids received after the time and date established herein **SHALL NOT** be accepted or considered, regardless of the cause for delay in the receipt of such proposal(s).
- If, at the time of the scheduled proposal due date, the Westwood Town Hall is closed due to uncontrolled events such as fire, wind, or building evacuation, the proposal opening will be postponed until 12:00 noon on the next normal business day. Proposals will be accepted until that date and time.
- Submit the proposal in a sealed envelope clearly marked ***Bid # POL-16-B-001, Police Vehicles***.
- The proposal must include a Non-Collusion form, Tax Compliance Certificate, Bid Pricing Sheet, and Reference Form.
- Bid Form
  - The bidder to whom the bid is awarded will be required to execute an Agreement within ten (10) calendar days from the date when the Notice of Award is received. In the event the bidder fails to execute an Agreement with the Town, the Town may consider the bidder to be in default, in which case the bid deposit shall become the property of the Town.
  - In case of death, disability, or other unforeseen circumstances affecting the bidder, which materially impairs the bidder's ability to execute an Agreement and perform the required service, such bid deposit may be returned to the bidder by the Town.
- Contractor must be in compliance with all Occupational Safety and Health (OSHA) requirements.



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- The proposal must be signed as follows: 1) if the bidder is an individual, by her/him personally; 2) if the bidder is a partnership, by the name of the partnership, followed by the signature of each general partner; and 3) if the bidder is a corporation, by the authorized officer, whose signature must be attested to by the Clerk/Secretary of the corporation and the corporate seal affixed.
- Any bid may be withdrawn prior to the bids submittal due date. However, bidders may not withdraw or modify their bid for a period of ninety (90) days following the opening of bids.
- The contract will be awarded within thirty (30) days after the proposal receipt. The time for award may be extended for up to 45 additional days by mutual agreement between the Town and the apparent lowest responsive and responsible bidder.
- Questions concerning this invitation for proposals must be submitted in writing to: Procurement Department, Westwood Town Hall, 580 High Street, Westwood MA 02090 or by email at [Procurement@townhall.westwood.ma.us](mailto:Procurement@townhall.westwood.ma.us). Questions may be delivered or mailed. Written responses will be posted on the Westwood Town Hall website.
- Any and/or all work is subject to available funds. The Town reserves the right to waive any informalities in, or to reject, any or all bids should the Town deem it to be in the Town's best interest to do so.
- The Town of Westwood may cancel this IFB, or reject in whole or in part any and all proposals, if the Town determines that cancellation or rejection serves the best interests of the Town.

### II. PURCHASE DESCRIPTION/SCOPE OF SUPPLIES/SERVICE

- The scope of the contract includes the complete price of the vehicles below. There are a total of six (6) vehicles: five (5) 2016 Ford Police Interceptor Utility and one (1) 2016 Ford Explorer Utility vehicles. All must have identifiable VINs within sixty (60) days of the delivery date and must have the Ford 5 year/100,000-mile Premium Care Warranty.
  - Four (4) of the Ford Police Interceptor Utility vehicles must contain the following equipment groups and specifications: K8AT, LK, 9W, 99R, 44C, 53M, 153, 17A, 17T, 422, 43D, 51T, 52H, 549, 593, 595, 60R, 65L, 76R, 86P, 87P, and 87R. These vehicles must have custom white paint for the entire roofline and all four doors including interior door jams.
    - Two (2) of these vehicles must be delivered by **September 7, 2015**.
    - Two (2) of these vehicles must be delivered by **March 1, 2016**.



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- One (1) of the Ford Police Interceptor Utility vehicles must contain the following equipment groups and specifications: K8AT, UJ, FW, 99R, 44C, 53M, 153, 17A, 17T, 422, 43D, 549, 593, 595, 60R, 65L, 76R, 86P, 87P and F.
  - This vehicle must be delivered by **March 1, 2016**.
- One (1) 2016 Ford Explorer Utility vehicle.
  - This vehicle must contain the following equipment groups and specifications: K8D, G1, B, W, 202A, 998, 44J, 18P, 422, 61N, and 67B.
  - This vehicle must be delivered by **September 7, 2015**.
- The specifications listed herein are to designate the minimum quality and capability of the equipment.
- If the vendor fails to supply and/or deliver in time to meet the requirements of the Town, the Town reserves the right to obtain these services from another source. Any additional costs incurred by the Town as a result of a price differential between the price paid on the open market and the contract price will be charged against the contractor or deducted from any balance owed to the contractor.
- All bids must be firm and continue in effect for a period of two (2) months from date of bid opening.
- **Service and warranty terms:** All bid prices must include standard warranty as described in the Specification. Bid must include manufacturer's literature on specifications and capabilities of the proposed vehicles.
- **Delivery Requirements:** Delivery dates are stated above. All delivery charges shall be included in the price of the service.
- The Delivery should be made to:

**Town of Westwood  
Police Department  
590 High Street  
Westwood MA 02090**



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### III. QUALITY REQUIREMENTS

- Bidders must provide all of the items described in Section II: Purchase Description/Scope of Services and comply with all Section I: Proposal Submission Requirements. Missing information may cause the proposal to be considered unresponsive.
- All deliveries must comply with the Specifications identified above in Section II, Purchase Description/Scope of Supplies/Services.
- Bidders must have satisfactory performance under at least three (3) different contracts similar in size to the proposed contract. References should include experience in service with training mechanics. Contract information will be provided as part of Section VI, References.

### IV. RULE FOR AWARD

- The responsive and responsible bidder meeting the requirements described in described in Section II: Purchase Description/Scope of Services and offering the lowest **Total Bid Price** described in Section VI: Bid Pricing Sheet.



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**V. REFERENCE FORM**

Bidder: \_\_\_\_\_

**Bidder must submit a complete list of all contracts the past five (5) years of similar size and scope to this project, with contact names and telephone numbers.**

Reference: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_

Description and date(s) of supplies or services provided:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reference: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_

Description and date(s) of supplies or services provided:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reference: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_

Description and date(s) of supplies or services provided:

\_\_\_\_\_  
\_\_\_\_\_

Reference: \_\_\_\_\_  
Address: \_\_\_\_\_



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Contact: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_

Description and date(s) of supplies or services provided:

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Reference: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_

Description and date(s) of supplies or services provided:

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**VI. BID PRICING SHEET**

**POLICE VEHICLES**

**BIDDER:** \_\_\_\_\_

**PLEASE PROVIDE A TOTAL PRICE FOR ALL EQUIPMENT, SERVICES AND DELIVERY NECESSARY FOR COMPLETE OPERATION AS OUTLINED IN THE SCOPE OF SERVICES.**

<b>PROPOSED PRICE:</b> Five (5) 2016 Ford Police Interceptor Utility Vehicles	\$ _____
<b>PROPOSED PRICE:</b> One (1) 2016 Ford Explorer Utility Vehicle	\$ _____
<b>TOTAL BID PRICE*</b>	\$ _____
<b>*TO BE USED AS RULE FOR AWARD</b>	

**Please specify all specifications for the above quoted item**

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Bid form must be completed in ink or by typewriter. The bid price for each item on the form shall be stated in figures. Discrepancies between indicated sum of any column(s) and the correct sum of any column(s) will be resolved in favor of the correct sum. Please Attach Additional Sheets if necessary.

\_\_\_\_\_  
Signature of individual submitting bid or proposal

\_\_\_\_\_  
Printed Name of individual submitting bid or proposal

\_\_\_\_\_  
Business Phone Number



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**VII. CERTIFICATE OF NON-COLLUSION**

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

\_\_\_\_\_  
Signature of individual submitting bid or proposal

\_\_\_\_\_  
Printed Name of individual submitting bid or proposal

\_\_\_\_\_  
Name of business



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**VIII. TAX COMPLIANCE CERTIFICATION**

Pursuant to M.G.L. c. 62C, §49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Signed under the penalties of perjury.

\_\_\_\_\_  
Signature of individual submitting bid or proposal

\_\_\_\_\_  
Printed Name of individual submitting bid or proposal

\_\_\_\_\_  
Name of business



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## IV. SIGNATURE PAGE

This Bid must bear the written signature of the Bidder or authorized agent of the Bidder. If the Bidder is a corporation or a partnership, the Bid must be signed by a duly authorized officer of such corporation or by a partner; the title of such officer must be stated.

This Bid acknowledges Addendum 01.

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Name of Corporation, Company or Individual

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Printed Name of Person Authorized to Sign

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Title

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Signature