

# **City of Newport, KY**

## **Invitation to Bid**

### **Police Vehicle**

The City of Newport Police Department is accepting sealed bids for one (1) new 2025 Chevrolet Trax LS FWD vehicle.

Bid specifications are available on the City website <https://www.newportky.gov/Bids.aspx?BidID=28> or can be picked up from the City Clerk's office at 998 Monmouth, 2<sup>nd</sup> Floor, Newport, KY 41071, Telephone 859.292.3668. Any questions about the bid specifications should be directed to Lt. Col. Herschel Day at 859.801.9763.

All sealed bids shall be delivered to City Clerk Tiffany Myers, 998 Monmouth St., Newport, KY 41071, before 10:15 a.m. local time on Wednesday, June 4, 2025, at which time the bids will be publicly opened and read aloud. **All bids shall be in a sealed envelope with the “Police Vehicle Bid” clearly marked in the bottom left corner.** The City of Newport is not responsible for the premature opening of or failure to open a sealed bid that is not properly addressed or identified. All information on the bid form shall be typed, written, or printed in ink. Please do not use whiteout or correction tape on the bid form; doing so may result in the rejection of the bid.

The City of Newport reserves the right to reject all bids and waive all formalities in the award of the bid.

Local resident bidders may be eligible for a Kentucky resident bidder's preference pursuant to KRS 45A.

# **City of Newport, KY**

## **Bid Specifications for Police Vehicle**

### **INFORMATION FOR BIDDERS**

#### **SUBMISSION AND OPENING OF BIDS**

The City of Newport Police Department is accepting sealed bids for one (1) new 2025 Chevrolet Trax LS FWD vehicle. The vehicles shall include all standard vehicle equipment and manufacturers' warranties and the specified additional options and/or upgrades. The bidder is responsible for transporting all vehicles to the City of Newport, Kentucky.

All sealed bids shall be delivered to City Clerk Tiffany Myers, 998 Monmouth St., Newport, KY 41071, before 10:15 a.m. local time on Wednesday, June 4, 2025, at which time the bids will be publicly opened and read aloud. All bids shall be in a sealed envelope with the "Police Vehicle Bid" clearly marked in the bottom left corner. All information on the bid form shall be typed, written, or printed in ink; please do not use whiteout or correction tape on the bid form. The City of Newport is not responsible for the premature opening of or failure to open a sealed bid that is not properly addressed or identified. The City of Newport reserves the right to reject all bids and waive all formalities in the award of the bid. Local resident bidders may be eligible for a Kentucky resident bidders' preference pursuant to KRS 45A.

#### **METHOD OF AWARD**

The City of Newport reserves the right to reject all bids and waive all formalities in the award of the bid. The bids shall be evaluated based on the following criteria:

- Price
- Service Availability
- Delivery of vehicles within 90 calendar days of bid acceptance

#### **QUANTITIES AND LENGTH OF CONTRACT**

This contract is for the delivery of one (1) 2025 Chevrolet Trax LS FWD vehicle equipped with specified equipment. The vehicle shall include black metallic paint, 17" aluminum wheels, and a cloth seat interior.

This contract includes the option to allow the City to purchase multiple vehicles as listed above if available. The City's use of this option will be dependent upon the price quoted by the Bidder and the availability of funding. The City may exercise or assign this option up to one (1) year of the bid opening date. The City reserves the right to negotiate for additional vehicle purchase under the same terms and conditions as set forth under this bid within ninety (90) days from bid opening.

#### **VENDOR INFORMATION**

The vehicles offered under this bid shall be new and unused. The units offered for bid shall meet or exceed the specifications attached to this bid package and shall be considered as minimums unless otherwise indicated. Adequate vendor information shall be included with the bid for determination of meeting the specifications. Any exceptions shall be explained in writing and submitted as a part of the bid package.

#### **PRE-DELIVERY INSPECTION**

Vehicles will undergo pre-delivery inspection by the dealer. Inspection is to consist of vehicle function checks, accessories check and appearance check.

## BID FORM FOR CITY OF NEWPORT, KY POLICE VEHICLE

All information on the bid form shall be typewritten or printed in ink. Please do not use whiteout or correction tape on the bid form. Please print clearly.

**Company:** \_\_\_\_\_

**Contact:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Federal Tax ID:** \_\_\_\_\_

### CAN YOU MEET OR EXCEED THIS SPECIFICATION?

YES \_\_\_\_\_ NO \_\_\_\_\_

### 2025 Chevrolet Trax LS FWD, LS convenience package, metallic black paint

**BASE PRICE** \$ \_\_\_\_\_

**ALTERNATES/ADDITIONAL CHARGES** \$ \_\_\_\_\_

**TOTAL PRICE** \$ \_\_\_\_\_

Proposed Delivery Time Frame  
After Receiving Order \_\_\_\_\_

Printed Name of Authorized Representative \_\_\_\_\_

Signature of Authorized Representative \_\_\_\_\_

Date Submitted \_\_\_\_\_