



Invitation for Bid 2014 Type I Ambulance

IFB# 2014-01

Invitation for Bid Issued:	March 21, 2014
Closing Date:	April 14, 2014
Closing Time:	4:00 PM Eastern Time

Issuing Department:

City of Franklin, Virginia
Finance Department
207 West 2nd Ave.
P. O. Box 179
Franklin, Virginia 23851

**Technical Inquiries
On Specifications:**

Mark Carr, Deputy Chief of Emergency Services
(757) 562-8581

Procurement Inquiries:

Melissa D. Rollins, Finance Director
(757) 562-8535

The City of Franklin is requesting proposals from qualified firms for design, manufacture, and delivery of a Type I Ambulance in accordance with the specifications hereto:

All proposals must be addressed to the Issuing Department listed above. Any proposals turned in after the date and time listed will be rejected and returned unopened. Proposals sent via facsimile or email will not be considered.

INVITATION TO BID

City of Franklin
ISSUING OFFICE:

DATE: March 10, 2014

DIRECTOR OF FINANCE
P.O. BOX 179
FRANKLIN, VIRGINIA 23851
(757) 562-8535

Attention Of Bidders Is Directed To
Section 11-72 To 11-80 Code Of
Virginia
[Ethics In Public Contracting]

BID ITEM NO. 2014-01
CLOSING DATE April 14, 2014
CLOSING TIME 4:00 P.M.
PROCUREMENT OFFICER Melissa Rollins

PLEASE FILL IN COMPANY NAME & ADDRESS IN THE SPACES PROVIDED:

RETURN THIS COPY

THIS IS NOT AN ORDER

<p>Bidder Information: Name: _____ Address: _____ _____</p>
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THE CITY OF FRANKLIN RESERVES THE RIGHT TO ACCEPT OR REJECT ANY OR ALL BIDS IN WHOLE OR IN PART AND TO WAIVE ANY INFORMALITIES IN THE BID PROCESS AND RESERVES THE RIGHT TO ENTER INTO ANY CONTRACT DEEMED TO BE IN ITS BEST INTEREST. THE SPECIFICATIONS IN THIS BID ARE INTENDED AS A QUALITY INDICATOR AND GUIDE FOR YOUR BIDDING AND UNLESS OTHERWISE STATED, THE CITY WILL CONSIDER ALTERNATE BIDS OF EQUAL OR BETTER QUALITY, WHICH SHALL BE ACCOMPANIED BY DESCRIPTIVE LITERATURE. THE ENTIRE CONTENTS OF THIS INVITATION TO BID, ANY ADDENDA, AND BIDDER'S RESPONSE SHALL BE INCORPORATED INTO ANY RESULTING CONTRACT.

QUANTITY	UNIT	DESCRIPTION, MANUFACTURER, PART NUMBER	NET UNIT PRICE	NET TOTAL PRICE
1	Each	Automotive Unit, Type I Ambulance, Vehicle shall meet current KKK, NFPA or equivalent specifications Vehicle shall meet current Virginia Office of Emergency Medical Services regulatory requirements, including gross weight requirements and shall pass a Virginia DMV State Inspection per Instructions, Terms & Conditions, and Specifications.		

ACKNOWLEDGE RECEIPT OF ADDENDUM: #1_____ #2_____ #3_____ #4_____
(Please Initial)

In compliance with this bid, and to all the conditions imposed herein, the undersigned agrees to execute any contract as a result of this bid. The following section shall be signed by an agent authorized to bind the bidder/company. Failure to execute this portion may result in bid rejection.

SHIPPING TERMS: ALL PRICES QUOTED F.O.B. FRANKLIN, VIRGINIA

SHIPPING CHARGES SHALL BE PREPAID AND ALLOWED WITH ON GROUND CITY GARAGE DELIVERY.

PAYMENT TERMS	DELIVERY TIME:	DATE:
AUTHORIZED AGENT:		
SIGNATURE	TYPE OR PRINT	TELEPHONE #

ANTICOLLUSION / NONDISCRIMINATION / DRUG FREE WORKPLACE CLAUSES

Anti-collusion clause:

In the preparation and submission of this bid, said bidder did not either directly or indirectly enter into any combination or arrangement with any person, firm or corporation, or enter into any agreement, participate in any collusion, or otherwise take any action in the restraint of free, competitive bidding in violation of the Sherman Act (15 u.s.c. section 1), sections 59.1-9.1 through 59.1-9.17 or sections 59.1-68.6 through 59.1-68.8 of the Code of Virginia.

