

**V.A.L.U.E. IN LOCAL GOVERNMENT
(Volume Acquisition of Large Uniform Expenditures)
GROUP ADMINISTRATIVE VEHICLES
ADDITIONAL TERMS & CONDITIONS
AND VEHICLE OPTION SPECIFICATIONS**

NOTE: BIDDERS ARE REMINDED TO CAREFULLY EXAMINE THE BID AND SPECIFICATIONS UPON RECEIPT. IF NECESSARY, BIDDERS SHOULD MAKE A WRITTEN REQUEST TO THE PURCHASING AGENT WHOSE NAME APPEARS ON PAGE 1 OF THE BID, FOR INTERPRETATION OR CORRECTION OF ANY AMBIGUITY, INCONSISTENCY OR ERROR DISCOVERED.

ADDITIONALLY, IF IN YOUR OPINION, ANY OF THE TERMS AND CONDITIONS OF THIS SPECIFICATION OR BID PREVENT YOU FROM BIDDING, CONSIDERATION WILL BE GIVEN TO A BIDDER'S REQUEST FOR CHANGE.

ANY REQUESTS FOR CHANGES, CLARIFICATIONS, ETC. MUST BE SUBMITTED TO WAUKESHA COUNTY PURCHASING DIVISION **IN WRITING** AT LEAST **FIVE WORKING DAYS** PRIOR TO BID OPENING. **REQUESTS RECEIVED AFTER THAT TIME WILL NOT BE CONSIDERED.**

ANY CHANGES MADE AS A RESULT OF A WRITTEN REQUEST WILL BE ISSUED VIA A BID AMENDMENT TO ALL PROSPECTIVE BIDDERS AND IF NECESSARY, AN EXTENSION WILL BE MADE TO THE BID OPENING DATE.

BIDDERS ARE CAUTIONED NOT TO CHANGE ANY OF THE TERMS OR CONDITIONS IN THE BID AND/OR SPECIFICATIONS WITHOUT THE WRITTEN APPROVAL OF THE PURCHASING DIVISION. ANY UNAUTHORIZED CHANGES WILL CONSTITUTE A COUNTER OFFER AND WILL SUBJECT THE BID TO REJECTION.

GENERAL: It is the intent of this specification to describe the minimum requirements for the purchase of new 2001 vehicles. All parts, items, or features not specifically mentioned, which are necessary or which are regularly furnished to provide a complete unit, shall be furnished by the successful bidder at the bid price and shall conform in strength and quality of material and workmanship to that usually provided by the practice indicated in this specification.

DELIVERY: The price of the vehicle shall include delivery to the participating agency. Delivery is to be within 60 to 90 days after receipt of order for administrative vehicles. All equipment shall be completely inspected and serviced by the dealer prior to delivery. Upon receipt, participating agencies shall make an inspection and, if found not to be in accordance with these specifications, the dealer shall, upon notification, pick up and deliver the vehicle again after it has met the specifications.

Equipment being delivered shall be accompanied by a delivery slip which has been prepared in duplicate. The original will be returned to the vendor and the copy retained by the respective participating agency. A Tax Exemption Certificate, a completed *Certificate of Origin, and an application for Title/Registration shall accompany each vehicle. The documents specified under this section shall list the appropriate participating agency as the owner.

Title/Registration for all Waukesha County Department vehicles should be titled in the name of Waukesha County, 515 W. Moreland Blvd., Waukesha, WI 53188.

*Due to the time lapse between the time the vehicle is received and placed into service, we are requesting that the date be left blank. Each agency will put the date the vehicle is placed into service.

FREIGHT INCREASE: If there is a freight increase prior to delivery of the units, the additional increase must be at the dealer's expense.

SPECIAL CONDITIONS: Purchases by any agency participating in this process are contingent upon the appropriation of funds by the governing body of the participating agency.

Administrative Vehicles - Sub-Compact, Compact, Mid-Size, Full Size and Alternative Fuel Vehicles: Award will be made by item to the lowest responsive and responsible bidder who can comply with the applicable specifications and the specified delivery requirements. **Note: Award will be made on the base cost of the vehicle plus the specified options. Trade-ins (if applicable) WILL BE considered for purpose of award.** Each participating agency reserves the right to hold a pre-award conference prior to issuing a contract and/or purchase order.

Value reserves the right to purchase alternative fuel vehicles **in addition to or in lieu of** the specified vehicles.

The right is also reserved to accept or reject any and all bids, to waive any irregularities in the bids submitted, and to accept any part of parts of bids deemed to be in the best interest of Value.

ALTERNATIVE FUEL VEHICLES: All alternative fuel vehicles quoted must be LEV certified for all states and must be tagged.

PATENT PROTECTION: The vendor shall protect and save harmless the buyer from any patent infringements on mechanical devices or process for which the equipment may be used.

