



**ORIGINAL**  
**CITY OF SAN ANTONIO**  
**PURCHASING AND GENERAL SERVICES DEPARTMENT**

FORMAL INVITATION FOR BID ("IFB") NO.: 6100004176

LIGHT DUTY TRUCKS & SPORT UTILITY VEHICLE

Date Issued: MAY 23, 2014

**BIDS MUST BE RECEIVED NO LATER THAN:**  
2:00 PM CENTRAL TIME, ~~JUNE 11, 2014~~ ~~JUNE 30, 2014~~

Bids may be submitted by any of the following means:  
Electronic submission through the Portal  
Hard copy in person or by mail

Address for hard copy responses:

Physical Address:  
City Clerk's Office  
100 Military Plaza  
2<sup>nd</sup> Floor, City Hall  
San Antonio, Texas 78205

Mailing Address:  
City Clerk's Office  
P.O. Box 839966  
San Antonio, Texas 78283-3966

For Hard Copy Submissions, Mark Envelope

"LIGHT DUTY TRUCKS & SPORT UTILITY VEHICLE"

Bid Due Date: 2:00 p.m. CENTRAL TIME, ~~JUNE 11, 2014~~ ~~JUNE 30, 2014~~

Bid No.: 6100004176

Bidder's Name and Address

Bid Bond: NO      Performance Bond: NO      Payment Bond: NO      Other: NO

See Supplemental Terms & Conditions for information on these requirements.

Affirmative Procurement Initiative: N/A      DBE / ACDBE Requirements: N/A

See Instructions for Bidders and Attachments sections for more information on these requirements.

Pre-Submittal Conference \* YES

\* If YES, the Pre-Submittal conference will be held on JUNE 2, 2014 at 2:00 PM at SAN ANTONIO INTERNATIONAL AIRPORT, 9800 AIRPORT BLVD., TERMINAL B - MEZZANINE CONFERENCE ROOM.

Staff Contact Person: SONNY MUNIZ, PROCUREMENT SPECIALIST II, P.O. Box 839966, San Antonio, TX 78283-3966.  
Email: OFELIO.MUNIZ@SANANTONIO.GOV

SBEDA Contact Information: LISA BRICE, 210-207-3505, LISA.BRICE@SANANTONIO.GOV

[No table of contents entries found.]

**002 - TABLE OF CONTENTS**

## 003 - INSTRUCTIONS FOR BIDDERS

### Submission of Bids.

Submission of Hard Copy Bids. Submit one original bid, signed in ink, and two copies of the bid enclosed in a sealed envelope addressed to the City Clerk at the address and by the due date provided on the Cover Page. The name and address of Bidder, the date and hour of the bid opening, bid number and title of the bid solicitation shall be marked on the outside of the envelope(s). All times stated herein are Central Time. Any bid or modification received after the time and date stated on the Cover Page shall be rejected.

Submission of Electronic Bids. Submit one bid electronically by the due date provided on the Cover Page. All times stated herein are Central Time. Any bid or modification received after the time and date stated on the Cover Page shall be rejected. All forms in this solicitation which require a signature must have a signature affixed thereto, either by manually signing the document, prior to scanning it and uploading it with your submission, or affixing it electronically.

Bids sent to City by facsimile or email shall be rejected.

Modified Bids. Bids may be modified provided such modifications are received prior to the time and date set for submission of bids, and submitted in the same manner as original bids. For hard copy bids, provide a cover letter with the bid, indicating it is a modified bid and that the Original bid is being withdrawn. For electronic bids, a modified bid will automatically replace a prior bid submission. See below for information on submitting Alternate Bids.

City shall not be responsible for lost or misdirected bids or modifications.

Bidders must sign the Signature Page on hard copy bids and return the IFB document to City. For electronic bids, Bidder's electronic submission, with accompanying affirmations, constitutes a binding signature for all purposes.

Bidders are cautioned that they are responsible for the security of their log on ID and password, since unauthorized use could result in Bidder's being held liable for the submission.

Certified Vendor Registration Form. If Bidder has not completed City's Certified Vendor Registration (CVR) Form, Bidder is required to do so prior to the due date for submission of bids. The CVR form may be accessed at: <http://www.sanantonio.gov/purchasing/>. Bidders must identify the correct name of the entity that will be providing the goods and/or services under the contract. No nicknames, abbreviations (unless part of the legal title), shortened or short-hand names will be accepted in place of the full, true and correct legal name of the entity.

Alternate Bids. Alternate bids may be allowed at the sole discretion of City.

Hard Copy Alternate Bids. Alternate bids must be submitted in separate sealed envelopes in the same manner as submission of other bids. Alternate bids must be marked consecutively on the envelope as Alternate Bid No. 1, 2, etc. Failure to submit alternate bids in separate envelopes may result in rejection of a bid.

Electronic Alternate Bids Submitted Through the Portal. All alternate bids are recorded with original bids when submitted electronically.

Catalog Pricing. (This section applies to bids using catalog pricing.)

The bid will be based on manufacturer's latest dated price list(s). Said price list(s) must denote the manufacturer, latest effective date and price schedule.

Bidders shall be responsible for providing one copy of the manufacturer's catalog for each manufacturer for which a bid is submitted. Bidder shall provide said catalog at the time of submission of its bid. Manufacturers' catalogs may be submitted in any of the following formats: paper copy or CD ROM for bids submitted on paper, or PDF file for bids submitted electronically.

Bidders may submit price lists other than the manufacturer's price list. Said price list(s) must denote the company name, effective date and price schedule. These price lists are subject to approval of City Purchasing & General Services Department.

Specified items identified herein, if any, are for overall bid evaluation and represent the commonly and most used items. Net prices entered for those specified items must reflect the actual price derived from quoted price list less all discounts offered.

#### Restrictions on Communication.

Bidders are prohibited from communicating with: 1) elected City officials and their staff regarding the IFB or bids from the time the IFB has been released until the contract is posted as a City Council agenda item; and 2) City employees from the time the IFB has been released until the contract is awarded. These restrictions extend to "thank you" letters, phone calls, emails and any contact that results in the direct or indirect discussion of the IFB and/or bid submitted by Bidder. Violation of this provision by Bidder and/or its agent may lead to disqualification of Bidder's bid from consideration.

Exceptions to the restrictions on communication with City employees include:

Bidders may ask verbal questions concerning this IFB at the Pre-Submittal Conference.

Bidders may submit written questions, or objections to specifications, concerning this IFB to the Staff Contact Person listed on the Cover Page on or before 7 calendar days prior to the date bids are due. Questions received after the stated deadline will not be answered. Questions submitted and City's responses will be posted with this solicitation. All questions shall be sent by e-mail or through the portal.

Bidders may provide responses to questions asked of them by the Staff Contact Person after bids are received and opened. The Staff Contact Person may request clarification to assist in evaluating Bidder's response. The information provided is not intended to change the bid response in any fashion. Such additional information must be provided within two business days from City's request.

Bidders and/or their agents are encouraged to contact the Small Business Office of the International and Economic Development Department for assistance or clarification with issues specifically related to the City's Small Business Economic Development Advocacy (SBEDA) Program policy and/or completion of the SBEDA form(s), if any. The point of contact is identified on the Cover Page. Contacting the Small Business Office regarding this IFB after the bid due date is not permitted. If this solicitation contains Affirmative Procurement Initiatives, it will be noted on the Cover Page.

If this solicitation contains DBE/ACDBE requirements, bidders and/or their agents may contact the Aviation Department's DBE/ACDBE Liaison Officer for assistance or clarification with issues specifically related to the DBE/ACDBE policy and/or completion of the required form(s). Point of contact is Ms. Lisa Brice, who may be reached via telephone at (210) 207-3505 or through e-mail at [lisa.brice@sanantonio.gov](mailto:lisa.brice@sanantonio.gov). Bidders and/or their agents may contact Ms. Brice at any time prior to the due date for submission of bids. Contacting her or her office regarding this IFB after the bid due date is not permitted. If this solicitation contains DBE/ACDBE requirements, it will be noted on the Cover Page.

#### Pre-Submittal Conference.

If a Pre-Submittal Conference is scheduled, it will be held at the time and place noted on the Cover Page. Bidders are encouraged to prepare and submit their questions in writing in advance of the Pre-Submittal Conference in order to expedite the proceedings. City's responses to questions received prior to the conference may be distributed at the Pre-Submittal Conference and posted with this solicitation. Attendance at the Pre-Submittal Conference is optional, but highly encouraged.

This meeting place is accessible to disabled persons. Call the Staff Contact Person for information on the location of the wheelchair accessible entrance, or to request an interpreter for the deaf. Interpreters for the deaf must be requested at least 48 hours prior to the meeting. For other assistance, call (210) 207-7245 Voice/TTY.

Any oral response given at the Pre-Submittal Conference that is not confirmed in writing and posted with this solicitation shall not be official or binding on the City.

#### Changes to IFB.

Changes to this IFB made prior to bid opening shall be made directly to the original IFB. Changes are captured by creating a replacement version each time the IFB is changed. It is Bidder's responsibility to check for new versions

until the bid due date. City will assume that all bids received are based on the final version of the IFB as it exists on the day bids are due.

No oral statement of any person shall modify or otherwise change or affect the terms, conditions or specifications stated in the IFB.

#### Preparation of Bids.

All information required by the IFB must be furnished or the bid may be deemed non-responsive and rejected. Any ambiguity in the bid as a result of omission, error, unintelligible or illegible wording shall be construed in the favor of City.

Correct Legal Name. If Bidder is found to have incorrectly or incompletely stated the name of the entity that will provide goods and/or services, the bid may be rejected.

Line Item Bids. Any bid that is considered for award by each unit or line item, must include a price for each unit or line item for which Bidder wishes to be considered. All bids are awarded on the basis of low line item, low total line items, or in any other combination that serves the best interest of City, unless City designates this solicitation as an "all or none" bid in the Supplemental Terms & Conditions.

All or None Bids. Any bid that is considered for award on an "all or none" basis must include a price for all units or line items. In an "All or None" bid, a unit price left blank shall result in the bid being deemed nonresponsive and disqualified from consideration. An "All or None" bid is one in which City will award the entire contract to one bidder only.

Delivery Dates. Proposed delivery dates must be shown in the bid form where required and shall include weekends and holidays, unless specified otherwise in this IFB. Proposed delivery times must be specific. Phrases such as "as required", "as soon as possible" or "prompt" may result in disqualification of the bid. Special delivery instructions, if any, may be found in the Specifications / Scope of Services section of this document, or in the Purchase Order.

Tax Exemption. The City of San Antonio is exempt from payment of federal taxes, and State of Texas limited sales excise and use taxes. Bidders must not include such taxes in bid prices. An exemption certificate will be signed by City where applicable upon request by Bidder after contract award.

#### Description of Supplies.

Any brand names, catalog or manufacturer's reference used in describing an item is merely descriptive, and not restrictive, unless otherwise noted, and is used only to indicate quality and capability desired.

