



**Department of Buildings and General Services**  
**Office of Purchasing & Contracting**  
133 State Street, 5<sup>th</sup> Floor | Montpelier VT 05633-8000  
802-828-2211 phone | 802-828-2222 fax  
<http://bgs.vermont.gov/purchasing>

*Agency of Administration*

# **SEALED BID REQUEST FOR QUOTE**

## **2024 DMV MOTORCYCLES**

<b>ISSUE DATE</b>	<b>April 24, 2024</b>
<b>QUESTIONS DUE</b>	<b>April 26, 2024 – 10:00 AM (EST)</b>
<b>RFQ RESPONSES DUE BY</b>	<b>May 1, 2024 – 4:30 PM (EST)</b>

**PLEASE BE ADVISED THAT ALL NOTIFICATIONS, RELEASES, AND ADDENDUMS ASSOCIATED WITH THIS SOLICITATION WILL BE POSTED AT:**

<http://www.bgs.state.vt.us/pca/bids/bids.php>

**THE STATE WILL MAKE NO ATTEMPT TO CONTACT INTERESTED PARTIES WITH UPDATED INFORMATION. IT IS THE RESPONSIBILITY OF EACH BIDDER TO PERIODICALLY CHECK THE ABOVE WEBPAGE FOR ANY AND ALL NOTIFICATIONS, RELEASES AND ADDENDUMS ASSOCIATED WITH THIS SOLICITATION.**

**STATE CONTACT:** Bill Vivian, State Purchasing Agent II  
**E-MAIL:** [SOV.ThePathForward@vermont.gov](mailto:SOV.ThePathForward@vermont.gov)

## 1. OVERVIEW:

- 1.1. **SCOPE AND BACKGROUND:** Through this Request for Quote (RFQ) the Office of Purchasing & Contracting (hereinafter the “State”) is seeking to establish contracts with one or more companies that can provide motorcycles.
- 1.2. **SINGLE POINT OF CONTACT:** All communications concerning this solicitation are to be addressed in writing to the State Contact listed on the front page of this solicitation. Actual or attempted contact with any other individual from the State concerning this solicitation is strictly prohibited and may result in disqualification.
- 1.3. **QUESTION AND ANSWER PERIOD:** Any bidder requiring clarification of any section of this solicitation or wishing to comment on any requirement of the solicitation must submit specific questions in writing no later than the deadline for question indicated on the first page of this solicitation. Questions may be e-mailed to the point of contact on the front page of this solicitation. Questions or comments not raised in writing on or before the last day of the question period are thereafter waived. At the close of the question period a copy of all questions or comments and the State's responses will be posted on the State's web site <http://bgs.vermont.gov/purchasing/bids>. Every effort will be made to post this information as soon as possible after the question period ends, contingent on the number and complexity of the questions. All information provided by vendors during this process will be public and bidders shall not provide confidential information, except as described in 5.1 below.
- 1.4. **CHANGES TO THIS SOLICITATION:** Any modifications to this solicitation will be made in writing by the State through the issuance of an Addendum to this solicitation and posted online at <http://www.bgs.state.vt.us/pca/bids/bids.php> . Modifications from any other source are not to be considered.
- 1.5. **SOURCE OF FUNDS: socioeconomic affirmative steps under 2 C.F.R. § 200.321** If using applicable federal funds Socioeconomic affirmative steps under 2 C.F.R. § 200.321 affirmative steps must include at least the following six steps:
  1. Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
  2. Assuring that small and minority businesses and women's business enterprises are solicited whenever they are potential sources;
  3. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
  4. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
  5. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
  6. Requiring the prime/general contractor, if subcontracts are to be let, to take the same affirmative steps as listed in numbers 1 through 5.

If a bidder requires assistance in preparing their proposal or needs guidance on socioeconomic certifications, the bidder may contact the Procurement Technical Assistance Center (PTAC). PTAC specializes in helping small businesses navigate the documentation associated with State and Federal procurement. Their website is: <https://accd.vermont.gov/economic-development/programs/ptac>

2. **DETAILED REQUIREMENTS: The State of Vermont, Department of Motor vehicles is seeking bids on the following:**

**2.1. MOTORCYCLE TRADE IN:**

- 2.1.1. The Vermont Rider Education Program has Twelve (12) motorcycles it desires to trade-in as part of this bid. The motorcycles the DMV will be trading in are:
  - 2.1.1.1. Twelve (12) 2011 Suzuki Model TU250
- 2.1.2. Bidders shall indicate actual cash value that will be allowed as trade toward the purchase price of new motorcycles.
- 2.1.3. To obtain further information about these motorcycles, please contact the State Contact listed on the first page of this RFQ.
- 2.1.4. To view these units - Individual bidders can schedule to meet with DMV staff to view these units on a case by case basis.
- 2.1.5. Viewing appointments shall be made ONLY and PRIOR to the Questions and Answer Deadline found on the first page of this RFQ.
- 2.1.6. No information or questions OTHER than the condition of the trade in units would be able to be addressed at that time.
- 2.1.7. Any and all questions resulting from any viewing of the purposed trade in units shall be submitted in accordance with section 1.3 of this RFQ.

**2.2. MOTORCYCLE PURCHASE:** Vermont DMV is seeking pricing on up to fourteen (14) motorcycles to meet the following specifications:

- 2.2.1. Up to fourteen (14) -Suzuki TU 250 or motorcycle of a similar style, seat height and engine size
- 2.2.2. Bidder shall provide pricing as a group of up to fourteen (14) motorcycles as well as pricing for single units for each model.
- 2.2.3. Vermont DMV reserves the right to accept another model if no bids are received for the model(s) requested.
- 2.2.4. All motorcycles must be "street models" - **No exceptions.**
- 2.2.5. Listed below are the desired models of motorcycles:

Year	Make	Model
2023	Suzuki	TU 250
2024	Suzuki	TU 250

**2.3. ENGINE:**

- 2.3.1. Electric start, four-stroke engine.