The undersigned bidder hereby certifies that this agreement, or any claims resulting there from, is not the result of, or affected by, any act of collusion with, or any act of, another person or persons, firm or corporation engaged in the same line of business or commerce; and, that no person acting for, or employed by, the City of Franklin has an interest in, or is concerned with, this bid; and, that no person or persons, firm or corporation other than the undersigned, have, or are, interested in this bid.

Drug free Workplace:

During the performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free work place; and (iv) include the provisions of the foregoing sections i, ii, and iii in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor of vendor.

Nondiscrimination Clause:

1. Employment discrimination by bidder shall be prohibited.
2. During the performance of this contract, the successful bidder shall agree as follows:
 - a. the bidder, will not discriminate against any employee or applicant for employment because of race, religion, sex, age, national origin, or handicap, except where religion, sex, age, national origin or handicap is a bona fide occupational qualification reasonably necessary to the normal operation of the bidder. The bidder agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
 - a. the bidder, in all solicitations or advertisements for employees placed on behalf of the bidder, will state that such bidder is an equal opportunity employer.
 - b. advertisements, notices, and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.

Vendor Name & Address	Date:
	Print Name:
Telephone Number: (____)	Signature:
Email Address:	Title

The entire contents of this Invitation to Bid, any addenda, and Bidder's accepted Bid response shall be incorporated into any resulting contract.

I. INSTRUCTIONS TO BIDDERS

A. Issuing Office:

Whenever used in this Invitation to Bid, Issuing Office shall be:
Finance Department
207 W. Second Ave
P. O. Box 179
Franklin, VA 23851

B. Bidder Obligation:

Bidder shall carefully examine the terms and conditions set forth in this Invitation to Bid and any subsequent addenda. Failure to do so shall not relieve a bidder of an obligation to furnish the goods and/or services specified in this Invitation to Bid and its addenda.

Bidder shall check with the Issuing Office within forty-eight (48) hours prior to closing to secure any addenda affecting bidding.

C. Bid Binding Period:

Bidder agrees that this bid shall be binding and shall not be withdrawn for a period of ninety-(90) calendar days after the Closing Date of this Invitation to Bid.

D. Changes or Modifications:

Changes or modifications to this Invitation to Bid made prior to the date and time of closing shall be addressed by addenda from the issuing Office. Acknowledge receipt of addenda in the space provided on the cover page of this Invitation to Bid. Oral modifications shall not form a part of the Bid documents. Bidders who attach or submit bids on their own company forms or who incorporate their standard conditions of sale into their Bid response may be considered non-responsive.

E. Closing Date and Time:

Bidders shall ensure their Bid response is time stamped by the issuing Office no later than the Closing Date and Time shown on the cover page of this Invitation to Bid. Bids received after the specified date and time (time stamped **4:01 P.M. or later**) shall not be considered and will be returned unopened to Bidder.

F. Proprietary Information:

Bidders are advised that Section § 2.2-4342, of the Code of Virginia -i.e. the Virginia Public Procurement Act -shall govern public inspection of all records submitted. Bidder shall submit proprietary information under separate cover, such information, which City reserves the right to submit to the City Attorney for concurrence of Bidder's claim, that it is in fact proprietary. References may be made within the body of the bid to proprietary information; however, all information contained within the body of the bid not under separate cover and labeled proprietary shall be public information in accordance with State statutes.

G. Anti-collusion/Nondiscrimination/Drug Free Workplace Form:

Bidder shall execute and return the Anti-collusion/Nondiscrimination/Drug Free Workplace form on Page 3 of this Invitation to Bid. The City shall report any perceived incidence of price fixing or antitrust violation to the State Attorney General.