Bids submitted for comparable items must clearly identify the proposed product, model, and type, as applicable, and shall include manufacturer specification sheet(s) for each proposed item with bid response. Product specifications shall be the most current available and be sufficiently detailed and descriptive so as to permit City to determine the item's suitability and compliance with bid specifications. City shall be the sole judge of equality and suitability of comparable items.

Pro-rata adjustments to packaging and pricing may be allowed at the sole discretion of City.

Samples, Demonstrations and Pre-award Testing. If requested by City, Bidder shall provide product samples, demonstrations, and/or testing of items bid to ensure compliance with specifications prior to award of the contract. Samples, demonstrations and/or testing must be provided within 7 calendar days of City's request. Failure to comply with City's request may result in rejection of a bid. All samples (including return thereof), demonstrations, and/or testing shall be at Bidder's expense. Samples will be returned upon written request. Requests for return of samples must be made in writing at the time the samples are provided. Otherwise, samples will become property of City at no cost to City. Samples that are consumed or destroyed during demonstrations or testing will not be returned.

#### Estimated Quantities for Annual Contracts.

Designation as an "annual" contract is found in the contract's title on the Cover Page of this document. The quantities stated are estimates only and are in no way binding upon City. Estimated quantities are used for the purpose of evaluation. City may increase or decrease quantities as needed. Where a contract is awarded on a unit price basis, payment shall be based on the actual quantities supplied.

Bidders shall thoroughly examine the drawings, specifications, schedule(s), instructions and all other contract documents.

Bidders shall make all investigations necessary to thoroughly inform themselves regarding plant and facilities for delivery of material and equipment, or conditions and sites/locations for providing goods and services as required by this IFB. No plea of ignorance by Bidder will be accepted as a basis for varying the requirements of City or the compensation to Bidder.

Confidential or Proprietary Information. All bids become the property of the City upon receipt and will not be returned. Any information deemed to be confidential by Bidder should be clearly noted; however, City cannot guarantee that it will not be compelled to disclose all or part of any public record under the Texas Public Information Act, since information deemed to be confidential by Bidder may not be considered confidential under Texas law, or pursuant to a Court order. Note that pursuant to state law, bids are opened publicly and read aloud. In addition, bids are tabulated and posted to the City's website, so shall not be considered proprietary or confidential.

Interlocal Participation.

City may engage in cooperative purchasing with other governmental entities or governmental cooperatives ("Entity" or "Entities") to enhance City's purchasing power. At City's sole discretion and option, City may inform other Entities that they may acquire items listed in this IFB. If this contract will be subject to cooperative purchasing, such fact will be indicated in the Supplemental Terms and Conditions portion of this IFB. Such acquisition(s) shall be at the prices stated in the bid, and shall be subject to Bidder's acceptance. Entities desiring to acquire items listed in this IFB shall be listed on a rider attached hereto, if known at the time of issuance of the IFB. City may issue subsequent riders after contract award setting forth additional Entities desiring to utilize this bid.

Bidder must sign and submit the rider, if attached to this IFB, with its bid, indicating whether Bidder wishes to allow other Entities to use its bid. Bidder shall sign and return any subsequently issued riders within ten calendar days of receipt. Bidder's decision on whether to allow other Entities to use the bid shall not be a factor in awarding this IFB.

Costs of Bidding. Bidder shall bear any and all costs that are associated with the preparation of the Bid, attendance at the Pre-Submittal Conference, if any, or during any phase of the selection process.

Rejection of Bids.

City may reject any and all bids, in whole or in part, cancel the IFB and reissue the solicitation. City may reject a bid if:

Bidder misstates or conceals any material fact in the bid; or

The bid does not strictly conform to law or the requirements of the solicitation;

The bid is conditional; or

Any other reason that would lead City to believe that the bid is non-responsive or Bidder is not responsible.

City, in its sole discretion, may also waive any minor informalities or irregularities in any bid, such as failure to submit sufficient bid copies, failure to submit literature or similar attachments, or business affiliation information.

Variations and Exceptions to Bid Terms. In order to comply with State law, bidders must submit bids on the same material terms and conditions. Bids that contain material variations or exceptions to the terms and conditions, including additional terms and conditions, will be rejected.

Changes to Bid Form. Bids must be submitted on the forms furnished. Bids that change the format or content of City's IFB will be rejected.

Withdrawal of Bids. Bids may be withdrawn prior to the time set for the bid opening. Written notice of withdrawal shall be provided to the City Clerk for bids submitted in hard copy. Bids submitted electronically may be withdrawn electronically.

Bid Opening. Bids will be opened publicly and read aloud at 2:30 on the day the bids are due. Bid openings are held at Purchasing & General Services, Riverview Tower, 11<sup>th</sup> Floor, 111 Soledad, Suite 1100, San Antonio, Texas 78205.

Evaluation and Award of Contract.

Per Section §252.043 of the Texas Local Government Code, the contract will be awarded to the lowest responsible bidder. The Purchasing Division evaluates bids for responsiveness and the responsibility of the bidder, and makes a recommendation to the City Council. The City Council makes the final determination regarding award.

City reserves the right to make an award on the basis of low line item, low total line items, or in any other combination that serves the best interest of City, unless City designates this solicitation as an "all or none" bid in the Supplemental Terms & Conditions.

A written award of acceptance (manifested by a City Ordinance) and Purchase Order furnished to Bidder results in a binding contract without further action by either party. Vendor must have the Purchase Order before making any delivery.

City reserves the right to utilize historical usage data as a basis for evaluation of bids when future usages are unable to be determined.

Breaking of tie bids shall be in accordance with the Texas Local Government Code §271.901.

City reserves the right to delete items prior to the awarding of the contract, and purchase said items by other means.

#### Inspection of Facilities/Equipment.

Depending on the nature of the IFB, Bidders' facilities and equipment may be a determining factor in making the bid award. All bidders may be subject to inspection of their facilities and equipment.

Prospective bidders must prove beyond any doubt to City Purchasing Administrator that they are qualified and capable of performing the contract's requirements.

#### Prompt Payment Discount.

Provided Bidder meets the requirements stated herein, City shall take Bidder's offered prompt payment discount into consideration. The evaluation will not be based on the discount percentage alone, but rather the net price as determined by applying the discount to the bid price, either per line item or total bid amount. However, City reserves the right to reject a discount if the percentage is too low to be of value to City, all things considered. City may also reject a discount if the percentage is so high as to create an overly large disparity between the price City would pay if it is able to take advantage of the discount and the price City would pay if it were unable to pay within the discount period. City may always reject the discount and pay within the 30 day period, at City's sole option.

City will not consider discounts that provide fewer than 10 days to pay in order to receive the discount.

For example, payment terms of 2% 5, Net 30 will NOT be considered in bid evaluations or in the payment of invoices. However, payment terms of 2% 10, Net 30 will result in a two percent reduction in the bid price during bid evaluation, and City will take the 2% discount if the invoice is paid within the 10 day time period.

Tabulations. The Purchasing Division will post preliminary tabulations within 7 days of the advertised bid opening. The information on these tabulations will be posted for informational purposes only, and will be posted as read during the bid opening. This tabulation is not a notice of award of the contract. All bids are subject to review for completeness, accuracy and compliance with the terms set forth in the bid documents.

#### Bid Protest Procedures.

Any bidder who is adversely affected in connection with the solicitation, evaluation, or proposed award of a contract may file a protest with the Director and appeal any adverse decision to the City Manager of the City of San Antonio.

Bidder must deliver a written notice of protest to the Director within 7 calendar days of the posting of the intent to award. If Bidder does not file a written notice within this time, Bidder will have waived all rights to formally protest the intent to award. It is Bidder's responsibility to check the City's website posting.

Debriefing. Debriefing of contract award is available upon request and after award of the Contract.

Prohibited Financial Interest. The Charter of the City of San Antonio and its Ethics Code prohibit a City officer or employee, as those terms are defined in the Ethics Code, from having a financial interest in any contract with City or any City agency such as City-owned utilities. An officer or employee has a "prohibited financial interest" in a contract with City

or in the sale to City of land materials, supplies or service, if any of the following individual(s) or entities is a party to the contract or sale: the City officer or employee; his parent, child or spouse; a business entity in which he or his parent, child or spouse owns ten (10) percent or more of the voting stock or shares of the business entity, or ten (10) percent or more of the fair market value of the business entity; or a business entity in which any individual or entity above listed is a subcontractor on a City contract, a partner or a parent or subsidiary business entity.

Conflict of Interest. Effective January 1, 2006, Chapter 176 of the Texas Local Government Code requires that persons, or their agents, who seek to contract for the sale or purchase of property, goods, or services with the City, shall file a completed conflict of interest questionnaire with the City Clerk not later than the 7th business day after the date that the person: (1) begins contract discussions or negotiations with the City; or (2) submits to the City an application, response to a request for proposals or bids, correspondence, or another writing related to a potential agreement with the City. The conflict of interest questionnaire form is available from the Texas Ethics Commission at [www.ethics.state.tx.us](http://www.ethics.state.tx.us). Completed conflict of interest questionnaires may be mailed or delivered by hand to the Office of the City Clerk. If mailing a completed conflict of interest questionnaire, mail to: Office of the City Clerk, P.O. Box 839966, San Antonio, TX 78283-3966. If delivering a completed conflict of interest questionnaire, deliver to: Office of the City Clerk, City Hall, 2nd floor, 100 Military Plaza, San Antonio, TX 78205." Bidder should consult its own legal advisor with questions regarding the statute or form. Do not include this form with your sealed bid. The Purchasing Division will not deliver the form to the City Clerk for you.

## 004 - SPECIFICATIONS / SCOPE OF SERVICES

### SCOPE:

The City of San Antonio is soliciting bids for a Vendor to furnish gasoline powered light duty trucks in accordance with the specifications listed herein. These vehicles include pickup trucks, cab & chassis with service bodies, and a sport utility vehicle (SUV) which will be utilized by various airport facilities' staff in the Aviation Department. The Vendor shall be required to deliver the items within 180 days of award.

GENERAL CONDITIONS: the following general conditions will apply to all items within the bid unless specifically excluded within any item.

Equipment shall be manufacturer's latest design, standard production model and shall have been manufactured within the last twelve (12) months. All components shall be installed new, unused, and shall be manufacturer's standard equipment unless otherwise specified or replaced herein. Equipment is to be inspected, serviced, and adjusted in accordance with manufacturer's recommended pre-delivery checklist, and ready for operation upon delivery. Manufacturer's Statement of Origin (MSO) showing manufacture within the last twelve (12) calendar months, and completed pre-delivery checklists will be required at delivery. Equipment offered under the below listed specifications will be considered unacceptable if, for any reason, the equipment's, or major component's, long term availability on the U.S. market, or in the local area, is in doubt.

All equipment shall be installed new, unused, standard production model, and equipment is to be serviced in accordance with manufacturer's recommended pre-delivery check list, and ready for operation upon delivery, and shall include all manufacturers' standard equipment unless otherwise specified or replaced therein. Equipment offered under the below listed specifications will be considered unacceptable if, for any reason, the equipment's, or major component's, long term availability on the U.S. market, or in the local area, is in doubt.

