

# STATE OF CONNECTICUT

**DEPARTMENT OF ADMINISTRATIVE SERVICES**

**PROCUREMENT SERVICES**

**165 Capitol Avenue, 5<sup>th</sup> Floor South**

**PO Box 150414**

**HARTFORD, CT 06115-0414**

BID NO.:

**04PSX0104**

Bid Opening Date:

12 July 2004

**Jill Belisle**  
*Contract Specialist*

**(860)713-5064**  
*Telephone Number*

## **BID ADDENDUM #5**

DESCRIPTION: Purchase of 2004 Model Year Various Vehicles - Passenger Cars and Trucks or Current Production Model Year

FOR:  
DAS/FSC  
DPS/Division of Public Safety  
All Using State Agencies and  
Political Subdivisions of the State

### **BIDDERS NOTE:**

- **Date changed to July 12, 2004 (2:00 PM Eastern Time) from July 8, 2004 (2:00 PM Eastern Time)**
- **Please use the revised specifications for Ford Expedition Item #T-12.**
- **Please change the following on item T-14B**  
  
Delete: Type: Ford Excursion XLT (U41, 930A)  
  
Insert: Type: Ford Excursion XLT (U41, 220A)  
  
Option D-Change to read  
  
Ford Fleet Special Service Package to include captain's chairs with console delete, Option 930A (U41).

**All other terms and conditions remain unchanged.**

**This Addendum must be *Signed & Returned* with your Bid.**

\_\_\_\_\_  
*Authorized Signature of Bidder*

\_\_\_\_\_  
*Company Name*

**APPROVED** \_\_\_\_\_

**JILL BELISLE**  
*Contract Specialist*  
(Original Signature on Document in Procurement Files)

**Date Issued:** 6 July 2004

**ITEM #T-12 (Addendum #5)**

**MODEL YEAR 2004 FOUR DOOR SPORT UTILITY VEHICLE WITH 4-WHEEL DRIVE** as per the following minimum specifications:

<b>TYPE:</b>	Ford Expedition or approved equal
<b>GVW:</b>	6,900 lbs. minimum
<b>ENGINE:</b>	5.3 liter minimum
<b>WHEELBASE:</b>	116 inches minimum
<b>TRANSMISSION:</b>	Four-speed Automatic
<b>BRAKES:</b>	Power with 4-wheel anti-lock
<b>STEERING:</b>	Power
<b>DRIVE TRAIN:</b>	Four-wheel drive with two-speed transfer case and automatic locking front hubs
<b>TIRES:</b>	Five (5) matching all season radial tires for GVW rating of vehicle. To include spare tire and wheel with underbody crank down.
<b>BATTERY:</b>	600 cold cranking amps at zero degrees F. minimum
<b>WINDOWS:</b>	Tinted glass on all windows
<b>MIRRORS:</b>	Dual below eye-line type. Inside day/night rear view mirror.
<b>EQUIPMENT:</b>	<u>Front Air Conditioning</u> , factory installed AM/FM radio, heater and defroster, permanent antifreeze protection to minus twenty degrees F., <u>front license plate bracket</u> , and all manufacturer's standard equipment.
<b>MANUALS:</b>	Please refer to <u>The Special Bid Terms and Conditions</u> cover sheet for quantities and types of manuals required.

**ADDITIONAL COST PER VEHICLE FOR THE FOLLOWING OPTIONS, IF DESIRED:**

- A. Manual Package A:**
- B. Manual Package B:**
- C. Manual Package C:**
- D. Five (5) matching all terrain tires:**
- E. Bucket seats for front & second rows**
- F. Third row seat:**
- G. Climate package to include deep tinted glass, cruise control, and rear defogger:**
- H. Cargo doors or liftgate:**
- I. Luggage rack; cross rails:**
- J. Convenience package to include electrochromatic mirrors, heated rearview mirrors, and keyless touch (Code 50C)**
- K. Ford Fleet Special Service Package Order Code 930A with Trim Code S2 to include cloth bucket seats:**
- L. Ford Comfort/Convenience Group Order Code 930A to include captain's chairs with six-way power driver's seat:**
- M. Front and rear floor mats:**
- N. Tail gate - Lift glass, drop gate, power release:**
- O. Assist steps running boards:**

(continued)

**ITEM #T-12 (continued)**

**Page 2 of 2**

- P. Trailering Package to include heavy duty Class III platform hitch:**
- Q. Front tow hooks:**
- R. Skid package to include shield plates for front differential and transfer case:**
- S. Deep tinted privacy type glass on all windows (excluding windshield, driver and front passenger windows), after market acceptable:**
- T. Rear auxiliary heater/air conditioner:**
- U. Rear window defogger:**
- V. Rear wiper/washer:**
- W. Heavy duty front springs:**
- X. Limited slip rear axle:**
- Y. 6" halogen spotlight mounted on left driver's side pillar post (Note: After market brand acceptable; if pillar mounting not possible, it must be specified in the product ordering code column):**
- Z. Driver and passenger side spot light, pillar mounted (Note: After market brand acceptable; if pillar mounting not possible, it must be specified in the product ordering code column):**
- AA. Tilt wheel:**
- BB. Speed control:**
- CC. Power windows:**
- DD. Power door locks:**
- EE. AM/FM stereo radio with CD:**
- FF. Four-corner load leveling suspension:**
- GG. Fog lamps:**
- HH. Heated side mirrors:**
- II. Power adjustable pedals:**
- JJ. Single CD changer:**
- KK. Multi-disc CD changer:**
- LL. Mud flaps, front and rear:**
- MM. Side Air Bags & Reverse Sensing System:**

**VEHICLES MUST BE DELIVERED WITH A MINIMUM OF 3/4 TANK OF FUEL.**

**ALL STANDARD EQUIPMENT AND OPTIONS SHOULD BE FACTORY INSTALLED.**

**ANY EQUIPMENT NOT AVAILABLE FACTORY INSTALLED, THAT IS TO BE INSTALLED BY THE DEALER, MUST BE GENUINE MANUFACTURER'S EQUIPMENT.**

# STATE OF CONNECTICUT PROCUREMENT SERVICES

**BID NO.: Add #5**  
**04PSX0104**

**Jill Belisle**  
Contract Specialist

**(860)713-5064**  
Telephone Number

<b>PROPOSAL SCHEDULE for Bid # 04PSX0104</b>  <b><u>IMPORTANT!</u></b> <b><u>RETURN ORIGINAL AND ONE COPY</u></b>	DELIVERY:
	TERMS: CASH DISCOUNT: <div style="text-align: right;">%</div> Days
Payment terms are net 45 days. Any deviation may result in bid rejection. Bid prices shall include all transportation charges FOB state agency.	BIDDER NAME:
<b>Page 1 OF 5</b>	SSN OR FEIN #:

ITEM #	DESCRIPTION OF COMMODITY AND/OR SERVICES	QUANTITY	UNIT OF MEASURE	UNIT PRICE	TOTAL PRICE
#T-12	2004 or current production model year to be in strict accordance with the attached specifications herein.  Ford Expedition or approved equal  (1- Political Subdivision)	6	Each	\$	\$
				Mfg.:	
				Model:	
				Model Year:	
				GVW: _____ lb.	
				Engine: _____ Liters	
				Cu. Ins	
				Wheelbase: _____ ins.	
				Transmission: Speeds Forward:	
				Brakes: Type:	
				Steering:	
				Tires: Mfg.  Model:	
				Cap. Of Fuel Tank: _____ gals	
				Battery: c.c.a.	
				Alternator: amps	
				City EPA Rating:	

# STATE OF CONNECTICUT PROCUREMENT SERVICES

**BID NO.: Add #5**  
**04PSX0104**

**Jill Belisle**  
Contract Specialist

**(860)713-5064**  
Telephone Number

<b>PROPOSAL SCHEDULE for Bid # 04PSX0104</b>  <b><u>IMPORTANT!</u></b> <b><u>RETURN ORIGINAL AND ONE COPY</u></b>	DELIVERY:
	TERMS:      CASH DISCOUNT: <div style="text-align: right; margin-right: 50px;">%</div> Days
Payment terms are net 45 days. Any deviation may result in bid rejection. Bid prices shall include all transportation charges FOB state agency.	BIDDER NAME:
<b>Page      2      OF      5</b>	SSN OR FEIN #:

ITEM #	DESCRIPTION OF COMMODITY AND/OR SERVICES	QUANTITY	UNIT OF MEASURE	UNIT PRICE	TOTAL PRICE
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**ADDITIONAL COST PER VEHICLE FOR THE FOLLOWING OPTIONS, IF SO DESIRED**

#T-12	<u>OPTIONAL EQUIPMENT</u>				PRODUCT ORDERING CODE
A.	Manual Package A:	Manual Names		\$	
B.	Manual Package B:			\$	
C.	Manual Package C:			\$	
D.	Five (5) matching all terrain tires:			\$	
E.	Bucket seats for front & second row:			\$	
F.	Third row seat.			\$	
G.	Climate package to include deep tinted glass, cruise control, and rear defogger:			\$	
H.	Cargo Doors or Liftgate			\$	
I.	Luggage rack; cross rails:			\$	
J.	Convenience package to include electrochromatic mirrors, heated rearview mirrors, and keyless touch (Code 50C)			\$	
K.	Ford Fleet Special Service package order code 930A with Trim code S2 to include cloth bucket seat:			\$	
L.	Ford Comfort/ Convenience Group order code 930A to include captain's chairs with six-way power driver's seat:			\$	



# STATE OF CONNECTICUT PROCUREMENT SERVICES

**BID NO.: Add #5**  
**04PSX0104**

**Jill Belisle**  
Contract Specialist

**(860)713-5064**  
Telephone Number

<b>PROPOSAL SCHEDULE for Bid # 04PSX0104</b>  <b><u>IMPORTANT!</u></b> <b><u>RETURN ORIGINAL AND ONE COPY</u></b>	DELIVERY:
	TERMS: CASH DISCOUNT: <div style="text-align: right;">% Days</div>
Payment terms are net 45 days. Any deviation may result in bid rejection. Bid prices shall include all transportation charges FOB state agency.	BIDDER NAME:
<b>Page 4 OF 5</b>	SSN OR FEIN #:

ITEM #	DESCRIPTION OF COMMODITY AND/OR SERVICES	QUANTITY	UNIT OF MEASURE	UNIT PRICE	TOTAL PRICE
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**ADDITIONAL COST PER VEHICLE FOR THE FOLLOWING OPTIONS, IF SO DESIRED**

#T-12	<u>OPTIONAL EQUIPMENT</u>				PRODUCT ORDERING CODE
AA.	Tilt wheel:			\$	
BB.	Speed control:			\$	
CC.	Power windows:			\$	
DD.	Power door locks:			\$	
EE.	AM/FM stereo radio with CD:			\$	
FF.	Four-corner load leveling suspension:			\$	
GG.	Fog lamps:			\$	
HH.	Heated side mirrors:			\$	
II.	Power adjustable pedals:			\$	
JJ.	Single CD changer:			\$	
KK.	Multi-disc CD changer:			\$	
LL.	Mud flaps, front and rear:			\$	
MM.	Side air bags & Reverse sensing system:			\$	
				Mfg.:	
				Model:	
				Name of Installer:	

# STATE OF CONNECTICUT PROCUREMENT SERVICES

**BID NO.: Add #5**  
**04PSX0104**

**Jill Belisle**  
Contract Specialist

**(860)713-5064**  
Telephone Number

<p><b>PROPOSAL SCHEDULE</b> <b>for Bid # 04PSX0104</b></p> <p><b><u>IMPORTANT!</u></b> <b><u>RETURN ORIGINAL AND ONE COPY</u></b></p>	<p>DELIVERY:</p>						
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">TERMS:</td> <td>CASH DISCOUNT:</td> </tr> <tr> <td></td> <td style="text-align: center;">%</td> </tr> <tr> <td></td> <td style="text-align: center;">Days</td> </tr> </table>	TERMS:	CASH DISCOUNT:		%		Days
TERMS:	CASH DISCOUNT:						
	%						
	Days						
<p>Payment terms are net 45 days. Any deviation may result in bid rejection. Bid prices shall include all transportation charges FOB state agency.</p> <p><b>Page 5 OF 5</b></p>	<p>BIDDER NAME:</p>						
	<p>SSN OR FEIN #:</p>						

ITEM #	DESCRIPTION OF COMMODITY AND/OR SERVICES	QUANTITY	UNIT OF MEASURE	UNIT PRICE	TOTAL PRICE
#T-12	<p>List any safety features which are standard equipment:</p> <hr/> <hr/> <hr/>			<p>List Warranty information:</p> <hr/> <hr/> <p>Production Model Year Order Cut-off Date:</p>	



BID ADDENDUM  
SP-18 NEW. 11/97

# STATE OF CONNECTICUT

**DEPARTMENT OF ADMINISTRATIVE SERVICES**

**PROCUREMENT SERVICES**

**165 Capitol Avenue, 5<sup>th</sup> Floor South**

**PO Box 150414**

**HARTFORD, CT 06115-0414**

BID NO.:

**04PSX0104**

Bid Opening Date:

**8 July 2004**

**Jill Belisle**  
*Contract Specialist*

**(860)713-5064**  
*Telephone Number*

## **BID ADDENDUM #4**

DESCRIPTION: Purchase of 2004 Model Year Various Vehicles - Passenger Cars and Trucks or Current Production Model Year

FOR:  
DAS/FSC  
DPS/Division of Public Safety  
All Using State Agencies and  
Political Subdivisions of the State

### **BIDDERS NOTE:**

**DELETE BID OPENING DATE: June 16, 2004 (2:00 PM Eastern Time)**

**INSERT NEW BID OPENING DATE: July 8, 2004 (2:00 PM Eastern Time)**

**All other terms and conditions remain unchanged**

**This Addendum must be *Signed & Returned* with your Bid.**

\_\_\_\_\_  
*Authorized Signature of Bidder*

\_\_\_\_\_  
*Company Name*

**APPROVED** \_\_\_\_\_

**JILL BELISLE**

*Contract Specialist*

(Original Signature on Document in Procurement Files)

**Date Issued: 15 June 2004**

BID ADDENDUM  
SP-18 NEW. 11/97

# STATE OF CONNECTICUT

**DEPARTMENT OF ADMINISTRATIVE SERVICES**

**PROCUREMENT SERVICES**

**165 Capitol Avenue, 5<sup>th</sup> Floor South**

**PO Box 150414**

**HARTFORD, CT 06115-0414**

BID NO.:

**04PSX0104**

Bid Opening Date:

16 June 2004

**Jill Belisle**  
*Contract Specialist*

**(860)713-5064**  
*Telephone Number*

## **BID ADDENDUM #3**

DESCRIPTION: Purchase of 2004 Model Year Various Vehicles - Passenger Cars and Trucks or Current Production Model Year

FOR:  
DAS/FSC  
DPS/Division of Public Safety  
All Using State Agencies and  
Political Subdivisions of the State

### **BIDDERS NOTE:**

Please use the revised proposal schedule for item #T-4.