**2.4. MODEL YEAR:**

- 2.4.1. Bidders shall bid on new 2023 or 2024 model year motorcycles.
- 2.4.2. Bidders shall clearly specify which model year is being provided for consideration..

**2.5. MANUALS** - The following manuals shall be included:

- 2.5.1. Owner's Manual – 1 for each motorcycle

2.5.2. Shop/Service Manual – 1 for each model motorcycle

**2.6. DELIVERY:**

2.6.1. The successful bidder shall deliver the awarded items to and arrange to pick up the motorcycles being traded-in from, a location to be specified by the Vermont DMV Rider Education Program Coordinator. The successful bidder shall deliver the awarded items in an enclosed vehicle. Motorcycles shall be delivered on or before **May 15, 2024**. Motorcycles shall be serviced and ready to operate. No charge for packing, shipping, or for any other purpose will be allowed over and above the price quoted.

**3. GENERAL REQUIREMENTS:**

3.1. **PRICING:** Bidders must price the terms of this solicitation at their best pricing. Any and all costs that Bidder wishes the State to consider must be submitted for consideration. If applicable, all equipment pricing is to include F.O.B. delivery to the ordering facility. No request for extra delivery cost will be honored. All equipment shall be delivered assembled, serviced, and ready for immediate use, unless otherwise requested by the State. No charge for packing, shipping, or for any other purpose will be allowed over and above the price quoted.

3.1.1. Prices and/or rates shall remain firm for the initial term of the contract. The pricing policy submitted by Bidder must (i) be clearly structured, accountable, and auditable and (ii) cover the full spectrum of materials and/or services required.

3.1.2. **Cooperative Agreements.** Bidders that have been awarded similar contracts through a competitive bidding process with another state and/or cooperative are welcome to submit the pricing in response to this solicitation.

3.2. **STATEMENT OF RIGHTS:** The State shall have the authority to evaluate Responses and select the Bidder(s) as may be determined to be in the best interest of the State and consistent with the goals and performance requirements outlined in this solicitation. The State of Vermont reserves the right to obtain clarification or additional information necessary to properly evaluate a proposal. Failure of bidder to respond to a request for additional information or clarification could result in rejection of that bidder's proposal. To secure a project that is deemed to be in the best interest of the State, the State reserves the right to accept or reject any and all bids, in whole or in part, with or without cause, and to waive technicalities in submissions. The State also reserves the right to make purchases outside of the awarded contracts where it is deemed in the best interest of the State.

3.2.1. **Best and Final Offer (BAFO).** At any time after submission of Responses and prior to the final selection of Bidder(s) for Contract negotiation or execution, the State may invite Bidder(s) to provide a BAFO. The state reserves the right to request BAFOs from only those Bidders that meet the minimum qualification requirements and/or have not been eliminated from consideration during the evaluation process.

3.2.2. **Presentation.** An in-person or webinar presentation by the Bidder may be required by the State if it will help the State's evaluation process. The State will factor information presented during presentations into the evaluation. Bidders will be responsible for all costs associated with providing the presentation.

**3.3. EXECUTIVE ORDER 05-16: CLIMATE CHANGE CONSIDERATIONS IN STATE PROCUREMENTS:**

For bid amounts exceeding \$25,000.00 Bidders are requested to complete the Climate Change Considerations in State Procurements Certification, which is included in the Certificate of Compliance for this solicitation.

After consideration of all relevant factors, a bidder that demonstrates business practices that promote clean energy and address climate change as identified in the Certification, shall be given favorable consideration in the competitive bidding process. Such favorable consideration shall be consistent with and not supersede any preference given to resident bidders of the State and/or products raised or manufactured in the State, as explained in the Method of Award section. But, such favorable consideration shall not be employed if prohibited by law or other relevant authority or agreement.