Warranty and Parts: Dealer and manufacturer must provide the maximum standard manufacturer's warranty on all components parts and service included. All components, parts, and service are required to provide as a minimum **one year unlimited mileage/hour warranty**. All warranty times to start the date the vehicle is placed in service, not on the delivery date. The dealer will be notified by letter of the in-service date of each vehicle by serial number. Vendor will fully explain the warranty by attaching separate, authenticated correspondence or entering such information in the remarks section of this bid. Warranty, reliability, and replacement captive parts costs and availability shall be a consideration in award of this bid. Warranty parts and service must be available within Bexar County or within a ten mile radius of Bexar County line and by a factory-authorized dealer (NO EXCEPTIONS). All warranty repairs must be completed within 3 days from the date equipment is delivered to the vendor unless otherwise approved by the appropriate City of San Antonio maintenance superintendent. By submitting an offer, Vendor certifies that all repairs needed after the warranty period is available within Bexar County.

Delivery: All equipment must be delivered to City of San Antonio Building and Equipment Services, 10303 Tool Yard, San Antonio, TX 78233. Delivery to a non-specified location will result in non-acceptance of the equipment by the City. All deliveries must be pre-arranged with a minimum 24- hour notification, NO EXCEPTIONS. Contract Fleet Acquisitions Office at (210) 207-4600 for delivery questions. Deliveries will not be accepted after 3:00 P.M CST. Vehicles with more than 100 miles or 8 hours accumulated on the odometer/hour meter will not be accepted. All units are required to have a full tank of fuel when delivered to City specified location. All prices will be quoted F.O.B., designated City facility, freight prepaid.

The MSO, Dealer Temporary license plates/tags, proper invoice, state inspection decal, signed 130U form and **State Weight Certificate/slip** are required upon delivery of each unit. If any of these items are missing, the city will deem the vehicle delivery *Not as Specified* and will not be processed or accepted until all required paperwork is completed and provided to Fleet Acquisition building and Equipment Service Office Staff.

Damages for Delay: The parties agree that the actual damages that might be sustained by the City by reason of the breach by Vendor of its covenant to make delivery within the deadlines specified herein are uncertain and would be difficult of ascertainment, and that the sum of \$100.00 per day for each day delivery by said Vendor is late would be a reasonable compensation for such breach. Vendor hereby promises to pay, and City hereby agrees to accept, such sum as liquidated damages, and not as a penalty, in the event of such breach. Furthermore, Parties agree that City may withhold said liquidated damages from any payments due to Vendor hereunder. If delivery is more than 30 days late from the deadline specified herein, City may, at its option, terminate this contract in whole or in part. In such event, this

liquidated damages provisions shall be null and void as to the portion of the contract terminated, and City may collect its actual damages from Vendor.

Equipment Manuals: An operator's manual per unit, to include a parts and maintenance manual or CD ROM per model of all equipment, accessories, and components will be required.

Original Equipment Manufacturer (OEM) parts and accessories will be used in accordance with the specifications listed herein.

All units are to be equipped with OEM air conditioning/heater/defroster, full headliner, minimum OEM AM/FM radio, power steering, power ABS brakes, power windows, power door locks, floor mats, back up alarms with at least a decibel level of 97 and manual tilt steering wheel. All units to be equipped with steering column mounted gear selector unless otherwise specified. Each unit shall have a minimum two keyless remotes (fobs) and shall have a **minimum of three (3) sets of keys unless vehicle utilizes a push button ignition system, then a minimum of three (3) keyless remote fobs are required.**

All bodies and components in this bid will be installed in accordance with the appropriate Incomplete Vehicle Data Manual. Certification of compliance will be posted on the left door post of the vehicle. Except for manufacture's data plates (maximum 4" x 6"), vendor or manufacturer's identifying markings (decals and plates) will not be applied to the vehicle or mounted components. Installation will be completed in compliance with Federal Motor Vehicle Safety Standards (FMVSS) and Texas State Highway requirements. Installation of body and accessories of City furnished vehicles will be accomplished by drilling holes in the frame. Welding on or cutting of frame is not authorized forward of the rear spring hanger or support. Bidders will be responsible for the relocation of any truck components to facilitate installation of the body and equipment. Such relocation must be included as part of the basic bid. Vehicles delivered with bodies installed out-of state shall be delivered to the City with Texas State Inspection sticker installed prior to delivery.

Any equipment furnished must meet all Federal State safety requirements and if applicable must be certified as Tier IV emissions compliant. The engine offered by bidder must meet the Environment Protection Agency (EPA) emission standards in effect at the time the bid is submitted, without the benefit of averaging, banking, trading, or emission credits. Bidder shall submit a copy of the applicable EPA certificate with its bid.

**SPECIFIED REQUIREMENTS:** (the following specified requirements apply to all Items in this bid)

All units to have vinyl type seating for front and rear seats if applicable, along with rubber or carpet flooring and floor mats.

All units are to be equipped with safety equipment as required by Federal and State Government.

Fuel systems to be gasoline, with a minimum 25 gallon capacity, unless otherwise specified.

All units are to have the maximum capacity cooling system offered by a manufacturer.

All units to be equipped with a heavy duty battery, oil pressure, water temperature, and volt or amp gauges.

Spare tires must be identical in manufacturer's tread design, ply rating (load range) etc, as those furnished on driving and steering axles unless otherwise noted. Tires still under evaluation will not be acceptable.

Vehicles to be equipped with Original Equipment Manufacturer (OEM) tinted glass.

All "Crew Cab" configurations provided will have "B" pillar door hinges so rear doors will open in the same direction as front doors.

All pickup trucks shall have electronic locking axle or limited slip axles.

Contractor to provide front end alignment documentation showing proof that the unit was properly aligned after all equipment is mounted.

Back up alarm on all vehicles with a minimum of 97 Db.

## SPECIFICATIONS:

### ITEM 1 ONE (1) ¾ TON CAB & CHASSIS, CREW CAB, 56" CAB TO AXLE CHASSIS, SRW, UTILITY BED WITH LIFT GATE, 4 DOOR, SCHOOL BUS YELLOW

#### Cab and Chassis

Gross Vehicle Weight Rating (GVWR): 8,500 lbs. minimum

Wheelbase: 141.0" minimum

Cab to Axle: 56" minimum

Engine: 6.2L SOHC (single overhead cam) 2-Value Flex Fuel V8 engine

Transmission: Torqshift heavy-duty 6-speed Select Shift Automatic

Axle: Twin I-beam front axle with coil spring suspension

Springs: To meet GVWR

Tires: Spare, wheels, lock and frame-mounted carrier/Per FMVSS/highway. Spare wheel and tire must match.

Wheels should be 17" Argent Painted Steel (SRW). Spare kit with lug nut wrench and jack.

Alternator: Minimum 157 amp

Fuel Tank: Minimum 35 gal.

Frame: Length-on all body installations and cab to end of frame length shall be the same length as the body being mounted, plus the length of any setback.

Mirror: OEM inside, standard type, outside, left and right recreational swing. Largest size available for model offered.

Cruise Control: Factory installed

Tilt Steering: Factory installed

Tow Hooks: Front, Frame mounted

Seat: Bench

Windshield Wipers: Intermittent control

Antifreeze: Protection to -30°F

Color: School bus yellow, DuPont #B8779, or approved equal

Coolant system: Maximum size availability, including the heaviest duty radiator

~~Bed (truck): Black spray-in bed liner~~ Delete

Dome Light: Door activated instrument panel switch operation with delay

Tow Package receiver

## Utility Body

Material - Minimum 14-gauge Steel Construction

Length - Ninety-six inches (96"), approximately

Width - Seventy-six inches (76"), approximately

Height - Minimum thirty-nine inches (39"), approximately

Compartments - Left and right front compartments to be full height, approximately 26" to 33" wide, 14" to 15" deep.

Left front compartment to have roll-out tool box tray and one adjustable removable shelf with a minimum of (6) dividers.

Right front compartments to have three (3) adjustable removable shelves with minimum of (6) adjustable dividers each.

Right and left horizontal compartment to have reinforced shelves with minimum (10) adjustable dividers for each side.

Horizontal compartments to be minimum 14- 1/2" wide, 59" to 68" long and a minimum of 17" high.

Rear doors to be half or full size when horizontal compartment extends through rear door.

Lower rear compartment must have one (1) adjustable removable shelf with a minimum of four (4) adjustable dividers.

All doors to be weather-sealed with positive horizontal door holders.

All interior compartments shall have door switch activated L.E.D lighting.

Body: Utility/Service body shall also have a headache rack/bulkhead mounted to service body that shall protect and cover the rear portion of the chassis cab. Headache rack/bulkhead shall have a metal mesh screen for rear visibility and shall be painted to match service body.

Compartments: Both curb and street side of body shall have identical compartments, and clear door openings.

Mud Flaps: Black with no advertising

Side compartment Locks: To be master lock type so that all left side compartments and all right side compartments shall lock with a paddle lock at the rear of each side.

Door hardware: All hinges and latches to be stainless steel

Weather Strips: Provide weather stripping on all doors

Bed (truck): Black spray-in bed liner

Utility body to be painted school bus yellow

## Liftgate

Lifting capacity minimum of 1,300 lbs material to be tread plate steel with single piece platform, minimum 57" x 26" loadable area; shall be painted in black automotive finish.

Liftgate must not be welded on unit; must be mounted on unit with bolts.

Rear brake lenses, if removed, must be reinstalled with OEM hardware.

## Lighting

Body: Vehicle shall have two (2) "Hide-A-Way" type LED amber strobe lights mounted in both front headlight assemblies and two (2) LED amber strobe lights mounted on rear of service body and wired to up-fitter switch located in cab of vehicle. Add on lights must be properly sealed to prevent moisture entry.

Utility: Must have state required lighting system. Rear brake, parking turn signal, and backup lights to be mounted in highest possible location and must be high intensity LED type lighting. Must have (2) LED amber strobe lights mounted above or next to brake, parking and turn signal lights. LED strobe lights must be wired to up-fitter switches located in cab of truck. Unit shall also have an amber colored beacon strobe light mounted top and center on headache rack. Beacon light shall also be wired to same up fitter-switch located in cab of truck.

Compartments: Each shall have LED interior lighting

Electric Wiring: All wiring passing through holes in metal or non-metal wearing surfaces, which could cause wear of the insulation, shall be adequately protected by rubber or plastic grommets, and/or non-metallic conduit. Ends of all wires shall be adequately anchored to prevent loosening.

