

**REQUEST FOR  
\*Unpriced Technical Proposals\*  
To provide**

**SEVEN (7) NEW DODGE CHARGER PPV (V8 RWD)  
FOR TUPELO POLICE DEPARTMENT**

**Bid # 2024-068PD**

**A Reverse Auction for  
The City of Tupelo, Mississippi**



**Publication Dates:** November 20, 2024 and November 27, 2024

**Un-Priced Responses Due:** December 13, 2024, at 2:00 PM

**Reverse Auction:** December 20, 2024, at 10:00 AM

## **ADVERTISEMENT FOR PROPOSALS**

Notice is hereby given that the City of Tupelo will receive unpriced technical proposals to prequalify vendors  
for:

### **SEVEN (7) NEW DODGE CHARGER PPV (V8 RWD) FOR TUPELO POLICE DEPARTMENT**

**Bid # 2024-068PD**

The deadline for receipt of unpriced technical proposals is **December 13, 2024, at 2:00 PM**, local time. Unpriced proposals, including the Specification Response Form and all other documents, shall be submitted electronically at [www.centralbidding.com](http://www.centralbidding.com).

Pursuant to MS Code 31-7-13 and House Bill 1109, this commodity will be procured through a multi-step procurement process, including a Reverse Auction. In Phase One, unpriced technical proposals are evaluated for potential acceptability based upon pre-determined criteria. In Phase Two, only those bidders whose technical proposals are determined acceptable shall be invited to provide priced bids for consideration. The City of Tupelo encourages vendor participation in this multi-step process. Complete instructions are provided in the specifications package.

Specifications and detailed instructions regarding the bid process may be obtained by visiting the website [www.centralbidding.com](http://www.centralbidding.com). Specification response forms, along with all other required information detailed in the bid instructions should be submitted no later than **2:00 PM on December 13, 2024**, per the detailed bid instructions. Unpriced Specification Response submissions will be evaluated, and vendors meeting the required specifications will be invited to participate in the **Electronic Reverse Auction process on December 20, 2024, at 10:00 AM**. The City of Tupelo reserves the right to extend the auction date if necessary, to complete the pre-qualification process. Pricing will only be accepted from qualified bidders during the reverse auction process. For questions related to the electronic bidding process, please call Central Bidding at 225-810-4814.

The City of Tupelo is an equal opportunity employer and hereby notifies all bidders that it will affirmatively ensure that, in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, sex, age, disability or national origin in consideration for an award.

The City of Tupelo reserves the right to reject any and or all bids, waive technicalities, informalities or irregularities in the bids received, solicit new bids or to choose that bid which is deemed to be in the best interest of the City of Tupelo.

**Traci Dillard  
Controller**

**Publishing Dates:** November 20, 2024 and November 27, 2024

# **INFORMATION FOR BIDDERS**

## **SEVEN (7) NEW DODGE CHARGER PPV (V8 RWD) FOR TUPELO POLICE DEPARTMENT**

**Bid # 2024-068PD**

### **I. General Bidder Requirements/Information**

The City of Tupelo is looking to purchase:

## **SEVEN (7) NEW DODGE CHARGER PPV (V8 RWD) FOR TUPELO POLICE DEPARTMENT**

The City of Tupelo will accept un-priced proposals for pre-qualification until **December 13, 2024, at 2:00 PM**, local time. The unpriced specification responses may be submitted electronically at [www.centralbidding.com](http://www.centralbidding.com). The responses will be evaluated, and vendors meeting the required specifications will be invited to participate in the online reverse auction process on **December 20, 2024, at 10:00 AM**, local time. All unpriced proposals must be equal in performance and quality to the specifications.

1. The City of Tupelo reserves the right to reject any and all bids, to waive any informalities in the bid, or award the bid to whomsoever they may choose.
2. The specifications, as stated, are minimum requirements and may be exceeded by the bidder. Additional consideration may be given for exceeding the minimum requirements and all bids will be evaluated against the specifications set forth in this bid package.
3. A manufacturer's part or item numbers may be shown only to describe the item and to determine the level of acceptable quality. Other manufacturer's "equal" items may be bid. The acceptance of "equal" items lies with the City of Tupelo whose decision shall be final. All items shall be delivered FOB to the location specified on the purchase request in Tupelo, Mississippi.
4. All bid prices shall be net, FOB destination, with transportation charges prepaid by vendor.
5. Delivery will be a consideration in the awarding of this bid.
6. The burden of proof of specifications is the responsibility of the bidder.
7. The City of Tupelo will reject any and all bids that include an escalation charge or clause (including fuel surcharges).