- 3.4. **METHOD OF AWARD:** Awards will be made under the provisions of 29 V.S.A. § 903. The State may award one or more contracts and reserves the right to make additional awards to other compliant bidders at any time if such award is deemed to be in the best interest of the State. All other considerations being equal, preference will be given to the following as identified in the applicable Certificate of Compliance.
- 3.4.1.resident bidders of the state and/or to products raised or manufactured in the state;
  - 3.4.2.purchase of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products) when the award involves the use of applicable federal funds under 2 C.F.R. § 200.322)
  - 3.4.3.bidders who have practices that promote clean energy and address climate change.
- 3.5. **CONTRACT NEGOTIATION:** Upon completion of the evaluation process, the State may select one or more bidders with which to negotiate a contract, based on the evaluation findings and other criteria deemed relevant for ensuring that the decision made is in the best interest of the State. In the event State is not successful in negotiating a contract with a selected bidder, the State reserves the option of negotiating with another bidder, or to end the proposal process entirely.
- 3.6. **COST OF PREPARATION:** Bidder shall be solely responsible for all expenses incurred in the preparation of a response to this solicitation and shall be responsible for all expenses associated with any presentations or demonstrations associated with this request and/or any proposals made.
- 3.7. **CONTRACT TERMS:** The selected bidder(s) will be expected to sign a contract with the State, including the Standard Contract Form and Attachment C as attached to this solicitation for reference.
- 3.7.1.**Business Registration.** To be awarded a contract by the State of Vermont a bidder (except an individual doing business in his/her own name) must be registered with the Vermont Secretary of State's office <https://sos.vermont.gov/corporations/registration/> and must obtain a Contractor's Business Account Number issued by the Vermont Department of Taxes <http://tax.vermont.gov/> .
  - 3.7.2.The contract will obligate the bidder to provide the services and/or products identified in its bid, at the prices listed.
  - 3.7.3.**Payment Terms.** Percentage discounts may be offered for prompt payments of invoices; however, such discounts must be in effect for a period of 30 days or more in order to be considered in making awards.
  - 3.7.4.**Quality.** If applicable, all products provided under a contract with the State will be new and unused, unless otherwise stated. Factory seconds or remanufactured products will not be accepted unless specifically requested by the purchasing agency. All products provided by the contractor must meet all federal, state, and local standards for quality and safety requirements. Products not meeting these standards will be deemed unacceptable and returned to the contractor for credit at no charge to the State.
- 3.8. **SUBSTITUTION:** Bidders may offer, in their bids, substitutes to items identified by a manufacturer's number or brand. When offering a substitution, bidder must describe any differences and provide technical information that will assist in the State's evaluation.
- 3.9. **ENVIRONMENTAL INFORMATION:** Bidders are requested to complete the Environmental Information Form which is included in the Certificate of Compliance for this solicitation identifying the following for each product being quoted:
- a. Percent (%) of recycled content and post-consumer content; and
  - b. Mercury content certification.
- 3.10. **SAMPLES:**
- 3.10.1. **Bidder Supplied Samples:** The Commissioner reserves the right to request from the Bidder/Contractor a representative sample(s) of the Product offered at any time prior to or after award of a contract. Unless otherwise instructed, samples shall be furnished within the time specified in the request. Untimely submission of a sample may constitute grounds for rejection of Bid or cancellation of the Contract. Samples must be submitted free of charge and be accompanied by the Bidder's name and address, any descriptive literature relating to the Product and a statement

indicating how and where the sample is to be returned. Where applicable, samples must be properly labeled with the appropriate Bid or Contract reference.

A sample may be held by the Commissioner during the entire term of the Contract and for a reasonable period thereafter for comparison with deliveries. At the conclusion of the holding period the sample, where feasible, will be returned as instructed by the Bidder, at the Bidder's expense and risk. Where the Bidder has failed to fully instruct the Commissioner as to the return of the sample (i.e., mode and place of return, etc.) or refuses to bear the cost of its return, the sample shall become the sole property of the receiving entity at the conclusion of the holding period.

- 3.10.2. **Enhanced Samples:** When an approved sample exceeds the minimum specifications, all Product delivered must be of the same enhanced quality and identity as the sample. Thereafter, in the event of a Contractor's default, the Commissioner may procure a Product substantially equal to the enhanced sample from other sources, charging the Contractor for any additional costs incurred.
- 3.10.3. **Conformance with Sample(s):** Submission of a sample (whether or not such sample is tested by, or for, the Commissioner) and approval thereof shall not relieve the Contractor from full compliance with the requirements specified in this solicitation. If in the judgment of the Commissioner the sample or product submitted is not in accordance with the specifications or testing requirements prescribed in the Bid Specifications, the Commissioner may reject the Bid. If an award has been made, the Commissioner may cancel the Contract at the expense of the Contractor.
- 3.10.4. **Testing:** All samples are subject to tests in the manner and place designated by the Commissioner, either prior to or after Contract award. Unless otherwise stated elsewhere in this solicitation, Bidder samples consumed or rendered useless by testing will not be returned to the Bidder. Testing costs for samples that fails to meet Contract requirements may be at the expense of the Contractor.
- 3.11. **WARRANTY:** The manufacturer shall include with its proposal a written warranty for each product that it intends to furnish. Warrantees must be based on commercial use, and shall extend for a minimum term of one (1) year from the date a Product is available for use by the purchaser; however, longer term warranties are desirable and will be given favorable consideration, all else being equal.

#### 4. ENVIRONMENTAL REQUIREMENTS:

Environmentally Preferable Purchasing (EPP) means the purchase of products and services that have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose. This comparison may consider raw material acquisition, production, manufacturing, packaging, distribution, re-use, operation, maintenance, or disposal of the product or service).

The State of Vermont has established specific goals and objectives aimed at providing sound environmental stewardship, protecting human health, reducing state operating expenses associated with the use and control of regulated hazardous materials, and reducing potential liability attributable to environmental impact. Therefore, where applicable, the following environmental criteria shall be considered for all State purchasing and contracts.

- 4.1. **Paper:** The State desires to reduce the use of chlorine in the products it purchases to protect the environment from pollution. Processed Chlorine Free (PCF) paper means paper in which the recycled content is processed unbleached or is bleached without the use of chlorine or chlorine derivatives AND any virgin material contained therein is totally chlorine free (TCF).
- 4.1.1. **Copier Paper:** The State requires PCF copier paper which contains a minimum of 50% post-consumer recycled material (any virgin material must be TCF).
- 4.1.2. **Printing and Writing Paper:** The State requires at least 30% post-consumer recycled content for non-coated paper and at least 10% post-consumer recycled content for coated paper. Preference will be given to chlorine free options when suitable choices are available.
- 4.2. **Recycled Content:** The Commissioner of Buildings and General Services may, at his/her discretion, spend up to 10% more for comparable products that are made of recycled materials. If products made of recycled materials are to cost more than 10% more than comparable products, the Commissioner shall receive consent of State entities that are to use the product before completing the order in question.