## **ITEM 2            ONE (1) ¾ TON SINGLE CAB TRUCK WITH UTILITY BED, 2 DOOR, SCHOOL BUS YELLOW**

### Cab and Chassis

GVWR: Minimum 8,500

Wheelbase: Minimum 137.0"

Cab to Axle: Minimum 56"

Engine: 6.2L SOHC 2-value Flex Fuel V8 engine

Transmission: Torqshift Heavy-duty 6-speed Select Shift Automatic

Axle: Twin I-beam front axle with coil spring suspension

Springs: To meet GVWR

Tires: Spare, Wheels, lock and frame-mounted carrier/Per FMVSS/ highway. Spare wheel and tire must match. Wheels should be 17" Argent Painted Steel (SRW). Spare kit with lug nut wrench and jack must be included.

Alternator: Minimum 157 amp

Fuel tank: Minimum 35 gal.

Frame: Length-on all body installations and cab to end of frame length shall be the same length as the body being mounted, plus the length of any setback

Mirror: OEM inside, standard type; outside, left and right recreational swing. Largest size available for model offered.

Cruise control: Factory installed

Tilt Steering Wheel: Factory installed

Seat: Bench

Windshield Wipers: Intermittent control

Antifreeze: Protection to -30°F

Color: School bus yellow, DuPont # B8779, or approved equal

Coolant System: Maximum size availability, including the heaviest duty radiator

~~Bed (truck): Black spray-in bed liner~~ Delete

Dome Light - Door activated instrument panel switch operation with delay

Tow-package receiver

### Utility Body

Minimum 14 gauge galvanized steel construction

Double panel doors with minimum 14 gauge galvanized outer panel and 18 gauge galvanized inner panel

Minimum 12 gauge tread plate floor

3/16" A50 high strength steel formed cross members at front and rear of body

10 gauge high strength steel formed intermediate cross members

Full length 14 gauge formed "hat" channel longitudinal for full length floor support.

Stainless steel integral rod door hinge pins

Stainless steel pillow blocks with self-lubricating bushings

Stainless steel paddle latches

Body fully under coated

Utility body to be mounted per the manufacturer's instructions. A copy of these instructions must be provided with delivery.

Shelving: Providing the following number of shelving both sides

- a. Front vertical two (2)
- b. Rear vertical one (1)

Mud Flaps: As required, black with no advertising

Side compartment locks: to be master lock type so that all left side compartments and all right side compartments shall lock with a paddle lock at the rear of each side

Door Hardware: All hinges and latches to be stainless steel

Weather Strips: Provide weather stripping on all doors

Utility body to be mounted per the body manufacturer's instructions. A copy of these instructions must be provided with delivery.

~~Bed (truck): Black spray-in bed liner~~

### Liftgate

Lifting capacity minimum of 1,300 lbs material to be tread plate steel with single piece platform, minimum 57"x 26" loadable area; shall be painted in black automotive finish.

Liftgate must not be welded on unit; must be mounted on unit with bolts.

Rear brake lenses, if removed, must be reinstalled with OEM hardware.

### Lighting

Chassis: Vehicle shall have two (2) "Hide-A-Way" type LED amber strobe lights mounted in both front headlight assemblies and two (2) LED amber strobe lights mounted on rear of service body and wired to up-fitter switch located in cab of vehicle. Add on lights must be properly sealed to prevent moisture entry.

Utility: Must have state required lighting system. Rear brake, parking turn signal, and backup lights to be mounted in highest possible location and must be high intensity LED type lighting. Must have (2) LED amber strobe lights mounted above or next to brake, parking and turn signal lights. LED strobe lights must be wired to up-fitter switches located in cab of truck. Unit shall also have an amber colored beacon strobe light mounted top and centered on headache rack. Beacon light shall also be wired to same up fitter-switch located in cab of truck.

Compartments: Each shall have an interior light

Electric Wiring: All wiring passing through holes in metal or non-metal wearing surfaces, which could cause wear of the insulation, shall be adequately protected by rubber or plastic grommets, and/ or non-metallic conduit. Ends of all wires shall be adequately anchored to prevent loosening.

## **ITEM 3            ONE (1) TON CREW CAB TRUCK WITH MOUNTED FOLD DOWN FLATBED, 4 DOOR, SCHOOL BUS YELLOW**

### Cab and Chassis

~~GVWR: 11,200 lbs. minimum~~ GVWR: 10,500 minimum

~~Wheel base: 156.2", approximately~~ Wheel base: 156.2 minimum

Engine: 6.2L SOHC 2-value Flex Fuel V8

Transmission: Automatic 6-speed select shift

Axle: Twin I-beam front axle with coil spring suspension

Springs: Coil

Shock Absorbers: Heavy duty

Stabilizer bar-front

Tires: Spare, wheel, lock and frame-mounted carrier/per FMVSS/highway. Spare wheel and tire must match. ~~Wheels should be 18" Painted polished forged Steel (SRW)~~ Wheels should be 18" argent painted steel.

Alternator: Minimum 200 amp-single; heavy duty

Brakes: 4-wheeled vented disc

Fuel Tank: Minimum 35 gal.

Mirror: Power

Cruise Control: Factory installed

Steering: Power

Tilt steering wheel

Seat: Bench

Windshield Wipers: Intermittent control

Antifreeze: Protection to -30 °F

Color: School bus yellow, DuPont # B8779, or approved equal

Coolant System: Maximum size availability, including the heaviest duty radiator

~~Bed (truck): Black spray-in bed liner~~ Delete

Dome light: Door activated instrument panel switch operation with delay

### Body Platform

~~Minimum 97 ½" wide x 132" long; Rugged Service Platform~~ Minimum 97 ½" wide X minimum 96" long, Rugged Service Platform

10 Gauge Smooth Deck

3" Channel Cross Sills on 12" Spacing

4" Channel Main Sills on 34" Spacing

No Pockets & Rub Rail on Sides

ICC Bumper/Hitch with tow package

40" Tall Standard Style Bulkhead with Louvered Window

LED clearance lights and brake lights

13 ½" Tall Fold Down Contractor (Solid) Sides

Shear plate mounted

FMVSS lights, fuel fill mud flaps; black with no advertising

Complete Vehicle documents per the National Highway Traffic Safety Administration (NHTSA)

Trailer Hitch

~~Bed (truck): Black spray-in bed liner~~

### Lift Gate

Brand/model: Tommy Gate/#g2-92-1350 tp35, or approved equal

Capacity: 1300

Platform Detail: Treadplate: one-piece steel treadplate w/ 35" loading depth + 6" taper

Drive System: Dual Hydraulic Cylinders

Hydraulic System: Enclosed unit with all critical components factory enclosed in the main frame of gate for providing protection from elements and damage. Easy access for servicing. Pressure Relief Valve: To prevent operator from overloading the platform. Flow Control Valve: To prevent uncontrolled descent of platform. Dual hydraulic cylinders: To lift the platform from both sides.

Electrical System: A Control Unit-Moisture resistant toggle switch to deactivate 90 seconds after last operation. A timer reset and on-off button to be permanently and conveniently located on control unit and positioned under logo and bulls eye, respectively. Circuit breaker: 15-amp continuous, 3000 amp interrupt, 30 VDC, watertight, Manual Reset. Mounted in-line with 4 AWG positive battery cable to protect vehicle in the event of an electrical short. Power/Ground cable-factory supplied 4 AWG ground cable molded with power cable to provide a direct connection from the liftgate to the truck battery. License plate mount is recessed into the main frame.

Drive Train: Parallel Arm Pins: 3/4" (19mm) OD hard chrome plated steel round. Parallel Arm Pin Bushings: Self lubricating composite.

Safety: Curb-side Fixed Control-Timer to deactivate 90 seconds after last operation. Pressure Relief Valve to prevent operator from overloading the platform

### Lighting

Body: Vehicle shall have two (2) "Hide-A-Way" type LED amber strobe lights mounted in both front headlight assemblies and two (2) LED amber strobe lights mounted on rear of service body and wired to up-fitter switch located in cab of vehicle. Add on lights must be properly sealed to prevent moisture entry.

Electric Wiring: All wiring passing through holes in metal or non-metal wearing surfaces, which could cause wear of the insulation, shall be adequately protected by rubber or plastic grommets, and/ or non-metallic conduit. Ends of all wires shall be adequately anchored to prevent loosening.

## **ITEM 4            ONE (1) SPORT UTILITY VEHICLE (SUV), FULL SIZE, FOUR (4) WHEEL DRIVE (4WD/4X4), FOUR DOORS, WHITE**

### Cab and Chassis

GVWR: Minimum 4,900 lbs.

Wheelbase: Minimum 119"

Engine: Gasoline, 5.4 SOHC, 3V Flex Fuel, V8 cylinder with a minimum 250 HP, or approved equal

Transmission: Minimum 6-speed automatic overdrive and 4WD/4x4 with electronic engagement

Suspension: Independent short-long (SLH) coil-over shocks with stabilizer bar

Springs: To meet GVWR

Tires: Spare, wheels, lock and frame-mounted carrier/per FMVSS/all terrain. Spare wheel and tire must match. Spare kit with lug nut wrench and jack

Alternator: Minimum 150 amps; heavy duty

Brakes: Power ABS brakes with minimum four wheel disc. Traction control to be included.

Fuel Tanks: Minimum 28 gal.

Mirror: OEM inside, standard type; outside, left and right, below eye level type, largest size available

Cruise Control: Factory installed

Tachometer

Tilt Steering: Wheel-factory installed

Seat: Bucket type, driver and passenger (NO EXCEPTIONS). Minimum three (3) passenger bench type rear seat. Cargo Volume behind driver and passenger seat shall be a minimum 80' cubic feet.

Windshield Wipers: Dual, intermitted speed electronic with automatic washer

Antifreeze: Protection to -30 °F

Color: White

Coolant System: Maximum size available, including the heaviest duty radiator

Dome Light

Steering Column Shift Lever: Center console area must be used for radio/light bar equipment only

Tow Package receiver

### Lighting

Body: Vehicle shall have two (2) "Hide-A-Way" type LED amber strobe lights mounted in both front headlight assemblies and two (2) LED amber strobe lights mounted on rear of service body and wired to up-fitter switch located in cab of vehicle. Add on Lighting must be properly sealed to prevent moisture entry

Electric Wiring: All wiring passing through holes in metal or non-metal wearing surfaces, which could cause wear of the insulation, shall be adequately protected by rubber or plastic grommets, and/ or non-metallic conduit. Ends of all wires shall be adequately anchored to prevent losing.

## 005 - SUPPLEMENTAL TERMS & CONDITIONS

### Original Contract Term.

This contract shall begin upon the effective date of the ordinance awarding the contract, or date specified in the award letter if this contract does not exceed \$50,000. This contract shall terminate upon completion of all work described herein or delivery of all goods ordered, as applicable.

### Non-Discrimination.

As a party to this contract, Vendor understands and agrees to comply with the Non-Discrimination Policy of the City of San Antonio contained in Chapter 2, Article X of the City Code and further, shall not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, veteran status, age or disability, unless exempted by state or federal law, or as otherwise established herein.

