

**This is just the Scope of Work. Please email the Procurement Department at [purchasing@stpgov.org](mailto:purchasing@stpgov.org)**

### **Scope of Work/Services**

The Parish extends this MATERIAL ONLY bid request to procure one (1) Chevrolet Suburban LT or approved equal with optional equipment available at dealer invoice price. This equipment shall be a new piece of equipment. Equipment shall be of current manufacture, a production model and must meet all State and Federal safety standards in effect at the time of delivery. The successful bidder must supply the vehicle at the prices as bid, for the current or newer model year. Upon mutual agreement the same pricing terms and conditions will remain in effect for a 12 month period from the bid award date. Contingent upon the ability of the successful bidder to honor the prices bid, the Parish reserves the right to renew the existing contract for an additional 12 month period.

The successful bidder shall be responsible for delivering the equipment, as applicable, in properly serviced, clean and optimum operating condition. Pre-delivery service shall include the following:

- Complete lubrication;
- Filling all fluids with proper fluid to proper level;
- Adjustment of engine to proper operating conditions;
- Check to ensure perfect operation of all mechanical features, completely clean vehicle of all unnecessary tags, stickers, and papers.
- Three (3) sets of keys shall be provided at the time of delivery.

Two (2) manufacturer's complete and full specifications/brochures must accompany the bid (no copies). All Factory Service Bulletins shall be forwarded to the Parish on a timely basis as long as the item of equipment is in the possession of the Parish's Department of Public Works. Two (2) manufacturers repair (service) and parts manuals or CD's will be delivered with each vehicle. All manuals shall be in the form of neatly bound books with durable covers and shall be properly identified.

All paperwork inclusive of titles, applications, invoices, documents, and obtaining vehicle titles (if applicable) will be the responsibility of the dealer. All necessary paperwork as shown above must accompany the vehicle at the time of delivery. Title, applications, and supporting documents (Certificate of Origin, if applicable) will be made out to: St. Tammany Parish Government, PO Box 628, Covington, La 70434, and must be dated the same date as the date of delivery of the vehicle to the Parish. Responsibility for and payment of any penalties for late title application will be the responsibility of the dealer.

A typical vehicle is a Chevrolet Suburban LT or approved equal. These specifications are used only to denote the quality standard of product desired; that it does not restrict bidders to the specific brand, make, manufacturer, or specification named; that it is used only to set forth and convey to prospective bidders the general style, type, character, and quality of product desired; and that equivalent products will be acceptable. Vendors are required to state their equipment is either manufactured in the United States or is a "Free World" Product.

In addition to the equipment specified, vehicle shall be equipped with all standard equipment as specified by manufacturer for model provided to meet specifications. All lights, accessories and equipment must conform to all City, State, and Federal Government (OSHA) safety rules and regulations governing this type of vehicle. OSHA regulations must be met.

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Bidder shall guarantee the equipment with the maximum standard warranty provided with subject equipment, unless otherwise specified in this document. Bidder shall further include as part of the bid, two (2) of the warranty and its limitations and services documents (no copies). This shall encompass all components where applicable. Used or rebuilt parts are not considered satisfactory warranty work by the Parish and same is unacceptable.

If requested by the Parish, the successful bidder shall provide a minimum of four (4) hours of initial training to the Parish operators. This training shall include operation and preventative maintenance. This shall be on site training in St. Tammany Parish.

Additionally, the successful bidder shall provide a minimum of eight (8) hours training to the Parish mechanics. This training shall include various inspections, analysis and diagnostic procedures for maintenance and repair of all vehicle related components that can be covered within the eight hour period. This training shall be at the Parish Maintenance Barn designated in St. Tammany Parish.

In order to avoid any uncertainty, bidder must reference vehicle specifications when submitting his bid with regard to each line item for comparison. Any additions, deletions, or variations from the following specifications are unacceptable and shall make the bid non-responsive unless prior written approval is obtained from the Parish at least seven (7) days prior to the opening of the bids. Equals may be acceptable, but must receive prior written approval. Any items, appearing in the manufacturer's regular published specifications furnished by the bidder are assumed to be included in the bidder's proposal. Any additions, deletions, or variations from the manufacturer's regular published specifications must receive prior written approval by the Parish.

It shall be the bidder's responsibility to determine what Federal and State taxes a municipal government is or is not to pay.

Any unit delivered under these Specifications is subject to rejection if there is evidence of poor workmanship either by the vendor or the original manufacturer. Any defect, so noted, may be corrected by the vendor to the satisfaction of the Director of Public Works or it's representative. All defect corrections must be completed prior to invoices being processed for payment.

Products shall be delivered FOB destination within 120 calendar days from receipt of order by the Parish. A liquidated damages fee of three hundred (\$300) dollars per day shall be in effect for products not delivered within the specified time frame.

The specifications in Attachment "A" are intended to be the minimum requirements of the products to be provided in the bid request.

If there are two (2) identical acceptable bids, the bidder who can deliver the earliest will be accepted as the lowest bidder.

Request for approval of an equivalent product must be submitted, with the alternative product specifications, catalog cuts, and descriptive literature, per the deadline date and time set forth in Section 1.3 Schedule of Events of this Bid Request. The Parish shall review the request, determine if the product qualifies as an "approved equivalent" and issue an addendum with the determination. It is the sole discretion of the Parish to make the determination if a product will be acceptable as an equivalent. **Please send "approved equivalent" requests via email to [purchasing@stpgov.org](mailto:purchasing@stpgov.org) no later than Tuesday, May 2, 2017.**

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The name of any manufacturer mentioned in the specifications is for the purpose of establishing a minimum acceptable standard of quality desired by the Parish. On all items bid, the Respondent shall indicate clearly the product being bid and, where applicable, shall supply catalog cuts and descriptive literature with the original copy of the bid. All products bid must have prior approval as "approved equivalents".

Any work that may be reasonably inferred from the specifications or drawings as being required to produce the intended result shall be supplied whether or not it is specifically called for. Work, materials or equipment described herein which so applied to this project are covered by a well-known technical meaning or specification shall be deemed to be governed by such recognized standards unless specifically excluded.