



**DEPARTMENT OF THE MAYOR  
BRAINTREE, MASSACHUSETTS**

**LEASE OF BATTERY ELECTRIC VEHICLE(S)  
INVITATION FOR BIDS (IFB)**

DUE: June 1, 2017 at 12:00 PM (Noon)

Awarding Authority:  
Mayor of Braintree

Contact:  
Elizabeth Schaffer  
DPW Office Manager  
Town of Braintree  
Department of Public Works  
85 Quincy Avenue  
Braintree, MA 02184  
[eschaffer@braintreema.gov](mailto:eschaffer@braintreema.gov)  
[\(781\) 843-8097](tel:(781)843-8097)

**INVITATION FOR BIDS (IFB)  
LEASE OF BATTERY ELECTRIC VEHICLE(S)  
TOWN OF BRAINTREE, MASSACHUSETTS**

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**LEGAL ADVERTISEMENT**

**TOWN OF BRAINTREE  
LEASE OF BATTERY ELECTRIC VEHICLES  
INVITATION FOR BID (IFB)**

The Town of Braintree invites sealed bids for five (5) leased battery electric vehicles, pursuant to MGL c. 30B. Bidders must be an authorized distributor/dealer of the vehicle manufacturer(s), for a minimum of five full years. Bids are due on June 1, 2017 at 12:00 PM (Noon) in the DPW Office Building located at 85 Quincy Avenue, Braintree, MA 02184, at which time and place they will be publicly opened and read. Bidding documents are available in person or via email immediately from the DPW Dept., 85 Quincy Avenue, Braintree MA 02184 (Mon.-Fri., 8:30AM – 4:30 PM, excluding holidays) or may be requested via email: [eschaffer@braintreema.gov](mailto:eschaffer@braintreema.gov). The Town reserves the right to reject any or all proposals, or to cancel this Invitation for Bid if deemed to be in the best interest of the Town. Notice also available at [www.masspublicnotices.org](http://www.masspublicnotices.org).

### KEY DATES FOR BID

May 15, 2017 (on or before)	Notice & Bid Documents Posted on Town Website
May 15, 2017	Goods & Services Bulletin Ad appears
May 15, 2017 (on or before)	Patriot Ledger Ad appears
May 15, 2017 (on or before)	Notice Posted in DPW Office
May 15, 2017 (on or before)	COMMBUYS Advertisement appears
May 24, 2017 @ Noon	Deadline for Questions to DPW Office Manager, Elizabeth Schaffer
May 26, 2017	Last Day Addenda will be issued
June 1, 2017 @ Noon	Bids Due in DPW Office, 85 Quincy Ave.
June 5, 2017 (on or before)	Notice of Award

**BATTERY ELECTRIC VEHICLE(S)  
INVITATION FOR BIDS (IFB)**

**PURCHASE DESCRIPTION**

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Pursuant to Massachusetts General Laws, Chapter 30B, The Town of Braintree, MA, is accepting sealed bids for a three (3)-Year lease of up to five (5) battery electric vehicles. Bidders must bid on all five (5) vehicles, which are ranked in this bid by order of priority. Depending on price and Town discretion, up to five vehicles will be chosen. A vehicle will be chosen only after all higher ranking vehicles have also been selected.

We understand that dealers may have vehicles in their inventory with features that enable them to be offered at a lower price. Bidders are advised to rank those vehicles higher on their list, since this will give the dealer the greater chance of being the winning bidder (See Bid Form).

One contract will be awarded to the qualified and responsive bidder with the lowest total monthly payment for all of the selected vehicles.

Bidders must be prepared to deliver all selected vehicles no later than eight weeks after a Notice of Award. The Town of Braintree, acting through its Mayor, reserves the right to reject any or all bids, waive minor informalities, and to award a contract in the best interest of the Town. The final contract is dependent upon the availability of appropriated funds, and the Town's discretion.

