

**CITY OF ATLANTA  
ADVERTISEMENT FOR BIDS**

Sealed bids for **Bid No. 6719-AP, ALTERNATIVE FUEL VEHICLES**, will be received by designated staff of the Department of Procurement, at 55 Trinity Avenue, City Hall South, Suite 1900, Atlanta, GA 30303-0307, and **must be time stamped no later than 1:59 P.M., Tuesday, June 18, 2013.**

**ABSOLUTELY NO BIDS WILL BE ACCEPTED AFTER 1:59 P.M.**

Bids will be publicly opened and read at 2:00 P.M. in Suite 1900, 1<sup>st</sup> Floor, 55 Trinity Avenue, SW, City Hall South, Atlanta, Georgia.

**PURPOSE AND SCOPE:** To establish an indefinite quantity, firm fixed price contract to be used as the primary source for the commodity (ies)/services(s) listed in the attached specifications. Commodities/services will be ordered from time to time in such quantity as may be needed to fill any requirements of the City of Atlanta as shown in the bid invitation. As it is impossible to determine the precise quantities that may be needed during the contract period, the contractor is obligated to deliver in minimum/maximum quantities the commodities or services of the kind contracted for in accordance with the specific conditions of this bid.

General instructions, specifications for submitting bid packages for this project will be available as of **Thursday, May 23, 2013 from 8:15 A.M. – 5:00 P.M.**, in the Department of Procurement's Main Office, 1<sup>st</sup> Floor, 55 Trinity Avenue, SW, Suite 1900, City Hall South, Atlanta, Georgia. To request a bid package by mail, please contact the buyer.

Should you have any question/concerns, please contact Annette Pllum, at (404) 330-6204, or by email [apellum@atlantaga.gov](mailto:apellum@atlantaga.gov).

The City of Atlanta reserves the right to reject any and all bids and to waive any technicalities.

**This Bid is being made available by electronic means. If accepted by such means, the Proponent acknowledges and accepts full responsibility to insure that no changes are made to the Bid. In the event of conflict between a version of the Bid in the Proponent's possession and the version maintained by DOP, the version maintained by DOP shall govern.**

**You are required to email your business name, contact person, address, phone number, fax number and the project number to Ms. Annette Pllum, Buyer at [apellum@atlantaga.gov](mailto:apellum@atlantaga.gov), to be placed on the Plan Holders List. Failure to do so will prevent you from receiving any addenda that are issued and may deem you non-responsive.**

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**INVITATION FOR BID**

BID NUMBER: 6719-AP  
RTG DATE: Tuesday, May 21, 2013  
OFFICE OF FLEET SERVICES

**SEALED BIDS FOR:**

**CITY OF ATLANTA (COA) SPECIFICATION FOR ALTERNATIVE FUEL VEHICLES TO BE ORDERED AS NEEDED FOR A PERIOD OF THREE (3) YEARS FROM DATE OF AWARD IN ACCORDANCE WITH THE ATTACHED SPECIFICATION.**

Sealed bids, for furnishing the supplies or services contained herein will be received by:

**CITY OF ATLANTA  
DEPARTMENT OF PROCUREMENT  
CITY HALL SOUTH, SUITE 1900  
55 TRINITY AVENUE, S.W.  
ATLANTA, GEORGIA 30303-0307**

First floor, **no later than 1:59 P.M.**, (OUR BID CLOCK TIME IS VERIFIED AND CALIBRATED WITH THE BUREAU OF NATIONAL STANDARDS TIME PRIOR TO EACH BID OPENING) **Tuesday, June 18, 2013** and at that time will be publicly opened and read in Suite 1900.

**A Pre-Bid Conference/Site Visit - N/A.** The deadline for bidders to submit questions regarding the bid is **Friday, May 31, 2013**. **Questions** should be submitted via email to **Annette Pellum**, Buyer at **apellum@atlantaga.gov**. For information, call (404) 330-6204.

This form **MUST** be returned with all bids. Bids must be typed or printed in **blue ink**. Refer to Bid Number, Date and Time on the **enclosed return label**. All bids must be hand delivered, delivered by courier service or mailed via United States Postal Service. No facsimile will be accepted. **If you quote, please sign each "Bid Sheet" in blue ink, DO NOT 'white out' entries or your bid may be deemed non-responsive and put the name of your company on each sheet and or the pricing sheet.** If you do not quote, return signed bid invitation sheet and state reason; otherwise, your name may be removed from our mailing list. **Failure to follow these instructions could result in your bid being rejected.**

**ALL COMMUNICATION PERTAINING TO THIS BID MUST BE DIRECTED TO THE DEPARTMENT OF PROCUREMENT REFERENCING BID NUMBER. BIDDER MAY NOT CONTACT OTHER BUREAUS OR CITY EMPLOYEES REGARDING THIS BID PRIOR TO AWARD OF PURCHASE ORDER. VIOLATION OF THIS INSTRUCTION WILL RESULT IN NON-ACCEPTANCE OF YOUR BID.**

_____			_____	
Legal Name of Firm			Authorized Representative/Please Type/Print	
_____			_____	
Address			Signature/Title	
_____	_____	_____	_____	
City	State	Zip Code	Area Code/Telephone Number/Email Address	
_____			_____	
Date Submitted			COA Supplier ID#	

UNLESS YOU POSSESS A CURRENT BUSINESS LICENSE THAT AUTHORIZES BIDDER TO TRANSACT BUSINESS AT A LOCATION IN THE STATE OF GEORGIA. IN THE CASE OF AN OUT OF STATE BUSINESS WITH NO LOCATION OR OFFICE IN GEORGIA, WHICH EXERTS SUBSTANTIAL EFFORTS WITHIN THE STATE AND CITY, SUCH BUSINESS MUST OBTAIN A CITY OF ATLANTA, BUSINESS LICENSE AS REQUIRED BY CITY CODE SECTION 30-52, ET SEQ. TO OBTAIN A BUSINESS LICENSE, CONTACT: CITY OF ATLANTA, BUSINESS LICENSE DIVISION, CITY HALL SOUTH, SUITE 1350, 55 TRINITY AVENUE, S.W., ATLANTA, GEORGIA 30303-0307, and (404) 330-6213.

In compliance with the aforementioned, the bidder agrees to furnish and deliver the goods and/or services at the prices indicated. It is agreed that this bid shall constitute an offer, and if accepted by the City, delivered to the designated point(s) within the time specified.

**PRICES CONSIDERED F.O.B. DESTINATION UNLESS OTHERWISE STATED.**

**MERCHANDISE/SERVICE TO BE DELIVERED: AS DIRECTED**

**NOTE:** Read all instruction, conditions, specifications, etc., in detail. Acceptance of your quotation guarantees your price and it cannot be withdrawn. Check all figures before submitting bid. UPON REQUEST, A COPY OF THE BID TABULATION WILL BE MADE AVAILABLE TO YOU AT A COST OF \$.25 PER PAGE.

**All Bids are subject to the following:**

1. Compliance with City of Atlanta Code, Section 2-1413, Requirements for execution of City contracts and Section 2-1414, Equal Employment Opportunity clause. In conjunction with these Code sections, a completed Contract Employment Report or a current letter of certification from the City of Atlanta Office of Contract Compliance must accompany each bid.
2. Compliance with bidding instructions, terms, and conditions (pages 3 and 4).
3. Other provisions, certifications, Insurance, Payment and/or Performance Bonds, if incorporated by reference in this schedule.
4. Additional instructions, special conditions applicable to indefinite quantity invitations on Annual Contracts.
5. A completed W-9 Request for taxpayer identification number and Certification Form.
6. Two (2) completed and **NOTARIZED**- SAVE Affidavits for Receipt of Public Benefit, along with a photo copy of the applicants' identification.
7. A Notarized E-Verify Contractor Affidavit and/or Subcontractor Affidavit, even if not applicable.
8. Enter your City of Atlanta Supplier ID number on page one (1) of the ITB. A Supplier number can be obtained by registering at [www.atlantaga.gov](http://www.atlantaga.gov).

FIRM NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_

**CITY OF ATLANTA**

**DEPARTMENT OF PROCUREMENT**

**BIDDING INSTRUCTIONS, TERMS AND CONDITIONS**

**1. PREPARATION OF BIDS -**

- (a) Bidders are expected to examine this invitation for bid, attached drawings, specifications, if any, and all instructions. Failure to do so will be at the bidder's risk.
- (b) Unit price for each unit bid on shall be shown and such price shall include packing, unless otherwise specified. A total shall be entered in the amount column for each item bid on. In case of a discrepancy between a unit price and extended price, the unit price will be presumed to be correct.
- (c) Specifications provided herein are intended to be open and non-restrictive. "Any" is used as a minimum standard of quality. When no reference or change is made on proposal by bidder, it is understood that the specific brand item named on proposal shall be furnished by bidder. If bidding on other than the make, model, brand or number as shown, and offered as an equal, complete technical information, specifications, manufacturer's name and catalog reference must be clearly stated on bid proposal or attached letter. Any deviation between brand offered and brand specified must also be clearly indicated.

The City of Atlanta, through the Chief Procurement Officer, Department of Procurement, shall be the sole judge in making determination as to equality.

- (d) Time of delivery is a part of the consideration and must be stated in specific calendar days that must be adhered to. If the time varies on different items, the bidder shall so state. Failure to state delivery may be cause for disqualification.
- (e) The City may accept any item or group of items or any bid, unless the bidder qualifies his bid by specific limitations. The right is reserved to reject any or all quotations and to waive technicalities.
- (f) Verify your quotations before submission, as they cannot be withdrawn or corrected after being opened.
- (g) If a prospective offer or elects to submit a NO BID, return the Invitation for Bid Cover sheet and state reason. Otherwise, the bidder may be removed from the mailing list.
- (h) If federal excise tax applies, show amount of same that has already been deducted in determining your net price. The City is also exempt from state and local sales tax.

- 2. EXPLANATIONS TO BIDDERS -** Any explanation desired by a bidder regarding the meaning or interpretation of the invitation for bid, drawings, specifications, etc., must be requested in writing and with sufficient time allowed for a reply to reach bidders before the submission of their bids. Any information given to a prospective bidder concerning an Invitation for Bids will be furnished to all prospective bidders, as an amendment to the

invitation, if such information is necessary to bidders in submitting bids on the Invitation or if the lack of such information would be prejudicial to uninformed bidders. Receipt of amendments by a bidder must be acknowledged on the bid and a signed addendum returned, attached to the bid.

**3. SUBMISSION OF BIDS -**

(a) **DEFAULT:** The award as a result of bids received under this invitation may be based in part on delivery factor. Accordingly, should a vendor fail to perform delivery within the time stated in your bid, he/she may then be declared in default of contract. In such an event, the City may then proceed to purchase in the open market the items from another source, and charge/collect from the defaulting vendor the excess cost to the City, which resulted from such open market purchase.

(b) **PATENT INDEMNITY:** Except as otherwise provided, the successful bidder agrees to indemnify the City and its officers, agents and employees against liability, including cost and expenses for infringement upon any letters patent of the United States arising out of the performance of this contract, or out of the use or disposal by or for the account of the City of supplies furnished or construction work performed hereunder.

**4. CERTIFICATION OF INDEPENDENT PRICE DETERMINATION** - By submission of this bid, the bidder certifies, and in the case of joint bid each party thereto certifies as to its own organization, that in connection with this procurement: (1) The prices in this bid have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor; (2) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly to any other bidder or to any competitor; and (3) No attempt has been made or will be made by the bidder to induce any other person or firm to submit or not to submit a bid for the purpose of restricting competition.

**5. PROHIBITION AGAINST AND REPORTING OF ANTICOMPETITIVE PRACTICES** - Collusion and other anticompetitive practices among bidders and offer are prohibited by city, state and federal laws, and the City, therefore, establishes the following:

Certification of independent price determination. All bidders or offer shall identify a person having authority to sign for the bidder or offer who shall certify, in writing, as follows:

"I certify that this bid or offer is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a bid or offer for the same supplies, services, construction, or professional or consultant services, and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of city, state and federal law and can result in fines, prison sentences, and civil damages awards. I agree to abide by all conditions of this bid or offer and certify that I am authorized to sign for this bidder or offer or."

Compliance with this subsection shall be considered met if the certification of independent price determination, as provided in this subsection, is set forth in an exhibit attached to the bid or offer and appropriate language incorporating the exhibit into the bid or offer is set forth therein.

6. **AWARD OF CONTRACT** - The contract, if awarded, will be awarded to that responsible bidder whose bid will be most advantageous to the City, price and other factors considered. The contract will be awarded for a term of three (3) year(s) with the option to extend under the same terms and conditions for two (2), one (1) year extensions.
7. Failure to observe any of the instructions and conditions may constitute grounds for rejection of your bid.
8. **SECTION 2-1387, CERTIFICATION AS TO NON-DISCRIMINATION IN BIDS AND CONTRACTS.**
  - (a) All persons, firms or corporations supplying goods, material, equipment, supplies, improvements to real property, or services of any kind or character to the City of Atlanta, in accordance with section 2-1109, shall certify in writing on all bids and contracts, except those involving federally assisted construction projects, the following words:

"We, the supplier of goods, materials, equipment or services covered by this bid or contract will not discriminate in any way in connection with this contract in the employment of persons, or refuse to continue the employment of any person, on account of race, creed, color, sex or national origin of such person."
  - (b) The wording of subsection (a) herein shall be included as a specification and appear on all bid invitations and purchase orders or contracts prepared as issued by any and all using agencies of the City.
  - (c) The federal guidelines, as related to non-discrimination in employment by government contracts and subcontractors promulgated by Executive Order No. 11246 of September 24, 1965, as amended with respect to sex by Executive Order No. 11375 of October 13, 1967, Sections 202, 203 and 204 of Part II of such orders, are hereby adopted by the City of Atlanta insofar as legally possible to do so, and those persons, firms or corporations set forth in subparagraph (a) above shall comply with same.
  - (d) The City shall have the right to reject any or all bids, and shall not enter into any contract with any person, firm or corporation and shall refuse to purchase any or all goods, materials, equipment or services from any vendor or contractor who fails to comply with the provisions of subsection (a) and/or (c) herein.
9. **REJECTION OF BID** - Bids may be considered irregular and may be rejected if they show omissions, alterations of form, additions not called for, conditions, limitations, unauthorized alternate bids or other irregularities of any kind. The City reserves the right to waive minor informalities or irregularities of bid.

The City reserves the right to accept or reject any and all bids submitted and is in no way obligated to any bidder who submits a bid for the supplies, service or items as set forth in these specifications.

**Special Conditions**  
**Annual Contract for Commodities/Services**

**1. PURPOSE AND SCOPE:**

To establish an indefinite quantity, firm fixed price contract to be used as the primary source for the commodity(ies)/service(s) listed in the attached specifications. Commodities/services will be ordered for time to time in such quantity as may be needed to fill any requirements of the City of Atlanta as shown in the bid invitation. As it is impossible to determine the precise quantities that may be needed during the contract period, the contractor is obligated to deliver in minimum/maximum quantities the commodities or services of the kind contracted for in accordance with the specific conditions of this bid.

**2. SUPPLY REQUIREMENTS:**

The contractor shall be able to deliver all items that might be requested during the contract period in accordance with the terms and conditions of this bid. In the event a contractor's source should fail to supply any item, at any time, for any reason during the contract term, it will be contractor's responsibility to temporarily supply another item of equivalent quality meeting all specifications of the contract, at contract prices, terms and conditions, as an emergency measure, subject to prior approval of the Chief Procurement Officer, whose decision shall be final. If requested, sufficient and reasonable time may be allowed the contractor to acquire adequate stock to perform on the contract after award is made.

**3. DELIVERY REQUIREMENTS:**

Delivery will be made within the time shown in the specific bid conditions or where called for in the invitation, the time stated by the bidder.

**4. PLACEMENT OF ORDERS:**

Orders will be placed using one of the following methods:

- a. Purchase orders will be issued as required for departments having a known requirement, fixed quantities, and one-time delivery, during the entire life of the contract.
- b. A blanket order will be issued to those bureaus that have a recurring need for item(s) covered by this Invitation for Bid and will be issued for "as needed" use. Each blanket order issued will state what is needed, as well as a "**not-to-exceed**" dollar amount. The bureau will be allowed to purchase only those items listed in the awarded contract. Authorization to supply item(s)/services covered by this blanket order may be verbal or written communication from the using department(s).

**5. URGENT REQUIREMENTS:**

In the case of a bona fide emergency, wherein immediate delivery of an order is needed and the successful vendor cannot meet such a requirement, the City reserves the right to order from any vendor that can meet such a delivery requirement without penalty to the City.

**6. RIGHT TO TERMINATE:**

In the event any of the provisions of the contract are violated, the City may serve written notice of its intention to terminate the contract. Such notice will state the reasons for such intention, and unless within ten (10) days after serving notice upon the contractor, such violation has ceased and satisfactory arrangements for correction made, the contract shall, upon expiration of ten (10) days, be terminated. Further, the City reserves the right to terminate any contract in whole or in part upon giving thirty (30) days prior written notice to the other party.

**7. PLEASE COMPLETE THE FOLLOWING:**

Should a contract result from this invitation:



**TO PLACE VERBAL ORDERS CONTRACT:**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Telephone Number

**CUSTOMER REPRESENTATIVE:**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Telephone Number

**BID SIGNER:**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone

IF NOT LOCAL, WILL TOLL FREE TELEPHONE SERVICE BE PROVIDED BY THE VENDOR DURING THE EFFECTIVE PERIOD OF THE CONTRACT?

(NO) \_\_\_\_\_

(YES) \_\_\_\_\_

DELIVERS WILL BE MADE AGAINST THIS CONTRACT BY:

VENDOR OWNED EQUIPMENT:  
(If yes, the frequency)

(NO) \_\_\_\_\_

(YES) \_\_\_\_\_

COMMERCIAL CARRIER:  
OTHER (Specify)

(NO) \_\_\_\_\_

(YES) \_\_\_\_\_

Bidder hereby agrees to special conditions of this invitation to bid:

Firm Name: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

**THIS SHEET MUST BE COMPLETED. FAILURE TO DO SO MAY BE REASON FOR REJECTION OF BID.**

**CITY OF ATLANTA  
Contract Employment Report**

**PLEASE TYPE OR PRINT IN INK. EACH APPLICABLE ITEM ON THIS FORM MUST BE COMPLETED.  
INCOMPLETE FORMS WILL NOT BE PROCESSED.**

NAME OF FIRM: \_\_\_\_\_ TELEPHONE No. \_\_\_\_\_  
 NAME OF OWNER: \_\_\_\_\_ FAX NO. \_\_\_\_\_  
 MAILING ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_  
 STATE: \_\_\_\_\_ COUNTY: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

**PLEASE COMPLETE THE FOLLOWING INFORMATION**

WHAT TYPE OF BUSINESS WOULD YOUR COMPANY BE ENGAGED IN WITH THE CITY OF ATLANTA?  
 \_\_\_\_\_

IS YOUR COMPANY AN AFFILIATE OR DIVISION OF A PARENT COMPANY? \_\_\_\_\_

IF YOUR COMPANY IS A DIVISION OF A PARENT COMPANY, A CONTRACT EMPLOYMENT REPORT FORM MUST BE COMPLETED FOR THE PARENT COMPANY AS WELL AS THE ATLANTA AREA DIVISION.

HAS YOUR COMPANY PREVIOUSLY RECEIVED AN BEO CERTIFICATION FROM THE CITY OF ATLANTA? \_\_\_\_\_

**PLEASE LIST THE NUMBER OF EMPLOYEES IN EACH CATEGORY**

	Management/ Officials		Professionals Arch, Engineers, etc		Supervisors		Office/Clerical/Sales		Craftsmen/Laborers	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Black										
White										
Asian American										
Native American										
Hispanic										
Other										
<b>TOTAL</b>										

**I CERTIFY THAT ALL REPRESENTATIONS ON THIS CONTRACT EMPLOYMENT REPORT FORM ARE CORRECT AS OF THE DATE STATED.**

DATE \_\_\_\_\_ PRINT PREPARER'S NAME \_\_\_\_\_ PREPARER'S SIGNATURE \_\_\_\_\_ TITLE \_\_\_\_\_

## Request for Taxpayer Identification Number and Certification

Give form to the  
requester. Do not  
send to the IRS.

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ ..... <input type="checkbox"/> Other (see instructions) ▶	<input type="checkbox"/> Exempt payee
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
List account number(s) here (optional)		

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number
OR
Employer identification number

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

**Sign Here**

Signature of  
U.S. person ▶

Date ▶

### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

#### Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

- The U.S. grantor or other owner of a grantor trust and not the trust, and
- The U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

**Foreign person.** If you are a foreign person, do not use Form W-9. Instead, use the appropriate Form W-8 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

**Nonresident alien who becomes a resident alien.** Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

**Example.** Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity not subject to backup withholding, give the requester the appropriate completed Form W-8.

**What is backup withholding?** Persons making certain payments to you must under certain conditions withhold and pay to the IRS 28% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

**Payments you receive will be subject to backup withholding if:**

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the Part II instructions on page 3 for details),
3. The IRS tells the requester that you furnished an incorrect TIN,

4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the instructions below and the separate Instructions for the Requester of Form W-9.

Also see *Special rules for partnerships* on page 1.

## Penalties

**Failure to furnish TIN.** If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

**Civil penalty for false information with respect to withholding.** If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

**Criminal penalty for falsifying information.** Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

**Misuse of TINs.** If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

## Specific Instructions

### Name

If you are an individual, you must generally enter the name shown on your income tax return. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

**Sole proprietor.** Enter your individual name as shown on your income tax return on the "Name" line. You may enter your business, trade, or "doing business as (DBA)" name on the "Business name" line.

**Limited liability company (LLC).** Check the "Limited liability company" box only and enter the appropriate code for the tax classification ("D" for disregarded entity, "C" for corporation, "P" for partnership) in the space provided.

For a single-member LLC (including a foreign LLC with a domestic owner) that is disregarded as an entity separate from its owner under Regulations section 301.7701-3, enter the owner's name on the "Name" line. Enter the LLC's name on the "Business name" line.

For an LLC classified as a partnership or a corporation, enter the LLC's name on the "Name" line and any business, trade, or DBA name on the "Business name" line.

**Other entities.** Enter your business name as shown on required federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name" line.

**Note.** You are requested to check the appropriate box for your status (individual/sole proprietor, corporation, etc.).

### Exempt Payee

If you are exempt from backup withholding, enter your name as described above and check the appropriate box for your status, then check the "Exempt payee" box in the line following the business name, sign and date the form.

Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends.

**Note.** If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

The following payees are exempt from backup withholding:

1. An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2),
2. The United States or any of its agencies or instrumentalities,
3. A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities,
4. A foreign government or any of its political subdivisions, agencies, or instrumentalities, or
5. An international organization or any of its agencies or instrumentalities.

Other payees that may be exempt from backup withholding include:

6. A corporation,
7. A foreign central bank of issue,
8. A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States,
9. A futures commission merchant registered with the Commodity Futures Trading Commission,
10. A real estate investment trust,
11. An entity registered at all times during the tax year under the Investment Company Act of 1940,
12. A common trust fund operated by a bank under section 584(a),
13. A financial institution,
14. A middleman known in the investment community as a nominee or custodian, or
15. A trust exempt from tax under section 664 or described in section 4947.

The chart below shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 15.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 9
Broker transactions	Exempt payees 1 through 13. Also, a person registered under the Investment Advisers Act of 1940 who regularly acts as a broker
Barter exchange transactions and patronage dividends	Exempt payees 1 through 5
Payments over \$600 required to be reported and direct sales over \$5,000 <sup>1</sup>	Generally, exempt payees 1 through 7 <sup>2</sup>

<sup>1</sup>See Form 1099-MISC, Miscellaneous Income, and its instructions.

<sup>2</sup>However, the following payments made to a corporation (including gross proceeds paid to an attorney under section 6045(f), even if the attorney is a corporation) and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, and payments for services paid by a federal executive agency.

## Part I. Taxpayer Identification Number (TIN)

**Enter your TIN in the appropriate box.** If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited liability company (LLC)* on page 2), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

**Note.** See the chart on page 4 for further clarification of name and TIN combinations.

**How to get a TIN.** If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local Social Security Administration office or get this form online at [www.ssa.gov](http://www.ssa.gov). You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at [www.irs.gov/businesses](http://www.irs.gov/businesses) and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting [www.irs.gov](http://www.irs.gov) or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

**Note.** Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

**Caution:** A disregarded domestic entity that has a foreign owner must use the appropriate Form W-8.

## Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 4, and 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). Exempt payees, see *Exempt Payee* on page 2.

**Signature requirements.** Complete the certification as indicated in 1 through 5 below.

**1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983.** You must give your correct TIN, but you do not have to sign the certification.

**2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983.** You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

**3. Real estate transactions.** You must sign the certification. You may cross out item 2 of the certification.

**4. Other payments.** You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

**5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions.** You must give your correct TIN, but you do not have to sign the certification.

### What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account <sup>1</sup>
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor <sup>2</sup>
4. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee <sup>3</sup>
b. So-called trust account that is not a legal or valid trust under state law	The actual owner <sup>1</sup>
5. Sole proprietorship or disregarded entity owned by an individual	The owner <sup>3</sup>
For this type of account:	Give name and EIN of:
6. Disregarded entity not owned by an individual	The owner
7. A valid trust, estate, or pension trust	Legal entity <sup>4</sup>
8. Corporate or LLC electing corporate status on Form 8832	The corporation
9. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
10. Partnership or multi-member LLC	The partnership
11. A broker or registered nominee	The broker or nominee
12. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity

<sup>1</sup>List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

<sup>2</sup>Circle the minor's name and furnish the minor's SSN.