- 4.3. **Sustainable Products:** Bidders are encouraged to provide alternative price quotations on wood or paper products that are derived from sustainably managed forestlands. Sustainably managed forest lands shall be defined as those lands enrolled and/or licensed under one of the following third-party certification programs: Sustainable Forestry Initiative Program, the American Tree Farm System, the Canadian Standards Association's Sustainable Forest Management System Standards, the Finnish Standard, Forest Stewardship Council, Pan-European Forest Certification, Swedish Standard, the United Kingdom Woodland Assurance Scheme or other such credible programs as may be developed and implemented. Bidders must provide satisfactory documentation of certification with their bid.
- 4.4. **Life-Cycle Cost Evaluation:** Life cycle cost analysis shall extend beyond the cost of purchasing, to include installation, operation, maintenance, durability, and disposal of a particular product.
- 4.5. **Energy Efficiency (Energy Star):** Bidders shall provide products that earn the ENERGY STAR and meet the ENERGY STAR specifications for energy efficiency when applicable. The bidder is encouraged to visit [energystar.gov](http://energystar.gov) for complete product specifications and updated lists of qualifying products.
- 4.6. **Alternative Fuels:** Evaluations for vehicles and other fuel-consuming equipment shall consider not only fuel efficiency, but also the source and type of fuel, to reduce emissions of greenhouse gases and pollutants.
- 4.7. **Vehicles:** The State will purchase vehicles that have the highest available fuel efficiency in each respective vehicle class (e.g., passenger cars, light duty trucks, etc.) pursuant to performance specifications recommended by the state Technical Advisory Group established under Executive Order 12-17 section I (D). These performance standards should include consideration of vehicles that not only meet high fuel economy standards but that also provide lower total emissions of greenhouse gases, criteria pollutants, and hazardous air contaminants.
5. **CONTENT AND FORMAT OF RESPONSES:** The content and format requirements listed below are the minimum requirements for State evaluation. These requirements are not intended to limit the content of a Bidder's proposal. Bidders may include additional information or offer alternative solutions for the State's consideration. However, the State discourages overly lengthy and costly proposals, and Bidders are advised to include only such information in their response as may be relevant to the requirements of this solicitation.
- 5.1. **Unsolicited Bidder-Confidential Information Prohibited.** Bidders are hereby expressly directed not to include any confidential information in their proposal submissions, except as specifically permitted below, and so marked. By submitting a proposal in response to this RFQ, vendors acknowledge and agree to abide by the terms and conditions outlined in this document, including the prohibition on submitting confidential information. This prohibition reduces the burden on the State while preventing vendor-confidential information from entering the public record.
- 5.1.1. **Disclosure under Public Records Act.** All information received by the State in response to this RFQ will become part of the contract file and subject to Vermont public records law. Responses by any bidder may become available to the public once a contract has been executed or otherwise following conclusion of this procurement process, in accordance with the State's Public Records Act, 1 V.S.A. § 315 et seq., or the State may choose to publicly post them.
- 5.1.2. **Unsolicited Confidential Materials.** The State intends to redact or withhold only those confidential materials specifically requested below. All other materials, including those marked as confidential by bidders, are subject to disclosure if requested under the Public Records Act, or public posting.
- 5.1.3. **State Not Responsible for Disclosure of Unmarked Bidder-Confidential Information.** It is the sole responsibility of the bidder to ensure that, other than where specifically directed or permitted by this RFQ and accordingly marked as described below, no information that should not be publicly disclosed is included in their proposal materials, including any 1) trade secrets or intellectual property, 2) proprietary financial or business information, 3) personal information, or 4) any other information that should not be disclosed to the public. For example, bidders should avoid including specific details of their proprietary technologies or methodologies that they consider confidential, and any references to previous client engagements should be presented in a manner that does not disclose the client's confidential information.
- 5.2. The bid should include a Cover Letter and Technical Response and Price Schedule.

### 5.3. COVER LETTER:

5.3.1. Exceptions to Contract Terms and Conditions. If a Bidder wishes to propose an exception to any terms and conditions set forth in the Standard Contract Form and its attachments, such exceptions must be included in the cover letter to the RFQ response. Failure to note exceptions when responding to the RFQ will be deemed to be acceptance of the State contract terms and conditions. If exceptions are not noted in the response to this RFQ but raised during contract negotiations, the State reserves the right to cancel the negotiation if deemed to be in the best interests of the State. Note that exceptions to contract terms may cause rejection of the proposal, and that the State's non-rejection of a proposal on this basis does not indicate acceptance of the exceptions.

5.4. **TECHNICAL RESPONSE.** In response to this solicitation, a Bidder shall:

5.4.1. Provide details concerning your form of business organization, company size and resources.

5.4.2. Describe your capabilities and particular experience relevant to the solicitation requirements.

5.4.2.1. Identify all current or past State projects.

5.4.3. Identify the names of all subcontractors you intend to use, the portions of the work the subcontractors will perform, and address the background and experience of the subcontractor(s), as per section 5.4.2 above.

5.5. **REFERENCES.** Provide the names, addresses, and phone numbers of at least three companies with whom you have transacted similar business in the last 12 months. You must include contact names who can talk knowledgeably about performance.

5.6. **REPORTING REQUIREMENTS:** Provide a sample of any reporting documentation that may be applicable to the Detailed Requirements of this solicitation.

5.7. **PRICE SCHEDULE:** Bidders shall submit their pricing information in the Price Schedule attached to this solicitation.

5.8. **CERTIFICATE OF COMPLIANCE:** This form must be completed and submitted as part of the response for the proposal to be considered valid.