**All other terms and conditions remain unchanged**

**This Addendum must be *Signed & Returned* with your Bid.**

\_\_\_\_\_  
*Authorized Signature of Bidder*

\_\_\_\_\_  
*Company Name*

**APPROVED** \_\_\_\_\_

**JILL BELISLE**

*Contract Specialist*

(Original Signature on Document in Procurement Files)

**Date Issued:** 9 June 2004







BID ADDENDUM  
SP-18 NEW. 11/97

# STATE OF CONNECTICUT

**DEPARTMENT OF ADMINISTRATIVE SERVICES**

**PROCUREMENT SERVICES**

**165 Capitol Avenue, 5<sup>th</sup> Floor South**

**PO Box 150414**

**HARTFORD, CT 06115-0414**

BID NO.:

**04PSX0104**

Bid Opening Date:

16 June 2004

**Jill Belisle**  
*Contract Specialist*

**(860)713-5064**  
*Telephone Number*

## **BID ADDENDUM #2**

DESCRIPTION: **Purchase of 2004 Model Year Various Vehicles - Passenger Cars and Trucks or Current Production Model Year**

FOR:  
DAS/FSC  
DPS/Division of Public Safety  
All Using State Agencies and  
Political Subdivisions of the State

### **BIDDERS NOTE:**

The following vehicles have been added:

Toyota Prius and Civic Hybrid

All other terms and conditions remain unchanged.

This Addendum must be *Signed & Returned* with your Bid.

\_\_\_\_\_  
*Authorized Signature of Bidder*

\_\_\_\_\_  
*Company Name*

**APPROVED** \_\_\_\_\_

**JILL BELISLE**

*Contract Specialist*

(Original Signature on Document in Procurement Files)

**Date Issued:** 9 June 2004

**ITEM #6A**

**MODEL YEAR 2004 FRONT WHEEL DRIVE FOUR-DOOR SEDAN WITH GASOLINE-ELECTRIC HYBRID POWER SYSTEM** as per the following minimum specifications:

**TYPE:** Toyota PRIUS  
**ENGINE:** 1.5 liter 70 horsepower four-cylinder  
**TRANSMISSION:** Automatic  
**BRAKES:** Power  
**STEERING:** Power with tilt wheel  
**TIRES:** All season radials with low-rolling resistance  
**EQUIPMENT:** Air conditioning, electric rear window defroster, AM/FM radio, day/night interior mirror, power windows, power door locks, dual outside mirrors, front license plate bracket, permanent antifreeze protection to minus twenty degrees.  
**MANUALS:** Please refer to The Special Bid Terms and Conditions cover sheet for quantities and types of manuals required.

**ADDITIONAL COST PER VEHICLE FOR THE FOLLOWING OPTIONS, IF DESIRED:**

- A. **Manual Package A:**
- B. **Manual Package B:**
- C. **Manual Package C:**

**VEHICLES MUST BE DELIVERED WITH A MINIMUM OF 3/4 TANK OF GASOLINE.**

**ALL STANDARD EQUIPMENT AND OPTIONS SHOULD BE FACTORY INSTALLED.**

**ANY EQUIPMENT NOT AVAILABLE FACTORY INSTALLED, THAT IS TO BE INSTALLED BY THE DEALER, MUST BE GENUINE MANUFACTURER'S EQUIPMENT.**

**ITEM #6B**

**MODEL YEAR 2004 FRONT WHEEL DRIVE FOUR-DOOR SEDAN WITH GASOLINE-ELECTRIC HYBRID POWER SYSTEM** as per the following minimum specifications:

**TYPE:** Civic Hybrid  
**ENGINE:** In-Line 4-Cylinder  
**TRANSMISSION:** Automatic  
**BRAKES:** Power  
**STEERING:** Power with tilt wheel  
**TIRES:** All season radials with low-rolling resistance  
**EQUIPMENT:** Air conditioning, electric rear window defroster, AM/FM radio, day/night interior mirror, power windows, power door locks, dual outside mirrors, front license plate bracket, permanent antifreeze protection to minus twenty degrees.  
**MANUALS:** Please refer to The Special Bid Terms and Conditions cover sheet for quantities and types of manuals required.

**ADDITIONAL COST PER VEHICLE FOR THE FOLLOWING OPTIONS, IF DESIRED:**

- A. **Manual Package A:**
- B. **Manual Package B:**
- C. **Manual Package C:**

**VEHICLES MUST BE DELIVERED WITH A MINIMUM OF 3/4 TANK OF GASOLINE.**

**ALL STANDARD EQUIPMENT AND OPTIONS SHOULD BE FACTORY INSTALLED.**

**ANY EQUIPMENT NOT AVAILABLE FACTORY INSTALLED, THAT IS TO BE INSTALLED BY THE DEALER, MUST BE GENUINE MANUFACTURER'S EQUIPMENT.**



# STATE OF CONNECTICUT PROCUREMENT SERVICES

<b>BID NO.:</b> <b>04PSX0104</b>
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**Jill Belisle**  
Contract Specialist

<b>PROPOSAL SCHEDULE for Bid #04PSX0104</b>  <b><u>IMPORTANT!</u></b> <b><u>RETURN ORIGINAL AND ONE COPY</u></b>
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DELIVERY:	
TERMS:	CASH DISCOUNT:  % <span style="float: right;">Days</span>

**(860)713-5064**  
Telephone Number

<b>Payment terms are net 45 days. Any deviation may result in bid rejection. Bid prices shall include all transportation charges FOB state agency.</b>  <b>Page 1 OF 4</b>
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BIDDER NAME:
SSN OR FEIN #:

ITEM #	DESCRIPTION OF COMMODITY AND/OR SERVICES	QUANTITY	UNIT OF MEASURE	UNIT PRICE	TOTAL PRICE
#6A	2004 or current production model year to be in strict accordance with the attached specifications herein.  (Toyota – PRIUS)  (No Requirements at this time)	0	Each	\$	\$
				Model Year Offered:	
				Mfg.:	
				Model:	
				Engine: <span style="float: right;">Liters</span>	
				<span style="float: right;">cu.</span>	
				ins.	
				Wheelbase: <span style="float: right;">ins.</span>	
				Transmission:	
				Brakes: Type:	
				Steering: Type:	
				Tires Mfg.:	
				Model:	
				Highway EPA Rating:	

**ADDITIONAL COST PER VEHICLE FOR THE FOLLOWING OPTIONS, IF SO DESIRED**

#6B	<u>OPTIONAL EQUIPMENT</u>				<u>Product Ordering Code</u>
	A. Manual Package A:			\$	
		Manual Names			
	B. Manual Package B:			\$	
	C. Manual Package C:			\$	







BID ADDENDUM  
SP-18 NEW. 11/97

# STATE OF CONNECTICUT

**DEPARTMENT OF ADMINISTRATIVE SERVICES**

**PROCUREMENT SERVICES**

**165 Capitol Avenue, 5<sup>th</sup> Floor South**

**PO Box 150414**

**HARTFORD, CT 06115-0414**

BID NO.:

**04PSX0104**

Bid Opening Date:

16 June 2004

**Jill Belisle**  
Contract Specialist

**(860)713-5064**  
Telephone Number

## **BID ADDENDUM #1**

DESCRIPTION: Purchase of 2004 Model Year Various Vehicles - Passenger Cars and Trucks or Current Production Model Year

FOR:  
DAS/FSC  
DPS/Division of Public Safety  
All Using State Agencies and  
Political Subdivisions of the State

### **BIDDERS NOTE:**

Please delete the following:

### **AUTHORIZED LICENSED DEALER:**

Bidders must be an authorized licensed dealer, in the State of Connecticut for a minimum of one (1) year and should be currently certified to perform warranty repairs

**All other terms and conditions remain unchanged.**

**This Addendum must be *Signed & Returned* with your Bid.**

\_\_\_\_\_  
*Authorized Signature of Bidder*

\_\_\_\_\_  
*Company Name*

**APPROVED** \_\_\_\_\_

**JILL BELISLE**

*Contract Specialist*

(Original Signature on Document in Procurement Files)

**Date Issued:** 28 May 2004

**STATE OF CONNECTICUT**  
**DEPARTMENT OF ADMINISTRATIVE SERVICES**  
**PROCUREMENT SERVICES**  
**165 Capitol Avenue, 5<sup>th</sup> Floor South**  
**PO Box 150414**  
**HARTFORD, CT 06115-0414**



**Jill Belisle**  
Contract Specialist

**(860)713-5064**  
Telephone Number

**NOTICE TO VENDORS:** Logon to  
<http://www.das.state.ct.us/busopp.asp>  
select the **Bidder Notification System &**  
complete the form to automatically receive a synopsis  
of new Bids & RFP's **via e-mail.**  
Addresses for undeliverable e-mails will be deleted.

**[www.das.state.ct.us/busopp.asp](http://www.das.state.ct.us/busopp.asp)**  
DAS CT State Web Site

**[jill.belisle@po.state.ct.us](mailto:jill.belisle@po.state.ct.us)**  
Contract Specialist E-mail Address

**(860)622-2912**  
Fax Number

## Invitation for Bids

*SPECIFICATIONS & BID DOCUMENTS ATTACHED*

Bid Number: **04PSX0104** Bid Opening Date & Time: **16 June 2004 at 2:00 PM Eastern Time**

Bid Description: **Purchase of 2004 Model Year Various Vehicles (Passenger Cars and Trucks) or Current Production Model Year**

*Special Instructions:* **No Special Instructions**

This contract replaces the following contract award(s) in part or in total: **012-A-11-0385-C**

**SEALED BID NO.: 04PSX0104**

**NOT TO BE OPENED UNTIL: 16 June 2004**  
**2:00 PM Eastern Time**

**Return Bid To:**

PROCUREMENT SERVICES  
DEPARTMENT OF ADMINISTRATIVE SERVICES  
STATE OF CONNECTICUT  
165 CAPITOL AVE 5<sup>th</sup> FLOOR SOUTH  
PO BOX 150414  
HARTFORD CT 06115-0414

***NOTE: Always use mailing label  
at left on all packages when  
returning the ORIGINAL &  
ONE COPY of your bid response.***

Bids cannot be accepted after specified  
Bid Opening Time.

**Vendors will not be admitted to state  
buildings without a valid photo ID.**

Hand-delivered bids must be brought to:  
DAS Customer Service  
Room 110  
165 Capitol Avenue,  
Hartford, CT

**SEALED BID NO.: 04PSX0104**

**NOT TO BE OPENED UNTIL: 16 June 2004**  
**2:00 PM Eastern Time**

**LITERATURE ONLY**

One complete set of detailed brochures/literature

**Return Bid To:**

PROCUREMENT SERVICES  
DEPARTMENT OF ADMINISTRATIVE SERVICES  
STATE OF CONNECTICUT  
165 CAPITOL AVE 5<sup>th</sup> FLOOR SOUTH  
PO BOX 150414  
HARTFORD CT 06115-0414

***NOTE: Always use mailing label***  
***at left on all packages when***  
***returning the ORIGINAL &***  
***ONE COPY of your bid response.***

Bids cannot be accepted after specified  
Bid Opening Time.

**Vendors will not be admitted to state  
buildings without a valid photo ID.**

Hand-delivered bids must be brought to:  
DAS Customer Service  
Room 110  
165 Capitol Avenue,  
Hartford, CT

# STATE OF CONNECTICUT

## BIDDER'S CHECKLIST

Bid Number:

04PSX0104

### READ CAREFULLY

**THIS FORM IS NOT TO BE RETURNED WITH YOUR BID. HOWEVER, IT IS SUGGESTED THAT YOU REVIEW AND CHECK OFF EACH ACTION AS YOU COMPLETE IT.**

- \_\_\_ 1. The Bid Proposal (SP-26) must be signed by a duly authorized representative of the company (unsigned bids are automatically rejected) and the Proposal Schedule (SP-16) must be included with your bid.
- \_\_\_ 2. The bid prices you have offered have been reviewed and verified.
- \_\_\_ 3. The price extensions and totals have been checked. (In case of discrepancy between unit prices and total prices, the unit price will govern the bid evaluation).
- \_\_\_ 4. Any errors, alterations, corrections or erasures to unit prices, total prices, etc. must be initialed by the person who signs the bid proposal or his designee. Such changes made and not initialed mean automatic rejection of bid.
- \_\_\_ 5. The payment terms are Net 45 Days. Net Terms for periods less than 45 days (Ex. Net 30) may result in bid rejection. (You may offer cash discounts for prompt payment.)  
*Exception:* State of CT Small Business Set-Aside bids payment terms shall be in accordance with CGS 32-9h.
- \_\_\_ 6. Any technical or descriptive literature, drawing or bid samples that are required have been included with the bid.
- \_\_\_ 7. The delivery information block has been completed. (Be specific: In most cases, "as ordered" or "as required" is not complete information.)
- \_\_\_ 8. If required the amount of bid surety has been checked and the surety has been included.
- \_\_\_ 9. Any addenda to the bid have been signed and included.
- \_\_\_ 10. The pre-addressed mailing label has been used on your return mailing envelope or the envelope has been:
  - a. marked with the Bid Number and Bid Opening Date &
  - b. addressed to:

State of Connecticut  
Department of Administrative Services  
Procurement Services  
165 Capitol Avenue, 5<sup>th</sup> Floor South  
PO Box 150414  
Hartford, CT 06115-0414
- \_\_\_ 11. The bid number on the pre-addressed mailing label or on your hand marked return envelope exactly matches the bid number inside the envelope.
- \_\_\_ 12. The bid is mailed or hand-delivered in-time to be received no later than the designated opening date and time. Hand-delivered bids must be delivered to the DAS Customer Service Desk, Room 110, 165 Capitol Avenue, Hartford, CT. Late bids are not accepted under any circumstances. Please allow enough time if mailing in your bid.
- \_\_\_ 14. Form DAS-45 or SP-34 (as applicable) must be completed entirely regardless of the number of employees, even if the company is family owned and/or operated and must be submitted with each bid or bid may be rejected.
- \_\_\_ 15. **MAKE SURE TO INCLUDE THE ORIGINAL PROPOSAL SCHEDULE PAGES (SP-16) ALONG WITH ONE COPY (UNLESS MORE COPIES ARE REQUESTED WITHIN THE BID SPECIFICATIONS).**
- \_\_\_ 16. **VENDORS NAME MUST APPEAR IN THE UPPER RIGHT CORNER OF ALL PROPOSAL SCHEDULE PAGES (SP-16).**



**BID PROPOSAL**

SP-26 Rev. 04/03

(Prev. Rev. 11/02)

**Jill Belisle**

Contract Specialist

**(860)713-5064**

Telephone Number

**STATE OF CONNECTICUT**  
**DEPARTMENT OF ADMINISTRATIVE SERVICES**  
**PROCUREMENT SERVICES**

**165 Capitol Avenue, 5<sup>th</sup> Floor South**

**PO BOX 150414**

**HARTFORD, CT 06115-0414**

Page 1 of 3

THIS FORM AND  
REQUIRED PROPOSAL  
SCHEDULE FORMS  
MUST BE RETURNED

**Read & Complete**  
**Carefully**

BID NO: <b>04PSX0104</b>	BID OPENING DATE: <b>16 June 2004</b>	BID OPENING TIME: <b>2:00 PM Eastern Time</b>	BID SURETY: <b>\$0.00</b>	DATE ISSUED: <b>28 May 2004</b>
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DESCRIPTION: Purchase of 2004 Model Year Various Vehicles (Passenger Cars and Trucks) or Current Production Model Year

FOR: <b>DAS/FSC</b> <b>DPS/Division of Public Safety</b> <b>All Using State Agencies and</b> <b>Political Subdivisions of the State</b>	TERM OF CONTRACT / DELIVERY DATE REQ'D: <b>State Manufacturer's Built Out Dates</b>
Agency Requisition Number(s): <b>00014025</b>	

**INVITATION FOR BIDS:** Pursuant to the provisions of Section 4a-57 of the General Statutes of Connecticut as amended, sealed proposals will be received by Procurement Services for the State of Connecticut, at the address above for furnishing the commodities and/or services herein listed to state agencies.