<sup>3</sup>You must show your individual name and you may also enter your business or "DBA" name on the second name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

<sup>4</sup>List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships* on page 1.

**Note.** If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

### Secure Your Tax Records from Identity Theft

Identity theft occurs when someone uses your personal information such as your name, social security number (SSN), or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

Call the IRS at 1-800-829-1040 if you think your identity has been used inappropriately for tax purposes.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

### Protect yourself from suspicious emails or phishing schemes.

Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to [phishing@irs.gov](mailto:phishing@irs.gov). You may also report misuse of the IRS name, logo, or other IRS personal property to the Treasury Inspector General for Tax Administration at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at: [spam@uce.gov](mailto:spam@uce.gov) or contact them at [www.consumer.gov/idtheft](http://www.consumer.gov/idtheft) or 1-877-IDTHEFT(438-4338).

Visit the IRS website at [www.irs.gov](http://www.irs.gov) to learn more about identity theft and how to reduce your risk.

### Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons who must file information returns with the IRS to report interest, dividends, and certain other income paid to you, mortgage interest you paid, the acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA, or Archer MSA or HSA. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. The IRS may also provide this information to the Department of Justice for civil and criminal litigation, and to cities, states, the District of Columbia, and U.S. possessions to carry out their tax laws. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You must provide your TIN whether or not you are required to file a tax return. Payers must generally withhold 28% of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to a payer. Certain penalties may also apply.

**Secure and Verifiable Documents Under O.C.G.A. § 50-36-2**

Issued August 1, 2012 by the Office of the Attorney General, Georgia

The Illegal Immigration Reform and Enforcement Act of 2011 ("IIRA") provides that "[n]ot later than August 1, 2011, the Attorney General shall provide and make public on the Department of Law's website a list of acceptable secure and verifiable documents. The list shall be reviewed and updated annually by the Attorney General." O.C.G.A. § 50-36-2(f). The Attorney General may modify this list on a more frequent basis, if necessary.

The following list of secure and verifiable documents, published under the authority of O.C.G.A. § 50-36-2, contains documents that are verifiable for identification purposes, and documents on this list may not necessarily be indicative of residency or immigration status.

- A United States passport or passport card [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- A United States military identification card [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- A driver's license issued by one of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Commonwealth of the Northern Marianas Islands, the United States Virgin Island, American Samoa, or the Swain Islands, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- An identification card issued by one of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Commonwealth of the Northern Marianas Islands, the United States Virgin Island, American Samoa, or the Swain Islands, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- A tribal identification card of a federally recognized Native American tribe, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer. A listing of federally recognized Native American tribes may be found at:  
<http://www.bia.gov/WhoWeAre/BIA/OIS/TribalGovernmentServices/TribalDirectory/index.htm> [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- A United States Permanent Resident Card or Alien Registration Receipt Card [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- An Employment Authorization Document that contains a photograph of the bearer [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- A passport issued by a foreign government [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

- A Merchant Mariner Document or Merchant Mariner Credential issued by the United States Coast Guard [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- A Free and Secure Trade (FAST) card [O.C.G.A. § 50-36-2(b)(3); 22 CFR § 41.2]
- A NEXUS card [O.C.G.A. § 50-36-2(b)(3); 22 CFR § 41.2]
- A Secure Electronic Network for Travelers Rapid Inspection (SENTRI) card [O.C.G.A. § 50-36-2(b)(3); 22 CFR § 41.2]
- A driver's license issued by a Canadian government authority [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- A Certificate of Citizenship issued by the United States Department of Citizenship and Immigration Services (USCIS) (Form N-560 or Form N-561) [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]
- A Certificate of Naturalization issued by the United States Department of Citizenship and Immigration Services (USCIS) (Form N-550 or Form N-570) [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]
- Certification of Report of Birth issued by the United States Department of State (Form DS-1350) [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]
- Certification of Birth Abroad issued by the United States Department of State (Form FS-545) [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]
- Consular Report of Birth Abroad issued by the United States Department of State (Form FS-240) [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]
- An original or certified copy of a birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]
- In addition to the documents listed herein, if, in administering a public benefit or program, an agency is required by federal law to accept a document or other form of identification for proof of or documentation of identity, that document or other form of identification will be deemed a secure and verifiable document solely for that particular program or administration of that particular public benefit. [O.C.G.A. § 50-36-2(c)]  
For additional information, log on to [www.law.ga.gov](http://www.law.ga.gov).



O.C.G.A. § 50-36-1 (e)(2) Affidavit

By executing this affidavit under oath, as an applicant for a(n) \_\_\_\_\_ [type of public benefit], as referenced in O.C.G.A. §50-36-1, from \_\_\_\_\_ [name of government entity], the undersigned applicant verifies one of the following with respect to my application for a public benefit:

- 1) \_\_\_\_\_ I am a United States citizen.
- 2) \_\_\_\_\_ I am a legal permanent resident of the United States.
- 3) \_\_\_\_\_ I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act with an alien number issued by the Department of Homeland Security or other federal immigration agency.

My alien number issued by the Department of Homeland Security or other federal immigration agency is: \_\_\_\_\_.

The undersigned applicant also hereby verifies that he or she is 18 years of age or older and has provided at least one secure and verifiable document, as required by O.C.G.A. § 50-36-1(e)(1), with this affidavit.

The secure and verifiable document provided with this affidavit can best be classified as:

\_\_\_\_\_

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. § 16-10-20, and face criminal penalties as allowed by such criminal statute.

Executed in Atlanta (city), Georgia (state).

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Printed Name of Applicant

SUBSCRIBED AND SWORN  
BEFORE ME ON THIS THE \_\_\_\_  
DAY OF \_\_\_\_\_, 2013

\_\_\_\_\_  
NOTARY PUBLIC  
My Commission Expires:

O.C.G.A. § 50-36-1 (e)(2) Affidavit

By executing this affidavit under oath, as an applicant for a(n) \_\_\_\_\_ [type of public benefit], as referenced in O.C.G.A. §50-36-1, from \_\_\_\_\_ [name of government entity], the undersigned applicant verifies one of the following with respect to my application for a public benefit:

- 1) \_\_\_\_\_ I am a United States citizen.
- 2) \_\_\_\_\_ I am a legal permanent resident of the United States.
- 3) \_\_\_\_\_ I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act with an alien number issued by the Department of Homeland Security or other federal immigration agency.

My alien number issued by the Department of Homeland Security or other federal immigration agency is: \_\_\_\_\_.

The undersigned applicant also hereby verifies that he or she is 18 years of age or older and has provided at least one secure and verifiable document, as required by O.C.G.A. § 50-36-1(e)(1), with this affidavit.

The secure and verifiable document provided with this affidavit can best be classified as:

\_\_\_\_\_

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. § 16-10-20, and face criminal penalties as allowed by such criminal statute.

Executed in Atlanta (city), Georgia.(state).

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Printed Name of Applicant

SUBSCRIBED AND SWORN  
BEFORE ME ON THIS THE  
\_\_\_ DAY OF \_\_\_\_\_, 2013

\_\_\_\_\_  
NOTARY PUBLIC  
My Commission Expires:

**Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1)**

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of the City of Atlanta has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

\_\_\_\_\_  
Federal Work Authorization User Identification Number

\_\_\_\_\_  
Date of Authorization

Name of Contractor: \_\_\_\_\_

Name of Project: \_\_\_\_\_

Name of Public Employer: City of Atlanta

**I hereby declare under penalty of perjury that the forgoing is true and correct.**

Executed on \_\_\_\_\_, \_\_\_\_\_, 20\_\_ in \_\_\_\_\_ (city), \_\_\_\_\_ (state)

\_\_\_\_\_  
Signature of Authorized Officer or Agent

\_\_\_\_\_  
Printed name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE  
ME ON THIS THE \_\_\_\_, DAY OF \_\_\_\_\_, 201\_\_

\_\_\_\_\_  
NOTARY PUBLIC  
My Commission Expires: \_\_\_\_\_

**Subcontractor Affidavit under O.C.G.A. § 13-10-91(b)(3)**

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract with \_\_\_\_\_ (name of contractor) on behalf of the City of Atlanta has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the subcontractor with the information required by O.C.G.A. § 13-10-91(b). Additionally, the undersigned subcontractor will forward notice of the receipt of an affidavit from a sub-subcontractor to the contractor within five business days of receipt. If the undersigned subcontractor receives notice of receipt of an affidavit from any sub-subcontractor that has contracted with a sub-subcontractor to forward, within five business days of receipt, a copy of such notice to the contractor. Subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

\_\_\_\_\_  
Federal Work Authorization User Identification Number

\_\_\_\_\_  
Date of Authorization

Name of Subcontractor: \_\_\_\_\_

Name of Project: \_\_\_\_\_

Name of Public Employer: City of Atlanta

**I hereby declare under penalty of perjury that the forgoing is true and correct.**

Executed on \_\_\_\_\_, \_\_\_\_\_, 20\_\_ in \_\_\_\_\_ (city), \_\_\_\_\_ (state)

\_\_\_\_\_  
Signature of Authorized Officer or Agent

\_\_\_\_\_  
Printed name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE  
ME ON THIS THE \_\_\_\_, DAY OF \_\_\_\_\_, 201\_\_

\_\_\_\_\_  
NOTARY PUBLIC  
My Commission Expires: \_\_\_\_\_

**Sub-subcontractor Affidavit under O.C.G.A. § 13-10-91(b)(4)**

By executing this affidavit, the undersigned sub-subcontractor verifies its compliance with O.C.G.A. §13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract for (\_\_\_\_\_) (name of subcontractor or sub-subcontractor with whom such sub-subcontractor has privity of contract)) and (\_\_\_\_\_) (name of contractor)) on behalf of the City of Atlanta has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. §13-10-91. Furthermore, the undersigned sub-subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned sub-subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the sub-subcontractor with the information required by O.C.G.A. §13-10-91(b). The undersigned sub-subcontractor shall submit, at the time of such contract, this affidavit to (\_\_\_\_\_) (name of subcontractor or sub-subcontractor with whom such sub-subcontractor has privity of contract)). Additionally, the undersigned sub-subcontractor will forward notice of the receipt of any affidavit from a sub-subcontractor to (\_\_\_\_\_) (name of subcontractor or sub-subcontractor with whom such sub-subcontractor has privity of contract)). Sub-subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

\_\_\_\_\_  
Federal Work Authorization User Identification Number

\_\_\_\_\_  
Date of Authorization

Name of Contractor: \_\_\_\_\_

Name of Project: \_\_\_\_\_

Name of Public Employer: City of Atlanta

**I hereby declare under penalty of perjury that the forgoing is true and correct.**

Executed on \_\_\_\_\_, \_\_\_\_\_, 20\_\_ in \_\_\_\_\_ (city), \_\_\_\_\_ (state)

\_\_\_\_\_  
Signature of Authorized Officer or Agent

\_\_\_\_\_  
Printed name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE  
ME ON THIS THE \_\_\_\_\_, DAY OF \_\_\_\_\_, 201\_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC

Material Type: ALTERNATIVE FUEL VEHICLES

Item Number: 0704887

Revision Date: May 23, 2013

**CITY OF ATLANTA SPECIFICATION FOR  
ALTERNATIVE FUEL VEHICLES**

**1. SCOPE AND CLASSIFICATION**

1.1 Scope - This specification describes the minimum acceptable requirements for Alternative Fuel Vehicles.

1.2 Classification - The material (s) shall be classified as follows:

GROUP I	-	SUV, COMPACT
GROUP II	-	SUV, MID-SIZE
GROUP III	-	SUV, FULLSIZE
GROUP IV	-	PICKUP TRUCK, ½ TON
GROUP V	-	PICKUP TRUCK, ¾ TON
GROUP VI	-	SEDAN, COMPACT
GROUP VII	-	SEDAN, MID-SIZE
GROUP VIII	-	SEDAN, FULL-SIZE
GROUP IX	-	CARGO VAN, ½ TON
GROUP X	-	CARGO VAN, ¾ TON
GROUP XI	-	15 PASSENGER VAN

**2. NOTES**

**IMPORTANT: INSTRUCTIONS TO ALL BIDDERS:**

The City will consider valid only those bids which comply with these instructions:

2.1 At numbered specific requirements section, all bidders must insert or write "COMPLIANCE" or "EXCEPTION" at each space provided.

2.2 Bidder "EXCEPTIONS" further clarification, or notes must be detailed in these spaces or on additional sheets referencing the numbered specification paragraph.

2.3 Report of Purchases - An itemized (monthly) report of all purchases made during the first nine (9) months of this contract will be required to be submitted to the Chief Procurement Officer during the tenth (10th) month of this contract. Failure to submit "Report of Usage" may result in forfeiture of future contracts with the City of Atlanta.

- 2.4 The equipment to be furnished must be currently on production and shall be manufacturer's standard model complete with all standard equipment. When cost effective and consistent with operational needs of the department, all energy consuming equipment purchased will be energy efficient, defined as meeting either Energy Star specification of criteria that puts products in the upper 25% of energy efficiency, as well as meeting quality, performance and durability requirements.
- 2.5 All bidders must submit two (2) sets of descriptive literature (If applicable) plainly marked with:
  - A - Company Name
  - B - Group to which literature pertains for each item and components bid.
- 2.6 This Invitation for Bid covers parts and service for one (1) year after delivery date. Bidder must submit price information for parts and service indicating schedule or rate of discount, which shall apply to the City of Atlanta.
- 2.7 Bidder (where applicable) must be able to supply ninety percent (90%) of parts required to maintain this equipment within 24 hours and have access to the remaining ten percent (10%) of parts within 72 hours.
- 2.8 Bidders will supply original manufacturer part crossover numbers for parts, which are not manufactured by the equipment manufacturer after the award of bid but prior to the delivery of equipment.
- 2.9 Successful bidder (where applicable) must provide a minimum of four (4) hours instruction in the proper and safe use of the equipment.
- 2.10 Successful bidder must provide parts, service and operating manuals for each unit provided.
- 2.11 Successful bidder must supply information described on attachments A and B, along with the manufacturers bid. Line set sheet (where applicable) shall be completed and furnished at time of delivery of each piece of equipment ordered.
- 2.12 Without expressed or implied obligation on the part of the City of Atlanta to perform, the bidder may submit an option to the City for a multi-year purchase concept covering three (3) years' service and parts for equipment covered by this bid. State provisions of the multi-year purchase option including terms, price and expiration date. Attach a separate sheet.
  - 2.12.1 The Code of Ordinance of the City of Atlanta specifically prohibits obligating the City for future budget years.

- 2.12.2 In the event options are exercised to purchase units in subsequent years the provisions as related to parts and services will apply as indicated above.
- 2.13 The City of Atlanta reserves the right to increase or decrease quantities shown without penalty.
- 2.14 Quantities - None of the various agencies, either individually or collectively, will be required to purchase any minimum amount during the term of this contract, nor will they be limited, either individually or collectively, to any maximum amount during the term of this contract.
- 2.15 Any quantities remaining undelivered may be automatically canceled at expiration of contract or purchase order.
- 2.16 The City prefers to make a single award for all of the items listed. Separate awards may be made by group or by line item, if it appears to be in the best interest of the City to do so.
- 2.17 Default - The contract may be canceled or annulled by the Chief Procurement Officer in whole or in part by written notice of default to the vendor upon non-performance or violation of contract terms. An award may be made to the next lowest bidder or articles specified may be purchased on the open market similar to those so terminated. In either event, the defaulting vendor (or his/her surety) shall be liable to the City for costs to the City in excess of the defaulted contract prices provided that the vendor shall continue the performance of this contract to the extent not terminated under the provision of this clause. Failure of the vendor to deliver materials or services within the time stipulated on their bid, unless extended in writing by the Chief Procurement Officer, shall constitute contract default.
- 2.18 Escalation/De-Escalation Clause - Preference shall be given to the bidder submitting the lowest and best firm price as their bid. Should it be found that due to unusual market conditions it is to the best interest of the City of Atlanta to accept a price with an escalation/de-escalation clause, the following shall apply:
- 2.18.1 The contract price shall be frozen for a specified period. This period must be shown on your bid.
- 2.18.2 Escalation - Cost data to support any proposed increase must be submitted to the Chief Procurement Officer of the Department of Procurement not less than thirty (30) days prior to the effective date of any such requested price increase.



- 2.18.3 Any adjustment allowed shall consist only of bona fide cost increases resulting from such situations as unforeseen raw material cost increase which may be passed on to the consumer.
- 2.18.4 No adjustment shall be made to compensate a supplier for inefficiency in operation, or for additional profit.
- 2.18.5 De-Escalation – In the event that market media indicators show that the prices for those materials, goods or services have overall decreased but the vendor has failed to pass the price decrease onto the City, the City reserves the right to place the vendor in default for cause, cancel the awarded contract, remove the vendor from the City of Atlanta Bidders List for a period deemed suitable to the City, and recuperate any damages from the vendor.

2.19 Evaluation Criteria - Listed below are the criteria used to evaluate bids for the City of Atlanta. These criteria will carry as much weight as Low Bid so that the City of Atlanta, in evaluating bids will be able to determine the “Lowest Complete and Satisfactory Bidder” which will be in the best interest of the City. The criteria are as follows:

- a. Conformance to Specification
- b. Low Bid
- c. Price
- d. Training - (Amount of Hours and Level Offered)
- e. Parts Availability - (Local Source)
- f. Capability - of unit (s) offered to perform the tasks of the User Department(s). Field Demonstrations may be requested to insure that the equipment meets User and Engineering Specifications.
- g. Financial Capability
- h. Discount Offered
- i. Freight Charges
- j. Delivery Time
- k. Warranty
- l. Vendor Past Performance
- m. Vendor Availability to Perform
- n. Vendor Reference - Vendor shall submit three (3) references from individuals, entity or corporation for which a similar project was successfully completed within time and budget. Also to be of consideration in the evaluation of bid is the vendor’s past performance of this contract/supply bid. **(Please see final page of this specification for Vendor Reference form)**

2.20 Will your company accept a portion of this contract? Please check in the appropriate space. \_\_\_\_\_ yes \_\_\_\_\_ no

- 2.21 If in the best interest of the City of Atlanta and with the written consent of the vendor, this contract may be extended for one (1) additional year.
- 2.22 Brand Name or Trade Name Instructions - If items in this Invitation for Bid have been identified, described or referenced by a brand name or trade name description, such identification is intended to be descriptive, but not restrictive and is to indicate the quality and characteristics of products that may be offered. Products may be considered for award if such products are clearly identified in the bids and are determined by the City of Atlanta to meet its needs in all respects.
- 2.22.1 All bidders, including bidders whose products may be referenced, shall clearly indicate manufacturer/trade name and identifying number in space provided within Pricing Sheet of this Invitation for Bid.
- 2.22.2 If the bidder proposes to furnish another product, such products shall be clearly identified in the bid. The evaluation of bids and the determination as to equality of products offered shall be the responsibility of the City and will be based on information furnished by the bidder. Accordingly, to insure that sufficient information is available the bidder may be required to submit literature and/or samples prior to award. These shall be supplied within seven days, if required.
- 2.22.3 The purchase of any item by the City as a result of this Invitation for Bid is not a judgment of one product against another. Consideration of application, need and price will constitute purchase determination.
- 2.23 Alternate Bid – Bidders, who have other items they wish to offer in lieu of or in addition to that required by this Contract, should submit a separate Bid marked "ALTERNATE BID FOR BID NO. 6719-AP". Alternate Bids will automatically be deemed non-responsive and will not be considered for award of the subject Contract. Such bids however, may be examined prior to award the subject Contract and may result in either cancellation of all bids to permit rewriting of the Specifications to include the alternate item in a rebid or the alternate item may be considered for future requirements.
- 2.24 A careful and accurate account of labor, including the name(s) or identification of mechanic(s), helper(s), etc. and the hours of work applied to each job, listing actual parts used in the performance of each job, description of the City equipment as well as parts only purchased under this contract is to be maintained by the vendor for a period of not less than one year. Such account or record may be subject to audit by an authorized City official.
- 2.25 Invoices must be itemized to show hours of labor, parts, materials, accessories with unit price and extension, including the applicable purchase order number.

2.26 Audit - The vendor shall maintain all books, documents, papers and records pertaining to this contract and to make such books and records available for inspection and auditing, upon reasonable notice by the City. As a result of any such audits, overcharges will be adjusted and compensation made by the vendor as applicable under this contract. Such books and records shall be maintained and made available for inspection and auditing for the duration of this contract and for a period of not less than three (3) years after the expiration date of contract.

3. **REQUIREMENTS**

Please state "Compliance" or "Exception pursuant to the instructions contained in paragraph **NOTES**, 2.1 and 2.2 of the ITB.

3.1 Definition - For the purpose of this bid, "Parts" shall be defined as components of a unit to be provided by the vendor to the City. "Service" shall be defined as the furnishing of labor time or effort by a vendor, to repair or rebuild (where applicable), a part, component, or service (where applicable), the unit/item as a whole.

3.2 Vendor shall provide like and similar goods not listed on pricing sheets at or below standard industry rates.

\_\_\_\_\_  
Compliance

\_\_\_\_\_  
Exception

3.3 Procedures - Bidder must comply with procedures established and outlined by the Office of Fleet Services with regard to requesting services, accepting services and payment processes. **NOTE: All** invoices must include the purchase order number to avoid payment delays.

3.4 Design - All vehicles and allied equipment shall be new models that are in current production. All vehicles shall be complete and accessories customarily furnished together with such modifications as may be necessary to enable the vehicle to function reliable and efficiently in sustained operation. The vehicles and all allied equipment shall be designed to permit accessibility for maintenance purposes with minimal disturbance of other components or assemblies. The term "Heavy-Duty as used to describe an item shall be defined to mean in excess of the usual quantity, quality, or capacity that is normally supplied with the standard production item.

\_\_\_\_\_  
Compliance

\_\_\_\_\_  
Exception

- 3.5 Exterior and Interior Sound Level - Vehicle shall comply with noise emission standards for Motor Carriers engaged in Interstate Commerce.

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Compliance

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Exception

- 3.6 Cooling System - The cooling system shall be of the heavy-duty liquid pressurized forced circulation type. Systems shall consist of the necessary components of such temperature under all operating conditions without any loss of coolant. Optimum engine temperature shall be maintained with the vehicle loaded to the specified gross vehicle weight rating and continuously operating at all drivable altitudes and grades in ambient temperatures ranging from minus 30 degrees to 120 degrees Fahrenheit (minus 34.45 degrees to 48.90 degrees Celsius). Cooling systems shall be thermostatically controlled and shall be suitable for operation with permanent type antifreeze solution. Easily accessible drain outlets shall be provided on all vehicles to allow complete cooling system drainage.

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Compliance

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Exception

- 3.7 Exhaust Systems - Exhaust systems shall be the manufacturer's heaviest duty systems available for engine furnished. Systems shall be corrosion resistant and shall be securely fastened and routed to the requirements of Federal Motor Carrier Safety Regulations.

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Compliance

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Exception

- 3.8 Controls and Operating Mechanisms -All controls, operating mechanisms and instruments shall be located for left-hand drive. Controls shall be complete and conveniently accessible to the driver. Instruments and controls shall be clearly identified as to function.

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Compliance

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Exception

- 3.9 Glass - Glazing shall be clear (unless otherwise specified) and shall conform to Federal Motor Carrier Regulations 393-60.

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Compliance

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Exception

- 3.10 Heater and Defroster - Vehicles shall be equipped with hot water heating systems with fresh air intakes. Discharge outlets to floor and defroster louvers shall be provided. Systems shall be equipped with multi-speed blowers.

\_\_\_\_\_  
Compliance

\_\_\_\_\_  
Exception

- 3.11 Materials - Materials shall be new and of quality conforming to current engineering and manufacturing practices. Materials shall be free of defects and shall be suitable for intended service.

\_\_\_\_\_  
Compliance

\_\_\_\_\_  
Exception

### GROUP I – SUV, COMPACT

#### 3.12 MINIMUM SPECIFICATIONS – SUV, COMPACT.

Item Number	Group I – SUV, COMPACT Description	Comply	Exception
<b>1. Power train</b>			
1.1	The power source used in this unit shall have performance characteristics equivalent to a V-6, 3.0 liter, gasoline engine.		
1.2	The transmission in this unit shall deliver the same performance as a four to six speed electronic automatic transmission.		
<b>2. Emissions</b>			
2.1	This unit shall be an alternative fuel vehicle (AFV). Compressed natural gas (CNG), Bi-fuel (CNG/gasoline), Electric, Hybrid-electric, or Plug-in Hybrid Electric vehicles will be considered.		
2.2	State Alternative fuel proposed		
<b>3. Fuel System</b>			
3.1	The fuel system of this unit shall meet all Federal safety standards for on-highway AFV's.		
<b>4. Specifics</b>			
4.1	The gross vehicle rating of this vehicle shall be approximately 5,840 pounds.		
4.2	The wheelbase of this vehicle shall be approximately 113 inches.		
4.3	This unit shall have an overall length of approximately 189 inches.		
4.4	This unit shall have a maximum overall width of 73 inches.		

