

**CITY OF FORT COLLINS**  
**on behalf of the**  
**North Front Range Metropolitan**  
**Planning Organization (MPO)**

**INVITATION TO BID**

**BID # 5928**

**BID OPENING: July 29, 2005, 2:30pm (our clock)**

Sealed bids will be received and publicly opened at the office of the Director of Purchasing and Risk Management, PO Box 580, 215 North Mason St., 2nd floor, Fort Collins, Colorado 80522, at the time and date noted on the bid proposal and/or contract documents. If delivered, they are to be sent to 215 North Mason Street, 2<sup>nd</sup> Floor, Fort Collins, Colorado 80524. If mailed, the address is P.O. Box 580, Fort Collins, 80522-0580.

**Bids must be received at the Purchasing Office prior to 2:30 pm (our clock), July 29, 2005.**

**Designations:**

The City of Fort Collins, hereinafter referred to as **City**, solicits and processes bids for the North Front Range Metropolitan Planning Organization (MPO). **City**, hereinafter refers to either the City of Fort Collins or the MPO.

**Special Instructions**

All bids must be properly signed by an authorized representative of the company with the legal capacity to bind the company to the agreement. Bids may be withdrawn up to the date and hour set for closing. Once bids have been accepted by the City and closing has occurred, failure to enter into contract or honor the purchase order will be cause for removal of supplier's name from the City of Fort Collins' bidders list for a period of twelve months from the date of the opening. The City may also pursue any remedies available at law or in equity. Bid prices must be held firm for a period of forty-five (45) days after bid openings.

Submission of a bid is deemed as acceptance of all terms, conditions and specifications contained in the MPO's specifications initially provided to the bidder. Any proposed modification must be accepted in writing by the MPO prior to award of the bid.

Only bids properly received by the City's Purchasing Office will be accepted. All bids should be clearly identified by the bid number and bid name contained in the bid proposal.

No proposal will be accepted from, or any purchase order awarded, to any person, firm or corporation in default on any obligation to the City or the MPO.

Bids must be furnished exclusive of any federal excise tax, wherever applicable.

Bidders must be properly licensed and secure necessary permits wherever applicable.

Bidders not responding to this bid will be removed from our automated vendor listing for the subject commodities.

The MPO may elect where applicable, to award bids on an individual item/group basis or on a total bid basis, whichever is most beneficial to the MPO. The City and the MPO reserve the right to accept or reject any and all bids, and to waive any irregularities or informalities.

Sales prohibited/conflict of interest: no officer, employee, or member of City Council or the MPO's Planning Council, shall have a financial interest in the sale to the MPO of any real or personal property, equipment, material, supplies or services where such officer or employee exercises directly or indirectly any decision-making authority concerning such sale or any supervisory authority over the services to be rendered. This rule also applies to subcontracts with the City or MPO. Soliciting or accepting any gift, gratuity, favor, entertainment, kickback or any items of monetary value from any person who has or is seeking to do business with the MPO is prohibited.

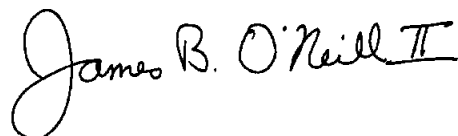
Freight terms: unless otherwise noted, all freight is F.O.B. Destination, Freight Prepaid. All freight charges must be included in prices submitted on proposal.

Discounts: any discounts allowed for prompt payment, etc., must be reflected in bid figures and not entered as separate pricing on the proposal form.

Purchasing restrictions: your authorized signature of this bid assures your firm's compliance with the City's purchasing restrictions. A copy of the resolutions is available for review in the Purchasing Office or the City Clerk's Office. Request Resolution 91-121 for cement restrictions.

Collusive or sham bids: any bid deemed to be collusive or a sham bid will be rejected and reported to authorities as such. Your authorized signature of this bid assures that such bid is genuine and is not a collusive or sham bid.

Bid results: for information regarding results for individual bids send a self-addressed, self-stamped envelope and a bid tally will be mailed to you. Bid results will be posted in our office 7 days after the bid opening.



