



Initiation to Bid: ITB #2024-03-03 Hybrid Full Size Utility Vehicle

The City of Huntington is issuing this invitation to bid for vendors to provide the Development Division with one (1) hybrid full size utility vehicle. Full vehicle requirements may be found below and on BidExpress.com. A copy of the specifications for the vehicle bid must be attached within BidExpress with all bids due by Tuesday April 9th, 2024 by 10 am local time and must be uploaded within BidExpress. All bids will be publicly opened in the City Clerk's office, 800 5th Avenue Room 135 Huntington WV. Any questions in regards to submissions and the use of BidExpress should be directed to Dan Underwood, Purchasing Director, at 304.696.5540 ext. 2015 or by email at dunderwood@huntingtonwv.gov.

Vehicle Requirements – The City of Huntington requires that the vehicle bid/specified by the vendor must contain the following:

Model Year: 2024 or newer

Drive: 4-wheel/All-wheel drive

Passenger seating: 5 minimum (including driver)

Doors: 4 minimum

Wheelbase: 116 in. minimum

GVWR: 7300 lbs. minimum, 7600 lbs. maximum

Engine: Hybrid vehicles must have both an internal combustion engine and an electric motor

Color: Standard color that is available (white preferred but not mandatory)

Standard Equipment Requirements - The following are mandatory as related to the standard equipment requirements.

- A. Automatic Transmission
- B. Power Steering
- C. Power/ABS Brakes
- D. Minimum AMIFM Radio, Hands free/Bluetooth compatible, installed
- E. Manufacturer's Standard Tint Glass
- F. Exterior power, left and right mirrors
- G. License plate mounts located on the front and rear bumpers.
- H. All-season tires
- I. Manufacturer's standard spare tire with jack when available as standard equipment.
- J. Installed rear window defogger for all vehicles
- K. Front bucket seats for all vehicles except trucks
- L. Installed air conditioning.
- M. Installed floor mats, except where vinyl floor covering is present.



- N. Installed front driver and passenger air bags
- O. Installed power windows and locks on all doors.
- P. Factory installed tilt wheel and cruise control
- Q. Factory installed keyless entry
- R. Factory Reverse backup camera.

Unspecified Accessories & Features - All parts, equipment, accessories, material, design and performance characteristics not specified herein, but which are necessary to provide a complete unit, must be furnished with each unit and required to conform to strength, quality of material, and quality of workmanship to those which are advertised and provided to the market in general by the unit industry.

All parts and accessories advertised and regularly supplied as standard shall be included except those which would represent duplication of parts and accessories specified and except those which, by specification, are not to be furnished.

All standard safety features, required by Federal and State law, shall be included.

Vehicle must not have manufacturer's base model equipment deleted.

Pre-delivery inspection: Prior to delivery, all vehicles must be thoroughly inspected and serviced in compliance with the manufacturer's proscribed procedures which includes but is not limited to:

- A. Complete vehicle lubrication;
- B. Confirm oil level, fill crank case as needed, top off all fluids;
- C. Adjust engine to proper operating condition;
- D. Verify tire pressure and corrected as necessary;
- E. Check front end alignment or four-wheel alignment if applicable, perform alignment if needed, and balance all tires;
- F. Wash/Clean interior and exterior of vehicle. Remove all unnecessary tags, stickers (including window stickers), papers, tags etc.; Window stickers need to be removed and placed inside the vehicle.
- G. Include a minimum of one owner's manual;
- H. Upon delivery, the vehicles fuel tanks shall be full of fuel;
- I. Include temporary license plate and registration;
- J. Affix a valid West Virginia Inspection Sticker to the windshield. The vehicle must be inspected in the month delivered;



K. No dealer insignia or other advertising shall be affixed to the vehicle or appear on any accessory such as mud flaps, bumpers, deck lids, etc. Vehicles delivered with such advertising will be rejected;

L. Perform operational checks which will cover all controls, systems, and devices, doors, windows, accessories, and road testing of the completed vehicle. Vehicle shall be driven at various speeds; brakes tested for dependability, vehicle checked for rattles, squeaks and must be in compliance with pre-delivery inspection/servicing procedures and make adjustments as necessary.

Workmanship: Vehicle(s) shall be free from defects that may impair their operation, safety, emissions, and serviceability, or detract from appearance.

Operator's Manuals: The manufacturer shall furnish with the vehicle at least one copy of all warranty information and handbooks for the vehicle and any special equipment furnished with, or as a part of, the vehicle. This information shall be in hard copy form. The handbooks shall include as a minimum the vehicles operator's manual, vehicle maintenance handbook, and special equipment handbook.

Warranty: The following are mandatory requirements as related to the warranty:

A. Basic Comprehensive Warranty Coverage - The vendor shall provide the vehicle manufacturer's basic whole vehicle warranty. The minimum length of warranty shall be 3 years/36,000 miles and shall cover the entire vehicle (bumper to bumper).

B. Basic Corrosion and Powertrain Warranty Coverage - the vendor shall provide the manufacturers' standard Basic Corrosion and Powertrain Warranty.

C. The warranty shall include furnishing, without cost to the city, (FOB vendors' nearest dealer or branch to vehicle's location), of new parts and assemblies to replace any that failed or malfunctioned within the warranty period. The City may elect to have the corrective work performed at the vendor's location, branch, or dealership, or a manufacturer's factory authorized repair facility, or upon the vendor's approval, at a commercial or Government repair facility. The cost of labor involved in the replacement of the failed or malfunctioned part(s) or assemblies shall be borne by the vendor.

D. Warranty Extensions - If the vendor receives from any supplier, manufacturer, or subcontractor additional warranty coverage on the whole or any component of the vehicle, in the form of time and/or mileage including any pro rata arrangements, or the vendor generally extends to its commercial customers a greater or extended warranty coverage, the agency shall receive corresponding warranty benefits.

Upon delivery of the vehicle, all documentation (Title Application, Statement of Origin, Delivery/Odometer Statement, etc.) in original form must be mailed or hand carried to:



City of Huntington
Purchasing Division
800 5th Avenue, Room 201
Huntington WV 25701