Item Number	Group I – SUV, COMPACT Description	Comply	Exception
4.5	This vehicle shall have a minimum overall height of 72 inches.		
<b>5. Suspension and Steering</b>			
5.1	This unit shall be equipped with power rack and pinion steering.		
5.2	This unit shall be equipped with both a heavy-duty suspension system, and heavy-duty steering system components.		
5.3	This unit shall be equipped with power steering.		
5.4	This unit shall be equipped with a tilt steering wheel.		
<b>6 Brakes</b>			
6.1	This unit shall be equipped with dual hydraulic power assisted brakes and an anti-lock braking system.		
6.2	This unit shall be equipped with four (4) wheel disc brakes.		
<b>7 Tires and Wheels</b>			
7.1	This unit shall be equipped with heavy-duty, 16 or 17 inch wheels, with full wheel covers.		
7.2	This unit shall be equipped with five (5), 16 or 17 inch steel belted, radial tires with a full-size underbody mounted spare tire.		
7.3	This unit shall be equipped with a jack and all accessories for changing a flat tire to be mounted in the vehicle.		
<b>8. Electrical System</b>			
8.1	This unit shall be equipped with a heavy duty maintenance-free engine, battery, 72 amp hours, or better, as required.		
8.2	This unit shall be equipped with a heavy-duty alternator, 130 amps or better, as required.		
8.3	This unit shall be equipped with a two-speed electric windshield wiper, with an intermittent mode.		
8.4	This unit shall be equipped with windshield washers.		
8.5	This unit shall be equipped with high capacity air conditioning, heating, and defrosting systems.		
8.6	This unit shall be equipped with a rear window defroster.		
8.7	This unit shall be equipped with an AM/FM radio CD stereo.		
8.8	This unit shall be equipped with warning lights in the dash for oil pressure, water temperature, and battery status as required.		
8.9	Ignition system on this unit shall have three (3) sets of keys & three (3) remote controls, if remotes are required.		
8.10	This unit shall be equipped with 12-volt power points in both the front and rear.		

Item Number	Group I – SUV, COMPACT Description	Comply	Exception
8.11	This unit shall be equipped with a cruise control system, power windows, and power door locks.		
<b>9. Body Exterior</b>			
9.1	This unit shall be equipped with four (4) doors and a rear tailgate.		
9.2	This unit shall be equipped with body drip molding.		
9.3	This unit shall be equipped with Standard bumpers on both the front and rear of the vehicle.		
9.4	All glass on this vehicle shall be tinted.		
9.5	The two (2) outside mirrors on this unit shall be heated/power mirrors.		
9.6	This unit shall be equipped with running boards on both sides of the vehicle.		
9.7	This unit shall be equipped with roof side drip rails.		
9.8	This unit shall be equipped with privacy glass for the rear doors, quarter windows, and rear windows.		
9.9	Both front doors on this unit shall have a key-operated, external door locks.		
<b>10. Body Interior</b>			
10.1	This unit shall be equipped with front bucket seats.		
10.2	This unit shall be equipped with a folding rear bench seat.		
10.3	This unit shall be equipped with a three (3) point active safety belts, for both the front and rear outside passenger positions. The unit shall have a lap belt for the center rear position.		
10.4	This unit shall be equipped with cloth seats.		
10.5	This unit shall be equipped with carpeting and floor mats.		
10.6	This unit shall be equipped with side air bags for both the driver and front passenger positions.		
10.7	This unit shall be equipped with a full insulation package.		

### 3.13 MINIMUM SPECIFICATIONS – GENERAL

Item Number	Group I – SUV, COMPACT Description	Comply	Exception
<b>1. Warranty</b>			
1.1	This unit shall be delivered with a 5-year/100,000 mile Power Train warranty.		
1.2	The successful bidder shall provide information associated with an extended warranty to include terms and conditions and pricing.		

Item Number	Group I – SUV, COMPACT Description	Comply	Exception
1.3	The successful bidder shall provide copies of standard warranty for assembled and delivered unit(s).		
1.4	The successful bidder shall provide forms for delayed warranty start if unit(s) delivery to the City is delayed due to upfit of special equipment or modification.		
1.5	The successful bidder shall provide copies of standard and extended warranty for systems and components as provided by individual suppliers.		
1.6	The successful bidder shall provide information and cost estimate for a five (5) year or 100,000 mile warranty on the vehicle or other extended warranty period.		
<b>2. Delivery</b>			
2.1	All units shall be delivered complete, fully serviced, inspected for safety and safe operation, and ready to perform the work for which they are being purchased, <b>with no less than a full tank/s of fuel or fully charged.</b>		
2.2	All units shall be serviced, inspected, and delivered from the successful bidder's nearest service facility. Factory direct deliveries are not acceptable.		
2.3	<u>Delivery Location:</u> Office of Fleet Services Technical Services Branch 23 Claire Drive, S.E. Atlanta, GA 30315		
2.4	<u>Contact Information:</u> Ms. Kandie Harris, Fleet Manager at (404) 622-7681 ext. 129 to schedule delivery date and time.		
<b>3. Documentation</b>			
3.1	The successful bidder shall provide manufacturer's certificate of origin for each unit.		
3.2	The successful bidder shall provide one (1) operator's manual per unit.		
3.3	The successful bidder shall provide one "build sheet" per unit listing all parts used in assembling each unit(s) (if available).		
3.4	The successful bidder shall provide list of filters and other wear items, by type and part number, per unit typically carried to ensure timely repair and return to service.		
3.5	The successful bidder shall provide electronic media (CD, DVD, or "thumb" drive), on-line access or printed media, illustrated parts breakdown, service and		



Item Number	Group I – SUV, COMPACT Description	Comply	Exception
	overhaul manuals, technical service bulletins and recall notices throughout the service life of the unit(s).		
<b>4. Decals, Badges, Advertisements</b>			
4.1	No dealer emblems, decals, or other form of advertisement or identification shall be attached to the unit.		
<b>5. Training</b>			
5.1	The successful bidder shall provide factory training for a minimum of two (2) City of Atlanta technicians on the unit(s) bid. Training to be provided by the Original Equipment Manufacturer representatives at their closest training facility at the vendor's expense.		
5.2	The successful bidder shall provide a schedule detailing the time and cost requirement to achieve factory-trained certification for additional Office of Fleet Services technicians. This training is to be priced separately from the cost of the proposed unit and is additional to the maintenance personnel training specified in this section.		
<b>6. Diagnostics</b>			
6.1	The successful bidder shall provide two (2) sets of diagnostic software and associated interface cables kit for each lot unit(s) ordered (if applicable).		
6.2	The successful bidder shall provide any other component needed to communicate between the vehicle and a personal computer.		

### 3.14 MINIMUM SPECIFICATIONS – REPAIR SERVICES AND PARTS

Item Number	Group I – SUV, COMPACT Description	Comply	Exception
<b>1. Service Provider Responsibilities</b>			
1.1	The Vendor shall pick-up unit(s) at the designated OFS Vehicle Maintenance Facility for transport to the Vendor's facility when outside repairs are needed. Same day pick-up shall occur for requests made before 12:00 noon. Delivery of a unit(s) back to the OFS facility shall be made within 24 hours of completed repair, excluding weekends and holidays.		
1.2	The successful bidder shall indicate in the invoice any warranty for labor and/or parts supplied.		
1.3	The successful bidder shall provide, under normal circumstances, begin work on unit(s) delivered to their repair facility within four (4) hours.		

Item Number	Group I – SUV, COMPACT Description	Comply	Exception
1.4	The successful bidder shall maintain a minimum of 85% turnaround time within 24 hours and a 95% turnaround time within 48 hours for repairs.		
1.5	The successful bidder shall provide personnel on duty to provide unit(s) repairs/service at the minimum of Monday through Friday between the hours of 8:00 am and 5:00 pm. <b>State your hours of operation:</b> _____		
1.6	The successful bidder shall fax an estimate of repair to the Director of Office of Fleet Services, or his designee, to obtain an authorizing work order number prior to performing any repair.		
1.7	All replacement parts shall meet or exceed Original Equipment Manufacturer quality and specifications. The Director of the Office of Fleet Services, or his designee, must approve use of non-Original Equipment Manufacturer parts.		
1.8	All invoices for repair/service/wreck repair shall indicate: MSLP discounted price to the city of all parts, labor rate charged, number of hours required performing the service/repair, City decal number of unit receiving service/repair, and Office of Fleet Services work order number authorizing service/repair.		
1.9	A copy of the service/repair invoice shall be faxed to the Office of Fleet Services vehicle maintenance facility at the assigned maintenance shop location upon completion of the work.		
<b>2. Repair Parts</b>			
2.1	The successful bidder shall provide replacement parts which meet or exceed Original Equipment (OE) Manufacturer quality and specifications to the City as needed at a discount off of list price.		
2.2	The successful bidder shall provide list prices for their Original Equipment Manufacturer and aftermarket products. The list prices can be provided via electronic media (CD, DVD, or “thumb” drive), on-line access or printed media.		
2.3	The successful bidder will deliver parts to the Office of Fleet Services vehicle maintenance facility at the assigned maintenance shop location. Items stocked in		

Item Number	Group I – SUV, COMPACT Description	Comply	Exception
	the vendor's inventory will be delivered within four (4) hours of request. Non-stock (ordered) parts would be delivered within four (4) hours of receipt at the vendor's warehouse.		
2.4	The successful bidder shall supply ninety percent (90%) of parts required to maintain this vehicle within 24 hours and have access to the remaining ten percent within 72 hours.		

**GROUP II – SUV, MID-SIZE**

3.15 MINIMUM SPECIFICATIONS – SUV, MID-SIZE

Item Number	Group II– SUV, MID-SIZE Description	Comply	Exception
<b>1. Power train</b>			
1.1	The power source used in this unit shall have performance characteristics equivalent to a V-6, 3.0 liter, gasoline engine.		
1.2	The transmission in this unit shall deliver the same performance as a four to six speed electronic automatic transmission.		
<b>2. Emissions</b>			
2.1	This unit shall be an alternative fuel vehicle (AFV). Compressed natural gas (CNG), Bi-fuel (CNG/gasoline), Electric, Hybrid-electric, or Plug-in Hybrid Electric vehicles will be considered.		
2.2	State Alternative fuel proposed		
<b>3. Fuel System</b>			
3.1	The fuel system of this unit shall meet all Federal safety standards for on-highway AFV's.		
<b>4. Specifics</b>			
4.1	This unit shall have a gross vehicle weight of approximately 7,200 pounds.		
4.2	This vehicle shall have a wheelbase of approximately 119 inches.		
4.3	This vehicle shall have a maximum overall length of 206 inches.		
4.4	The vehicle shall have a maximum width of 79 inches.		
4.5	This vehicle shall have a maximum overall height of 78 inches.		

Item Number	Group II- SUV, MID-SIZE Description	Comply	Exception
<b>5. Suspension and Steering</b>			
5.1	This unit shall be equipped with power rack and pinion steering.		
5.2	This unit shall be equipped with both a heavy-duty suspension system, and heavy-duty steering system components.		
5.3	This unit shall be equipped with power steering.		
5.4	This unit shall be equipped with a tilt steering wheel.		
<b>6 Brakes</b>			
6.1	This unit shall be equipped with dual hydraulic power assisted brakes and an anti-lock braking system.		
6.2	This unit shall be equipped with four (4) wheel disc brakes.		
<b>7 Tires and Wheels</b>			
7.1	This unit shall be equipped with five (5) heavy duty steel 16 or 17 inch wheels.		
7.2	This unit shall be equipped with full wheel covers, if wheels are not custom design.		
7.3	This unit shall be equipped with five (5), 16 or 17 inch tires, steel belted radial tires.		
7.4	This unit shall be equipped with one (1) full size spare tire and wheel to be mounted.		
7.5	This unit shall be equipped with a jack and all accessories for changing a flat tire to be mounted in the vehicle.		
<b>8. Electrical System</b>			
8.1	This unit shall be equipped with a heavy – duty maintenance-free engine, battery, 72 amp hours, or better, as required.		
8.2	This unit shall be equipped with a heavy-duty alternator, 130 amps or better, as required.		
8.3	This unit shall be equipped with a two-speed, electric windshield wipers, with an intermittent mode.		
8.4	This unit shall be equipped with a windshield washer.		
8.5	This unit shall be equipped with a cigarette lighter.		
8.6	This unit shall be equipped with power door locks.		
8.7	This unit shall be equipped with high capacity air conditioning, heating, and defrosting systems.		
8.8	This unit shall be equipped with a rear window defroster.		
8.9	This unit shall be equipped with an AM/FM radio C/D stereo.		

Item Number	Group II- SUV, MID-SIZE Description	Comply	Exception
8.10	This unit shall be equipped with warning lights in the dash for oil pressure, water temperature, and battery status, as required.		
8.11	Ignition system on this unit shall have three (3) sets of keys & three (3) remote controls if remotes are required.		
8.12	This unit shall be equipped with 12-volt power points in both the front and rear.		
<b>9. Body Exterior</b>			
9.1	This unit shall be equipped with four (4) doors and a rear tailgate.		
9.2	This unit shall be equipped with body drip molding.		
9.3	This unit shall be equipped with standard bumpers on both the front and rear of the vehicle.		
9.4	All glass on this vehicle shall be tinted.		
9.5	The two (2) outside mirrors on this unit shall be heated/power mirrors.		
9.6	This unit shall be equipped with running boards on both sides of the vehicle.		
9.7	This unit shall be equipped with roof side rails.		
9.8	This unit shall be equipped with privacy glass for the rear doors, quarter windows, and rear windows.		
9.9	Both front doors on this unit shall have a key-operated, external door locks.		
9.10	This unit shall be equipped with a class-III tow package, and wired with a 7-pin round trailer electrical connector.		
9.11	The slide-in attachment of the class-III tow unit on this vehicle shall be combination unit, consisting of both a pintle hook, and a 2" ball.		
<b>10. Body Interior</b>			
10.1	This unit shall be equipped with front bucket seats.		
10.2	This unit shall be equipped with a split rear folding seat, and third row seat.		
10.3	This unit shall be equipped with three (3) point active safety belts, for both the front and rear outside passenger positions. The unit shall have a lap belt for the center rear position.		
10.4	This unit shall be equipped with cloth seats.		
10.5	This unit shall be equipped with carpeting and floor mats.		
10.6	This unit shall be equipped with side air bags for both the driver and front passenger positions.		
10.7	This unit shall be equipped with a full insulation package.		
10.8	This unit shall be equipped with a roof rack.		

3.16 MINIMUM SPECIFICATIONS – GENERAL

Item Number	Group II– SUV, MID-SIZE Description	Comply	Exception
<b>1. Warranty</b>			
1.1	This unit shall be delivered with a 5-year/100,000 mile Power Train warranty.		
1.2	The successful bidder shall provide information associated with an extended warranty to include terms and conditions and pricing.		
1.3	The successful bidder shall provide copies of standard warranty for assembled and delivered unit(s).		
1.4	The successful bidder shall provide forms for delayed warranty start if unit(s) delivery to the City is delayed due to upfit of special equipment or modification.		
1.5	The successful bidder shall provide copies of standard and extended warranty for systems and components as provided by individual suppliers.		
1.6	The successful bidder shall provide information and cost estimate for a 5 year or 100,000 mile warranty on the vehicle or other extended warranty period.		
<b>2. Delivery</b>			
2.1	All units shall be delivered complete, fully serviced, inspected for safety and safe operation, and ready to perform the work for which they are being purchased, <b>with no less than a full tank/s of fuel or fully charged.</b>		
2.2	All units shall be serviced, inspected, and delivered from the successful bidder's nearest service facility. Factory direct deliveries are not acceptable.		
2.3	<u>Delivery Location:</u> Office of Fleet Services Technical Services Branch 23 Claire Drive, S.E. Atlanta, GA 30315		
2.4	<u>Contact Information:</u> Ms. Kandie Harris, Fleet Manager, at (404) 622-7681 ext. 129 to schedule delivery date and time.		
<b>3. Documentation</b>			
3.1	The successful bidder shall provide manufacturer's certificate of origin for each unit.		
3.2	The successful bidder shall provide one (1) operator's manual per unit.		
3.3	The successful bidder shall provide one "build sheet" per unit listing all parts used in assembling each unit(s) (if available).		

Item Number	Group II- SUV, MID-SIZE Description	Comply	Exception
3.4	The successful bidder shall provide list of filters and other wear items, by type and part number, per unit typically carried to ensure timely repair and return to service.		
3.5	The successful bidder shall provide electronic media (CD, DVD, or "thumb" drive), on-line access or printed media, illustrated parts breakdown, service and overhaul manuals, technical service bulletins and recall notices throughout the service life of the unit(s).		
<b>4. Decals, Badges, Advertisements</b>			
4.1	No dealer emblems, decals, or other form of advertisement or identification shall be attached to the unit.		
<b>5. Training</b>			
5.1	The successful bidder shall provide factory training for a minimum of two (2) City of Atlanta technicians on the unit(s) bid. Training to be provided by the Original Equipment Manufacturer representatives at their closest training facility at the vendor's expense.		
5.2	The successful bidder shall provide a schedule detailing the time and cost requirement to achieve factory-trained certification for additional Office of Fleet Services technicians. This training is to be priced separately from the cost of the proposed unit and is additional to the maintenance personnel training specified in this section.		
<b>6. Diagnostics</b>			
6.1	The successful bidder shall provide two (2) sets of diagnostic software and associated interface cables kit for each lot unit(s) ordered (if applicable).		
6.2	The successful bidder shall provide any other component needed to communicate between the vehicle and a personal computer.		

3.17 MINIMUM SPECIFICATIONS – REPAIR SERVICES AND PARTS

Item Number	Group II – SUV, MID-SIZE Description	Comply	Exception
<b>1. Service Provider Responsibilities</b>			
1.1	The Vendor shall pick-up unit(s) at the designated OFS Vehicle Maintenance Facility for transport to the Vendor's facility when outside repairs are needed. Same day pick-up shall occur for requests made before 12:00 noon. Delivery of a unit(s) back to the OFS		

Item Number	Group II – SUV, MID-SIZE Description	Comply	Exception
	facility shall be made within 24 hours of completed repair, excluding weekends and holidays.		
1.2	The successful bidder shall indicate in the invoice any warranty for labor and/or parts supplied.		
1.3	The successful bidder shall provide, under normal circumstances, begin work on unit(s) delivered to their repair facility within four (4) hours.		
1.4	The successful bidder shall maintain a minimum of 85% turnaround time within 24 hours and a 95% turnaround time within 48 hours for repairs.		
1.5	The successful bidder shall provide personnel on duty to provide unit(s) repairs/service at the minimum of Monday through Friday between the hours of 8:00 am and 5:00 pm. <b>State your hours of operation:</b> _____		
1.6	The successful bidder shall fax an estimate of repair to the Director of Office of Fleet Services, or his designee, to obtain an authorizing work order number prior to performing any repair.		
1.7	All replacement parts shall meet or exceed Original Equipment Manufacturer quality and specifications. The Director of the Office of Fleet Services, or his designee, must approve use of non-Original Equipment Manufacturer parts.		
1.8	All invoices for repair/service/wreck repair shall indicate: MSLP discounted price to the city of all parts, labor rate charged, number of hours required performing the service/repair, City decal number of unit receiving service/repair, and Office of Fleet Services work order number authorizing service/repair.		
1.9	A copy of the service/repair invoice shall be faxed to the Office of Fleet Services vehicle maintenance facility at the assigned maintenance shop location upon completion of the work.		
<b>2. Repair Parts</b>			
2.1	The successful bidder shall provide replacement parts which meet or exceed Original Equipment (OE) Manufacturer quality and specifications to the City as needed at a discount off of list price.		
2.2	The successful bidder shall provide list prices for their Original Equipment Manufacturer and aftermarket		



Item Number	Group II – SUV, MID-SIZE Description	Comply	Exception
	products. The list prices can be provided via electronic media (CD, DVD, or “thumb” drive), on-line access or printed media.		
2.3	The successful bidder will deliver parts to the Office of Fleet Services vehicle maintenance facility at the assigned maintenance shop location. Items stocked in the vendor’s inventory will be delivered within four (4) hours of request. Non-stock (ordered) parts will be delivered within four (4) hours of receipt at the vendor’s warehouse.		
2.4	The successful bidder shall supply ninety percent (90%) of parts required to maintain this vehicle within 24 hours and have access to the remaining ten percent within 72 hours.		

**GROUP III – SUV, FULL-SIZE**

3.18 MINIMUM SPECIFICATIONS – SUV, FULL-SIZE

Item Number	Group III – SUV, FULL-SIZE Description	Comply	Exception
<b>1. Power train</b>			
1.1	The power source used in this unit shall have performance characteristics equivalent to a 5.4L, V-8 gasoline engine.		
1.2	The transmission in this unit shall deliver the same performance as a four to six speed electronic automatic transmission.		
<b>2. Emissions</b>			
2.1	This unit shall be an alternative fuel vehicle (AFV). Compressed natural gas (CNG), Bi-fuel (CNG/gasoline), Electric, Hybrid-electric, or Plug-in Hybrid Electric vehicles will be considered.		
2.2	State Alternative fuel proposed		
<b>3. Fuel System</b>			
3.1	The fuel system of this unit shall meet all Federal safety standards for on-highway AFV’s.		
<b>4. Specifics</b>			
4.1	This vehicle shall have a minimum gross vehicle weight of approximately 8,600 pounds.		
4.2	This vehicle shall have a minimum wheelbase of 130” inches.		
4.3	This vehicle shall have a maximum overall length of 227”.		

Item Number	Group III – SUV, FULL-SIZE Description	Comply	Exception
4.4	This vehicle shall have a maximum overall width of 80”.		
4.5	This vehicle shall have a minimum overall height if 77 “.		
<b>5. Suspension and Steering</b>			
5.1	This unit shall be equipped with power rack and pinion steering.		
5.2	This unit shall be equipped with both a heavy-duty suspension system, and heavy-duty steering system components.		
5.3	This unit shall be equipped with power steering.		
5.4	This unit shall be equipped with a tilt steering wheel.		
<b>6 Brakes</b>			
6.1	This unit shall be equipped with dual hydraulic power assisted brakes and an anti-lock braking system.		
6.2	This unit shall be equipped with four (4) wheel disc brakes.		
<b>7 Tires and Wheels</b>			
7.1	This unit shall be equipped with five (5) heavy duty steel 16, 17, or 18 inch wheels.		
7.2	This unit shall be equipped with full wheel covers, if wheels are not custom design.		
7.3	This unit shall be equipped with five (5), 16, 17, or 18 inch steel belted radial tires.		
7.4	This unit shall be equipped with one (1) full size spare tire and wheel to be mounted.		
7.5	This unit shall be equipped with a jack and all accessories for changing a flat tire to be mounted in the vehicle.		
<b>8. Electrical System</b>			
8.1	This unit shall be equipped with a heavy – duty maintenance-free engine, battery, 72 amp hours, or better, as required.		
8.2	This unit shall be equipped with a heavy-duty alternator, 130 amps or better, as required.		
8.3	This unit shall be equipped with a two-speed, electric windshield wipers, with an intermittent mode.		
8.4	This unit shall be equipped with a windshield washer.		
8.5	This unit shall be equipped with a cigarette lighter.		
8.6	This unit shall be equipped with power door locks.		
8.7	This unit shall be equipped with high capacity air conditioning, heating, and defrosting systems.		
8.8	This unit shall be equipped with a rear window defroster.		
8.9	This unit shall be equipped with an AM/FM radio C/D stereo.		

Item Number	Group III – SUV, FULL-SIZE Description	Comply	Exception
8.10	This unit shall be equipped with warning lights in the dash for oil pressure, water temperature, and battery status as required.		
8.11	Ignition system on this unit shall have three (3) sets of keys & three (3) remote controls, if remotes are required.		
8.12	This unit shall be equipped with 12-volt power points in both the front and rear.		
9. Body Exterior			
9.1	This unit shall be equipped with four (4) doors and a rear tailgate.		
9.2	This unit shall be equipped with body drip molding.		
9.3	This unit shall be equipped with standard bumpers on both the front and rear of the vehicle.		
9.4	All glass on this vehicle shall be tinted.		
9.5	The two (2) outside mirrors on this unit shall be heated/power mirrors.		
9.6	This unit shall be equipped with running boards on both sides of the vehicle.		
9.7	This unit shall be equipped with roof side rails.		
9.8	This unit shall be equipped with privacy glass for the, rear doors, quarter windows, and rear windows.		
9.10	Both front doors on this unit shall have a key-operated, external door locks.		
9.11	This unit shall be equipped with a class-III tow package, and wired with a 7-pin round trailer electrical connector.		
10. Body Interior			
10.1	This unit shall be equipped with front bucket seats.		
10.2	This unit shall be equipped with a split rear folding seat, and third row seat.		
10.3	This unit shall be equipped with three (3) point active safety belts, for both the front and rear outside passenger positions. The unit shall have a lap belt for the center rear position.		
10.4	This unit shall be equipped with cloth seats.		
10.5	This unit shall be equipped with carpeting and floor mats.		
10.6	This unit shall be equipped with side air bags for both the driver and front passenger positions.		
10.7	This unit shall be equipped with a full insulation package.		
10.8	This unit shall be equipped with a roof rack		

3.19 MINIMUM SPECIFICATIONS – GENERAL

Item Number	Group III – SUV, FULL-SIZE Description	Comply	Exception
<b>1. Warranty</b>			
1.1	This unit shall be delivered with a 5-year/100,000 mile Power Train warranty.		
1.2	The successful bidder shall provide information associated with an extended warranty to include terms and conditions and pricing.		
1.3	The successful bidder shall provide copies of standard warranty for assembled and delivered unit(s).		
1.4	The successful bidder shall provide forms for delayed warranty start if unit(s) delivery to the City is delayed due to upfit of special equipment or modification.		
1.5	The successful bidder shall provide copies of standard and extended warranty for systems and components as provided by individual suppliers.		
1.6	The successful bidder shall provide information and cost estimate for a five (5) year or 100,000 mile warranty on the vehicle or other extended warranty period.		
<b>2. Delivery</b>			
2.1	All units shall be delivered complete, fully serviced, inspected for safety and safe operation, and ready to perform the work for which they are being purchased, <b>with no less than a full tank/s of fuel or fully charged.</b>		
2.2	All units shall be serviced, inspected, and delivered from the successful bidder's nearest service facility. Factory direct deliveries are not acceptable.		
2.3	<b>Delivery Location:</b> Office of Fleet Services Technical Services Branch 23 Claire Drive, S.E. Atlanta, GA 30315		
2.4	<b>Contact Information:</b> Ms. Kandie Harris, Fleet Manager, at (404) 622-7681 ext. 129 to schedule delivery date and time.		
<b>3. Documentation</b>			
3.1	The successful bidder shall provide manufacturer's certificate of origin for each unit.		
3.2	The successful bidder shall provide one (1) operator's manual per unit.		