H. Submittals:

1. Each Bid submission shall be submitted to the Issuing Office and shall include the following documents:

- a) The cover page of this Invitation to Bid, which shall contain:
 - (1) Total Bid price
 - (2) Original signature of an agent authorized to bind the company
 - (3) Delivery time
 - (4) Payment terms
 - (5) Acknowledgment of any addenda on page one (1).
 - b) Bidder's Proposed Specification Sheet
 - c) Current Manufacturer's Published Literature
 - d) References
 - e) Bid pricing page
 - f) Completed and signed anti-collusion/nondiscrimination/drug-free workplace clauses
 - g) Service performance submittals as detailed in Section I.X
 - h) Information on Transmission Forced Neutral System
2. Submit **three (3) copies** of your Bid. At least one copy of the Bid shall contain the original signature of the contracting authority.
 3. Submit Bids in a sealed envelope or package, label the outside of your envelope or package with the Bid Item No., Closing Date and Time, and your name and address. Bids received by telephone, telegraph, facsimile, or any other means of electronic transfer shall not be accepted.

I. Award:

Award shall be made to the lowest responsible and responsive Bidder. A responsible Bidder shall mean a person who has the capability, in all respects, to perform fully the contract requirements and the moral and business integrity and reliability which will ensure good faith performance, and who has been pre-qualified, if required. A responsive Bidder shall mean a person who has submitted a Bid, which conforms in all material respects to this Invitation to Bid.

I. Bid Questions/Changes:

Questions will be answered regarding this Invitation to Bid and the Issuing Office via addenda will formally address any changes affecting responses to this Invitation to Bid. Please direct all questions to the appropriate City Representative indicated below:

Technical Questions : Deputy Chief Mark Carr
757-562-8581 or mcarr@franklinva.com

Procurement Questions: ,Melissa Rollins, Director of Finance
757-562-8535 or mrollins@franklinva.com
757-562-8536

K. References:

Bidder shall submit with the Bid package a minimum of three (3) references from municipal agencies, for which Bidder has provided emergency medical vehicles or ambulance of the type offered in this Invitation to Bid.

L. Demonstration:

Prior to the contract award, the City may require a complete demonstration at no cost to the City. Upon notice from the Issuing Office, such demonstration shall be completed within FOURTEEN (14) days, at a location acceptable to the City.

M. Delivery:

1. Delivery time stated by Bidder shall include pre-delivery inspection and state inspection.
2. Equipment: All equipment shall be delivered on ground, fully assembled and ready for operation, to the City of Franklin's City Garage located on 1050 Pretlow Street.
3. Vehicles: All vehicles shall be delivered on ground at the City Garage. The successful bidder shall include five (5) Keys for each vehicle delivered. The City shall not be responsible for unloading, assisting in unloading or assembly of any equipment. Successful bidder shall provide delivery of requested vehicles listed herein within one hundred eighty (180) calendar days, including pre-delivery inspection and state inspection, after bid award. Time is of the essence in any contract resulting from this Invitation to Bid. The Bidder expressly acknowledges that in the performance of its obligations, the City is relying on timely performance.

N. Liquidated Damages:

Bidder shall take full responsibility for the delivery of supplies, services, materials or equipment as described in the contract. In the event such supplies, services, materials or equipment specified are not delivered on or before the specified date or are not of the character, quality, and quantity specified, the City reserves the right to assess a liquidated damage in the amount of \$150.00 per calendar day, per truck beyond the specified time; except in the event the delay is caused by City or other conditions beyond Bidder's control, as approved by the City.

O. Termination With Cause/Default/Cancellation:

1. In the event that the Vendor shall for any reason or through any cause be in default of the terms of the contract, including delivery, the City may give the Vendor written notice of such default by certified mail return receipt requested.
2. The City reserves the right to immediately cancel and terminate the contract as a result of default of the terms of the contract, including delivery, in lieu of assessing liquidated damages.

P. Acceptance of Vehicles/Equipment:

Invoicing period shall commence from the date the City accepts vehicles/equipment, as evidenced by City's records rather than commencing on the date vehicles/equipment are delivered from vendor.

Q. Title:

Successful Bidder shall title and show the purchaser on all MSO's as required by each cooperative agency. The City of Franklin shall be: City of Franklin, Finance Department, 207 W. Second Ave., Franklin, VA 23851, (757) 562-8535.

R. Manufacturer/Model:

Unless otherwise specified, Bidder shall bid on the manufacturer's current production year and/or most current model of the vehicle/equipment being bid.

