

**CITY OF SAN LEANDRO**

**REQUEST FOR QUOTATION**

<b>SUBMIT BID TO:</b>	<b>FOR FURTHER INFORMATION CALL:</b>
City of San Leandro Purchasing Department 835 East 14th Street San Leandro, CA 94577	Darryl Sweet Purchasing Supervisor (510) 577-3377

<b>BID NO:</b>	<b>DATE MAILED:</b>	<b>THIS QUOTATION MUST BE DELIVERED TO THE CITY BEFORE:</b>
02-03.012	November 26, 2002	3:00 P.M., Tuesday, December 17, 2002

QTY.	DESCRIPTION	UNIT PRICE	EXTENSION
1	<p align="center"><b>ONE (1) CURRENT MODEL YEAR 2 WHEEL DRIVE CARGO VAN</b></p> <p align="center"><b>Notice to Bidders</b></p> <p>Provide One (1) Current Model Year 2WD Cargo Van in accordance with specifications abw/7102/2214/385.</p> <p>Make/Model: _____</p> <p>Specify Warranty: _____</p> <p>All bidders must submit with their proposal sufficient literature to show compliance with specifications. Any deviations from specifications must be clearly indicated in writing at the time the proposal is submitted. The City reserves the right to waive minor variations in specifications bid.</p> <p>Price bid must not include any taxes. The City is exempt from Federal excise tax and exemption certificates will be furnished if required. Do not include sales tax in your bid. Sales taxes will be paid at the time of invoice payment.</p> <p>State your earliest delivery date as requested. This date may be an important factor in award determination.</p> <p>The vehicle shall be completely serviced as recommended by the manufacturer prior to delivery to the City, and shall be delivered to the City with a full tank of fuel.</p> <p>The original report of sale shall accompany the vehicle upon delivery to the City. The name and address on the Dealer's report of sale shall read City of San Leandro, 835 E. 14<sup>th</sup> Street, San Leandro, California 94577.</p> <p>Sealed bids shall be received at the Purchasing Office, City Hall, 835 E. 14<sup>th</sup> Street, San Leandro, CA up to 3:00 p.m., on Tuesday, December 17, 2002 at which time they will be publicly opened and read.</p>	<p>\$ _____</p> <p>Each</p>	<p>\$ _____</p> <p>Total</p>

One (1) Current Model Year 2WD Cargo Van

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Any bid may be withdrawn at any time prior to the time fixed for the opening of bids only by written request for the withdrawal of the bid filed with the City. The request shall be executed by the bidder or bidder's duly authorized representative. The withdrawal of a bid does not prejudice the right of the bidder to file a new bid. Whether or not bids are opened exactly at the time fixed in the public notice for opening bids, a bid will not be received after that time nor may any bid be withdrawn after the time fixed in the public notice for opening of bids.

As stated in Public Contract Code Section 5100 to 5108, inclusive (State Contract Act) concerning relief of bidders and in particular to the requirement therein, that if the bidder claims a mistake was made in his bid, the bidder shall give the City written notice within five (5) days after the opening of the bids of the alleged mistake, specifying in the notice, in detail how the mistake occurred.

All bidders shall verify if any addendum for this project has been issued by the City. It is the bidder's responsibility to ensure that all requirements of contract addendum are included in the bidder's submittal.

The successful bidder shall submit a certificate of insurance showing compliance with the enclosed insurance requirements. This insurance shall be maintained at all times during the course of any resulting agreement. In addition, the successful bidder shall have the proper City of San Leandro business license and all other applicable licenses and permits.

The award will be made to the lowest responsible bidder whose bid complies with the specifications in a manner satisfactory to the City's best interests as determined by the City. The right is reserved, as the interest of the City may require, to reject any or all bids, or to waive any informality or minor irregularity in the bids.

Payment shall be within 30 days following acceptance of bid items.

- Delivery shall be F.O.B. destination
- Complete delivery \_\_\_\_\_ days from order
- There shall be no charge(s) for delivery of bid items.
- Cash Discount \_\_\_\_\_ in \_\_\_\_\_ days

To bid, complete and return a copy of the Request and the other required forms, sealed in the enclosed envelope. The envelope shall be marked with the project name and bid number. The bid must be received by the date and time shown in order to be considered. Please note that there is a one-day delay in mail delivery to City Hall by the U.S. Postal Service.

**Delivery shall be to:**

**Public Works Service Center**

**14200 Chapman Road**

**San Leandro, CA 94577.**

Firm \_\_\_\_\_

Date: \_\_\_\_\_

Address \_\_\_\_\_

Phone: \_\_\_\_\_

\_\_\_\_\_

FAX: \_\_\_\_\_

By (Signature) \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

\_\_\_\_\_  
Darryl Sweet  
Purchasing Supervisor



Exterior: To be painted manufacturers standard white.

Interior:

- A. Standard airbags.
- B. Two front seats vinyl covered in tan. Grey as an alternative.
- C. Head liner in front area only.
- D. Full length rubber floor mat.
- E. Inside painted area to be color coordinated with exterior color and interior seat trim.
- F. Seat belts at all seating positions.
- G. Passenger sun visor.
- H. Cigar lighter.

Tires & Wheels:

- A. Blackwall tires sized to accommodate G.V.W.R.
- B. Full size spare mounted under vehicle.
- C. Standard wheels and hubcaps.

Miscellaneous: One (1) set maintenance manuals.

Warranty: Standard manufacturers warranty.

One (1) Current Model Year 2WD Cargo Van

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