### 6. SUBMISSION INSTRUCTIONS:

6.1. **CLOSING DATE:** Bids must be received by the State by the due date specified on the front page of this solicitation. Late bids will not be considered.

6.1.1. The State may, for cause, issue an addendum to change the date and/or time when bids are due. If a change is made, the State will inform all bidders by posting at the webpage indicated on the front page of this solicitation.

6.1.2. There will not be a public bid opening. However, the State will record the name, city and state for any and all bids received by the due date. This information will be posted as promptly as possible following the due date online at: <https://bgs.vermont.gov/content/opc-bid-tabulation-sheets-0> . Bidders are hereby notified to review the information posted after the bid opening deadline to confirm receipt of bid by the State. Any bidder that submitted a bid, and is not listed on the bid tabulation sheet, shall promptly notify the State Contact listed on the front page of this solicitation. Should a bidder fail to notify the State Contact listed on the front page of this solicitation within two weeks of posting the bid tabulation sheet, the State shall not be required to consider the bid.

6.2. **STATE SECURITY PROCEDURES: Please be advised extra time will be needed when visiting and/or delivering information to State of Vermont offices. All individuals visiting State offices must present a valid government issued photo ID when entering the facility.**

6.2.1. State office buildings may be locked or otherwise closed to the public. If this solicitation permits hand delivery of bids, delivery instructions will be posted at the entrance to the State facility. **Any delay caused by State Security Procedures will be at the bidder's own risk.**



### 6.3. BID DELIVERY INSTRUCTIONS:

6.3.1.ELECTRONIC: Electronic bids will be accepted.

6.3.1.1. E-MAIL BIDS. Emailed bids will be accepted. Bids will be accepted via email submission to [SOV.ThePathForward@vermont.gov](mailto:SOV.ThePathForward@vermont.gov). Bids must consist of a single email with a single, digitally searchable PDF attachment containing all components of the bid. Multiple emails and/or multiple attachments will not be accepted. There is an attachment size limit of 40 MB. It is the Bidder's responsibility to compress the PDF file containing its bid if necessary in order to meet this size limitation.

6.3.1.2. FAX BIDS: Faxed bids will not be accepted. The faxed bid must be prefixed with "SEALED BID". It is the Bidder's responsibility to originate the faxed message in sufficient time to insure receipt by the State prior to the time of the bid opening. All pages must be printed and in the possession of the State prior to the date and time of the bid opening or the bid will not be considered. Bidders are cautioned that bids submitted by fax may be compromised prior to the time of the sealed bid opening. Faxed information is accessible when transmitted and confidentiality cannot be guaranteed. State reserves the right to reject a faxed bid if it appears that the faxed bid is incomplete or portions of the faxed bid are illegible.

### 6.4. U.S. MAIL OR EXPRESS DELIVERY OR HAND DELIVERY:

6.4.1.All paper format bids must be addressed to the State of Vermont, Office of Purchasing & Contracting, **133 State Street, 5<sup>th</sup> Floor, Montpelier, VT 05633-8000**. BID ENVELOPES MUST BE CLEARLY MARKED 'SEALED BID' AND SHOW THE REQUISITION NUMBER AND/OR PROPOSAL TITLE, OPENING DATE AND NAME OF BIDDER.

#### 6.4.2.NUMBER OF COPIES:

6.4.3.For bids submitted via mail, express, or in-hand, submit an unbound original (clearly marked as such) and one (1) paper copy.

#### 6.4.4. Paper Format Delivery Methods:

6.4.4.1. U.S. MAIL: Bidders are cautioned that it is their responsibility to originate the mailing of bids in sufficient time to ensure bids are received and time stamped by the Office of Purchasing & Contracting prior to the time of the bid opening.

**6.4.4.2. EXPRESS DELIVERY:** If bids are being sent via an express delivery service, be certain that the solicitation designation is clearly shown on the outside of the delivery envelope or box. Express delivery packages will not be considered received by the State until the express delivery package has been received and time stamped by the Office of Purchasing & Contracting.

6.4.4.3. HAND DELIVERY: Hand carried bids shall be delivered to a representative of the Office of Purchasing & Contracting prior to the bid opening. A Security Officer is at 133 until 4:30 PM which is the normal hours. A bid submitted by Hand Delivery will not be accepted after 4:30 PM.

### 7. BID SUBMISSION CHECKLIST:

- ✓ Required Number of Copies (if applicable)
- ✓ Cover Letter

- ✓ Technical Response
- ✓ Redacted Technical Response, if applicable
- ✓ References
- ✓ Price Schedule
- ✓ Signed Certificate of Compliance

**8. ATTACHMENTS:**

8.1. Certificate of Compliance

8.2. Price Schedule

8.3. Sample Purchase Order Form for Commodities including but not limited to, Attachment C: Standard State Provisions for Contracts and Grants (December 7, 2023).