S. Vehicle Type:

All components shall be the standard or optional equipment specifically advertised and installed for the vehicle the bidder proposes to furnish. The sole source of information in determining whether or not any equipment is specifically, advertised for the vehicle being offered shall be the manufacturer's published literature. However, should the manufacturer not offer a City requirement as either standard or optional, Bidder and/or manufacturer may provide said requirement by means, which will meet the intent of the specifications.

T. Warranty:

Manufacturer's standard warranty shall be acceptable and the warranty period shall commence when vehicles are actually placed into service, as evidenced by City's records rather than commencing on delivery. Any additional warranty information and pricing shall be outlined and included with the bid package.

U. Future Purchases:

The City of Franklin Virginia shall reserve the right to purchase additional units from any resulting contract, until manufacturer build-out, and/or during a period of twelve (12) months from issuance of the purchase order, whichever occurs first. This purchase option shall be exercised only with the mutual agreement of the vendor and the City.

V. Specifications:

Specifications used herein are to be considered a quality indicator and acceptance will be based on Bidder's compliance with the intent of the specifications. Deviations and/or exceptions taken to the specifications herein may be considered if they are deemed to meet the intent of the solicitation. The use of brand names herein shall not preclude Bidder from offering alternates or substitutes for this Invitation to Bid.

W. Public Notice of Award or Decision to Award:

Posting the appropriate notice on the "bid board" located in Franklin City Hall shall provide public notice of the award or announcement of the decision to award.

X. Service:

Service will be a factor in evaluating this bid. Response to warranty or maintenance/repairs shall be within a twenty-four (24) hour period, excluding weekends and holidays. Please describe in detail how this will be accomplished, i.e. mobile service, local facilities, etc.

II. TERMS AND CONDITIONS.

A. Compliance With All Laws:

Offeror shall comply with all federal, state and local statutes, ordinances, and regulations now in effect or hereafter adopted, in the performance of this Contract. Offeror represents that it possesses all necessary licenses and permits required to conduct its business and will acquire any additional licenses and permits necessary for performance of this Contract. If the Offeror is a corporation, partnership, or limited liability company, Offeror further expressly represents that it is a corporation, partnership, or limited liability company in good standing in the Commonwealth of Virginia and will remain in good standing throughout the term of the contract and any extensions.

B. Applicable Law:

This Contract shall be deemed to be a Virginia contract and shall be governed as to all matters whether of validity, interpretations, obligations, performance, or otherwise exclusively by the laws of the Commonwealth of Virginia, and all questions arising with respect thereto shall be determined in accordance with such laws. Regardless of where actually delivered and accepted, this Contract shall be deemed to have been delivered and accepted by the parties in the Commonwealth of Virginia.

C. Venue:

Any and all suits for any claims or for any and every breach or dispute arising out of this

contract shall be maintained in the appropriate court of competent jurisdiction in the Southampton County, Virginia.

D. Tax Requirements:

Successful Bidder shall meet all City of Franklin business license, personal property, real estate and other applicable tax requirements.

E. Hold Harmless/indemnification:

Bidder shall assume the entire responsibility and liability for any and all damages to persons or property caused by or resulting from or arising out of any act or omission on the part of Bidder, its subcontractors, agents or employees under or in connection with this contract or the performance or failure to perform any work required by this contract. Bidder shall save harmless and indemnify City and its agents, volunteers, servants, employees and officers from and against any and all claims, losses or expenses, including reasonable attorney's fees and litigation expenses suffered by any indemnified party or entity as the result of claims or suits due to, arising out of or in connection with (a) Any and all such damages, real or alleged, (b) the violation of any law applicable to this contract, and (c) the performance of the work by Bidder or those for whom Bidder is legally liable. Upon written demand by the City, Bidder shall assume and defend at Bidder's sole expense any and all such suits or defense of claims made against the City, its agents, volunteers, servants, employees or officials.

F. Payment Terms:

Payment terms offering a "prompt payment discount" of 20 days or greater will be considered in the evaluation of bids. All other payment terms shall be Net 30 days or greater. Payment terms not specified by Bidder shall be Net 45 days.

F. Commercial Warranty:

Bidder agrees that the products and services furnished under any award resulting from this solicitation shall be covered by the most favorable commercial warranties the Bidder gives any customer for such products or services.

G. Non-Assignment:

Bidder shall not assign its rights and duties under this contract without the prior written consent of the Purchasing Agent.

