



Request for Bids
2023 Vehicles
Bid # 952301

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Purchases:

The Conejo Recreation and Park District (herein called District) is seeking bids for **Three (3) Vehicles.**

(2) 2023 ¾-Ton Trucks:	Specification # 2301
(1) 2023 ¾-Ton Truck:	Specification # 2302

Return Sealed Bids to:

Conejo Recreation & Park District
Administrative Office
403 W. Hillcrest Dr.
Thousand Oaks, CA 91360

Bid documents and vehicle specifications can be downloaded at www.crpdpd.org/bids. Sealed bids must be received no later than 2:30pm on Tuesday, October 25th, 2022, at which time the sealed bids will be opened. Be sure to fill in the provided forms and sign the submitted bid.

If further information is needed, please contact Sean Crosby by phone at 805-381-2789 or by email at scrosby@crpd.org.

Bid Instructions

I. Submission of Bids

- a. Bids must be submitted on the prescribed forms. All blank spaces must be filled in.
- b. Bids are due in the District administrative office at the time and date set in the Request for Bids.
- c. Bids received after the time stated in the Request for Bids will be considered non-responsive. Late bids are to be returned to the bidder.

II. Bid Evaluation

- a. The District will award bid to the “Lowest Responsible Bidder,” on the basis of all items included in the bid document.
- b. The District will use the following criteria to determine a responsible bidder.
 - i. Bidder has the ability, capacity, experience, and skill to provide the goods in accordance with the bid specifications.
 - ii. Bidder has the ability to provide the goods promptly or within the time specified without delay.
 - iii. Bidder has a record of satisfactory or better performance under prior contracts with the District.
 - iv. Bidder has complied with laws, regulations, guidelines, and orders governing prior or existing contracts.
- c. The District reserves the right to:
 - i. Reject any and all bids.
 - ii. Waive or correct any minor or inadvertent defect, irregularity, informality or technical error in any bid or procedure as part of the bid.
 - iii. Determine whether a bid meets, exceeds, or does not meet District specifications.

III. Substitutions

- a. Alternate product bid may be submitted for any item identified with the words “or equal.” Complete manufacturers specifications for alternates must be attached. Acceptance of a substitute is entirely at the discretion of the District and subject to the following qualifications:
 - i. Equal in quality of materials used, in structural strength and in details of construction.
 - ii. Equal in productive and mechanical performance.

- iii. Equal in finish, or in characteristics permitting specified finish to be applied
 - iv. Availability of replacement parts and maintenance.
 - v. Manufacturer's name, trade names, model or catalog numbers used in these specifications are for the purpose of describing and establishing general quality levels. Such references are not intended to be restrictive. Bids will be considered for any brand, which meets or exceeds the quality of the specifications listed for any item; such bids shall state brand names and numbers and include detailed specifications.
- b. The "District Purchasing Agent" will determine whether the substitution meets or does not exceed the District's specification.

IV. Bid withdrawal

Bids may be withdrawn by written notice received by the District prior to the exact hour and date specified in the Invitation to Bid.

V. Delivery

Delivery of equipment should be within ninety (90) days after receipt of order, unless otherwise specified.

VI. Bid checklist

Bidders are to include the following information with bid response:

- a) Bid forms (pages 5 and 6)
- b) Vehicle specification forms (pages 7-10)
- c) Any exceptions to specifications, if applicable

Bid Form
Bid # 952301

New Vehicles

<u>Description</u>	<u>Qty</u>	<u>Unit Price</u>	<u>Total Price</u>
¾ Ton Truck Spec #2301	2	\$_____	\$_____
¾ Ton Truck Spec #2302	1	\$_____	\$_____
		Tire fees	\$_____
		Sales Tax	\$_____
		Bid Total	\$_____

Bid Total in Words \$ _____ Dollars.

Vendor Name: _____

Bid Form
Bid # 952301

By signing below, the Bidder has read the Conejo Recreation and Park District's bid instructions and specifications for bid #952301.

I, the undersigned, hereby agree to provide, within the time specified and the price quoted therein and without any additional charges to the Conejo Recreation and Park District.

By: _____ Title: _____

Signed: _____ Date: _____

Company: _____ Phone: _____

Address: _____

Email: _____