



## **INVITATION FOR BID**

### **FORD TRANSIT TRUCK WITH CARGO DELIVERY BOX RFP NO. L-21-01**

**January 11, 2021**

Harford County Public Library  
Steve Friedman, Procurement Agent  
1221-A Brass Mill Road  
Belcamp, MD 21017  
(p) 410-273-5600, ext. 6548  
(f) 410-273-5606  
[friedman@hcplonline.org](mailto:friedman@hcplonline.org)

**FORD TRANSIT TRUCK WITH CARGO DELIVERY BOX**

**RFP NO. L-21-01**

**PROPOSALS DUE FEBRUARY 5, 2021 1:00 P.M (EST)**

*NOTE: QUESTIONS CONCERNING THIS SOLICITATION MUST BE  
FAXED OR E-MAILED NO LATER THAN THE CLOSE OF BUSINESS ON  
JANUARY 22, 2021*

**BIDS RECEIVED AFTER 1:00 PM WILL BE RETURNED UNOPENED**

**SUBMIT ORIGINAL BID FORMS TO:**

**HARFORD COUNTY PUBLIC LIBRARY  
ADMINISTRATION OFFICE, PURCHASING  
1221-A BRASS MILL ROAD  
BELCAMP, MARYLAND 21017**

## GENERAL INSTRUCTIONS (PLEASE READ THOROUGHLY)

### 1. INSTRUCTIONS, FORMS AND SPECIFICATIONS:

Instructions, forms and specifications may be obtained at <https://hcplonline.org/rfps.php> or in person or by mail from the Procurement Department, 1221-A Brass Mill Road, Belcamp, Maryland 21017.

- a) All bids are to be submitted on and in accordance with forms for this purpose, which are available from the Procurement Department.
- b) All bids are to be submitted in a sealed envelope with the bid number and name of the bid noted in the lower left hand corner of the envelope.
- c) Bids received after the specified time will be returned to the bidder unopened.
- d) Additional information or clarification of any of the instructions or information contained herein must be obtained from the Procurement Department.
- e) Should any bidder find discrepancy in the plans, specifications, or specimen agreement, should the bidder be in doubt as to their meaning or intent of any part thereof, the bidder must prior to bid submission, request clarification from the Procurement Agent, who will issue an addendum or otherwise clarify the matter. Every request for such interpretation should be in writing addressed to the Purchasing Department, 1221-A Brass Mill Road, Belcamp, Maryland, 21017 and marked "Request for Clarification". The request must be received at least seven (7) working days prior to the date fixed for bid receipt. Any and all such interpretations, any supplemental instructions will be mailed to all prospective bidders (at the respective address furnished for such purpose), not later than five (5) working days prior to the date fixed for the opening bids. Failure to request such clarification is a waiver to any claim by the bidder for expense made necessary by reason of later interpretation of the Contract Documents. All addenda issued during the time for bidding shall form a part of the Contract requirements and shall be considered by the bidders in preparing their bids. Failure of any bidder to receive any addendum or interpretation shall not relieve such bidder from any obligation under his bid as submitted.
- f) The Harford County Public Library will assume no responsibility for oral instructions or suggestion. All official correspondence in regard to the specifications shall be directed to and will be issued by the Procurement Agent in writing.
- g) Oral, telephonic and/or telegraphic bids or modifications of bids will not be acceptable.
- h) Bids must be completed in ink or typewritten by the Bidder with the signature in full. When an unincorporated business is a bidder, the agent who signs the business name to the bids shall state, in addition, the names and addresses of the individuals composing the firm. When a corporation is a bidder, the person signing shall state under the laws of the State the corporation is chartered and the names and titles of the officer having the authority under the bylaws to sign contract. The bid shall also bear the seal of the corporation, attested by its secretary. Any one signing the bid as agent must file with it legal evidence of his authority to do so. Post office address, County and State, and telephone number must be given after the signature of the person signing the bid.
- i) Any bid may be withdrawn prior to the scheduled time for the opening of bids or authorized postponement thereof. Any

bid received after this time and date specified shall not be considered. Should there be reasons why the Contract cannot be awarded within the specified period; the time may be extended by mutual agreement between the Library and the bidder.

### 2. AWARD OF CONTRACT:

- a) The Library shall award all contracts in accordance with the criteria established in Section 41-26 of the Harford County Code.
- b) Prompt payment discount terms will be considered in determining award.
- c) Any other considerations for the award will be stated on the bid form or specifications.