III. SPECIFICATIONS: (RETURN WITH PROPOSAL)

A. General Requirements:

Bidders shall furnish the City of Franklin with one (1) Type I ambulance. The vehicle shall meet the following: Circle "Y" if the same or explain the difference.

Vehicle Specifications		Explain any Difference
< Ford F-450 4wd Module 170"L X 96"W X 93"T (w/ Liquid Spring Suspension)	Y	
<<<Ford 2014 F-450 chassis with Diesel Engine	Y	
<<<Battery access to be under hood and easy for maintenance and inspection	Y	
<<<AM/FM/Auxiliary port radio with weather band	Y	
<<<Opening with locking door between cab and module	Y	
<<<Vehicle meets current KKK, NFPA or equivalent specifications	Y	
<<<Vehicle meets current Virginia Office of Emergency Medical Services regulatory requirements, including gross weight requirements	Y	
<<<Valid Virginia State Inspection	Y	
MODULE EXTERIOR		
<<<Two tone paint white over red to match units in service currently at Franklin Fire and Rescue	Y	
<<<LED lighting with no light bar on front or rear (6 or 7 recessed individual lights)	Y	
<<<Module/Box 170"L X 96"W X 93"T minimum	Y	
<<<Back up camera with monitor/screen in cab	Y	
<<<Power locking compartment controlled by cab on all exterior doors/compartments	Y	
<<<Exterior hidden toggle switch for unlocking doors in grill	Y	
<<<NFPA reflective stripping on rear of module	Y	
EXTERIOR COMPARTMENTS-diamond plate all		
<<<Driver side 1 st comp. (Oxygen Comp) 25"W X 21"D X 83"T with one partition top to bottom	Y	
<<<Driver side 2 nd Comp 45"W X 21"D X 32"T with one partition and one shelf on one side	Y	

<<<Driver side 3 rd comp 43"W X 21"D X 69"T with shelf 24" from top (Shelf will be slide out and tilt) track type mounting for two SCBA brackets in lower portion on back wall	Y	
<<<Pass side 1 st 26"W X 26"D X 69 ½"T with 3 shelves accessible to interior and bottom area only accessible to exterior (interior access will be a roll up door)(ext middle shelf will be slide out and tilt)	Y	
<<<Pass side 2 nd comp 17"W X 21"D X 30"T	Y	
<<<Pass side 3 rd Comp 22"W X 21"D X 83"T with one partition and one shelf on one side	Y	
<<<Rear under floor storage for stair chair 38"W X 21"D X 11"T (fully enclosed)	Y	
INTERIOR COMPARTMENTS-All compt. /cabinets will have sliding doors and lift up framing to allow easy access when loading		
<<<Flooring with grip/traction comparable to sand grit	Y	
<<<Walls will be smooth not textured finish.	Y	
<<<Captains seat on driver side with integrated child passenger safety seat	Y	
<<<Locking temperature controlled cabinet over and behind captain seat 26"W X 20"D X 20"T (Cabinet may be temperature controlled or entire box may be temperature controlled)	Y	
<<<Pass. Side Over bench seat compt. 69"W X 8 ½ "D X 13 ½ "T	Y	
<<<Fold down countertop 20"W X 17"D capable of supporting up to 25lbs	Y	
<<<Pass. Side under bench seat storage 56"W X 22"D X 10"T	Y	
<<<Curb side door access to Oxygen storage under bench seat 6"W X 6"T X 30"D (door to open upwards) (this compt. would be accessible from the step area of the curbside door)	Y	
<<<Driver side upper compt. 48"W X 20"D X 19" T with shelf in middle and partition in middle	Y	
<<<Countertop with clearance between upper compt. and lower drawer minimum height 20"	Y	
<<<Slide out drawer under countertop for reports 16"W X 19 ½"D X 5"T	Y	
<<<Under "CPR Seat" storage 24"W X 22"D X 10"T approximately	Y	
<<<Over "CPR Seat" cabinet 23"W X 7"D X 11 ½"T	Y	
<<<Driver side cabinet 46"W X 22"D X 15 ½"T	Y	

