



**CITY OF KNOXVILLE**  
 OFFICE OF THE PURCHASING AGENT  
 P.O. BOX 1631  
 400 MAIN ST., ROOM 667  
 KNOXVILLE, TN 37901

**SEALED BID**  
  
**THIS IS NOT AN ORDER**

DATE: 10/28/2009 PAGE 1 Of 1

DOCUMENT NUMBER: **45096**

READ ALL INSTRUCTIONS AND CONDITIONS ON ATTACHED PAGES BEFORE BIDDING. BID ON THIS FORM ONLY. BID PRICE ON ITEMS LISTED OR EQUAL. NO BID RECEIVED AFTER CLOSING HOUR WILL BE ACCEPTED.

**\*\*ALL PRICES TO INCLUDE TRANSPORTATION CHARGES & NET TERMS UNLESS STATED OTHERWISE \*\***

Merchandise to be delivered to : City of Knoxville Fleet Services  
 3409 Vice Mayor Jack Sharp Rd  
 Att: Bill Roberson  
 Knoxville TN 37914

BID will be received at: Office of the Purchasing Agent, Room 667, 400 Main St., Knoxville, TN 37902, until 11/12/2009 11:00:00 AM

ENVELOPE TO BE SEALED AND MARKED: **MINIVAN**

**Special Instructions:**

Due to the special need of this minivan, the attached bid specifications describe a 2010 Dodge Caravan since that particular model is equipped with the second row seating which can be stored flat in the floor plus withstand the weight of an adult. Direct all questions to Steve Beauman at (865)215-3673.

No.	Quantity	Description	Brand	Unit	Unit Price	Total	Applicable Discount
1	1 Each	One (1) 2010 Dodge Grand Caravan, per attached bid specification.					

**IMPORTANT - State Merchandise**

Delivery Date Here: \_\_\_\_\_

Buyer Name: Tucker, James  
 Phone: 865-215-2064  
 Fax: (865) 215-2277  
 Email: JTUCKER@cityofknoxville.org

\_\_\_\_\_  
 (Company Name)

\_\_\_\_\_  
 (Authorized Signature)

\_\_\_\_\_  
 (Print Signed Name)

\_\_\_\_\_  
 (Phone Number)

\_\_\_\_\_  
 (Email Address)

**City of Knoxville  
Fleet Services  
Minivan, Dodge Grand Caravan**

1. SCOPE AND CLASSIFICATION

1.1. Scope

This specification describes a 2010 Dodge Grand Caravan. The chassis including all necessary equipment shall be furnished and delivered new, complete and ready for use. All parts not specifically mentioned but which are necessary for the complete unit shall be supplied and installed by the vendor even though such work or material are not specifically outlined and shall conform in strength, quality of material and workmanship to the best practice known to the Automotive Industry.

1.2. Classification

Minivan

1.3. Bid Responses

The bidder shall respond to each item listed in this specification in the space provided, indicating whether they meet or do not meet specification, and describe/clarify the proposed item or any deviation to the item. These pages are to be included in the Bid Response. **Bidder will be considered non-compliant if response is not on these specifications.**

1.4 Evaluation of Bids

Bids will be evaluated on whether or not they meet the specifications stated in the Invitation To Bid and (if so) then the cost to the City of Knoxville will be the deciding factor. In addition to the grand total cost of the procurement, the City may consider the following factors as part of the cost evaluation as these affect the cost of the vehicle/equipment in the out-years:

- Whether or not the City will be warranty certified for this equipment/vehicle.
- Best warranty. Consists of scope and duration of warranty.
- Distance to nearest warranty provider.
- Delivery time.
- Whether or not the vehicle/equipment has a "flex fuel" option.

1.5 Price Lock

Please state if a 12-month price lock would be honored to allow City of Knoxville to possibly purchase additional units.

2. APPLICABLE STANDARDS

2.1. Federal

Applicable Federal Motor Vehicle Safety Standards in effect at time of manufacture.

2.2. State

Applicable State of Tennessee Standards in effect at time of manufacture.

3. MINIMUM SPECIFICATIONS - STANDARD EQUIPMENT

2009 Grand Caravan SE F Package FWD

Bright Silver Metallic Clear Coat Exterior Paint

Medium Slate Gray/Light Shale Interior Colors

3.3-Liter V6 OHV Engine

Dual power sliding doors

4-Speed Automatic VLP Transmission

16" x 6.5" Steel Wheels with Covers

225/65R16 BSW All Season Tires

Gross Vehicle Weight/Payload Rating

Cloth Low-Back Bucket Seats with Stain Repel

2nd Row Buckets with Fold-in-Floor Seats

Normal-Duty Suspension

AM/FM CD MP3 Radio

160-Ampere Alternator

Air Conditioning with 3-Zone Temperature Control

Rear Seat Air Conditioner and Heater with Controls

Satin Silver Side Spears Instrument Panel Bezel

Sunscreen Glass

**City of Knoxville  
Fleet Services  
Minivan, Dodge Grand Caravan**

Item Number	Description	Meet Specification?	Description/ Deviation
<b>3.1 Warranty</b>			
3.1.1	Manufacturer's standard chassis warranty		
3.1.2	Warranty to commence with in-service date, rather than delivery date due to vehicle upfit requirement. In-service date not to exceed six (6) months from delivery date.		
3.1.3	State terms and cost of extended warranty if available.		
3.1.4	Shall provide assistance for obtaining drop ship certification.		
3.1.5	Shall provide assistance for obtaining warranty certification.		