**NOTE: Bidder means Individual/Sole Proprietor, Partnership or Corporation name.**

**IMPORTANT: ALL pages of this form, Sections 1 through 4 must be completed, signed and returned by the bidder as part of the bid package. Failure to submit all pages of this form constitutes grounds for rejection of your bid.**

Section 1 of 4 - **BIDDER INFORMATION**

COMPLETE BIDDER LEGAL BUSINESS NAME		Taxpayer ID # (TIN): <input type="checkbox"/> SSN <input type="checkbox"/> FEIN	
WRITE/TYPE SSN/FEIN NUMBER ABOVE			
BUSINESS NAME , TRADE NAME, DOING BUSINESS AS (IF DIFFERENT FROM ABOVE)			
BUSINESS ENTITY: <input type="checkbox"/> CORPORATION <input type="checkbox"/> LLC CORPORATION <input type="checkbox"/> LLC PARTNERSHIP <input type="checkbox"/> LLC SINGLE MEMBER ENTITY <input type="checkbox"/> NON-PROFIT <input type="checkbox"/> PARTNERSHIP <input type="checkbox"/> INDIVIDUAL/SOLE PROPRIETORSHIP			
<b>NOTE: IF INDIVIDUAL/SOLE PROPRIETOR, INDIVIDUAL'S NAME (AS OWNER) MUST APPEAR IN THE LEGAL BUSINESS NAME BLOCK ABOVE.</b>			
BUSINESS TYPE: A. SALE OF COMMODITIES B. MEDICAL SERVICES C. ATTORNEY FEES D. RENTAL OF PROPERTY (REAL ESTATE & EQUIPMENT)			
E. OTHER (DESCRIBE IN DETAIL)			
UNDER THIS TIN, WHAT IS THE PRIMARY TYPE OF BUSINESS YOU PROVIDE TO THE STATE? (ENTER LETTER FROM ABOVE)			
UNDER THIS TIN, WHAT OTHER TYPES OF BUSINESS MIGHT YOU PROVIDE TO THE STATE? (ENTER LETTER FROM ABOVE)			
<b>NOTE: IF YOUR BUSINESS IS A PARTNERSHIP, YOU MUST ATTACH THE NAMES AND TITLES OF ALL PARTNERS TO YOUR BID SUBMISSION.</b>			
<b>NOTE: IF YOUR BUSINESS IS A CORPORATION, IN WHICH STATE ARE YOU INCORPORATED?</b>			
WRITTEN SIGNATURE OF PERSON AUTHORIZED TO SIGN BIDS ON BEHALF OF THE ABOVE NAMED BIDDER			DATE EXECUTED
<b>←SIGN HERE</b>			
TYPE OR PRINT NAME OF AUTHORIZED PERSON		TITLE OF AUTHORIZED PERSON	
IS YOUR BUSINESS CURRENTLY A DAS CERTIFIED SMALL BUSINESS ENTERPRISE? <input type="checkbox"/> YES (ATTACH COPY OF CERTIFICATE) <input type="checkbox"/> NO			
IF YOU ARE A STATE EMPLOYEE, INDICATE YOUR POSITION, AGENCY & AGENCY ADDRESS.			

**STATE OF CONNECTICUT**  
**DEPARTMENT OF ADMINISTRATIVE SERVICES**  
**PROCUREMENT SERVICES**  
**165 Capitol Avenue, 5<sup>th</sup> Floor South**  
**PO BOX 150414**  
**HARTFORD, CT 06115-0414**


BID NO.  
**04PSX0104**

**Jill Belisle**  
*Contract Specialist*  
**(860)713-5064**  
*Telephone Number*

**Read & Complete**  
**Carefully**

Section 1 of 4 - **BIDDER INFORMATION (CONTINUED)**

BIDDER ADDRESS	STREET	CITY	STATE	ZIP CODE
Add Additional Business Address & Contact information on back of this form.				
BIDDER E-MAIL ADDRESS			BIDDER WEB SITE	
<b>REMITTANCE INFORMATION: INDICATE BELOW THE REMITTANCE ADDRESS OF YOUR BUSINESS.</b> <input type="checkbox"/> SAME AS BIDDER ADDRESS ABOVE.				
REMIT ADDRESS	STREET	CITY	STATE	ZIP CODE

CONTACT INFORMATION: NAME (TYPE OR PRINT)		
1ST BUSINESS PHONE:	Ext. #	HOME PHONE:
2ND BUSINESS PHONE:	Ext. #	1 <sup>ST</sup> PAGER:
CELLULAR:		2 <sup>ND</sup> PAGER:
1 <sup>ST</sup> FAX NUMBER:		TOLL FREE PHONE:
2 <sup>ND</sup> FAX NUMBER:		TELEX:
WRITTEN SIGNATURE OF PERSON AUTHORIZED TO SIGN BIDS ON BEHALF OF THE ABOVE NAMED BIDDER		DATE EXECUTED
 <b>SIGN HERE</b>		
TYPE OR PRINT NAME OF AUTHORIZED PERSON		TITLE OF AUTHORIZED PERSON
IS YOUR BUSINESS CURRENTLY A DAS CERTIFIED SMALL BUSINESS ENTERPRISE? <input type="checkbox"/> YES (ATTACH CERTIFICATE COPY TO BID) <input type="checkbox"/> NO		
IF YOU ARE A STATE EMPLOYEE, INDICATE YOUR POSITION, AGENCY & AGENCY ADDRESS.		

<b>FOR PURCHASE ORDER DISTRIBUTION: 1) CHECK ONLY ONE BOX BELOW 2) INPUT E-MAIL ADDRESS OR FAX # (IF CHECKED)</b>			
<input type="checkbox"/> E-MAIL	<input type="checkbox"/> FAX	<input type="checkbox"/> USPS MAIL	<input type="checkbox"/> EDI
<b>If EDI was selected, give us a person to contact in your company to set up EDI:</b>			
NAME:			
E-MAIL ADDRESS:			
TELEPHONE NUMBER:			
<b>FOR REQUEST FOR QUOTATION (RFQ) DISTRIBUTION: 1) CHECK ONLY ONE BOX BELOW 2) INPUT E-MAIL ADDRESS OR FAX # (IF CHECKED)</b>			
<input type="checkbox"/> E-MAIL	<input type="checkbox"/> FAX	<input type="checkbox"/> USPS MAIL	

**ADD FURTHER BUSINESS ADDRESS, E-MAIL & CONTACT INFORMATION BELOW IF REQUIRED**

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BID NO.  
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**Read & Complete**  
**Carefully**

**Section 2 of 4 – IMPORTANT INFORMATION FOR BIDDERS**

**AFFIRMATION OF BIDDER: The abovesigned bidder affirms and declares:**

1. That this proposal is executed and signed by said bidder with full knowledge and acceptance of the provisions of Form SP-19 of current issue and in effect on the date of bid issue. Form SP-19, entitled Standard Bid and Contract Terms and Conditions are made a part of the contract.
2. That this proposal is executed and signed by said bidder with full knowledge and acceptance of the provisions of all Special Bid Terms and Conditions attached hereto.
3. That should any part of this proposal be accepted in writing by Procurement Manager within thirty (30) calendar days from the date of bid opening unless an earlier date for acceptance is specified by bidder in proposal schedule, said bidder will furnish and deliver the commodities and/or services for which this proposal is made, in the quantities and at the prices bid, and in compliance with the provisions of the STANDARD BID AND CONTRACT TERMS AND CONDITIONS, COMMODITY SPECIFICATION, PROPOSAL SCHEDULE AND SPECIAL BID AND CONTRACT TERMS AND CONDITIONS. Should award of any part of this proposal be delayed beyond the period of thirty (30) days or an earlier date specified by bidder in proposal schedule, such award shall be conditioned upon bidder's acceptance.
4. Acceptance of the conditions set forth herein, agreement in strict accordance therewith, and will furnish and deliver the commodities and/or services to the state agency or agencies named in the PROPOSAL SCHEDULE at the prices bid therein.
5. **Should Procurement Services determine that bidder has not completed Section 3 - Bidder Debarment and/or Suspension included as part of this document, then such determination may be just cause for disqualification from the evaluation of this bid.**

**Section 3 of 4 - BIDDER DEBARMENT AND/OR SUSPENSION**

The abovesigned bidder further affirms and declares that neither the bidder and/or any company official nor any subcontractor to the bidder and/or any company official has received any notices of debarment and/or suspension from contracting with the State of Connecticut or the Federal Government.

YES  NO

The abovesigned bidder further affirms and declares that neither the bidder and/or any company official nor any subcontractor to the bidder and/or any company official has received any notices of debarment and/or suspension from contracting with other states within the United States.

YES  NO

If the abovesigned bidder and/or any company official or any subcontractor to the bidder and/or any company official *has* received notices of debarment and/or suspension from contracting with the State of Connecticut, other states within the United States or Federal Government, said notices must be attached to this document when submitting this proposal.

Number of notices attached \_\_\_\_\_

**Section 4 of 4 – OTHER NOTICES**

**Notice regarding Package Handling at 165 Capitol Avenue**

As part of new security processes, all mail, packages and parcels, **including bids**, delivered to the State Office Building at 165 Capitol Avenue will be opened and examined by trained mail handling staff. Bids will then be resealed, forwarded to Procurement Services, and opened as scheduled. This procedure also applies to hand- carried packages.

Bidders, note that additional time will be required to carry out these procedures. Allow extra time for processing of mail or personally delivered bids to Procurement Services. Remember, Bids cannot be accepted after Bid Opening Time specified on the bid.

***NOTE: ALWAYS USE MAILING LABEL INCLUDED WITH EACH BID ON ALL PACKAGES WHEN RETURNING THE ORIGINAL & ONE COPY OF YOUR BID RESPONSE.***

***SIGNATURE OF AUTHORIZED PERSON IN SECTION 1 CONSTITUTES AGREEMENT WITH ALL PROCEDURES INDICATED ABOVE.***

STANDARD BID  
TERMS AND CONDITIONS  
SP-19 Rev. 11/02  
(Prev. Rev. 04/02)  
**Jill Belisle**  
Contract Specialist  
  
(860)713-5064  
Telephone Number

**STATE OF CONNECTICUT**  
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**HARTFORD, CT 06115-0414**

BID NO.:  
04PSX0104

**Standard Bid and Contract Terms and Conditions - Page 1 of 3**

**All Invitations For Bids issued by the Department of Administrative Services, Procurement Services will bind Bidders to the terms and conditions listed below, unless specified otherwise in any individual Invitation For Bids.**

**Incorporated by reference into this contract are applicable provisions of the Connecticut General Statutes including but not limited to Sections 4a-50 through 4a-80 and applicable provisions of the Regulations of Connecticut State Agencies including but not limited to Sections 4a-52-1 through 4a-52-22.**

**The contractor agrees to comply with the statutes and regulations as they exist on the date of this contract and as they may be adopted or amended from time to time during the term of this contract and any amendments thereto.**

**Submission of Bids**

1. Bids must be submitted on forms supplied by Procurement Services. Telephone or facsimile bids will not be accepted in response to an Invitation For Bids.
2. The time and date bids are to be opened is given in each bid issued. Bids received after the specified time and date of bid opening given in each bid proposal shall not be considered. Bid envelopes must clearly indicate the bid number as well as the date and time of the opening of the bid. The name and address of the Bidder should appear in the upper left hand corner of the envelope.
3. Incomplete bid forms may result in the rejection of the bid. Amendments to bids received by Procurement Services after the time specified for opening of bids, shall not be considered. An original and one copy of the proposal schedule shall be returned to Procurement Services. Bids shall be computer prepared, typewritten or handwritten in ink. Bids submitted in pencil shall be rejected. All bids shall be signed by a person duly authorized to sign bids on behalf of the bidder. Unsigned bids shall be rejected. Errors, alterations or corrections on both the original and copy of the proposal schedule to be returned must be initialed by the person signing the bid proposal or their authorized designee. In the event an authorized designee initials the correction, there must be written authorization from the person signing the bid proposal to the person initialing the erasure, alterations, or correction. Failure to do so shall result in rejection of bid for those items erased, altered or corrected and not initialed.
4. Conditional bids are subject to rejection in whole or in part. A conditional bid is defined as one which limits, modifies, expands or supplements any of the terms and conditions and/or specifications of the invitation for bids.
5. Alternate bids will not be considered. An alternate bid is defined as one which is submitted in addition to the bidders primary response to the invitation for bids.
6. Prices should be extended in decimal, not fraction, to be net, and shall include transportation and delivery charges fully prepaid by the Contractor to the destination specified in the bid, and subject only to cash discount.

7. Pursuant to Section 12-412 of the Connecticut General Statutes, the State of Connecticut is exempt from the payment of excise, transportation and sales taxes imposed by the Federal Government and/or the State. Such taxes must not be included in bid prices.

8. In the event of a discrepancy between the unit price and the extension, the unit price shall govern.

9. By its submission the Bidder represents that the bid is not made in connection with any other Bidder submitting a bid for the same commodity or commodities and is in all respects fair and without collusion or fraud.

10. All bids will be opened and read publicly and upon award are subject to public inspection.

**Guaranty or Surety**

11. Bid and or performance bonds may be required. Bonds must meet the following requirements: Corporation - must be signed by an official of the corporation above their official title and the corporate seal must be affixed over the signature; Firm or Partnership - must be signed by all the partners and indicate they are "doing business as"; Individual - must be signed by the owner and indicated as "Owner". The surety company executing the bond or countersigning must be licensed in Connecticut and the bond must be signed by an official of the surety company with the corporate seal affixed over their signature. Signatures of two witnesses for both the principal and the surety must appear on the bond. Power of attorney for the official signing the bond for the surety company must be submitted with the bond.