### Incorporation of Attachments.

Each of the attachments listed below is an essential part of this contract, which governs the rights and duties of the parties, incorporated herein by reference, and shall be interpreted in the order of priority as appears below, with this document taking priority over all attachments:

Attachment A – Price Schedule

Attachment B – Local Preference Identification Form

Attachment C – Supplemental Information Related to the State of Texas Conflict of Interest Requirement

Attachment D – Veteran-Owned Small Business Preference Program (VOSBPP) Ordinance

Attachment E – Veteran-Owned Small Business Program Tracking Form

## 006 - GENERAL TERMS & CONDITIONS

Electronic Bid Equals Original. If Vendor is submitting an electronic bid, City and Vendor each agree that this transaction may be conducted by electronic means, as authorized by Chapter 322, Texas Business & Commerce Code, known as the Electronic Transactions Act.

### Delivery of Goods/Services.

Destination Contract. Vendor shall deliver all goods and materials F.O.B., City of San Antonio's designated facility, inside delivery, freight prepaid, to the address provided in this IFB or, if different, in the Purchase Order. Vendor shall bear the risk of loss until delivery. Freight charges will be paid only when expedited delivery is requested and approved in writing by the City. Vendor shall be responsible for furnishing necessary personnel or equipment and/or making necessary arrangements to off load at City of San Antonio facility, unless otherwise noted herein.

Failure to Deliver. When delivery is not met as provided for in the contract, City may make the purchase on the open market, with any cost in excess of the contract price paid by Vendor, in addition to any other direct, indirect, consequential or incidental damages incurred by City as a result thereof. In addition, Vendor may be removed from the City's list of eligible bidders.

Purchase Orders. Each time a City department wishes to place an order against this contract, it will issue Vendor a purchase order. Vendor must have the purchase order before making any delivery.

Acceptance by City. City shall have a reasonable time (but not less than 30 days) after receipt to inspect the goods and services tendered by Vendor. City at its option may reject all or any portion of such goods or services which do not, in City's sole discretion, comply in every respect with all terms and conditions of the contract. City may elect to reject the entire goods and services tendered even if only a portion thereof is nonconforming. If City elects to accept nonconforming goods and services, City, in addition to its other remedies, shall be entitled to deduct a reasonable amount from the price thereof to compensate City for the nonconformity. Any acceptance by City, even if non-conditional, shall not be deemed a waiver or settlement of any defect in such goods and services.

Testing. After award of contract, City may, at its sole option, test the product delivered to ensure it meets specifications. Initial testing shall be at City's expense. However, if the product does not meet specifications, Vendor shall reimburse City for the costs of testing. City may withhold the cost of testing from any amounts owed to Vendor under this or any other contract, or invoice Vendor for same. If invoiced, Vendor shall pay City within 30 calendar days' of the invoice.

Warranty. A minimum of 90-days product guarantee or the manufacturer's standard commercial warranty, whichever is greater, shall apply to all products and/or services purchased under this IFB, unless otherwise specified in the Specifications/Scope of Services section of this IFB. This warranty shall provide for replacement of defective merchandise, parts, and labor, and shall include pick-up of the defective merchandise from City and delivery of the replacement(s) to the same location. The warranty shall be effective from the date of acceptance of the merchandise, or completion of the service, as applicable.

**REJECTION OF DISCLAIMERS OF WARRANTIES & LIMITATIONS OF LIABILITY. ANY TERM OR CONDITION IN ANY DOCUMENT FURNISHED BY VENDOR, DISCLAIMING THE IMPLIED WARRANTY OF MERCHANTABILITY OR OF FITNESS FOR A PARTICULAR PURPOSE, OR ATTEMPTING TO LIMIT VENDOR'S LIABILITY SHALL BE OF NO FORCE OR EFFECT, AND SHALL BE STRICKEN FROM THE CONTRACT DOCUMENTS AS IF NEVER CONTAINED THEREIN.**

### Invoicing and Payment.

Address for Invoices. All original invoices must be sent to: City of San Antonio, Attn: Accounts Payable, P.O. Box 839976, San Antonio, Texas 78283-3976.

### Information Required On Invoice.

All invoices must be in a form and content approved by the City. City may require modification of invoices if necessary in order to satisfy City that all billing is proper and pursuant to the terms of the contract. Invoices are required to show each City Purchase Order Number. Invoices must be legible. Items billed on invoices must be specific as to applicable stock, manufacturer, catalog or part number (if any). All invoices must show unit prices for each item being billed, the

quantity of items being billed and the total for each item, as well as the total for all items on the invoice. If prices are based on list prices basis, then the list prices, the percentage discount or percentage surcharge, net unit prices, extensions and net total prices must be shown. Prompt payment discounts offered shall be shown separately on the invoice.

#### Payment by City.

In accordance with the Texas Prompt Payment Act, City shall have not less than 30 days to pay for goods or services. Time for payment, including payment under discount terms, will be computed from the later of: (1) the date City receives conforming goods under the contract; (2) the date performance of the service under the contract is completed; or (3) the date City receives a correct and valid invoice for the goods or services. Payment is deemed to be made on the date of mailing of the check. Payment is made in US dollars only.

This provision shall not apply where there is a bona fide dispute between City and Vendor about the goods delivered or the service performed that causes the payment to be late, or where the invoice is not mailed to the address provided herein.

The payment amount due on invoices may not be manually altered by City personnel. Once disputed items are reconciled, Vendor must submit a corrected invoice or a credit memorandum for the disputed amount. City will not make partial payments on an invoice where there is a dispute.

**NECESSITY OF TIMELY INVOICE / WAIVER OF PAYMENT.** NOTWITHSTANDING THE FORGOING, THE CITY CANNOT PAY FOR ANY GOODS OR SERVICES WITHOUT AN INVOICE. VENDOR MUST INVOICE CITY NO LATER THAN 90 CALENDAR DAYS FROM THE DATE GOODS ARE DELIVERED OR SERVICES RENDERED. FAILURE TO SUBMIT AN INVOICE WITHIN SAID 90 DAYS SHALL NEGATE ANY LIABILITY ON THE PART OF CITY AND CONSTITUTE A **WAIVER** BY VENDOR OF ANY AND ALL RIGHT OR CLAIMS TO COLLECT MONEYS THAT VENDOR MAY RIGHTFULLY BE OTHERWISE ENTITLED TO FOR GOODS OR SERVICES PERFORMED.

The total price for all goods and/or services is shown on the Price Schedule. No additional fees or expenses of Vendor shall be charged by Vendor nor be payable by City. The parties hereby agree that all compensable expenses of Vendor are shown on the Price Schedule. If there is a discrepancy on the Price Schedule between the unit price for an item, and the extended price, the unit price shall govern.

Change Orders. In order to comply with Texas law governing purchases made by municipalities, the following rules shall govern all change orders made under this contract.

Any change orders that become necessary during the term of this contract as a result of changes in plans, specifications, quantity of work to be performed, materials, equipment or supplies to be furnished may be approved by the Director, provided that such change orders:

- are made in writing, signed by the Director;
- do not involve an increase or decrease in contract price of more than \$25,000; and
- sufficient funds have already been allocated by City or are available to the Director to cover any increase in contract price.

Any other change will require approval of the City Council, City of San Antonio.

Changes that do not involve an increase in contract price may, however, be made by the Director.

No oral statement of any person shall modify or otherwise change, or affect the terms, conditions or specifications stated herein.

#### Termination.

Termination-Breach. Should Vendor fail to fulfill in a timely and proper manner, as determined solely by the Director, its material obligations under this contract, or violate any of the material terms of this contract, City shall have the right to immediately terminate the contract in whole or in part. Notice of termination shall be provided in writing to Vendor, effective upon the date set forth in the notice. City may, in City's sole discretion, provide an opportunity for Vendor to cure the default. If City elects to offer an opportunity to cure, City shall provide notice to Vendor specifying the matters in default and the cure period. If Vendor fails to cure the default within the cure period, City shall have the right, without further notice, to terminate the contract in whole or in part. Such termination shall not relieve Vendor of any liability to the City for damages sustained by virtue of any breach by Vendor.

Termination-Notice. City may terminate this contract, in whole or in part, without cause. City shall be required to give Vendor notice ten days prior to the date of termination of the contract without cause.

Termination-Funding. City retains the right to terminate this contract at the expiration of each of City's budget periods. This contract is conditioned on a best efforts attempt by City to obtain and appropriate funds for payment of any debt due by City herein.

Termination by City may be effected by Director, without further action by the San Antonio City Council.

Independent Contractor. Vendor covenants and agrees that it is an independent contractor and not an officer, agent, servant or employee of City. City shall not be liable for any claims which may be asserted by any third party occurring in connection with the services to be performed by Vendor under this contract and that Vendor has no authority to bind City. The doctrine of respondeat superior shall not apply as between City and Vendor.

## **INDEMNIFICATION.**

**VENDOR covenants and agrees to FULLY INDEMNIFY, DEFEND and HOLD HARMLESS, CITY and the elected officials, employees, officers, directors, volunteers and representatives of CITY, individually and collectively, from and against any and all costs, claims, liens, damages, losses, expenses, fees, fines, penalties, proceedings, actions, demands, causes of action, liability and suits of any kind and nature, including but not limited to, personal or bodily injury, death and property damage, made upon CITY directly or indirectly arising out of, resulting from or related to VENDOR'S activities under this Agreement, including any acts or omissions of VENDOR, any agent, officer, director, representative, employee, consultant or subcontractor of VENDOR, and their respective officers, agents employees, directors and representatives while in the exercise of the rights or performance of the duties under this Agreement. The indemnity provided for in this paragraph shall not apply to any liability resulting from the negligence of CITY, its officers or employees, in instances where such negligence causes personal injury, death, or property damage. IN THE EVENT VENDOR AND CITY ARE FOUND JOINTLY LIABLE BY A COURT OF COMPETENT JURISDICTION, LIABILITY SHALL BE APPORTIONED COMPARATIVELY IN ACCORDANCE WITH THE LAWS FOR THE STATE OF TEXAS, WITHOUT, HOWEVER, WAIVING ANY GOVERNMENTAL IMMUNITY AVAILABLE TO THE CITY UNDER TEXAS LAW AND WITHOUT WAIVING ANY DEFENSES OF THE PARTIES UNDER TEXAS LAW. In addition, Vendor agrees to indemnify, defend, and hold the City harmless from any claim involving patent infringement, trademarks, trade secrets, and copyrights on goods supplied.**

The provisions of this INDEMNITY are solely for the benefit of the parties hereto and not intended to create or grant any rights, contractual or otherwise, to any other person or entity. VENDOR shall advise CITY in writing within 24 hours of any claim or demand against CITY or VENDOR known to VENDOR related to or arising out of VENDOR's activities under this AGREEMENT and shall see to the investigation and defense of such claim or demand at VENDOR's cost. CITY shall have the right, at its option and at its own expense, to participate in such defense without relieving VENDOR of any of its obligations under this paragraph.