**BID TERMS AND CONDITIONS**

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**1.0 GENERAL REQUIREMENTS**

1.1: **Due Date and Time:** Bid packages are due on June 1, 2017 at 12:00 PM (Noon). Bid packages must be delivered in person or via mail carrier to:

Ms. Elizabeth Schaffer  
DPW Office Manager  
85 Quincy Avenue  
Braintree, MA 02184

Postmarks will not be considered. Neither telephone nor email transmission of bids will be accepted. The Town shall not be responsible for bid packages arriving late due to couriers, deliveries to wrong addresses, express mailing service errors, etc. If, at the time that proposals are due, the DPW Office is closed due to uncontrolled events, proposals will be accepted until Noon on the next day that Town Hall is open. For the purposes of determining whether a proposer has met the deadline, the clock on the computer of the DPW Office Manager shall indicate the official time. No individual extensions of this deadline will be granted. Late bids will be deemed "non-responsive" and will not be opened. They may be picked up by the bidder

if so desired. Immediately following the bid deadline there will be a public bid opening in the DPW Office, 85 Quincy Ave., Braintree, MA 02184.

1.2: **Marking of Bid Packages:** Bid materials must be placed in a sealed envelope, and labeled on the outside with: “**BID: BATTERY ELECTRIC VEHICLES**”, followed by the bidder’s name, address, and contact name. The importance of a correctly marked bid package is high as multiple similar projects are being bid at this time. No responsibility shall be attached to any person or persons for the premature openings of bids not properly marked.

1.3: **Modification/Withdrawal of Bids:** A bidder may correct, modify, or withdraw a bid by written notice received by the Town prior to the due date and time. Each modification package must be sealed and marked with the proposer’s name and address, and “Bid: Battery electric Vehicles, Modification # \_\_\_”. The highest numbered modification will be taken as the only submission by a bidder. No modifications or requests for withdrawal will be accepted after the bid due date and time.

1.4: **Bid Price Guarantee:** All submitted bids and associated price quotes must be guaranteed to the Town of Braintree for a period of 10 business days from the date of bid opening. The selected bidder must guarantee the bid price throughout the contracting process. In the event that a listed vehicle is unavailable at the time of contract execution, the bidder must substitute an equivalent or better vehicle for the same price, or that bidder’s entire bid may be rejected. Equivalency is determined at the sole discretion of the Town.

1.5: **Questions:** If bidders have any questions to ask about specifications or terms of the Invitation for Bids, they must be submitted in writing to Elizabeth Schaffer, DPW Office Manager, 85 Quincy Avenue, Braintree, MA 02184 or email: [eschaffer@braintreema.gov](mailto:eschaffer@braintreema.gov), no later than the date shown for questions in “Key Dates for Bid”. No further consideration of questions will be given after the deadline for questions. Owing to the presence of SPAM filters etc., bidders are responsible for making sure that their questions have been received prior to the deadline. Questions should not be directed to any other person.

1.6: **Addenda:** In order to maintain a fair bidding environment, all responses to questions and comments received will be issued in the form of a written Addendum if it results in a change to the bid specifications or specifications. There will be a place on the bid form to acknowledge receipt of Addenda. Failure to acknowledge the receipt of Addenda on the Bid Submission Form may result in a rejection of that bid.

1.7: **Contract:** The successful bidder must execute a contract within five (5) business days of a Notice of Award. The contract agreement will be in the form customarily employed by the Town and a sample is attached (See Appendix A). If the successful bidder(s) fails to execute a contract within five (5) business days of a Notice of Award, the Town may by option determine that the bidder has abandoned the contract and award the contract to the next lowest bidder.

1.8: **References:** The Town may check references to determine if the proposing organization submitting the bid is a responsible supplier. The Town reserves the right to request references and to check references. At the discretion of the Town, any unfavorable reference checks or lack of experience with the supply and delivery of vehicles may result in a bid rejection.