**Samples**

12. Accepted bid samples do not supersede specifications for quality unless sample is superior in quality. All deliveries shall have at least the same quality as the accepted bid sample.

13. Samples are furnished free of charge. Bidder must indicate if their return is desired, provided they have not been made useless by test. Samples may be held for comparison with deliveries.

**Award**

14. Award will be based on quality of the articles or services to be supplied, their conformance with specifications, delivery terms, price, administrative costs, past performance, and financial responsibility.

15. Procurement Services may reject any bidder in default of any prior contract or guilty of misrepresentation or any bidder with a member of its firm in default or guilty of misrepresentation.

16. Procurement Services may correct inaccurate awards resulting from clerical or administrative errors.

STANDARD BID  
TERMS AND CONDITIONS  
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**STATE OF CONNECTICUT**  
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**HARTFORD, CT 06115-0414**

BID NO.: <b>04PSX0104</b>
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**Standard Bid and Contract Terms and Conditions - Page 2 of 3**

**Contract**

17. The existence of the contract shall be determined in accordance with the requirements set forth above. However, the award of the contract is not an order to ship.

18. The Contractor shall not assign or otherwise dispose of their contract or their right, title or interest, or their power to execute such contract to any other person, firm or corporation without the prior written consent of Procurement Services.

19. Bidders have ten days after notice of award to refuse acceptance of the award; after ten days the award will be binding on the Contractor. If the Contractor refuses to accept the award within the ten day period, the award will be made to the next lowest responsible qualified bidder.

20. Failure of a Contractor to deliver commodities or perform services as specified will constitute authority for Procurement Services to purchase these commodities or services on the open market. The Contractor agrees to promptly reimburse the State for excess cost of these purchases. The purchases will be deducted from the contracted quantities.

21. Rejected commodities must be removed by the Contractor from State premises within 48 hours. Immediate removal may be required when safety or health issues are present.

22. Contractor agrees to: hold the State harmless from liability of any kind for the use of any copyright or uncopyrighted composition, secret process, patented or unpatented invention furnished or used in the performance of the contract; guarantee their products against defective material or workmanship; repair damages of any kind, for which they are responsible to the premises or equipment, to their own work or to the work of other contractors; obtain and pay for all licenses, permits, fees etc. and to give all notices and comply with all requirements of city or town in which the service is to be provided and to the State of Connecticut; to carry proper insurance to protect the State from loss.

23. Notwithstanding any provision or language in this contract to the contrary, the Commissioner may terminate this contract whenever he/she determines in his/her sole discretion that such termination is in the best interests of the State. Any such termination shall be effected by delivery to the Contractor of a written notice of termination. The notice of termination shall be sent by registered mail to the Contractor address furnished to the State for purposes of correspondence or by hand delivery. Upon receipt of such notice, the Contractor shall both immediately discontinue all services affected (unless the notice directs otherwise) and deliver to the State all data, drawings, specifications, reports, estimates, summaries, and such other information and materials as may have been accumulated by the Contractor in performing his duties under this contract, whether completed or in progress. All such documents, information, and materials shall become the property of the State. In the event of such termination, the Contractor shall be entitled to reasonable compensation as determined by the Commissioner of the Department of Administrative Services, however, no compensation for lost profits shall be allowed.

**Delivery**

24. All products and equipment delivered must be new unless otherwise stated in the bid specifications.

25. Delivery will be onto the specified State loading docks by the Contractor unless otherwise stated in the bid specifications.

26. Deliveries are subject to re-weighing on State sealed scales.

27. Payment terms are net 45 days after receipt of goods or invoice, whichever is later, unless otherwise specified.

28. Charges against a Contractor shall be deducted from current obligations. Money paid to the State by the Contractor shall be payable to the Treasurer, State of Connecticut.

**Saving Clause**

29. The Contractor shall not be liable for losses or delays in the fulfillment of the terms of the contract due to wars, acts of public enemies, strikes, fires, floods, acts of God or any other acts not within the control of or reasonably prevented by the Contractor. The Contractor will give written notice of the cause and probable duration of any such delay.

**Advertising**

30. Contractors may not reference sales to the State for advertising and promotional purposes without the prior approval of Procurement Services.

**Rights**

31. The State has sole and exclusive right and title to all printed material produced for the State and the contractor shall not copyright the printed matter produced under the contract.

32. The Contractor assigns to the State all rights title and interests in and to all causes of action it may have under Section 4 of the Clayton Act, 15 USC 15, or under Chapter 624 of the general statutes. This assignment occurs when the Contractor is awarded the contract.

33. Contractor agrees that it is in compliance with all applicable federal, state and local laws and regulations, including but not limited to Connecticut General Statutes Sections 4a-60 and 4a-60a. The Contractor also agrees that it will hold the State harmless and indemnify the State from any action which may arise out of any act by the contractor concerning lack of compliance with these laws and regulations.

34. All purchases will be in compliance with Section 22a-194 to Section 22a-194g of the Connecticut General Statutes related to product packaging. This contract is subject to the provisions of Executive Order No. Three of Governor Thomas J. Meskill promulgated June 16, 1971, the provisions of Executive Order No. Seventeen of Governor Thomas J. Meskill promulgated February 15, 1973 and section 16 of P.A. 91-58 nondiscrimination regarding sexual orientation, and the provisions of Executive Order No. Sixteen of Governor John G. Rowland promulgated August 4, 1999 regarding Violence in the Workplace Prevention Policy.

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BID NO.: <b>04PSX0104</b>
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**Standard Bid and Contract Terms and Conditions - Page 3 of 3**

**Records, Files, and Information**

35. Incorporated by reference into this contract and Pursuant to Public Act No. 01-169, each contract in excess of two million five hundred thousand dollars between a public agency and a person for the performance of a governmental function shall (1) provide that the public agency is entitled to receive a copy of records and files related to the performance of the governmental function, and (2) indicate that such records and files are subject to the Freedom of Information Act and may be disclosed by the public agency pursuant to the Freedom of Information Act.

36. Incorporated by reference into this contract is Section 4-61dd(g)(1) and 4-61dd(3) and (f) of the Connecticut General Statutes which prohibits contractors from taking adverse action against employees who disclosed information to the Auditors of Public Accounts or the Attorney General.

**Health Insurance Portability and Accountability Act (HIPAA)**

37. Under the Health Insurance Portability and Accountability Act (HIPAA) of 1996, Bidders are expected to adhere to the same standards as the state agency/covered entity as to Protected Health Information (PHI), to maintain compliance with Title 45 CFR Part 164.504, Uses and Disclosures: Organizational Requirements, Bidder Contracts. Protected Health Information (PHI) includes information related to claims, health services, federal and state tax information, financials, criminal/court related information and other personally identifiable records. Bidder agrees that it shall be prohibited from using or disclosing the PHI provided or made available by the state agency/covered entity or viewed while on the premises for any purpose other than as expressly permitted or required by this Contract. These uses and disclosures must be within the scope of the Bidder's

services provided to the state agency/covered entity. Bidders shall establish and maintain reasonable safeguards to prevent any use or disclosure of the PHI, other than as specified in this Contract or required by law. Bidder agrees that anytime PHI is provided or made available to any subcontractors or agents, Bidder must enter into a subcontract, which contains the same terms, conditions and restrictions on the use and disclosure of PHI as contained in this Contract. Bidder agrees to make available and provide a right of access to PHI by the individual for whom the information was created and disclosed. Bidder agrees to make information available as required to provide an accounting of disclosures. Bidder agrees to make its internal practices, books, and records relating to the use or disclosure of PHI received from, or created or received by Bidder on behalf of the state agency/covered entity, available to the Secretary of Health and Human Services (HHS) for purposes of determining compliance with the HHS Privacy Regulations. At termination of this Contract, Bidder agrees to return or destroy all PHI received from, or created by the state agency/covered entity. If not feasible, extend the protections of this agreement to the PHI and limit further uses and disclosures. Bidder will have procedures in place for mitigating any harmful effects from the use or disclosure of PHI in a manner contrary to this Contract or the HHS Privacy Regulations. Bidder must develop and implement a system of sanctions for any employee, subcontractor or agent who violates this Contract or the HHS Privacy Regulations. The PHI shall be and remain the resources of the state agency/covered entity. Bidder agrees that it acquires no title or rights to the information, including any de-identified information, as a result of this Contract. Bidder agrees that the state agency/covered entity has the right to immediately terminate this Contract if the state agency/covered entity determines that Bidder has violated a material term of this HIPAA Compliance Agreement above.

**SCOPE:**

This bid shall cover the requirements for **2004 Model Year Various Vehicles (Passenger Cars and Trucks) or Current Production Model Year** for the State of Connecticut, Department of Administrative Services, Department of Public Safety, Chief's States Attorney, All Using State Agencies and Political Sub-Divisions of the State and/or Not-For Profit Organizations.

The complete vehicle shall be of a current model year and be in production at the time of delivery as evidenced by the manufacturer's published literature.

The contract period will be from Date of Award through to the manufacturer's Production Model Year Build-Out Date, with an option to extend the contract or any portion of the contract to the next Production Model Year Build-Out Date at the same prices, terms and conditions, if the State deems it to be in its best interests.

***Mandatory Extension of Contract for Use by Political Sub-Divisions or Not-For-Profit Organizations:***

Bidders are required to offer the extension of this contract (including pricing, terms and conditions) to Political Sub-Divisions of the State (Towns and Municipalities) and Not-For-Profit Organizations.

When a Political Sub-Division and/or Not-For-Profit Organizations utilizes this contract all references to the "State" are hereby replaced with the Name of the Using Sub-Division or the name of the Not-For-Profit Organization.

**AUTHORIZED LICENSED DEALER:**

Bidders must be an authorized licensed dealer, in the State of Connecticut for a minimum of one (1) year and should be currently certified to perform warranty repairs

**BID PRICES:**

Prices shall be net, including all transportation charges fully prepaid by the contractor FOB Destination. Prices quoted other than FOB Destination are subject to rejection.

Optional equipment will be listed as individual line items on the Proposal Schedule. Bidders must indicate the individual price per unit for each of the options listed on the Proposal Schedule. If an option is not available, bidder must indicate that on the Proposal Schedule. Each option, if selected, will be added to the price of the vehicle. The State reserves the right to purchase any combination of options.

Bidders shall quote the delivered unit price in the appropriate proposal pages at the price the State will be billed for vehicles delivered, with all transportation charges fully prepaid by the contractor F.O.B. destination. OFFERED SHALL BE NEW AND UNUSED AND BE OF THE CURRENT PRODUCTION MODEL YEAR, UNLESS SPECIFIED OTHERWISE.

**Vehicles located and/or traded among dealerships that have excessive mileage as determined by the Department of Administrative Services will not be accepted or considered as new.**

**Notation: Bidders to quote level of paint that includes CLEAR COAT and/or METALLIC PAINTS from the manufacturer's color charts, in submitted bid prices.**

**QUANTITIES:**

The total quantity to be purchased during the contract period is estimated only and dependent upon available funding. Should additional funding become available, the State reserves the right to buy additional vehicles.

The State of Connecticut reserves the right to cancel this invitation to bid, the contract award, or specific line items in the event that the allocated funding is no longer available. The contract award does not guarantee the issuance of a purchase order.

**WARRANTY:**

The manufacturer's standard full no cost warranty or a three (3) year/36,000 mile bumper to bumper no cost parts and labor warranty, whichever is greater on the vehicle. In addition, one (1) full year on allied equipment, or the manufacturer's standard whichever is greater. A warranty statement or information booklet stipulating the manufacturer's warranty terms and agreements, pertaining to the vehicle(s) specified herein, must accompany the bid at the time of bid opening and be endorsed by the vendor.

**EXTENDED WARRANTY:**

IF AVAILABLE, vendor will provide detailed explanation; prices and time periods of extended warranty packages offered and return with the bid.

**SAFETY:**

The complete equipment shall comply with all applicable Federal, O.S.H.A. ICC. and the State of Connecticut Regulations and Safety standards in force at the time of delivery. All warning labels required by law must be installed accordingly. Supplemental Air Bag restraint shall be installed on the driver's side or both drivers and passenger whichever is standard.

**BROCHURES:**

Bidders must supply one (1) complete set of detailed brochures/literature describing the equipment offered. The brochures/literature furnished will be used in the evaluation of the products offered.

**Note: Literature must be sent with bid under separate cover.**

**PRICE PROTECTION:**

Bidders should seek price protection from the equipment manufacturer for the equipment and manuals at the time of bid opening. Price protection will aid in the event that a production model year change takes place prior to the awarding of the contract or issuance of a purchase order against the contract.

**PRODUCTION MODEL YEAR DELAYS:**

In the event that vehicles on order are delayed to the next production model year, any price increase, which may be allowed, shall be limited to an increase established at the manufacturing or producing level, with no additional margin of profit for the contractor. The awarded contractor is to contact the Department of Administrative Services/Procurement Services and the requesting agency immediately to inform them of the reason for delay, written documentation is to detail the reason for delay and an anticipated delivery schedule is to be furnished.

**PRODUCTION MODEL YEAR ORDER CUT-OFF:**

It is the responsibility of the awarded contractor to inform the Department of Administrative Services/Procurement Services of the production model year cut off for the vehicles that they are awarded. In the event that the cut off date is not established at the time of award, it is the responsibility of the awarded contractor to inform the Department of Administrative Services/Procurement Services in writing of the cut-off date set by the manufacturer. This measure should ensure that vehicles are not ordered after the manufacturer's order cut-off date.



**SERVICING:**

Prior to delivery, each vehicle shall be completely serviced in accordance with the manufacturer's standard "Dealer Preparation Schedule" check list or similar form. A fully executed copy of that form shall accompany the delivery of each schedule.

The State reserves the right to have agency personnel observe and inspect dealer preparation service procedures at the time it is being performed. Vendor is to notify agency at least 24 hours prior to preparation.

**DELIVERY:**

Bidders are cautioned to state the best factual delivery date possible on the proposal schedule.

The successful bidder shall deliver the vehicles complete, serviced and ready to operate. Delivery will be to the location noted on the purchase order.

Awarded vendor(s) will responsible for providing forty-eight (48) hours notice and coordinating delivery arrangements with the Department of Public Safety, Division of State Police, 47 Mill Hill Road, Colchester, CT, unless specified otherwise on purchase order.

**PAYMENT TERMS:**

The State of Connecticut will make every effort to pay for DAS/FLEET vehicles within twenty (20) days from date of receipt of proper and complete invoices, or delivery and acceptance of the vehicle, whichever is later. All other agencies are subject to 45 days after acceptance of vehicle/s and receipt of proper invoicing.

**DELIVERY:**

The following **Agency** has requested purchase of vehicles, their quantities have been added to the DAS/Fleet quantities. The agency will be issuing their own purchase orders for the vehicles and delivery should be made with the instructions listed below. This contract remains open to all using state agencies and political subdivisions of the state.