Item Number	<b>Group III – SUV, FULL-SIZE</b> Description	Comply	Exception
3.3	The successful bidder shall provide one “build sheet” per unit listing all parts used in assembling each unit(s) (if available).		
3.4	The successful bidder shall provide list of filters and other wear items, by type and part number, per unit typically carried to ensure timely repair and return to service.		
3.5	The successful bidder shall provide electronic media (CD, DVD, or “thumb” drive), on-line access or printed media, illustrated parts breakdown, service and overhaul manuals, technical service bulletins and recall notices throughout the service life of the unit(s).		
<b>4. Decals, Badges, Advertisements</b>			
4.1	No dealer emblems, decals, or other form of advertisement or identification shall be attached to the unit.		
<b>5. Training</b>			
5.1	The successful bidder shall provide factory training for a minimum of two (2) City of Atlanta technicians on the unit(s) bid. Training to be provided by the Original Equipment Manufacturer representatives at their closest training facility at the vendor’s expense.		
5.2	The successful bidder shall provide a schedule detailing the time and cost requirement to achieve factory-trained certification for additional Office of Fleet Services technicians. This training is to be priced separately from the cost of the proposed unit and is additional to the maintenance personnel training specified in this section.		
<b>6. Diagnostics</b>			
6.1	The successful bidder shall provide two (2) sets of diagnostic software and associated interface cables kit for each lot unit(s) ordered (if applicable).		
6.2	The successful bidder shall provide any other component needed to communicate between the vehicle and a personal computer.		

3.20 MINIMUM SPECIFICATIONS – REPAIR SERVICES AND PARTS

Item Number	Group III – SUV, FULL-SIZE Description	Comply	Exception
<b>1. Service Provider Responsibilities</b>			
1.1	The Vendor shall pick-up unit(s) at the designated OFS Vehicle Maintenance Facility for transport to the Vendor’s facility when outside repairs are needed. Same day pick-up shall occur for requests made before 12:00 noon. Delivery of a unit(s) back to the OFS facility shall be made within 24 hours of completed repair, excluding weekends and holidays.		
1.2	The successful bidder shall indicate in the invoice any warranty for labor and/or parts supplied.		
1.3	The successful bidder shall provide under normal circumstances, begin work on unit(s) delivered to their repair facility within four (4) hours.		
1.4	The successful bidder shall maintain a minimum of 85% turnaround time within 24 hours and a 95% turnaround time within 48 hours for repairs.		
1.5	The successful bidder shall provide personnel on duty to provide unit(s) repairs/service at the minimum of Monday through Friday between the hours of 8:00 am and 5:00 pm. <b>State your hours of operation:</b> _____		
1.6	The successful bidder shall fax an estimate of repair to the Director of Office of Fleet Services, or his designee, to obtain an authorizing work order number prior to performing any repair.		
1.7	All replacement parts shall meet or exceed Original Equipment Manufacturer quality and specifications. The Director of the Office of Fleet Services, or his designee, must approve use of non-Original Equipment Manufacturer parts.		
1.8	All invoices for repair/service/wreck repair shall indicate: MSLP discounted price to the city of all parts, labor rate charged, number of hours required performing the service/repair, City decal number of unit receiving service/repair, and Office of Fleet Services work order number authorizing service/repair.		
1.9	A copy of the service/repair invoice shall be faxed to the Office of Fleet Services vehicle maintenance facility at the assigned maintenance shop location upon completion of the work.		

Item Number	Group III – SUV, FULL-SIZE Description	Comply	Exception
<b>2. Repair Parts</b>			
2.1	The successful bidder shall provide replacement parts which meet or exceed Original Equipment (OE) Manufacturer quality and specifications to the City as needed at a discount off of list price.		
2.2	The successful bidder shall provide list prices for their Original Equipment Manufacturer and aftermarket products. The list prices can be provided via electronic media (CD, DVD, or “thumb” drive), on-line access or printed media.		
2.3	The successful bidder will deliver parts to the Office of Fleet Services vehicle maintenance facility at the assigned maintenance shop location. Items stocked in the vendor’s inventory will be delivered within four hours of request. Non-stock (ordered) parts will be delivered within four (4) hours of receipt at the vendor’s warehouse.		
2.4	The successful bidder shall supply ninety percent (90%) of parts required to maintain this vehicle within 24 hours and have access to the remaining ten percent within 72 hours.		

**GROUP IV – PICKUP TRUCK, ½ TON**

3.21 MINIMUM SPECIFICATIONS – PICKUP TRUCK, ½ TON

Item Number	Group IV – PICKUP TRUCK, ½ TON Description	Comply	Exception
<b>1. Power train</b>			
1.1	The power source used in this unit shall have performance characteristics equivalent to a V-6 , 3.0 liter, gasoline engine.		
1.2	The transmission in this unit shall deliver the same performance as a four to six speed electronic automatic transmission.		
<b>1. Emissions</b>			
2.1	This unit shall be an alternative fuel vehicle (AFV). Compressed natural gas (CNG), Bi-fuel (CNG/gasoline), Electric, Hybrid-electric, or Plug-in Hybrid Electric vehicles will be considered.		
2.2	State Alternative fuel proposed		

Item Number	Group IV – PICKUP TRUCK, ½ TON Description	Comply	Exception
<b>3. Fuel System</b>			
3.1	The fuel system of this unit shall meet all Federal safety standards for on-highway AFV's.		
<b>4. Specifics</b>			
4.1	This vehicle shall have a minimum gross vehicle weight of 6,600 pounds.		
4.2	This vehicle shall have a minimum wheelbase of 119".		
4.3	This unit shall have a maximum width of 80".		
4.4	This unit shall have a minimum height of 74.		
<b>5. Suspension and Steering</b>			
5.1	This unit shall be equipped with power rack and pinion steering.		
5.2	This unit shall be equipped with both a heavy-duty suspension system, and heavy-duty steering system components.		
5.3	This unit shall be equipped with power steering.		
5.4	This unit shall be equipped with a tilt steering wheel.		
<b>6. Brakes</b>			
6.1	This unit shall be equipped with dual hydraulic power assisted brakes and an anti-lock braking system.		
6.2	This unit shall be equipped with four (4) wheel disc brakes.		
<b>7. Tires and Wheels</b>			
7.1	This unit shall be equipped with five (5) heavy duty steel 16 or 17 inch wheels.		
7.2	This unit shall be equipped with full wheel covers, if wheels are not custom design.		
7.3	This unit shall be equipped with five (5), 16 or 17 inch tires, steel belted radial tires.		
7.4	This unit shall be equipped with one (1) full size spare tire and wheel to be mounted.		
7.5	This unit shall be equipped with a jack and all accessories for changing a flat tire to be mounted in the vehicle.		
<b>8. Electrical System</b>			
8.1	This unit shall be equipped with a heavy – duty maintenance-free engine, battery, 72 amp hours, or better as required.		
8.2	This unit shall be equipped with a heavy-duty alternator, 130 amps or better as required.		
8.3	This unit shall be equipped with a two-speed, electric windshield wipers, with an intermittent mode.		
8.4	This unit shall be equipped with a windshield washer.		
8.5	This unit shall be equipped with a cigarette lighter.		



Item Number	Group IV – PICKUP TRUCK, ½ TON Description	Comply	Exception
8.6	This unit shall be equipped with power door locks.		
8.7	This unit shall be equipped with high capacity air conditioning, heating, and defrosting systems.		
8.8	This unit shall be equipped with a rear window defroster.		
8.9	This unit shall be equipped with an AM/FM radio C/D stereo.		
8.10	Ignition switch for this unit shall have three (3) sets of keys and three (3) remotes if applicable.		
8.11	This unit shall be equipped with two (2) 12-volt power points.		
8.12	This unit shall be equipped with warning lights in the dash for oil pressure, water temperature, and battery status, as required.		
<b>9. Body Exterior</b>			
9.1	Cargo bed length on this unit shall be 78 inches, width shall be 65 inches, and will include four (4) tie down hooks inside cargo area.		
9.2	This unit shall be equipped with body drip moldings.		
9.3	This unit shall be equipped with a standard front bumper.		
9.4	This unit shall be equipped with a rear step bumper.		
9.5	All glass on this unit shall be tinted with privacy glass, to a max tint of 20%.		
9.6	This unit shall be equipped with two (2) outside mirrors the are heated and power operated.		
9.7	This unit shall be equipped with a Fleetside cargo bed.		
9.8	This unit shall be equipped with a spray in bed-liner.		
9.9	Both front doors on this unit shall have key operated, external door locks.		
9.10	This unit shall be equipped with a headache Rack. This rack shall be heavy-duty steel, painted black, and capable of mounting lights on top.		
<b>10. Body Interior</b>			
10.1	This unit shall be equipped with a vinyl bench seat.		
10.2	This unit shall be equipped with three (3) point active safety belts for outside passengers, and lap belt for the center position.		
10.3	This unit shall be equipped with vinyl floor covering.		
10.4	This unit shall be equipped with a full insulation package.		
10.5	This unit shall be equipped with a driver's side air bag.		
10.6	This unit shall be equipped with floor mats.		

3.22 MINIMUM SPECIFICATIONS – GENERAL

Item Number	Group IV – PICKUP TRUCK, ½ TON Description	Comply	Exception
<b>1. Warranty</b>			
1.1	This unit shall be delivered with a 5-year/100,000 mile Power Train warranty.		
1.2	The successful bidder shall provide information associated with an extended warranty to include terms and conditions and pricing.		
1.3	The successful bidder shall provide copies of standard warranty for assembled and delivered unit(s).		
1.4	The successful bidder shall provide forms for delayed warranty start if unit(s) delivery to the City is delayed due to upfit of special equipment or modification.		
1.5	The successful bidder shall provide copies of standard and extended warranty for systems and components as provided by individual suppliers.		
1.6	The successful bidder shall provide information and cost estimate for a five (5) year or 100,000-mile warranty on the vehicle or other extended warranty period.		
<b>2. Delivery</b>			
2.1	All units shall be delivered complete, fully serviced, inspected for safety and safe operation, and ready to perform the work for which they are being purchased, <b>with no less than a full tank/s of fuel or fully charged.</b>		
2.2	All units shall be serviced, inspected, and delivered from the successful bidder's nearest service facility. Factory direct deliveries are not acceptable.		
2.3	<u>Delivery Location:</u> Office of Fleet Services Technical Services Branch 23 Claire Drive, S.E. Atlanta, GA 30315		
2.4	<u>Contact Information:</u> Ms. Kandie Harris, Fleet Manager, at (404) 622-7681 ext. 129 to schedule delivery date and time.		
<b>3. Documentation</b>			
3.1	The successful bidder shall provide manufacturer's certificate of origin for each unit.		
3.2	The successful bidder shall provide one (1) operator's manual per unit.		

Item Number	Group IV – PICKUP TRUCK, ½ TON Description	Comply	Exception
3.3	The successful bidder shall provide one “build sheet” per unit listing all parts used in assembling each unit(s) (if available).		
3.4	The successful bidder shall provide list of filters and other wear items, by type and part number, per unit typically carried to ensure timely repair and return to service.		
3.5	The successful bidder shall provide electronic media (CD, DVD, or “thumb” drive), on-line access or printed media, illustrated parts breakdown, service and overhaul manuals, technical service bulletins and recall notices throughout the service life of the unit(s).		
<b>4. Decals, Badges, Advertisements</b>			
4.1	No dealer emblems, decals, or other form of advertisement or identification shall be attached to the unit.		
<b>5. Training</b>			
5.1	The successful bidder shall provide factory training for a minimum of two (2) City of Atlanta technicians on the unit(s) bid. Training to be provided by the Original Equipment Manufacturer representatives at their closest training facility at the vendor’s expense.		
5.2	The successful bidder shall provide a schedule detailing the time and cost requirement to achieve factory-trained certification for additional Office of Fleet Services technicians. This training is to be priced separately from the cost of the proposed unit and is additional to the maintenance personnel training specified in this section.		
<b>6. Diagnostics</b>			
6.1	The successful bidder shall provide two (2) sets of diagnostic software and associated interface cables kit for each lot unit(s) ordered (if applicable).		
6.2	The successful bidder shall provide any other component needed to communicate between the vehicle and a personal computer.		

**3.23 MINIMUM SPECIFICATIONS – REPAIR SERVICES AND PARTS**

Item Number	Group IV – PICKUP TRUCK, ½ TON Description	Comply	Exception
<b>1. Service Provider Responsibilities</b>			
1.1	The Vendor shall pick-up unit(s) at the designated OFS Vehicle Maintenance Facility for transport to the		

Item Number	Group IV – PICKUP TRUCK, ½ TON Description	Comply	Exception
	Vendor's facility when outside repairs are needed. Same day pick-up shall occur for requests made before 12:00 noon. Delivery of a unit(s) back to the OFS facility shall be made within 24 hours of completed repair, excluding weekends and holidays.		
1.2	The successful bidder shall indicate in the invoice any warranty for labor and/or parts supplied.		
1.3	The successful bidder shall provide, under normal circumstances, begin work on unit(s) delivered to their repair facility within four (4) hours.		
1.4	The successful bidder shall maintain a minimum of 85% turnaround time within 24 hours and a 95% turnaround time within 48 hours for repairs.		
1.5	The successful bidder shall provide personnel on duty to provide unit(s) repairs/service at the minimum of Monday through Friday between the hours of 8:00 am and 5:00 pm. <b>State your hours of operation:</b> _____		
1.6	The successful bidder shall fax an estimate of repair to the Director of Office of Fleet Services, or his designee, to obtain an authorizing work order number prior to performing any repair.		
1.7	All replacement parts shall meet or exceed Original Equipment Manufacturer quality and specifications. The Director of the Office of Fleet Services, or his designee, must approve use of non-Original Equipment Manufacturer parts.		
1.8	All invoices for repair/service/wreck repair shall indicate: MSLP, discounted price to the city of all parts, labor rate charged, number of hours required performing the service/repair, City decal number of unit receiving service/repair, and Office of Fleet Services work order number authorizing service/repair.		
1.9	A copy of the service/repair invoice shall be faxed to the Office of Fleet Services vehicle maintenance facility at the assigned maintenance shop location upon completion of the work.		
<b>2. Repair Parts</b>			
2.1	The successful bidder shall provide replacement parts which meet or exceed Original Equipment (OE) Manufacturer quality and specifications to the City as needed at a discount off of list price.		

Item Number	Group IV – PICKUP TRUCK, ½ TON Description	Comply	Exception
2.2	The successful bidder shall provide list prices for their Original Equipment Manufacturer and aftermarket products. The list prices can be provided via electronic media (CD, DVD, or “thumb” drive), on-line access or printed media.		
2.3	The successful bidder will deliver parts to the Office of Fleet Services vehicle maintenance facility at the assigned maintenance shop location. Items stocked in the vendor’s inventory will be delivered within four (4) hours of request. Non-stock (ordered) parts will be delivered within four (4) hours of receipt at the vendor’s warehouse.		
2.4	The successful bidder shall supply ninety percent (90%) of parts required to maintain this vehicle within 24 hours and have access to the remaining ten percent within 72 hours.		

**GROUP V – PICKUP TRUCK, ¾ TON**

3.24 MINIMUM SPECIFICATIONS – PICKUP TRUCK, ¾ TON

Item Number	Group V – PICKUP TRUCK, ¾ TON Description	Comply	Exception
<b>1. Power train</b>			
1.1	The power source used in this unit shall have performance characteristics equivalent to a 5.4L, V-8, gasoline engine		
1.2	The transmission of this unit shall deliver the same performance as a four to six speed electronic automatic transmission.		
<b>2. Emission</b>			
2.1	This unit shall be an alternative fuel vehicle (AFV). Compressed natural gas (CNG), Bi-fuel (CNG/gasoline), Electric, Hybrid-electric, or Plug-in Hybrid Electric vehicles will be considered		
2.2	State Alternative fuel proposed		
<b>3. Fuel System</b>			
3.1	The fuel system of this unit shall meet all Federal safety standards for on-highway AFV’s		
<b>4. Specifics</b>			
4.1	This vehicle shall have a minimum gross vehicle weight of 8,800 pounds.		

Item Number	Group V – PICKUP TRUCK, ¾ TON Description	Comply	Exception
4.2	This vehicle shall have a minimum wheelbase of 132”.		
4.3	This vehicle shall have a maximum overall length of 227”.		
4.4	This unit shall have a maximum width of 80”.		
4.5	This unit shall have a maximum overall height of 77” inches.		
<b>5. Suspension</b>			
5.1	This unit shall be equipped with power rack and pinion steering.		
5.2	This unit shall be equipped with both a heavy-duty suspension system, and heavy-duty steering system components.		
5.3	This unit shall be equipped with power steering.		
5.4	This unit shall be equipped with a tilt steering wheel.		
<b>6 Brakes</b>			
6.1	This unit shall be equipped with dual hydraulic power assisted brakes and an anti-lock braking system.		
6.2	This unit shall be equipped with four (4) wheel disc brakes.		
<b>7 Tires and Wheels</b>			
7.1	This unit shall be equipped with five (5) heavy duty steel 16 or 17 inch wheels.		
7.2	This unit shall be equipped with full wheel covers, if wheels are not custom design.		
7.3	This unit shall be equipped with five (5), 16 or 17 inch tires, steel belted radial tires.		
7.4	This unit shall be equipped with one (1) full size spare tire and wheel to be mounted.		
7.5	This unit shall be equipped with a jack and all accessories for changing a flat tire to be mounted in the vehicle.		
<b>8. Electrical System</b>			
8.1	This unit shall be equipped with a heavy – duty maintenance-free engine, battery, 72 amp hours, or better, as required.		
8.2	This unit shall be equipped with a heavy-duty alternator, 130 amps, or better, as required.		
8.3	This unit shall be equipped with two (2) 12-volt power points.		
8.4	This unit shall be equipped with a two (2) speed electric windshield wipers, with an intermittent mode.		
8.5	This unit shall be equipped with windshield washers.		
8.6	This unit shall be equipped with a cigarette lighter.		
8.7	This unit shall be equipped with power door locks.		

Item Number	Group V – PICKUP TRUCK, ¾ TON Description	Comply	Exception
8.8	This unit shall be equipped with high capacity air conditioning, heating, and defrosting systems.		
8.9	This unit shall be equipped with a rear window defroster.		
8.10	This unit shall be equipped with an AM/FM radio C/D stereo.		
8.11	This unit shall be equipped with an electric brake controller.		
8.12	Ignition switch for this unit shall have three (3) sets of keys and three (3) remotes if applicable.		
8.13	This unit shall be equipped with warning lights in the dash for oil pressure, water temperature, and battery status as required.		
<b>9. Body Exterior</b>			
9.1	Cargo bed length of this unit shall be 98 inches, the width shall be 63 inches, and include four (4) tie-down hooks inside cargo area.		
9.2	This unit shall be equipped with body drip moldings.		
9.3	This unit shall be equipped with a standard front bumper.		
9.4	This unit shall be equipped with a rear step bumper.		
9.5	All glass shall be tinted/privacy glass maximum tint of 20%.		
9.6	This unit shall be equipped with Dual outside mirrors/ electrically operated and heated		
9.7	This unit shall be equipped with a Trailer equipment package, heavy duty trailer hitch Class-III, wired with a 7-prong/pin round connector, and a slide-in combination pintle hook and 2" ball.		
9.8	This unit shall be equipped with a fleet side cargo bed.		
9.9	This unit shall be equipped with a spray in bed liner.		
9.10	Both front doors on this unit shall have key-operated, external door locks.		
9.11	This unit shall be equipped with tubular step bars, or running boards.		
9.12	This unit shall be equipped with a Headache Rack. It shall be constructed of heavy-duty steel, painted black, capable of mounting lights on top.		
<b>10. Body Interior</b>			
10.1	This unit shall be equipped with a vinyl bench seat.		
10.2	This unit shall be equipped with three (3) point active safety belts for outside passengers, and lap belt for the center position		
10.3	This unit shall be equipped with vinyl floor covering.		
10.4	This unit shall be equipped with a full insulation package.		

Item Number	Group V – PICKUP TRUCK, ¾ TON Description	Comply	Exception
10.5	This unit shall be equipped with a driver's side air bag.		
10.6	This unit shall be equipped with floor mats.		

3.25 MINIMUM SPECIFICATIONS – GENERAL

Item Number	Group V – PICKUP TRUCK, ¾ TON Description	Comply	Exception
<b>1. Warranty</b>			
1.1	This unit shall be delivered with a five (5) - year/100,000 mile Power Train warranty.		
1.2	The successful bidder shall provide information associated with an extended warranty to include terms and conditions and pricing.		
1.3	The successful bidder shall provide copies of standard warranty for assembled and delivered unit(s).		
1.4	The successful bidder shall provide forms for delayed warranty start if unit(s) delivery to the City is delayed due to upfit of special equipment or modification.		
1.5	The successful bidder shall provide copies of standard and extended warranty for systems and components as provided by individual suppliers.		
1.6	The successful bidder shall provide information and cost estimate for a five (5) year or 100,000 mile warranty on the vehicle or other extended warranty period.		
<b>2. Delivery</b>			
2.1	All units shall be delivered complete, fully serviced, inspected for safety and safe operation, and ready to perform the work for which they are being purchased, <b>with no less than a full tank/s of fuel or fully charged.</b>		
2.2	All units shall be serviced, inspected, and delivered from the successful bidder's nearest service facility. Factory direct deliveries are not acceptable.		
2.3	<u>Delivery Location:</u> Office of Fleet Services Technical Services Branch 23 Claire Drive, S.E. Atlanta, GA 30315		
2.4	<u>Contact Information:</u> Ms. Kandie Harris, Fleet Manager, at (404) 622-7681 ext. 129 to schedule delivery date and time.		



Item Number	Group V – PICKUP TRUCK, ¾ TON Description	Comply	Exception
<b>3. Documentation</b>			
3.1	The successful bidder shall provide manufacturer's certificate of origin for each unit.		
3.2	The successful bidder shall provide one (1) operator's manual per unit.		
3.3	The successful bidder shall provide one "build sheet" per unit listing all parts used in assembling each unit(s). (if available).		
3.4	The successful bidder shall provide list of filters and other wear items, by type and part number, per unit typically carried to ensure timely repair and return to service.		
3.5	The successful bidder shall provide electronic media (CD, DVD, or "thumb" drive), on-line access or printed media, illustrated parts breakdown, service and overhaul manuals, technical service bulletins and recall notices throughout the service life of the unit(s).		
<b>4. Decals, Badges, Advertisements</b>			
4.1	No dealer emblems, decals, or other form of advertisement or identification shall be attached to the unit.		
<b>5. Training</b>			
5.1	The successful bidder shall provide factory training for a minimum of two (2) City of Atlanta technicians on the unit(s) bid. Training to be provided by the Original Equipment Manufacturer representatives at their closest training facility at the vendor's expense.		
5.2	The successful bidder shall provide a schedule detailing the time and cost requirement to achieve factory-trained certification for additional Office of Fleet Services technicians. This training is to be priced separately from the cost of the proposed unit and is additional to the maintenance personnel training specified in this section.		
<b>6. Diagnostics</b>			
6.1	The successful bidder shall provide two sets of diagnostic software and associated interface cables kit for each lot unit(s) ordered (if applicable).		
6.2	The successful bidder shall provide any other component needed to communicate between the vehicle and a personal computer.		

3.26 MINIMUM SPECIFICATIONS – REPAIR SERVICES AND PARTS

Item Number	Group V – PICKUP TRUCK, ¾ TON Description	Comply	Exception
1. Service Provider Responsibilities			
1.1	The Vendor shall pick-up unit(s) at the designated OFS Vehicle Maintenance Facility for transport to the Vendor's facility when outside repairs are needed. Same day pick-up shall occur for requests made before 12:00 noon. Delivery of a unit(s) back to the OFS facility shall be made within 24 hours of completed repair, excluding weekends and holidays.		
1.2	The successful bidder shall indicate in the invoice any warranty for labor and/or parts supplied.		
1.3	The successful bidder shall provide, under normal circumstances, begin work on unit(s) delivered to their repair facility within four (4) hours.		
1.4	The successful bidder shall maintain a minimum of 85% turnaround time within 24 hours and a 95% turnaround time within 48 hours for repairs.		
1.5	The successful bidder shall provide personnel on duty to provide unit(s) repairs/service at the minimum of Monday through Friday between the hours of 8:00 am and 5:00 pm. <b>State your hours of operation:</b>		
1.6	The successful bidder shall fax an estimate of repair to the Director of Office of Fleet Services, or his designee, to obtain an authorizing work order number prior to performing any repair.		
1.7	All replacement parts shall meet or exceed Original Equipment Manufacturer quality and specifications. Use of non- Original Equipment Manufacturer parts must be approved by the Director of Office of Fleet Services, or his designee.		
1.8	All invoices for repair/service/wreck repair shall indicate: MSLP discounted price to the city of all parts, labor rate charged, number of hours required performing the service/repair, City decal number of unit receiving service/repair, and Office of Fleet Services work order number authorizing service/repair.		
1.9	A copy of the service/repair invoice shall be faxed to the Office of Fleet Services vehicle maintenance facility at the assigned maintenance shop location upon completion of the work.		

