



# TOWN OF DOUGLAS

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Town Administrator

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## INVITATION FOR BIDS July 11, 2018

### Two (2) Semi-marked Patrol Vehicles

Pursuant to Massachusetts General Laws, Chapter 30B, the Town of Douglas invites vendors to offer bids for two (2), new Semi-marked Patrol Vehicles, as specified herein and in the attached written purchase description ("Attachment A").

Decision rule: The contract for the desired item(s) will be awarded to the responsive and responsible vendor offering the lowest price.

The Town of Douglas reserves the right to reject any and all bids.

Minimum products requirements: All bids must meet the criteria in Attachment A to be considered responsive to this IFB. The Town will purchase two new Semi-marked Patrol Vehicles for the Douglas Police Department, to serve as front-line first response cruisers. The Town is looking to purchase the vehicles, accessories and warranty options (if applicable) as one complete package. The final bid price must include a reasonable estimate for any/all labor charges for installation / transfer of desired components from existing cruisers to the new vehicles.

Where a brand is specified in the purchase description, it is for the purpose of establishing a reference point in terms of size, performance, and durability. For items marked with an asterisk (\*), bidders may substitute items of like kind and quality, but must submit documentation supporting the change. Note that the Town is looking to maximize the re-use of existing components where possible, and thus each cruiser is different. Shading indicates areas of difference.

Submission of proposals: Proposals must be submitted in a sealed envelope clearly marked "Douglas Police Department Patrol Vehicles" with the name and address of the proposer on the outside of the envelope.

Three (3) hard copies of the proposal must be received no later than 2:00 PM on Thursday, August 16, 2018 at the office of the Town Administrator, 29 Depot Street, Douglas, MA 01516.

Proposals received after this time will be returned unopened. At this time, all bids will be opened and read aloud in the Resource Room of the Municipal Center, 29 Depot Street, Douglas MA 01516. In order to be considered responsive, proposals must meet all the submission requirements set out in this IFB.

All proposals shall include:

1. A completed Bid Form;
2. Certificate of State Tax Compliance
3. Certificate of Corporate Vote (if required);
4. Disclosure Statement (if required); and
5. Non-Collusion Statement.

Proposals submitted prior to the deadline may be corrected, modified or withdrawn by written notice received in the Town Administrator's Office prior to the submission deadline stated above. Any such modification or correction of a proposal previously delivered to the Town Administrator's Office must be submitted in a sealed envelope, marked as the original with the title "Douglas Police Department Patrol Vehicles," the proposer's name and address, and must indicate, "Modification No. \_\_\_" or "Correction No. \_\_\_" on the outside of the envelope. Any submission intended to withdraw a previously submitted proposal, must be similarly labeled and clearly indicate on the outside of the envelope that it is intended as a notice of withdrawal.

Proposals will be publicly opened on the date, and at the time and place indicated above. The name of each proposer and the price of each proposal shall be recorded. Proposals become public information when they are opened.

Form of contract: The general terms and conditions of the anticipated contract are set out in the sample Agreement attached hereto as Attachment B. The successful proposer will be expected to execute an Agreement in substantially the form set out in the Attachment within thirty (30) days of contract award.

Additional information: Any questions concerning the content or interpretation of this IFB must be submitted in writing (email is acceptable) to the office of the Town Administrator no later than August 2, 2018. The Town shall waive any informality in a proposal submission or allow the proposer to correct them. Any response to such questions will be provided in writing to all parties that have been provided a copy of this IFB and on the Town's website. The Town will not be bound by any oral interpretation(s) or representation(s) made by any Town official or employee with respect to the terms and conditions of this IFB procedure. Persons submitting a proposal by mail or other delivery service shall bear full responsibility for delivery to the designated office prior to the submission deadline.

Award: The Chief Procurement Officer and/or his designee(s) will evaluate bids and make an award within fourteen (14) calendar days of opening the bids. The Chief Procurement Officer will notify the successful bidder with a written Contract Award and seek execution of the Contract in Attachment B in three (3) original copies.