The Division of Criminal Justice, Office of the Chief State's Attorney's delivery requirements shall be made to: Office of the Chief State's Attorney, 300 Corporate Place, Rocky Hill, CT.

Notice of delivery must be made to the agencies forty-eight (48) hours prior to delivery. Please contact the agency contact listed on the purchase order.

Deliveries shall be made at such times, places and in such quantities as ordered with a minimum of ¾ tank of fuel.

**SERVICE MANUALS FOR VEHICLES ORDERED BY ALL USING STATE AGENCIES:**

Awarded contractors shall furnish, without additional cost, to the Office of Fleet Repairs Supervisor, DAS-OTC-Fleet Operations, 60 State Street, Wethersfield, CT 06109, or any State Agency with one (1) owner's guide and warranty information booklet for each vehicle offered.

**MANUALS:**

One (1) operator's manual shall be supplied with each vehicle purchased plus one (1) extra copy for the Equipment Operations Section.

**BRAND NAME SPECIFICATION LANGUAGE:**

Brand names or Catalogs referenced or implied in the specifications of this bid are for the purpose of describing and establishing general performance and quality levels. Such references are not intended to be restrictive. Bids are invited on these and comparable brands or products provided the quality of the proposed products meet or exceed the quality of the specifications listed for each item. Bidders must submit complete documentation on the specifications and quality levels of the proposed products. Bids submitted that do not contain this documentation are subject to rejection.

**PRICING IS REQUESTED FOR COMPLETE SERVICE MANUALS THAT COVER:**

**MANUAL PACKAGE A:**

Service specifications, Body, Chassis, Electrical Diagnosis, electrical and Vacuum Trouble-Shooting, Electrical Wiring Diagrams, Engine and to include all supplemental manuals for air bags and anti-lock braking systems, if applicable.

**MANUAL PACKAGE B:** Power train Control/Emissions Diagnosis manuals.

**MANUAL PACKAGE C:** Parts Manual

Manual Package A, B and C are listed as options and can be purchased in any quantity required by any State Agency, at the prices quoted. Dealers are to seek price protection on the manuals for the contract period.

Manual pricing may be used in the determination for award, based upon the State's requirements.

Manuals are to be delivered with the first vehicle. Manuals must be delivered before payment will be made on the last vehicle received. If manuals have not been printed by this time, a copy of the selling dealer's order form to the manual publisher, must be presented with the first invoice.

If manuals are not available in print form, but are available in microfiche, pricing shall be given for the microfiche and this should be clearly noted on the proposal schedule.

**STANDARD EQUIPMENT/OPTIONS:**

**ALL STANDARD EQUIPMENT AND OPTIONS SHOULD BE FACTORY INSTALLED. ANY EQUIPMENT NOT AVAILABLE FACTORY INSTALLED, THAT IS TO BE INSTALLED BY THE DEALER, MUST BE GENUINE MANUFACTURER'S EQUIPMENT WHERE APPLICABLE.**

**TRAINING (FLEET)**

The successful bidder, if requested should supply a competent representative to provide a minimum of twelve (12) hours of technical training in one or more of the following areas: electrical diagnosis, drive ability, drive train, air conditioning and brake systems. The training shall be conducted in the State of Connecticut during normal working hours. The Fleet repairs Supervisor shall notify the bidders as to the location of the training.

**PRICE DECREASES:**

The awarded vendor is required to pass along any price decreases to the State. Any price decrease is to be immediate. Failure to notify the State of a decrease may result in cancellation of the contract.

Notification of Price Decreases must be sent to: Department of Administrative Service/Procurement Services, 165 Capitol Avenue – 5<sup>th</sup> Floor South, Attn: Jill Belisle, Hartford, Connecticut 06106

**DEMONSTRATION:**

The State reserves the right to request a demonstration or make an inspection of the brand of equipment prior to the contract award. The demonstration shall be held within the State of Connecticut.

**BASIS OF AWARD:**

The State reserves the right to award by item or total bid; to reject any or all bids in whole or in part; to waive technical defects and to make awards in a manner deemed in the best interest of the State.

- Award will be made to the lowest responsible qualified bidder(s) for the vehicle(s) as specified and if required, for the vehicle plus the additional cost of the options that are selected.
- Vendor Past Performance

**CERTIFICATE OF ORIGIN:**

For DAS/Fleet Operations, the certificate of origin shall be completed as follows:

Name of Purchaser:	State of Connecticut/DAS
Address:	60 State Street (Rear), Wethersfield, CT 06109
Odometer Reading:	Actual Reading (completed by vendor)

The certificate shall be delivered with the vehicles.

**CERTIFICATE OF ORIGIN:**

For all other agencies, the certificate shall be completed with the agency name and address and be delivered with the vehicles.

**BUSINESS OPERATIONAL CHANGES:**

In the event that the awarded contractor moves, updates telephone numbers or changes their name, it is the responsibility of the contractor to advise the State of such changes in writing. The State will not be held responsible if payments or purchase orders are delayed due to additional routing caused by lack of notification on the contractor's part. Business changes must be forwarded to:

Department of Administrative Services – Procurement Services, 165 Capitol Avenue-5<sup>th</sup> Floor South, Box #150414, Attn: Jill Belisle, Hartford, Connecticut 06115-0414

**QUESTIONS:**

Technical questions concerning the detailed specifications shall be submitted in writing to the Department of Administrative Services, Procurement Services, 165 Capitol Avenue, 5<sup>th</sup> Floor South, Box #150414, Hartford, Connecticut 06115-0414.

**MONTHLY REPORTS:**

The awarded vendor shall submit a monthly report to DAS/Procurement Services (Attn: Jill Belisle) no later than thirty days after the end of each month this contract is in effect. The report should show line-item data for each Vehicle order executed for any Contract User. The following fields must be captured in the report: *Invoice Number, Purchase Order Number, Date, Customer Name* (i.e. Contract User Name), *Vehicle Model, Description* (e.g. Options Purchased), *Price, Quantity, Invoiced Amount, and Final Payment Amount* (e.g. Net of Early Payment Discount). Failure to comply can result in the termination of this contract.

## **INSURANCE:**

Vendor shall not commence work under this contract until it has obtained all insurance required under this Section, nor shall the Vendor allow any sub-contractor to commence work on its sub-contract until all similar insurance required of the sub-contractor has been obtained. Certificates of Insurance shall be forwarded to DAS/Procurement Services (Attn: Gregg Nome), and to Contract Users upon request. Updates on the insurance coverage are the responsibility of the Vendor. Insurance requirements will be **strictly enforced**.

Vendor shall assume any and all deductibles in the described insurance policies. The Vendor's insurers shall have no right of recovery or subrogation against the State and the described insurance shall be primary coverage. Any failure to comply with the claim reporting provisions of the policy shall not affect coverage provided to the State. Each required insurance policy shall not be suspended, voided, cancelled or reduced except after 30 days prior written notice by certified mail has been given to the State. "Claims Made" coverage is unacceptable, with the exception of Professional Liability. Vendor agrees that he/she will not use the defense of sovereign immunity the adjustment of claims or in the defense of any suit, unless requested by the State.

### Commercial General Liability

\$1,000,000 Combined Single Limit per occurrence for bodily injury, personal injury and property damage. Coverage shall include Premises and Operations, Independent Contractors, Products and Completed Operations, Contractual Liability and Board Form Property Damage coverage. If a general aggregate is used, the general aggregate limit shall apply either separately to the project or the general aggregate limit shall be twice the occurrence amount.

### Workers' Compensation and Employers Liability

Statutory coverage in compliance with the Compensation laws of the State. Coverage shall include Employer's Liability with minimum limits of \$100,000 each accident, \$500,000 disease-policy limit, \$100,000 each employee.

With respect to all operations the Vendor performs and all those performed for the Vendor by sub-contractor(s), the Vendor, and sub-contractor(s) if used, shall carry Workers Compensation Insurance at statutory coverage limits and/or, as applicable, insurance required in accordance with the U.S. Longshoremen's and Harbor Workers Compensation Act, the Federal Employers Liability Act, all in accordance with the requirements of the laws of the State, and the laws of the United States respectively.

### Automobile Liability

\$1,000,000 Combined Single Limit Automobile Liability insurance shall be maintained against claims for damages resulting from bodily injury, including wrongful death, and property damage which may arise from the operations of any owned, hired or non-owned automobiles used by or for the Vendor in any capacity in connection with carrying out this contract.

If a general aggregate is used, the general aggregate limit shall apply either separately to the project or the general aggregate limit shall be twice the occurrence amount. Vendor's operations on airports that use vehicles on the air side require five million dollars (\$5,000,000) automotive coverage unless specifically modified by the State, and may require additional special vehicle coverage depending on the types of vehicles employed.

### Minimum Scope of Insurance

All Liability insurance policies shall be written on an "occurrence" basis only. All insurance coverage is to be placed with insurers authorized to do business in the State and must be placed with an insurer that has an A.M. Best's Rating of no less than A-, VII. All certificates of insurance shall be filed with DAS on the standard Accord Certificate of Insurance form showing the specified insurance and limits. The State shall be named as an Additional Insured. The Vendor's insurer shall have no right of recovery or subrogation against the State and the Vendor's insurance shall be primary coverage.



**STATE OF CONNECTICUT**  
**DEPARTMENT OF ADMINISTRATIVE SERVICES**  
**PROCUREMENT SERVICES**  
**165 Capitol Avenue, 5<sup>th</sup> Floor South**  
**PO Box 150414**  
**HARTFORD, CT 06115-0414**

BID NO.:  
**04PSX0104**

**Jill Belisle**  
*Contract Specialist*

**(860)713-5064**  
*Telephone Number*

**Affidavit for Contractor or Lessor - Integrity in State Contracting Policy**

**Office of the Attorney General**

**Page 2 of 2**

“GIFT” IS DEFINED UNDER Conn. Gen. Stat. §1-79(e), excluding subdivision (12) as follows:

- (e) "Gift" means anything of value, which is directly and personally received, unless consideration of equal or greater value is given in return. "Gift" shall not include:
- (1) A political contribution otherwise reported as required by law or a donation or payment as described in subdivision (9) or (10) of subsection (b) of section 9-333b;
  - (2) Services provided by persons volunteering their time;
  - (3) A commercially reasonable loan made on terms not more favorable than loans made in the ordinary course of business;
  - (4) A gift received from (A) an individual's spouse, fiance or fiancée, (B) the parent, brother or sister of such spouse or such individual, or (C) the child of such individual or the spouse of such child;
  - (5) Goods or services (A) which are provided to the state (i) for use on state property, or (ii) to support an event or the participation by a public official or state employee at an event, and (B) which facilitate state action or functions. As used in this subdivision, "state property" means (i) property owned by the state, or (ii) property leased to an agency in the Executive or Judicial Department of the state;
  - (6) A certificate, plaque or other ceremonial award costing less than one hundred dollars;
  - (7) A rebate, discount or promotional item available to the general public;
  - (8) Printed or recorded informational material germane to state action or functions;
  - (9) Food or beverage or both, costing less than fifty dollars in the aggregate per recipient in a calendar year, and consumed on an occasion or occasions at which the person paying, directly or indirectly, for the food or beverage, or his representative, is in attendance;
  - (10) Food or beverage or both, costing less than fifty dollars per person and consumed at a publicly noticed legislative reception to which all members of the General Assembly are invited and which is hosted not more than once in any calendar year by a lobbyist or business organization. For the purposes of such limit, (A) a reception hosted by a lobbyist who is an individual shall be deemed to have also been hosted by the business organization which he owns or is employed by and (B) a reception hosted by a business organization shall be deemed to have also been hosted by all owners and employees of the business organization who are lobbyists. In making the calculation for the purposes of such fifty-dollar limit, the donor shall divide the amount spent on food and beverage by the number of persons whom the donor reasonably expects to attend the reception;
  - (11) Food or beverage or both, costing less than fifty dollars per person and consumed at a publicly noticed reception to which all members of the General Assembly from a region of the state are invited and which is hosted not more than once in any calendar year by a lobbyist or business organization. For the purposes of such limit, (A) a reception hosted by a lobbyist who is an individual shall be deemed to have also been hosted by the business organization which he owns or is employed by, and (B) a reception hosted by a business organization shall be deemed to have also been hosted by all owners and employees of the business organization who are lobbyists. In making the calculation for the purposes of such fifty-dollar limit, the donor shall divide the amount spent on food and beverage by the number of persons whom the donor reasonably expects to attend the reception. As used in this subdivision, "region of the state" means the established geographic service area of the organization hosting the reception;
  - (12) A gift, including but not limited to, food or beverage or both, provided by an individual for the celebration of a major life event;
  - (13) Gifts costing less than one hundred dollars in the aggregate or food or beverage provided at a hospitality suite at a meeting or conference of an interstate legislative association, by a person who is not a registrant or is not doing business with the state of Connecticut;
  - (14) Admission to a charitable or civic event, including food and beverage provided at such event, but excluding lodging or travel expenses, at which a public official or state employee participates in his official capacity, provided such admission is provided by the primary sponsoring entity;
  - (15) Anything of value provided by an employer of (A) a public official, (B) a state employee, or (C) a spouse of a public official or state employee, to such official, employee or spouse, provided such benefits are customarily and ordinarily provided to others in similar circumstances;
  - (16) Anything having a value of not more than ten dollars, provided the aggregate value of all things provided by a donor to a recipient under this subdivision in any calendar year shall not exceed fifty dollars.

# STATE OF CONNECTICUT

## Certificate of Compliance with Connecticut General Statute Section 31 - 57b

**Bid Number:**  
04PSX0104

I hereby certify that all of the statements herein contained below have been examined by me, and to the best of my knowledge and belief are true and correct.

The \_\_\_\_\_ **HAS / HAS NOT**  
*Company Name* (Cross out Non-applicable)

been cited for three (3) or more willful or serious or serious violations of any Occupational Safety and Health Act (OSHA) or of any standard, order or regulation promulgated pursuant to such act, during the three year period preceding the bid, provided such violations were cited in accordance with the provisions of any State Occupational Safety and Health Act of 1970, and not abated within the time fixed by the citation and such citation has not been set aside following appeal to the appropriate agency of court having jurisdiction or **HAS / HAS NOT** (Cross out Non-applicable) received one or more criminal convictions related to the injury or death of any employee in the three-year period preceding the bid.

The list of violations (if applicable) is attached.

