

RHODE ISLAND TURNPIKE AND BRIDGE AUTHORITY

P.O. Box 437
1 East Shore Road
Jamestown, Rhode Island 02835-0437

Invitation to Bid – Request for Proposals

New Ford Focus Electric Car

Contract Number: 17-15

Solicitation Date: September 12, 2017

Bid Proposal

Submission Deadline: September 22, 2017 at 1:00 PM

Addendum Questions: Open: 9/12/17 / Close: 9/19/17 @ 4:00 PM
Answers to be issued by 9/20/17 @ 4:00 PM

The Rhode Island Turnpike and Bridge Authority, a body corporate and politic (the "Authority"), is soliciting Bid proposals for the purchase of one (1) New Ford Focus Electric Car. Bidders are invited to submit Bid proposals to the Authority 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, Agreement, General Conditions, any Supplemental Conditions, plans and specifications and Bid Price Form.

The award of the contract pursuant to this solicitation will be made to the responsive and responsible Bidder with the lowest Bid Price. *The Authority 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.*

Form of Bid:

Sealed Bids shall be submitted on the forms provided in accordance with instructions given in the Bid Specifications. Any deviation from the Bid Specifications must be in writing and attached as part of the Bid submitted. The Bidder shall indicate the item or part that deviates from the Bid Specification(s) and indicate how the Bid will deviate from said Specifications.

Interpretations/Questions:

Bidders must not orally address questions or comments about this solicitation to the Authority or its professional advisors. No interpretation on the meaning of the Specifications or other Contract Documents will be made to any Bidder orally. Every request for such interpretation must be in writing in a Microsoft Word attachment with the corresponding solicitation number and addressed to Marianne Durgin, RITBA, P.O Box 437, Jamestown, RI 02835 or via email at mdurgin@ritba.org. Questions about this solicitation must be emailed and/or received by the Authority no later than three (3) days prior to Bid Opening.

INSTRUCTIONS TO BIDDERS

Compliance with Instructions to Bidders

These Instructions to Bidders contain terms and conditions that will govern the preparation and submission of a Bid proposal and any contract awarded pursuant to this solicitation.

Bidders must comply with each and every requirement of these Instructions to Bidders. Any failure to comply with any requirement may result in the determination of a nonresponsive bid proposal and/or the rejection of the Bid proposal.

Priority of Terms and Conditions

The terms and conditions in these Instructions to Bidders *supersede* any and all inconsistent or conflicting terms and conditions in any other provision of any other document in this solicitation or in the Bid proposal and govern this solicitation, the Bid proposal, and any contract awarded pursuant to this solicitation.

Offer to Contract

Bid proposals constitute an offer to contract with the Rhode Island Turnpike and Bridge Authority (the "Authority") on the terms and conditions contained in the solicitation, the laws of the State of Rhode Island, including all procurement statutes and regulations (available at www.purchasing.ri.gov), and applicable federal and local law, all of which are incorporated into this solicitation and any contract awarded pursuant to this solicitation by this reference.

Comprehensive Review and Inspection

The Bidder is responsible for carefully reviewing all of the requirements of this solicitation, inspecting the project location, including checking and/or verifying measurements, site conditions, any limitations, and other details, prior to preparing and submitting its Bid proposal. Failure to submit a complete Bid proposal may result in rejection of the Bid proposal. Claims for additional costs or time resulting from the bidder's failure to inspect and/or verify will not be considered.

Addenda

Responses to questions from Bidders, interpretations of plans and specifications, changes prior to the bid proposal submission deadline, approvals of any substitutions, and supplemental instructions and terms will be posted on the Authority's website at www.ritba.org. No addenda will be issued within the 2-day period preceding the Bid proposal question response deadline except for an addendum withdrawing the solicitation or extending the bid proposal submission deadline.

Costs

The Bidder is responsible for all costs and expenses to develop and submit a Bid proposal in response to this solicitation.

Preparation of Bid Proposal

Bid Proposals must be made on the Bid Form included in the solicitation and in accordance with the instructions in this solicitation. All applicable blanks must be completed in a legible manner, printed electronically, typed, or handwritten in ink, and amounts must be expressed in both words and figures. In the event of any contradictory terms, handwritten terms prevail over printed or typed terms, and words prevail over figures. Signatures must be in ink. No additional provisions, conditions, or limitations may be made by the Bidder, and any erasures and/or corrections must be initialed in ink by the person signing on behalf of the bidder.

Submission of Bid Proposal

Bidder shall utilize the **Minimum Specification** Section of the IFB/RFP as a basis. Any deviation from the specification must be noted in writing and attached as part of the bid proposal. Bidder shall indicate the item or part with the deviation and indicate how the bid will deviate from the specifications.

Each Bid Proposal shall be a complete package including the signed Bidder Certification Form, signed Bid Form, IRS Form W-9 and duplicate original.

The Bid proposal must be delivered (via mail, messenger service, or personal delivery) to the Authority and date-stamped receipted by the date and time specified for the bid proposal submission deadline. Bidders should mail Bid proposals sufficiently in advance of the Bid proposal submission deadline to ensure timely delivery to the Authority. Bid Proposals must be addressed to:

Rhode Island Turnpike and Bridge Authority
Office of the Executive Director
P.O. Box 437
1 East Shore Road
Jamestown, Rhode Island 02835-0437

Bid proposals that are not received by the Authority by the bid proposal submission deadline for whatever reason will be deemed late and will not be considered. Postmarks will not be considered proof of timely submission. At the Bid proposal submission deadline, Bid proposals will be opened and read aloud in public.

Bid Price

The Bidder must submit a Base Bid Price on the Bid Form to perform all of the work specified in the solicitation, including the cost of the bonds and any allowances and addenda.