Item Number	Group V – PICKUP TRUCK, ¾ TON Description	Comply	Exception
<b>2. Repair Parts</b>			
2.1	The successful bidder shall provide replacement parts which meet or exceed Original Equipment Manufacturer (OE) quality and specifications to the City as needed at a discount off of list price.		
2.2	The successful bidder shall provide list prices for their Original Equipment Manufacturer and aftermarket products. The list prices can be provided via electronic media (CD, DVD, or “thumb” drive), on-line access or printed media.		
2.3	The successful bidder will deliver parts to the Office of Fleet Services vehicle maintenance facility at the assigned maintenance shop location. Items stocked in the vendor’s inventory will be delivered within four (4) hours of request. Non-stock (ordered) parts will be delivered within four (4) hours of receipt at the vendor’s warehouse.		
2.4	The successful bidder shall supply ninety percent (90%) of parts required to maintain this vehicle within 24 hours and have access to the remaining ten percent within 72 hours.		

**GROUP VI – SEDAN, COMPACT**

3.27 MINIMUM SPECIFICATIONS – SEDAN, COMPACT

Item Number	Group VI – SEDAN, COMPACT Description	Comply	Exception
<b>1. Power Train</b>			
1.1	The power source used in this unit shall have performance characteristics equivalent to a 5.4L V-8, gasoline engine.		
1.2	The transmission of this unit shall deliver the same performance as a four to six speed electronic automatic transmission.		
<b>2. Emissions</b>			
2.1	This unit shall be an alternative fuel vehicle (AFV). Compressed natural gas (CNG), Bi-fuel (CNG/gasoline), Electric, Hybrid-electric, or Plug-in Hybrid Electric vehicles will be considered.		
2.2	State Alternative fuel proposed		
<b>3. Fuel System</b>			
3.1	The fuel system of this unit shall meet all Federal safety standards for on-highway AFV’s.		

Item Number	Group VI – SEDAN, COMPACT Description	Comply	Exception
<b>4. Specifics</b>			
4.1	Wheelbase: 110 inches (minimum)		
4.2	Overall length: 190 inches (minimum)		
4.3	Overall Height: 57 inches (minimum)		
4.4	Overall Width: 70 inches (minimum)		
4.5	Interior front seating room:		
	a. Head room: 38 inches (minimum)		
	b. Shoulder room: 57 inches (minimum)		
	c. Hip room: 53 inches (minimum)		
	d. Leg room: 41 inches (minimum)		
4.6	Rear seating room:		
	a. Head room: 38 inches (minimum)		
	b. Shoulder room: 57 inches (minimum)		
	c. Hip room: 53 inches (minimum)		
	d. Leg room: 41 inches (minimum)		
4.7	Luggage compartment capacity shall be 16 cubic feet minimum.		
<b>5. Suspension and Steering</b>			
5.1	Standard OEM suspension with power assisted steering, (rack and pinion)		
<b>6. Brakes</b>			
6.1	Dual hydraulic, power with anti-lock braking system.		
<b>7. Tires and Wheels</b>			
7.1	One (1) spare tire and wheel		
7.2	Five (5) steel wheels 16 or 17 inches		
7.3	Five (5), 16 or 17 inch black wall tires steel belted radials.		
7.4	Jack and accessories for changing flat tires shall be mounted in the trunk of the car.		
7.5	Full wheel covers		
<b>8. Electrical System</b>			
8.1	This unit shall be equipped with a heavy – duty maintenance-free engine, battery, 72 amp hours, or better, as required.		
8.2	This unit shall be equipped with a heavy-duty alternator, 130 amps or better, as required.		
8.3	Two (2) speed electric windshield wipers with intermittent system.		
8.4	Windshield washer		
8.5	Cigarette lighter		
8.6	Rear window defroster		
8.7	Factory installed air conditioner and heater		
8.8	Electronic digital clock		
8.9	This unit shall be equipped with warning lights in the dash for oil pressure, water temperature, and battery status, as required.		
8.10	Three sets of ignition keys with three (3) remotes		

Item Number	Group VI – SEDAN, COMPACT Description	Comply	Exception
8.11	This unit shall be equipped with two (2) 12-volt Power Points.		
8.12	AM/FM-CD Radio		
8.13	Power windows and door locks		
<b>9. Body Exterior</b>			
9.1	Four doors		
9.2	Body drip moldings		
9.3	Mirrors shall be dual electric remote control		
9.4	Bumpers to be standard		
9.5	All glass shall be tinted		
9.6	Paint color shall be specified at time of order		
<b>10. Body Interior</b>			
10.1	Front split bench seats with arm rests and fixed rear seat back.		
10.2	Manual safety belts for front and rear outside passengers, and lap belt for center rear.		
10.3	Cloth upholstery seats with carpet floor		
10.4	Factory front and rear floor mats		
10.5	Dual front air bags		
10.6	Seating for five adults		

3.28 MINIMUM SPECIFICATIONS – GENERAL

Item Number	Group VI – SEDAN, COMPACT Description	Comply	Exception
<b>1. Warranty</b>			
1.1	This unit shall be delivered with a five (5)-year/100,000 mile Power Train warranty.		
1.2	Vendor to provide information associated with an extended warranty to include terms and conditions and pricing.		
1.3	Provide copies of standard warranty for assembled and delivered unit(s).		
1.4	Provide forms for delayed warranty start if unit(s) delivery to City is delayed due to upfit of special equipment or modification.		
1.5	Provide copies of standard and extended warranty for systems and components as provided by individual suppliers.		
1.6	Provide information and cost estimate for a five (5) year or 100,000 mile warranty on the vehicle or other extended warranty period.		

Item Number	Group VI – SEDAN, COMPACT Description	Comply	Exception
<b>2. Delivery</b>			
2.1	All units shall be delivered complete, fully serviced, inspected for safety and safe operation, and ready to perform the work for which they are being purchased, <b>with no less than a full tank/s of fuel or fully charged.</b>		
2.2	Units shall be serviced, inspected, and delivered from the successful bidder's nearest service facility. Factory direct deliveries are not acceptable.		
2.3	<u>Delivery Location:</u> Office of Fleet Services Technical Services Branch 23 Claire Drive, S.E. Atlanta, GA 30315		
2.4	<u>Contact Information:</u> Ms. Kandie Harris, Fleet Manager, at (404) 622-7681 ext. 129 to schedule delivery date and time.		
<b>3. Documentation</b>			
3.1	Provide manufacturer's certificate of origin for each unit.		
3.2	Provide one (1) operator's manual per unit.		
3.3	Provide one "build sheet" per unit listing all parts used in assembling each unit(s) (if available).		
3.4	Provide list of filters and other wear items, by type and part number, per unit typically carried to ensure timely repair and return to service.		
3.5	Provide electronic media (CD, DVD, or "thumb" drive), on-line access or printed media, illustrated parts breakdown, service and overhaul manuals, technical service bulletins and recall notices throughout the service life of the unit(s).		
<b>4. Decals, Badges, Advertisements</b>			
4.1	No dealer emblems, decals, or other form of advertisement or identification shall be attached to the unit.		
<b>5. Training</b>			
5.1	The successful bidder shall provide factory training for a minimum of two City of Atlanta technicians on the unit(s) bid. Training to be provided by the Original Equipment Manufacturer representatives at their closest training facility at the vendor's expense.		
5.2	The successful bidder shall provide a schedule detailing the time and cost requirement to achieve factory-trained certification for additional OFS		

Item Number	Group VI – SEDAN, COMPACT Description	Comply	Exception
	technicians. This training is to be priced separately from the cost of the proposed unit and is additional to the maintenance personnel training specified in this section.		
<b>6. Diagnostics</b>			
6.1	The successful bidder shall provide two (2) sets of diagnostic software and associated interface cables kit for each lot unit(s) ordered (if applicable).		
6.2	Supply any other component needed to communicate between the vehicle and a PC.		

3.29 MINIMUM SPECIFICATIONS – REPAIR SERVICES AND PARTS

Item Number	Group VI – SEDAN, COMPACT Description	Comply	Exception
<b>1. Service Provider Responsibilities</b>			
1.1	The Vendor shall pick-up unit(s) at the designated OFS Vehicle Maintenance Facility for transport to the Vendor's facility when outside repairs are needed. Same day pick-up shall occur for requests made before 12:00 noon. Delivery of a unit(s) back to the OFS facility shall be made within 24 hours of completed repair, excluding weekends and holidays.		
1.2	Vendor shall indicate in the invoice any warranty for labor and/or parts supplied.		
1.3	Vendor shall, under normal circumstances, begin work on unit(s) delivered to their repair facility within four (4) hours.		
1.4	Vendor shall maintain a minimum of 85% turnaround time within 24 hours and a 95% turnaround time within 48 hours for repairs.		
1.5	Vendor shall have personnel on duty to provide unit(s) repairs/service at the minimum of Monday through Friday between the hours of 8:00 am and 5:00 pm. <b>State your hours of operation:</b>		
1.6	Vendor shall fax an estimate of repair to the Director of OFS, or his designee, to obtain an authorizing work order number prior to performing any repair.		
1.7	Replacement parts shall meet or exceed OEM quality and specifications. Use of non-OEM parts must be approved by the Director of OFS, or his designee.		
1.8	All invoices for repair/service/wreck repair shall indicate: MSLP, discounted price to the city of all parts, labor rate charged, number of hours required		

Item Number	Group VI – SEDAN, COMPACT Description	Comply	Exception
	performing the service/repair, City decal number of unit receiving service/repair, and OFS work order number authorizing service/repair.		
1.9	A copy of the service/repair invoice shall be faxed to the OFS vehicle maintenance facility at the assigned maintenance shop location upon completion of the work.		
<b>2. Repair Parts</b>			
2.1	Vendor will provide replacement parts which meet or exceed Original Equipment Manufacturer (OEM) quality and specifications to the City as needed at a discount off of list price.		
2.2	Vendor will provide list prices for their OEM and aftermarket products. The list prices can be provided via electronic media (CD, DVD, or "thumb" drive), on-line access or printed media.		
2.3	Vendor will deliver parts to the OFS vehicle maintenance facility at the assigned maintenance shop location. Items stocked in the vendor's inventory will be delivered within four hours of request. Non-stock (ordered) parts will be delivered within four hours of receipt at the vendor's warehouse.		
2.4	Vendor to supply ninety percent (90%) of parts required to maintain this vehicle within 24 hours and have access to the remaining ten percent within 72.		

**GROUP VII – SEDAN, MID-SIZE**

3.30 MINIMUM SPECIFICATIONS – SEDAN, MID-SIZE

Item Number	Group VII – SEDAN, MID-SIZE Description	Comply	Exception
<b>1. Power Train</b>			
1.1	The power source used in this unit shall have performance characteristics equivalent to a 5.4L V-8, gasoline engine.		
1.2	The transmission of this unit shall deliver the same performance as a four to six speed electronic automatic transmission.		
<b>2. Emissions</b>			
2.1	This unit shall be an alternative fuel vehicle (AFV). Compressed natural gas (CNG), Bi-fuel (CNG/gasoline),		



Item Number	Group VII – SEDAN, MID-SIZE Description	Comply	Exception
	Electric, Hybrid-electric, or Plug-in Hybrid Electric vehicles will be considered.		
2.2	State Alternative fuel proposed		
<b>3. Fuel System</b>			
3.1	The fuel system of this unit shall meet all Federal safety standards for on-highway AFV's.		
<b>4. Specifics</b>			
4.1	Wheelbase: 110 inches (minimum)		
4.2	Overall length: 200 inches (minimum)		
4.3	Overall Height: 59 inches (minimum)		
4.4	Overall Width: 80 inches (minimum)		
4.5	Interior front seating room:		
	e. Head room: 38 inches (minimum)		
	f. Shoulder room: 57 inches (minimum)		
	g. Hip room: 53 inches (minimum)		
	h. Leg room: 41 inches (minimum)		
4.6	Rear seating room:		
	e. Head room: 38 inches (minimum)		
	f. Shoulder room: 57 inches (minimum)		
	g. Hip room: 53 inches (minimum)		
	h. Leg room: 41 inches (minimum)		
4.7	Luggage compartment capacity shall be 20 cubic feet minimum.		
<b>5. Suspension and Steering</b>			
5.1	Standard OEM suspension with power assisted steering, (rack and pinion).		
<b>6 Brakes</b>			
6.1	Dual hydraulic, power with anti-lock braking system		
<b>7. Tires and Wheels</b>			
7.1	One (1) spare tire and wheel		
7.2	Five (5) steel wheels 16 or 17 inches		
7.3	Five (5), 16 or 17 inch black wall tires steel belted radials.		
7.4	Jack and accessories for changing flat tires to be mounted in the truck of the car.		
7.5	Full wheel covers		
<b>8. Electrical System</b>			
8.1	This unit shall be equipped with a heavy – duty maintenance-free engine, battery, 72 amp hours, or better as required		
8.2	This unit shall be equipped with a heavy-duty alternator, 130 amps or better, as required.		

Item Number	Group VII – SEDAN, MID-SIZE Description	Comply	Exception
8.3	Two (2) speed electric windshield wipers with intermittent system.		
8.4	Windshield washer		
8.5	Cigarette lighter		
8.6	Rear window defroster		
8.7	Factory installed air conditioner and heater		
8.8	Electronic digital clock		
8.9	This unit shall be equipped with warning lights in the dash for oil pressure, water temperature, and battery status as required.		
8.10	Three (3) sets of ignition keys with three (3) remotes		
8.11	This unit shall be equipped with two (2) 12-volt Power Points.		
8.12	AM/FM-CD Radio		
8.13	Power windows and door locks		
<b>9. Body Exterior</b>			
9.1	Four doors		
9.2	Body drip moldings		
9.3	Mirrors shall be dual electric remote control		
9.4	Bumpers to be standard		
9.5	All glass shall be tinted		
9.6	Paint color shall be specified at time of order		
<b>10. Body Interior</b>			
10.1	Front split bench seats with arm rests and fixed rear seat back.		
10.2	Manual safety belts for front and rear outside passengers, lap belt for center rear.		
10.3	Cloth upholstery seats with carpet floor		
10.4	Factory front and rear floor mats		
10.5	Dual front air bags		
10.6	Seating for five adults		

### 3.31 MINIMUM SPECIFICATIONS – GENERAL

Item Number	Group VII – SEDAN, MID-SIZE Description	Comply	Exception
<b>I. Warranty</b>			
1.1	This unit shall be delivered with a five (5)-year/100,000 mile Power Train warranty.		
1.2	Vendor to provide information associated with an extended warranty to include terms and conditions and pricing.		

Item Number	Group VII – SEDAN, MID-SIZE Description	Comply	Exception
1.3	Provide copies of standard warranty for assembled and delivered unit(s).		
1.4	Provide forms for delayed warranty start if unit(s) delivery to City is delayed due to upfit of special equipment or modification.		
1.5	Provide copies of standard and extended warranty for systems and components as provided by individual suppliers.		
1.6	Provide information and cost estimate for a five (5) year or 100,000 mile warranty on the vehicle or other extended warranty period.		
<b>2. Delivery</b>			
2.1	All units shall be delivered complete, fully serviced, inspected for safety and safe operation, and ready to perform the work for which they are being purchased, <b>with no less than a full tank/s of fuel or fully charged.</b>		
2.2	Units shall be serviced, inspected, and delivered from the successful bidder's nearest service facility. Factory direct deliveries are not acceptable.		
2.3	<u>Delivery Location:</u> Office of Fleet Services Technical Services Branch 23 Claire Drive, S.E. Atlanta, GA 30315		
2.4	<u>Contact Information:</u> Ms. Kandie Harris, Fleet Manager, at (404) 622-7681 ext. 129 to schedule delivery date and time.		
<b>3. Documentation</b>			
3.1	Provide manufacturer's certificate of origin for each unit.		
3.2	Provide one (1) operator's manual per unit.		
3.3	Provide one "build sheet" per unit listing all parts used in assembling each unit(s). (If available)		
3.4	Provide list of filters and other wear items, by type and part number, per unit typically carried to ensure timely repair and return to service.		
3.5	Provide electronic media (CD, DVD, or "thumb" drive), on-line access or printed media, illustrated parts breakdown, service and overhaul manuals, technical service bulletins and recall notices throughout the service life of the unit(s).		

Item Number	Group VII – SEDAN, MID-SIZE Description	Comply	Exception
<b>4. Decals, Badges, Advertisements</b>			
4.1	No dealer emblems, decals, or other form of advertisement or identification shall be attached to the unit.		
<b>5. Training</b>			
5.1	The successful bidder shall provide factory training for a minimum of two City of Atlanta technicians on the unit(s) bid. Training to be provided by the Original Equipment Manufacturer representatives at their closest training facility at the vendor's expense.		
5.2	The successful bidder shall provide a schedule detailing the time and cost requirement to achieve factory-trained certification for additional OFS technicians. This training is to be priced separately from the cost of the proposed unit and is additional to the maintenance personnel training specified in this section.		
<b>6. Diagnostics</b>			
6.1	The successful bidder shall provide two sets of diagnostic software and associated interface cables kit for each lot unit(s) ordered (if applicable).		
6.2	Supply any other component needed to communicate between the vehicle and a PC		

3.32 MINIMUM SPECIFICATIONS – REPAIR SERVICES AND PARTS

Item Number	Group VII – SEDAN, MID-SIZE Description	Comply	Exception
<b>1. Service Provider Responsibilities</b>			
1.1	The Vendor shall pick-up unit(s) at the designated OFS Vehicle Maintenance Facility for transport to the Vendor's facility when outside repairs are needed. Same day pick-up shall occur for requests made before 12:00 noon. Delivery of a unit(s) back to the OFS facility shall be made within 24 hours of completed repair, excluding weekends and holidays.		
1.2	Vendor shall indicate in the invoice any warranty for labor and/or parts supplied.		
1.3	Vendor shall under normal circumstances, begin work on unit(s) delivered to their repair facility within four (4) hours.		

Item Number	Group VII – SEDAN, MID-SIZE Description	Comply	Exception
1.4	Vendor shall maintain a minimum of 85% turnaround time within 24 hours and a 95% turnaround time within 48 hours for repairs.		
1.5	Vendor shall have personnel on duty to provide unit(s) repairs/service at the minimum of Monday through Friday between the hours of 8:00 am and 5:00 pm. <b>State your hours of operation:</b> _____		
1.6	Vendor shall fax an estimate of repair to the Director of OFS, or his designee, to obtain an authorizing work order number prior to performing any repair.		
1.7	Replacement parts shall meet or exceed OEM quality and specifications. Use of non-OEM parts must be approved by the Director of OFS, or his designee.		
1.8	All invoices for repair/service/wreck repair shall indicate: MSLP, discounted price to the city of all parts, labor rate charged, number of hours required performing the service/repair, City decal number of unit receiving service/repair, and OFS work order number authorizing service/repair.		
1.9	A copy of the service/repair invoice shall be faxed to the OFS vehicle maintenance facility at the assigned maintenance shop location upon completion of the work.		
<b>2. Repair Parts</b>			
2.1	Vendor will provide replacement parts which meet or exceed Original Equipment Manufacturer (OEM) quality and specifications to the City as needed at a discount off of list price.		
2.2	Vendor will provide list prices for their OEM and aftermarket products. The list prices can be provided via electronic media (CD, DVD, or "thumb" drive), on-line access or printed media.		
2.3	Vendor will deliver parts to the OFS vehicle maintenance facility at the assigned maintenance shop location. Items stocked in the vendor's inventory will be delivered within four hours of request. Non-stock (ordered) parts will be delivered within four hours of receipt at the vendor's warehouse.		
2.4	Vendor to supply ninety percent (90%) of parts required to maintain this vehicle within 24 hours and have access to the remaining ten percent within 72.		

## GROUP VIII – SEDAN, FULL-SIZED

### 3.33 MINIMUM SPECIFICATIONS – SEDAN, FULL-SIZED

Item Number	GROUP VIII – SEDAN, FULL-SIZED Description	Comply	Exception
<b>1. Power Train</b>			
1.1	The power source used in this unit shall have performance characteristics equivalent to a 5.4L V-8, gasoline engine.		
1.2	The transmission of this unit shall deliver the same performance as a four to six speed electronic automatic transmission.		
<b>2. Emissions</b>			
2.1	This unit shall be an alternative fuel vehicle (AFV). Compressed natural gas (CNG), Bi-fuel (CNG/gasoline), Electric, Hybrid-electric, or Plug-in Hybrid Electric vehicles will be considered.		
2.2	State Alternative fuel proposed		
<b>3. Fuel System</b>			
3.1	The fuel system of this unit shall meet all Federal safety standards for on-highway AFV's.		
<b>4. Specifics</b>			
4.1	Wheelbase: 114 inches (minimum)		
4.2	Overall length: 212 inches (minimum)		
4.3	Overall Height: 58 inches (minimum)		
4.4	Overall Width: 84 inches (minimum)		
4.5	Interior front seating room:		
	i. Head room: 39 inches (minimum)		
	j. Shoulder room: 60 inches (minimum)		
	k. Hip room: 57 inches (minimum)		
	l. Leg room: 42 inches (minimum)		
4.6	Rear seating room:		
	i. Head room: 39 inches (minimum)		
	j. Shoulder room: 60 inches (minimum)		
	k. Hip room: 57 inches (minimum)		
	l. Leg room: 42 inches (minimum)		
4.7	Luggage compartment capacity shall be 20 cubic feet minimum.		
<b>5. Suspension and Steering</b>			
5.1	Standard OEM suspension with power assisted steering, (rack and pinion).		
<b>6 Brakes</b>			
6.1	Dual hydraulic, power with anti-lock braking system		

Item Number	GROUP VIII – SEDAN, FULL-SIZED Description	Comply	Exception
<b>7. Tires and Wheels</b>			
7.1	One (1) spare tire and wheel		
7.2	Five (5) steel wheels 16 or 17 inches		
7.3	Five (5), 16 or 17 inch black wall tires steel belted radials.		
7.4	Jack and accessories for changing flat tires to be mounted in the truck of the car.		
7.5	Full wheel covers		
<b>8. Electrical System</b>			
8.1	This unit shall be equipped with a heavy – duty maintenance-free engine, battery, 72 amp hours, or better as required.		
8.2	This unit shall be equipped with a heavy-duty alternator, 130 amps or better, as required.		
8.3	Two speed electric windshield wipers with intermittent system.		
8.4	Windshield washer		
8.5	Cigarette lighter		
8.6	Rear window defroster		
8.7	Factory installed air conditioner and heater		
8.8	Electronic digital clock		
8.9	Factory installed warning device in dash for oil pressure, water temperature, and battery charging state as required		
8.10	Three sets of ignition keys with three (3) remotes		
8.11	Power Points		
8.12	AM/FM-CD Radio		
8.13	Power windows and door locks		
8.14	This unit shall be equipped with two (2) 12-volt power points.		
<b>9. Body Exterior</b>			
9.1	Four doors		
9.2	Body drip moldings		
9.3	Mirrors shall be dual electric remote control		
9.4	Bumpers to be standard		
9.5	All glass shall be tinted		
9.6	Paint color shall be specified at time of order		
<b>10. Body Interior</b>			
10.1	Front split bench seats with arm rests and fixed rear seat back		
10.2	Manual safety belts for front and rear outside passengers, lap belt for center rear		
10.3	Cloth upholstery seats with carpet floor		

Item Number	GROUP VIII – SEDAN, FULL-SIZED Description	Comply	Exception
10.4	Factory front and rear floor mats		
10.5	Dual front air bags		
10.6	Seating for five adults		

3.34 MINIMUM SPECIFICATIONS – GENERAL

Item Number	GROUP VIII – SEDAN, FULL-SIZED Description	Comply	Exception
<b>1. Warranty</b>			
1.1	This unit shall be delivered with a 5-year/100,000 mile Power Train warranty.		
1.2	Vendor to provide information associated with an extended warranty to include terms and conditions and pricing.		
1.3	Provide copies of standard warranty for assembled and delivered unit(s).		
1.4	Provide forms for delayed warranty start if unit(s) delivery to City is delayed due to upfit of special equipment or modification.		
1.5	Provide copies of standard and extended warranty for systems and components as provided by individual suppliers.		
1.6	Provide information and cost estimate for a 5 year or 100,000 mile warranty on the vehicle or other extended warranty period.		
<b>2. Delivery</b>			
2.1	All units shall be delivered complete, fully serviced, inspected for safety and safe operation, and ready to perform the work for which they are being purchased, <b>with no less than a full tank/s of fuel or fully charged.</b>		
2.2	Units shall be serviced, inspected, and delivered from the successful bidder's nearest service facility. Factory direct deliveries are not acceptable.		
2.3	<u>Delivery Location:</u> Office of Fleet Services Technical Services Branch 23 Claire Drive, S.E. Atlanta, GA 30315		
2.4	<u>Contact Information:</u> Ms. Kandie Harris, Fleet Manager, at (404) 622-7681 ext. 129 to schedule delivery date and time.		