**CERTIFICATE OF COMPLIANCE**

**For a bid to be considered valid, this form must be completed in its entirety, executed by a duly authorized representative of the bidder, and submitted as part of the response to the proposal.**

- A. **NON COLLUSION:** Bidder hereby certifies that the prices quoted have been arrived at without collusion and that no prior information concerning these prices has been received from or given to a competitive company. If there is sufficient evidence to warrant investigation of the bid/contract process by the Office of the Attorney General, bidder understands that this paragraph might be used as a basis for litigation.
- B. **CONTRACT TERMS:** Bidder hereby acknowledges that is has read, understands and agrees to the terms of this solicitation, including Attachment C: Standard State Contract Provisions, and any other contract attachments included with this RFQ.
- C. **FORM OF PAYMENT:** Does Bidder accept the Visa Purchasing Card as a form of payment?  
 \_\_\_ Yes \_\_\_ No
- D. **Resident Bidder of the state and/or products raised or manufactured in the state (check all that apply):**
- Bidder is a Resident Bidder of the State of Vermont
- Products offered by Bidder are raised or manufactured in the State of Vermont

E. **Executive Order 05 – 16: Climate Change Considerations in State Procurements Certification**

**Bidder certifies to the following (Bidder may attach any desired explanation or substantiation. Please also note that Bidder may be asked to provide documentation for any applicable claims):**

1. Bidder owns, leases or utilizes, for business purposes, space that has received:
- Energy Star® Certification
- LEED®, Green Globes®, or Living Buildings Challenge<sup>SM</sup> Certification
- Other internationally recognized building certification:
- 
2. Bidder has received incentives or rebates from an Energy Efficiency Utility or Energy Efficiency Program in the last five years for energy efficient improvements made at bidder's place of business. Please explain:
- 
3. Please Check all that apply:
- Bidder can claim on-site renewable power or anaerobic-digester power ("cow-power"). Or bidder consumes renewable electricity through voluntary purchase or offset, provided no such claimed power can be double-claimed by another party.
- Bidder uses renewable biomass or bio-fuel for the purposes of thermal (heat) energy at its place of business.
- Bidder's heating system has modern, high-efficiency units (boilers, furnaces, stoves, etc.), having reduced emissions of particulate matter and other air pollutants.
- Bidder tracks its energy consumption and harmful greenhouse gas emissions. What tool is used to do this? \_\_\_\_\_
- Bidder promotes the use of plug-in electric vehicles by providing electric vehicle charging, electric fleet vehicles, preferred parking, designated parking, purchase or lease incentives, etc..
- Bidder offers employees an option for a fossil fuel divestment retirement account.
- Bidder offers products or services that reduce waste, conserve water, or promote energy efficiency and conservation. Please explain:

4. Please list any additional practices that promote clean energy and take action to address climate change:

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**F. Executive Order 02 – 22: Solidarity with the Ukrainian People**

By checking this box, Bidder certifies that none of the goods, products, or materials offered in response to this solicitation are Russian-sourced goods or produced by Russian entities. If Bidder is unable to check the box, it shall indicate in the table below which of the applicable offerings are Russian-sourced goods and/or which are produced by Russian entities.

An additional column is provided for any note or comment that you may have.

Provided Equipment or Product	Note or Comment

**G. Domestic preferences (2 C.F.R. § 200.322)**

Bidders must complete the following information in reference to each item being quoted. Additional pages may be used if necessary.

Item #	Brand/Manufacturer	Identify where produced or assembled	% produced or assembled

(check if applicable) **Bidder can claim goods, products, or materials offered as part of this solicitation are produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products).** (Bidder may attach any desired explanation or substantiation. Please also note that Bidder may be asked to provide documentation for any applicable claims.)

**H. ENVIRONMENTAL INFORMATION FORM**

- a. RECYCLED MATERIALS OR PRODUCTS:** Bidders are to complete the following information in reference to each item being quoted. Additional pages may be used if necessary.

Item #	Brand/Manufacturer	% Of Recycled Content	% Post Consumer Content

- b. MERCURY CONTENT CERTIFICATION:** Bidder certifies that none of the items quoted in this solicitation contain mercury except as identified below. Bidders shall also specify the amount of mercury contained in any of the products listed below. Additional pages may be used if necessary.

Item	Part #	Mercury Content

**I. Acknowledge receipt of the following Addenda:**

Addendum No.: \_\_\_\_\_ Dated: \_\_\_\_\_  
Addendum No.: \_\_\_\_\_ Dated: \_\_\_\_\_  
Addendum No.: \_\_\_\_\_ Dated: \_\_\_\_\_

Bidder Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
\_\_\_\_\_  
Telephone: \_\_\_\_\_  
\_\_\_\_\_  
E-Mail: \_\_\_\_\_  
By: \_\_\_\_\_ Name: \_\_\_\_\_  
Signature of Bidder (or Representative) (Type or Print)

**PRICE SCHEDULE**

**RFQ – 2024 DMV MOTORCYCLES**

1. **MOTORCYCLE TRADE IN:** Bid shall indicate actual cash value that will be allowed as trade toward the purchase price of new motorcycles.

Item #	Product	Unit of Measure	Cash Value toward purchase price of new units
1			\$

2. **MOTORCYCLE PURCHASE:** Bidder shall bid on a group of up to fourteen (14) motorcycles as well as a single purchase for each model. No charge for packing, shipping, or for any other purpose will be allowed over and above the price quoted.

a. **SINGLE PURCHASE PRICING**

Item #	Product	Manufacturer /Model #	Unit of Measure	Per Unit Price
1			1	\$
2			1	\$

b. **GROUP PURCHASE PRICING**

Item #	Product	Manufacturer /Model #	Unit of Measure	GROUP Price
1			14	\$

3. **DELIVERY:** Motorcycles shall be delivered on or before **May 15, 2024**. Bidder shall provide estimated delivery date: \_\_\_\_\_
4. **WARRANTY:** Bidder Shall provide detailed warranty documentation with their bid to meet or exceed section 3.9 of this RFQ.
- a. Detailed warranty documentation included with bid: YES \_\_\_ NO \_\_\_

