



BOROUGH OF MOUNTAIN LAKES

LISTED IN NATIONAL AND STATE REGISTERS OF HISTORIC PLACES

BOROUGH OF MOUNTAIN LAKES

Morris County New Jersey

Lease/Purchase of up to Two (2) Police Patrol Vehicles

Bid Receipt Date – August 18, 2017

Time – 11:00 AM

NOTICE TO BIDDERS

BOROUGH OF MOUNTAIN LAKES
COUNTY OF MORRIS,
STATE OF NEW JERSEY

NOTICE is hereby given that sealed bids will be received by the Borough Manager of the Borough of Mountain Lakes, State of New Jersey, located at 400 Boulevard, Mountain Lakes, New Jersey, on August 18, 2017 at 11:00 A.M. or as soon thereafter as the matter may be reached, for: Lease/Purchase of up to Two (2) Police Patrol Vehicles..

No bids shall be received other than at the time and place herein designated for their receipt, unless mailed to the Mountain Lakes Borough Manager for receipt at the designated time and place. Information to Bidders, Form of Proposal and Specifications may be examined and obtained at the office of the Mountain Lakes Borough Managers Office, 400 Boulevard, Mountain Lakes, New Jersey, during regular business hours.

Bidders are required to comply with the requirements of P.L. 1975, C127. (Affirmative Action Program, Equal Employment Opportunity).

Each bid shall be enclosed in a sealed envelope addressed to the Mountain Lakes Borough Manager, bearing the name of the bidder, upon which shall be designated:

BID - THE LEASE/PURCHASE OF UP TO TWO (2) POLICE PATROL VEHICLES

The Borough of Mountain Lakes reserves the right to reject any and all bids, to waive any informalities or to accept the bid which in the Borough's judgment shall be in the best interest of the citizens of the municipality.

Bids must be prepared and submitted in standard proposal form in the manner designated within the Information to Bidders.

By Order of the Borough Council of the Borough of Mountain Lakes.

BOROUGH OF MOUNTAIN LAKES

By: _____
Valerie Egan, RMC
Borough Clerk

INSTRUCTIONS TO BIDDERS

1. THE BID

The Borough of Mountain Lakes (from time to time hereinafter referred to as the Borough) is soliciting bid proposals from vendors for:

LEASE/PURCHASE of up to TWO (2) full size, new, unused 2017 or newer Dodge Charger Police Vehicles or equivalent, 8 cylinder, all-wheel drive, automatic transmission, full-size, 4-door sedan with appropriate warning lights and sirens to make the vehicle(s) functional for police patrol duty. The total value of each vehicle with all equipment installed is approximately \$55,000 (final price to be determined upon vehicle delivery).

2. CHANGES TO THE BID SPECIFICATIONS

Notice of revisions or addend to advertisements or bid documents relating to bids will, no later than five days, Saturdays, Sundays and holidays excepted, prior to the date for acceptance of bids, be published in the legal newspaper of the Borough of Mountain Lakes.

3. BID OPENING

All bid proposals will be publicly opened and read by the Mountain Lakes Borough Manager at Mountain Lakes Borough Hall, Council Chambers, 400 Boulevard, Mountain Lakes, New Jersey, at 11:00 A.M. or as soon thereafter as the matter may be reached, no later than August 18, 2017. All bid proposals will be date and time stamped upon receipt. Bidder is solely responsible for the timely delivery of the bid proposal and no bids shall be considered which are presented after the public call for receiving bids. Any Bid Proposal received after the date and time specified will be returned, unopened, to the bidder.

4. SUBMISSION OF BIDS

- A. Sealed bids will be received by the designated representative at the time and place stated in the Notice to Bidders and at such time and place will be publically opened and read aloud. No bid proposal will be accepted past the date and time specified by the Borough in the advertisement for bids.
- B. The bid proposal form shall be submitted (1) in a sealed envelope; (2) addressed to Richard J. Sheola, Borough Manager, Borough of Mountain Lakes, Mountain Lakes Borough Hall, 400 Boulevard, Mountain Lakes, New Jersey (3) bearing the name and address of the bidder written on the face of the envelope; and (4) clearly marked **“LEASE/PURCHASE OF UP TO TWO (2) POLICE PATROL VEHICLES”**.
- C. It is the bidder’s responsibility to see that bids are presented to the Borough on the hour stated at the place designated. Bids may be hand delivered or mailed; however, the

Borough disclaims any responsibility for bids forwarded by regular or overnight mail. Bids received after the designated time and date will be returned unopened.