### 3. TAXES:

The Harford County Public Library is a tax exempt entity. The tax exemption is covered under State of Maryland Sales and Use Tax Certificate Account number 30001201.

### 4. RESERVATIONS:

- a) The contract awarding authority reserves the right to reject any or all bids or parts of bids when, in its judgment, the public interest will be served thereby.
- b) The Contract Awarding Authority may waive informalities and irregularities in bids. (Sec. 41-26 Procurement Law) as the interest of the County may be required.
- c) Interpretation of Quantities in Bid Schedule: The quantities appearing in the prepared bid schedule are approximate only and are prepared for the canvassing of bids. Payment to the Bidder will be made only for the actual quantities of items furnished in accordance with the Contract and it is understood that the scheduled quantities of items to be furnished may be increased, diminished or omitted without in any way invalidating bid prices.
- d) The Contract Awarding Authority may waive minor differences in specifications provided these differences do not violate the specification intent nor materially affect the operation for which the item or items are being purchased nor increase estimated maintenance and repair cost to the Library.

### 5. DELIVERY:

- a) Bidders shall guarantee delivery of materials in accordance with such delivery schedule as may be provided in the specifications and bid forms.
- b) All items shall be delivered F.O.B. destination and delivery costs and charges included in the bid unless otherwise quoted in Special Conditions.
- c) Delivery time may be a factor in award of bid.

### 6. COMPETITION, LITERATURE, SAMPLES:

- a) To better insure fair competition and to permit a determination of the lowest bidder, bids may be rejected if they show any omission, irregularities, alteration of forms, additions not called for, conditional or unconditional unresponsive bids, or bids obviously unbalanced.
- b) The name of any manufacturer, trade name, or manufacturer or vendor catalog number mentioned in specifications is for the purpose of designating a standard of quality and type and for no other. Even though a particular manufacturer's name or brand is specified, bids will be

considered on other brands or on the product of other manufacturers. On all such bids the bidder shall indicate clearly the product on which they are bidding and shall supply a sample or sufficient data to enable an intelligent comparison to be made with the particular brand or manufacturer specified. Catalog cuts and descriptive data shall be attached to the original copy of the bid where applicable. Failure to submit the above information may be sufficient grounds for rejection of bids.

c) No bidder will be allowed to offer more than one price on each item even though they may believe that they have two or more types or styles that will meet the specifications. Bidders must determine for themselves which item to offer. If the bidders should submit more than one price on any item, all prices for that item may be rejected at the discretion of the Contract Awarding Authority.

d) A statement of the origin, composition and manufacturer of any or all materials to be used in the work shall be supplied, if requested, on the Bid Form.

e) Specifications provided are based on Library needs and uses, estimated costs of operation and maintenance, and other significant and/or limiting factors to meet Library requirements and consistent with Library policies. Minimum specifications, and maximum specifications where included, are not established arbitrarily to limit competition or to exclude otherwise competitive bidders.

#### **7. DEVIATION FROM SPECIFICATIONS:**

In addition to the above requirements, all deviations from the specifications must be noted in detail by the bidder in writing, at the same time of submittal of the formal bid. The absence of a written list of specification deviations at the time of submittal of the bid will hold the bidder strictly accountable to Harford County Public Library for furnishing material, equipment or services in full accordance with the specifications as written. Items not meeting the specifications may be rejected upon delivery to the Library.

#### **8. INSPECTION:**

All materials, supplies, and/or services delivered or performed for Harford County Public Library shall be subject to final inspection by Harford County Public Library and/or the Procurement Agent may designate other independent testing laboratories as may be deemed necessary. If the result of one or more of such tests indicates that any part of the materials or supplies are deficient in any respects, the Library may reject all or any part of the materials and supplies to be provided under the contract. The Procurement Agent may waive variances in materials, supplies, and/or service upon written recommendation by the Library Department involved in the purchase.

#### **9. ERRORS IN EXTENSION:**

Where the unit price and the extension price are at variance, the unit price will prevail.

#### **10. LAW AND REGULATIONS:**

In all operation related to the subject item, all laws and regulations of Harford County and all United States, State of Maryland Laws, which are applicable to the Contract, must be strictly complied with. The Contractor shall protect and indemnify Harford County Public Library and its agents or employees against any claim or liability arising from or based on the violation of any such laws, ordinances or regulations, whether by him/her or his/her employees.