Assignment. Except as otherwise stated herein, Vendor may not sell, assign, pledge, transfer or convey any interest in this contract, nor delegate the performance of any duties hereunder, by transfer, by subcontracting or any other means, without the consent of Director. As a condition of such consent, if such consent is granted, Vendor shall remain liable for completion of the services and provision of goods outlined in this contract in the event of default by the successor Vendor, assignee, transferee or subcontractor. Any attempt to transfer, pledge or otherwise assign this Contract without said written approval, shall be void ab initio and shall confer no rights upon any third person.

Ownership of Documents. Pursuant to Texas Local Government Code Chapter 201, any and all Records produced by Vendor pursuant to the provisions of this contract are the exclusive property of City; and no such Record shall be the subject of any copyright or proprietary claim by Vendor. The term "Record" as used herein shall mean any document, paper, letter, book, map, photograph, sound or video recording, microfilm, magnetic tape, electronic medium, or other information recording medium, regardless of physical form or characteristic. Vendor understands and acknowledges that as the exclusive owner of any and all such Records, City has the right to use all such Records as City desires, without restriction.

## Records Retention.

Vendor and its subcontractors, if any, shall properly, accurately and completely maintain all documents, papers, and records, and other evidence pertaining to the services rendered hereunder ("Documents"), and shall make such Documents available to the City at their respective offices, at all reasonable times and as often as City may deem

necessary during the contract period, including any extension or renewal hereof, and the record retention period established herein, for purposes of audit, inspection, examination, and making excerpts or copies of same by City and any of its authorized representatives.

Vendor shall retain any and all Documents produced as a result of services provided hereunder for a period of four years ("Retention Period") from the date of termination of the contract. If, at the end of the Retention Period, there is litigation or other questions arising from, involving or concerning these Documents or the services provided hereunder, Vendor shall retain the records until the resolution of such litigation or other such questions. Vendor acknowledges and agrees that City shall have access to any and all such Documents at any and all times, as deemed necessary by City, during said Retention Period. City may, at its election, require Vendor to return the documents to City at Vendor's expense prior to or at the conclusion of the Retention Period. In such event, Vendor may retain a copy of the documents.

Vendor shall notify City, immediately, in the event Vendor receives any requests for information from a third party, which pertain to the Documents referenced herein. Vendor understands and agrees that City will process and handle all such requests.

**Severability.** If any clause or provision of this contract is held invalid, illegal or unenforceable under present or future federal, state or local laws, including but not limited to the City Charter, City Code, or ordinances of the City of San Antonio, Texas, then and in that event it is the intention of the parties hereto that such invalidity, illegality or unenforceability shall not affect any other clause or provision hereof and that the remainder of this contract shall be construed as if such invalid, illegal or unenforceable clause or provision was never contained herein. It is also the intention of the parties hereto that in lieu of each clause or provision of this contract that is invalid, illegal, or unenforceable, there be added as a part of the contract a clause or provision as similar in terms to such invalid, illegal or unenforceable clause or provision as may be possible, legal, valid and enforceable.

**Compliance with Law.** Vendor shall provide and perform all services required under this Agreement in compliance with all applicable federal, state and local laws, rules and regulations.

**Certifications.** Vendor warrants and certifies that Vendor and any other person designated to provide services hereunder has the requisite training, license and/or certification to provide said services, and meets all competence standards promulgated by all other authoritative bodies, as applicable to the services provided herein.

**Non-waiver of Performance.** Unless otherwise specifically provided for in this Agreement, a waiver by either Party of a breach of any of the terms, conditions, covenants or guarantees of this Agreement shall not be construed or held to be a waiver of any succeeding or preceding breach of the same or any other term, condition, covenant or guarantee herein contained. Further, any failure of either Party to insist in any one or more cases upon the strict performance of any of the covenants of this Agreement, or to exercise any option herein contained, shall in no event be construed as a waiver or relinquishment for the future of such covenant or option. In fact, no waiver, change, modification or discharge by either party hereto of any provision of this Agreement shall be deemed to have been made or shall be effective unless expressed in writing and signed by the party to be charged. No act or omission by a Party shall in any manner impair or prejudice any right, power, privilege, or remedy available to that Party hereunder or by law or in equity, such rights, powers, privileges, or remedies to be always specifically preserved hereby.

**Venue.** **Venue of any court action brought directly or indirectly by reason of this contract shall be in Bexar County, Texas. This contract is made and is to be performed in Bexar County, Texas, and is governed by the laws of the State of Texas.**

**Non-discrimination.** As a condition of entering into this agreement, Vendor represents and warrants that it will comply with City's Commercial Nondiscrimination Policy, as described under Section IILC.1 of the SBEDA Ordinance. As part of such compliance, Vendor shall not discriminate on the basis of race, color, religion, ancestry or national origin, sex, age, marital status, sexual orientation, or on the basis of disability or other unlawful forms of discrimination in the solicitation, selection, hiring or commercial treatment of subcontractors, vendors, suppliers, or commercial customers, nor shall Vendor retaliate against any person for reporting instances of such discrimination. Vendor shall provide equal opportunity for subcontractors, vendors and suppliers to participate in all of its public sector and private sector subcontracting and supply opportunities, provided that nothing contained in this clause shall prohibit or limit otherwise lawful efforts to remedy the effects of marketplace discrimination that have occurred or are occurring in the City's Relevant Marketplace. Vendor understands and agrees that a material violation of this clause shall be considered a material breach of this agreement and may result in termination of this agreement, disqualification of Vendor from participating in City contracts, or other sanctions. This clause is not enforceable by or for the benefit of, and creates no obligation to, any third party. Vendor shall include this nondiscrimination clause in all subcontracts for the performance of this contract.

Delinquent Taxes. In the event that Vendor is or subsequently becomes delinquent in the payment of taxes owed to the City of San Antonio, the City reserves the right to deduct any delinquent taxes from payments that the City may owe to the delinquent Vendor as a result of this contract.

Binding Contract. This contract shall be binding on and inure to the benefit of the parties hereto and their respective heirs, executors, administrators, legal representatives, and successors and assigns, except as otherwise expressly provided for herein.

Entire Agreement. This contract, including City's final electronically posted online version, together with its authorizing ordinance and its price schedule(s), attachments, purchase orders, and exhibits, if any, constitutes the final and entire agreement between the parties hereto and contains all of the terms and conditions agreed upon. No other agreements, oral or otherwise, regarding the subject matter of this contract shall be deemed to exist or to bind the parties hereto, unless same be in writing, dated subsequent to the date hereof, and be duly executed by the parties, in accordance with the Change Order provision herein. **Parties agree that City's final electronically posted online version of this solicitation contains the agreed upon specifications, scope of services, and terms and conditions of this contract, and shall control in the event of a conflict with any printed version signed and submitted by Vendor.**

ORIGINAL

By submitting a bid, whether electronically or by paper, Bidder represents that:

(s)he is authorized to bind Bidder to fully comply with the terms and conditions of City's Invitation for Bid for the prices stated therein;

(s)he has read the entire document, including the final version issued by City, and agreed to the terms therein;

Bidder is in good standing with the Texas State Comptroller's Office; and

to the best of his/her knowledge, all information is true and correct.

If submitting your bid by paper, complete the following and sign on the signature line below. Failure to sign and submit this Signature Page will result in rejection of your bid.

Bidder Information  
Please Print or Type  
Vendor ID No.  
Signer's Name  
Name of Business  
Street Address  
City, State, Zip Code  
Email Address  
Telephone No.  
Fax No.  
City's Solicitation No.

V 10016501  
Gangelle  
Sils Bee Ford  
Bill US Hwy 96 N  
Sils Bee, TX, 77656  
gangelle.CowBoy.fleet@gmail.com  
409 988-9371  
409 386-0824  
610004176

  
Signature of Person Authorized to Sign Bid

## 008 - STANDARD DEFINITIONS

Whenever a term defined by the Uniform Commercial Code ("UCC"), as enacted by the State of Texas, is used in the Contract, the UCC definition shall control, unless otherwise defined in the Contract.

All-or-None Bid - an invitation to bid in which the City will award the entire contract to one bidder only.

Alternate Bid - two or more bids with substantive variations in the item or service offered from the same bidder in response to a solicitation.

Assignment - a transfer of claims, rights or interests in goods, services or property.

Bid - a complete, signed response to a solicitation. The term "bid" is synonymous with the term "offer".

Bid Opening - a public meeting during which bid responses are disclosed.

Bidder - a person, firm or entity that submits a bid in response to a solicitation. The bidder whose bid is accepted by City may also be referred to herein as Contractor, Vendor or Supplier.

Bid Bond or Bid Guarantee - security to ensure that Bidder (a) will not withdraw the bid within the period specified for acceptance, and (b) will furnish any required bonds or performance guarantees, and any necessary insurance within the time specified in the solicitation.

Change Order - a change to the plans or specifications of the contract, or an increase or decrease in the quantity of work to be performed or of materials, equipment, or supplies to be furnished, issued by the Director after the bid has been accepted by the City.

City - the City of San Antonio, a Texas home-rule municipal corporation.

Contract - the binding legal agreement between the City and Vendor.

Contractor - the bidder whose bid is accepted by the City and is, therefore, the person, firm or entity providing goods or services to the City under a contract.

Director - the Director of City's Purchasing & General Services Department, or Director's designee.

Equal or Equivalent - terms to indicate that similar products or other brands may be acceptable for purchase if specifications and functional requirements are met.

Invitation for Bid (IFB) - a solicitation requesting pricing for a specified good or a service.

Line Item - a listing of items in a bid for which a bidder is expected to provide separate pricing.

Low Bid - a bid which is lowest in price, but may not meet all requirements or specifications.

Lowest Responsible Bidder - the bidder whose bid meets all requirements of the specifications, terms and conditions of the IFB and results in the lowest cost to the City in an award based solely on price, taking into consideration the bidder's competence and qualifications to perform the contract.

Non-Responsive Bid - a bid or offer that does not comply with the terms and conditions, or specifications and/or requirements of the IFB.

Offer - a complete, signed response to an IFB that, if accepted, would bind the bidder to perform the resultant contract. The term "offer" is synonymous with the term "bid".

Payment Bond - a particular form of security provided by the contractor to protect the City against loss due to the contractor's failure to pay suppliers and subcontractors.

Performance Bond - a particular form of security provided by the contractor to protect the City against loss due to the contractor's inability or unwillingness to complete the contract as agreed.

Performance Deposit - security provided by the contractor to protect the City against loss due to the contractor's inability or unwillingness to complete the contract as agreed.

Pre-Submittal Conference - a meeting conducted by the City, held in order to allow bidders to ask questions about the proposed contract and particularly, the contract specifications.

Purchase Order - a validly issued order placed by an authorized City department for the purchase of goods or services, written on the City's standard purchase order form, and which is Vendor's authority to deliver to and invoice the City for the goods or services specified in an IFB for the price stated in Vendor's bid.

Responsible Bidder - a bidder who is known to have the necessary competence and qualifications to perform and provide all requirements of an intended contract.

Responsive Bidder - a bidder who tenders a bid which meets all requirements of the invitation to bid and is a responsible bidder.