- D. Sealed bids forwarded to the Borough before the time of the opening of the bids may be withdrawn upon written application of the bidder who shall be required to produce evidence showing that the individual is or represents the principal or principals involved in the bid. Once bids have been opened, they must remain firm for a period of sixty (60) calendar days.
- E. All prices and amounts must be written in ink or preferably typewritten. Bids containing any conditions, omissions, unexplained erasures or alterations, items not called for in the bid proposal form, attachment of additive information not required by the specifications, or irregularities of any kind may be rejected by the Borough. Any changes, white outs, strikeouts, etc. on the proposal page must be initialed in ink by the person responsible for signing the bid.
- F. Each bid proposal form must give the full business address of the bidder and be signed by an authorized representative. Bids by partnerships must be signed in the partnership name by one of the members of the partnership or by an authorized representative, followed by the signature and designation of the person signing. Bids by corporations must be signed in the legal name of the corporation, followed by the name of the State in which incorporated and must contain the signature and designation of the president, secretary or other person authorized to bind the corporation in the matter. When requested, satisfactory evidence of the authority of the officer signing shall be furnished.
- G. Each document in the bid proposal must be properly completed in accordance with New Jersey law. No bidder shall submit the requested information on any form other than those provided in these bid specifications.
- H. Any Bid Proposal that does not comply with the requirements of the bid specifications shall be rejected as non-responsive.

5. DEFINITIONS

“Bid proposal” means all documents, proposal forms, affidavits, certificates, statements required to be submitted by the bidder at the time of the bid opening.

“Bid specifications” means all documents requesting bid proposals for this project.

“Contract” means the written agreement executed by and between the successful bidder and the governing body shall include the bid proposal, and the bid specifications and the lease.

“Contracting unit” means a municipality or any board, commission, committee, authority or agency, and which has administrative jurisdiction over any district other than a school district, project or facility, included or operating in whole or in part, within the territorial boundaries of any county of municipality which exercise functions where are appropriate for the exercise by one or more units of local government, and which has statutory power to make purchases and enter into contracts or agreements for the performance of any work of the furnishing or hiring of any materials or supplies usually required, the costs or contract price of which is to be paid with or out of public funds.

“Lessee” or “Successful Bidder” means the individual or entity to whom award of the contract shall be made.

“Governing body” means the governing body of the municipality, when the contract or agreement is to be entered into by, or on behalf of a, municipality as further defined at N.J.S.A. 40A:11-2. Specifically herein, the governing body is the Mayor and Council of the Borough of Mountain Lakes.

“Proposal forms” mean those forms that must be used by all bidders to set forth the prices for services to be provided under the contract.

6. BID DOCUMENTS AND SUBMISSIONS

Each bid shall be made on the prescribed official bid forms and must be accompanied by the items specified in the Bid Checklist. Failure to provide these items will be a cause for rejecting a bid.

7. EXCEPTIONS TO THE BID SPECIFICATIONS

Any conditions, limitations, provisos, amendments, or other changes attached or added by the bidder to any of the provisions of these Bid Specifications or any changes made by the bidder on the Proposal forms shall be considered if determined to be in the best interest of the Borough of Mountain Lakes.

8. COMPLIANCE

The bidder shall be familiar with and comply with all applicable local, state and federal laws and regulations in the submission of the Bid Proposal and, if the bidder is awarded the contract, in the performance of the contract.

9. CONFLICT OF INTEREST AND NON-COLLUSION

Each bidder must execute and submit as part of the Bid Proposal a “Non-Collusion Affidavit” which at a minimum shall attest that:

A. The bidder has not entered into any agreement or participated in any collusion with any other person, corporate entity or government entity, or competitive bidding either alone or with any other person, corporate entity or government entity, or competitive bidding either alone or with any other person, corporate entity or government entity in connection with the above named project.

B. All statements made in the bid proposal are true and correct and made with the full knowledge that the contracting unit relies upon the truth of those statements in awarding the contract.

10. NO ASSIGNMENTS OF BID

The bidder may not assign, sell, transfer or otherwise dispose of the Bid or any portion thereof or any right or interest therein. This section is not intended to limit the ability of the successful bidder to assign or otherwise dispose of its duties and obligations under the contract provided that the Borough of Mountain Lakes agrees to the assignment or other disposition.

11. AWARD OF CONTRACT

A. The governing body of Mountain Lakes shall award the contract or reject all bids within the time specified in the invitation to bid, but in no case more than 60 days, except that the bids of any bidders who consent thereto may, at the request of the contracting unit, be held for consideration for such longer period as may be agreed. All bidders will be notified of the governing body's decision, in writing, by certified mail.

B. The contract will be awarded to the bidder who submits a bid price that is the lowest responsible bid.

C. The Governing Body of Mountain Lakes reserves the right to reject any bid not prepared and submitted in accordance with the provisions thereof, and to reject any or all bids. In the event that the governing body rejects all bids, the Borough shall publish a notice of rebid no later than ten days, Saturdays, Sundays and holidays excepted, prior to the date for acceptance of bids.