Item Number	GROUP VIII – SEDAN, FULL-SIZED Description	Comply	Exception
<b>3. Documentation</b>			
3.1	Provide manufacturer's certificate of origin for each unit.		
3.2	Provide one operator's manual per unit.		
3.3	Provide one "build sheet" per unit listing all parts used in assembling each unit(s). (If available)		
3.4	Provide list of filters and other wear items, by type and part number, per unit typically carried to ensure timely repair and return to service.		
3.5	Provide electronic media (CD, DVD, or "thumb" drive), on-line access or printed media, illustrated parts breakdown, service and overhaul manuals, technical service bulletins and recall notices throughout the service life of the unit(s).		
<b>4. Decals, Badges, Advertisements</b>			
4.1	No dealer emblems, decals, or other form of advertisement or identification shall be attached to the unit.		
<b>5. Training</b>			
5.1	The successful bidder shall provide factory training for a minimum of two (2) City of Atlanta technicians on the unit(s) bid. Training to be provided by the Original Equipment Manufacturer representatives at their closest training facility at the vendor's expense.		
5.2	The successful bidder shall provide a schedule detailing the time and cost requirement to achieve factory-trained certification for additional OFS technicians. This training is to be priced separately from the cost of the proposed unit and is additional to the maintenance personnel training specified in this section.		
<b>6. Diagnostics</b>			
6.1	The successful bidder shall provide two (2) sets of diagnostic software and associated interface cables kit for each lot unit(s) ordered (if applicable).		
6.2	Supply any other component needed to communicate between the vehicle and a PC.		

3.35 MINIMUM SPECIFICATIONS – REPAIR SERVICES AND PARTS

Item Number	GROUP VIII – SEDAN, FULL-SIZED Description	Comply	Exception
<b>1. Service Provider Responsibilities</b>			
1.1	The Vendor shall pick-up unit(s) at the designated OFS Vehicle Maintenance Facility for transport to the Vendor's facility when outside repairs are needed. Same day pick-up shall occur for requests made before 12:00 noon. Delivery of a unit(s) back to the OFS facility shall be made within 24 hours of completed repair, excluding weekends and holidays.		
1.2	Vendor shall indicate in the invoice any warranty for labor and/or parts supplied.		
1.3	Vendor shall, under normal circumstances, begin work on unit(s) delivered to their repair facility within four (4) hours.		
1.4	Vendor shall maintain a minimum of 85% turnaround time within 24 hours and a 95% turnaround time within 48 hours for repairs.		
1.5	Vendor shall have personnel on duty to provide unit(s) repairs/service at the minimum of Monday through Friday between the hours of 8:00 am and 5:00 pm. <b>State your hours of operation:</b>		
1.6	Vendor shall fax an estimate of repair to the Director of OFS, or his designee, to obtain an authorizing work order number prior to performing any repair.		
1.7	Replacement parts shall meet or exceed OEM quality and specifications. Use of non-OEM parts must be approved by the Director of OFS, or his designee.		
1.8	All invoices for repair/service/wreck repair shall indicate: MSLP, discounted price to the city of all parts, labor rate charged, number of hours required performing the service/repair, City decal number of unit receiving service/repair, and OFS work order number authorizing service/repair.		
1.9	A copy of the service/repair invoice shall be faxed to the OFS vehicle maintenance facility at the assigned maintenance shop location upon completion of the work.		
<b>2. Repair Parts</b>			
2.1	Vendor will provide replacement parts which meet or exceed Original Equipment Manufacturer (OEM) quality and specifications to the City as needed at a discount off of list price.		

Item Number	GROUP VIII – SEDAN, FULL-SIZED Description	Comply	Exception
2.2	Vendor will provide list prices for their OEM and aftermarket products. The list prices can be provided via electronic media (CD, DVD, or “thumb” drive), on-line access or printed media.		
2.3	Vendor will deliver parts to the OFS vehicle maintenance facility at the assigned maintenance shop location. Items stocked in the vendor’s inventory will be delivered within four (4) hours of request. Non-stock (ordered) parts will be delivered within four (4) hours of receipt at the vendor’s warehouse.		
2.4	Vendor to supply ninety percent (90%) of parts required to maintain this vehicle within 24 hours and have access to the remaining ten percent within 72.		

**GROUP IX – CARGO VAN, ½ TON**

3.36 MINIMUM SPECIFICATIONS – ½TON VAN

Item Number	GROUP IX – CARGO VAN, ½ TON Description	Comply	Exception
<b>1. Power train</b>			
1.1	The power source used in this unit shall have performance characteristics equivalent to a 5.4L, V8, gasoline engine.		
1.2	The transmission of this unit shall deliver the same performance as a four to six speed electronic automatic transmission.		
<b>2. Emissions</b>			
2.1	This unit shall be an alternative fuel vehicle (AFV). Compressed natural gas (CNG), Bi-fuel (CNG/gasoline), Electric, Hybrid-electric, or Plug-in Hybrid Electric vehicles will be considered.		
2.2	State Alternative fuel proposed		
<b>3. Fuel System</b>			
3.1	The fuel system of this unit shall meet all Federal safety standards for on-highway AFV’s.		
<b>4. Specifics</b>			
4.1	This vehicle shall have a minimum gross vehicle weight of approximately 8,500 pounds.		
4.2	This vehicle shall have a minimum wheelbase of 135” inches.		

Item Number	GROUP IX – CARGO VAN, ½ TON Description	Comply	Exception
4.3	This vehicle shall have a maximum overall length of 210”.		
4.4	This vehicle shall have a maximum overall width of 75”.		
4.5	This vehicle shall have a minimum overall height if 80 “.		
<b>5. Suspension and Steering</b>			
5.1	This unit shall be equipped with power rack and pinion steering.		
5.2	This unit shall be equipped with both a heavy-duty suspension system, and heavy-duty steering system components.		
5.3	This unit shall be equipped with power steering.		
5.4	This unit shall be equipped with a tilt steering wheel.		
<b>6 Brakes</b>			
6.1	This unit shall be equipped with dual hydraulic power assisted brakes and an anti-lock braking system.		
6.2	This unit shall be equipped with four (4) wheel disc brakes		
<b>7 Tires and Wheels</b>			
7.1	This unit shall be equipped with five (5) heavy duty steel 16 or 17 inch wheels.		
7.2	This unit shall be equipped with full wheel covers, if wheels are not custom design.		
7.3	This unit shall be equipped with five (5), 16 or 17 inch tires, steel belted radial tires.		
7.4	This unit shall be equipped with one (1) full size spare tire and wheel to be mounted.		
7.5	This unit shall be equipped with a jack and all accessories for changing a flat tire to be mounted in the vehicle.		
<b>8. Electrical System</b>			
8.1	This unit shall be equipped with a heavy – duty maintenance-free engine, battery, 72 amp hours, or better, as required.		
8.2	This unit shall be equipped with a heavy-duty alternator, 130 amps or better, as required.		
8.3	This unit shall be equipped with warning lights in the dash for oil pressure, water temperature, and battery status as required.		
8.4	This unit shall be equipped with a two (2)-speed electric windshield wipers, with an intermittent mode.		
8.5	This unit shall be equipped with windshield washers.		
8.6	This unit shall be equipped with a cigarette lighter.		
8.7	Ignition switch for this unit shall have three (3) sets of keys and three (3) remotes if applicable.		

Item Number	GROUP IX – CARGO VAN, ½ TON Description	Comply	Exception
8.8	This unit shall be equipped with high capacity air conditioning, heating, and defrosting systems.		
8.9	This unit shall be equipped with a rear window defroster.		
8.10	This unit shall be equipped with an AM/FM radio C/D stereo.		
8.11	This unit shall be equipped with 12-volt power points.		
8.12	This unit shall be equipped with corner strobe lights.		
9. Body Exterior			
9.1	This unit shall be equipped with standard front and rear bumpers.		
9.2	This unit shall be equipped with body drip molding.		
9.3	This unit shall be equipped with side barn doors without glass.		
9.4	This unit shall be equipped with rear barn doors without glass.		
9.5	This unit shall be equipped with two (2) outside rearview mirrors power operated and heated.		
9.6	All glass on this unit shall have privacy glass with a maximum tint of 20%.		
9.7	This unit shall be equipped with running boards on the driver's side door and full length on the passenger side.		
9.8	Both front doors on this unit shall have key operated external door locks.		
10. Body Interior			
10.1	This unit shall be equipped with two (2) standard vinyl front seats.		
10.2	This unit shall be equipped with full length vinyl floor covering.		
10.3	This unit shall be equipped with three point active safety belts for both the driver and passenger		
10.4	The maximum Cargo area of this unit shall be 112" long, 75" wide, and 53" in height.		
10.5	This unit shall be equipped with a full insulation package.		
10.6	This unit shall be equipped with drivers and passenger air bags.		
10.7	This unit shall be equipped with a dome light in the cargo area.		
10.8	This unit shall be equipped with floor mats.		

3.37 MINIMUM SPECIFICATIONS – GENERAL

Item Number	GROUP IX – CARGO VAN, ½ TON Description	Comply	Exception
1. Warranty			
1.1	This unit shall be delivered with a 5-year/100,000 mile Power Train warranty.		
1.2	The successful bidder shall provide information associated with an extended warranty to include terms and conditions and pricing.		
1.3	The successful bidder shall provide copies of standard warranty for assembled and delivered unit(s).		
1.4	The successful bidder shall provide forms for delayed warranty start if unit(s) delivery to the City is delayed due to upfit of special equipment or modification.		
1.5	The successful bidder shall provide copies of standard and extended warranty for systems and components as provided by individual suppliers.		
1.6	The successful bidder shall provide information and cost estimate for a 5 year or 100,000 mile warranty on the vehicle or other extended warranty period.		
2. Delivery			
2.1	All units shall be delivered complete, fully serviced, inspected for safety and safe operation, and ready to perform the work for which they are being purchased, <b>with no less than a full tank/s of fuel or fully charged.</b>		
2.2	All units shall be serviced, inspected, and delivered from the successful bidder's nearest service facility. Factory direct deliveries are not acceptable.		
2.3	<u>Delivery Location:</u> Office of Fleet Services Technical Services Branch 23 Claire Drive, S.E. Atlanta, GA 30315		
2.4	<u>Contact Information:</u> Ms. Kandie Harris, Fleet Manager, at (404) 622-7681 ext. 129 to schedule delivery date and time.		
3. Documentation			
3.1	The successful bidder shall provide manufacturer's certificate of origin for each unit.		
3.2	The successful bidder shall provide one (1) operator's manual per unit.		
3.3	The successful bidder shall provide one "build sheet" per unit listing all parts used in assembling each unit(s) (if available).		

Item Number	GROUP IX – CARGO VAN, ½ TON Description	Comply	Exception
3.4	The successful bidder shall provide list of filters and other wear items, by type and part number, per unit typically carried to ensure timely repair and return to service.		
3.5	The successful bidder shall provide electronic media (CD, DVD, or “thumb” drive), on-line access or printed media, illustrated parts breakdown, service and overhaul manuals, technical service bulletins and recall notices throughout the service life of the unit(s).		
<b>4. Decals, Badges, Advertisements</b>			
4.1	No dealer emblems, decals, or other form of advertisement or identification shall be attached to the unit.		
<b>5. Training</b>			
5.1	The successful bidder shall provide factory training for a minimum of two City of Atlanta technicians on the unit(s) bid. Training to be provided by the Original Equipment Manufacturer representatives at their closest training facility at the vendor’s expense.		
5.2	The successful bidder shall provide a schedule detailing the time and cost requirement to achieve factory-trained certification for additional Office of Fleet Services technicians. This training is to be priced separately from the cost of the proposed unit and is additional to the maintenance personnel training specified in this section.		
<b>6. Diagnostics</b>			
6.1	The successful bidder shall provide two sets of diagnostic software and associated interface cables kit for each lot unit(s) ordered (if applicable).		
6.2	The successful bidder shall provide any other component needed to communicate between the vehicle and a personal computer.		

**3.38 MINIMUM SPECIFICATIONS – REPAIR SERVICES AND PARTS**

Item Number	GROUP IX – CARGO VAN, ½ TON Description	Comply	Exception
<b>1. Service Provider Responsibilities</b>			
1.1	The Vendor shall pick-up unit(s) at the designated OFS Vehicle Maintenance Facility for transport to the Vendor’s facility when outside repairs are needed. Same day pick-up shall occur for requests made before		

Item Number	GROUP IX – CARGO VAN, ½ TON Description	Comply	Exception
	12:00 noon. Delivery of a unit(s) back to the OFS facility shall be made within 24 hours of completed repair, excluding weekends and holidays.		
1.2	The successful bidder shall indicate in the invoice any warranty for labor and/or parts supplied.		
1.3	The successful bidder shall provide, under normal circumstances, begin work on unit(s) delivered to their repair facility within four (4) hours.		
1.4	The successful bidder shall maintain a minimum of 85% turnaround time within 24 hours and a 95% turnaround time within 48 hours for repairs.		
1.5	The successful bidder shall provide personnel on duty to provide unit(s) repairs/service at the minimum of Monday through Friday between the hours of 8:00 a.m. and 5:00 p.m. <b>State your hours of operation:</b>		
1.6	The successful bidder shall fax an estimate of repair to the Director of Office of Fleet Services, or his designee, to obtain an authorizing work order number prior to performing any repair.		
1.7	All replacement parts shall meet or exceed Original Equipment Manufacturer quality and specifications. Use of non- Original Equipment Manufacturer parts must be approved by the Director of Office of Fleet Services, or his designee.		
1.8	All invoices for repair/service/wreck repair shall indicate: MSLP discounted price to the city of all parts, labor rate charged, number of hours required performing the service/repair, City decal number of unit receiving service/repair, and Office of Fleet Services work order number authorizing service/repair.		
1.9	A copy of the service/repair invoice shall be faxed to the Office of Fleet Services vehicle maintenance facility at the assigned maintenance shop location upon completion of the work.		
<b>2. Repair Parts</b>			
2.1	The successful bidder shall provide replacement parts which meet or exceed Original Equipment (OE) Manufacturer quality and specifications to the City as needed at a discount off of list price.		
2.2	The successful bidder shall provide list prices for their Original Equipment Manufacturer and aftermarket products. The list prices can be provided via electronic media (CD, DVD, or “thumb” drive), on-line access or		



Item Number	GROUP IX – CARGO VAN, ½ TON Description	Comply	Exception
	printed media.		
2.3	The successful bidder will deliver parts to the Office of Fleet Services vehicle maintenance facility at the assigned maintenance shop location. Items stocked in the vendor's inventory will be delivered within four hours of request. Non-stock (ordered) parts will be delivered within four hours of receipt at the vendor's warehouse.		
2.4	The successful bidder shall supply ninety percent (90%) of parts required to maintain this vehicle within 24 hours and have access to the remaining ten percent within 72 hours.		

**GROUP X – CARGO VAN, ¾ TON**

3.39 MINIMUM SPECIFICATIONS – CARGO VAN, ¾ TON

Item Number	Group X – CARGO VAN, ¾ TON Description	Comply	Exception
<b>1. Power train</b>			
1.1	The power source used in this unit shall have performance characteristics equivalent to a 5.4L V-8, gasoline engine.		
1.2	The transmission of this unit shall deliver the same performance as a four to six speed electronic automatic transmission.		
<b>2. Emissions</b>			
2.1	This unit shall be an alternative fuel vehicle (AFV). Compressed natural gas (CNG), Bi-fuel (CNG/gasoline), Electric, Hybrid-electric, or Plug-in Hybrid Electric vehicles will be considered.		
2.2	State Alternative fuel proposed		
<b>3. Fuel System</b>			
3.1	The fuel system of this unit shall meet all Federal safety standards for on-highway AFV's.		
<b>4. Specifics</b>			
4.1	This vehicle shall have a minimum gross vehicle weight of approximately 9,000 pounds.		
4.2	This vehicle shall have a minimum wheelbase of 138" inches.		
4.3	This vehicle shall have a maximum overall length of 212".		
4.4	This vehicle shall have a maximum overall width of 80".		

Item Number	Group X – CARGO VAN, ¾ TON Description	Comply	Exception
4.5	This vehicle shall have a minimum overall height if 85 “.		
<b>5. Suspension and Steering</b>			
5.1	This unit shall be equipped with power rack and pinion steering.		
5.2	This unit shall be equipped with both a heavy-duty suspension system, and heavy-duty steering system components.		
5.3	This unit shall be equipped with power steering.		
5.4	This unit shall be equipped with a tilt steering wheel.		
<b>6. Brakes</b>			
6.1	This unit shall be equipped with dual hydraulic power assisted brakes and an anti-lock braking system.		
6.2	This unit shall be equipped with four (4) wheel disc brakes.		
<b>7. Tires and Wheels</b>			
7.1	This unit shall be equipped with five (5) heavy duty steel 16 or 17 inch wheels.		
7.2	This unit shall be equipped with full wheel covers, if wheels are not custom design.		
7.3	This unit shall be equipped with five (5), 16 or 17 inch tires, steel belted radial tires.		
7.4	This unit shall be equipped with one (1) full size spare tire and wheel to be mounted.		
7.5	This unit shall be equipped with a jack and all accessories for changing a flat tire, to be mounted in the vehicle.		
<b>8. Electrical System</b>			
8.1	This unit shall be equipped with a heavy – duty maintenance-free engine, battery, 72 amp hours, or better, as required.		
8.2	This unit shall be equipped with a heavy-duty alternator, 130 amps or better as required.		
8.3	This unit shall be equipped with warning lights in the dash for oil pressure, water temperature, and battery status as required.		
8.4	This unit shall be equipped with two (2) speed electric windshield wipers, with an intermittent mode.		
8.5	This unit shall be equipped with windshield washers.		
8.6	This unit shall be equipped with a cigarette lighter.		
8.7	Ignition switch for this unit shall have three (3) sets of keys and three (3) remotes, if applicable.		
8.8	This unit shall be equipped with high capacity air conditioning, heating, and defrosting systems.		

Item Number	Group X – CARGO VAN, ¼ TON Description	Comply	Exception
8.9	This unit shall be equipped with a rear window defroster.		
8.10	This unit shall be equipped with an AM/FM radio C/D stereo.		
8.11	This unit shall be equipped with 12-volt power points.		
8.12	This unit shall be equipped with corner strobe lights.		
<b>9. Body Exterior</b>			
9.1	This unit shall be equipped with chrome front and rear bumpers.		
9.2	This unit shall be equipped with body drip molding.		
9.3	This unit shall be equipped with side barn doors without glass.		
9.4	This unit shall be equipped with rear barn doors without glass.		
9.5	This unit shall be equipped with dual outside rearview mirrors left and right, electrically operated and heated.		
9.6	All glass shall be tinted, privacy glass maximum tint 20%.		
9.7	This unit shall be equipped with a running board on the driver's side door. The passenger side doors shall have a full length running board.		
<b>10. Body Interior</b>			
10.1	This unit shall be equipped with a trailer tow package (Class III) with the slide-in being a combination of both a pintle hook, and a 2" ball.		
10.2	This unit shall be equipped with 7-prong electrical connector.		
10.3	This unit shall be equipped with two standard vinyl front seats		
10.4	This unit shall be equipped with vinyl floor covering full length.		
10.5	This unit shall be equipped with three (3) point active safety belts for driver and passenger.		
10.6	Cargo area length of this unit shall be 112". The width of this unit shall be 53'. The cargo area height of this unit shall be 48". The area shall be roughly 235 cubic feet.		
10.7	This unit shall be equipped with a full insulation package.		
10.8	This unit shall be equipped with both a driver's side and passenger side air bag.		
10.9	This unit shall be equipped with a dome light in the cargo area.		
10.10	Both front doors shall have external, key operated, door locks.		

3.40 MINIMUM SPECIFICATIONS – GENERAL

Item Number	Group X – CARGO VAN, ¾ TON Description	Comply	Exception
1. Warranty			
1.1	This unit shall be delivered with a five (5) -year/100,000 mile Power Train warranty.		
1.2	The successful bidder shall provide information associated with an extended warranty to include terms and conditions and pricing.		
1.3	The successful bidder shall provide copies of standard warranty for assembled and delivered unit(s).		
1.4	The successful bidder shall provide forms for delayed warranty start if unit(s) delivery to City is delayed due to upfit of special equipment or modification.		
1.5	The successful bidder shall provide copies of standard and extended warranty for systems and components as provided by individual suppliers.		
1.6	The successful bidder shall provide information and cost estimate for a 5 year or 100,000 mile warranty on the vehicle or other extended warranty period.		
2. Delivery			
2.1	All units shall be delivered complete, fully serviced, inspected for safety and safe operation, and ready to perform the work for which they are being purchased, <b>with no less than a full tank/s of fuel or fully charged.</b>		
2.2	All units shall be serviced, inspected, and delivered from the successful bidder's nearest service facility. Factory direct deliveries are not acceptable.		
2.3	<u>Delivery Location:</u> Office of Fleet Services Technical Services Branch 23 Claire Drive, S.E. Atlanta, GA 30315		
2.4	<u>Contact Information:</u> Ms. Kandie Harris, Fleet Manager, at (404) 622-7681 ext. 129 to schedule delivery date and time.		
3. Documentation			
3.1	The successful bidder shall provide manufacturer's certificate of origin for each unit.		
3.2	The successful bidder shall provide one (1) operator's manual per unit.		

Item Number	Group X – CARGO VAN, ¼ TON Description	Comply	Exception
3.3	The successful bidder shall provide one “build sheet” per unit listing all parts used in assembling each unit(s) (if available).		
3.4	The successful bidder shall provide list of filters and other wear items, by type and part number, per unit typically carried to ensure timely repair and return to service.		
3.5	The successful bidder shall provide electronic media (CD, DVD, or “thumb” drive), on-line access or printed media, illustrated parts breakdown, service and overhaul manuals, technical service bulletins and recall notices throughout the service life of the unit(s).		
<b>4. Decals, Badges, Advertisements</b>			
4.1	No dealer emblems, decals, or other form of advertisement or identification shall be attached to the unit.		
<b>5. Training</b>			
5.1	The successful bidder shall provide factory training for a minimum of two (2) City of Atlanta technicians on the unit(s) bid. Training to be provided by the Original Equipment Manufacturer representatives at their closest training facility at the vendor’s expense.		
5.2	The successful bidder shall provide a schedule detailing the time and cost requirement to achieve factory-trained certification for additional Office of Fleet Services technicians. This training is to be priced separately from the cost of the proposed unit and is additional to the maintenance personnel training specified in this section.		
<b>6. Diagnostics</b>			
6.1	The successful bidder shall provide two sets of diagnostic software and associated interface cables kit for each lot unit(s) ordered (if applicable).		
6.2	The successful bidder shall supply any other component needed to communicate between the vehicle and a PC.		

3.41 MINIMUM SPECIFICATIONS – REPAIR SERVICES AND PARTS

Item Number	Group X – CARGO VAN, ¼ TON Description	Comply	Exception
<b>1. Service Provider Responsibilities</b>			
1.1	The Vendor shall pick-up unit(s) at the designated OFS Vehicle Maintenance Facility for transport to the		

Item Number	Group X – CARGO VAN, ¾ TON Description	Comply	Exception
	Vendor's facility when outside repairs are needed. Same day pick-up shall occur for requests made before 12:00 noon. Delivery of a unit(s) back to the OFS facility shall be made within 24 hours of completed repair, excluding weekends and holidays.		
1.2	The successful bidder shall indicate in the invoice any warranty for labor and/or parts supplied.		
1.3	The successful bidder shall, under normal circumstances, begin work on unit(s) delivered to their repair facility within four (4) hours.		
1.4	The successful bidder shall maintain a minimum of 85% turnaround time within 24 hours and a 95% turnaround time within 48 hours for repairs.		
1.5	The successful bidder shall have personnel on duty to provide unit(s) repairs/service at the minimum of Monday through Friday between the hours of 8:00 a.m. and 5:00 p.m. <b>State your hours of operation:</b>		
1.6	The successful bidder shall fax an estimate of repair to the Director of Office of Fleet Services, or his designee, to obtain an authorizing work order number prior to performing any repair.		
1.7	All replacement parts shall meet or exceed Original Equipment Manufacturer quality and specifications. Use of non- Original Equipment Manufacturer parts must be approved by the Director of Office of Fleet Services, or his designee.		
1.8	All invoices for repair/service/wreck repair shall indicate: Manufacturer's Suggested List Price, discounted price to the city of all parts, labor rate charged, number of hours required performing the service/repair, City of Atlanta decal number of unit receiving service/repair, and Office of Fleet Services work order number authorizing service/repair.		
1.9	A copy of the service/repair invoice shall be faxed to the Office of Fleet Services vehicle maintenance facility at the assigned maintenance shop location upon completion of the work.		
<b>2. Repair Parts</b>			
2.1	The successful bidder shall provide replacement parts which meet or exceed Original Equipment (OE) Manufacturer quality and specifications to the City as needed at a discount off of list price.		

Item Number	Group X – CARGO VAN, ¾ TON Description	Comply	Exception
2.2	The successful bidder shall provide list prices for their Original Equipment Manufacturer and aftermarket products. The list prices can be provided via electronic media (CD, DVD, or “thumb” drive), on-line access or printed media.		
2.3	The successful bidder shall deliver parts to the Office of Fleet Services vehicle maintenance facility at the assigned maintenance shop location upon completion of the work. Items stocked in the vendor’s inventory will be delivered within four hours of request. Non-stock (ordered) parts will be delivered within four hours of receipt at the vendor’s warehouse.		
2.4	The successful bidder shall supply ninety percent (90%) of parts required to maintain this vehicle within 24 hours and have access to the remaining ten percent within 72 hours.		