\_\_\_\_\_  
*(Name of Firm, Organization or Corporation)*

**Signed:**

\_\_\_\_\_  
*Written Signature:*

\_\_\_\_\_  
*Name Typed: (Corporation Seal)*

**Title:**

\_\_\_\_\_  
*(Title of Above Person, typed)*

**Dated:**

\_\_\_\_\_

*State of* \_\_\_\_\_ )

*County of* \_\_\_\_\_ ) **ss:** *A.D., 20* \_\_\_\_\_ )

Sworn to and personally appeared before me for the above, \_\_\_\_\_,  
*(Name of Firm, Organization, Corporation)*

Signer and Sealer of the foregoing instrument of and acknowledged the same to be the free act and deed of

\_\_\_\_\_, and his/her free act and deed as  
*(Name of Person appearing in front of Notary or Clerk)*

\_\_\_\_\_.  
*(Title of Person appearing in front of Notary or Clerk)*

My Commission Expires:

\_\_\_\_\_  
*(Notary Public) (Seal)*

# STATE OF CONNECTICUT

## COMMISSION ON HUMAN RIGHTS AND OPPORTUNITIES (CHRO)

### WORKPLACE ANALYSIS AFFIRMATIVE ACTION REPORT

#### EMPLOYMENT INFORMATION FORM

**Bid Number:**  
04PSX0104

Company Name Street Address City State	Contact Person	Phone Number	Date
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**Report all permanent full-time or part-time employees, including apprentice and on-the-job trainees. Enter the number on all lines and in all columns.**

JOB CATEGORY	A OVERALL TOTALS (Sum of all columns, A-F Male & Female)	B WHITE (NOT OF HISPANIC ORIGIN)		C BLACK (NOT OF HISPANIC ORIGIN)		D HISPANIC		E ASIAN / PACIFIC ISLANDER		F AMERICAN INDIAN OR ALASKAN NATIVE	
		Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Officials/Managers											
Professionals											
Technicians											
Sales Workers											
Office/Clerical											
Craft Workers (Skilled)											
Operatives(Semi-skilled)											
Laborers (Unskilled)											
Service Workers											
<b>TOTALS ABOVE</b>											

Do you use minority businesses as subcontractors or suppliers? <input type="checkbox"/> Yes <input type="checkbox"/> No	Explain:
If CT based, do you post all employment openings with the State of Connecticut Employment Service? <input type="checkbox"/> Yes <input type="checkbox"/> No	Explain:
Do you use an Affirmative Action Plan? <input type="checkbox"/> Yes <input type="checkbox"/> No	Explain:

Describe your recruitment, hiring, training and promotion anti-discrimination practices.



**ITEM #2**

**MODEL YEAR 2004 FRONT WHEEL DRIVE FOUR DOOR SEDAN** as per the following minimum specifications:

**TYPE:** Ford TAURUS LX (P52,100A), or approved equal  
**ENGINE:** 2.7 liter minimum displacement engine  
**WHEELBASE:** 107 inches minimum  
**TRANSMISSION:** Automatic  
**BRAKES:** Power  
**STEERING:** Power  
**TIRES:** All season radials; must be first line as noted by tire manufacturers and have the M/S designation to be acceptable.  
**EQUIPMENT:** Air conditioning, electric rear window defroster, AM/FM radio, day/night interior mirror, body side moldings, dual outside mirrors, front license plate bracket, permanent antifreeze protection to minus twenty degrees, color coordinated carpeted front and rear floor mats, to include clear coat and/or metallic paints from the manufacturer's color charts, and all regular standard equipment.  
**MANUALS:** Please refer to The Special Bid Terms and Conditions cover sheet for quantities and types of manuals required.

**ADDITIONAL COST PER VEHICLE FOR THE FOLLOWING OPTIONS, IF DESIRED:**

- A. **Manual Package A:**
- B. **Manual Package B:**
- C. **Manual Package C:**
- D. **Anti-lock brakes:**
- E. **Tilt steering wheel:**
- F. **Power windows:**
- G. **Power door locks:**
- H. **Cloth bucket five passenger seating:**
- I. **Six passenger seating:**
- J. **Power driver's seat:**
- K. **Speed control:**
- L. **AM/FM stereo radio with cassette:**
- M. **Flexible fuel V-6 engine: \_\_\_\_\_ liters:**
- N. **Side-impact air bags:**
- O. **All speed traction control:**

**VEHICLES MUST BE DELIVERED WITH A MINIMUM OF 3/4 TANK OF FUEL.**

**ALL STANDARD EQUIPMENT AND OPTIONS SHOULD BE FACTORY INSTALLED.**

**ANY EQUIPMENT NOT AVAILABLE FACTORY INSTALLED, THAT IS TO BE INSTALLED BY THE DEALER, MUST BE GENUINE MANUFACTURER'S EQUIPMENT.**

**ITEM #4**

**MODEL YEAR 2004 TWO DOOR FRONT WHEEL DRIVE** as per the following minimum specifications:

- TYPE:** Chevrolet MONTE CARLO LS, or approved equal  
**ENGINE:** 3.4 liter minimum displacement engine  
**WHEELBASE:** 110 inches minimum  
**TRANSMISSION:** Four speed automatic  
**BRAKES:** Power with four-wheel anti-lock  
**STEERING:** Power  
**TIRES:** All season radials; must be first line as noted by tire manufacturers and have the M/S designation to be acceptable.  
**EQUIPMENT:** Air conditioning, cloth front bucket seats, electric rear window defroster, tinted glass, intermittent windshield wipers, AM/FM radio, day/night interior mirror, body side moldings, front and rear carpeted floor mats, dual remote outside mirrors, front license plate bracket, permanent antifreeze protection to minus twenty degrees, to include clear coat and/or metallic paints from the manufacturer's color charts, and all regular standard equipment.  
**MANUALS:** Please refer to The Special Bid Terms and Conditions cover sheet for quantities and types of manuals required.

**ADDITIONAL COST PER VEHICLE FOR THE FOLLOWING OPTIONS, IF DESIRED:**

- A. Manual Package A:**
- B. Manual Package B:**
- C. Manual Package C:**
- D. LS Sport Appearance Package:**
- E. Front seat comfort group:**
- F. ISC equipment group:**
- G. Power windows:**
- H. Power door locks:**
- I. Speed control:**
- J. Power trunk opener:**
- K. Power driver's seat:**
- L. Separate temperature controls for driver and passenger:**
- M. Mirror group to include heated outside mirrors:**
- N. AM/FM stereo with CD:**

**VEHICLES MUST BE DELIVERED WITH A MINIMUM OF 3/4 TANK OF GASOLINE.**

**ALL STANDARD EQUIPMENT AND OPTIONS SHOULD BE FACTORY INSTALLED.**

**ANY EQUIPMENT NOT AVAILABLE FACTORY INSTALLED, THAT IS TO BE INSTALLED BY THE DEALER, MUST BE GENUINE MANUFACTURER'S EQUIPMENT.**

**ITEM #5**

**MODEL YEAR 2004 FORD CROWN VICTORIA LX** as per the following minimum specifications:

**TYPE:** Ford CROWN VICTORIA LX (P74, 200A)  
**ENGINE:** 4.6 liter  
**STEERING:** Power  
**TIRES:** P225/60RX16 all-season black sidewall tires, to include conventional spare tire (Option #508) and handling and performance package (Option #41G)  
**BRAKES:** Power brakes with anti-lock system and all-speed traction control (Option #553)  
**EQUIPMENT:** All standard equipment with the P74-200A model. In addition front license plate bracket (Option #153), heated rear view mirrors (Option #61K).  
**MANUALS:** Please refer to The Special Bid Terms and Conditions cover sheet for quantities and types of manuals required.

**ADDITIONAL COST PER VEHICLE FOR THE FOLLOWING OPTIONS, IF DESIRED:**

- A. **Manual Package A:**
- B. **Manual Package B:**
- C. **Manual Package C:**
- D. **Power adjustable brake/accelerator pedals (Option #59C):**
- E. **LX Premier Group (Option 60L):**
- F. **Leather seats (Option #Y):**
- G. **LX Sport Package (P74-230A):**

**VEHICLES MUST BE DELIVERED WITH A MINIMUM OF 3/4 TANK OF FUEL.**

**ALL STANDARD EQUIPMENT AND OPTIONS SHOULD BE FACTORY INSTALLED.**

**ANY EQUIPMENT NOT AVAILABLE FACTORY INSTALLED, THAT IS TO BE INSTALLED BY THE DEALER, MUST BE GENUINE MANUFACTURER'S EQUIPMENT.**

**ITEM #6A**

**MODEL YEAR 2004 FOUR DOOR FRONT WHEEL DRIVE** as per the following minimum specifications:

- TYPE:** Honda ACCORD, Mitsubishi GALANT, or approved equal  
**ENGINE:** 2.5 liter minimum displacement V/6 engine  
**WHEELBASE:** 103 inches minimum  
**TRANSMISSION:** Automatic  
**BRAKES:** Power  
**STEERING:** Power  
**TIRES:** All season radials; must be first line as noted by tire manufacturers and have the M/S designation to be acceptable.  
**EQUIPMENT:** Air conditioning, electric rear window defroster, AM/FM radio, power windows, day/night interior mirror, body side moldings, dual outside mirrors, front license plate bracket, permanent antifreeze protection to minus twenty degrees, color coordinated carpeted front and rear floor mats, to include clear coat and/or metallic paints from the manufacturer's color charts, and all regular standard equipment.  
**MANUALS:** Please refer to The Special Bid Terms and Conditions cover sheet for quantities and types of manuals required.

**ADDITIONAL COST PER VEHICLE FOR THE FOLLOWING OPTIONS, IF DESIRED:**

- A. **Manual Package A:**
- B. **Manual Package B:**
- C. **Manual Package C:**
- D. **Anti-lock brakes:**
- E. **Power driver's seat:**
- F. **Traction control:**

**VEHICLES MUST BE DELIVERED WITH A MINIMUM OF 3/4 TANK OF FUEL.**

**ALL STANDARD EQUIPMENT AND OPTIONS SHOULD BE FACTORY INSTALLED.**

**ANY EQUIPMENT NOT AVAILABLE FACTORY INSTALLED, THAT IS TO BE INSTALLED BY THE DEALER, MUST BE GENUINE MANUFACTURER'S EQUIPMENT.**

**ITEM #6C**

**MODEL YEAR 2004 FOUR DOOR FRONT WHEEL DRIVE** as per the following minimum specifications:

- TYPE:** Toyota CAMRY LE, Nissan MAXIMA GXE, Mazda 6 or approved equal  
**ENGINE:** 2.5 liter minimum displacement V/6 engine  
**WHEELBASE:** 105 inches minimum  
**TRANSMISSION:** Automatic  
**BRAKES:** Power  
**STEERING:** Power  
**TIRES:** All season radials; must be first line as noted by tire manufacturers and have the M/S designation to be acceptable.  
**EQUIPMENT:** Air conditioning, electric rear window defroster, AM/FM radio, power windows, day/night interior mirror, body side moldings, dual outside mirrors, front license plate bracket, permanent antifreeze protection to minus twenty degrees, color coordinated carpeted front and rear floor mats, to include clear coat and/or metallic paints from the manufacturer's color charts, and all regular standard equipment.  
**MANUALS:** Please refer to The Special Bid Terms and Conditions cover sheet for quantities and types of manuals required.

**ADDITIONAL COST PER VEHICLE FOR THE FOLLOWING OPTIONS, IF DESIRED:**

- A. **Manual Package A:**
- B. **Manual Package B:**
- C. **Manual Package C:**
- D. **Anti-lock brakes:**
- E. **Power driver's seat:**
- F. **Traction control:**

**VEHICLES MUST BE DELIVERED WITH A MINIMUM OF 3/4 TANK OF FUEL.**

**ALL STANDARD EQUIPMENT AND OPTIONS SHOULD BE FACTORY INSTALLED.**

**ANY EQUIPMENT NOT AVAILABLE FACTORY INSTALLED, THAT IS TO BE INSTALLED BY THE DEALER, MUST BE GENUINE MANUFACTURER'S EQUIPMENT.**

**ITEM #8B**

**MODEL YEAR 2004 FOUR DOOR, FRONT WHEEL DRIVE** as per the following minimum specifications:

- TYPE:** Dodge INTREPID, or approved equal  
**ENGINE:** 2.7-liter minimum displacement engine  
**WHEELBASE:** 110 inches minimum  
**TRANSMISSION:** Four-speed automatic  
**BRAKES:** Power  
**STEERING:** Power with tilt wheel  
**TIRES:** All-season radials; must be first line as noted by tire manufacturers and have the M/S designation to be acceptable  
**EQUIPMENT:** Air conditioning, front ash tray and lighter, cloth bucket seat, tinted glass, intermittent windshield wipers, electric rear window defroster, AM/FM radio, day/night interior mirror, body side moldings, dual remote outside mirrors, front license plate bracket, permanent antifreeze protection to minus twenty degrees, color coordinated carpeted front and rear floor mats, to include clear coat and/or metallic paints from the manufacturer's color charts, and all regular standard equipment.  
**MANUALS:** Please refer to The Special Bid Terms and Conditions cover sheet for quantities and types of manuals required.

**ADDITIONAL COST PER VEHICLE FOR THE FOLLOWING OPTIONS, IF DESIRED:**

- A. **Manual Package A:**
- B. **Manual Package B:**
- C. **Manual Package C:**
- D. **Antilock brakes:**
- E. **Power windows:**
- F. **Power door locks:**
- G. **Cloth split bench seat:**
- H. **Speed control:**
- I. **AM/FM stereo radio with cassette and CD player:**
- J. **Power driver's seat:**
- K. **Larger V/6 engine \_\_\_\_\_liters; \_\_\_\_\_horsepower:**

**VEHICLES MUST BE DELIVERED WITH A MINIMUM OF 3/4 TANK OF GASOLINE.**

**ALL STANDARD EQUIPMENT AND OPTIONS SHOULD BE FACTORY INSTALLED.**

**ANY EQUIPMENT NOT AVAILABLE FACTORY INSTALLED, THAT IS TO BE INSTALLED BY THE DEALER, MUST BE GENUINE MANUFACTURER'S EQUIPMENT.**

**ITEM #T-4**

**MODEL YEAR 2004 FULL SIZE PICKUP WITH 4-WHEEL DRIVE** as per the following minimum specifications:

<b>TYPE:</b>	Ford F150, Dodge RAM, Chevrolet SILVERADO, GMC SIERRA
<b>GVW:</b>	6,000 lbs.
<b>ENGINE:</b>	4.2-liter minimum displacement
<b>WHEELBASE:</b>	117 inches minimum
<b>TRANSMISSION:</b>	Four-speed Automatic
<b>DRIVE TRAIN:</b>	4-wheel drive with 2-speed transfer case and front automatic locking hubs
<b>SUSPENSION:</b>	To meet manufacturer's specification for GVW rating of the vehicle
<b>BRAKES:</b>	Power
<b>STEERING:</b>	Power
<b>TIRES:</b>	Five (5) matching all terrain, on/off road steel belted radials as required for vehicle's GVW rating. To include spare tire, wheel, and under bed spare tire carrier.
<b>SHOCK ABSORBERS:</b>	Heavy duty front and rear
<b>BATTERY:</b>	Heavy-duty 540 cold cranking amps at zero degrees F. minimum
<b>WIPERS:</b>	Two-speed electric with washers and intermittent feature
<b>GAUGES:</b>	Volt or ammeter, water temperature, and oil pressure
<b>CLIMATE CONTROL:</b>	Air conditioning, heavy-duty fresh air heater, and defroster
<b>RADIATOR:</b>	Heavy duty extra cooling with antifreeze protection to minus 20 degrees F.
<b>BUMPERS:</b>	Full length front, and full-length rear step and tow type
<b>COLORS:</b>	Agency's choice to be selected from manufacturer's standard colors
<b>MIRRORS:</b>	Dual below eye-line fold away paddle type, inside day/night rear view mirror
<b>FUEL TANK:</b>	24-gallon minimum
<b>SEATS:</b>	Heavy duty vinyl trim with seat belts for three (3) front seat occupants
<b>SUN VISORS:</b>	Right and left
<b>EQUIPMENT:</b>	Factory installed AM/FM radio, inside hood release, and all other standard equipment.
<b>BODY:</b>	Manufacturer's wide side pickup body with length not more than 78 inches.
<b>MANUALS:</b>	Please refer to <u>The Special Bid Terms and Conditions</u> cover sheet for quantities and types of manuals required.

