



**Purchasing Department
Finance Group**

April 16, 2010

INVITATION TO BID

The City of Norwalk is soliciting bids for a **2010 Chrysler Town & Country Minivan Touring L Package FWD**. Your firm has expressed interest in providing these vehicles. Below is an outline of some of the requirements that apply to this project.

PROJECT #	2951	
DEADLINE	2:00 PM	May 4, 2010
PROJECT TITLE	2010 Chrysler Town & Country Minivan	
PROJECT SITE	125 East Avenue, Norwalk, CT 06851	

BID DOCUMENTS are available upon receipt of this invitation over the Internet at <http://www.bid.ci.norwalk.ct.us>. Adobe Acrobat reader is required to view this document. If you do not have this software you may download it for free from Adobe. A link to the Adobe site is provided on the Internet bid page.

All questions must be directed, in writing, to David Carroll, Purchasing Officer, via e-mail, to dcarroll@norwalkct.org. The deadline for submission of questions is 2:00 pm, April 27, 2010.

SPECIAL NOTES:

- The awarded vendor must be an authorized Chrysler dealership located within 100 miles driving distance to the City of Norwalk.

Businesses, without fax or Internet access equipment, may contact the Purchasing Department at 203-854-7712 for any RFP information. Our fax number is 203-854-7817.

If, after review of the RFP documents, your firm is interested in performing the services specified, provide the information requested, sign and return the complete document, along with your detailed proposal, to the City of Norwalk Purchasing Department by the due date.

Yours truly,

David Carroll
Purchasing Officer

SECTION 1 - RESPONSE FORMS

SPECIAL NOTES ON RESPONDING:

ADDENDA information is available over the Internet at

<http://www.bid.ci.norwalk.ct.us/> <http://www.bid.ci.norwalk.ct.us/html/add.htm>

Adobe Acrobat reader is required to view this document. If you do not have this software you may download it for free from Adobe. A link to the Adobe site is provided at the bottom of the Internet bid page. This service is also available via FAX. Dial 203-854-7897 from any phone to access the Purchasing Department's Express Request Line. Request document #1001. We strongly suggest that you check for any addenda a minimum of forty-eight (48) hours in advance of the bid deadline.

SUMMARIES will be available any time after 5:00 PM on the day of the bid opening over the Internet at <http://www.bid.ci.norwalk.ct.us/html/sum.htm>. This service is also available via FAX. Dial 203-854-7897 from any phone to access the Purchasing Department's Express Request Line. The document number to request will be the same as the project number indicated in the invitation to bid. Bid results will not be provided over the phone.

AWARD NOTIFICATION will be issued by mail.

BUSINESSES WITHOUT FAX EQUIPMENT or Internet access may contact the Purchasing Department at 203-854-7712 for this information.

BID RESPONSES are to be delivered to:

City of Norwalk Purchasing Department
125 East Avenue
P.O. Box 5125
Norwalk, CT 06856-5125

See section 3 for information on delivering bids by fax.

Submit three (3) copies of your bid (clearly mark original copy)

1.1 PRICING SHEET #2951 – 2010 Chrysler Town & Country Minivan

Vendor Name:		
Address:		City, State, Zip Code
Phone:	Fax:	Email:
Manager:		Fed ID#:

The undersigned hereby declares that he/she or they are thoroughly familiar with the specifications, the various sites, the City's requirements, and the objectives for each element of the project item or service and understand that in signing this proposal all right to plead any misunderstanding regarding the same is waived.

The undersigned further understands and agrees that he will furnish and provide all the necessary material, machinery, implements, tools, labor, services, and other items of whatever nature, and to do and perform all the work necessary under the aforesaid conditions, to carry out the contract and to accept in full compensation therefore the amount of the contract as agreed to by the Contractor and the City.

1. 2010 Chrysler Town & Country Minivan Touring L Package FWD

Make / Model	Unit Cost
2010 Chrysler Town & Country Minivan Touring L Package FWD (Including all Standard Equipment)	\$

2. Optional Features

Description	Option Code	Unit Cost
Engine (4.0-Liter V6 SOHC Engine)		\$
Exterior Color / Interior Color: (Standard colors - to be determined. Anticipate factory order to meet exterior & interior colors desired.)		\$

3.

Cost of Delivery	\$
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4. Total Unit Cost

Totals from above: (1. 2010 Chrysler Town & Country Touring L Package FWD + 2. Optional Features + 3. Cost of Delivery)	\$
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Delivery: _____ calendar days after receipt of order.
 (Anticipate factory order to meet exterior & interior colors to be determined.)

Warranties _____
Standard Warranty: ___ years / _____ miles
Powertrain Warranty: ___ years / _____ miles

(Include all literature on warranties available)

DEVIATIONS FROM SPECIFICATIONS: Any deviation from these specifications must be documented and submitted with your proposal in detail on a separate form. If deviations are not documented completely, the bidder may be disqualified from consideration for an award.