**GROUP XI – 15 PASSENGER VAN**

3.42 MINIMUM SPECIFICATIONS – 15 PASSENGER VAN

Item Number	Group XI – 15 PASSENGER VAN Description	Comply	Exception
<b>1. Power train</b>			
1.1	The power source used in this unit shall have performance characteristics equivalent to a 5.4L, V-8, gasoline engine.		
1.2	The transmission of this unit shall deliver the same performance as a four to six speed electronic automatic transmission.		
<b>2. Emissions</b>			
2.1	This unit shall be an alternative fuel vehicle (AFV). Compressed natural gas (CNG), Bi-fuel (CNG/gasoline), Electric, Hybrid-electric, or Plug-in Hybrid Electric vehicles will be considered.		
2.2	State Alternative fuel proposed		
<b>3. Fuel System</b>			
3.1	The fuel system of this unit shall meet all Federal safety standards for on-highway AFV’s System.		
<b>4. Specifics</b>			
4.1	This vehicle shall have a minimum gross vehicle weight of approximately 9,000 pounds .		

Item Number	Group XI – 15 PASSENGER VAN Description	Comply	Exception
4.2	This vehicle shall have a minimum wheelbase of 138” inches.		
4.3	This vehicle shall have a maximum overall length of 231”.		
4.4	This vehicle shall have a maximum overall width of 80”.		
4.5	This vehicle shall have a minimum overall height of 85 “.		
<b>5. Suspension and Steering</b>			
5.1	This unit shall be equipped with power rack & pinion steering.		
5.2	This unit shall be equipped with both a heavy-duty suspension system, and heavy-duty steering system components.		
5.3	This unit shall be equipped with power steering.		
5.4	This unit shall be equipped with a tilt steering wheel.		
<b>6 Brakes</b>			
6.1	This unit shall be equipped with dual hydraulic power assisted brakes and an anti-lock braking system.		
6.2	This unit shall be equipped with four (4) wheel disc brakes.		
<b>7 Tires and Wheels</b>			
7.1	This unit shall be equipped with five (5) heavy-duty steel 16 or 17-inch wheels.		
7.2	This unit shall be equipped with full wheel covers, if wheels are not custom design.		
7.3	This unit shall be equipped with five (5), 16 or 17 inch tires, steel belted radial tires.		
7.4	This unit shall be equipped with one (1) full size spare tire and wheel to be mounted.		
7.5	This unit shall be equipped with a jack and all accessories for changing a flat tire to be mounted in the vehicle.		
<b>8. Electrical System</b>			
8.1	This unit shall be equipped with power windows and door locks.		
8.2	This unit shall be equipped with a heavy – duty maintenance-free engine, battery, 72 amp hours, or better, as required.		
8.3	This unit shall be equipped with a heavy-duty alternator, 130 amps or better, as required.		
8.4	This unit shall be equipped with two (2) speed electric windshield wipers with an intermittent mode.		
8.5	This unit shall be equipped with windshield washers.		



Item Number	Group XI – 15 PASSENGER VAN Description	Comply	Exception
8.6	This unit shall be equipped with a cigarette lighter.		
8.7	Ignition switch for this unit shall have three (3) sets of keys and three (3) remotes if applicable.		
8.8	This unit shall be equipped with high capacity air conditioning, heating, and defrosting systems.		
8.9	This unit shall be equipped with a rear window defroster.		
8.10	This unit shall be equipped with an AM/FM radio C/D stereo with a minimum of six (6) speakers.		
8.11	This unit shall be equipped with 12-volt power points.		
8.12	Remote keyless entry/panic alarm.		
<b>9. Body Exterior</b>			
9.1	This unit shall be equipped with standard front and rear bumpers.		
9.2	This unit shall be equipped with body drip moldings.		
9.3	This unit shall be equipped with side sliding door and rear hinge barn door design.		
9.4	This unit shall be equipped with a full tinted window package.		
9.5	This unit shall be equipped with dual outside mirrors electrical operated and heated.		
9.6	This unit will be equipped with a heavy-duty running board on the driver's side door, and with a heavy-duty full-length running board, on the passenger's side doors.		
9.7	This unit shall be equipped with floor mats.		
9.8	Both front doors shall have external key operated, door locks.		
<b>10. Body Interior</b>			
10.1	Seating on this unit shall be as follows: two (2) front bucket seats, (3) three-passenger bench seats, one (1) rear four (4) - passenger bench seat.		
10.2	This unit will be equipped with cloth seats.		
10.3	This unit will be equipped with full length carpet.		
10.4	This unit will be equipped with seat belts for all 15 passengers.		
10.5	This unit will be equipped with a cargo area of approximately 275 cubic feet.		
10.6	This unit will be equipped with a full insulation package.		
10.7	This unit will be equipped with both driver's side and passenger side air bags.		
10.8	This unit will be equipped with a dome light in cargo area.		

3.43 MINIMUM SPECIFICATIONS – GENERAL

Item Number	Group XI – 15 PASSENGER VAN Description	Comply	Exception
<b>1. Warranty</b>			
1.1	This unit shall be delivered with a five (5)-year/100,000 mile Power Train warranty.		
1.2	The successful bidder shall provide information associated with an extended warranty package, to include terms and conditions and pricing.		
1.3	The successful bidder shall provide copies of standard warranty for assembled and delivered unit(s).		
1.4	The successful bidder shall provide forms for delayed warranty start if unit(s) delivery to the City of Atlanta is delayed due to upfit of special equipment or modification.		
1.5	The successful bidder shall provide copies of standard and extended warranty for systems and components as provided by individual suppliers.		
1.6	The successful bidder shall provide information and cost estimate for a five (5) year or 100,000 mile warranty on the unit or other extended warranty period.		
<b>2. Delivery</b>			
2.1	All units shall be delivered complete, fully serviced, inspected for safety and safe operation, and ready to perform the work for which they are being purchased, <b>with no less than a full tank/s of fuel or fully charged.</b>		
2.2	All units shall be serviced, inspected, and delivered from the successful bidder's nearest service facility. Factory direct deliveries are not acceptable.		
2.3	<u>Delivery Location:</u> Office of Fleet Services Technical Services Branch 23 Claire Drive, S.E. Atlanta, GA 30315		
2.4	<u>Contact Information:</u> Ms. Kandie Harris, Fleet Manager, at (404) 622-7681 ext. 129 to schedule delivery date and time.		
<b>3. Documentation</b>			
3.1	The successful bidder shall provide manufacturer's certificate of origin for each unit.		
3.2	The successful bidder shall provide one (1) operator's manual per unit.		

Item Number	Group XI – 15 PASSENGER VAN Description	Comply	Exception
3.3	The successful bidder shall provide one “build sheet” per unit listing all parts used in assembling each unit(s) (if available).		
3.4	The successful bidder shall provide list of filters and other wear items, by type and part number, per unit typically carried to ensure timely repair and return to service.		
3.5	The successful bidder shall provide electronic media (CD, DVD, or “thumb” drive), on-line access or printed media, illustrated parts breakdown, service and overhaul manuals, technical service bulletins and recall notices throughout the service life of the unit(s).		
<b>4. Decals, Badges, Advertisements</b>			
4.1	No dealer emblems, decals, or other form of advertisement or identification shall be attached to the unit.		
<b>5. Training</b>			
5.1	The successful bidder shall provide factory training for a minimum of two City of Atlanta technicians on the unit(s) bid. Training to be provided by the Original Equipment Manufacturer representatives at their closest training facility at the vendor’s expense.		
5.2	The successful bidder shall provide a schedule detailing the time and cost requirement to achieve factory-trained certification for additional Office of Fleet Services technicians. This training is to be priced separately from the cost of the proposed unit and is additional to the maintenance personnel training specified in this section.		
<b>6. Diagnostics</b>			
6.1	The successful bidder shall provide two (2) sets of diagnostic software and associated interface cables kit for each lot unit(s) ordered (if applicable).		
6.2	The successful bidder shall provide any other component needed to communicate between the vehicle and a personal computer.		

3.44 MINIMUM SPECIFICATIONS – REPAIR SERVICES AND PARTS

Item Number	Group XI – 15 PASSENGER VAN Description	Comply	Exception
<b>1. Service Provider Responsibilities</b>			
1.1	The Vendor shall pick-up unit(s) at the designated OFS Vehicle Maintenance Facility for transport to the		

Item Number	Group XI – 15 PASSENGER VAN Description	Comply	Exception
	Vendor's facility when outside repairs are needed. Same day pick-up shall occur for requests made before 12:00 noon. Delivery of a unit(s) back to the OFS facility shall be made within 24 hours of completed repair, excluding weekends and holidays.		
1.2	The successful bidder shall indicate in the invoice any warranty for labor and/or parts supplied.		
1.3	The successful bidder shall, under normal circumstances, begin work on unit(s) delivered to their repair facility within four (4) hours.		
1.4	The successful bidder shall maintain a minimum of 85% turnaround time within 24 hours and a 95% turnaround time within 48 hours for repairs.		
1.5	The successful bidder shall have personnel on duty to provide unit(s) repairs/service at the minimum of Monday through Friday between the hours of 8:00 a.m. and 5:00 p.m. <b>State your hours of operation:</b> _____		
1.6	The successful bidder shall fax an estimate of repair to the Director of Office of Fleet Services, or his designee, to obtain an authorizing work order number prior to performing any repair.		
1.7	All replacement parts shall meet or exceed Original Equipment Manufacturer's quality and specifications. Use of non- Original Equipment Manufacturer's parts must be approved by the Director of Office of Fleet Services, or his designee.		
1.8	All invoices for repair/service/wreck repair shall indicate: Manufacturer's Suggested List Price, discounted price to the city of all parts, labor rate charged, number of hours required performing the service/repair, City of Atlanta decal number of unit receiving service/repair, and Office of Fleet Services work order number authorizing service/repair.		
1.9	A copy of the service/repair invoice shall be faxed to the Office of Fleet Services vehicle maintenance facility at the assigned maintenance shop location upon completion of the work.		
<b>2. Repair Parts</b>			
2.1	The successful bidder shall provide replacement parts which meet or exceed Original Equipment (OE) Manufacturer quality and specifications to the City as needed at a discount off of list price.		

Item Number	Group XI – 15 PASSENGER VAN Description	Comply	Exception
2.2	The successful bidder shall provide list prices for their Original Equipment Manufacturer and aftermarket products. The list prices can be provided via electronic media (CD, DVD, or “thumb” drive), on-line access or printed media.		
2.3	The successful bidder shall deliver parts to the Office of Fleet Services vehicle maintenance facility at the assigned maintenance shop location. Items stocked in the vendor’s inventory will be delivered within four (4) hours of request. Non-stock (ordered) parts will be delivered within four (4) hours of receipt at the vendor’s warehouse.		
2.4	The successful bidder shall supply ninety percent (90%) of parts required to maintain this vehicle within 24 hours and have access to the remaining ten percent within 72 hours.		

**4. APPLICABLE DOCUMENTS, STANDARDS, AND SPECIFICATIONS**

4.1 The following document (s), standard (s) or specifications shall apply:

Material(s), goods or service(s) covered by this Invitation for Bid shall comply with all Federal Occupational Safety and Health Acts, FAA Standards and Georgia Occupational Safety and Health Act requirements, where applicable and in effect at time of delivery.

**5. QUALITY ASSURANCE PROVISIONS**

5.1 Tests and Inspection -It shall be the vendor's responsibility to perform all tests and inspections required by this specification unless otherwise stated in the purchase order, data sheet, and/or contract. The vendor may use in the process his own facility or any recognized independent laboratory acceptable to the City of Atlanta. The City of Atlanta reserves the right to perform any of the test and inspection requirements where such tests and inspections are needed to further determine vendor compliance with this specification.

5.2 Certification  
Material covered by this specification shall comply with all Federal Occupational Safety and Health Acts and Georgia Occupational Safety and Health Acts Requirement where applicable and in effect at time of shipment.

- 5.3 Sampling - Sample, visual test and inspection may be required. This shall be performed and witnessed in the presence of City Officials at no extra cost. Failure to comply with this provision may cause rejection of the items supplied and cancellation of the contract.
- 5.4 Quality and Quantity Control - A system of test and inspection shall be used to insure receipt of the quality and quantity of items supplied. Goods will be promptly unpacked and inspected; any discrepancies from purchase order or supplier invoice will be reported immediately to the Chief Procurement Officer of the Department of Procurement.
- 5.5 Plant and Facility Inspection - The Department of Procurement may require the vendor to make their plant and facilities available for inspection, or may require additional information concerning the vendor's ability to comply with the requirements of this specification, or its ability to perform in accordance with delivery requirements within budget. In addition to the above, vendor may be required to produce shop orders and backlog orders documentation. Failure to comply with this requirement may cause rejection of the bid package.
- 5.6 Protection - The vendor shall assume all costs arising from the use of patented materials, devices, or processes incorporated in the materials furnished. The vendor further agrees to indemnify and hold harmless the City of Atlanta and its duly authorized agents from suits of law or actions of any nature for or on account of the use of any patented materials, equipment devices or processes.
- 5.7 Travel Expense - The City of Atlanta may require one or more visits to the vendor's plant to assure compliance with City requirements. The cost of such visits shall be absorbed by the supplier after the purchase order has been assigned.

## **6. PREPARATION FOR DELIVERY**

- 6.1 Packing - Packing shall be accomplished in accordance with acceptable commercial practices for domestic shipments, unless otherwise stated in the contract or purchase order. The vendor shall make shipments using the minimum number of containers consistent with the requirements of safe transit available mode of transportation and routing. It shall be the vendor's responsibility to determine that the packing done is adequate to assure that all materials shall arrive at destination in an undamaged condition ready for intended use.
- 6.2 Marking - All packages shall be identified with the City of Atlanta purchase order number and the using Bureau. Sealed packing lists and proper label must be affixed to all cartons indicating contents.
- 6.3 Shipping - The vendor shall follow shipping instructions as stated on the purchase order or contract.

- 6.4 Deliver Schedule and Liability - It shall be the vendor's responsibility to maintain delivery schedule as stated on bid. The City must be notified on any change at least ten (10) days prior to original delivery date. Notification of slippage, however, shall not relieve vendor from late delivery penalties as outlined below. The vendor is urged to realistically and accurately state its proposed delivery for the items called for in the Invitation for Bid Pricing Sheet.

Split delivery may be accepted, if it is found to be in the best interest of the City but shall not be made in quantities of less than fifty percent (50%) of the total purchase order or contract quantity.

The vendor shall not, for any reason, delay delivery of items necessary to the upkeep of the City. The City of Atlanta reserves the right to enforce a Late Delivery Penalty to a delinquent vendor. Late delivery penalties are in the amount of one percent (1%) for each day of delay to a maximum of five percent (5%) of the total purchase order or contract amount beginning after a ten (10) day grace period from the expired delivery date.

## 7. WARRANTY

It shall be the bidder's responsibility to submit, at the time of shipment, original Manufacturer's warranty of the material(s) quoted.

## 8. GUARANTEE

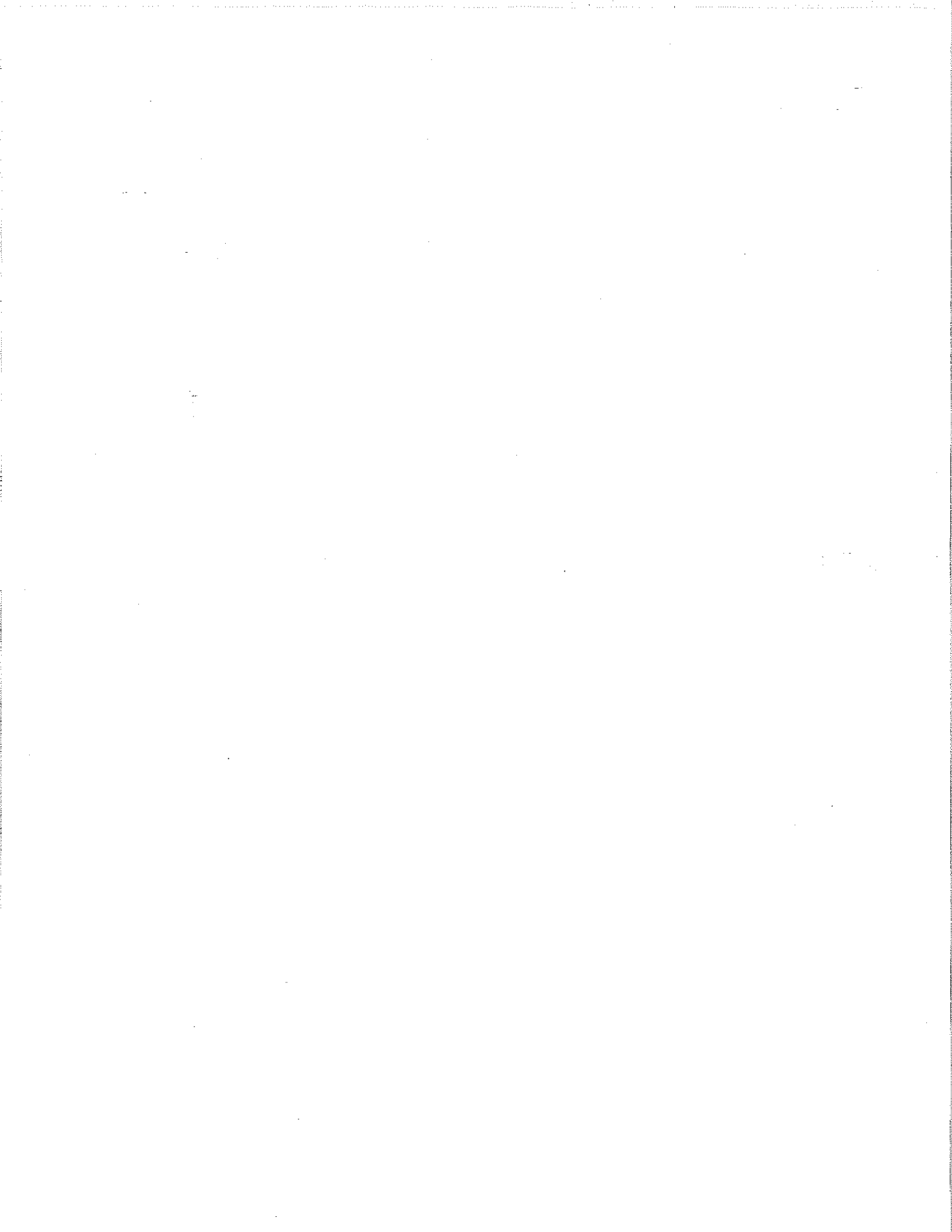
The material(s) shall be guaranteed to be free of defect of construction, conception and workmanship for a period of at least 12,000 miles, 12 months or 2000 hours from date of acceptance. Any parts or portion found not in accordance with this specification will be rejected and returned to vendor at vendor's expense for its immediate replacement.

9. **FACE SHEET AND ALL PAGES OF THIS SPECIFICATION, SIGNED BY AN AUTHORIZED REPRESENTATIVE, MUST BE RETURNED WITH YOUR BID; OTHERWISE THE BID MAYBE CONSIDERED INVALID.**

10. **IF YOU DO NOT QUOTE, PLEASE RETURN THE COVER SHEET WITH YOUR COMPANY NAME AND REASONS WHY YOU ARE NOT QUOTING. OTHERWISE, AFTER THREE (3) "NO REPOSSES" YOUR COMPANY'S NAME MAY BE REMOVED FROM OUR VENDOR LIST.**

11. **A COMPLETE CONTRACT EMPLOYMENT REPORT OR CURRENT LETTER OF CERTIFICATION FROM THE CITY OF ATLANTA MUST ACCOMPANY EACH BID. FAILURE TO COMPLY WILL RENDER BID INVALID.**

12. **SUBMIT THE ORIGINAL AND \_\_\_\_ ( ) COPIES OF THE BID AND REQUIRED ATTACHMENTS.**





## VENDOR REFERENCES

PROJECT TYPE: Fuel ITB/FC NO.: 6719-AP BUYER/CO: Annette Pellum

PROJECT NAME: Alternative Fuel Vehicles

\*\*\*\*\*

1. \_\_\_\_\_  
Company Name Contact Person  
\_\_\_\_\_  
Address City/State/Zip  
\_\_\_\_\_  
Phone Number County

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_  
Company Name Contact Person  
\_\_\_\_\_  
Address City/State/Zip  
\_\_\_\_\_  
Phone Number County

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_

3. \_\_\_\_\_  
Company Name Contact Person  
\_\_\_\_\_  
Address City/State/Zip  
\_\_\_\_\_  
Phone Number County

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_

FIRM NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_



	QUAN.	UNIT PRICE	TOTAL
*****			
<b>NOTE TO ALL BIDDERS</b>			
<p><b>IN COMPLIANCE WITH THE REQUIREMENTS OF THIS SPECIFICATION (IF APPLICABLE), VENDOR MUST SUBMIT WITH BID TWO (2) SETS OF DESCRIPTIVE LITERATURE OR YOUR BID MAY NOT BE CONSIDERED.</b></p> <p>Bids shall be held firm for 120 days after bid opening date and time.</p> <p>Further, prices shall be held firm for one year from date of award.</p> <p>*****</p> <p><b>GROUP I – SUV, COMPACT</b></p> <p><b>Power Train Configuration: Two (2) Wheel Drive Standard</b></p>			
1. Compressed Natural Gas – OE Installation	1	\$ _____	\$ _____
State Year, Make and Model Offered		_____	
State Delivery Time/Days		_____	
2. Compressed Natural Gas – Conversion			
State Conversion Model and Installer Name:		\$ _____	\$ _____
_____			
State Year, Make and Model Offered		_____	
State Delivery Time/Days		_____	
3. Hybrid	1	\$ _____	\$ _____
State Year, Make and Model Offered		_____	
State Delivery Time/Days		_____	
4. Plug-in Hybrid	1	\$ _____	\$ _____

**FIRM NAME** \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
 DATE

**TITLE** \_\_\_\_\_



	QUAN.	UNIT PRICE	TOTAL
State Year, Make and Model Offered		_____	_____
State Delivery Time/Days		_____	_____
5. Bi-Fuel (CNG/Gasoline – OE Installation)	1	\$ _____	\$ _____
State Year, Make and Model Offered		_____	_____
State Delivery Time/Days		_____	_____
6. Bi-Fuel (CNG/Gasoline) – Conversion			
State Conversion Model and Installer Name:	1	\$ _____	\$ _____
<hr/>			
State Year, Make and Model Offered		_____	_____
State Delivery Time/Days		_____	_____
7. Electric	1	\$ _____	\$ _____
State Year, Make and Model Offered		_____	_____
State Delivery Time/Days		_____	_____
<b><u>Optional Equipment (Additional Cost)</u></b>			
8. 4-Wheel Drive	1	\$ _____	\$ _____
<b>REPAIR SERVICES AND PARTS</b>			
9. In Shop Service Rate (Mon-Friday 7AM- 5:00 PM)	200 hrs.	\$ _____ / hr.	\$ _____
10. Service Call Rate (City of Atlanta, Mon-Friday 7AM- 5:00 PM) [Enter the hourly rate as the Unit Price]	100 hrs.	\$ _____ / hr.	\$ _____
11. Service Call Rate (City of Atlanta, Nights, Holidays, & Weekends)	50 hrs	\$ _____ / hr.	\$ _____
12. Parts: State % Discount off of list price	\$5,000 total list	_____ % discount	\$ _____

FIRM NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

TITLE \_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
 DATE



	QUAN.	UNIT PRICE	TOTAL
<b>GROUP II – SUV, Mid-Size</b>			
<b>Power Train Configuration: Two Wheel Drive Standard</b>			
1. Compressed Natural Gas – OE Installation	1	\$ _____	\$ _____
State Year, Make and Model Offered		_____	
State Delivery Time/Days		_____	
2. Compressed Natural Gas – Conversion			
State Conversion Model and Installer Name:		\$ _____	\$ _____
_____			
State Year, Make and Model Offered		_____	
State Delivery Time/Days		_____	
3. Hybrid	1	\$ _____	\$ _____
State Year, Make and Model Offered		_____	
State Delivery Time/Days		_____	
4. Plug-in Hybrid	1	\$ _____	\$ _____
State Year, Make and Model Offered		_____	
State Delivery Time/Days		_____	
5. Bi-Fuel (CNG/Gasoline – OE Installation)	1	\$ _____	\$ _____
State Year, Make and Model Offered		_____	
State Delivery Time/Days		_____	
6. Bi-Fuel (CNG/Gasoline) – Conversion			
State Conversion Model and Installer Name:	1	\$ _____	\$ _____
_____			
State Year, Make and Model Offered		_____	
State Delivery Time/Days		_____	

**FIRM NAME** \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_

**TITLE** \_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
**DATE**



	QUAN.	UNIT PRICE	TOTAL
7. Electric	1	\$ _____	\$ _____
State Year, Make and Model Offered		_____	
State Delivery Time/Days		_____	
<b>Optional Equipment (Additional Cost)</b>			
8. 4-Wheel Drive	1	\$ _____	\$ _____
<b>REPAIR SERVICES AND PARTS</b>			
9. In Shop Service Rate (Mon-Friday 7AM- 5:00 PM)	200 hrs.	\$ _____ / hr.	\$ _____
10. Service Call Rate (City of Atlanta, Mon-Friday 7AM- 5:00 PM) [Enter the hourly rate as the Unit Price]	100 hrs.	\$ _____ / hr.	\$ _____
11. Service Call Rate (City of Atlanta, Nights, Holidays, & Weekends)	50 hrs	\$ _____ / hr.	\$ _____
12. Parts: State % Discount off of list price	\$5,000 total list	_____ % discount	\$ _____
<b>GROUP III – SUV, Full-Size</b>			
<b>Power Train Configuration: Two Wheel Drive Standard</b>			
1. Compressed Natural Gas – OE Installation	1	\$ _____	\$ _____
State Year, Make and Model Offered		_____	
State Delivery Time/Days		_____	
2. Compressed Natural Gas – Conversion			
State Conversion Model and Installer Name:		\$ _____	\$ _____
_____			
State Year, Make and Model Offered		_____	
State Delivery Time/Days		_____	

