



**CITY OF URBANA, ILLINOIS**

**REQUEST FOR QUOTE**

**GENERAL TERMS, CONDITIONS AND SPECIFICATIONS FOR:**

- **ONE (1) FORD FUSION SE MODEL SEDAN, COLOR WHITE, WITH POLICE EMERGENCY LIGHTING, SIREN SPEAKER, AND SIREN**
  - **ONE (1) FORD FUSION SE MODEL SEDAN, COLOR WHITE**

**RFQ #1819-15**

**ISSUED: February 20, 2019**

**QUOTES DUE: 2:00 PM MARCH 7, 2019**

**706 SOUTH GLOVER AVENUE, URBANA, IL 61802**

**CITY OF URBANA, ILLINOIS  
DEPARTMENT OF PUBLIC WORKS / URBANA POLICE DEPARTMENT**

## **GENERAL TERMS AND CONDITIONS**

### **1. Request for Quote**

The City of Urbana, Fleet Division, is seeking quotes for the purchase of one (1) Ford Fusion SE model sedan, color white, with police emergency lighting, siren speaker, and siren. Vendors must submit a completed quote by 2:00 PM March 7, 2019.

The City of Urbana, Fleet Division, is also seeking quotes for the purchase of one (1) Ford Fusion SE model sedan, color white. Vendors must submit a completed quote by 2:00 PM March 7, 2019.

### **2. Intent**

The City intends to accept one quote from a qualified and responsible vendor for two Ford Fusion SE model sedans described herein, and accordingly is furnishing herein a set of specifications by which such quotes shall be judged.

However, the City reserves the right to determine the acceptability or unacceptability, or to reject any subpart and/or all quotes, or to negotiate the effects and costs of any such quotes prior to reaching a decision on the awarding of Contract.

### **3. Contact Person**

Scott Tess, Fleet Manager, Department of Public Works, City of Urbana, 706 South Glover Avenue, Urbana, Illinois, 61802, (217) 384-2381, Email: [srtess@urbanaininois.us](mailto:srtess@urbanaininois.us).

### **4. Meeting Specifications**

The terms, conditions and specifications included in this package describe what the City thinks are necessary to meet the performance requirements of the City, and shall be considered the minimum standards expected of the Vendor. The City shall require all Vendors to fully comply with the specifications.

The City reserves the right to determine the acceptability or unacceptability of any and all quotes.

### **5. Investigation by Potential Vendor**

It shall be the responsibility of the Vendor to thoroughly read and understand the information, instructions, and specifications. Vendors are expected to fully inform themselves as to the conditions and requirements of the services to be provided. Failure to do so is at the Vendor's own risk. No plea of error or plea of ignorance by the Vendor of conditions that exist or that may hereafter exist as a result of failure or omission on the part of the Vendor to make the necessary examinations and investigations will be accepted as a basis for varying the requirements of the City. The City will assume that submission of a quote means that the Vendor has familiarized itself with the conditions and requirements and intends to comply with them unless specifically noted otherwise.

### **6. Format for Submissions**

A properly prepared quote shall consist of:

1. Price Quotation Sheet with all costs, to include labor/installation of equipment if necessary, listed;

## **7. Quote Delivery Procedures**

Sealed quotes shall be delivered to the Office of the Fleet Manager, 706 South Glover Avenue, Urbana, Illinois, 61802, by no later than 2:00 PM March 7, 2019. Sealed envelopes should be clearly labeled "Two Ford Fusion SE sedans" with the Vendor's name and address. If sent by mail, the sealed envelope containing the quote must be enclosed in another envelope addressed to the City at the location stated in this paragraph.

Quotes arriving after the above specified time, whether sent by mail, courier, or in person, shall not be accepted. These quotes will either be refused or returned unopened. It is the Vendor's responsibility for timely delivery regardless of the methods used. Mailed quotes which are delivered after the specified time will not be accepted regardless of the postmarked date or time on the envelope. Facsimile ("fax") machine transmitted quotes shall not be accepted.

## **8. Withdrawals; Declinations**

A written request for the withdrawal of a quote will be granted if the request is received by the Feet Manager prior to the specified time of opening. However, after a quote is opened, it will be binding for a period of thirty (30) calendar days.

## **9. Non-Acceptance of Quotes**

No quote shall be accepted from, or Contract awarded to, any person, firm, or corporation that is in arrears or is in default to the City upon any debt or contract, or that is a defaulter, as surety or otherwise, upon any obligation to the City, or has failed to faithfully perform any previous contract with the City.

## **10. Quote Opening Procedures**

The opening of all quotes shall commence immediately after the stated due date and time above, at the Public Works office, 706 South Glover Avenue, Urbana, Illinois, and the names of all Vendors and their quotes shall be publicly read. All potential Vendors and the public may attend the quote opening. The City shall then take all quotes under review. The City will render a decision within fifteen (15) working days after the opening of quotes.