Delivery: The Town requires that the items sought in this IFB be delivered no later than November 16, 2018. By submitting a completed bid, a vendor acknowledges the importance of timely delivery and that the Contract associated with this procurement includes a late delivery penalty clause.

**TOWN OF DOUGLAS**

**BID FORM: SEMI-MARKED PATROL VEHICLES**

Date:

Name and address if Individual, Corporation or other Entity submitting this proposal:

\_\_\_\_\_  
\_\_\_\_\_

<p><b>TOTAL BID</b> For all items in IFB and written purchase description, and related to completion of the Contract, including equipment, base warranty, all labor to install any options, delivery costs, etc. Attach an itemization of the components of the bid and their related costs.</p>	
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The following information shall be provided on this form or on such additional sheets as shall be required:

The Individual, Corporation or other entity submitting this proposal operates on a for-profit \_\_\_\_, not-for-profit \_\_\_\_ basis. Evidence of not-for-profit status is attached to this proposal form. \_\_\_\_  
Yes \_\_\_\_ No

Provide a brief history of the entity submitting this proposal, including length of time in existence, name and address of officers or trustees, current location, and description of current operations.

The Proposer agrees to execute a Contract in substantially the form included in the Attachment B within thirty (30) days of delivery of such by the Town. \_\_\_\_ Yes \_\_\_\_ No

Proposal Submitted By:

\_\_\_\_\_  
(Signature) (Title)

## CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee club, or other organization, entity, or group or individuals.

\_\_\_\_\_  
Name of person signing bid or proposal or Business

## CERTIFICATE OF COMPLIANCE WITH STATE TAX LAWS AND UNEMPLOYMENT COMPENSATION CONTRIBUTION REQUIREMENTS

Pursuant to M.G.L. Chapter 62C, Sec. 49A, I \_\_\_\_\_ as authorized signatory for \_\_\_\_\_ whose principal place of business is at \_\_\_\_\_ do hereby certify under penalties of perjury that has filed all state tax returns and paid all taxes as required by law and has complied with all state laws pertaining to contributions to the unemployment compensation fund and to payments in lieu of contributions.

The Business Organization Social Security Number or Federal Identification Number is: \_\_\_\_\_.

Signed under the penalties of perjury \_\_\_\_\_, 2018.

Signature: \_\_\_\_\_

Name and Title: \_\_\_\_\_

## CERTIFICATE OF CORPORATE VOTE

If a corporation, complete below or attach to each signed copy of a contract and submit with the proposal a notarized copy of vote of corporation authorizing the signatory to sign this contract submit the proposal and to enter into a lease if an award is made by the Town. If attesting clerk is same as individual executing contract, signing the proposal, have signature notarized below.

At a duly authorized meeting of the Board of Directors of the

\_\_\_\_\_ held on \_\_\_\_\_  
(Name of Corporation) (Date)

At which all the Directors were present or waived notice, it was VOTED, that,

\_\_\_\_\_  
(Name) (Officer)

of this company be and hereby is authorized to execute contracts and bonds in the name and behalf of said company, and affix its corporate seal thereto, and such execution of any contract or obligation in this company's name on its behalf by such

\_\_\_\_\_  
(Officer)

of the company, shall be valid and binding upon this company.

I hereby certify that I am the Clerk of the \_\_\_\_\_

that \_\_\_\_\_ is the duly elected

\_\_\_\_\_ of said company, and that the above vote has not been amended or rescinded (Officer)  
in full force and effect as of the date of this contract.

A true copy,

ATTEST \_\_\_\_\_  
Clerk

Place of Business \_\_\_\_\_  
Corporate Seal

SWORN TO AND SUBSCRIBED BEFORE ME THIS \_\_\_\_\_  
DAY OF \_\_\_\_\_, 2018.

\_\_\_\_\_  
NOTARY PUBLIC