



MOTORCYCLE LEASING

EVENT # 4539

SPECIFIC SPECIFICATIONS AND SPECIAL CONDITIONS

- 4.0 The purpose of these specifications is to describe the requirements for motorcycle leasing for the Savannah Chatham Metro Police Department.
- 4.1 **Police motorcycles**
 - 4.1.1 Acceptable models: Harley-Davidson FLHTP Electra Glide or equal
- 4.2 **Police package**
 - 4.2.1 Ground clearance: five inch (5") minimum
 - 4.2.2 Engine: Fuel injection 1500 cc OHV min with EFI 86 ft/lbs torque min
 - 4.2.3 Transmission: six-speed
 - 4.2.4 Brakes: ABS disc front and rear (dual front if applicable)
 - 4.2.5 Electrical System: twelve volt system with charging capability to support bike and all emergency lights and equipment
 - 4.2.6 Switches for Pursuit Lights and Siren: Light and siren packages will be installed by the City
 - 4.2.7 Gauges: Certified analog speedometer (0-120 mph), analog tachometer
 - 4.2.8 Saddlebags: Law enforcement type water resistant fiberglass saddlebags with speed latches
 - 4.2.9 Color: White
- 4.3 The lease shall allow the City to provide and install strobe lights, markings, and other optional equipment as required.
- 4.4 Value and condition of vehicle at end of lease must be stipulated at lease inception. Possible charges or deductions to vehicle value must be clearly defined at lease inception.

- 4.5 Bidders should submit pricing based on the lease for a term of twelve (12) months with unlimited mileage, renewable annually up to four (4) years. At the end of each twelve (12) month period, the City will turn in the vehicles to be replaced with new vehicles if the lease is renewed for the succeeding year.
- 4.6 Bidders should submit the cost of a full service annual maintenance agreement for the equipment.
- 4.7 Full maintenance shall include:
- All scheduled planned maintenance on a quarterly basis
 - Tune-ups as required by manufacturer
 - Wear parts as required
 - Repairs due to normal use and wear
- 4.8 Lessor should supply costs of each routine maintenance function which must be performed at its location.
- 4.9 Repair of damages due to negligence, abuse, or accident will not be included in maintenance program.
- 4.10 The City of Savannah is self-insured. As such, the City will provide all insurance coverage for these vehicles.
- 4.11 If motorcycle is damaged in an accident, it becomes the City's option to determine if the vehicle is repaired, replaced, or cash value paid to owner. Cash value will be based upon wholesale market value for its condition as listed in the most current NADA guide.
- 4.12 Bidders are asked to provide optional pricing for the outright purchase of one (1) motorcycle per the specifications above.
- 4.13 This contract will be awarded to the vendor offering the lowest net price to the City, meeting or exceeding all specifications herein.
- 4.14 This is an annual contract and prices are to be held firm for a period of one (1) year (12 months). This contract may be renewed for four (4) additional one (1) year periods at the same terms and conditions upon mutual agreement of the contracting parties.
- 5.0 **General Specifications**
- 5.1 Only those bids received from vehicle dealerships will be acceptable. No bids from vehicle brokers will be considered.
- 5.2 No dealer advertising shall be on vehicles.
- 5.3 The successful vendor is responsible for applying for all Georgia tags and titles and all associated fees. These should be considered and included in vendor's bid price.

- 5.4 All prices bid must be F.O.B. Savannah locations with all delivery charges included.
- 5.5 The total order of vehicles must be accompanied by two (2) copies of complete parts, shop repair, and operator's manuals (hard copy or CD are acceptable). The parts manuals must show all component parts including, but not limited to, component assemblies and their substitute components identified by manufactures part number. Any component or sub-assembly not manufactured by the O.E.M must be identified including the name of the manufacturer of said component and said manufacturer's part numbers and nomenclature. All parts information must be specific to the unit delivered to the City.
- 5.6 All shop repair manuals will include, but not be limited to, the following: Complete disassembly instructions, adjustment and replacement procedures, wiring diagrams, hydraulic schematics (where applicable), hose routing, location and function of sensors, time standards where available, and trouble-shooting guide.
- 5.7 All vehicles must be accompanied by a factory recommended preventive maintenance schedule including procedures, time hours mileage intervals, replacement part numbers, and fluid specifications.
- 5.8 Original invoices should be sent to the following address:

City of Savannah
Accounts Payable
P.O. Box 1027
Savannah, Georgia 31402

- 5.9 The bid response must include the following documents in this order:
- Bid Proposal Form (as a cover sheet)
 - Exception Sheet
 - Non-Discrimination Statement
 - Proposed Schedule of M/WBE Participation
 - Other submittals as stated
- 5.10 Vendor is responsible for determining and acknowledging any addenda issued in connection with this solicitation. All addenda must be acknowledged in the bidder's response in order for the response to be considered.
- 5.11 All referenced documents must be completed and returned in their entirety to constitute a complete bid.
- 5.12 To be awarded bids, vendors must be registered as suppliers on the City of Savannah's website at www.savannahga.gov.

EXCEPTION SHEET

Event #4539

If the commodity(ies) and/or services proposed in the response to this bid is in anyway different from that contained in this proposal or bid, the bidder is responsible to clearly identify by specification section number, all such differences in the space provided below. Otherwise, it will be assumed that bidder's offer is in total compliance with all aspects of the proposal or bid.

Below are the exceptions to the stated specifications:

Date

Signature

Company

Title

BID PROPOSAL FORM

(SUBMIT AS THE COVER SHEET)

City of Savannah Purchasing Department
3rd Floor, City Hall
P. O. Box 1027

EVENT NUMBER: 4539

Savannah, Georgia 31402
ATTN: Purchasing Director

Business Location: (Check One)

Chatham County
 City of Savannah
 Other

ALL BIDDERS MUST BE REGISTERED VENDORS ON THE CITY'S WEBSITE TO BE AWARDED A CONTRACT. PLEASE REGISTER AT WWW.SAVANNAHGA.GOV. ALL MANUALLY SUBMITTED BIDS MUST BE SUBMITTED ON THE BID PROPOSAL FORM CONTAINED IN THESE SPECIFICATIONS TO BE CONSIDERED.

Name of Bidder: _____

Street Address: _____

City, State, Zip Code: _____

Phone: _____ Fax: _____

Email: _____

DO YOU HAVE A BUSINESS TAX CERTIFICATE ISSUED IN THE STATE OF GEORGIA?
(CHECK ONE) YES: _____ NO: _____

FROM WHAT CITY/COUNTY _____

TAX CERTIFICATE #: _____ FED TAX ID #: _____

INDICATE LEGAL FORM OF OWNERSHIP OF BIDDER (STATISTICAL PURPOSES ONLY): CHECK ONE: _____ CORPORATION _____ PARTNERSHIP
_____ INDIVIDUAL _____ OTHER (SPECIFY: _____)

INDICATE OWNERSHIP STATUS OF BIDDER
(CHECK ONE):

_____ NON-MINORITY OWNED _____ ASIAN AMERICAN
_____ AFRICAN AMERICAN _____ AMERICAN INDIAN
_____ HISPANIC _____ OTHER MINORITY
(describe) _____
_____ WOMAN (non-minority)

Do you plan to subcontract any portion of this project? Yes _____ No _____

If yes, please complete the attached schedule of M/WBE participation. Also complete the schedule if you will be using any M/WBE suppliers.

THE UNDERSIGNED PROPOSES TO FURNISH THE FOLLOWING ITEMS IN STRICT CONFORMANCE TO THE BID SPECIFICATIONS AND BID INVITATION ISSUED BY THE CITY OF SAVANNAH FOR THIS BID. ANY EXCEPTIONS ARE CLEARLY MARKED IN THE ATTACHED COPY OF BID SPECIFICATIONS.

ITEM NO	DESCRIPTION	ESTIMATED QUANTITY	UNIT PRICE	TOTAL
1	Motorcycle Lease	12		
2	Full Service Annual Maintenance	12		

TOTAL BID \$ _____

PAYMENT TERMS: PLEASE CHECK ONE AND FILL IN BLANKS

(Minimum of 10 working days must be allowed for discount to be considered in bid award)

___ Less ___ % ___ Days Prompt Payment Discount (if offered)

(_____)

___ Net - 30 Days

(no discount offered)

- 0 -

TOTAL NET BID

\$

=====

TIME REQUIRED FOR DELIVERY/INSTALLATION AFTER RECEIPT OF ORDER:
 _____ DAYS

CONFIRM RECEIPT OF ANY ADDENDA ISSUED FOR THIS BID:

ADDENDUM _____ #

DATE _____

I certify this bid complies with the General and Specific Specifications and Conditions issued by the City except as clearly marked in the attached copy.

