



August 11, 2008

To Whom It May Concern:

The City of Dover will receive sealed bids on August 28, 2008 at 2:00 p.m. local time for the purchase of three (3) **2008 or 2009 MODEL YEAR CHEVROLET HHR PANEL LS OR LT, BID NUMBER 09-0011DPU.** The bid must be submitted in two copies.

All vendors must complete the Invitation to Bid notice and fax it to (302) 736-7178 if they intend to bid. Any vendor not returning the form may not receive published addenda.

Your proposal is not revocable for thirty (30) days following the response deadline indicated above.

If you have questions concerning this Invitation to Bid, they must be made in writing and addressed to the Purchasing Manager, 710 William Street, Dover, DE 19904 or emailed to [purchasing\[at\]cityofdover.com](mailto:purchasing[at]cityofdover.com).

All copies of any bids/proposals submitted in response to this request shall be considered the property of the City of Dover and shall not be returned to the bidder.

Conflict of Interest Clause:

Pursuant to Dover Code, Chapter 30, Section 30-33, No city employee or official may participate on behalf of the city in the review or disposition of any matter pending before the city in which he has a personal or private interest. No city employee or official shall benefit from any contract with the city, nor solicit any contract, and shall not enter into any contract with the city (other than an employment contract). No person who has served as a city employee or official shall represent or otherwise assist any private enterprise on any matter involving the city, for a period of two years after termination of his employment or elected or appointed status with the city, if he gave an opinion, conducted an investigation or otherwise was directly and materially responsible for such matter in the course of his official duties as a city employee or official. All parties hereto declare and affirm that no officer, member, or employee of the City, and no member of its governing body, and no other public official of the City who exercises any functions or responsibilities in the review or approval of the undertaking described in this contract, or the performing of services pursuant to this contract, shall participate in any decision relating to this contract which affects his or her personal interest, or any corporation, partnership, or association in which he or she is directly or indirectly interested; nor shall any employee of the City, nor any member of its governing body, have any interest, direct or indirect, in this contract or the proceeds thereof.

Bids will be opened publicly at the time and place designated in this letter. The main purpose of the bid opening is to reveal the name(s) of the bidder(s), not to serve as a forum for determining the low bidder(s).

The contract shall be awarded within 30 days of the closing date to the bidder who is determined in writing to be most advantageous to the City. All prices must be held firm for a minimum of 30 days from the date of the bid opening. The bids, summaries, and tabulations shall not be open for public inspection until after receipt of a fully executed contract.

The City of Dover reserves the right to waive technicalities, to reject any or all bids, or any portion thereof, to advertise for new proposals, to proceed to do the work otherwise, or to abandon the work, if in the best interest of the City.

All bids are to be received by the Central Services Department, 710 William Street, Dover, DE, 19904 no later than the 2:00 p.m. bid opening. All bids will be opened in the presence of the Procurement Manager or his/her designee. All bids shall become public record and shall be available for public inspection after it has been determined that there is no proprietary information contained within the bids. Any and all proprietary information contained within the proposal must be clearly marked. The cover must indicate that the proposal contains such information. **Copies** of the proposals will not be provided to competing vendors.

Minority vendor preference shall be three percent (3%) of the value of the award. **The vendor must identify qualification and claim to the preference on the submitted documents.** The vendor must provide authoritative proof of qualification for this preference such as identification in the certification directory maintained by the State of Delaware, Department of Administrative Services, Office of Minority and Women Business Enterprises. This preference is to be considered as stand alone and can not be added to any other preference that may be allowed.

Local vendor preference shall be considered for materials, equipment, construction contracts, and utility contracts. Local vendor preference shall be three percent (3%) of the value of the award. The term local vendor is defined as a gradually increasing range with preference assigned as follows:

Rule 1: Vendor located within the city limits of the City of Dover.

Rule 2: Vendor located within Kent County, Delaware (applicable only if no vendor qualifies under rule 1)

Rule 3: Vendor located within the State of Delaware (applicable only if no vendor qualifies under rules 1 & 2)

In the event that no vendor qualifies under rules 1, 2, or 3, no local vendor preference will be awarded. **The vendor must identify qualification and claim to the preference on the submitted documents.** This preference is to be considered as stand alone and can not be added to any other preference that may be allowed.

The requirement for a bid bond has been waived.

In the event the contractor does not fulfill its obligations under the terms and conditions of this contract, the City of Dover may contract for an equivalent product on the open market. Any difference in cost between the contract prices herein and the price of open market product shall be the responsibility of the contractor. Under no circumstances shall monies be due the contractor in the event open market products can be obtained below contract cost. Any monies charged to the contractor may be deducted from an open invoice.

Neither the contractor nor the City of Dover shall be held liable for non-performance under the terms and conditions of this contract due, but not limited to, government restriction, strike, flood, fire, or unforeseen catastrophe beyond either party's control. Each party shall notify the other in writing of any situation that may prevent performance under the terms and conditions of this contract.

Vendors must provide references to the City of Dover upon request. Vendor references may be checked to verify their ability to perform the contract requirements, the quality of work and the ability to meet obligations.

**ENVELOPES MUST BE MARKED "CHEVROLET HHR, BID NUMBER 09-0011DPU
BID OPENING AUGUST 28, 2008, 2:00 P.M."** No faxed bid will be accepted. Failure to comply with the above format *may* result in disqualification of your bid.

The City of Dover shall have the right to reject any or all bids if deemed to be in the best interest of the City, such as but not limited to local vendor preference and minority vendor preference while awarding bids.

Sincerely,

Peter K. Gregg
Contract and Procurement Manager
(302) 736-7795
Fax (302) 736-7178
Purchasing[at]cityofdover.com
www.cityofdover.com



INVITATION TO BID NOTICE

Bid Number: 08-0011DPU

Bid Opening: August 28, 2008, 2:00 p.m.

Description: 2008 or 2009 Model Year Chevrolet HHR Panel

If you are interested in the invitation to bid described above, you can download it in Adobe PDF format from our web site <http://www.cityofdover.com>. Any amendments or other additional information related to this solicitation will be posted with the original document on the web site.

If you do not have internet access and want to receive this request for proposal, all subsequent amendments, or additional information on the bid package, please provide the requested information to:

The City of Dover
 Central Services Department
 710 William Street
 Dover, DE 19904
 Fax: (302) 736-7178, attention Peter Gregg
 Phone: (302) 736-7795
 e-mail: [purchasing\[at\]cityofdover.com](mailto:purchasing[at]cityofdover.com)

Please complete the following and return this form to Central Services:

| Company: | Vendor Response /Request |
|--------------------|--|
| Address | No bid at this time, please retain on bid list |
| | Please send complete Bid/RFP package |
| Contact: | I will download the Bid/RFP package |
| Phone | I intend to bid |
| Fax | I do not intend to bid |
| e-mail for ITB/RFP | Other: |

2008 or 2009 CHEVY HHR PANEL
QTY 3

Price to include any/all delivery charges to 860 Buttner Place Dover, DE 19904.

PRICE PER UNIT: \$ _____

TOTAL PRICE: \$ _____

DELIVERY ARO: _____

LOCAL VENDOR PREFERENCE

Circle One: Rule 1 Rule 2 Rule 3 None

Minority Vendor: Yes No

Name of Bidder: _____

Point of Contact: _____

Signature of Bidder: _____

Business Address: _____

Telephone Number: _____

Fax Number: _____

Date of Bid: _____