**ADDITIONAL COST PER VEHICLE FOR THE FOLLOWING OPTIONS, IF DESIRED:**

- A. Manual Package A:**
- B. Manual Package B:**
- C. Manual Package C:**
- D. Four-wheel anti-lock brakes:**

(continued)

**ITEM #T-4 (continued)**

**Page 2 of 2**

- E. Body Liner: Duraliner or acceptable equal one piece polyethylene cargo box liner to include tailgate cover.**
- F. Truck Bed Cover: Leer or acceptable equal fiberglass clamp-on type with gas shocks to hold hinged lid up. Must be equipped with locking mechanism and painted to match truck color.**
- G. Body Cap: Leer, cab high, heavy-duty deluxe commercial aluminum or acceptable equal. To include lockable lift up side doors, rubber mounted front window, and midnight glass in a strut operated lockable lift up back door.**
- H. Optional cost to include window in passenger side lift up door of body cap, to improve visibility:**
- I. Bi-fuel natural gas modification:**

**VEHICLES MUST BE DELIVERED WITH A MINIMUM OF 3/4 TANK OF FUEL.**

**ALL STANDARD EQUIPMENT AND OPTIONS SHOULD BE FACTORY INSTALLED.**

**ANY EQUIPMENT NOT AVAILABLE FACTORY INSTALLED, THAT IS TO BE INSTALLED BY THE DEALER, MUST BE GENUINE MANUFACTURER'S EQUIPMENT.**



**ITEM #T-12**

**MODEL YEAR 2004 FOUR DOOR SPORT UTILITY VEHICLE WITH 4-WHEEL DRIVE** as per the following minimum specifications:

<b>TYPE:</b>	Ford Expedition or approved equal
<b>GVW:</b>	6,900 lbs. minimum
<b>ENGINE:</b>	4.6-liter minimum
<b>WHEELBASE:</b>	116 inches minimum
<b>TRANSMISSION:</b>	Four-speed Automatic
<b>BRAKES:</b>	Power with 4-wheel anti-lock
<b>STEERING:</b>	Power
<b>DRIVE TRAIN:</b>	Four-wheel drive with two-speed transfer case and automatic locking front hubs
<b>TIRES:</b>	Five (5) matching all season radial tires for GVW rating of vehicle. To include spare tire and wheel with underbody crank down.
<b>BATTERY:</b>	600 cold cranking amps at zero degrees F. minimum
<b>WINDOWS:</b>	Tinted glass on all windows
<b>MIRRORS:</b>	Dual below eye-line type. Inside day/night rear view mirror.
<b>EQUIPMENT:</b>	<u>Front Air Conditioning</u> , factory installed AM/FM radio, heater and defroster, permanent antifreeze protection to minus twenty degrees F., <u>front license plate bracket</u> , and all manufacturer's standard equipment.
<b>MANUALS:</b>	Please refer to <u>The Special Bid Terms and Conditions</u> cover sheet for quantities and types of manuals required.

**ADDITIONAL COST PER VEHICLE FOR THE FOLLOWING OPTIONS, IF DESIRED:**

- A. Manual Package A:**
- B. Manual Package B:**
- C. Manual Package C:**
- D. Five (5) matching all terrain tires:**
- E. Bucket seats:**
- F. Third row seat:**
- G. V8 engine \_\_\_\_\_ liters:**
- H. Climate package to include deep tinted glass, cruise control, and rear defogger:**
- I. LT package with all standard equipment and to include Autoride suspension and rear-seat audio controls:**
- J. Panel-type rear cargo doors:**
- K. Appearance package to include luggage rack:**
- L. Convenience package to include outside heated rear view mirrors:**
- M. Ford Fleet Special Service Package Order Code 17K with Trim Code S2 to include cloth bucket seats:**
- N. Ford Comfort/Convenience Group Order Code 66A to include captain's chairs with six-way power driver's seat:**
- O. Front and rear floor mats:**
- P. Tail gate - Lift glass, drop gate, power release:**
- Q. Assist steps running boards:**

(continued)

**ITEM #T-12 (continued)**

**Page 2 of 2**

- R. Trailering Package to include heavy duty Class III platform hitch:**
- S. Front tow hooks:**
- T. Skid package to include shield plates for front differential and transfer case:**
- U. Deep tinted privacy type glass on all windows (excluding windshield, driver and front passenger windows), after market acceptable:**
- V. Rear auxiliary heater/air conditioner:**
- W. Rear window defogger:**
- X. Rear wiper/washer:**
- Y. Heavy duty front springs:**
- Z. Limited slip rear axle:**
- AA. 6" halogen spotlight mounted on left driver's side pillar post (Note: After market brand acceptable; if pillar mounting not possible, it must be specified in the product ordering code column):**
- BB. Driver and passenger side spot light, pillar mounted (Note: After market brand acceptable; if pillar mounting not possible, it must be specified in the product ordering code column):**
- CC. Tilt wheel:**
- DD. Speed control:**
- EE. Power windows:**
- FF. Power door locks:**
- GG. AM/FM stereo radio with cassette:**
- HH. Dual 770CCA batteries:**
- II. Four-corner load leveling suspension:**
- JJ. Fog lamps:**
- KK. Heated side mirrors:**
- LL. Power adjustable pedals:**
- MM. Single CD changer:**
- NN. Multi-disc CD changer:**
- OO. Mud flaps, front and rear:**
- PP. Side air bags:**
- QQ. Reverse sensing system:**

**VEHICLES MUST BE DELIVERED WITH A MINIMUM OF 3/4 TANK OF FUEL.**

**ALL STANDARD EQUIPMENT AND OPTIONS SHOULD BE FACTORY INSTALLED.**

**ANY EQUIPMENT NOT AVAILABLE FACTORY INSTALLED, THAT IS TO BE INSTALLED BY THE DEALER, MUST BE GENUINE MANUFACTURER'S EQUIPMENT.**

**ITEM #T-12E**

**MODEL YEAR 2004 FOUR DOOR SPORT UTILITY VEHICLE WITH 4-WHEEL DRIVE** as per the following minimum specifications:

<b>TYPE:</b>	Ford EXPLORER XLS, Dodge DURANGO, or approved equal
<b>ENGINE:</b>	3.7-liter minimum
<b>WHEELBASE:</b>	114 inches minimum
<b>TRANSMISSION:</b>	Automatic overdrive with cooler
<b>BRAKES:</b>	Power, <u>four-wheel anti-lock</u>
<b>STEERING:</b>	Power
<b>TIRES:</b>	Five (5) matching all season steel belted radials
<b>BATTERY:</b>	Maintenance free 525 cold cranking amps at zero degrees F.
<b>SHOCKS:</b>	Heavy duty
<b>DRIVELINE:</b>	Push button electronic shift on demand insta-trac two-speed transfer case, four-wheel drive
<b>ALTERNATOR:</b>	130 amps minimum
<b>COOLING:</b>	Permanent anti-freeze protection to minus 25 degrees F.
<b>FUEL TANK:</b>	22-gallon minimum
<b>BODY:</b>	Four (4) door, five (5) passenger lift gate style
<b>EQUIPMENT:</b>	Air conditioning/heater/defrosters, side window demisters, rear window defogger, intermittent wipers with washers front and rear, right and left sun visors, low mounted swing away type mirrors, day/night inside mirror with dual reading lamps, 12 volt power point, ash tray, factory installed AM/FM radio with clock, front dome/map light, dome cargo light, door gate activated light, under hood light, tinted glass, spare key(s), cloth seats, color keyed full length carpet with matching <u>color coded carpeted floor mats front and rear</u> , and cloth headliner, front license bracket, full size spare tire mounted underneath cargo area, jack and lug wrench, operator's manual and all standard and mandatory equipment, driver and passenger side air bags, to include clear coat and/or metallic paints from the manufacturer's color charts, and all manufacturer's standard equipment.

**ADDITIONAL COST PER VEHICLE FOR THE FOLLOWING OPTIONS, IF DESIRED:**

- A. Manual Package A:**
- B. Manual Package B:**
- C. Manual Package C:**
- D. Ford Fleet Special Service Package, Order Code UPB:**
- E. Ford XLT upgrade:**
- F. Remote keyless entry:**
- G. Electronic factory installed AM/FM stereo radio with cassette:**
- H. Tilt wheel and speed control:**
- I. Power locks and windows:**

(continued)

- J. Third row seat:**
- K. Deep tint glass with deep tint rear windows, including tailgate window:**
- L. Under body skid plate package to include transfer case, front differential and fuel tank:**
- M. Heavy-duty trailering equipment to include 7-lead wiring harness, weight distributing hitch platform, and heavy duty flasher:**
- N. Limited slip rear axle:**
- O. Auxiliary air conditioning and heater:**
- P. Running boards:**
- Q. Reverse sensing system:**
- R. Side air bags:**
- S. V-8 engine \_\_\_\_\_ liters; \_\_\_\_\_ horsepower:**

**VEHICLES MUST BE DELIVERED WITH A MINIMUM OF 3/4 TANK OF FUEL.**

**ALL STANDARD EQUIPMENT AND OPTIONS SHOULD BE FACTORY INSTALLED.**

**ANY EQUIPMENT NOT AVAILABLE FACTORY INSTALLED, THAT IS TO BE INSTALLED BY THE DEALER, MUST BE GENUINE MANUFACTURER'S EQUIPMENT.**

**ITEM #T-14A**

**MODEL YEAR 2004 SUBURBAN TYPE VEHICLE WITH FOUR-WHEEL DRIVE** as per the following minimum specifications:

<b>TYPE:</b>	Chevrolet Model CK25906, or approved equal
<b>GVW:</b>	8,600 lbs. minimum
<b>ENGINE:</b>	6.0-liter minimum
<b>WHEELBASE:</b>	130 inches minimum
<b>TRANSMISSION:</b>	Four-speed Automatic with overdrive
<b>DRIVE TRAIN:</b>	Transfer case Autotrac active
<b>BRAKES:</b>	Power four-wheel anti-lock brake system
<b>STEERING:</b>	Power with tilt wheel
<b>SEATING:</b>	For nine (9) people, to include vinyl upholstery and third row bench seat
<b>TIRES:</b>	Five (5) matching radial tires for GVW rating of vehicle. To include spare tire and wheel with hold down. All tires to be on/off road type (Option #QIW).
<b>BATTERY:</b>	600 cold cranking amps at zero degrees F.
<b>SHOCK ABSORBERS:</b>	Heavy duty front and rear
<b>BODY:</b>	With <u>panel-type rear cargo doors</u> and full interior headliner
<b>MIRRORS:</b>	Dual below eye-line fold away paddle type. Inside day/night rear view mirror.
<b>EQUIPMENT:</b>	<u>Front Air Conditioning, to include climate package, deep tinted glass, cruise control, and rear defogger</u> , factory installed AM/FM radio, heater and defroster, permanent antifreeze for protection to minus twenty degrees F., front license plate bracket, and all manufacturer's standard equipment.
<b>MANUALS:</b>	Please refer to <u>The Special Bid Terms &amp; Conditions</u> cover sheet for quantities and types of manuals required.

**ADDITIONAL COST PER VEHICLE FOR THE FOLLOWING OPTIONS, IF DESIRED:**

- A. **Manual Package A:**
- B. **Manual Package B:**
- C. **Manual Package C:**
- D. **LS, 1SJ equipment group:**
- E. **Reclining custom cloth bucket seats with manual lumbar (Option #A95):**
- F. **Trailer package to include platform hitch, auxiliary engine oil cooler, etc.:**
- G. **Rear air conditioning and rear heater:**
- H. **Locking differential (Option #G80):**
- I. **4:10 axle ration (Option #GT5):**
- J. **Skid plate package (Option #NZZ):**
- K. **Vortec 8100 SFI V8 engine (Option #L18):**
- L. **Assist steps, running board type, after market acceptable, must specify on product ordering code which is used:**
- M. **Appearance package to include luggage rack:**
- N. **Rear door with Liftgate and washer/wiper (Option #E52):**
- O. **On Star communication system:**
- P. **Auto ride suspension (Option #Z55):**

**VEHICLES MUST BE DELIVERED WITH A MINIMUM OF 3/4 TANK OF FUEL.**

**ALL STANDARD EQUIPMENT AND OPTIONS SHOULD BE FACTORY INSTALLED.**

**ANY EQUIPMENT NOT AVAILABLE FACTORY INSTALLED, THAT IS TO BE INSTALLED BY THE DEALER, MUST BE GENUINE MANUFACTURER'S EQUIPMENT.**

**ITEM #T-14B**

**MODEL YEAR 2004 FOUR DOOR SPORT UTILITY VEHICLE WITH 4-WHEEL DRIVE** as per the following minimum specifications:

<b>TYPE:</b>	Ford Excursion XLT (U41, 930A)
<b>GVW:</b>	9,200 lbs. minimum
<b>ENGINE:</b>	6.8-liter (Triton V10)
<b>WHEELBASE:</b>	137 inches minimum
<b>TRANSMISSION:</b>	Minimum Four-speed Automatic
<b>BRAKES:</b>	Power with 4-wheel anti-lock
<b>STEERING:</b>	Power
<b>DRIVE TRAIN:</b>	Four-wheel drive electronic shift-on-the-fly with two-speed transfer case
<b>TIRES:</b>	Five (5) matching all season radial tires for GVW rating of vehicle. To include spare tire and wheel with underbody crank down.
<b>FUEL TANK:</b>	44 gallon
<b>BATTERY:</b>	750 cold cranking amps at zero degrees F. minimum
<b>WINDOWS:</b>	Privacy glass
<b>MIRRORS:</b>	Dual power/heated
<b>EQUIPMENT:</b>	<u>Front Air-conditioning</u> , factory installed AM/FM radio, heater and defroster, permanent antifreeze protection to minus twenty degrees F., <u>front license plate bracket</u> , and all manufacturer's standard equipment.
<b>MANUALS:</b>	Please refer to <u>The Special Bid Terms and Conditions</u> cover sheet for quantities and types of manuals required.