1.9: **Signature:** Important! Bids must be signed by one of the following:

- a) A corporate officer/partner/manager as listed with the MA Secretary of State; \*
- b) An individual who is authorized by a Corporate Certificate of Vote (Certificate must be provided with the Bid);
- c) An individual who is authorized by a Certificate of Authorization (see Appendix C).

Note: Bidders often have questions about who may sign a bid. A salesperson or branch manager may sign a bid, but only if they have written authorization from a Corporate Officer\* to do so. This authorization may take the form of 1.9(b), or 1.9(c) above. If you are unsure, please contact the DPW Office Manager for clarification. Questions about who may properly sign a bid will be accepted until the due date/time for bids.

\*A Corporate Officer must be currently listed with the MA Secretary of State.

1.10: **Bid Rejection/Cancellation:** The Town of Braintree, acting through the Mayor, reserves the right to reject any or all bids, waive informalities, cancel the IFB and/or to award a contract in the best interest of the Town.

1.11: **Minimum Requirement:** Bidder must have been an authorized distributor/dealer of the vehicle manufacturer for a minimum of five full years.

1.12: **Tied Bids:** In the event of a low bid tie between two or more responsive and responsible bidders, the tied low bidders will be given the opportunity to resubmit bid pricing for the tied bid which will have a rebid deadline that is 72 hours after the original bid deadline utilizing the same delivery location and instructions.

1.13: **Time for Performance:** Delivery of vehicles must be completed no later than 8 weeks post Notice of Award. The Town has the right to reject any late delivery. Payment will not be made until delivery.

1.14: **Warranty Repair and Service Repair:** There shall be a repair shop, authorized by the manufacturer for the repair of the vehicle offered, that is within 25 miles or less from the Town of Braintree by way of a reasonably direct route.

1.15: **Purchase Description:** The Town of Braintree, MA, is accepting sealed bids for the lease of up to five (5) battery electric vehicles. The vehicles will be ranked in order of priority. A vehicle will be chosen only after all higher ranking vehicles have also been selected. The total number of vehicles leased will depend on available funds and the Town's discretion.

1.16: **Payment & Determination of Bid Price:** Upon vehicle delivery and inspection by purchaser, the Town will make 36 equal payments on a monthly basis, with the first payment made prior to the end of the next full month after vehicle delivery. No additional payments will

be made for any purpose including, but not limited to: down payment, dealer preparation, delivery to Braintree Town Hall, document preparation, rental fee, return fee, disposition fee. The bid price shall be the amount of the monthly payment. Note: As a Massachusetts municipality, the Town of Braintree is exempt from sales and excise taxes. A tax exemption certificate will be furnished to the successful bidder.

1.17: **Rule for Award:** A contract will be awarded to the qualified and responsive bidder with the lowest total monthly payment for all of the selected vehicles.

1.18: **Pre-payment:** The Town may pre-pay any or all lease payments after the lease execution, without penalty.

1.19: **Subject to Law:** This procurement is subject to the requirements under MGL, Chapter 30B. The procurement, contract and contract performance are subject to all applicable federal, state and municipal laws, regulations, codes, and ordinances as if fully written out here.

2.1.0: **Affirmative Action/Equal Opportunity:** The Town of Braintree is an affirmative action/equal opportunity owner/purchaser. The Bidder's attention is directed to all applicable State Laws, Town Bylaws and rules and regulations regarding affirmative action/equal employment opportunity requirements. Failure of a bidder to comply with any such law, bylaw, rule or regulation shall constitute grounds for the Town to reject a bid or to otherwise reject or terminate the award of the contract pursuant to these contract documents.

## **2.0: SPECIFICATIONS**

### **2.1 GENERAL**

2.1.1: **Vehicle Condition:** Vehicles must be new, Model year 2017 or 2018, "detail-cleaned" and must have fewer than 100 miles on the odometer upon delivery. Each vehicle must come with three sets of keys and be cleaned, serviced and ready for immediate use. All fluids must be filled to manufacturer's recommended capacity and the fuel tank, where applicable, must be full when the vehicle arrives at Braintree Town Hall for delivery. The vehicle must be free from defects and inspected by the Purchaser upon delivery. In the event that deficiencies are found, they must be corrected and the vehicle re-inspected prior to acceptance.