<<<Minimum of 3 Oxygen ports (1 over stretcher, 1 on driver side and 1 on pass side)	Y	
<<<Minimum of 2 110V Electric outlet (1 by captain chair and 1 on rear side "CPR Seat")	Y	
<<<Glove holders on curbside door	Y	
<<<Timer for interior lighting to cut on and automatically shut off (without having ignition on)	Y	
<<<Digital clock mounted on the interior over back doors	Y	

Options:	Pricing
Bariatric Lift for Stryker Cot, 750# rating	
Manufacturer plant vehicle inspection visits	
Automatic snow chains	

B. Specific Requirements:

1. Manufacturer:
 - a) All equipment and repair parts proposed under the specifications herein shall be the manufacturer's latest production model and shall include all of its latest changes, approved and incorporated field designs, and implemented changes at time of delivery.
 - b) All equipment and repair parts catalogued as "standard" shall be furnished whether or not it is listed or required in the specifications herein.
2. Assembly:
 - a) All assemblies, sub-assemblies, and component' parts shall be interchangeable throughout the entire quantity of units furnished under the specifications herein.
3. Repair Parts/Price List a) Bidder shall provide the City with a percentage discount off the Manufacturer's current printed / dated price list. The successful Bidder shall provide the City with two (2) copies of the current dated Manufacturer's price list for repair parts on all accessory equipment installed on the apparatus that are not covered by the chassis warranty. The prices shall be binding for a period of one (1) year after expiration of all relevant warranty periods. The repair parts / price list applies to the body and chassis.
4. Training:
 - a) Bidder shall provide a qualified instructor(s) to conduct, adequate training to Fire & Rescue personnel for operation of the unit and adequate training to City Garage personnel on servicing of the unit at no additional cost to the City.
 - b) All training shall be conducted at site specified by the City and may require training to swing shift personnel.
 - c) Bidder shall provide the City with appropriate training materials outlining and demonstrating operation and standard maintenance procedures.
5. Warranty:
 - a) Bidder shall furnish a clear and concise statement of all terms and conditions pertaining to all proposed warranties.
 - b) Manufacturer's standard warranty shall be acceptable and the warranty period shall commence when vehicles are actually placed into service, as evidenced by City's records rather than commencing on delivery. Any additional warranty information and pricing shall be outlined and included with the bid package.
 - c) It is the City's intent and desire to have all warranty or repair work performed on-site at the City Garage location. However, if the City is required to deliver a unit outside of the South Hampton Roads area for component warranty or repair work, component supplier shall reimburse the City at the rate of \$26.00 per hour for delivery and pickup time involved.
 - d) Under Cab & Chassis specifications, all engines, transmissions, and drive trains proposed shall carry standard warranty for a period of five (5) years or 100,000 miles, whichever occurs first, from date of acceptance.
 - e) The City will assume responsibility for all repair costs resulting from damage due to fire, windstorm, flood, and rising water, lightening, theft and pilferage.
 - f) The City will assume the expense of expendable, day-to-day supplies, parts and components, such as lubricating oil, filters, grease, fuel, antifreeze, batteries,

headlights, glass, tires, cleaning and painting, manufacturer's recommended maintenance, wear items, etc.

6. Pre-Delivery Inspection:

- a) The City reserves the right to inspect all units at the factory at the time periods noted in Section A – General Requirements. Vendor shall notify Deputy Chief Mark Carr or Chief Vince Holt at (757) 562-8581 when assembly has progressed sufficiently to determine by preliminary inspection if the intent of the specifications is being fulfilled. Sufficient progress is defined as a minimum of 75% vehicle assembly completion. The vendor and city representative will agree upon a punch list of items. All additional items, not specified in the Invitation to Bid, will be negotiated separately. The pre-delivery inspection will not constitute acceptance of the unit or flexibility with regard to liquidated damages or contract termination. The final acceptance for the unit will be made upon delivery of unit at designated location and meeting all required specifications.

7. Manuals:

- a) Vendor shall provide the City with complete copies of the following manuals at the time of delivery of the first unit. The following list is the amount of manuals required. At least one (1) hard copy is required; electronic media copies will be acceptable.

- (1) Six (6) copies of the operator's manual; including all installed accessory equipment;
- (2) Two (2) copies for each chassis of the chassis line item sheets;
- (3) Two (2) copies of the lubrication instructions;
- (4) Two (2) copies of the maintenance manual;
- (5) Two (2) copies of the illustrated parts manual