**ADDITIONAL COST PER VEHICLE FOR THE FOLLOWING OPTIONS, IF DESIRED:**

- A. **Manual Package A:**
- B. **Manual Package B:**
- C. **Manual Package C:**
- D. **Ford Fleet Special Service Package to include captain's chairs with console delete, Option #(SSV):**
- E. **Third row rear seat package to include auxiliary rear air conditioning with controls, Option #(875):**
- F. **Rear auxiliary air conditioning with front overhead console (Option #574):**
- G. **Advanced trailer tow package to include limited slip rear axle and power trailer tow mirrors, Option #(53A):**
- H. **AM/FM stereo CD radio, Option #(581):**
- I. **40/20/40 split bench front seat, Option #(3):**
- J. **All-terrain owl tires, Option #(T4B):**
- K. **Dual power heated manual telescopic trailer tow mirrors (Option #54K):**
- L. **Limited slip rear axle with 4:30 ratio (Option #XC3):**
- M. **Front mounted tow type receiver for installing a portable winch (Note: After market acceptable):**
- N. **6.0L V8 power stroke diesel engine.**

**VEHICLES MUST BE DELIVERED WITH A MINIMUM OF 3/4 TANK OF FUEL.**

**ALL STANDARD EQUIPMENT AND OPTIONS SHOULD BE FACTORY INSTALLED.**

**ANY EQUIPMENT NOT AVAILABLE FACTORY INSTALLED, THAT IS TO BE INSTALLED BY THE DEALER, MUST BE GENUINE MANUFACTURER'S EQUIPMENT.**















# STATE OF CONNECTICUT PROCUREMENT SERVICES

**BID NO.:**  
**04PSX0104**

**Jill Belisle**  
Contract Specialist

**(860)713-5064**  
Telephone Number

<b>PROPOSAL SCHEDULE for Bid # 04PSX0104</b>  <b><u>IMPORTANT!</u></b> <b><u>RETURN ORIGINAL AND ONE COPY</u></b>	DELIVERY:
	TERMS:      CASH DISCOUNT:
	%                      Days
Payment terms are net <b>45</b> days. Any deviation may result in bid rejection. Bid prices shall include all transportation charges FOB state agency.  <b>Page      7              OF              29</b>	BIDDER NAME:
	SSN OR FEIN #:

ITEM #	DESCRIPTION OF COMMODITY AND/OR SERVICES	EST. QUANTITY	UNIT OF MEASURE	UNIT PRICE	TOTAL PRICE
#6A	2004 or current production model year to be in strict accordance with the attached specifications herein.  Honda Accord, Mitsubishi Galant or approved equal	9	Each	\$	\$
				Model Year Offered:	
				Mfg.:	
				Model:	
				Engine:	Liters
				ins.	cu.
				Wheelbase:	ins.
				Transmission:	
				Brakes: Type:	
				Steering: Type:	
				Tires Mfg.:	
				Model:	
				Highway EPA Rating:	

# STATE OF CONNECTICUT PROCUREMENT SERVICES

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**04PSX0104**

**Jill Belisle**  
Contract Specialist

**PROPOSAL SCHEDULE  
for Bid # 04PSX0104**  
**IMPORTANT!**  
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**DELIVERY:**

<b>TERMS:</b>	<b>CASH DISCOUNT:</b>	
	%	Days

**(860)713-5064**  
Telephone Number

**Payment terms are net 45 days. Any deviation may result in bid rejection.  
Bid prices shall include all transportation charges FOB state agency.**

**Page    8        OF    29**

**BIDDER NAME:**

**SSN OR FEIN #:**

ITEM #	DESCRIPTION OF COMMODITY AND/OR SERVICES	EST. QUANTITY	UNIT OF MEASURE	UNIT PRICE	TOTAL PRICE
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**ADDITIONAL COST PER VEHICLE FOR THE FOLLOWING OPTIONS, IF SO DESIRED**

ITEM #	DESCRIPTION OF COMMODITY AND/OR SERVICES	EST. QUANTITY	UNIT OF MEASURE	UNIT PRICE	TOTAL PRICE	<b>Product Ordering Code</b>
#6A	<b><u>OPTIONAL EQUIPMENT</u></b>					
	A. Manual Package A:		Manual Names	\$		
	B. Manual Package B:			\$		
	C. Manual Package C:			\$		
	D. Anti-lock brakes:			\$		
	E. Power driver's seat:			\$		
	F. Traction control:			\$		
	Warranty:					
	Production Model Year Cut-Off Date:					
	Please list all Standard Safety Features:					











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Telephone Number

**PROPOSAL SCHEDULE  
for Bid # 04PSX0104**  
***IMPORTANT!***  
***RETURN ORIGINAL AND ONE COPY***

**DELIVERY:**

<b>TERMS:</b>	<b>CASH DISCOUNT:</b>	
	%	Days

**Payment terms are net 45 days. Any deviation may result in bid rejection.  
Bid prices shall include all transportation charges FOB state agency.**

**Page 13 OF 29**

**BIDDER NAME:**

**SSN OR FEIN #:**

ITEM #	DESCRIPTION OF COMMODITY AND/OR SERVICES	EST. QUANTITY	UNIT OF MEASURE	UNIT PRICE	TOTAL PRICE
#T-4	2004 or current production model year to be in strict accordance with the attached specifications herein.  Ford F150, Dodge Ram, Chevrolet Silverado, or GMC Sierra	2	Each	\$	\$
				Mfg.:	
				Model:	
				Model Year:	
				GVW: _____ lb.	
				Engine: _____ Liters	
				Cu. Ins	
				Wheelbase: _____ ins.	
				Transmission: Speeds Forward:	
				Brakes: Type:	
				Steering:	
				Tires: Mfg.	
				Model:	
				Cap. Of Fuel Tank: _____ gals	
				Battery: _____ c.c.a.	
				Alternator: amps	
Hwy. EPA Rating:					
Body Style:					
Dimensions of Bed:					

# STATE OF CONNECTICUT PROCUREMENT SERVICES

**BID NO.:**  
**04PSX0104**

**Jill Belisle**  
Contract Specialist

**(860)713-5064**  
Telephone Number

**PROPOSAL SCHEDULE  
for Bid # 04PSX0104**  
**IMPORTANT!**  
**RETURN ORIGINAL AND ONE COPY**

DELIVERY:

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TERMS: CASH DISCOUNT: % Days

Payment terms are net **45** days. Any deviation may result in bid rejection.  
Bid prices shall include all transportation charges FOB state agency.

**Page 14 OF 29**

BIDDER NAME:

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SSN OR FEIN #:

ITEM #	DESCRIPTION OF COMMODITY AND/OR SERVICES	EST. QUANTITY	UNIT OF MEASURE	UNIT PRICE	TOTAL PRICE
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**ADDITIONAL COST PER VEHICLE FOR THE FOLLOWING OPTIONS, IF SO DESIRED**

#T-4	<u>OPTIONAL EQUIPMENT</u>				PRODUCT ORDERING CODE
A.	Manual Package A:			\$	
			Manual Names		
B.	Manual Package B:			\$	
C.	Manual Package C:			\$	
D.	Four-wheel anti-lock brakes:			\$	
E.	Body Liner, Duraliner or acceptable equal one-piece polyethylene cargo box liner to include tailgate cover:			\$	
				Mfg.:	
				Model:	
				Name of Installer:	
F.	Truck Bed Cover: Leer or acceptable equal fiberglass clamp-on type with gas shocks to hold hinged lid up. Must be equipped with locking mechanism and painted to match truck color:			\$	
				Mfg.:	
				Model:	
				Name of Installer:	
G.	Body Cap: Leer, cab high, heavy-duty deluxe commercial aluminum or acceptable equal. To include lockable lift upside doors, rubber mounted front window, and midnight glass in a strut operated lockable lift up back door.			\$	
				Mfg.:	
				Model:	
				Name of Installer:	

# STATE OF CONNECTICUT PROCUREMENT SERVICES

<b>BID NO.:</b> 04PSX0104
------------------------------

**Jill Belisle**  
Contract Specialist

<b>PROPOSAL SCHEDULE</b> <b>for Bid # 04PSX0104</b>  <b><u>IMPORTANT!</u></b> <b><u>RETURN ORIGINAL AND ONE COPY</u></b>
--

DELIVERY:	
TERMS:	CASH DISCOUNT: % <span style="float: right;">Days</span>

**(860)713-5064**  
Telephone Number

Payment terms are net <b>45</b> days. Any deviation may result in bid rejection. Bid prices shall include all transportation charges FOB state agency.  <b>Page 15 OF 29</b>
---

BIDDER NAME:
SSN OR FEIN #:

ITEM #	DESCRIPTION OF COMMODITY AND/OR SERVICES	EST. QUANTITY	UNIT OF MEASURE	UNIT PRICE	TOTAL PRICE
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**ADDITIONAL COST PER VEHICLE FOR THE FOLLOWING OPTIONS, IF SO DESIRED**

#T-4	<u>OPTIONAL EQUIPMENT</u>				<b>PRODUCT ORDERING CODE</b>
H.	Optional cost to include window in passenger side up door Of body cap, to improve visibility:			\$	
I.	Bi-fuel natural gas modifications:			\$	
	List any safety features which are standard equipment:				List Warranty information:
					Production Model Year Order Cut-off Date:

# STATE OF CONNECTICUT PROCUREMENT SERVICES

<b>BID NO.:</b> 04PSX0104
------------------------------

**Jill Belisle**  
Contract Specialist

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<b>PROPOSAL SCHEDULE for Bid # 04PSX0104</b>  <b><u>IMPORTANT!</u></b> <b><u>RETURN ORIGINAL AND ONE COPY</u></b>
--

DELIVERY:	
TERMS:	CASH DISCOUNT: % Days

<b>Payment terms are net 45 days. Any deviation may result in bid rejection. Bid prices shall include all transportation charges FOB state agency.</b>  <b>Page 16 OF 29</b>
--

BIDDER NAME:
SSN OR FEIN #:

ITEM #	DESCRIPTION OF COMMODITY AND/OR SERVICES	EST. QUANTITY	UNIT OF MEASURE	UNIT PRICE	TOTAL PRICE
#T-12	2004 or current production model year to be in strict accordance with the attached specifications herein.  Ford Expedition or approved equal  1- Political Subdivision)	6	Each	\$ _____ Mfg.: _____ Model: _____ Model Year: _____ GVW: _____ lb. Engine: _____ Liters _____ Cu. Ins Wheelbase: _____ ins. Transmission: _____ Speeds Forward: _____ Brakes: _____ Type: _____ Steering: _____ Tires: Mfg. _____ Model: _____ Cap. Of Fuel Tank: _____ gals Battery: _____ c.c.a. Alternator: _____ amps City EPA Rating: _____	\$ _____

# STATE OF CONNECTICUT PROCUREMENT SERVICES

**BID NO.:**  
**04PSX0104**

**Jill Belisle**  
Contract Specialist

**PROPOSAL SCHEDULE  
for Bid # 04PSX0104**  
**IMPORTANT!**  
**RETURN ORIGINAL AND ONE COPY**

**DELIVERY:**

<b>TERMS:</b>	<b>CASH DISCOUNT:</b>	
	%	Days

**(860)713-5064**  
Telephone Number

**Payment terms are net 45 days. Any deviation may result in bid rejection.  
Bid prices shall include all transportation charges FOB state agency.**

**Page 17 OF 29**

**BIDDER NAME:**

**SSN OR FEIN #:**

ITEM #	DESCRIPTION OF COMMODITY AND/OR SERVICES	EST. QUANTITY	UNIT OF MEASURE	UNIT PRICE	TOTAL PRICE
--------	--	---------------	-----------------	------------	-------------

**ADDITIONAL COST PER VEHICLE FOR THE FOLLOWING OPTIONS, IF SO DESIRED**

#T-12	<u>OPTIONAL EQUIPMENT</u>				PRODUCT ORDERING CODE	
A.	Manual Package A:	Manual Names	\$			
B.	Manual Package B:		\$			
C.	Manual Package C:		\$			
D.	Five (5) matching all terrain tires:		\$			
E.	Bucket seats:		\$			
F.	Third row seat.		\$			
G.	Larger V-8 engine:		\$			
			Engine:		liters	
					hp.	
H.	Climate package to include deep tinted glass, cruise control, and rear defogger:		\$			
I.	LT package with all standard equipment and to include Auto-ride suspension and rear-seat audio controls:		\$			
J.	Panel-type rear cargo doors:		\$			
K.	Appearance package to include luggage rack:		\$			
L.	Convenience package to include outside heated rear view mirrors:		\$			
M.	Ford Fleet Special Service package order code 17K with Trim code S2 to include cloth bucket seat:	\$				
N.	Ford Comfort/ Convenience Group order code 66A to include captain's chairs with six-way power driver's seat:	\$				

















# STATE OF CONNECTICUT

## PROCUREMENT SERVICES

**BID NO.:**  
**04PSX0104**

**Jill Belisle**  
*Contract Specialist*

**(860)713-5064**  
*Telephone Number*

<b>PROPOSAL SCHEDULE for Bid # 04PSX0104</b>  <b><u>IMPORTANT!</u></b> <b><u>RETURN ORIGINAL AND ONE COPY</u></b>	DELIVERY:	
	TERMS:	CASH DISCOUNT: %                      Days
Payment terms are net <b>45</b> days. Any deviation may result in bid rejection. Bid prices shall include all transportation charges FOB state agency.  <b>Page    25    OF    29</b>	BIDDER NAME:	
	SSN OR FEIN #:	

ITEM #	DESCRIPTION OF COMMODITY AND/OR SERVICES	EST. QUANTITY	UNIT OF MEASURE	UNIT PRICE	TOTAL PRICE
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**ADDITIONAL COST PER VEHICLE FOR THE FOLLOWING OPTIONS, IF DESIRED:**

#T-14A	<u>OPTIONAL EQUIPMENT</u>				<u>Product Ordering Code</u>
A.	Manual Package A:	Manual Names		\$	
B.	Manual Package B:			\$	
C.	Manual Package C:			\$	
D.	LS, 1SJ equipment group:			\$	
E.	Reclining custom cloth bucket seats with manual lumbar (Option #A95):			\$	
F.	Trailer package to include platform hitch, auxiliary engine oil cooler, etc.:			\$	
G.	Rear air conditioning and rear heater:			\$	
H.	Locking differential (Option #G80):			\$	
I.	4:10 axle ration (Option #GT5)			\$	
J.	Skid plate package (Option #NZZ):			\$	
K.	Vortec 8100 SFI V8 engine (Option #L18)			Engine:	liters
					hps
L.	Assist steps, running board type, after market acceptable, Must specify on product ordering code which is used:			\$	
M.	Appearance package to include luggage rack:			\$	
N.	Rear door with lift gate and washer/wiper (Option #E52):			\$	
O.	On Star communication system:			\$	
P.	Auto ride suspension (Option #Z55):		\$		