James B. O'Neill II, CPPO, FNIGP  
Director of Purchasing and Risk Management

**BID PROPOSAL  
TOYOTA SIENNA PURCHASE & RENTAL**

**BID # 5928**

**Bid Opening: July 29, 2005, 2:30 pm (our clock)**

WE HEREBY ENTER OUR BID FOR THE NORTH FRONT RANGE METROPOLITAN PLANNING ORGANIZATION (MPO) REQUIREMENTS FOR THE ITEMS LISTED BELOW, PER THE BID INVITATION AND REFERENCED SPECIFICATIONS:

**1.0 SCOPE**

1.1 This specification establishes the minimum requirements for the purchase/lease of:

**Sienna Mini-vans – up to Six (6) for purchase by 2005 year end  
& up to Sixty (60) for lease over the next two years.**

1.2 Should the manufacturer's current published data or specifications exceed bid specifications, they shall be considered minimum and furnished.

**2.0 BID CLARIFICATION**

2.1 Clarification regarding these specifications shall be obtained from the Director of Purchasing and Risk Management prior to the time and date of the Bid Opening.

Any specification changes will be made by a written addendum issued by the Director.

2.2 For questions concerning the bidding process and bid specifications, contact: Jim Hume, Buyer, Phone: 970-221-6776, Fax: 970-221-6707

**3.0 DELIVERY**

3.1 Delivery of equipment shall be made to:

City of Fort Collins Fleet Shop  
835 Wood Street  
Fort Collins, CO

Prior to delivering units to Fleet Shop, dealer's representative must stop by the Front Range MPO office and have lease and delivery documents signed by an authorized MPO employee.

North Front Range MPO  
235 Mathews Street  
Fort Collins, CO 80524

The following employees are authorized to sign lease and delivery documents:  
- Kay Wood, Gayle Foos, and Anne Blair

Dealer should call 970-221-6859 in advance to assure the presence of authorized personnel.

- 3.2 The word "delivery", as used in this specification, encompasses delivery of the actual equipment, as specified, complete with all necessary papers such as Manufacturer's Statement of Origin, application for title, invoice, warranty, shop, operator's and technical manuals, parts books, etc., as applicable.
- 3.3 All equipment must be completely washed and serviced in accordance with standard new equipment "make ready", and the manufacturer's specifications and be ready for delivery in drive away condition. A forty-five (45) day permit is to be included.
- 3.4 All units to be new and of the manufacturer's latest model in production at the time of delivery, complete with all standard equipment and options specified herein, unless otherwise agreed upon in writing. Time is of the essence. The MPO shall be kept advised of any anticipated delay in delivery. In the event the successful bidder, hereinafter referred to as the Contractor, fails to properly perform delivery as specified above, within the specified time limit set forth by the Contractor in his bid proposal, the MPO shall sustain damages in an amount difficult to ascertain. Accordingly, after due allowance for any time extensions which are agreed by the MPO to be due to conditions beyond the Bidder's control, the Contractor shall be liable to the MPO, in the amount of Twenty-five (\$25) dollars as liquidated damages, and not as a penalty, for each and every calendar day that delivery is delayed. Additionally, no payment shall be made by the MPO for any delivery of specified equipment until all aspects of the contract have been fulfilled, unless pre-arranged and approved by the MPO.

#### 4.0 WARRANTY

- 4.1 The manufacturer shall unconditionally warrant the entire vehicle and all component parts, but not accessory equipment, for a warranty period of specified usage that is currently being offered in open trade for that vehicle at the time of delivery. Additionally, the Contractor shall furnish the MPO a fully priced copy (parts and labor) of any warranty or commercial cost repair order which originates in his repair facility, subsequent to delivery, during or after the warranty period. No charge for service calls, travel time, travel expenses, mileage, or per diem will be allowed by the MPO in connection with the performance of any warranty repairs.

#### 5.0 SPECIFICATIONS

- 5.1 Equipment bid on this proposal must meet or exceed the following minimum requirements. **Any exceptions must be noted and listed on a separate sheet.**

**General:** The following specifications describe a Toyota Sienna mini-van. Bid proposals for vans other than a Toyota Sienna will not be considered.