2.1.2: **Delivery:** Delivery is to Braintree Town Hall, 1 JFK Memorial Drive, Braintree, MA 02184. Town must be notified at least twenty-four hours in advance of all deliveries. Bidder is responsible for all accidents and environmental hazards in connection with the delivery.

2.1.3: **Color:** Vehicles must be silver (first choice) or white color (second choice) only.

2.1.4: **Mats:** Front and back floor mats, by manufacturer, must be included.



2.1.5: **Warranty**: The Bid for each vehicle will include a 3 year/36,000 bumper to bumper standard warranty, and a 2 year/60,000 mile powertrain warranty.

2.1.6: **Window Sticker**: The window sticker must contain the details of the factory options and no dealer identification may be on the delivered vehicle (except as described in item #3.12).

2.1.7: **Required Basic Features**: Split, fold-down rear seat(s); automatic transmission(s); air conditioning; adjustable driver and passenger seats.

2.1.8: **Vehicle Options**: If a bidder has a stock vehicle that has extra or varied features beyond what is listed in the vehicle specifications, the Town will have the sole discretion to approve the acceptance of varied and extra features not specified in the bid.

2.1.9: **Capacity & Doors**: Vehicles must carry up to four passengers and have a passenger volume of at least 90 cubic feet or greater per manufacturer's specifications with a minimum of 4 doors and trunk volume minimum of 8 cu ft.

2.2.0: **Charging**: On-board charging preferred with trickle charging cable included (for battery electric vehicles).

## **2.2 INDIVIDUAL VEHICLE SPECIFICATIONS**

### **ELECTRIC VEHICLES**

Vehicles must be Battery Electric Vehicles (BEV) as designated by the Center for Sustainable Energy.

Note: For the current Invitation to Bid, the specifications for Vehicles 1-5 are identical to one another. Remember, depending upon several factors, the Town will decide to buy as few as one (1), and as many as five (5) electric vehicles. If the Town decides to buy 3 vehicles, for example, the Town will add the total monthly cost of the first three vehicles listed on each bid, to determine which vendor can supply three vehicles for the lowest cost.

#### **Vehicle No. 1**

1. Power source – must be powered exclusively by electricity via on-board batteries that are charged by plugging into an electrical outlet or charging station
2. Highway legal – vehicles must be able to achieve speeds of 65 MPH – not designated as ‘low sped vehicles’ (LSV)
3. Charging – vehicles should have level two charging capability
4. Battery size – minimum 25 kWh
5. Driving range – minimum range of 80 miles on a full charge
6. Mileage allowance – minimum 10,000

#### **Vehicle No. 2**

1. Power source – must be powered exclusively by electricity via on-board batteries that are charged by plugging into an electrical outlet or charging station
2. Highway legal – vehicles must be able to achieve speeds of 65 MPH – not designated as ‘low sped vehicles’ (LSV)
3. Charging – vehicles should have level two charging capability
4. Battery size – minimum 25 kWh
5. Driving range – minimum range of 80 miles on a full charge
6. Mileage allowance – minimum 10,000

#### **Vehicle No. 3**

1. Power source – must be powered exclusively by electricity via on-board batteries that are charged by plugging into an electrical outlet or charging station
2. Highway legal – vehicles must be able to achieve speeds of 65 MPH – not designated as ‘low sped vehicles’ (LSV)
3. Charging – vehicles should have level two charging capability
4. Battery size – minimum 25 kWh
5. Driving range – minimum range of 80 miles on a full charge
6. Mileage allowance – minimum 10,000

#### **Vehicle No. 4**

1. Power source – must be powered exclusively by electricity via on-board batteries that are charged by plugging into an electrical outlet or charging station
2. Highway legal – vehicles must be able to achieve speeds of 65 MPH – not designated as ‘low sped vehicles’ (LSV)
3. Charging – vehicles should have level two charging capability
4. Battery size – minimum 25 kWh

5. Driving range – minimum range of 80 miles on a full charge
6. Mileage allowance – minimum 10,000

**Vehicle No. 5**

1. Power source – must be powered exclusively by electricity via on-board batteries that are charged by plugging into an electrical outlet or charging station
2. Highway legal – vehicles must be able to achieve speeds of 65 MPH – not designated as ‘low speed vehicles’ (LSV)
3. Charging – vehicles should have level two charging capability
4. Battery size – minimum 25 kWh
5. Driving range – minimum range of 80 miles on a full charge
6. Mileage allowance – minimum 10,000

**3.0 REQUIRED CONTENTS OF BID PACKAGE**

- 1) Bid Submission Form, 4 Pages (See Appendix B)
- 2) Manufacturer Specifications for all vehicles which are included in this Bid.
- 3) Certifications of Non-Collusion, Tax Compliance, and Authorization (See Appendix C)
- 4) Copy of all Dealer Forms and Lease forms which will be required. (May be blank forms.) Additional forms required after the bid opening may result in bid dismissal. Note: If there is a conflict between the terms of the Town Standard Contract (see Appendix A), and dealer or lease forms, the terms of the Town Standard Contract shall prevail.

*Sample Only - Do Not Fill Out*

**SAMPLE CONTRACT BETWEEN THE TOWN OF BRAINTREE**  
**and**  
**(VENDOR)**

This Agreement is made on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ between the Town of Braintree, acting by and through its duly elected Mayor (hereinafter, the "Town") and (Vendor), whereby the parties contract for services under the terms and conditions set forth herein.

**I. PARTIES**

The parties to this contract are the Town of Braintree, acting by and through its duly elected Mayor and (Vendor). The Town of Braintree is a municipal corporation of the Commonwealth of Massachusetts having a principal place of business at One J. F. K. Memorial Drive, Braintree, MA 02184 and (Vendor) is a (corporation/sole proprietorship/limited liability company/partnership) with a principal place of business at (Insert Address).

**II. DESIGNATED REPRESENTATIVES**

The Town designates (Name), (Title) and (Vendor) designates (name), (Title), as their authorized representatives to provide approvals, directives, and permissions including changes, and to receive notices or other communications under this Agreement at the addresses stated above.

**III. CONTRACT DOCUMENTS**

The contract documents shall consist of the following:

- 1) This Agreement;
- 2) Town's Invitation to Bid for Battery Electric Vehicles, due date of June 1, 2017.
- 3) (Vendor's) bid or proposal;
- 4) (Vendor's) Certificate of Non-Collusion;
- 5) (Vendor's) Certificate of Tax Compliance;
- 6) (Vendor's) Certificate of Authorization;
- 7) Vehicle Lease Forms.

Such contract documents shall be incorporated herein by reference and made a part of this Contract, which represents the entire agreement and understanding between the Parties. If the terms of any of the documents are in conflict, the terms of this Agreement shall prevail.

**IV. SERVICES**

The scope of services to be provided by (Vendor) is as follows:

Lease and Delivery of \_\_\_\_\_ (describe vehicle(s)).

**V. QUALITY OF WORK**

(Vendor) represents that it will perform services for the Town using that degree of care and skill ordinarily exercised by and consistent with the standards applicable to persons performing similar services under similar conditions in the same locality. (Vendor) shall be liable for its services rendered under this Contract.

**VI. COMPENSATION**

Upon vehicle delivery and inspection by purchaser, the Town will make 36 equal payments on a monthly basis, with the first payment made prior to the end of the next full month after vehicle delivery. No additional payments will be made for any purpose including, but not limited to: down payment, dealer preparation, delivery to Braintree Town Hall, document preparation, rental fee, return fee, disposition fee.

**VII. TIME FOR PERFORMANCE**

Delivery of vehicle(s) must occur within eight (8) weeks of the Notice of Award, dated \_\_\_\_\_ .

**VIII. SUBJECT TO APPROPRIATION**

Notwithstanding anything in the contract documents to the contrary, any and all payments which the Town is required to make under this contract shall be subject to appropriation or other availability of funds, as certified by the Town Accountant.

**IX. ENFORCEABILITY OF CONTRACT**

This contract is binding upon and enforceable against the Town if this contract is signed by the Mayor, endorsed by the Town Accountant as to appropriation or availability of funds, and endorsed as to form by the Town Solicitor. This contract is binding and enforceable against (Vendor) if signed by their authorized representative.

**X. ASSIGNMENT**

(Vendor) shall not delegate, assign or transfer its duties or interest in this Contract without the express written consent of the Town. If approved by the Town, this contract shall be binding upon (Vendor's) assigns, transferees and/or successors in interest.

**XI. PREVAILING STATUTORY AUTHORITY**

The validity, interpretation and performance of this Contract shall be governed by and construed in accordance with the laws of the Commonwealth of Massachusetts.

**XII. CONFLICT OF INTEREST**

Both the Town and (Vendor) stipulate to the applicability of Massachusetts General Law Chapter 268A, the Conflict of Interest Statute. The Parties further stipulate that the terms and conditions of this contract expressly prohibit any activity which constitutes a violation of this statute. By executing this contract, (Vendor) certifies that neither it nor any of its agents, employers or sub-vendors is in violation of Massachusetts General Laws Chapter 268A.

**XIII. INSURANCE**

(Vendor/Company) shall maintain the following insurance coverage throughout the term of the contract:

- A. General Comprehensive Liability in the amount of \$1,000,000 for each occurrence and \$3,000,000 in the aggregate;
- B. Automobile Liability (applicable for any vendor/consultant who has an automobile operating exposure) in the amount of \$1,000,000 for bodily injury and property damage per accident;
- C. Workers' Compensation and Employer's Liability in the amount as may be required by Massachusetts General Laws Chapter 152.

The parties acknowledge that the types of insurance and coverage limits listed herein are the minimum necessary for the Vendor/Consultant to be awarded this contract. The types of insurance and coverage limits stated herein are not intended in any way to limit the Vendor/Consultant's liability for any damages arising from the Vendor/Consultant's performance of services under this contract.

**XIV. INDEMNIFICATION**

(Vendor) hereby indemnifies and agrees to hold harmless the Town against any liability including all claims for bodily injury or property damage that may arise out of (Vendor's) performance of its obligations under this contract by itself or a sub-vendor, officer, agent or employee.

**XV. TERMINATION**

This contract may be terminated by either party upon receipt of thirty (30) days advance written notice by certified mail to the Designated Representative identified in Paragraph II. In case of such written notice of termination, all services under this contract shall cease with the exception of such work as may be necessary to bring the work in progress to a reasonable and safe condition. (Vendor) shall then submit a final bill based on work actually performed. There shall be no penalty for termination for the convenience of the Town.

**XVI. BREACH OF CONTRACT**

Failure of (Vendor) to comply with any of the terms or conditions of the contract shall be deemed a material breach of contract, and the Town shall have all the rights and remedies provided in the contract documents, including the right to terminate or suspend the contract and to pursue its rights in any and all actions of law or equity or other proceedings with respect to a breach of contract.

In the event that a breach of contract may occur, this contract may be deemed null and void upon fourteen (14) days written notice by certified mail to the Designated Representative identified in Paragraph II, and the Town may pursue any remedies deemed necessary to secure the interests of the Town, provided, however, that this contract shall be and remain in full force and effect, and no action shall be taken by the Town if (Vendor) cures said breach within the fourteen day period.

**XVII. CERTIFICATION OF TAX COMPLIANCE**

This contract shall include a certification by (Vendor) that (Vendor) is in full compliance with all laws of the Commonwealth of Massachusetts relating to taxes, as required by Massachusetts General Laws Chapter 62C, §49A. Said Certification is attached hereto.

