

SOUTHWEST WISCONSIN WORKFORCE DEVELOPMENT BOARD

1370 N. Water Street

P.O. Box 656

Platteville, WI 53818-0656

Due: 2:00 p.m. Local Time

July 15, 2010

INVITATION TO SUBMIT A BID

For

Four-Door Sedan

Southwest Wisconsin Workforce Development Board (SWWDB) headquartered in Platteville, Wisconsin, is seeking sealed bids from qualified vendors and suppliers for the acquisition of a four-door sedan. It is the intent of SWWDB to enter into a contractual agreement with the lowest cost provider.

The complete Request for Proposal, including vehicle specifications, is available on our website: www.swwdb.org. SWWDB invites qualified firms, those vendors capable of providing the specified equipment within the listed timeframe, to submit sealed bids no later than 2:00 p.m. local time, July 15, 2010, to Annette Meudt, SWWDB, 1370 N. Water Street, Post Office Box 656, Platteville, Wisconsin 53818-0656.

The vendor/provider will not receive any compensation or reimbursement for expenses incurred in the submission of this bid. Promotional and/or marketing brochures should be submitted with the bid forms.

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1. GENERAL CONDITIONS.

1.1 PARTIES TO THE CONTRACT.

The Southwest Wisconsin Workforce Development Board, known as "SWWDB", shall contract with the company/vendor (known as "the contractor") submitting the most advantageous bid for the purchase of a new 2010 four-door sedan.

1.2 TERM OF CONTRACT.

SWWDB intends to enter into a contract exclusively with the successful contractor for the purchase of the vehicle. The conditions and instruction incorporated into this inquiry will apply in like force to any subsequent contract resulting from this bid.

1.3 METHOD OF PAYMENT.

The contractor will be paid in full upon the successful delivery of the specified vehicle.

1.4 PROPOSAL SUBMISSION.

Written sealed bids, based upon the specifications contained herein, are to be submitted to Southwest Wisconsin Workforce Development Board on or before **Thursday, July 15, 2010 at 2:00 p.m., local time**. No bids will be accepted after that time.

1.5 TAX EXEMPT STATUS.

The SWWDB is exempt from payment of all federal excise and all state and local sales taxes. Such taxes shall not be computed or quoted as part of the proposal.

1.6 ACCEPTANCE, NEGOTIATION AND AWARD.

1.6.1 SWWDB intends to contract with the contractor(s) whose proposal, in the sole judgement of SWWDB, is most advantageous to SWWDB. Financial, as well as other factors, may be considered in the evaluation. Proposals from the contractor should be submitted to SWWDB in the most favorable terms possible from the standpoint of cost and technical capability.

1.6.2 SWWDB reserves the right to accept or reject any and all bids, or any portion thereof; waive any defects found in quotations submitted; and to award a contract in such a manner as may be deemed right and proper, and in the best interest of SWWDB. SWWDB is not obligated to necessarily accept the lowest price quotation, but accept the quote most advantageous.

1.7 ADDITIONAL INFORMATION AND CLARIFICATION.

1.7.1 Every effort has been made to make this bid specification complete and accurate, however, mistakes, errors or omissions in necessary equipment may have occurred. It is the responsibility of the vendor to bring mistakes, errors or omissions to the attention of SWWDB staff listed in this bid document immediately so corrections can be made.

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- 1.7.2 Anyone having questions regarding these specifications should contact Ms. Annette Meudt at (608) 342-4224.
- 1.7.3 SWWDB will notify all interested parties of any substantive clarification provided in response to any inquiry and will extend the due date if such information significantly amends this solicitation or makes compliance with the original proposed due date impractical.

1.8 AFFIRMATIVE ACTION STATEMENT.

SWWDB does not discriminate on the basis of race, color, national origin, sex, disability or other applicable legislated categories, in its services, employment programs, and/or its educational programs and activities, including but not limited to admissions, treatment, and access. The following persons have been designated to handle inquiries regarding the SWWDB non-discrimination policies should be direct to Annette Meudt at (608) 342-4224.

2. TECHNICAL SPECIFICATIONS.

2.1 GENERAL INFORMATION.

SWWDB is seeking sealed bids from qualified vendors on a new 2010 four-door Chevrolet Impala, Pontiac Grand Prix, or equivalent General Motors model. The model vehicle listed must be bid unless specifically and clearly noted on the bid document.