**2006 Toyota Sienna mini-van, equipped as follows:**

- 8 Passenger
- LE –Package #6
- Natural White (exterior)
- Stone (interior)
- Floor mats (rubber if available)

## 6.0 Background Information

The MPO provides commuter van pooling services to north front range citizens. At present, the MPO fleet comprises fifty (50) vehicles in a mix of 80% Astro vans and 20% full size passenger vans. Since the Astro van is no longer being produced, MPO conducted extensive field testing to select a suitable replacement unit. The Toyota Sienna was the vehicle preferred by MPO customers and will be the standard mini-van for commuter pool use for the foreseeable future.

Preventive maintenance will be performed by City of Fort Collins or City of Greeley shops.

The MPO VanGo program is insured by the Colorado Intergovernmental Risk Sharing Agency (CIRSA). Coverage includes \$1.5 million combined liability and physical damage per any one claim or occurrence.

The vans currently in the fleet are on lease for two-year terms. Some units are owned by MPO. It is the MPO's intention to replace Astro vans as their lease term expires.

Leased vehicles will be replaced in the following manner:

- 2005 -- Four (4) vans
- 2006 -- Thirty-three (33) vans
- 2007 -- Twenty-one (21) vans

In addition, MPO intends to buy up to six (6) new Siennas to use for short-term commitments. Bidders must provide pricing for outright purchase of these units in addition to lease pricing for vans to replace the current Astros.

MPO plans to enter into a long-term agreement with the selected vendor. Initial term would be one year with four (4) optional one-year renewals. **Requested bid pricing is intended for vehicles ordered prior to the end of 2005.** Price and/or equipment configuration changes for vehicles on subsequent orders must be negotiated and agreed to by both parties.

Lease pricing is requested as follows:

- Monthly lease price for 24 months, 60,000 miles
- Monthly lease price for 36 months, 90,000 miles
- Monthly lease price for 36 months, 45,000 miles
- Monthly lease price for 60 months, 90,000 miles

**7.0 Bid Proposal**

**Bid # 5928, Sienna Lease for MPO**

We hereby enter our bid for the City of Fort Collins' requirements for Toyota Sienna mini-vans, per the bid invitation and any referenced specifications:

Pricing for vans to be purchased:

Qty.	Description:	Each	Total
~ 6	2006 Toyota Sienna vans equipped as specified	\$	\$

Pricing for 2006 Sienna vans, equipped as specified, to be leased:

Qty.	Lease term and total mileage:	Cash Price	Residual	Lease Cost
1	24 months/60,000 miles	\$	\$	\$
1	36 months/90,000 miles	\$	\$	\$
1	36 months/45,000 miles	\$	\$	\$
1	60 months/90,000 miles	\$	\$	\$

**7.1 ADDITIONAL REQUIRED INFORMATION**

Leases will be closed end, with optional buyout during lease and at lease end.

On a separate sheet, provide the following information:

- Warranty term, coverage, and where warranty repairs can be performed.
- Additional costs associated with leases:
  - Acquisition, dealer prep or other fees, if any
  - Vehicle order cancellation fee
  - early lease termination costs
  - end of lease disposal, termination or other fees, if any
  - excess wear and tear charges and how they are determined
  - excess mileage charges
- Include pricing and details on extended warranty plans.
- Explain any available rebates/incentives and how they have been included.
- Specify price calculations if the MPO desired to purchase a vehicle prior to lease end.
- Describe any available volume price breaks, if any.
- What is your normal vehicle order lead time?
- How are vehicles to be titled?

Bidder shall provide a copy of the vehicle lease agreement which would be used.

**8.0 FREIGHT TERMS**

FOB destination, freight prepaid. All freight charges must be included in bid pricing.

**9.0 CONTRACTOR'S STATEMENT**

I have read and fully understand all the conditions, specifications, and special instructions herein set forth above in paragraphs 1.0 through 8.0. I hereby agree to comply with all said conditions, special instructions, and specifications as stated or implied.

For questions concerning this bid, contact Jim Hume, Buyer, 970-221-6776.

Signature:	Title:
Company:	Date:
Street: City: State/Zip:	Phone #: Fax #: Email: