



Sacramento Metropolitan Fire District

HEADQUARTERS: 10545 Armstrong Ave., Ste. 200 • Mather, CA, 95655 • Phone (916) 859-4300 • Fax (916) 859-3702
 Website: www.metrofire.ca.gov

PURCHASING: 3012 Gold Canal Dr. • Rancho Cordova, CA, 95670 • Phone (916)859-4360 • Fax (916) 859-3729

KURT P. HENKE
 Fire Chief

REQUEST FOR BID (RFB) 14-04

The Sacramento Metropolitan Fire District is requesting written Bids for:

Two (2) 2014 Mercedes-Benz® M2CA170E Sprinter Cargo Vans

SUBMIT SEALED WRITTEN BID TO:

Sacramento Metropolitan Fire District
 Attn: Sherry Kelly, Interim Board Clerk
 10545 Armstrong Avenue, Suite 200
 Mather, CA 95655

Indicate firm name and RFB number on the front of each sealed Bid envelope or package

FB14-04 Two (2) 2014 Mercedes-Benz® M2CA170E Sprinter Cargo Vans

District shall not be responsible for the premature opening of a Bid, which is not properly addressed or identified. All Bids received will be stamped by date and time received. This date of receipt will prevail over postmark date.

ANY TECHNICAL QUESTIONS REGARDING THE RFB SHOULD BE SUBMITTED VIA EMAIL TO:

Fred Beno, Fleet Manager
beno.fred@metrofire.ca.gov

ANY QUESTIONS REGARDING THE RFB SHOULD BE SUBMITTED VIA EMAIL TO:

Mark Jones, Purchasing Manager
jones.mark@metrofire.ca.gov

RFB SCHEDULE:

	Date	Time	
Issued Date	Monday, March 10, 2014		
Questions Deadline	Monday, March 17, 2014	4:00 pm	By email only
Submission Deadline	Wednesday, March 19, 2014	4:00 pm	District Headquarters
Bids Opening	Thursday, March 20, 2014	10:00 am	District Headquarters
Anticipated Recommendation for Board Approval	Friday, March 21, 2014		
Anticipated Board Approval	Thursday, March 27, 2014	6:00 pm	Board Meeting
Anticipated Award Notification	Monday, March 31, 2014		
Sacramento Bee Notification Dates	Tuesday, March 11, 2014 and Saturday, March 15, 2014		

NO EXCEPTIONS

Late submittals will not be considered. Written Bids must be received by the time and at the location specified above. Postmarks will not be accepted. Bids addressed to anyone other than the person specified above under "Submit Sealed Written Bid To," section will not be accepted.

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Signature: _____ Title: _____ Date: _____

Print Name: _____ Company name: _____

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INTRODUCTION

The Sacramento Metropolitan Fire District serves a population of over 640,000 in a 417 square mile service area; it is the 7th largest fire agency in the State of California. Metro Fire is a combination of 16 smaller fire departments that, over the years, merged to create this California Special District. The last merger was in December 2000 when American River Fire Department and Sacramento County Fire Protection District merged to form the Sacramento Metropolitan Fire District.

PURPOSE

The Sacramento Metropolitan Fire District (Metro Fire or District) is seeking bids for Two (2) 2014 Mercedes Benz M2CA170E Sprinter cargo vans.

These vans will be used by the Metro Fires Logistics Division for daily delivery service to all District locations.

SPECIFICATIONS

Provide a bid for two (2) 2014 Mercedes Benz M2CA170E Sprinter cargo vans with dealer installed Adrian Steel 170" Sprinter Base Commercial Package interior kit. The quote will include all Dealer prep, taxes and options as requested in the options list below. Also include any fees that may apply. The vehicles will be delivered to Metro Fire Fleet Division located at 4425 Dudley Blvd, McClellan CA 95652. Please provide a delivery date with your submitted bid documents.

STANDARD EQUIPMENT LIST

- 147 Paint Arctic White
- VY2 Tunja Black Upholstery
- BB9 Electronic Stability Program (ESP9i)
- CL1 Adjustable Steering Wheel
- C38 Rear Springs (Single)
- D03 Roof - High
- ED8 Parametric Special Module (PSM) Preparat
- EK1 Body Builder Connector Under Driver Seat
- EL8 Radio Speakers, 5 Front
- ESO Battery Positive Contact
- E07 Hill-Start Assist
- E30 Starter Battery Disconnect
- FF5 Shelf Above Windshield
- FI1 Remote Key Fob - 315 MHZ
- F61 Interior Mirror
- HH2 Heater- Aux. Electric HotAir
- HH9 Air Conditioning - Front
- IG3 Sprinter Tracking Code
- J11 Tachometer in Miles
- J58 Warning System-Driver Seatbelt
- J65 Outside Temperature Gauge
- KB0 Fuel Tank- 26.4 Gallon/100 Liters
- KL1 Aux.Fuel Sending Unit
- KL5 Fuel Filter w/Water Separator
- K60 Exhaust Straight to Rear
- LB5 3rd LED Break Lamp Hi-Mounted
- LG6 Daytime driving lights
- LX7 North and South America
- L94 No Parking Lamps
- MZ0 Blue-Efficiency Badge
- P47 Front Mud Flaps
- P48 Rear Mudflaps
- Q67 Tow Hook Rear
- RH8 Tires LT245/75 R16

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STANDARD EQUIPMENT LIST (continued)

- RM0 Tires All Season
- RM9 Specially Requested Tires
- RS3 Wheel Steel 6.5 X 16
- RY2 Tire Pressure Monitor Lamp
- R65 Spare Tire Carrier below Frame
- R87 Spare Wheel - Steel
- SA5 Air Bag- Driver
- SA6 Air Bag- Passenger
- S22 Armrest for Driver Seat
- S25 Armrest for Passenger Seat
- T09 Sliding Door Ext Track
- V85 Ashtrays - Front
- W54 Rear Doors 270 Degree Opening
- XC8 VIN# Visible from Outside
- XL8 GVWR 8,550 lbs
- XM0 Facelift
- XQ1 VIN Encoded vehicle data with check digi
- XY4 MODEL YEAR 2014
- XZ1 Model Generation 1
- X42 Literature English
- Y43 Hydraulic Jack
- ZB6 Vehicle dismantle/re-assembly
- ZU8 Country Code - USA
- ZZ4 MB North America Execution
- Z44 Vehicle Registration NAFTA
- Z90 Deletion, Underfloor Preservation

OPTIONS LIST

- AR2 Axle Ratio 3.92
- C02 C02 Driver Efficiency Package:
 - E1N Becker Map Pilot
 - FR8 Rear View Camera
 - F66 Glove Box Lockable
 - L16 Fog Lamps
 - MS1 Cruise Control
- D93 Deletion of Cargo Partition (Standard)
- ED4 AGM Battery 12V 95 Ah
- EN7 Audio 15 (Standard)
- F68 Exterior Mirror - Power/Heated
- H20 Heat-Insulating Glass (Standard)
- L65 Lamps - Cargo Compartment
- M40 Alternator 14 V/220 A
- RF1 Continental Tires
- SB1 Comfort Driver's Seat
- S04 Front Passenger Seat (Standard)
- T16 Sliding Door- Right Side (Standard)
- VA3 Side Wall Panel - Full Hardboard
- V43 Cargo Van Wood Floor (Standard)
- X04 X04 Multi-function Wheel/Display Package
 - CL4 Multifunction Steering Wheel
 - JK3 I/P Cluster Pixel Matrix

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OPTIONS LIST (continued)

- X17 X17 Suspension Package I
 - CF4 Suspension w/H.D. Front & Rear Stabilize
 - C42 Stabilizer Bar, Rear Axle
 - C45 Stabilizer Bar - Reinforced Front
- 4CE 4CE 4 Cylinder Engine/7G-Tronic Transmission
 - CL9 ECO Steering Servo Pump
 - E33 Battery Management
 - G42 Automatic transmission 7G-TRONIC
 - KP1 Fuel pump, electrically controlled
 - MG3 Engine OM651 DE22LA 120KW (163PS) 3800/M
 - MH5 Engine, low-emission EPA 14/CARB
 - M47 Alternator for Fuel Economy
 - N81 Refrigerant Compressor

DEALER INSTALLED OPTIONS

- Adrian Steel 170" Sprinter Base Commercial 4005H High Roof Package
- Solid Sealed Partition (no door) Installation of partition is to include complete sealing on all sides and corners to keep out any air passage from passenger compartment to cargo area
- Carpeted inside passenger area to match interior trim.
- Adrian CB5 Five Slot Literature Holder installed on passenger side of Partition
- 18" X 18" Fantastic Vent (with reversible motor) – Model 1250, or equivalent.

END OF SPECIFICATIONS

RESTRICTION ON COMMUNICATION WITH STAFF

All questions about this Request for Bid must be submitted in writing and include the company name. Questions must be sent to Mark Jones, Purchasing Manager via email at: jones.mark@metrofire.ca.gov

All questions must be submitted by **March 17, 2014 at 4PM PDT**. Any questions received after this time will not be addressed.

COSTS OF PREPARATION

Bidder assumes all costs of preparation of the Bid and any presentations necessary to the Bid process

INVOICING AND TERMS

- Vendor must accept a purchase order from the District with Government net 45 day payment terms.
- Invoices shall be submitted to: Metro Fire Finance Division, 10545 Armstrong Ave., Ste. 200, Mather, CA 95655

OTHER GOVERNMENT AGENCIES EXTENSION OF CONTRACT

If mutually agreeable to all parties, the use of any resultant contract/purchase order may be extended to other political subdivisions, municipalities, or tax supported agencies.