Insurance Agency Name -		Tel.-	
Agency Address -			

Submitted by:

Print Name of Authorized Agent of Company	
Signature of Authorized Agent of Company	
Date	

The above signatory acknowledges receipt of the following addenda issued during the bidding period and understands that they are a part of the bidding documents (if applicable):

Addendum #1, Dated _		Addendum #2, Dated _	
Addendum #3, Dated _		Addendum #4, Dated _	

1.2 BIDDER'S QUALIFICATIONS

If a qualification statement is not on file with Purchasing, or is over one year old, please answer the following questions. Attach a financial statement or other supportive documentation.

1. Number of years in business - _____
2. Number of personnel employed Part-time - _____, Full _ _____,

3. List six contracts of this type/size your firm has completed within the last three years:

Project	Date	Contact Person	Phone No.

4. STATUS OF THE BUSINESS AND ITS CURRENT STANDING WITH THE SECRETARY OF STATE'S OFFICE; e.g., are all required filings current and in good standing or has the entity been withdrawn or canceled	<u>Connecticut corporations</u> - Will the Secretary of State be able to issue a Certificate of Good Standing within 30 days of the bid opening?	Yes	No
		.	.
	<u>Out-of -State corporation's</u> - Do you have a valid license to do business in the State of Connecticut? (Evidence in the form of a Certificate of Authority from the Connecticut Secretary of State will be required within 30 days of the bid opening.)	Yes	No
		.	.

SERVICE:

5. Location of service center -

6. Size of service center (sq. ft.) - _____

7. Can this vehicle be serviced at a local Chrysler dealership rather than being serviced exclusively at the dealership the vehicle was purchased? _____

8. If yes, provide the name and address of the local dealership, and the names of the service manager & business manager with their contact information.

Attach any additional information that demonstrates your qualification for this work including appropriate certifications.

Submit three (3) copies of your bid (clearly mark original copy)

SECTION 2 - PROJECT SPECIFICATIONS

GENERAL

It is the intention of the City of Norwalk to purchase one (1) 2010 Chrysler Town & Country Touring L Package FWD. Please include pricing (see 1.1 PRICING SHEET #2951) for all Standard Features along with the Optional Features listed.

Please note the following:

- The awarded vendor must be an authorized Chrysler dealership located within 100 miles driving distance to the City of Norwalk.
- An Order Confirmation from Chrysler Group LLC must be provided to the Norwalk Purchasing Department by the awarded dealership to allow for verification of the order and the opportunity to allow for changes without penalty or liability to the City of Norwalk.

2.1 SPECIFICATIONS:

2010 Chrysler Town & Country Touring L Package FWD (4.0-Liter V6 SOHC Engine)

Model

2010 Chrysler Town & Country Touring L Package FWD

Colors

Exterior Paint - To be determined.

Interior Colors – To be determined

Options

6-Speed Automatic Transmission

Monotone Paint

16-Inch x 6.5-Inch Aluminum Wheels

225/65R16 BSW All Season Tires

GVW / Payload Rating

Second-Row Buckets with Fold-in-Floor Seats

Normal-Duty Suspension

Leather-Trimmed Bucket Seats

Dual Screen DVD Entertainment System

Media Center 430 CD/DVD/HDD Radio

4.0-Liter V6 SOHC Engine

2.06 Overall Top Gear Ratio

"4.0L" Badge

Engine Oil Cooler

Second- and Third-Row Manual Window Shades

Second-Row Overhead 9-Inch Video Screen

Third-Row Overhead 9-Inch Video Screen

30 GB Hard Drive with 6,700 Song Capacity

6.5-Inch Touch-Screen Display

Audio Jack Input for Mobile Devices

ParkView® Rear Back Up Camera

Additional Single Disc DVD Player

Video Remote Control

Wireless Headphones (IR)

Heated Front Seats

Heated Second-Row Seats

8-Way Power Driver and Front-Passenger Seats

Remote Start System

Premium Sliding Front Console with Cup Holders

Tire Pressure Monitoring Display

Electronic Vehicle Information Center

SECTION 3 - GENERAL INFORMATION

NOTE: SECTION 3 - GENERAL INFORMATION contains the City's Standard Terms and Conditions. You are responsible for obtaining a copy prior to bidding. If you do not have a revision dated 011205 or later on file you may obtain a copy over the Internet at <http://www.bid.ci.norwalk.ct.us/>, <http://www.bid.ci.norwalk.ct.us/html/terms.htm> . Adobe Acrobat reader is required to view this document. If you do not have this software you may download it for free from Adobe. A link to the Adobe site is provided. Please request document number 1002.