UNSUITABLE EQUIPMENT: Bids will not be considered for vehicles which have previously failed to perform satisfactorily or from contractors or subcontractors who have a history of performance problems with the applicable participating agency.

INSPECTION OF TRADE-INS (If applicable): Arrangements to inspect trade-in vehicles may be made by contacting the designated representative for each participating agency.

Each participating agency shall reserve the right to change batteries, tires, or other non-standard equipment such as emergency lights or other non-standard equipment prior to the delivery of any trade-in vehicle. Should the trade-in vehicle suffer major accident damage or mechanical failure prior to its release to the vendor, each participating agency shall reserve the right to retain the vehicle or make an allowance for its reduced value. Trade-ins shall be released by the purchaser within two weeks (14) days of delivery of the new vehicle(s).

BID MODIFICATIONS: The Waukesha County Purchasing Division shall have the sole authority to modify this bid.

CONTRACTING AUTHORITY: Each agency participating in this joint bid shall have the authority to issue a contract and/or purchase order, inspect and receive goods, make payments and resolve disputes involving shipments.

MANUFACTURER'S WARRANTY: As each participating agency is obligated to purchase equipment which will provide service over a long life, the successful bidder may be required to furnish a warranty by the manufacturer that the equipment bid on is suitable for the service intended in accordance with the specifications defined. The vendor shall furnish each participating agency the same warranty as offered to fleet customers, and shall agree to replace and install without charge, within the scope of the warranty, any defective parts or any parts that are determined by the participating agencies not to be suitable for the service intended. The warranty period shall go into effect at the time the vehicle is placed into service by each participating agency.

VENDORS ARE TO INCLUDE A COMPLETE WARRANTY STATEMENT WITH THEIR BID RESPONSE.

BUSINESS CONTINUITY: As any agency involved in this bid, may experience a business interruption and a possible loss of vehicles, please state on a separate sheet your firm's ability to assist in providing participating agencies with either a loaner for a short period of time while a vehicle is being repaired or to assist agencies in locating another vehicle because vehicle is destroyed.

SERVICE FACILITIES: In order for each participating agency to be assured of being able to maintain and repair the vehicles purchased, there shall be a service facility, with a reasonable stock of repair parts for the equipment bid on, within the participating agency's county or adjoining counties. Note: The successful bidder does not have to be located within the participating agency's County as long as there is an authorized dealer in same or in an adjoining County.

NEW CAR CHECKUP AND SERVICE FOR ALL CARS: Prior to the delivery, the vehicle must be completely serviced by the successful bidder (dealer) in accordance

with the manufacturer's standard new car "make-ready" recommendations. Crankcase, differential, and transmission must be filled to capacity as recommended by the manufacturer. Each vehicle shall contain a pre-delivery check sheet showing what operations have been performed on the vehicle by the selling dealer.

Vehicles are to be clean, and all stickers are to be removed from glass prior to delivery with the exception of any sticker required by law (Manufacturers suggested retail price label).

Factory pre-delivery will not be acceptable. Vehicles showing a lack of proper dealer pre-delivery service will not be accepted and will be returned to the selling dealer by that dealer's personnel.

DEALERSHIP EMBLEMS/LOGOS: The vendor shall not install on the vehicle, any logos, nameplates or stickers denoting the name of the company or dealership which may be considered as advertising. Failure to comply with this requirement shall result in the dealership being given the option to remove same, or reimburse each participating agency for removal and restoration, if needed, at prevailing participating agency wages per hour for Automotive Body Mechanic/Painter.

INTERCHANGEABILITY: All similar equipment purchased under one contract shall have interchangeable component parts, e.g., distributor, axles, wheels, accessories.

MODEL: Vehicles defined in this document shall be the latest model offered. Equipment/vehicles shall be new and unused and not previously titled.

FACTORY INSTALLATION: Items that are available from the factory must be factory installed. If factory installation of an item is not available to the dealer and the dealer is making a dealer modification in order to meet the specification, it must be clearly noted in his response.

SUBCONTRACTORS: The contractor shall be fully responsible for the work of all subcontractors utilized. Contractor will be responsible for assuring that all work is performed in accordance with all specifications and in compliance with manufacturer's recommendations and procedures. Such work includes but is not limited to installation of lights, spotlights, etc.

The contract shall also assume full warranty responsibility for all work performed or for parts furnished by their subcontractors.

PRICING: Pricing must remain firm for the entire model year up to the Factory cut-off date.