**4. DELIVERY**

Item Number	Description	Meet Specification?	Description/ Deviation
4.1	Vehicle shall be delivered chassis and body complete, fully serviced, inspected for safety and safe operation, and ready to perform the work for which they are being purchased, with no less than 1/4 tank of fuel.		
4.2	Vehicle shall be serviced, inspected, and delivered from the successful bidders nearest service facility. Factory direct deliveries are not acceptable, unless winning bidder has arranged drop ship certification for the City of Knoxville.		
4.3	<u>Delivery Location:</u> City of Knoxville Fleet Services 3409 Vice Mayor Jack Sharp Road Knoxville, TN 37914		
4.4	<u>Contact Information:</u> Contact Mr. Dave Doyle, Fleet Services Coordinator, at (865) 215-6252 to schedule delivery date and time.	NA	
<b>4.5 Documentation</b>			
4.5.1	Provide manufacturer's certificate of origin for each vehicle. (Mandatory before payment will be made)		
4.5.2	Provide one operator's manual per vehicle and one extra per lot of vehicles for cab, chassis, and all installed equipment.		

**City of Knoxville  
Fleet Services  
Minivan, Dodge Grand Caravan**

Item Number	Description	Meet Specification?	Description/ Deviation
4.5.3	Provide one set of service, overhaul and illustrated parts breakdown manuals per lot of vehicles ordered. Manuals on CD ROM are acceptable. To include service manuals on all installed equipment. Order will be considered incomplete if manuals are not delivered with vehicles. If manuals are not available upon vehicle delivery, state delivery date of manuals and provide confirmation in writing from mfr/publisher.		
4.5.4	Provide on-line access to technical service bulletins and recall notices throughout the service life of the vehicle.		
<b>4.6 Decals, Badges, Advertisements</b>			
4.6.1	No dealer emblems, decals, or other form of advertisement or identification shall be attached to the vehicle.		

**5. INVOICING**

Mail or deliver invoice to:

Fleet Services  
Attn: Dave Doyle  
3409 Vice Mayor Jack Sharp Road  
Knoxville, TN 37914

## INSTRUCTIONS AND CONDITIONS

1. All prices and notations must be in ink or typewritten. No erasures permitted. Mistakes may be crossed out and corrections typed adjacent and must be initialed and dated in ink by person signing quotation.
2. State brand or make on each item. If quoting on other than the make, model or brand specified, the manufacturer's name and catalogue number must be given.
3. Time of delivery is a part of the consideration and must be stated in definite terms and must be adhered to upon award. If time varies on different items, the bidder shall so state.
4. All quotations must be signed with the firm name and by a responsible officer or employee. Obligations assumed by such signature must be fulfilled.
5. The Purchasing Agent reserves the right to reject any or all bids, to accept or reject any items thereon, to waive technicalities, to split orders if in the best interest of the City, and to evaluate bids by various criteria and to accept any bid which, in hi opinion, may be for the best interest of the City.
6. Samples of items, when required, must be furnished free of expense to the City and if not called for within fifteen days from date of bid opening, same will be disposed of to the best interest of the City.
7. Verify your quotations before submission as they cannot be withdrawn or corrected after being opened. Bids will be evaluated by unit price.
8. If you do not quote, return this sheet and state reason.
9. If Federal Excise Tax applies, show amount of same and deduct. Bear in mind that the City is exempt from the Tennessee Sales Tax.
10. PRICES CONSIDERED F.O.B. KNOXVILLE UNLESS OTHERWISE STATED.
11. Failure to observe the above instructions and conditions will constitute grounds for rejection of your bid.
12. Attention of all bidders is directed to the set of provisions contained in Chapter 24, Article II, Section 24-33 entitled, "Debts owed by persons receiving payments other than salary" of the Code of the City of Knoxville.
13. Before a contract will be signed by the City, the submitting entity, if selected, must provide the City Purchasing Office with a copy of its valid business license or with an affidavit explaining why it is exempt from the business licensure requirements of the city or county in which it is headquartered. If a contract is signed, the contractor's business license shall be kept current throughout the duration of the contract, and the contractor shall inform the City of changes in its business name or location.

## INDEMNIFICATION CLAUSE

Contractor shall defend, indemnify and hold harmless the City, its officers, employees and agents from any and all liabilities which may accrue against the City, its officers, employees and agents or any third party for any and all lawsuits, claims, demands, losses or damages alleged to have arisen from an act or omission of Contractor in performance of this Agreement or from Contractor's failure to perform this Agreement using ordinary care and skill, except where such injury, damage, or loss was caused by the sole negligence of the City, its agents or employees.

Contractor shall save, indemnify and hold the City harmless from the cost of the defense of any claim, demand, suit or cause of action made or brought against the City alleging liability referenced above, including, but not limited to, costs, fees, attorney fees, and other expenses of any kind whatsoever arising in connection with the defense of the City; and Contractor shall assume and take over the defense of the City in any such claim, demand, suit, or cause of action upon written notice and demand for same by the City. Contractor will have the right to defend the City with counsel of its choice that is satisfactory to the City, and the City will provide reasonable cooperation in the defense as Contractor may request. Contractor will not consent to the entry of any judgment or enter into any settlement with respect to an indemnified claim without the prior written consent of the City, such consent not to be unreasonably withheld or delayed. The City shall have the right to participate in the defense against the indemnified claims with counsel of its choice at its own expense.

Contractor shall save, indemnify and hold City harmless and pay judgments that shall be rendered in any such actions, suits, claims or demands against City alleging liability referenced above.

The indemnification and hold harmless provisions of this Agreement shall survive termination of the Agreement.