#### **11. QUALIFICATION AND LICENSE:**

The Library may make such investigations as deemed necessary to determine the ability of the bidder to perform. the work and the bidder shall furnish the Library all such

information and data for this purpose as the Library may request. The Library reserves the right to reject any bid if the evidence submitted by, or investigation of, such Bidder fails to satisfy the Library that such Bidder is properly qualified to carry out the obligations of the Agreement and to complete the work contemplated therein.

#### **12. FORM OF ORDER:**

An appropriate Harford County Public Library Purchase Order will be executed as required to the successful bidder.

#### **13. COOPERATIVE PURCHASING:**

Results of this bid may be made available to Harford County Public Schools, Harford Community College, and Harford County Municipalities. Upon mutual agreement of both parties (successful bidder(s) and any of the above mentioned entities), this bid may be utilized to affect such contracts. Results may also be made available to the State of Maryland, and other public or nonprofit agencies within or outside the State of Maryland.

# ***Request for Proposal Ford Transit Truck with Cargo Delivery Box***

## ***A. Introduction***

Harford County Public Library is an 11-branch system with a separate administrative office and two outreach vehicles serving a growing, diverse community of approximately 250,000 residents in northeast metropolitan Baltimore. In fiscal year 2020, the Library circulated more than 2.6 million items and handled more than 370,000 information/reader assistance requests, utilizing a collection of just over 1,000,000 volumes, online databases, and the worldwide web. The Library also offers an extensive array of downloadable and streaming audio/video products (movies, television shows, music albums and audio books). Daily operations are performed by a staff complement of 242 full-time equivalents. HCPL has been the recipient of numerous awards including Innovator of the Year and Library Journal's Star Library.

## ***B. Purpose***

The purpose of this RFP is to solicit proposals from qualified dealerships for the furnishing and delivery of one (1) new and unused Ford Transit Cutaway delivery truck equipped with a sixteen foot (16') dry freight box, Morgan or Dejana, as per the specifications as described herein. Pricing and options for a 2020 and 2021 model are requested. Based on price, availability and adherence to the specifications in this RFP the Library will determine which option is in their best interest.

All materials, documents, processes, reports, data and information generated from this project are the property of HCPL.

## ***C. Submission of Proposal***

Bidders are requested to submit one (1) original and three (3) copies of their proposals by 1:00 PM, local time, February 5, 2021. Any proposal not received by the listed bid opening date and time will be returned unopened. Any questions requiring clarification of bid submission should be directed to Steve Friedman, Procurement Agent, in writing, via email ([friedman@hcplonline.org](mailto:friedman@hcplonline.org)) or fax 410-273-5606.

The deadline for the submission of questions is January 22, 2021. Any questions proposed after this date will not be answered. Questions posed will be answered via an addendum and all participants will receive a copy via email of this addendum no later than January 27, 2021. Addenda will also be posted at <https://hcplonline.org/rfps.php>.

Any conditions which the bidder wishes to stipulate other than those included in this RFP must be specifically stated in writing in the bidder's cover letter. If the bidder cannot accept a provision of the RFP, it must so state. Any supporting literature that the bidder wants to include should be placed in an appendix.

NOTE: EACH OFFEROR MUST SUBMIT AS PART OF THEIR PROPOSAL THE COMPLETED BID FORM AND PROPOSAL AFFIDAVIT. FAILURE TO SUBMIT THIS DOCUMENT WILL CAUSE THE PROPOSAL TO BE REJECTED.

#### ***D. Information Required In Proposal Submission:***

To be considered as a complete proposal all submissions must contain the following:

- 1.1 Each bidder must submit one (1) original and three (3) copies of their proposal with the original clearly marked. A brief transmittal letter, signed by an officer authorized to bind the firm to its proposal, with required affidavit(s) attached must accompany the technical proposal. See Bid Form and Proposal Affidavit included in this RFP.
- 1.2 All areas requiring signature, acknowledgment and notarization requested must be completed accurately.
- 1.3 In addition to the Bid Form, Proposal Affidavit and Completed Attachment 1, supporting literature on the make and model of the vehicle proposed is to be provided.
- 1.4 Preparation, editing and printing of the proposal is the responsibility of the bidding vendor and to be done at their expense.
- 1.5 Proposals are to be mailed to:

Harford County Public Library  
Administrative Office  
Procurement Department  
1221-A Brass Mill Road  
Belcamp, Maryland 21017  
Attention: Steve Friedman  
Procurement Agent  
*RFP No. L-21-01 – Ford Transit Truck*

#### ***E. Scope of Services***

The selected proposal is one that will meet all the specifications as outlined in Attachment 1 of this RFP. The proposing party is required to complete Columns B and C to indicate: price for the item listed in Column A, "As Specified" if this item is provided at no extra cost or if not available, a comparable option. Pricing for each year's model is to be tabulated at the bottom of each column.

All vehicles proposed for sale must meet requirements of applicable Maryland Motor Vehicle laws or any applicable Federal Motor Vehicle Laws of the Federal Bridge Formula, whether or not such requirements are specified in detail.

## ***F. Vendor Qualifications***

All bidders must meet the following qualifications:

1. All bidders must possess a valid State of Maryland Motor Vehicle Administration new car dealer's license and a valid State of Maryland Motor Vehicle Administration salesman's license.
2. At the option of the Library, bidders may be required to furnish evidence of sufficient responsibility to enable him/her to fulfill this agreement and that he/she has, or can, obtain the necessary equipment, manpower and storage facility to ensure delivery within the parameters of this agreement.
3. Bidders may be required to provide at least two (2) references with whom they have sold a comparable vehicle to within the past eighteen (18) months.
4. Prior to the award of this RFP the Library reserves the right to inspect the facilities of any responsive bidder.
5. To be considered the bidder must be in good financial standing.
6. Bidders shall identify any actual or potential conflicts of interest that exist, or which may arise if the bidder is recommended for award, and how such conflicts might be resolved.

## ***G. Award***

Award shall be made on the basis of the lowest net total price, meeting the requirements specified herein and delivery time to the bidder found most responsive and responsible.

Before the final award is to be made the chosen proposal may be subject to approval by either or both, the HCPL Chief Executive Officer and Board of Trustees.

HCPL reserves the right to cancel this RFP at any time after issuance, to reject, in whole or in part, any and all offers received, to waive minor technicalities in proposals, and to negotiate with responsible offers in any manner necessary to serve its best interests.

Any necessary additions or corrections to this RFP will be made by addenda, and issued to all offerors of record. Any addenda created will become part of the RFP, and must be acknowledged by each offeror; failure to acknowledge any addenda shall not relieve offerors of compliance with the terms thereof. HCPL assumes no responsibility for oral instructions.

HCPL may request offerors to make oral presentations of their qualifications, and to substantiate any portions of proposals submitted. The Purchasing Department will schedule such presentations. These oral presentations may be presented through an online meeting platform, such as Zoom, as an alternative to an in-person presentation if requested.

Proposals should be prepared simply and economically, providing a straightforward, concise description of the offeror's ability to satisfy the requirements of this RFP.

Offerors are responsible for proposal preparation and submission costs, as well as travel costs incurred in connection with oral presentations or other pre-award discussions.

By submitting a proposal in response to this RFP, the offeror accepts the terms and conditions set forth herein, unless stated otherwise.

HCPL may require offerors to submit additional information regarding financial responsibility, technical expertise, and other qualifications, and may consider any information otherwise available concerning those qualifications. The Library may make such investigation as it deems necessary to determine the offeror's responsibility.

HCPL reserves the right to accept the best written proposal without further discussions, and may do so; thus, offerors should ensure that the initial proposals are both complete and competitively priced.

The laws of Harford County and the State of Maryland, and where applicable, federal laws and regulations, will govern the contract awarded pursuant to this RFP.

Should a tie occur between two (2) or more bidders award will be made to the firm geographically closest to HCPL.

## ***H. Delivery***

Delivery is to be made within the time proposed by the bidder in their proposal and agreed upon by HCPL. Upon award the truck is to be delivered to the Harford County Public Library Administration office, completely cleaned, serviced and in "ready-to-use" condition. This includes all fluids at peak operating capacity and no less than a ½ tank of gas.

Upon delivery the bidder is to supply:

- three (3) complete sets of keys
- an Owners/Operators Manual
- Certificate of Origin
- Odometer Mileage Form
- Certification of EPA requirements

Improperly prepared equipment, equipment not meeting specifications or equipment delivered without the above will not be accepted.

A complete inspection of each piece of equipment will be made by an authorized representative of Harford County Public Library at the time of delivery to assure that the equipment meets all specifications.

Any cost of delivery is to be included in the proposal.

Any identifying features of the seller on the truck must be removed prior to delivery.



## BID FORM

The undersigned, duly authorized to bind the named firm, agrees, upon receipt of acceptance of this proposal within 14 (fourteen) calendar days, to proceed to execute the contract in accordance with the proposal as accepted.

Signature \_\_\_\_\_

Type/Print Name \_\_\_\_\_

Title \_\_\_\_\_

Name of Firm \_\_\_\_\_

Address

\_\_\_\_\_  
Street

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

Mailing Address (if different from Street address)

\_\_\_\_\_  
Telephone \_\_\_\_\_

Fax \_\_\_\_\_

Email \_\_\_\_\_

If corporation, place corporate seal beside signature and state:

Name of President \_\_\_\_\_

Name of Secretary \_\_\_\_\_

Under laws of what state incorporated \_\_\_\_\_

Acknowledgement of Addenda (if applicable)

#1 \_\_\_\_\_

date

#2 \_\_\_\_\_

date

#3 \_\_\_\_\_

date

## BID/PROPOSAL AFFIDAVIT

### AUTHORIZED REPRESENTATIVE

#### I HEREBY AFFIRM THAT:

I am the (title) \_\_\_\_\_ and the duly authorized representative of (name of business) \_\_\_\_\_ and that I possess the legal authority to make this Affidavit on behalf of myself and the business for which I am acting.

### B. AFFIRMATION REGARDING BRIBERY CONVICTIONS

#### I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above business (as is defined in Section 16-101(b) of the State Finance and Procurement Article of the Annotated Code of Maryland), or any of its officers, directors, partners, or any of its employees directly involved in obtaining or performing contracts with public bodies (as is defined in Section 16-101(f) of the State Finance and Procurement Article of the Annotated Code of Maryland), has been convicted of, or has had probation before judgment imposed pursuant to Article 27, Section 641 of the Annotated Code of Maryland, or has pleaded *nolo contendere* to a charge of, bribery, attempted bribery, or conspiracy to bribe in violation of Maryland law, or of the law of any other state or federal law, except as follows:

(Indicate the reasons why the affirmation cannot be given and list any conviction, plea, or imposition of probation before judgment with the date, court, official or administrative body, the sentence or disposition, the name(s) of person(s) involved, and their current positions and responsibilities with the business):

---

---

### C. AFFIRMATION REGARDING DEBARMENT

#### I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above business, or any of its officers, directors, partners, or any of its employees directly involved in obtaining or performing contracts with public bodies, has ever been suspended or debarred (including being issued a limited denial of participation) by any public entity, except as follows:

(List each debarment or suspension providing the dates of the suspension or debarment, the name of the public entity and the status of the proceedings, the name(s) of the person(s) involved and their current positions and responsibilities with the business, the grounds of the debarment or suspension, and the details of each person's involvement in any activity that formed the grounds of the debarment or suspension)

---

---

### D. AFFIRMATION REGARDING DEBARMENT OF RELATED ENTITIES

#### I FURTHER AFFIRM THAT:

(1) The above business was not established and it does not operate in a manner designed to evade the application of or defeat the purpose of debarment pursuant to Sections 16-101, et seq., of the State Finance and Procurement Article of the Annotated Code of Maryland; and

(2) The business is not a successor, assignee, subsidiary, or affiliate of a suspended or debarred business, except as follows: (Indicate the reasons why the affirmation cannot be given without qualification):

---

---

#### **E. AFFIRMATION REGARDING COLLUSION**

##### **I FURTHER AFFIRM THAT:**

Neither I, nor to the best of my knowledge, information, and belief, the agents, servants and/or employees of the above business have:

(1) Agreed, conspired, connived, or colluded to produce a deceptive show of competition in the compilation of the accompanying bid or offer that is being submitted;

(2) In any manner, directly or indirectly, entered into any agreement of any kind to fix the bid price or price proposal of the bidder or contractor or of any competitor, or otherwise taken any action in restraint of free competition in connection with the contract for which the accompanying bid or offer is submitted.

#### **F. FINANCIAL DISCLOSURE AFFIRMATION**

##### **I FURTHER AFFIRM THAT:**

I am aware of, and the above business will comply with, the provisions of Section 13-221 of the State Finance and Procurement Article of the Annotated Code of Maryland, which require that every business that enters into contracts, leases, or other agreements with the State of Maryland or its agencies during a calendar year under which the business is to receive in the aggregate \$100,000 or more shall, within 30 days of the time when the aggregate value of the contracts, leases, or other agreements reaches \$100,000, file with the Secretary of State of Maryland certain specified information to include disclosure of beneficial ownership of the business.