## **11. Competency of Vendors**

The opening, reading or posting of quotes shall not be construed as acceptance by the City of the Vendors as being qualified, responsible candidates. The City reserves the right to determine the competence and financial and operational capacity of any Vendor. Upon request of the City, the Vendor shall furnish evidence as may be required by the City to evaluate its ability and resources to accomplish the services required by the specifications herein. The City shall unequivocally be the sole and final judge of such competency, and its decision shall be final and not subject to recourse by any person, firm, or corporation.

## **12. Post Selection Documentation**

The selected Vendor will be required to submit the following forms supplied by the City:

1. Equal Employment Opportunity Workforce Statistics Form
2. Purchasing Certification Form
3. IRS Form W-9

## **13. Equal Employment Opportunity**

The Equal Employment Opportunity Workforce Statistics Form (attached) must be completed and submitted with the bid. During the term of this Contract, the Vendor shall comply

in all respects with the Equal Employment Opportunity Act. The Vendor shall have a written equal employment opportunity policy statement declaring that it does not discriminate on the basis of race, color, religion, sex, national origin, disability, or age. Findings of non-compliance with applicable State or Federal equal employment opportunity laws and regulations may be sufficient reason for revocation or cancellation of this purchase.

#### **14. Non-Collusion**

In submitting this quote, the Vendor declares and warrants that the only persons or parties interested in the quote as principals are those named herein; and that the quote is made without collusion with any other person, firm or corporation.

#### **15. Payments**

The Contractor will be paid for all products properly rendered within thirty (30) days of receipt of an invoice by the City. All amounts on the Price Quotation Sheet shall be listed in whole U.S. dollars.

All blanks on the fillable pdf Price Quotation Sheet must be correctly filled in. Use of a computer or typewriter to fill in the price quotation sheets is strongly encouraged. Neatly handwritten price quotation sheets are acceptable provided they are clear, legible, and in black ink. The City cannot and will not be responsible for quote submissions or Price Quotation Sheets which are illegible or unintelligible. All forms requiring signatures must be properly signed in ink in the proper spaces

#### **16. Schedule**

The Ford Fusion SE model sedans shall be delivered or made available for pickup by the selected vendor within 30 days of the quote being accepted, the Purchase Certification being submitted, and the Equal Employment Opportunity form being accepted. Any delivery or transportation costs incurred shall be included in the price quoted by the vendor.

### **SPECIFICATIONS**

#### **1. Number of Units**

The City is requesting quotes for the purchase of one (1) Ford Fusion SE model sedan, color white, with police emergency lighting, siren speaker, and siren AND one (1) Ford Fusion SE model sedan, color white.

#### **2. Vehicle Requirements**

##### **Vehicle #1 - Police**

1. 2019 or newer Ford Fusion SE model Sedan with at least the following minimum equipment:
  - a. 1.5 L Eco Boost Engine with 6 speed Automatic Transmission
  - b. Anti-Lock Brakes System (ABS)
  - c. Power door locks
  - d. Cruise Control
  - e. Ford SYNC
  - f. AM/FM radio
  - g. Color - white
  - h. Minimum two (2) sets of keys and/or fobs

- i. Police emergency lighting, siren speaker, siren installed
- j. Emergency lighting will be comprised of:
  - i. Whelen Passenger Side Inner Edge LED Warning light, blue and red light colors,
  - ii. Whelen Ion LED Grill lights, two (2) blue and red light colors,
  - iii. Whelen LED Vertex Rear Lights, blue and red light color,
  - iv. Whelen Rear Deck two (2) blue and red light colors
- k. Emergency siren speaker will be comprised of:
  - i. Whelen 100 Watt Siren Speaker
- l. Controls for emergency lighting will comprised of:
  - i. Whelen HHS 2200 Siren

**Vehicle #2 - Administration**

- 1. 2019 or newer Ford Fusion SE model Sedan with at least the following minimum equipment:
  - a. 1.5 L Eco Boost Engine with 6 speed Automatic Transmission
  - b. Anti-Lock Brakes System (ABS)
  - c. Power door locks
  - d. Cruise Control
  - e. Ford SYNC
  - f. AM/FM radio
  - g. Color – white
  - h. Minimum two (2) sets of keys and/or fobs

**3. Warranty**

Standard Ford factory warranty

**City of Urbana, Illinois**

**Price Quotation Sheet for One (1) Ford Fusion SE model with Emergency Lighting, Siren Speaker, and Siren - Police**

Company Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Address: \_\_\_\_\_

Signature: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

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

<b>Price quotation</b>	\$
------------------------	----

**City of Urbana, Illinois**

**Price Quotation Sheet for One (1) Ford Fusion SE model - Administration**

Company Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Address: \_\_\_\_\_

Signature: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

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

<b>Price quotation</b>	\$
------------------------	----