12. NOTICE OF AWARD AND EXECUTION OF CONTRACT

No later than fourteen calendar days of the award of the contract, the Borough shall notify the successful bidder in writing, at the address set forth in the Bid Proposal, and such notice shall specify the place and time for delivery of the executed contract. Failure to deliver the aforementioned document as specified in the notice of award shall be cause for the Borough to declare the vendor non-responsive and to award the contract to the next lowest bidder.

13. RESPONSIBLE BIDDER

The Borough shall determine whether a bidder is “responsible” in accordance with N.J.S.A. 40A:11-6.1. The Bid Proposal of any bidder that is deemed not to be “responsible” shall be rejected.

14. ERRORS IN PRICE CALCULATION

Any discrepancy between a numerical price and a price written in words shall be resolved in favor of the price as written in words. Any discrepancy between the unit price multiplied by the quantity and a corresponding total price figure set forth in the Proposal Form(s) shall be resolved in favor of a total price reached by multiplying the unit price by the quantity. The corrected total shall be used to determine the award of the contract. After all Bid Proposals have been read, the bids will be tabulated and adjusted, if necessary, in accordance with this paragraph. If any mathematical corrections must be made on any bid proposal, then the governing body of Mountain Lakes may not award a contract until all tabulations are complete.

15. BID SECURITY

Not applicable.

16. FAILURE TO ENTER INTO LEASE

Should the successful bidder fail to execute and deliver the Contract and/or Lease as required herein within 45 days (subject to reasonable extensions of time with the consent of the Borough) after the award of the bid, the Borough may declare the bid forfeited.

17. RIGHT TO REJECT BIDS

The Borough reserves the right to reject any and all bids or parts thereof and to waive any informality, if deemed to be in the best interest of the Borough.

18. FORM OF LEASE

The Borough and the lowest successful bidder shall enter into a lease agreement to be reviewed by Borough Attorney.

19. TERM OF LEASE

The term of lease is indicated on the Bid Form and shall be either three (3) or four (4) years as determined by the Borough of Mountain Lakes.

20. PAYMENT PROCEDURE

Payment of annual lease amounts shall be made in monthly installments via automatic check.

21. ESCROW ACCOUNT

An escrow account will be established in order to pay vendors as the vehicle(s) or parts are delivered or installed. The Borough will notify the lender when payments are necessary and verify the amount to the lender.

24. PAYMENT SCHEDULE

The first payment will not be due until 90 days has lapsed from the receipt of the vehicle.

SPECIFICATIONS

These specifications, Notice to Bidders, noncollusion affidavit, disclosure statement, affirmative action statement, and form of proposal shall be all included in and be part of any contract entered into between the Mountain Lakes Borough Council and the successful bidder.

The Borough is soliciting bids for the lease of up to two (2) police patrol vehicles with a total price of approximately \$55,000 each (final price to be determined upon vehicle delivery).

BID PAGE

The undersigned hereby declares that they have carefully examined the requirements of the specifications contained herein, and propose to furnish to the Borough of Mountain Lakes the lease for the listed equipment.

LEASE/PURCHASE FOR ONE (1) LAW ENFORCEMENT VEHICLE

36 MONTHS WITH MONTHLY PAYMENT: \$ _____ PRICE PER MONTH

TOTAL ANNUAL PAYMENTS: \$ _____ plus \$1.00 buy-out__

(In Words)

INTEREST RATE _____

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LEASE/PURCHASE FOR TWO (2) LAW ENFORCEMENT VEHICLES

36 MONTHS WITH MONTHLY PAYMENT: \$ \_\_\_\_\_ PRICE PER MONTH

TOTAL ANNUAL PAYMENTS: \$ \_\_\_\_\_ plus \$1.00 buy-out\_\_

\_\_\_\_\_  
(In Words)