### **II. BID PROCESS**

**THIS IS A MULTI-STEP PROCUREMENT PROJECT TO BE COMPLETED IN TWO SEPARATE PHASES.**

**Phase One** is the solicitation and receipt of unpriced technical proposals for consideration. Deadline for receipt of technical proposals is **December 13, 2024, at 2:00 PM CST**.

**Phase Two** is the Reverse Auction Event in which bidders will provide priced bids for the items requested, based upon their approved technical proposal. If your unpriced technical proposal is approved as acceptable, you will be invited to enter the Reverse Auction Event and assigned a username and password for access to the online bidding site by Central Bidding. Central Bidding can be contacted at [www.centralbidding.com](http://www.centralbidding.com) or by calling 225-810-4814. The reverse auction will begin on **December 20, 2024, at 10:00 AM CST**.

### **III. SUBMISSION OF UNPRICED TECHNICAL PROPOSALS**

There are several documents to submit in order to be considered for invitation to participate in the Reverse Auction and possible award on this product. Proposals shall contain all documentation as listed in the instructions to bidders.

It is understood that bidders who submit proposals have read, understood and accepted these specifications as written, and by submitting a proposal, agree to meet the specifications as written.

Proposal modifications, alterations or corrections received after the closing time specified shall not be considered. Proposals must remain valid for a minimum of sixty (60) days from the opening date. The City of Tupelo is a Tax-Exempt Government Entity.

To be considered, unpriced technical proposals must be signed by an owner or authorized officer or manager of the bidding company. It is the bidder's responsibility to ensure timely and complete proposals are received with all required documentation included. Late and/or incomplete proposals will not be considered.

***If you are selected to receive an invitation to provide priced bids, complete instructions for submitting priced bids shall be provided in the invitation.***

#### **IV. QUESTIONS**

Failure to examine any specifications and instructions will be at the bidder's risk. All procedural and technical questions, or if the attached specifications are incomplete, not clear, or not standardized, shall be made in writing, and addressed to the following:

General questions regarding this request should be directed to Traci Dillard, Controller, at the City of Tupelo Finance Department, 71 East Troy Street, Tupelo, MS 38804. The phone number is 662-841-6456. Email: [traci.dillard@tupeloms.gov](mailto:traci.dillard@tupeloms.gov)

For questions concerning the technical specifications, prospective bidders may contact **Patrick Johnson** at the City of Tupelo Police Department at 662-841-6542 or [patrick.johnson@tupeloms.gov](mailto:patrick.johnson@tupeloms.gov).

For questions related to the electronic bidding process, please call Central Bidding at 225-810-4814.

No oral explanations by any member of the City of Tupelo nor City of Tupelo staff will be binding. Receipt of addenda must be acknowledged in writing. Submitting vendors shall be responsible for ensuring that they have received any and all addenda.

#### **V. INSTRUCTIONS FOR ELECTRONIC SUBMISSIONS**

The following information applies to all proposals. The documents listed below must be included in your unpriced response. The preferred method for receiving responses is via electronic submission at [www.centralbidding.com](http://www.centralbidding.com).

##### **UNPRICED PROPOSAL SUBMISSION BY ELECTRONIC MEANS:**

Log in [www.centralbidding.com](http://www.centralbidding.com) and perform the following steps:

- A. Find the reverse auction you wish to take part in by doing one of the following:
  - a. Search for the title of the auction via the Search bar on the main Central Bidding page.
  - b. Click on the "Bids by Agency" icon on the main page, then select the City of Tupelo's page from the list, then click on the title of the auction in their list.
- B. Once you have found and are viewing the reverse auction listing, select the **Place a Solicitation** button.
- C. On the next page, enter all required by the owner of the auction (PDF files are recommended).
- D. Select the **Next** button to be taken to a preview screen of the information you're submitting.
- E. Enter your private key (Central Bidding password) into the Password field, then click the **Submit** button.
- F. Once submitted and the solicitation period has ended, the owner of the reverse auction will review all solicitations, and all approved bidders will be able to take part in the reverse auction process once it begins. *Note: If your solicitation was approved, you will be sent an approval email as soon as it has been approved.*

**The following items should be included in the electronic submission:**

1. Submission Cover Letter (Form A)
2. Completed Response Form (Form B)
3. Product Brochures
4. Warranty Information
5. Any other information the vendor would like for the City of Tupelo to consider.

**VI. PROPOSAL OPENING**

Proposal openings, whether electronic or traditional paper method, shall be conducted any time after they are received. From that point forward, proposals will be considered under advisement. The City of Tupelo may conduct written or oral discussions with potential bidders.

Pricing will only be accepted through the Reverse Auction process by vendors that are approved through the multi-step process. Un-priced proposal openings shall be conducted any time after they are received. From that point forward, unpriced proposals will be considered under advisement. The City of Tupelo may conduct written or oral discussions with potential bidders. The City of Tupelo reserves the right to determine responsive offers or proposals, waive minor informalities in the process, reject any and all offers or proposals, and to invite priced bids from those companies believed most advantageous to The City of Tupelo.