Public Copy

Bid proposals submitted in response to this solicitation are public records pursuant to the Rhode Island "Access to Public Records Act," R. I. Gen. Laws §§ 38-2-1 et seq. Each bid proposal must include a duplicate original "public copy" to be available for public inspection upon the opening of bids. Bidders may redact in the public copy any trade secrets or commercial or financial information which is of a privileged or confidential nature pursuant to the Access to Public Records Act.

Responsibility of Bidder

The Authority may make a reasonable inquiry to determine a Bidder's capability in all respects to perform fully the contract requirements, including without limitation, the financial strength and responsibility, integrity, and reliability of the Bidder. The failure of a Bidder to provide information promptly in response to an inquiry, including without limitation, financial statements and business references, may result in a determination of the Bidder's non-responsibility.

Taxes

The Authority is exempt from federal excise taxes and state and municipal.

Indemnification

The successful Bidder will indemnify and hold the Authority, its members, officers, employees, agents, successors and assigns, harmless from and against any and all claims, demands, actions, causes of action, damages, losses, judgments, recoveries, liabilities, costs and expenses (including without limitation, attorneys' fees and costs), or any kind, that the Authority, its members, officers, employees, agents, successors and assigns may incur arising out of this solicitation, any contract awarded pursuant to this solicitation, and/or the act or omission of the bidder, its subcontractors, or their employees and agents.

Withdrawal

A Bidder may withdraw its bid proposal at any time prior to the bid proposal submission deadline. Bid proposals are irrevocable for a period of 60 days following the bid proposal submission deadline.

Reservation of Rights

The Authority reserves the right, at any time, for any reason, in its sole discretion, to: (i) revoke, suspend, or terminate this solicitation; (ii) accept or reject any and all bid proposals, in whole or in part; (iii) waive any technical defects, irregularities, or omissions in any bid proposals; and/or (iv) terminate any contract awarded pursuant to this solicitation, with or without cause.

Award

The Authority, in its sole discretion, will award the contract pursuant to this solicitation to the responsive and responsible Bidder who submits the lowest responsive and responsible bid proposal. The Authority may determine, in its sole discretion, the low Bid proposal on the basis of the amount of the Base Bid Price plus the alternates selected in accordance with the Bid Form. The successful Bidder will receive a Notice of Intent to Award from the Authority with instructions for the Bidder to submit further documentation. The successful Bidder shall be authorized to commence work only upon the issuance of the Notice to Proceed by the Authority. The issuance of the Notice to Proceed and the continuation of any contract awarded pursuant to this solicitation are contingent upon the availability of funds.

New Ford Focus Electric Car Minimum Specifications

Vehicle Type:

- **New/Used:** New
- **Year:** 2017 or 2018
- **Make:** Ford
- **Model:** Focus Electric
- **Body:** 5-Dr Hatchback
- **Exterior Color:** Oxford White **(No Exceptions)**
- **Interior:** Med Light Stone Cloth Seats

Engine/Drive Type:

- 107 kW Electric Motor
- 1-Speed Automatic transmission

Equipment:

- Group 500A
- Ford OEM All-Weather Thermoplastic Floor Mats – 4 Piece, Black
- Front License Plate Bracket

Availability:

1. Bidder shall deliver vehicle to RITBA within seven (7) calendar days of purchase order issuance.

DELIVERY AND VEHICLE CONDITIONS

Bidders located beyond a 150 mile radius of the delivery destination must include a written plan for delivery. RITBA reserves the right to pick-up the vehicle at its' own expense at the vendor locale, if it is in the best interest of RITBA to do so.

DELIVERY SITE FOR THE VEHICLE

RITBA

1 East Shore Road – Maintenance Building Parking Lot
Jamestown, RI 02835

2. Bids must be predicated on the basis of the bidder's full and unencumbered title to the vehicle as of the date of delivery to RITBA. Bids subject to lien or assignment at the time of delivery to RITBA, or which stipulate third party or joint payment, will be rejected.
3. Vehicle must be delivered without dealer's name or advertising of any type visible on the body of the vehicle.
4. Preparation for delivery: At time of delivery, the vehicle will be inspected to ensure all specifications have been met. The cooling system of each vehicle must be delivered with all equipment in place, cleaned, lubricated, serviced and ready for operation.
5. Completed registration paperwork must be provided by the vendor. For instructions on title assignment and instruction of delivery schedule arrangements, contact *Joseph Levesque, Chief Engineer at 401-423-1952*.
6. MSO/Title Certificate must be provided at the time of delivery to RITBA.
7. To insure a timely delivery, the vendor is required to supply confirmation of order to RITBA indicating the anticipated delivery date.
8. Bidder shall deliver vehicle to RITBA within seven (7) calendar days of purchase order issuance.

RITBA - BID PRICE SUBMITTAL SHEET

New Ford Focus Electric Car

VENDOR NAME: _____

MAKE/MODEL/YR. Description: _____

Anticipated Delivery Date from Time of Order: _____

Total Cost of Ownership/Bid Price with all minimum specifications included:

Amount in writing: _____

Amount in dollars: \$ _____

Company Name

Street, City, State, Zip

Telephone

1. BID FORM SIGNATURE(S)

(Bidder's Name)

By: _____

Title: _____

Corporate Seal:

2. ACCEPTANCE

It is acknowledged that this Submitted Bid shall be opened and accepted and is irrevocable for sixty (60) days from the Bid closing date.

The Bidder understands that the Rhode Island Turnpike and Bridge Authority reserves the right to reject any or all Bids and to waive any informalities to the bidding.

Once the successful Bidder is approved by the Rhode Island Turnpike and Bridge Authority within Bid Specifications, the RITBA shall execute the Contract within ten (10) days of receipt of the Notice of Bid Award.

END OF SECTION