For (Vendor):

For the Town of Braintree:

\_\_\_\_\_  
(Signature, Title)  
Date: \_\_\_\_\_

\_\_\_\_\_  
Joseph C. Sullivan, Mayor  
Date: \_\_\_\_\_

\_\_\_\_\_  
Joseph H. Reynolds  
Chief of Staff & Operations

Approved As to Form:

\_\_\_\_\_  
Lisa S. Maki  
Town Solicitor

Recommended by:

\_\_\_\_\_  
James Arsenault, DPW Director

Approved as to Available Funds

\_\_\_\_\_  
Mark Lin, Town Accountant  
Account No.: \_\_\_\_\_  
Purchase Order No.: \_\_\_\_\_

**INVITATION FOR BID (IFB): LEASED BATTERY ELECTRIC VEHICLES**

**BIDDER INFORMATION:**

Company Name:
Address:
Town, State / Zip:
Telephone: Fax: Email:
Signature: _____ <i>(Must be a Corporate Officer as listed with the MA Secretary of State, or a person authorized via a Certificate of Vote/Authorization. See Appendix _____)</i>
Print Name and Title:
Date:

**MINIMUM REQUIREMENTS:**

Bids received that are not compliant with all Minimum Requirements will be rejected. A “NO” response, a failure to respond, or a failure to meet any of the following Quality Requirements will result in a rejection of the bid.

1. Authorized Manufacturer’s Distributor: Has the Bidder been a manufacturer’s authorized distributor/dealer for a minimum of five years? **YES** \_\_\_ **NO** \_\_\_
2. Warranty/Repair and Service Facility: Is there a repair shop, authorized by the manufacturer for service and for warranty repair for the vehicle(s) bid upon, within 25 driving miles or less from the Town of Braintree, MA by way of a reasonably direct route? **YES** \_\_\_ **NO** \_\_\_

**Name and address of facility:** \_\_\_\_\_

**ACKNOWLEDGEMENT OF ADDENDA:**

The Bidder acknowledges the receipt of the following addenda (if any):

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_



**BID SUBMISSION FORM (Pg 2 of 4)**

**INVITATION FOR BID (IFB): LEASED BATTERY ELECTRIC VEHICLES**

**COMPANY NAME:** \_\_\_\_\_

**Bidders must bid on all five vehicles.** The Town will award one contract for up to five (5) vehicles. Vehicles are listed in order of priority. No vehicle will be chosen unless all higher priority vehicles have also been selected. For Vehicle Specifications, please see Section 2.0. One contract will be awarded to the responsible bidder offering the lowest total cost for all selected vehicles.

**VEHICLE #1 (See Specifications in Section 2.0): Please list all-inclusive monthly payment, based on 36-month lease. (Town will not make any other payments of any kind, see Sections 1.16 & 1.17.)**

\$ \_\_\_\_\_ (monthly payment)

\_\_\_\_\_  
*(Monthly payment written in words)*

Identify make, model, color, and year of vehicle below. Include specifications in bid package.

\_\_\_\_\_ (Make) \_\_\_\_\_ (Model)

\_\_\_\_\_ (Color) \_\_\_\_\_ (Year)

**BID SUBMISSION FORM (Pg 3 of 4)**

**INVITATION FOR BID (IFB): LEASED BATTERY ELECTRIC VEHICLES**

**COMPANY NAME:** \_\_\_\_\_

**VEHICLE #2** (See Specifications in Section 2.0): **Please list all-inclusive monthly payment, based on 36-month lease. (Town will not make any other payments of any kind, see Sections 1.16 & 1.17.)**

\$ \_\_\_\_\_ (monthly payment)

\_\_\_\_\_  
*(Monthly payment written in words)*

Identify make, model, color, and year of vehicle below. Include specifications in bid package.

