

**CITY OF KANNAPOLIS  
NORTH CAROLINA  
INVITATION TO BID  
BID # 21-03**

Request for bids, so marked, pursuant to General Statutes of North Carolina, Section 143-129 will be received by the Purchasing Department, City Office, 401 Laureate Way, Kannapolis, North Carolina until 2:30 p.m. Friday, September 25, 2020 at which time they will be publicly opened and read for the following:

**13 Police Vehicles**

Instructions and complete specifications are attached.

The City of Kannapolis reserves the right to accept or reject, in whole or in part, such bids as appear in its judgement to be in the best interest of the City.

Renee Butler  
Purchasing Agent  
(704) 920-4304

Published one (1) time  
Wednesday, September 16, 2020

# BID SPECIFICATIONS

## 21-03 POLICE AUTOMOBILES CITY OF KANNAPOLIS, NORTH CAROLINA

The purpose of these specifications is to establish the minimum requirements for providing full size police automobiles for the City of Kannapolis Police Department. Bidders shall provide exact vehicles and equipment as described in these specifications.

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## **1.0 Coverage**

This request for proposal covers the requirements for 2021 model year law enforcement automobiles for use by the City of Kannapolis Police Department.

## **2.0 Vehicle Type/Model**

2021 Ford Explorer 4 Door AWD Police Vehicle

## **3.0 Major Standard Equipment**

Vehicle to be equipped with all major standard equipment for 2021 Explorer Police Vehicle, except where differences are created by the optional features selected at time of order.

## **4.0 Explorer Optional Features**

Vehicle to be equipped with manufacturer's regular production and dealer special order Interceptor Optional Features as specified by the City of Kannapolis at the time of order.

## **5.0 Equipment Installation**

All items to be factory installed unless otherwise provided for in contract specifications or purchase order. Optional features may be installed by contractor where factory installation is not available.

## **6.0 Interior Trim Type & Color**

Interior trim type to be cloth front buckets/vinyl rear in standard factory color specified by the City at the time of the order.

## **7.0 Exterior Color**

Exterior paint to be factory standard solid color to be specified by the City at the time of order. All manufacturer's standard exterior/interior colors and color combinations are to be available on a single or multiple vehicle basis. The contract price shall include all standard and clear coat exterior colors, which are available from the manufacturer at no extra charge.

## **8.0 Placement of Order**

The City of Kannapolis will issue a purchase order directly to the contractor. Purchase orders will indicate vehicle description, quantity, exterior/interior colors, optional equipment desired, titling information, and a contact person and telephone number.

## **9.0 Acknowledgment of Purchase Order**

Contractor shall acknowledge receipt of purchase order and shall advise the City of Kannapolis of any delays in delivery.

## **10.0 Service Requirements**

Prices are to include complete service prior to delivery to the City of Kannapolis, including the following:

- (1) Complete lubrication.
- (2) Checking all fluid levels to insure they are filled to manufacturer's recommended capacity. (Crankcase, differential, battery, radiator, power steering, transmission, etc.)
- (3) A full tank of gasoline at the time of delivery.
- (4) Adjustment of engine to proper operating condition, if required.
- (5) Inflating tires to correct pressure.
- (6) Careful check to insure proper operation of all mechanical and electrical features.
- (7) Careful check to insure there are no appearance defects.
- (8) Thorough cleaning, and washing if necessary, of all vehicles and the removal of all unnecessary tags, vendor markings, stickers, paper, etc.
- (9) A valid State of North Carolina motor vehicle safety inspection sticker.
- (10) Careful check to ensure that vehicle meets all contract specifications and that all optional equipment that was ordered is properly installed and operates correctly.

## **11.0 Delivery & Pick-Up**

Delivery from manufacturer shall be made to contractor. The contractor will provide the City of Kannapolis with an approximate delivery date. Upon receipt of the vehicles, the contractor will be responsible for the delivery of the vehicles to the City of Kannapolis for inspection and acceptance. The contractor shall provide warranty card, Odometer Statement, "Application for Title" and "Manufacturer's Certificate of Origin" necessary to obtain registration plates from the N.C. Department of Motor Vehicles. Contractor will supply each vehicle with a temporary tag for use until permanent registration can be obtained.