Sealed Bid - a bid submitted as a sealed document, whether hard copy or electronic, by a prescribed time to the location indicated in the IFB. The contents of the bid will not be made public prior to the bid opening.

Specifications - a description of what the City requires and what the bidder must offer; a description of the physical or functional characteristics of a product or material, or the nature of a service or construction item.

Subcontractor - a person, firm or entity providing goods or services to a vendor to be used in the performance of the Vendor's obligations under the contract with the City.

Supplier - the bidder whose bid is accepted by the City and is, therefore, the person, firm or entity providing goods or services to the City under a contract.

Vendor - the bidder whose bid is accepted by the City and is, therefore, the person, firm or entity providing goods or services to the City under a contract.

Waiver of Irregularity - noting, but disregarding an immaterial variance within a bid.

009 - ATTACHMENTS

LOCAL PREFERENCE PROGRAM ORDINANCE

The 82<sup>nd</sup> Texas Legislature adopted a revision to the law that allowed the City of San Antonio (City) to adopt a policy that would grant contracting preferences to local businesses for certain types of contracts. The City adopted such a policy, known as the Local Preference Program, by Ordinance No. 2013-03-21-0167, effective for solicitations issued after May 1, 2013.

This solicitation is subject to the Local Preference Program. For more information on the program, refer to the Local Preference Program Identification Form attached to this solicitation.

In order to receive consideration, the Local Bidder must complete and return the attached Local Preference Identification Form.

ATTACHMENT A - PRICE SCHEDULE

ITEM	QUANTITY	DESCRIPTION
1	1 Each	3/4 Ton Cab & Chassis, Crew Cab, 56" Cab to Axle Chassis, SRW, Utility Bed with Lift Gate, 4 Door, School Bus Yellow

PRICE: \$36060.60 EACH \$36060.60 TOTAL

MAKE, MODEL & YEAR offered: 2015 Ford F-250 Crew Cab

WARRANTY: 3<sup>yr</sup> / 36,000 miles Bumper To Bumper. 5yr / 60,000 Power Train

WARRANTY SERVICE PROVIDER NAME: Ford Motor Cor.

WARRANTY PROVIDER ADDRESS: Ford

PRODUCTION CUT-OFF DATE: 10-29-14

INDICATE THE LAST DAY THAT THE CITY CAN PLACE ORDERS UNDER THIS CONTRACT WITHOUT MISSING THE PRODUCTION CUT OFF DATE: 10-29-14

BID PRICES SHALL REMAIN FIRM FOR ALL ORDERS PLACED PRIOR TO THIS CUT OFF DATE. IN THE EVENT THAT CITY DOES NOT AWARD A CONTRACT PRIOR TO PRODUCTION CUT OFF DATE, CAN BIDDER PROVIDE BID ITEMS, AT THE BID PRICE SUBMITTED, AFTER THE PRODUCTION CUT OFF DATE? \_\_\_\_\_

ITEM	QUANTITY	DESCRIPTION
2	1 Each	3/4 Single Cab Truck with Utility Bed, 2 Door, School Bus Yellow

PRICE: \$ 30712.40 EACH \$ 30712.40 TOTAL

MAKE, MODEL & YEAR offered: 2015 Ford F-250

WARRANTY: 36m/36K Bumper To Bumper 6YR/60K PowerTrain

WARRANTY SERVICE PROVIDER NAME: Ford

WARRANTY PROVIDER ADDRESS: \_\_\_\_\_

PRODUCTION CUT-OFF DATE: 10-29-14

INDICATE THE LAST DAY THAT THE CITY CAN PLACE ORDERS UNDER THIS CONTRACT WITHOUT MISSING THE PRODUCTION CUT OFF DATE: 10-29-14

BID PRICES SHALL REMAIN FIRM FOR ALL ORDERS PLACED PRIOR TO THIS CUT OFF DATE. IN THE EVENT THAT CITY DOES NOT AWARD A CONTRACT PRIOR TO PRODUCTION CUT OFF DATE, CAN BIDDER PROVIDE BID ITEMS, AT THE BID PRICE SUBMITTED, AFTER THE PRODUCTION CUT OFF DATE? \_\_\_\_\_

ITEM	QUANTITY	DESCRIPTION
3	1 Each	One Ton Crew Cab Truck with Mounted Fold Down Flatbed, 4 Door, School Bus Yellow

PRICE: \$ 33968 <sup>each</sup> EACH \$ 33968 <sup>each</sup> TOTAL

MAKE, MODEL & YEAR offered: 2015 Ford F-350 Crew Cab

WARRANTY: 36m/36K Bumper To Bumper 6YR/60K PowerTrain

WARRANTY SERVICE PROVIDER NAME: Ford

WARRANTY PROVIDER ADDRESS: Ford

PRODUCTION CUT-OFF DATE: 10-29-14

INDICATE THE LAST DAY THAT THE CITY CAN PLACE ORDERS UNDER THIS CONTRACT WITHOUT MISSING THE PRODUCTION CUT OFF DATE: 10-29-14

BID PRICES SHALL REMAIN FIRM FOR ALL ORDERS PLACED PRIOR TO THIS CUT OFF DATE. IN THE EVENT THAT CITY DOES NOT AWARD A CONTRACT PRIOR TO PRODUCTION CUT OFF DATE, CAN BIDDER PROVIDE BID ITEMS, AT THE BID PRICE SUBMITTED, AFTER THE PRODUCTION CUT OFF DATE? \_\_\_\_\_

ITEM	QUANTITY	DESCRIPTION
4	1 Each	Sport Utility Vehicle (SUV), Full Size, Four Wheel Drive (4X4), 4 Door, White

PRICE: \$30150<sup>00</sup> EACH \$30150<sup>00</sup> TOTAL

MAKE, MODEL & YEAR offered: 2015 Ford Expedition SSV

WARRANTY: 36m/36 Bumper To Bumper, 6yr/60 powertrain

WARRANTY SERVICE PROVIDER NAME: Ford

WARRANTY PROVIDER ADDRESS: Ford

PRODUCTION CUT-OFF DATE: 8-31-14

INDICATE THE LAST DAY THAT THE CITY CAN PLACE ORDERS UNDER THIS CONTRACT WITHOUT MISSING THE PRODUCTION CUT OFF DATE: 8-31-14

BID PRICES SHALL REMAIN FIRM FOR ALL ORDERS PLACED PRIOR TO THIS CUT OFF DATE. IN THE EVENT THAT CITY DOES NOT AWARD A CONTRACT PRIOR TO PRODUCTION CUT OFF DATE, CAN BIDDER PROVIDE BID ITEMS, AT THE BID PRICE SUBMITTED, AFTER THE PRODUCTION CUT OFF DATE? \_\_\_\_\_

Prompt payment discount ~~0~~ % \_\_\_\_\_ days (if no discount offered 30 days will apply)

**ATTACHMENT B – LOCAL PREFERENCE IDENTIFICATION FORM**

**(Posted as a separate document)**

**ATTACHMENT C – SUPPLEMENTAL INFORMATION RELATED TO THE  
STATE OF TEXAS CONFLICT OF INTEREST REQUIREMENT**

The Instructions to Bidders section of this document provides information pertaining to a requirement to file the State of Texas Conflict of Interest Questionnaire (Form CIQ) required by Chapter 176 of the Texas Local Government Code. The Form CIQ is available from the Texas Ethics Commission at:

<http://www.ethics.state.tx.us/forms/CIQ.pdf>

In addition, please complete the City's Addendum to the Form CIQ (Form CIQ-A) and submit it with the Form CIQ to the Office of the City Clerk. The City's Addendum to the Form CIQ can be found at:

<http://www.sanantonio.gov/atty/ethics/pdf/OCC-CIQ-Addendum.pdf>

**ATTACHMENT D – CITY OF SAN ANTONIO  
VETERAN-OWNED SMALL BUSINESS PROGRAM**

**Veteran-Owned Small Business Preference Program (VOSBPP) Ordinance**

Pursuant to Ordinance No. 2013-12-05-0864, effective for solicitations issued after January 15, 2014, all solicitations issued by the City are subject to tracking of Veteran Owned Small Business (VOSB) participation.

For more information on the program, refer to the Veteran-Owned Small Business Program Tracking Form attached to this solicitation.

Respondent must complete and return the attached Veteran-Owned Small Business Program Tracking Form.

**ATTACHMENT E – CITY OF SAN ANTONIO  
VETERAN-OWNED SMALL BUSINESS PROGRAM TRACKING FORM(S)**

**(Posted as a separate document)**



## City of San Antonio

### ADDENDUM I

**SUBJECT:** Invitation for Bid, Light Duty Trucks & Sport Utility Vehicle, (IFB 6100004176), dated May 23, 2014, due June 11, 2014.

**FROM:** Paul J. Calapa, Procurement Administrator

**DATE:** June 4, 2014

**THIS NOTICE SHALL SERVE AS ADDENDUM NO. 1 - TO THE ABOVE REFERENCED INVITATION FOR BID**

**THE ABOVE MENTIONED INVITATION FOR BID IS HEREBY AMENDED AS FOLLOWS:**

1. In Section 004 – Specifications/Scope of Services, Specifications, Item 3, Cab and Chassis section, first and second items are amended to read:  
  
“GVWR: 10,500 minimum”  
  
“Wheel base: 156.2” minimum”
2. In Section 004 – Specifications/Scope of Services, Specifications, Item 3, Body Platform section, first item is amended to read:  
  
“Minimum 97 ½” wide X minimum 96” long, Rugged Service Platform
3. In Section 004 – Specifications/Scope of Services, Specifications, Items 1&2, Cab and Chassis section, next to last item, “Bed (truck) – Black spray-in liner” has been deleted and amended to be included in Section 004 – Specifications/Scope of Services, Specifications, Items 1&2, Utility Body section.
4. In Section 004 – Specifications/Scope of Services, Specifications, Item 3, Cab and Chassis section, next to last item, “Bed (truck) – Black spray-in liner” has been deleted and amended to be included in Section 004 – Specifications/Scope of Services, Specifications, Item 3, Body Platform section.
5. In Section 004 – Specifications/Scope of Services, Specifications, Item 3, Cab and Chassis section, Tires, last sentence is amended to read:  
  
“Wheels should be 18” argent painted steel”
6. In Section 004 – Specifications/Scope of Services, Specifications, Items 1&2, Utility Body section, language to be included and amended to read:  
  
“Utility body to be painted school bus yellow”

**QUESTIONS SUBMITTED IN ACCORDANCE WITH 6100004176, LIGHT DUTY TRUCKS &  
SPORT UTILITY VEHICLE:**

**Question 1:** In Items 1-3, should the spray-in bed liner be stated in the Utility Body section instead of the Cab and Chassis section?

**Response:** Yes, in Items 1&2 the spray-in bed liner should be stated in the Utility Body section. However, in Item 3, the spray-in bed liner should be stated in the Body Platform section. See #3 and #4 above.