FIRM NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

TITLE \_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
 DATE



CITY OF ATLANTA  
 DEPARTMENT OF PROCUREMENT  
 55 TRINITY AVENUE, SW, SUITE 1790  
 ATLANTA, GEORGIA 30303-0307  
 (404) 330-6204

**PRICING SHEET**  
**BID NUMBER**  
**6719-AP**  
**Page 5 of 20**

	QUAN.	UNIT PRICE	TOTAL
3. Hybrid	1	\$ _____	\$ _____
State Year, Make and Model Offered		_____	
State Delivery Time/Days		_____	
4. Plug-in Hybrid	1	\$ _____	\$ _____
State Year, Make and Model Offered		_____	
State Delivery Time/Days		_____	
5. Bi-Fuel (CNG/Gasoline – OE Installation)	1	\$ _____	\$ _____
State Year, Make and Model Offered		_____	
State Delivery Time/Days		_____	
6. Bi-Fuel (CNG/Gasoline) – Conversion			
State Conversion Model and Installer Name:	1	\$ _____	\$ _____
<hr/>			
State Year, Make and Model Offered		_____	
State Delivery Time/Days		_____	
7. Electric	1	\$ _____	\$ _____
State Year, Make and Model Offered		_____	
State Delivery Time/Days		_____	
<b><u>Optional Equipment (Additional Cost)</u></b>			
8. 4-Wheel Drive	1	\$ _____	\$ _____
<b>REPAIR SERVICES AND PARTS</b>			
1. In Shop Service Rate (Mon-Friday 7AM- 5:00 PM)	200 hrs.	\$ _____ / hr.	\$ _____
2. Service Call Rate (City of Atlanta, Mon-Friday 7AM- 5:00 PM) [Enter the hourly rate as the Unit Price]	100 hrs.	\$ _____ / hr.	\$ _____

**FIRM NAME** \_\_\_\_\_

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	QUAN.	UNIT PRICE	TOTAL
3. Service Call Rate (City of Atlanta, Nights, Holidays, & Weekends)	50 hrs	\$ _____ / hr.	\$ _____
4. Parts: State % Discount off of list price	\$5,000 total list	_____ % discount	\$ _____
<b>GROUP IV – Pickup Truck – 1/2 Ton</b>			
<b>Power Train Configuration: Two Wheel Drive, Two Door Standard</b>			
1. Compressed Natural Gas – OE Installation	1	\$ _____	\$ _____
State Year, Make and Model Offered		_____	
State Delivery Time/Days		_____	
2. Compressed Natural Gas – Conversion			
State Conversion Model and Installer Name:		\$ _____	\$ _____
_____			
State Year, Make and Model Offered		_____	
State Delivery Time/Days		_____	
3. Hybrid	1	\$ _____	\$ _____
State Year, Make and Model Offered		_____	
State Delivery Time/Days		_____	
4. Plug-in Hybrid	1	\$ _____	\$ _____
State Year, Make and Model Offered		_____	
State Delivery Time/Days		_____	
5. Bi-Fuel (CNG/Gasoline – OE Installation)	1	\$ _____	\$ _____
State Year, Make and Model Offered		_____	
State Delivery Time/Days		_____	

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	QUAN.	UNIT PRICE	TOTAL
6. Bi-Fuel (CNG/Gasoline) – Conversion			
State Conversion Model and Installer Name:	1	\$ _____	\$ _____
<hr/>			
State Year, Make and Model Offered		_____	
State Delivery Time/Days		_____	
7. Electric	1	\$ _____	\$ _____
State Year, Make and Model Offered		_____	
State Delivery Time/Days		_____	
<b><u>Optional Equipment (Additional Cost)</u></b>			
8. 2-Wheel Drive, Extended Cab	1	\$ _____	\$ _____
9. 2-Wheel Drive, Crew Cab	1	\$ _____	\$ _____
10. 4-Wheel Drive, Regular Cab	1	\$ _____	\$ _____
11. 4-Wheel Drive, Extended Cab	1	\$ _____	\$ _____
12. 4-Wheel Drive, Crew Cab	1	\$ _____	\$ _____
13. Aluminum cross-bed toolbox	1	\$ _____	\$ _____
14. Spray-on Bed Liner	1	\$ _____	\$ _____
15. Steel Headache Rack	1	\$ _____	\$ _____
16. Amber Rotating Beacon	1	\$ _____	\$ _____
17. Class-III Tow Hitch with Wiring	1	\$ _____	\$ _____
<b>REPAIR SERVICES AND PARTS</b>			
18. In Shop Service Rate (Mon-Friday 7AM- 5:00 PM)	200 hrs.	\$ _____ / hr.	\$ _____
19. Service Call Rate (City of Atlanta, Mon-Friday 7AM- 5:00 PM) [Enter the hourly rate as the Unit Price]	100 hrs.	\$ _____ / hr.	\$ _____

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	QUAN.	UNIT PRICE	TOTAL
20. Service Call Rate (City of Atlanta, Nights, Holidays, & Weekends)	50 hrs	\$ _____ / hr.	\$ _____
21. Parts: State % Discount off of list price	\$5,000 total list	_____ % discount	\$ _____
<b>GROUP V – Pickup Truck – 3/4 ton</b>			
<b>Power Train Configuration: Two Wheel Drive, Two Door Standard</b>			
1. Compressed Natural Gas – OE Installation	1	\$ _____	\$ _____
State Year, Make and Model Offered		_____	
State Delivery Time/Days		_____	
2. Compressed Natural Gas – Conversion			
State Conversion Model and Installer Name:		\$ _____	\$ _____
_____			
State Year, Make and Model Offered		_____	
State Delivery Time/Days		_____	
3. Hybrid	1	\$ _____	\$ _____
State Year, Make and Model Offered		_____	
State Delivery Time/Days		_____	
4. Plug-in Hybrid	1	\$ _____	\$ _____
State Year, Make and Model Offered		_____	
State Delivery Time/Days		_____	
5. Bi-Fuel (CNG/Gasoline – OE Installation)	1	\$ _____	\$ _____
State Year, Make and Model Offered		_____	
State Delivery Time/Days		_____	

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	QUAN.	UNIT PRICE	TOTAL
6. Bi-Fuel (CNG/Gasoline) – Conversion			
State Conversion Model and Installer Name:	1	\$ _____	\$ _____
<hr/>			
State Year, Make and Model Offered		_____	
State Delivery Time/Days		_____	
7. Electric	1	\$ _____	\$ _____
State Year, Make and Model Offered		_____	
State Delivery Time/Days		_____	
<b>Optional Equipment (Additional Cost)</b>			
8. 2-Wheel Drive, Extended Cab	1	\$ _____	\$ _____
9. 2-Wheel Drive, Crew Cab	1	\$ _____	\$ _____
10. 4-Wheel Drive, Regular Cab	1	\$ _____	\$ _____
11. 4-Wheel Drive, Extended Cab	1	\$ _____	\$ _____
12. 4-Wheel Drive, Crew Cab	1	\$ _____	\$ _____
13. Aluminum cross-bed toolbox	1	\$ _____	\$ _____
14. Spray-in Bed Liner	1	\$ _____	\$ _____
15. Steel Headache Rack	1	\$ _____	\$ _____
16. Amber Rotating Beacons	2	\$ _____	\$ _____
17. Class-III Tow hitch with Wiring	1	\$ _____	\$ _____
<b>REPAIR SERVICES AND PARTS</b>			
18. In Shop Service Rate (Mon-Friday 7AM- 5:00 PM)	200 hrs.	\$ _____ / hr.	\$ _____
19. Service Call Rate (City of Atlanta, Mon-Friday 7AM- 5:00 PM) [Enter the hourly rate as the Unit Price]	100 hrs.	\$ _____ / hr.	\$ _____
20. Service Call Rate (City of Atlanta, Nights, Holidays, & Weekends)	50 hrs	\$ _____ / hr.	\$ _____
21. Parts: State % Discount off of list price	\$5,000 total list	_____ % discount	\$ _____

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	QUAN.	UNIT PRICE	TOTAL
<b>GROUP VI – SEDAN, COMPACT</b>			
<b>Power Train Configuration:</b>			
1. Compressed Natural Gas – OE Installation	1	\$ _____	\$ _____
State Year, Make and Model Offered		_____	
State Delivery Time/Days		_____	
2. Compressed Natural Gas – Conversion			
State Conversion Model and Installer Name:		\$ _____	\$ _____
_____			
State Year, Make and Model Offered		_____	
State Delivery Time/Days		_____	
3. Hybrid	1	\$ _____	\$ _____
State Year, Make and Model Offered		_____	
State Delivery Time/Days		_____	
4. Plug-in Hybrid	1	\$ _____	\$ _____
State Year, Make and Model Offered		_____	
State Delivery Time/Days		_____	
5. Bi-Fuel (CNG/Gasoline – OE Installation)	1	\$ _____	\$ _____
State Year, Make and Model Offered		_____	
State Delivery Time/Days		_____	
6. Bi-Fuel (CNG/Gasoline) – Conversion			
State Conversion Model and Installer Name:	1	\$ _____	\$ _____
_____			
State Year, Make and Model Offered		_____	

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	QUAN.	UNIT PRICE	TOTAL
State Delivery Time/Days		_____	_____
7. Electric	1	\$ _____	\$ _____
State Year, Make and Model Offered		_____	_____
State Delivery Time/Days		_____	_____
<b>REPAIR SERVICES AND PARTS</b>			
8. In Shop Service Rate (Mon-Friday 7AM- 5:00 PM)	200 hrs.	\$ _____ / hr.	\$ _____
9. Service Call Rate (City of Atlanta, Mon-Friday 7AM- 5:00 PM) [Enter the hourly rate as the Unit Price]	100 hrs.	\$ _____ / hr.	\$ _____
10. Service Call Rate (City of Atlanta, Nights, Holidays, & Weekends)	50 hrs	\$ _____ / hr.	\$ _____
11. Parts: State % Discount off of list price	\$5,000 total list	_____ % discount	\$ _____
<b>GROUP VII – SEDAN, MID-SIZE</b>			
<b>Power Train Configuration:</b>			
1. Compressed Natural Gas – OE Installation	1	\$ _____	\$ _____
State Year, Make and Model Offered		_____	_____
State Delivery Time/Days		_____	_____
2. Compressed Natural Gas – Conversion			
State Conversion Model and Installer Name:		\$ _____	\$ _____
_____			
State Year, Make and Model Offered		_____	_____
State Delivery Time/Days		_____	_____
3. Hybrid	1	\$ _____	\$ _____

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	QUAN.	UNIT PRICE	TOTAL
State Year, Make and Model Offered		_____	
State Delivery Time/Days		_____	
4. Plug-in Hybrid	1	\$ _____	\$ _____
State Year, Make and Model Offered		_____	
State Delivery Time/Days		_____	
5. Bi-Fuel (CNG/Gasoline – OE Installation)	1	\$ _____	\$ _____
State Year, Make and Model Offered		_____	
State Delivery Time/Days		_____	
6. Bi-Fuel (CNG/Gasoline) – Conversion			
State Conversion Model and Installer Name:	1	\$ _____	\$ _____
<hr/>			
State Year, Make and Model Offered		_____	
State Delivery Time/Days		_____	
7. Electric	1	\$ _____	\$ _____
State Year, Make and Model Offered		_____	
State Delivery Time/Days		_____	
<b>REPAIR SERVICES AND PARTS</b>			
8. In Shop Service Rate (Mon-Friday 7AM- 5:00 PM)	200 hrs.	\$ _____ / hr.	\$ _____
9. Service Call Rate (City of Atlanta, Mon-Friday 7AM- 5:00 PM) [Enter the hourly rate as the Unit Price]	100 hrs.	\$ _____ / hr.	\$ _____
10. Service Call Rate (City of Atlanta, Nights, Holidays, & Weekends)	50 hrs	\$ _____ / hr.	\$ _____
11. Parts: State % Discount off of list price	\$5,000 total list	_____ % discount	\$ _____

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	QUAN.	UNIT PRICE	TOTAL
<b>GROUP VIII – SEDAN, FULL-SIZE</b>			
<b>Power Train Configuration:</b>			
1. Compressed Natural Gas – OE Installation	1	\$ _____	\$ _____
State Year, Make and Model Offered		_____	
State Delivery Time/Days		_____	
2. Compressed Natural Gas – Conversion			
State Conversion Model and Installer Name:		\$ _____	\$ _____
_____			
State Year, Make and Model Offered		_____	
State Delivery Time/Days		_____	
3. Hybrid	1	\$ _____	\$ _____
State Year, Make and Model Offered		_____	
State Delivery Time/Days		_____	
4. Plug-in Hybrid	1	\$ _____	\$ _____
State Year, Make and Model Offered		_____	
State Delivery Time/Days		_____	
5. Bi-Fuel (CNG/Gasoline – OE Installation)	1	\$ _____	\$ _____
State Year, Make and Model Offered		_____	
State Delivery Time/Days		_____	
6. Bi-Fuel (CNG/Gasoline) – Conversion			
State Conversion Model and Installer Name:	1	\$ _____	\$ _____
_____			
State Year, Make and Model Offered		_____	

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	QUAN.	UNIT PRICE	TOTAL
State Delivery Time/Days			
7. Electric	1	\$ _____	\$ _____
State Year, Make and Model Offered			
State Delivery Time/Days			
<b>REPAIR SERVICES AND PARTS</b>			
8. In Shop Service Rate (Mon-Friday 7AM- 5:00 PM)	200 hrs.	\$ _____ / hr.	\$ _____
9. Service Call Rate (City of Atlanta, Mon-Friday 7AM- 5:00 PM) [Enter the hourly rate as the Unit Price]	100 hrs.	\$ _____ / hr.	\$ _____
10. Service Call Rate (City of Atlanta, Nights, Holidays, & Weekends)	50 hrs	\$ _____ / hr.	\$ _____
11. Parts: State % Discount off of list price	\$5,000 total list	_____ % discount	\$ _____
<b>GROUP IX – CARGO VAN, ½ TON</b>			
<b>Power Train Configuration:</b>			
1. Compressed Natural Gas – OE Installation	1	\$ _____	\$ _____
State Year, Make and Model Offered			
State Delivery Time/Days			
2. Compressed Natural Gas – Conversion			
State Conversion Model and Installer Name:		\$ _____	\$ _____
State Year, Make and Model Offered			
State Delivery Time/Days			

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	QUAN.	UNIT PRICE	TOTAL
3. Hybrid	1	\$ _____	\$ _____
State Year, Make and Model Offered		_____	
State Delivery Time/Days		_____	
4. Plug-in Hybrid	1	\$ _____	\$ _____
State Year, Make and Model Offered		_____	
State Delivery Time/Days		_____	
5. Bi-Fuel (CNG/Gasoline – OE Installation)	1	\$ _____	\$ _____
State Year, Make and Model Offered		_____	
State Delivery Time/Days		_____	
6. Bi-Fuel (CNG/Gasoline) – Conversion			
State Conversion Model and Installer Name:	1	\$ _____	\$ _____
<hr/>			
State Year, Make and Model Offered		_____	
State Delivery Time/Days		_____	
7. Electric	1	\$ _____	\$ _____
State Year, Make and Model Offered		_____	
State Delivery Time/Days		_____	
<b><u>Optional Equipment (Additional Cost)</u></b>			
8. Ladder Rack	1	\$ _____	\$ _____
9. Divider Partition	1	\$ _____	\$ _____
10. Mounted Small Parts Bin	1	\$ _____	\$ _____
11. Class –III Tow Hitch with Wiring	1	\$ _____	\$ _____
12. Rotating Beacon Lights	2	\$ _____	\$ _____

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	QUAN.	UNIT PRICE	TOTAL
<b>REPAIR SERVICES AND PARTS</b>			
13. In Shop Service Rate (Mon-Friday 7AM- 5:00 PM)	200 hrs.	\$ _____ / hr.	\$ _____
14. Service Call Rate (City of Atlanta, Mon-Friday 7AM- 5:00 PM) [Enter the hourly rate as the Unit Price]	100 hrs.	\$ _____ / hr.	\$ _____
15. Service Call Rate (City of Atlanta, Nights, Holidays, & Weekends)	50 hrs	\$ _____ / hr.	\$ _____
16. Parts: State % Discount off of list price	\$5,000 total list	_____ % discount	\$ _____
<b>GROUP X – CARGO VAN, ¾ TON</b>			
<b>Power Train Configuration:</b>			
1. Compressed Natural Gas – OE Installation	1	\$ _____	\$ _____
State Year, Make and Model Offered		_____	
State Delivery Time/Days		_____	
2. Compressed Natural Gas – Conversion			
State Conversion Model and Installer Name:		\$ _____	\$ _____
_____			
State Year, Make and Model Offered		_____	
State Delivery Time/Days		_____	
3. Hybrid	1	\$ _____	\$ _____
State Year, Make and Model Offered		_____	
State Delivery Time/Days		_____	
4. Plug-in Hybrid	1	\$ _____	\$ _____
State Year, Make and Model Offered		_____	

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**DATE**



CITY OF ATLANTA  
 DEPARTMENT OF PROCUREMENT  
 55 TRINITY AVENUE, SW, SUITE 1790  
 ATLANTA, GEORGIA 30303-0307  
 (404) 330-6204

PRICING SHEET  
 BID NUMBER  
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	QUAN.	UNIT PRICE	TOTAL
State Delivery Time/Days		_____	_____
5. Bi-Fuel (CNG/Gasoline – OE Installation)	1	\$ _____	\$ _____
State Year, Make and Model Offered		_____	_____
State Delivery Time/Days		_____	_____
6. Bi-Fuel (CNG/Gasoline) – Conversion			
State Conversion Model and Installer Name:	1	\$ _____	\$ _____
State Year, Make and Model Offered		_____	_____
State Delivery Time/Days		_____	_____
7. Electric	1	\$ _____	\$ _____
State Year, Make and Model Offered		_____	_____
State Delivery Time/Days		_____	_____
<b><u>Optional Equipment (Additional Cost)</u></b>			
8. Ladder Rack	1	\$ _____	\$ _____
9. Divider Partition	1	\$ _____	\$ _____
10. Small Parts Bin	1	\$ _____	\$ _____
11. Amber Rotating Beacons	1	\$ _____	\$ _____
12. Class-III Tow hitch with Wiring	1	\$ _____	\$ _____
<b>REPAIR SERVICES AND PARTS</b>			
13. In Shop Service Rate (Mon-Friday 7AM- 5:00 PM)	200 hrs.	\$ _____ / hr.	\$ _____
14. Service Call Rate (City of Atlanta, Mon-Friday 7AM- 5:00 PM) [Enter the hourly rate as the Unit Price]	100 hrs.	\$ _____ / hr.	\$ _____

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 DATE



	QUAN.	UNIT PRICE	TOTAL
15. Service Call Rate (City of Atlanta, Nights, Holidays, & Weekends)	50 hrs	\$ _____ / hr.	\$ _____
16. Parts: State % Discount off of list price	\$5,000 total list	_____ % discount	\$ _____
<b>GROUP XI – 15 PASSENGER VAN</b>			
<b>Power Train Configuration:</b>			
1. Compressed Natural Gas – OE Installation	1	\$ _____	\$ _____
State Year, Make and Model Offered		_____	
State Delivery Time/Days		_____	
2. Compressed Natural Gas – Conversion			
State Conversion Model and Installer Name:		\$ _____	\$ _____
_____			
State Year, Make and Model Offered		_____	
State Delivery Time/Days		_____	
3. Hybrid	1	\$ _____	\$ _____
State Year, Make and Model Offered		_____	
State Delivery Time/Days		_____	
4. Plug-in Hybrid	1	\$ _____	\$ _____
State Year, Make and Model Offered		_____	
State Delivery Time/Days		_____	
5. Bi-Fuel (CNG/Gasoline – OE Installation)	1	\$ _____	\$ _____
State Year, Make and Model Offered		_____	
State Delivery Time/Days		_____	

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	QUAN.	UNIT PRICE	TOTAL
6. Bi-Fuel (CNG/Gasoline) – Conversion			
State Conversion Model and Installer Name:	1	\$ _____	\$ _____
<hr/>			
State Year, Make and Model Offered		_____	
State Delivery Time/Days		_____	
7. Electric	1	\$ _____	\$ _____
State Year, Make and Model Offered		_____	
State Delivery Time/Days		_____	
<b><u>Optional Equipment (Additional Cost)</u></b>			
8. 9-Passenger Seating	1	\$ _____	\$ _____
9. 12- Passenger Seating	1	\$ _____	\$ _____
10. 15- Passenger Seating	1	\$ _____	\$ _____
<b>REPAIR SERVICES AND PARTS</b>			
8. In Shop Service Rate (Mon-Friday 7AM- 5:00 PM)	200 hrs.	\$ _____ / hr.	\$ _____
9. Service Call Rate (City of Atlanta, Mon-Friday 7AM- 5:00 PM) [Enter the hourly rate as the Unit Price]	100 hrs.	\$ _____ / hr.	\$ _____
10. Service Call Rate (City of Atlanta, Nights, Holidays, & Weekends)	50 hrs	\$ _____ / hr.	\$ _____
11. Parts: State % Discount off of list price	\$5,000 total list	_____ % discount	\$ _____
<p><i>Total ALL GROUPS</i>  <i>GRAND TOTAL</i></p>		<p><i>\$</i> _____</p>	
<p><b>Prices will remain firm for 12 months.</b></p>			
<p align="center"><b><u>YOU MUST CHECK ONE</u></b></p> <p align="center"> <input type="checkbox"/> <b>Comply</b>      <input type="checkbox"/> <b>Non-Comply</b> </p>			

FIRM NAME \_\_\_\_\_

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 DATE



CITY OF ATLANTA  
 DEPARTMENT OF PROCUREMENT  
 55 TRINITY AVENUE, SW, SUITE 1790  
 ATLANTA, GEORGIA 30303-0307  
 (404) 330-6204

**PRICING SHEET**

**BID NUMBER**

**6719-AP**

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QUAN.	UNIT PRICE	TOTAL
<p>EXTENSIONS, TOTALS AND GRAND TOTAL, IF APPLICABLE, SHALL BE ENTERED IN SPACES PROVIDED. FAILURE TO COMPLY MAY RENDER YOUR BID INVALID.</p> <p>DELIVERY MAY BE A FACTOR IN AWARD. PLEASE STATE DELIVERY SCHEDULE IN SPACE PROVIDED BELOW. FAILURE TO COMPLY MAY RENDER YOUR BID INVALID.</p> <p><u>TERMS:</u> BIDDERS ARE REQUESTED TO QUOTE NET PRICES. NET PRICES ARE LIST PRICES LESS TRADE OR OTHER DISCOUNTS OFFERED, EXCEPT CASH DISCOUNTS. IF A CASH DISCOUNT IS OFFERED, IT MUST BE CLEARLY SHOWN IN THE SPACE PROVIDED BELOW. IN ORDER FOR YOUR CASH DISCOUNT TO BE CONSIDERED IN THE BID EVALUATION PROCESS, THE DISCOUNT PERIOD SHALL BE A <u>MINIMUM</u> OF THIRTY DAYS. ANY DISCOUNT PERIOD OFFERED OF LESS THAN THIRTY DAYS WILL NOT BE CONSIDERED IN THE BID EVALUATION PROCESS. ALL DISCOUNTS OFFERED WILL BE TAKEN IF EARNED. TIME WILL BE COMPUTED FROM THE DATE OF ACCEPTANCE AT DESTINATION OR FROM DATE A CORRECT INVOICE IS RECEIVED IF THE LATTER DATE IS LATER THAN THE DATE OF ACCEPTANCE.</p> <p>*****</p> <p>Upon request, a copy of the bid tabulation will be made available at a cost of \$ .25 per page.</p> <p>*****</p> <p>IF FEDERAL EXCISE TAX APPLIES, SHOW AMOUNT OF SAME WHICH HAS ALREADY BEEN DEDUCTED IN DETERMINING YOUR NET PRICE. THE CITY IS ALSO EXEMPT FROM STATE AND LOCAL SALES TAX (UNLESS THIS AMOUNT IS SHOWN, TAX EXEMPTION CERTIFICATE CANNOT BE ISSUED AND VENDOR WILL BE RESPONSIBLE FOR PAYMENT OF TAX ON NET PRICE QUOTED).</p>		
<p>TERMS</p> <p>DELIVERY: Time Required for Delivery After Receipt Order</p>		<p>_____ % _____ 30 Days</p> <p>_____ Days</p>

**FIRM NAME**

**SIGNATURE**

**TITLE**

\_\_\_\_\_

\_\_\_\_\_ / \_\_\_\_ / \_\_\_\_

DATE

**PLEASE CUT LABEL AND SECURELY TAPE OR AFFIX TO THE FRONT OF SEALED BID PACKAGE.**

**CITY OF ATLANTA  
DEPARTMENT OF PROCUREMENT  
55 TRINITY AVENUE, SW, SUITE 1900  
ATLANTA, GEORGIA 30303**

**Bid No.** \_\_\_\_\_ **Opening Date:** \_\_\_\_\_

**For:** \_\_\_\_\_

**Bid** \_\_\_\_\_ **No Bid** \_\_\_\_\_

**\*\*\*Please tape this return label on your sealed bid.\*\*\***