Such participating governmental bodies shall make purchases in their own name, make payment directly to successful bidder and be liable directly to the successful bidder, holding the District harmless.

EVALUATION CRITERIA

The District intends to enter into a contract with the most responsive Bidder, who best satisfies the needs of the District. The District reserves the right to reject any or all Bids offered in response to this RFB, and either rebid or take any other action permitted by statute. The contents of the Bid may become a contractual obligation if, in fact,

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Signature: _____ Title: _____ Date: _____

Print Name: _____ Company name: _____

the Bid is accepted and a contract is entered into with the District. The District may award a contract solely on the basis of the Bid submitted without any additional negotiations. The District shall reserve all rights to provide for additional negotiations if it deems it is in its best interest. Failure of the Bidder to adhere to and/or honor any or all of the obligations of the Bid may result in immediate cancellation of the award of the contract by the District. The District reserves the right to negotiate the terms and conditions of any final contract for purchase of the item(s) described herein.

Additionally the District reserves the right to make future purchases for the vehicles in this bid for an additional three (3) years upon successful negotiations at the current Consumer Price Index rates.

An award may be issued to other than the lowest responsible and responsive. Evaluation will be based upon but not limited to the following criteria:

- Character, integrity, reputation and judgment of vendor or firm
- Price or quote
- Prior customer satisfaction
- Prior experience and efficiency of vendor or firm
- Quality and availability of the supplies or services to the use required.
- References
- Vendor or firm past relationship with the District

The District intends to award the Bid to the most responsive and responsible bidder, to be considered responsive:

1. All pages of the RFB shall be signed and all forms filled out by the responsible officer or employee.
2. Submit Bid as outlined in Bidders Submission Instructions.

OPENING OF BIDS:

The Bids will be opened publicly and read aloud. Vendors are welcome to attend Bid openings. Bid openings will be listed by vendor name, address and Bid amount only. Bid tabulation will be done at a separate time following Bid opening and will be available to interested vendors at a later time.

BID AWARD

- Upon Bid Award, the Successful Bidder shall provide proof to the satisfaction of the District of appropriate insurance coverage, such as a Comprehensive General Liability policy, or Worker’s Compensation policy, depending upon the nature of the services or personal property requested.

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Signature: _____ Title: _____ Date: _____

Print Name: _____ Company name: _____

BIDDER SUBMISSION INSTRUCTIONS

SUBMISSION PACKET

To successfully submit a Bid, Bidders are required to submit a sealed Bid packet to the location specified in the "Submit Sealed Written Bid To" on page 1. The Bid packet shall contain the following documentation:

- This "Request For Bid Document" with signature, title, date, printed name and company name at the bottom of each page indicating that the formal Bid document, including attachments, were received and read.
- Proposer must submit three (3) copies of its response, one (1) clearly marked "Original," the other two (2) clearly marked "Copy."
- Bidder is required to provide contact information to receive any Bid amendments and changes prior to closing.
 - | Bidder shall email Mark Jones at jones.mark@metrofire.ca.gov, stating intentions to submit Bid prior to the closing date.
 - | Contact information should include: vendor's name, representatives' name, phone number, fax number and/or e-mail. Failure to provide initial contact information will exclude you from receiving update notifications.
- Unless otherwise stated, it will be our understanding that all specifications requested in RFB will be met. Unwillingness or inability to comply with any specific provisions in the RFB may result in the Bid being rejected.

SUBMISSION METHOD

Sealed Bids shall be submitted using one of the following methods:

- In Person – hand delivered to the Sacramento Metropolitan Fire District to the address provided in the "Submit Written Bid To" section.
- By mail - using certified or registered mail with return receipt requested, or by overnight delivery services to the address provided in the "Submit Written Bid To" section. Bid must be received by deadline.
- Faxed or e-mail Bids will not be accepted.

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Signature: _____ Title: _____ Date: _____

Print Name: _____ Company name: _____

CONTACT INFORMATION FORM

Check one Sole Owner Partnership Corporation

Firm Name: _____

Products/Services Provided _____ Business License# _____

Address: _____ City: _____ St _____ Zip-Code _____

Contact Name: _____

Title: _____

Email: _____

Phone: _____ Fax: _____

QUOTE INFORMATION

Quote to include sales tax, freight/delivery, dealer prep, etc. charges: _____

Prepayment discount (if available): _____

After notification of award, # of days to completion: _____

Total Quote: _____

Additional Notes: _____

FILLED OUT BY PROPOSER

Signature: _____ Title: _____ Date: _____

Print Name: _____ Company name: _____

BID PACKET CHECKLIST

- Signed and responded to all pages of this RFB
- 1 original complete packet (Marked **ORIGINAL**)
- 2 Copies of original packet (Marked **COPY**)
- Contact Information Form / Quote Information
- Bid Packet Checklist
- Supplemental Information you wish to include

FILLED OUT BY VENDOR

Signature: _____ Title: _____ Date: ____/____/____
Print Name: _____ Company name: _____