2.2 VEHICLE SPECIFICATIONS.

SWWDB is seeking sealed bids on a new 2010 four-door sedan. At a minimum the following features apply to the vehicle to be purchased through this bid document:

- 3.5 engine
- Automatic transmission
- Power steering
- Power brakes
- Power side windows
- Power antilock brakes
- Power locks with keyless remote entry
- Automatic cruise control
- Tilt steering wheel
- Pulse wiper system
- Electric rear window defogger
- Bucket front seats, fabric upholstery
- AM/FM CD radio

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- Factory installed air conditioning
- Factory guaranteed rust resistant paint
- Tinted glass
- Sun Roof
- 1 LT
- Aluminum wheels
- Power trunk, lid lock release
- All season radial tires
- Interior color – no preference, standard color – to be determined at time of sale
- Exterior color – no preference, standard color – to be determined at time of sale
- Color-coordinated remote and manual control mirrors (Driver & passenger sides)
- Full warranty normally associated with this type of vehicle

2.2.1 The bids should include shipping, delivery, set-up and licensing fees.

2.2.2 Vehicles that do not include all of the features specified or that contain additional features may be bid. However, any feature(s) that differ from those specified must be clearly noted on the bid documents.

2.3 INSPECTION OF THE VEHICLE.

If the vehicle bid is from the vendor's inventory, the vehicle will be inspected by SWWDB prior to finalizing the sale.

2.4 WARRANTY OR SERVICE CONTRACT.

The full, standard warranty normally associated with this type of vehicle must be included in the bid price. If a warranty or service contract is not included, or if additional warranty conditions apply, this information should be specifically noted in the bid documents.

2.5 VEHICLE TRADE-IN.

A 2008 Chevrolet Impala will be traded as part of this transaction. The Impala has approximately 68,000 miles and is in good condition. The vehicle is used daily and will be brought to the vendor's location for an inspection. To arrange for an inspection contact Annette Meudt at (608) 342-4224.

2.6 DELIVERY DATE.

The successful contractor shall deliver to SWWDB the specified vehicle and any associated warranty no later than a mutually agreeable date determined by SWWDB and the contractor.

3. BID INFORMATION.

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3.1 PROPOSAL SUBMISSION.

3.1.1 All bids must be submitted on the form included with this invitation to bid.

3.1.2 One (1) copy of the attached bid form shall be received, in a sealed envelope, by Ms. Annette Meudt, Southwest Wisconsin Workforce Development Board, 1370 N. Water Street, P.O. Box 656, Platteville, Wisconsin 53818-0656 on or before Thursday, July 15, 2010 on the date and hour specified.

3.1.3 The front, outside surface of the envelope containing the bid form shall clearly identify the name and address of the company/vendor submitting the proposal and bear the notation:

Bid for 2010 4-Door Sedan

3.1.4 Any proposal received after the deadline, not properly and clearly marked, and/or inadvertently opened prior to the specified closing date and time will be rejected.

3.1.5 Bids submitted orally, by telephone, by e-mail or other telegraphic means or by facsimile machine are invalid and will not be considered.

3.1.6 All bids shall be valid for thirty (30) calendar days from the date of the opening. The bid must fully explain all terms and conditions of the offer being made.

3.1.7 Brochures and other literature explaining the quality and features of the items quoted shall be enclosed with the bid.

3.2 SUPPLEMENTAL INFORMATION.

SWWDB may request supplementary information as is sufficient, in the opinion of SWWDB to assure SWWDB that the proposers competence, business organization, and financial resources are adequate to successfully perform the contemplated work.

3.3 ACCURACY OF INFORMATION.

Statements are required to be complete and accurate. Omission, inaccuracy, or misstatement may be sufficient cause for rejection of the proposal.

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ATTACHMENT 1 – BID FORM

We, the undersigned, in response to and in compliance with the Invitation to Bid for 2010 4-Door Sedan for the Southwest Wisconsin Workforce Development Board hereby propose the following prices for the specified equipment:

Equipment Description	Total Cost
2010 4-Door Sedan (As specified in Section 2.1) Please Specify the Manufacturer and Model:	

Briefly describe the warranty included with this vehicle.

In making this proposal, we have read and understand the Invitation to Bid and hereby submit our bid in accordance with the terms and conditions specified, and also agree to fulfill the legal obligations pursuant to those specifications.

Signed: _____

Name & Title: _____

Dealership: _____

Address: _____

City: _____

State: _____ Zip Code: _____

Telephone: _____ Date: _____