PAYMENT: Payment will be made by each participating agency within 30 days after acceptance of vehicle and receipt of a properly documented invoice. Invoices must be submitted in duplicate. **In order to avoid a delay in payment, the original invoice is to be mailed to the "BILL TO" address listed on each agency's purchase order.** The duplicate invoice is to be delivered with the vehicle, certificate of origin and title registration. **Note: The Participating agency must have a clear title or no payment will be made. DISCOUNTS FOR EARLIER PAYMENTS WILL BE TAKEN INTO CONSIDERATION WHEN MAKING AWARDS.**

I. BASE VEHICLE REQUIREMENTS: The base vehicle requirements are listed on each individual specification. **With respect to tires, the tires must be of the same manufacturer and design for each individual vehicle.**

NOTE: You must confirm compliance by initialing each section on the individual specifications.

A. CHASSIS EQUIPMENT:

1. Paint color will be chosen by each participating agency at time of order.
2. Interior color will be chosen by each participating agency at time of order. The driver and passenger floor shall be covered with floor mats.
3. If color charts are not submitted with bid, vendors will be required to provide color charts prior to award.

B. FACTORY CUT-OFF: Vendors are to indicate in their bid response what the factory cut-off date for the vehicles quoted. If factory cut-off date is not known at this time, vendor must notify Waukesha County (Janet Borckmann (414)896-8035 of any earlier than normal factory cut-off dates and the actual cut-off dates to allow for notification of V.A.L.U.E. participants.

C. MINIMUM SPECIFICATIONS: Reference the following specifications:

Compact Administrative Vehicles:	VILG-CADM
Mid Size Administrative Vehicles:	VILG-MSADM
Full Size Administrative Vehicles:	VILG-FSADM

Note: All vehicles are to be provided with driver side air bag, passenger side air bag, and factory tint.

II. OPTIONS: Listed below are the definitions for optional equipment that is not to be considered as part of the base vehicle defined above. Where items are self-explanatory, definitions will not be listed.

- A. VEHICLE OPTIONS:** (Applies to Specification No. VILG-SUBCADM, VILG-CADM, VILG-MSADM, and VILG-FSADM.) Some of the option items listed below may come included as standard equipment. They are listed as options to ensure inclusion in the bid price because not all vendors include them as standard. Note: Driver's and Passenger's side air bags and factory tint are now standard on all vehicles and are not listed as an extra option.
1. **Dome/Dual Map Lights:** Combination dome/dual map light mounted on headliner of vehicle, dual courtesy lights and engine compartment light. Dome light controlled by moving the instrument light intensity switch to maximum position. Map lights controlled by individual integral switches.
 2. **Hood and Trunk Lights:**
 3. **Factory Air Conditioning:**
 4. **Cruise Control:**
 5. **Tilt Steering Wheel:**
 6. **Power Windows:**
 7. **Power Door Locks:**
 8. **Remote Trunk Release:**
 9. **Locking Gas Cap:**
 10. **Body Side Moldings**
 - 11: **Body Side Moldings Shipped Loose (note if this option is not available.)**
 12. **Paint:** Special paint colors as required and as listed in the Invitation to Bid, where applicable. Note: Color must be pre-approved by agency prior to order.
 13. **Rustproofing:** If chosen, this is to be in addition to any factory rustproofing. The Protector and Ziebart are acceptable. Minimum 5 year warranty.
 14. **Anti-Lock Brakes**
 15. **Full Size Spare:** In lieu of the space saver spare tire.
 16. **Dual Remote Mirrors:** Left and right (only if available from factory.) State if **manual** dual remote or **electric** dual remote mirrors are required.
 17. **Driver's Power Seat**

Note: Pricing for the following manuals will be requested from all vendors by vehicle class. Pricing will be given to all participating agencies so that they may opt to purchase one or more sets or individual manuals.

Manuals: Manuals inclusive of Parts, Service, Emissions and Wiring, and vacuum where applicable. If another type manual is available and has not been listed, please list and include price for this item also. In addition, this year we added an option for a CD Rom because in some instances it has been very difficult to receive manuals.

COMPACT 4 DOOR ADMINISTRATIVE VEHICLE - Specification No. VILG-CADM

2001	Chrysler	Chevrolet	Ford
Model	Sebring/Stratus	Cavalier	Focus
Engine	2.4L	2.2LF SFI	2.0L SFI

The following minimum specifications apply to all vehicles purchased under this specification unless otherwise specified. These are to be in addition to (or inclusive of) those items listed as standard features in Manufacturer's specifications.