Name of Bidder: \_\_\_\_\_

Signature of Bidder: \_\_\_\_\_

Date: \_\_\_\_\_

## SAMPLE PURCHASE ORDER (ONE TIME BID AND BUY)

1. **PARTIES.** THIS IS A CONTRACT FOR COMMODITIES BETWEEN THE STATE OF VERMONT, \_\_\_\_\_ (HEREINAFTER CALLED “STATE”), AND \_\_\_\_\_, WITH A PRINCIPAL PLACE OF BUSINESS IN \_\_\_\_\_, (HEREINAFTER CALLED “CONTRACTOR”). CONTRACTOR’S FORM OF BUSINESS ORGANIZATION IS A \_\_\_\_\_. IT IS CONTRACTOR’S RESPONSIBILITY TO CONTACT THE VERMONT DEPARTMENT OF TAXES TO DETERMINE IF, BY LAW, CONTRACTOR IS REQUIRED TO HAVE A VERMONT DEPARTMENT OF TAXES BUSINESS ACCOUNT NUMBER.
2. **MAXIMUM AMOUNT.** AS CONSIDERATION FOR THE COMMODITIES TO BE PROVIDED BY CONTRACTOR, THE STATE AGREES TO PAY CONTRACTOR, IN ACCORDANCE WITH THE PAYMENT PROVISIONS SPECIFIED HEREUNDER, THE TOTAL AMOUNT SPECIFIED FOR THE ITEMS LISTED ABOVE.
3. **PRIOR APPROVALS.** THIS CONTRACT SHALL NOT BE BINDING UNLESS AND UNTIL ALL REQUISITE PRIOR APPROVALS HAVE BEEN OBTAINED IN ACCORDANCE WITH CURRENT STATE LAW, BULLETINS, AND INTERPRETATIONS.
4. **AMENDMENT.** NO CHANGES, MODIFICATIONS, OR AMENDMENTS IN THE TERMS AND CONDITIONS OF THIS CONTRACT SHALL BE EFFECTIVE UNLESS REDUCED TO WRITING, NUMBERED AND SIGNED BY THE DULY AUTHORIZED REPRESENTATIVE OF THE STATE AND CONTRACTOR.
5. **TERMINATION/CANCELLATION/REJECTION:** THE STATE SPECIFICALLY RESERVES THE RIGHT UPON WRITTEN NOTICE TO IMMEDIATELY TERMINATE THE CONTRACT OR ANY PORTION THEREOF AT NO ADDITIONAL COST TO THE STATE, PROVIDING, IN THE OPINION OF ITS COMMISSIONER OF BUILDINGS AND GENERAL SERVICES, THE PRODUCTS SUPPLIED BY THE CONTRACTOR ARE NOT SATISFACTORY OR ARE NOT CONSISTENT WITH THE TERMS OF THIS CONTRACT. THE STATE ALSO SPECIFICALLY RESERVES THE RIGHT UPON WRITTEN NOTICE, AND AT NO ADDITIONAL COST TO THE STATE, TO IMMEDIATELY TERMINATE THE CONTRACT FOR CONVENIENCE AND/OR TO IMMEDIATELY REJECT OR CANCEL ANY ORDER FOR CONVENIENCE AT ANY TIME PRIOR TO SHIPPING NOTIFICATION.
6. **ATTACHMENTS:** THIS CONTRACT CONSISTS OF \_\_\_\_\_ PAGES INCLUDING THE FOLLOWING ATTACHMENTS WHICH ARE INCORPORATED HEREIN:
  - a. PAGES 1-X OF THIS DOCUMENT
  - b. ATTACHMENT C DATED 12/7/2023 (STANDARD CONTRACT PROVISIONS FOR CONTRACTS AND GRANTS)
  - c. “STATE OF VERMONT – FEDERAL TERMS SUPPLEMENT (NON-CONSTRUCTION)”
  - d. ATTACHMENT D - OTHER PROVISIONS
  - e. CONTRACTOR WARRANTY DOCUMENT(S)
  - f. ADDITIONAL ATTACHMENTS MAY BE LETTERED AS NECESSARY