INTEREST RATE \_\_\_\_\_

~~~~~

LEASE/PURCHASE FOR ONE (1) LAW ENFORCEMENT VEHICLE

48 MONTHS WITH MONTHLY PAYMENT: \$ _____ PRICE PER MONTH

TOTAL ANNUAL PAYMENTS: \$ _____ plus \$1.00 buy-out__

(In Words)

INTEREST RATE _____

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LEASE/PURCHASE FOR TWO (2) LAW ENFORCEMENT VEHICLES

48 MONTHS WITH MONTHLY PAYMENT: \$ \_\_\_\_\_ PRICE PER MONTH

TOTAL ANNUAL PAYMENTS: \$ \_\_\_\_\_ plus \$1.00 buy-out\_\_

\_\_\_\_\_  
(In Words)

INTEREST RATE \_\_\_\_\_

**Bid award for this project will be determined by the lowest net interest rate.**

**Pursuant to N.J.S.A 40A:11-15 AND 18A: 18A-42, Lease agreement is authorized subject to availability and appropriation annually of sufficient funds as may be required to meet the extended obligation. If availability and appropriation annually of sufficient funds are not available, Lease may be cancelled, vehicle returned and with no penalty to the Borough of Mountain Lakes.**

SIGNED: \_\_\_\_\_

BIDDER: \_\_\_\_\_

TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

The undersigned, if other than an individual, is a partnership or corporation organized and existing under the laws of the State of New Jersey having its principal office at the place designated beneath the signature of its duly authorized officers or representative, and is authorized to do business in the State of New Jersey.

The undersigned further agrees that this proposal shall remain irrevocable for a period of sixty (60) days from date of bid opening set forth in the Advertisement for Bids.

IN WITNESS WHEREOF, the undersigned has caused this Proposal to be executed as of

\_\_\_\_\_

**This portion completed if the bidder is an Individual:**

\_\_\_\_\_  
(Signature and Title of Authorized  
Representative of Bidder)

\_\_\_\_\_  
Notary

**This portion completed if the bidder is a Partnership or Limited Liability Company:**

\_\_\_\_\_  
(Name of Partnership or Limited  
Liability Company)

BY: \_\_\_\_\_ (Seal)  
(Partner or Member)

BY: \_\_\_\_\_ (Seal)  
(Partner or Member)

Business address: \_\_\_\_\_

**This portion completed if the bidder is a Corporation:**

Name of Corporation:

ATTEST:

BY:

BY: \_\_\_\_\_

**AFFIX CORPORATE SEAL**

If the bidder is a corporation, the Secretary of said corporation must also complete the following portion:

I hereby certify that I am the Secretary of the above corporation and that the foregoing proposal was authorized by the Board of Directors and the person who signed the said proposal and the questionnaire was duly authorized and empowered to do so by the Board of Directors.

\_\_\_\_\_  
Secretary

NONCOLLUSION AFFIDAVIT  
STATE OF NEW JERSEY  
COUNTY OF \_\_\_\_\_ :

**Project - LEASE OF UP TO TWO (2) POLICE PATROL VEHICLES**

I, \_\_\_\_\_, of the (City, Town, Borough)  
of \_\_\_\_\_, in the County of \_\_\_\_\_ and the  
State of \_\_\_\_\_, of full age, being duly sworn according to law on my oath,  
depose and say that:

I am \_\_\_\_\_ of the Firm/Organization of  
\_\_\_\_\_, the bidder making the proposal for the above named project, and that  
I executed the said proposal with full authority so to do; that said bidder has not, directly or  
indirectly, entered into any agreement, participated in any collusion, or otherwise taken any  
action in restraint of free, competitive bidding in connection with the above named project; and  
that all statements contained in said proposal and in this affidavit are true and correct, and made  
with full knowledge that the Borough relies upon the truth of the statements contained in said  
proposal and in the statements contained in this affidavit in awarding the contract for the said  
project.

I further warrant that no person or agent has been employed or retained to solicit or secure  
such contract upon an agreement or understanding for a commission percentage, brokerage, or  
contingent fee, except bona fide established commercial or selling agencies maintained by  
\_\_\_\_\_

Signed: \_\_\_\_\_

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

Address:

Subscribed and sworn to before me this day of  
Notary Public of

My Commission expires \_\_\_\_\_

(also type or print name of  
affiliate under signature)

STOCKHOLDERS OR PARTNERSHIP DISCLOSURE STATEMENT

Pursuant to P.L. 1977, Chapter 33, every corporation, Limited Liability Company (“LLC”) and/or partnership submitting a bid, shall prior to the receipt of the bid by the Borough, or accompanying said bid, submit a statement setting forth the names and addresses of all stockholders in the corporation, members of the LLC, or partners in the partnership, who own 10% or more of its stock, or any class, or of all individual partners in the partnership or members of the LLC who own a 10% or greater interest therein, as the case may be.

If one or more of such stockholders, or partners, is itself a corporation, or partnership, the stockholders holding 10% or more of that corporations stock, or the individual partners owing 10% or greater interest in that partnership, as the case may be, shall also be listed.

This disclosure shall be continued until the names and addresses of every noncorporate stockholder and individual partner, exceeding the 10% ownership criteria established by this notice, shall have been listed. (Attach additional sheets if necessary.)

Address:

Address:

Address:

ATTACH ADDITIONAL SHEETS IF NECESSARY

Firm Name:

Federal ID number of firm:

I hereby certify that the information given above is true and correct as of \_\_\_\_\_

Name and Title  
(Partner or corporate officer to sign)