	<u>ITEM</u>	<u>MINIMUM SPECIFICATION</u>	<u>BIDDER COMPLIES</u>	
			<u>YES</u>	<u>NO</u>
1.	MFR/MODEL, ENGINE	As Specified Above	----	----
2.	TRANSMISSION	Automatic w/Overdrive if Avail.	----	----
3.	BATTERY/ALTERNATOR	Largest Available	----	----
4.	ANTIFREEZE	Permanent, -30 degree F	----	----
5.	STEERING/BRAKES	Power - ABS	----	----
6.	REAR WINDOW DEFOGGER	Electric Grid Type	----	----
7.	WINDSHIELD WIPERS	Two Speed, Intermittent/Delay, electric washer	----	----
8.	MUD FLAPS	Front and Rear	----	----
9.	RADIO/CLOCK	AM/FM w/Clock	----	----
10.	MIRRORS	Day/Night Inside Rear View Right and Left Outside	----	----
11.	TIRES	Manufacturer's Standard	----	----
12.	MATS	Rubber Floor Mats, 2 Front	----	----
13.	COLOR	Manufacturer's Standard	----	----

State cost per each for the following manuals - DO NOT INCLUDE IN THE BASE PRICE OF THE VEHICLE:

- A. PARTS \$ _____
- B. SERVICE \$ _____

(Compact Vehicle Continued)

C.	EMISSION	\$ _____
D.	WIRING	\$ _____
E.	VACUUM	\$ _____
F.	CD ROM	\$ _____

MID SIZE 4 DOOR SEDAN ADMINISTRATIVE VEHICLE - Specification No. VILG-MSADM

2001	Buick	Dodge	Pontiac	Oldsmobile	Chevy	Ford
Model	Century	Intrepid	Grand Prix	Intrigue	Lumina	Taurus
Engine	3.1L SFI	2.7L SMPI	3.1L EFI	3.5L SFI	3.1L SFI	3.0L SEFI

The following minimum specifications apply to all vehicles purchased under this specification unless otherwise specified. These are to be in addition to (or inclusive of) those items listed as standard features in Manufacturer's specifications.

	<u>ITEM</u>	<u>MINIMUM SPECIFICATION</u>	<u>BIDDER COMPLIES</u>	
			<u>YES</u>	<u>NO</u>
1.	MFR/MODEL, ENGINE	As Specified Above	----	----
2.	TRANSMISSION	Automatic w/Overdrive if Avail.	----	----
3.	BATTERY/ALTERNATOR	Largest Available	----	----
4.	ANTIFREEZE	Permanent, -30 degree F	----	----
5.	STEERING/BRAKES	Power - ABS	----	----
6.	REAR WINDOW DEFOGGER	Electric Grid Type	----	----
7.	WINDSHIELD WIPERS	Two Speed, Intermittent/Delay, electric washer	----	----
8.	MUD FLAPS	Front and Rear	----	----
9.	RADIO/CLOCK	AM/FM w/Clock	----	----
10.	MIRRORS	Day/Night Inside Rear View Right and Left Outside	----	----
11.	TIRES	Manufacturer's Standard	----	----
12.	MATS	Rubber Floor Mats, 2 Front	----	----
13.	COLOR	Manufacturer's Standard	----	----

State cost per each for the following manuals - DO NOT INCLUDE IN THE BASE PRICE OF THE VEHICLE:

A. PARTS \$ _____
(Mid-Size Vehicle Continued)

B. SERVICE \$ _____

C. EMISSION \$ _____

D. WIRING \$ _____

E. CD ROM \$ _____

FULL SIZE 4 DOOR ADMINISTRATIVE VEHICLE - Specification No. VIIG-FSADM

2001	Chevrolet	Ford
Model	Impala	Crown Victoria
Engine	3.4 V6	4.6L SEFI V8

The following minimum specifications apply to all vehicles purchased under this specification unless otherwise specified. These are to be in addition to (or inclusive of) those items listed as standard features in Manufacturer's specifications.

	<u>ITEM</u>	<u>MINIMUM SPECIFICATION</u>	<u>BIDDER COMPLIES</u>	
			<u>YES</u>	<u>NO</u>
1.	MFR/MODEL, ENGINE	As Specified Above	----	----
2.	TRANSMISSION	Automatic w/Overdrive if Avail.	----	----
3.	BATTERY/ALTERNATOR	Largest Available	----	----
4.	ANTIFREEZE	Permanent, -30 degree F	----	----
5.	STEERING/BRAKES	Power - ABS	----	----
6.	REAR WINDOW DEFOGGER	Electric Grid Type	----	----
7.	WINDSHIELD WIPERS	Two Speed, Intermittent/Delay, electric washer	----	----
8.	MUD FLAPS	Front and Rear	----	----
9.	RADIO/CLOCK	AM/FM w/Clock	----	----
10.	MIRRORS	Day/Night Inside Rear View Right and Left Outside	----	----
11.	TIRES	Manufacturer's Standard	----	----
12.	MATS	Rubber Floor Mats, 2 Front	----	----
13.	COLOR	Manufacturer's Standard	----	----

State cost per each for the following manuals - DO NOT INCLUDE IN THE BASE PRICE OF THE VEHICLE:

- A. PARTS \$ _____
- B. SERVICE \$ _____

(Full Size Vehicle Continued)

C.	EMISSION	\$ _____
D.	WIRING	\$ _____
E.	VACUUM	\$ _____
F.	CD ROM	\$ _____

V