 Please Print Name

 Authorization Signature

 Date

NON-DISCRIMINATION STATEMENT

The bidder certifies that:

- (1) No person shall be excluded from participation in, denied the benefit of, or otherwise discriminated against on the basis of race, color, national origin, or gender in connection with any bid submitted to the City of Savannah or the performance of any contract resulting therefrom;
- (2) That it is and shall be the policy of this company to provide equal opportunity to all business persons seeking to contract or otherwise interested in contracting with this company, including those companies owned and controlled by racial minorities, cultural minorities, and women;
- (3) In connection herewith, we acknowledge and warrant that this company has been made aware of, understands and agrees to take affirmative action to provide such companies with the maximum practicable opportunities to do business with this company;
- (4) That this promise of non-discrimination as made and set forth herein shall be continuing in nature and shall remain in full force and effect without interruption;
- (5) That the promises of non-discrimination as made and set forth herein shall be and are hereby deemed to be made as part of and incorporated by reference into any contract or portion thereof which this company may hereafter obtain and;
- (6) That the failure of this company to satisfactorily discharge any of the promises of non-discrimination as made and set forth herein shall constitute a material breach of contract entitling the City of Savannah to declare the contract in default and to exercise any and all applicable rights and remedies including but not limited to cancellation of the contract, termination of the contract, suspension and debarment from future contracting opportunities, and withholding and/or forfeiture of compensation due and owing on a contract.

Signature

Title

PROPOSED SCHEDULE OF M/WBE PARTICIPATION

All M/WBEs listed **must be certified as a minority-owned or women-owned business** by the City of Savannah or a federally-recognized or state-level certifying agency (such as USDOT, State DOT, SBA 8(a) or GMSDC) that utilizes certification standards comparable to the City of Savannah **prior** to the due date of this bid. **Other business certifications that do not specify majority woman or minority ownership may not be substituted.** **Proof of M/WBE certification from the certifying agency is required to accompany the bid.** A firm that has submitted an application for M/WBE certification but has not been certified is not qualified as a certified M/WBE and will not be recognized as such during the City's evaluation process. To expedite verification, please provide accurate phone numbers for all M/WBEs listed and ensure firms understand contact will be made following bid submittal.

Name of Proposer: _____

Event No. 4539

Project Title: _____

NOTE: Unless certified through the City of Savannah M/WBE Program, proof of M/WBE certification must be attached for all firms listed.

Name of M/WBE Participant	Name of Majority Owner	Telephone	Address (City, State)	Type of Work Sub-Contracted	Estimated Sub-contract Value	MBE or WBE	Certified ? (Y or N)	Certifying Agency? (City of Sav. or Other)
					%			
					%			
					%			
					%			
					%			
					%			

MBE Participation Value: _____ % WBE Participation Value: _____ % M/WBE Participation Value: _____ %

The undersigned will enter into a formal agreement with the M/WBE Subcontractors/Proposers identified herein for work listed in this schedule, **conditioned upon executing a contract with the Mayor and Aldermen of the City of Savannah.** The Prime's subcontractor that subcontracts work must enter into a formal agreement with the tier subcontractor identified herein for work listed in this schedule. The Prime may count toward the goal any tier of M/WBE subcontractors and/or suppliers that will be utilized in the contract work. However, when an M/WBE subcontracts part of the work, the value of the subcontracted work may **only** be counted toward the goal **if the tier subcontractor is an M/WBE.** Any work an M/WBE firm subcontracts to a non-M/WBE firm **will not count toward the M/WBE goal.** It is the responsibility of the Prime contractor to advise all M/WBEs of this requirement and to ensure compliance by subcontractors.

Joint Venture Disclosure

If the prime bidder is a joint venture, please describe the nature of the joint venture, the level of work and the financial participation to be provided by the Minority/Female joint venture firm in the space provided below.