## **12.0 Inspection and Acceptance**

The inspection and acceptance of all units will be conducted jointly by the Chief of the Kannapolis Police Department or his designee and the contractor. Inspection will include verification that contract specifications have been met and that all service requirements have been satisfactorily accomplished. Vehicles which do not meet the required specifications will not be accepted.

### **13.0 Terms**

Net 30 days after receipt of correct invoice or acceptance of vehicles, whichever is later.

### **14.0 Warranty**

Vehicles are to be covered by the manufacturer's standard warranty of a minimum of 36 months or 36,000 miles, whichever occurs first, on basic vehicle, no deductible; and 6 years or 100,000 miles, whichever occurs first, on corrosion. The City of Kannapolis is to receive the benefit of any increase in manufacturer's new car warranty applicable to vehicles purchased from this contract.

### **15.0 Invoicing & Payment**

Invoices for payment shall be directed to the Purchasing Manager, City of Kannapolis, 401 Laureate Way, Kannapolis, North Carolina 28081. Payment shall not be made until vehicles have been inspected and accepted, and all warranty cards, two sets of keys with code numbers, manufacturer's certificate of origin, and title papers have been received by the City of Kannapolis.

### **16.0 Right to Reject Any or All Bids**

The City of Kannapolis reserves the right to reject any and all bids. It further reserves the right to waive formalities and technicalities and to accept any bid deemed to be in the best interest of the City of Kannapolis.

### **17.0 Firm Bids**

Bids shall be firm for a period of ninety (90) days from the scheduled closing time for receipt of bids.

### **18.0 Bid Bond Waived**

### **19.0 Base Price Bid Sheet Required (Exhibit A)**

Each bidder shall complete the attached "Base Price Bid Sheet" (Exhibit A). The base price shall include all major standard equipment and police package options as required by these specifications and on Exhibit B. The "estimated quantity" of thirteen (13) vehicles; on the bid worksheet shall not be construed as an obligation by the City of Kannapolis to purchase the specific quantities indicated. The estimated requirement is intended only as a guide for the bidder in determining unit prices.

### **21.0 Information & Addendum**

Inquiries concerning bid requirements or specifications should be directed to:

Renee Butler, Purchasing Manager  
City of Kannapolis  
401 Laureate Way  
Kannapolis, North Carolina 28081 Telephone: (704) 920-4304

All changes in specifications shall be in writing in the form of an addendum and furnished to all bidders. No oral statements, explanations, or commitments shall be of any effect unless incorporated in the addenda.

## **22.0 Submission of Bids**

Bids must be presented on the bid forms attached to these specifications in a sealed envelope and mailed or delivered to:

Renee Butler, Purchasing Manager  
City of Kannapolis  
401 Laureate Way  
Kannapolis, North Carolina 28081 Telephone: (704) 920-4304

**Envelopes must be plainly marked "21-03 SEALED BID FOR POLICE  
VEHICLES."**

Sealed bids will be received by the Purchasing Manager, City of Kannapolis, 401 Laureate Way, Kannapolis, North Carolina until **2:30 PM on Friday, September 25, 2020** at which time they will be publicly opened and read.

# **EXHIBIT A**

## **Police Vehicles for the City of Kannapolis Police Department**

### **BASE PRICE BID SHEET**

Vehicle Description	2021 Ford Explorer 4 DR AWD Police Vehicle
Base Price Per Vehicle	\$
Multiply by Estimated Quantity	X13 Vehicles
<b>TOTAL BASE PRICE BID</b>	<b>\$</b>

\_\_\_\_\_  
Delivery

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Title

FIRM NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

TELEPHONE: ( ) \_\_\_\_\_ DATE: \_\_\_\_\_

# **EXHIBIT B**

## **Police Vehicles for City of Kannapolis**

### **REQUIRED FEATURES LIST**

(Per Ford Specifications)

FEATURE DESCRIPTION			
K8A	4DR AWD POLICE	17A	AUX CLIMATE CTL
JS	ICONIC SILVER	43D	COURTESY DISABLE
9	CLOTH/VINYL	51R	DRIVER LED SPOT LAMP
6	EBONY	65L	18" WHEEL COVER
500A	EQUIP GRP	68G	RR DR/LK INOP
	FLEX FUEL	76R	REV SENSING SYS
99B	3.3L V6 TIVCT	86T	RR TAILLAMP HSG
44U	10-SPD AUTO TRAN	153	FRT LICENSE BKT