**Question 2:** In Item 3, Cab and Chassis section, Tires, the specifications state "painted polished forged steel". Is that correct?

**Response:** No, the specifications should state "argent painted steel". See item #5 above.

**Question 3:** Do you want a factory installed up-fitter switch as stated in the Lighting section in all Items?

**Response:** Yes, the up-fitter switches should be factory installed.

**Question 4:** Do you want the beacon lights to be factory installed as stated in Items 1 & 2, Lighting section, Utility?

**Response:** Yes, the beacon lights should be factory installed.

**Question 5:** In Items 1 & 2, do you want the utility body and the lift gate both painted school bus yellow?

**Response:** Only the utility body should be painted school bus yellow, not the lift gate. See item #6 above.

**Question 6:** When do you expect to take this contract to City Council?

**Response:** After we review all bid responses and prepare for City Council consideration, we may be able to present a contract to City Council in August or September.



Paul J. Calapa  
Procurement Administrator  
Finance Department—Purchasing Division

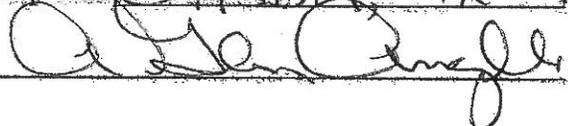
**NOTE: Bidders must complete and sign below and submit this Addendum I with their bid.**

Date 6-27-14

Company Name SilsBee Ford

Address 1211 US Hwy 96N

City/State/Zip Code SilsBee Tx 77656

Signature 



City of San Antonio

ADDENDUM II

SUBJECT: Invitation for Bid, **Light Duty Trucks & Sport Utility Vehicle, (IFB 6100004176)**, dated May 23, 2014, due June 11, 2014.

FROM: Paul J. Calapa  
Procurement Administrator

DATE: June 11, 2014

**THIS NOTICE SHALL SERVE AS ADDENDUM NO. II – TO THE ABOVE REFERENCED INVITATION FOR BID**

**THE ABOVE MENTIONED INVITATION FOR BID IS HEREBY AMENDED AS FOLLOWS:**

1. The submission deadline has been changed from: June 11, 2014, 2:00 p.m., local time to: **June 30, 2014, 2:00 p.m. local time.**

Paul J. Calapa  
Procurement Administrator  
Finance Department – Purchasing Division

**NOTE: Bidders must complete and sign below and submit this Addendum II with their bid.**

Date 6-27-14  
 Company Name Silsbee Ford  
 Address 1211 U.S Hwy 96N.  
 City/State/Zip Code Silsbee, Texas 77656  
 Signature [Handwritten Signature]

**City of San Antonio**  
**Finance Department - Purchasing Division**  
**Local Preference Program Identification Form**

The City of San Antonio Local Preference Program, described in the San Antonio City Code Chapter 2, Article XII, establishes a local preference for specific contracting categories. Each time a bidder or respondent submits a bid for a solicitation, this Local Preference Program Identification Form must be completed and turned in with the solicitation response in order to be identified as a local business and receive the preference described below. The City will not rely on Local Preference Program Identification Forms submitted with prior or contemporaneous bids or proposals.

The Local Preference Program allows the City to grant a preference in the award of the following types of contracts, when selection is made based on price alone:

- Personal Property (Goods / Supplies): The local bidder's price must be within 3% of the price of the lowest non-local bidder for contracts of \$50,000 or more;
- Non-professional Services: The local bidder's price must be within 3% of the price of the lowest non-local bidder for contracts of \$50,000 to under \$500,000;
- Construction Services: The local bidder's price must be within 3% of the price of the lowest non-local bidder for contracts of \$50,000 to under \$100,000, excluding contracts awarded using alternative delivery methods.

The Local Preference Program also allows the award of additional points, when multiple evaluation criteria are used in the award of professional service contracts, where the selection process is not governed by statute and in revenue generating and concession contracts. A business meeting the definition of local business stated below may be awarded 10 points for being headquartered within the city, or 5 points for having a local office within the city.

A local business (a.k.a. a City Business) is defined as a business headquartered within the incorporated San Antonio city limits OR one that meets the following conditions:

- Has an established place of business for at least one year in the incorporated limits of the City:
  - (a) from which at least 100 of its employees OR at least 20% of its total full-time, part-time and contract employees are regularly based; and
  - (b) from which a substantial role in the business' performance of a commercially useful function or a substantial part of its operations is conducted by those employees.

A location utilized solely as a post office box, mail drop or telephone message center or any similar combination, with no other substantial work function, is not a local business.

For the purposes of this program, Headquartered is defined as the place where a business entity's officers direct, control, and coordinate the entity's activities.

**THE BIDDER / RESPONDENT MUST COMPLETE THE FOLLOWING TO BE IDENTIFIED AS A LOCAL BUSINESS.**

Name of Business:	N/A SilsBee Ford	
Physical Address:	2211 US Hwy 94N	
City, State, Zip Code:	SilsBee, TX 77656	
Phone Number:	409-895-3800	
Email Address:	cancellorcowboyfleet@gmail.com	
Is Business headquartered within the incorporated San Antonio city limits?	Yes	<input checked="" type="radio"/> No

**City of San Antonio**  
**Finance Department - Purchasing Division**  
**Local Preference Program Identification Form**

(circle one)		
If the answer to the question above is "Yes", stop here. If the answer to the above question is "No", provide responses to the following questions:		
Is the business located in the incorporated San Antonio city limits? (circle one)	Yes	<input checked="" type="radio"/> No
Has the business been located in the incorporated San Antonio city limits for at least one year? (circle one)	Yes	<input checked="" type="radio"/> No
Are at least 100 full-time, part-time or contract employees regularly based in the San Antonio office? (circle one)	Yes	<input checked="" type="radio"/> No
Are at least 20% of the business' total full-time, part-time or contract employees regularly based in the San Antonio office? (circle one)	Yes	<input checked="" type="radio"/> No
Do the employees in the San Antonio office perform a substantial role in the business' performance of a commercially useful function or are a substantial part of the business' operations conducted in the San Antonio office? (circle one)	Yes	<input checked="" type="radio"/> No

ACKNOWLEDGEMENT

THE STATE OF TEXAS:

I certify that my responses and the information provided on this Local Preference Program Identification Form are true and correct to the best of my personal knowledge and belief and that I have made no willful misrepresentations on this form, nor have I withheld any relevant information in my statements and answers to questions. I am aware that any information given by me on this Local Preference Program Identification Form may be investigated and I hereby give my full permission for any such investigation and I fully acknowledge that any misrepresentations or omissions in my responses and information may cause my offer to be rejected or contract to be terminated. I further acknowledge that providing false information is grounds for debarment.

RESPONDENT'S FULL NAME:

Ablon Angeles  
(Print Name) Authorized Representative of Respondent

[Signature]  
(Signature) Authorized Representative of Respondent

Sales  
Title

6-27-14  
Date

**This Local Preference Identification Form must be submitted with the respondent's bid/proposal response.**

**City of San Antonio**  
**Veteran-Owned Small Business Program Tracking Form**

---

**Authority.** The City of San Antonio Veteran-Owned Small Business Preference Program Ordinance 2013-12-05-0864 adopted a veteran-owned small business preference program for specific contracting categories for solicitations issued after January 15, 2014.

**Tracking.** This solicitation is not eligible for a preference based on status as a veteran-owned small business (VOSB). Nevertheless, in order to determine whether the program can be expanded at a later date, the City tracks VOSB participation at both prime contract and subcontract levels.

**Certification.** The City relies on inclusion in the database of veteran-owned small businesses (VOSB) maintained by the U.S. Small Business Administration to verify VOSB status; however, veteran status may also be confirmed by certification by another public or private entity that uses similar certification procedures.

**Definitions.** The program uses the federal definitions of veteran and veteran-owned small business found in 38 CFR Part 74.

- The term "veteran" means a person who served on active duty with the U.S. Army, Air Force, Navy, Marine Corps, Coast Guard, for any length of time and at any place and who was discharged or released under conditions other than dishonorable. Reservists or members of the National Guard called to federal active duty or disabled from a disease or injury incurred or aggravated in line of duty or while in training status.
- A veteran-owned small business is a business that is not less than 51 percent owned by one or more veterans, or in the case of any publicly-owned business, not less than 51 percent of the stock of which is owned by one or more veterans; the management and daily business operations of which are controlled by one or more veterans and qualifies as "small" for Federal business size standard purposes.

The program does not distinguish between a veteran and a service-disabled veteran-owned business and is not limited geographically.

**COMPLETE THE FOLLOWING FORM AND SUBMIT IT WITH YOUR BID/PROPOSAL.**

N/A

**City of San Antonio  
Veteran-Owned Small Business Program Tracking Form**

SOLICITATION NAME/NUMBER: \_\_\_\_\_

Name of Respondent:		
Physical Address:		
City, State, Zip Code:		
Phone Number:		
Email Address:		
Is Respondent certified as a VOSB with the U.S. Small Business Administration? (circle one)	Yes	No
If yes, provide the SBA Certification #		
If not certified by the SBA, is Respondent certified as a VOSB by another public or private entity that uses similar certification procedures? (circle one)	Yes	No
If yes, provide the name of the entity who has certified Respondent as a VOSB. Include any identifying certification numbers:		
Participation Dollar Amount		

Is Respondent subcontracting with a business that is certified as a VOSB? (circle one)	Yes	No
Name of <b>SUBCONTRACTOR</b> Veteran-Owned Small Business:		
Physical Address:		
City, State, Zip Code:		
Phone Number:		
Email Address:		
Is <b>SUBCONTRACTOR</b> certified as a VOSB with the U.S. Small Business Administration? (circle one)	Yes	No
If yes, provide the SBA Certification #		
If not certified by the SBA, is <b>SUBCONTRACTOR</b> certified as a VOSB by another public or private entity that uses similar certification procedures? (circle one)	Yes	No
If yes, provide the name of the entity who has certified <b>SUBCONTRACTOR</b> as a VOSB. Include any identifying certification numbers:		
Participation Dollar Amount		

**City of San Antonio**  
**Veteran-Owned Small Business Program Tracking Form**

---

ACKNOWLEDGEMENT

THE STATE OF TEXAS

I certify that my responses and the information provided on Veteran-Owned Small Business Program Tracking Form are true and correct to the best of my personal knowledge and belief and that I have made no willful misrepresentations on this form, nor have I withheld any relevant information in my statements and answers to questions. I am aware that any information given by me on this Veteran-Owned Small Business Program Tracking Form may be investigated and I hereby give my full permission for any such investigation. I fully acknowledge that any misrepresentations or omissions in my responses and information may cause my offer to be rejected.

BIDDER/RESPONDENT'S FULL NAME:

A Cohen Ansell  
(Print Name) Authorized Representative of Bidder/Respondent

[Signature]  
(Signature) Authorized Representative of Bidder/Respondent

[Signature]  
Title

6-27-14  
Date

**This Veteran-Owned Small Business Program Tracking Form must be submitted with the Bidder/Respondent's bid/proposal.**