It is understood that bidders who submit proposals have read, understood and accepted these specifications as written, and by submitting a proposal, agree to meet the specifications as written. Proposal modifications, alterations or corrections received after the closing time specified shall not be considered. Proposals must remain valid for a minimum of 60 days from the opening date. The City of Tupelo is a Tax-Exempt Government Entity.

**If you are selected to receive an invitation to provide priced bids, complete instructions for participation in the reverse auction and submitting priced bids shall be provided in the invitation.**

**VII. REVERSE AUCTION**

Vendors submitting their unpriced proposals before the bid deadline and meeting the minimum specifications will be invited to participate in the Online Reverse Auction. The reverse auction will begin on **December 20, 2024, at 10:00 AM CST**. Full instructions regarding registering for the reverse auction will be included in the invitation.

**The Online Reverse Auction** is an auction event in which bidders submit pricing in a decreasing manner. In the City of Tupelo Reverse Auctions, all bidders will be able to see and consider their competitors' bids and decide if additional bidding is necessary on their part.

There is no advantage for a bidder to wait until near closing time of the auction to place a bid. Any bid placed during the last 5 minutes of the bidding time window will cause an automatic 5-minute extension of time. Each additional bid after that will cause another 5-minute extension, and will continue until 5 minutes have gone by without a bid. At that point, the system will shut down and the auction will end.

More information regarding the live Reverse Auction event will be provided in the invitation to participate

**\*FORM A\***

*Submission Cover Letter for  
Unpriced Technical Proposals*

**SEVEN (7) NEW DODGE CHARGER PPV (V8 RWD)  
FOR TUPELO POLICE DEPARTMENT**

**Bid # 2024-068PD**

The undersigned proposes to provide equipment as per the specifications provided by the City of Tupelo and the subsequent proposal from the bidder named below:

If, after reviewing all vendor submissions, the City of Tupelo decides to invite \_\_\_\_\_ (your company name) to submit priced bids, we agree to participate in the reverse auction, which will take place on **December 20, 2024, at 10:00 AM**. We understand that detailed instructions regarding the reverse auction process will be emailed to all approved vendors.

It is understood that we have only one opportunity to submit an unpriced technical proposal. We affirm that we have read and understood this request for unpriced technical proposals and understand that Phase Two must be completed before the items are awarded. We understand that any missing information or documents required by the BID may be cause for rejection of the proposal.

We acknowledge that the City of Tupelo has the sole discretion and authority to determine whether our proposed commodity meets the specifications issued and if it will meet the requirements and needs of the City of Tupelo. We understand that the City of Tupelo may or may not invite our participation in Phase Two (REVERSE AUCTION – Priced Bids) of this procurement.

If we are invited by the City of Tupelo to participate in Phase Two (REVERSE AUCTION – Priced Bids) of this procurement, the invitation should be directed to:

Printed Name \_\_\_\_\_

Title \_\_\_\_\_

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

Email \_\_\_\_\_

Phone \_\_\_\_\_

**SPECIFICATION RESPONSE FORM**

**SEVEN (7) NEW DODGE CHARGER PPV (V8 RWD)  
FOR TUPELO POLICE DEPARTMENT**

**Bid # 2024-068PD**

The undersigned proposes to furnish **SEVEN (7) NEW DODGE CHARGER PPV (V8 RWD)** for the **Tupelo Police Department**, which meet the specifications provided. The undersigned certifies that the minimum specifications, terms, and conditions contained in this BID have been considered and understood. By submitting a response, I/We do certify that the commodities offered do meet the specifications contained in this Invitation to Bid.

Please check '✓' each line item – confirming specifications listed will be met.