\_\_\_\_\_ (Make) \_\_\_\_\_ (Model)

\_\_\_\_\_ (Color) \_\_\_\_\_ (Year)

**VEHICLE #3** (See Specifications in Section 2.0): **Please list all-inclusive monthly payment, based on 36-month lease. (Town will not make any other payments of any kind, see Sections 1.16 & 1.17.)**

\$ \_\_\_\_\_ (monthly payment)

\_\_\_\_\_  
*(Monthly payment written in words)*

Identify make, model, color, and year of vehicle below. Include specifications in bid package.

\_\_\_\_\_ (Make) \_\_\_\_\_ (Model)

\_\_\_\_\_ (Color) \_\_\_\_\_ (Year)

**BID SUBMISSION FORM (Pg 4 of 4)**

**INVITATION FOR BID (IFB): LEASED BATTERY ELECTRIC VEHICLES**

**COMPANY NAME:** \_\_\_\_\_

**VEHICLE #4 (See Specifications in Section 2.0): Please list all-inclusive monthly payment, based on 36-month lease. (Town will not make any other payments of any kind, see Sections 1.16 & 1.17.)**

\$ \_\_\_\_\_ (monthly payment)

\_\_\_\_\_  
*(Monthly payment written in words)*

Identify make, model, color, and year of vehicle below. Include specifications in bid package.

\_\_\_\_\_ (Make) \_\_\_\_\_ (Model)  
\_\_\_\_\_ (Color) \_\_\_\_\_ (Year)

**VEHICLE #5 (See Specifications in Section 2.0): Please list all-inclusive monthly payment, based on 36-month lease. (Town will not make any other payments of any kind, see Sections 1.16 & 1.17.)**

\$ \_\_\_\_\_

\_\_\_\_\_  
*(Monthly payment written in words)*

Identify make, model, color, and year of vehicle below. Include specifications in bid package.

\_\_\_\_\_ (Make) \_\_\_\_\_ (Model)  
\_\_\_\_\_ (Color) \_\_\_\_\_ (Year)

**CERTIFICATE OF NON-COLLUSION: REQUIRED FORM:**

The undersigned certifies under the penalties of perjury that this bid or bid has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business partnership, corporation, union, committee, club or other organization, entity or group of individuals.

\_\_\_\_\_  
*Signature of person submitting contract/bid*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Name of Business*

**CERTIFICATE OF TAX COMPLIANCE:**

Pursuant to M.G.L. c. 62C, §49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

\_\_\_\_\_  
*Social Security Number or  
Federal Identification Number*

\_\_\_\_\_  
*Signature of Individual or Corporate Name*

\_\_\_\_\_  
*Corporate Officer*

(NOTE: A certified vote of the corporation may be substituted for this form.)

The Vendor, \_\_\_\_\_ is: (CHECK ONE)  
(Name of Company/Consultant/Corporation)

\_\_\_\_\_ A. a corporation formed and existing under the laws of the state of \_\_\_\_\_, and pursuant to the corporate by-laws, \_\_\_\_\_  
(Insert Name and Title of Authorized Representative)

is authorized to execute contracts in the name of said corporation. Such execution of any contract or obligation in this corporation's name on its behalf by such duly authorized individual shall be valid and binding upon the corporation.

\_\_\_\_\_ B. a limited liability company or a partnership formed and existing under the laws of the state of \_\_\_\_\_, and pursuant to the limited liability company agreement or partnership agreement, \_\_\_\_\_  
(Insert Name and Title of Authorized Representative)

is authorized to execute contracts in the name of said company or partnership. Such execution of any contract or obligation in this company or partnership's name on its behalf by such duly authorized individual shall be valid and binding upon the company or partnership.

\_\_\_\_\_ C. is a sole proprietorship owned and operated exclusively by the undersigned. \_\_\_\_\_  
(Insert Name and Title of Authorized Representative)

Execution of any contract or obligation in this sole proprietorship's name by such duly authorized individual shall be valid and binding.

\_\_\_\_\_  
Signature:  
**(Must be signed by Corporate Officer, Partner, or Sole Proprietor)**

\_\_\_\_\_  
Print Name of Above

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date