Joint Venture Firms	Level of Work	Financial Participation

Printed name (company officer or representative): _____

Signature: _____ Date _____

Title: _____ Email: _____

Telephone: _____ Fax: _____

The Minority/Women Owned Business Office is available to assist with identifying certified M/WBEs. Please contact the M/WBE Office at (912) 652-3582. The City of Savannah's certified M/WBE registry is posted on its website @ www.savannahga.gov.

Developing a Strong M/WBE Participation Plan

Key facts every bidder/proposer needs to know prior to developing their M/WBE Participation Plan:

1. All bidders/proposers must submit a "Proposed Schedule of M/WBE Participation" which identifies the minority and/or woman-owned companies that have agreed to participate in the project if awarded. All companies listed on the form must be certified as either **minority**-owned and controlled or **woman**-owned and controlled. The City does not accept a company's "self-identification" as minority or woman-owned.
2. **Proof** of M/WBE certification from the certifying agency is required to accompany the bid; and certification must have been completed by the City of Savannah, a federally-recognized or a state-level certifying agency (USDOT, State DOT, SBA 8(a) or GMSDC) utilizing certification standards comparable to the City of Savannah.
3. The certification must have been approved **prior** to the due date of this bid. A firm that has submitted an application for certification but has not been certified will not be counted toward the M/WBE goal.
4. The M/WBE Office **will be contacting all M/WBE firms** included in the bidder's M/WBE Plan to confirm each: a) was contacted by the bidder/proposer; b) performs the type of work listed; and c) agreed to participate.
5. To expedite the verification process, bidders/proposers need to: provide accurate phone numbers for all M/WBEs listed; ensure M/WBEs know to expect to be contacted by phone and email; request M/WBEs be accessible during the critical period before bid-opening; and advise M/WBEs that City staff **must** receive the M/WBE's confirmation that the firm agreed to participate in the bid/proposal in order for the prime contractor to receive credit toward their proposed M/WBE participation goals.
6. If a proposed M/WBE cannot be confirmed as certified, performing the type of work described or agreeing to participate, the bidder/proposer will be notified and given a pre-determined period to submit a correction. If an M/WBE still cannot be confirmed or replaced, the proposed percentage of participation associated with the unverified M/WBE firm will **not be counted** and **will be deducted** from the overall proposed M/WBE goal.
7. Any tier of M/WBE subcontractors or suppliers that will be utilized in the contract work may count toward the MBE and WBE goal **as long as the tier subcontractors/suppliers are certified M/WBEs**. Work that an M/WBE subcontracts to a non-M/WBE firm does not count toward the M/WBE goal.
8. M/WBEs must perform a "**commercially useful function**" which is the provision of **real and actual work or products**, or performing a distinct element of work for which the business has the skills, qualifications and expertise, and the responsibility for the actual management and supervision of the work contracted.
9. Per the *Proposed Schedule of M/WBE Participation* "the undersigned (bidder/proposer) will enter into a formal agreement with the M/WBE Subcontractors/Proposers identified herein for work listed in this schedule, conditioned upon executing a contract with the Mayor and Aldermen of the City of Savannah." **This signed commitment is taken seriously by the City**, so do not list M/WBEs you do not plan to utilize. Any proposed changes must be pre-approved by the M/WBE Office, be based on legitimate business-related reasons, and still meet the M/WBE participation goals per the City's contract.
10. A bidder who is a certified M/WBE may count toward the goal the portion of work or services on a City contract that is actually performed by the M/WBE, including: the cost of supplies/materials purchased or equipment leased for contract work, fees for bona fide services such as professional or technical services, or for providing bonds or insurance specifically required for the performance of a City contract.
11. If awarded the contract, the M/WBE Office **will be reviewing your company's subcontracts, invoices and payment records** to substantiate the completion of work and payment of M/WBEs. If the prime contractor is an M/WBE that is being included in its M/WBE goal, the prime contractor must maintain records **that will be inspected** to prove the portion of work performed, cost of work, and payments to the prime company.
12. Most bids for goods and materials do not have specific M/WBE goals established for the contract. If no goals are included in the scope of work or General Specifications, you are not required to submit M/WBE participation but encouraged to do so when the opportunity is available. The City maintains this information for statistical purposes only and it is not reflected in the award decision.