<b>SEVEN (7) NEW DODGE CHARGER PPV (V8 RWD)</b>				
<b>ITEM</b>	<b>MINIMUM SPECIFICATIONS</b> <i>Specifications modeled after DODGE CHARGER PPV V8</i>	<b>ACKNOWLEDGE</b>		<b>VARIANCE</b>
		<b>YES</b>	<b>NO</b>	
<b>1.1</b>	ENGINE: 5.7L V8 HEMI MDS VVT COLOR: BLACK			
<b>1.2</b>	DRIVETRAIN: REAR WHEEL DRIVE			
<b>1.3</b>	<b><u>FUNCTIONAL SAFETY FEATURES</u></b> ADVANCED MULTI STAGE FRONT AIRBAGS SUPPLEMENTAL FRONT SEAT MOUNTED SIDE AIR BAGS SUPPLEMENTAL SIDE CURTAIN FRONT AND REAR AIR BAGS PARKVIEW REAR BACK UP CAMERA PARK SENSE REAR PARK ASSIST SYSTEM 2.62 REAR AXLE RATIO 220MM REAR AXLE DODGE CLEAN AIR SYSTEM ELECTRONIC POWER STEERING ELECTRONIC STABILITY CONTROL ALL SPEED TRACTION CONTROL HILL START ASSIST RAIN BRAKE SUPPORT READY ALERT BRAKING POLICE ABS 4 WHEEL HEAVY DUTY DISC BRAKES SECURE PARK 220 AMP ALTERNATOR 800 AMP MAINTENANCE FREE BATTERY SPOT LAMP WIRING PREP COLUMN MOUNT AUTOMATIC SHIFT LEVER HEAVY DUTY SUSPENSION PERFORMANCE EXHAUST LOAD LEVELING AND HEIGHT CONTROL ENGINE HOUR METER SEVERE DUTY ENGINE COOLING TIRE PRESSURE MONITORING DISPLAY PUSH BUTTON START SPEED CONTROL HIGH SPEED ENGINE CONTROLLER			



**SEVEN (7) NEW DODGE CHARGER PPV (V8 RWD)**

ITEM	MINIMUM SPECIFICATIONS	ACKNOWLEDGE		VARIANCE
		YES	NO	
1.4	<b><u>INTERIOR FEATURES</u></b> UCONNECT 4 WITH 7INCH TOUCH SCREEN DISPLAY GOOGLE ANDROID AUTO APPLE CARPLAY INTEGRATED VOICE COMMAND RE-MAPPABLE STEERING WHEEL BUTTONS RED / WHITE FRONT DOME LAMP 6-WAY POWER DRIVER SEAT MINI FLOOR CONSOLE BLACK VINYL FLOOR COVERING TILT / LIMITED TELESCOP STEERING COLUMN LAST CALL UNDERHOOD PLAQUE			
1.4	<b><u>EXTERIOR FEATURES</u></b> 18 INCH X 7.5 INCH STEEL WHEELS P225/60/18 BSW PERFORMANCE TIRES BI-FUNCTION LED PROJECTOR HEADLAMPS FULL SIZE SPARE TIRE ACOUSTIC WINDSHIELD ACOUSTIC FRONT DOOR GLASS POWER MIRRORS WITH MANUAL FOLD AWAY			
1.5	<b><u>OPTIONAL EQUIPMENT</u></b> CUSTOMER PREFERRED PACKAGE 26A DEACTIVATE REAR DOORS / WINDOWS DOOR / WINDOW ACTIVATION KIT POWER HEATED MIRRORS WITH MANUAL FOLD AWAY EXTERIOR MIRRORS WITH HEATING ELEMENT ENTIRE FLEET ALIKE KEY (FREQ 2) BLACK LEFT SPOT LAMP LED SPOT LAMPS SECURITY ALARM			

GENERAL BIDDER'S REQUIREMENTS			
MINIMUM SPECIFICATIONS	ACKNOWLEDGE		VARIANCE
	YES	NO	
Delivery - The successful bidder will deliver fully assembled vehicles to Tupelo Police Department within <b>15</b> days of the date of the City's acceptance of the lowest and best bid. The Bidder is to notify the City of Tupelo of any delays in delivery extending beyond two (2) weeks from the Final Anticipated Delivery Date stated in this document. Failure to coordinate major delays in delivery with the City of Tupelo designated personnel shall release the City of Tupelo of this purchase order contract.			
All items must be as specified or approved equal by the City of Tupelo.			

**SPECIFICATION RESPONSE FORM CHECKLIST**  
*Please include all below documents in order for your Specification Response Form to be considered:*

ITEM	ACKNOWLEDGE		VARIANCE
	YES	NO	
Vehicle Specifications Included			
Form A (Submission Cover Letter) Included			
Form B (Specification Response Form) Included			
Written Warranty Information/Service Information Included:			
If your product meets specifications and you are approved to participate in the reverse auction, you will be given full details regarding participation in the reverse auction.			

**If you will require technical assistance for the submission of the specification response or the reverse auction process, this will require you to either contact City of Tupelo at 662-841-6456 or [traci.dillard@tupeloms.gov](mailto:traci.dillard@tupeloms.gov) at least one day prior to the specification response deadline or the reverse auction date.**

**VEHICLE INFORMATION**

Make/Model \_\_\_\_\_

Year: \_\_\_\_\_ Color \_\_\_\_\_

Engine \_\_\_\_\_

# **BIDDER INFORMATION**

Company \_\_\_\_\_

Physical Address \_\_\_\_\_

Billing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Authorized Agent Name \_\_\_\_\_

Title \_\_\_\_\_

Signature \_\_\_\_\_