#### **G. POLITICAL CONTRIBUTION DISCLOSURE AFFIRMATION**

##### **I FURTHER AFFIRM THAT:**

I am aware of, and the above business will comply with the provisions of Article 33, Sections 30-1 through 30-4 *et seq.* of the Annotated Code of Maryland, which require that every person that enters into contracts, leases, or other agreements with the State of Maryland, including its agencies or a political subdivision of the State, during a calendar year under which the person receives in the aggregate \$100,000 or more shall, on or before February 1, of the following year, file with the Secretary of State of Maryland certain specified information to include disclosure of political contributions in excess of \$500 to a candidate for elective office in any primary or general election.

## **H. CERTIFICATION OF CORPORATION REGISTRATION AND TAX PAYMENT**

### **I FURTHER AFFIRM THAT:**

(1) The business named above is a (Check one) \_\_\_\_ Maryland (domestic) corporation  
\_\_\_\_ foreign (non-Maryland) corporation  
registered in accordance with the Corporations and Associations Article, Annotated Code of Maryland,  
and that it is in good standing and has filed all of its annual reports, together with filing fees, with the  
Maryland State Department of Assessments and Taxation, and that the name and address of its resident  
agent filed with the State Department of Assessments and Taxation is:

Name:

Address:

(If not applicable, so state).

(2) Except as validly contested, the business has paid, or has arranged for payment of, all taxes  
due the State of Maryland and has filed all required returns and reports with the Comptroller of the  
Treasury, the State Department of Assessments and Taxation, and the Employment Security  
Administration, as applicable, and will have paid all withholding taxes due the State of Maryland prior to  
final settlement.

## **I. CONTINGENT FEES**

### **I FURTHER AFFIRM THAT:**

The business has not employed or retained any person, partnership, corporation, or other entity,  
other than a bona fide employee or agent working for the business, to solicit or secure the Contract, and  
that the business has not paid or agreed to pay any person, partnership, corporation, or other entity, other  
than a bona fide employee or agent, any fee or any other consideration contingent on the making of the  
Contract.

## **J. ACKNOWLEDGEMENT**

**I ACKNOWLEDGE THAT** this Affidavit is furnished to the Procurement Agent and that nothing in  
this Affidavit or in any contract arising from this bid or proposal shall be construed to supersede, amend,  
modify or waive the exercise of any statutory right or remedy with respect to any misrepresentation made  
or any violation of the obligations, terms and covenants undertaken by the above business with respect to  
(1) this Affidavit, (2) the contract, and (3) other Affidavits comprising part of the contract.

**I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE  
CONTENTS OF THIS AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE,  
INFORMATION, AND BELIEF.**

Date: \_\_\_\_\_ By: \_\_\_\_\_  
(Authorized Representative and Affiant)

Federal Employer Identification Number (FEIN): \_\_\_\_\_

**ATTACHMENT 1  
RFP L-21-01 DELIVERY TRUCK  
DETAILED SPECIFICATIONS**

Bidder shall indicate in Columns B and C the price and/or availability of the item as described in Column A. Should that item not be available it is to be marked as such. If that item is not available but a comparable option exists, please state as such. If no charge is applied to that item please state the appropriate column: "Included."

Harford County Public Library will purchase the additional options as deemed necessary.

If each section is not filled in as requested the bid will be considered incomplete and may be rejected.

<b>COLUMN A - SPECIFICATIONS</b>	<b>COLUMN B - 2020</b>	<b>COLUMN C - 2021</b>
<b>Model Description</b>		
One (1) new, unused model Ford Transit Cutaway XL; Transit Regular 250; 138"; 3.7L Ti-VCT V6 engine; 6 speed automatic; GVWR – 9,000		
<b>Options - Interior</b>		
Standard Interior Color(s):		
Interior Fabrics:		
Power Windows & Locks:		
Driver & Passenger Airbags:		
Stereo and speaker system:		
<b>Dry Freight Body – Morgan or Dejana ONLY</b>		
16'L x 90"W x 84"H		
Roll Up Door		
Arctic White or similar; to match body of vehicle:		
Dome Light:		
<b>Options - Exterior</b>		
Arctic White or similar:		
Exterior Mirrors with extension:		
Non-factory back up alarm:		
Rear step bumper; 20"H to top of bumper, 11" step width:		
Modified Vehicle Wiring System:		
Tinted Glass:		
AutoLamp with Rain Sensing Wipers:		
235/65R16 BSW All Season tires:		
<b>Additional</b>		
Manufacturer Warranty:		

Additional Warranties Offered:		
Timeframe of delivery once award has been made:		
Prompt Pay Discount:		
<b>Total Amount:</b>	\$	\$