7. **ORDER OF PRECEDENCE:** ANY AMBIGUITY, CONFLICT OR INCONSISTENCY BETWEEN THE DOCUMENTS COMPRISING THIS CONTRACT SHALL BE RESOLVED ACCORDING TO THE FOLLOWING ORDER OF PRECEDENCE:
  - a. PAGES 1-X OF THIS DOCUMENT
  - b. ATTACHMENT D (IF APPLICABLE)
  - c. ATTACHMENT C (STANDARD CONTRACT PROVISIONS FOR CONTRACTS AND GRANTS)
  - d. STATE OF VERMONT – FEDERAL TERMS SUPPLEMENT (NON-CONSTRUCTION)
  - e. CONTRACTOR WARRANTY DOCUMENT(S)
  - f. LIST OTHER ATTACHMENTS, IF ANY, IN ORDER OF PRECEDENCE
8. **PRICING:** CONTRACTOR SHALL PROVIDE ALL PRODUCTS F.O.B. DELIVERY TO THE ORDERING FACILITY AT NO ADDITIONAL COST TO THE STATE. NO REQUEST FOR EXTRA DELIVERY COST WILL BE HONORED. ALL EQUIPMENT SHALL BE DELIVERED ASSEMBLED, SERVICED, AND READY FOR IMMEDIATE USE, UNLESS OTHERWISE REQUESTED BY THE STATE. NO CHARGE FOR PACKING, SHIPPING, OR FOR ANY OTHER PURPOSE WILL BE ALLOWED OVER AND ABOVE THE PRICE QUOTED. PRICES QUOTED FOR PRINTING ARE TO INCLUDE PRINTING, BINDING, WRAPPING, AND PACKAGING.
9. **INVOICING:** CONTRACTOR SHALL SUBMIT INVOICES FOR THE PRODUCTS SOLD UNDER ITEMIZING ALL WORK PERFORMED DURING THE INVOICE PERIOD, INCLUDING THE DATES OF SERVICE, RATES OF PAY, HOURS OF WORK PERFORMED, AND ANY OTHER INFORMATION AND/OR DOCUMENTATION APPROPRIATE AND SUFFICIENT TO SUBSTANTIATE THE AMOUNT INVOICED FOR PAYMENT BY THE STATE. ALL INVOICES MUST INCLUDE THE CONTRACT # FOR THIS CONTRACT.
10. INVOICES SHALL BE SUBMITTED TO THE STATE AT THE FOLLOWING ADDRESS:  
\_\_\_\_\_
11. **PAYMENT TERMS:** ALL INVOICES ARE TO BE RENDERED BY THE CONTRACTOR ON THE VENDOR'S STANDARD BILLHEAD AND FORWARDED DIRECTLY TO THE INSTITUTION OR AGENCY ORDERING MATERIALS AND SHALL SPECIFY THE ADDRESS TO WHICH PAYMENTS WILL BE SENT. PERCENTAGE DISCOUNTS MAY BE OFFERED FOR PROMPT PAYMENTS OF INVOICES. PAYMENT TERMS ARE **NET 30** DAYS FROM THE DATE THE STATE RECEIVES AN ERROR-FREE INVOICE WITH ALL NECESSARY AND COMPLETE SUPPORTING DOCUMENTATION.
12. **DELIVERY:** DESTINATION FOR PRODUCT DELIVERY SHALL BE \_\_\_\_\_ [INSERT AGENCY ADDRESS]. RESPONSIBILITY FOR PRODUCT DELIVERY REMAINS WITH CONTRACTOR UNTIL THE PRODUCT IS PROPERLY DELIVERED AND SIGNED FOR. CONTRACTOR SHALL SECURELY AND PROPERLY PACK ALL SHIPMENTS IN ACCORDANCE WITH ACCEPTED COMMERCIAL PRACTICES. UPON DELIVERY, ALL PACKAGING AND CONTAINERS SHALL BECOME THE PROPERTY OF THE STATE, UNLESS OTHERWISE STATED. DELIVERED GOODS THAT DO NOT CONFORM TO THE SPECIFICATIONS OR ARE NOT IN GOOD CONDITION UPON RECEIPT SHALL BE REPLACED PROMPTLY BY THE CONTRACTOR.



13. **QUALITY:** ALL PRODUCTS WILL BE NEW AND UNUSED. ALL PRODUCTS PROVIDED BY THE CONTRACTOR MUST MEET ALL FEDERAL, STATE, AND LOCAL STANDARDS FOR QUALITY AND SAFETY REQUIREMENTS. PRODUCTS NOT MEETING THE REQUIREMENTS OF THIS SECTION WILL BE DEEMED UNACCEPTABLE AND RETURNED TO THE CONTRACTOR FOR CREDIT AT NO CHARGE TO THE STATE.
14. **DEFAULT:** IN CASE OF DEFAULT OF THE CONTRACTOR, THE STATE MAY PROCURE THE MATERIALS OR SUPPLIES FROM OTHER SOURCES AND HOLD THE CONTRACTOR RESPONSIBLE FOR ANY EXCESS COST OCCASIONED THEREBY, PROVIDED, THAT IF PUBLIC NECESSITY REQUIRES THE USE OF MATERIALS OR SUPPLIES NOT CONFORMING TO THE SPECIFICATIONS THEY MAY BE ACCEPTED AND PAYMENT THEREFORE SHALL BE MADE AT A PROPER REDUCTION IN PRICE.
15. **WARRANTY:** EACH PRODUCT PURCHASED HEREUNDER SHALL INCLUDE A MANUFACTURER'S WRITTEN WARRANTY, WHICH MUST BE BASED ON COMMERCIAL USE, AND EXTEND FOR A MINIMUM TERM OF ONE (1) YEAR FROM THE DATE A PRODUCT IS AVAILABLE FOR USE BY THE PURCHASER, OR SUCH LONGER PERIOD AS SET FORTH IN THE WRITTEN WARRANTY, A COPY OF WHICH IS ATTACHED TO THIS CONTRACT.
16. UNLESS OTHERWISE INDICATED IN A MANUFACTURER'S RETURN POLICY, UNOPENED PRODUCTS CAN BE RETURNED WITH NO RESTOCKING FEE UP TO 30 DAYS FROM THE DATE OF RECEIPT.
17. THE STATE PURCHASING CARD MAY BE USED FOR THE PAYMENT OF INVOICES. USE OF THE PURCHASING CARD REQUIRES ALL REQUIRED DOCUMENTATION APPLICABLE TO THE PURCHASE. THE PURCHASING CARD IS A PAYMENT MECHANISM, NOT A PROCUREMENT APPROACH AND, THEREFORE, DOES NOT RELIEVE STATE PURCHASERS FROM ADHERING TO ALL PROCUREMENT LAWS, REGULATIONS, POLICIES, PROCEDURES, AND BEST PRACTICES.

**ATTACHMENT C: STANDARD STATE PROVISIONS  
FOR CONTRACTS AND GRANTS  
REVISED DECEMBER 7, 2023**

**“Attachment C: Standard State Provisions for Contracts and Grants” (revision version dated December 7, 2023) constitutes part of this Agreement and is hereby incorporated by reference as if fully set forth herein and shall apply to the Contractor and to the purchase of all goods and/or services by the State under this Agreement. A copy of this document is available online at: <https://bgs.vermont.gov/purchasing-contracting/forms>.**