

File No. 5223 **Sale of Year 2008, Toyota Highlander, Hybrid** - All bids must be delivered to the Office of the Purchasing Agent no later than Thursday, June 10, 2010 by 11:00 AM

TO: Cynthia H. Griffin, Purchasing Agent
795 Massachusetts Avenue, Room 303
Cambridge, MA 02139
PH: (617)349-4310
FX: (617)349-4008

The undersigned submits this sealed bid to purchase from the City a Year 2008, Toyota Highlander, Hybrid, described in the specifications herein and advertised in the **CAMBRIDGE CHRONICLE** on **Thursday, May 27, 2010**, which is to be opened and publicly read at the Office of the Purchasing Agent, City Hall, 795 Mass. Ave., Room 303, Cambridge, MA at 11:00 a.m. on **Thursday, June 10, 2010**. **This bid may be downloaded from the City's web site, www.CambridgeMA.gov, Online Services, Current Bid List, Formal, File No. 5223. Parking is limited at this location. It is strongly recommended that bids are mailed or delivered in advanced of the due date and time. Late proposals will not be accepted.**

The envelope containing the bid must be labeled: "This sealed envelope contains a bid for **Year 2008, Toyota, Highlander, Hybrid opened at 11:00 A.M. on Thursday, June 10, 2010**". **The bid and all documents submitted with it are public records.**

The undersigned certifies that this bid is made without collusion with any other person, firm or corporation making any other bid or who otherwise would make a bid. **"The submitted bid must be without conditions, exceptions or modifications to the bid document"**.

This bid process and the award of the contract are made in conformity with M.G.L. c. 30B.

Questions

Questions concerning this Invitation to Bid must be submitted in writing and faxed to Cynthia H. Griffin, Fax # 617-349-4008. All questions must be submitted no later than **Wednesday, June 2, 2010 by 4:00 p.m.** An addendum will be posted to the website to notify all bidders of the questions and answers.

Please check back on the website for Addendums before submitting your bid to the City. Bidders will not be notified individually of Addendums.

Please check the bidders list on the website. If your firm is not listed on the bidders list please click on "Registry" and notify us that you have downloaded the bid document.

Bid Results

The tab sheet and the contract award information will not be mailed to the bidders individually. A tab sheet with the bid results will be posted to the website soon after the bid opening. The tab sheet will include the "contract award" information as soon as it is determined.

Confidentiality and Public Records Law

All bids or other materials submitted by the vendor in response to this Invitation to Bid will be open for inspection by any person and in accordance with the Massachusetts Public Records Law.

Sale of Year 2008, Toyota Highlander, Hybrid

The undersigned hereby purposes to purchase **Year 2008, Toyota Highlander, Hybrid** from the City of Cambridge in accordance with the following terms.

The Year 2008, Toyota Highlander, Hybrid is located at Department of Public Works, 147 Hampshire Street may be inspected by scheduling an appointment with Sydney Cox @ Phone 617-349-4850.

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An award will be made to the highest bidder. Upon notification of award, the successful bidder must forward a **certified check within ten days** to the Purchasing Department made payable to the City of Cambridge for the amount of the award. At the time the Purchasing Department receives the certified check the successful bidder will receive a written release and Public Works will be notified that the vehicle can be released to the bidder.

The successful bidder must finalize the purchase and remove the vehicle at its own expense within ten working days from the date of the notice of award, excluding Saturdays, Sundays and Holidays. The vehicle & title will be released to the successful bidder.

The vehicle is in excellent condition.

VIN NO. JTEEW44A18219747

Mileage: 29,350

2008 Toyota Highlander Hybrid 4x4

Color: Waveline Pearl

LTD Model

Sand Beige Leather Interior

Anti Theft Alarm with Engine Immobilizer

Navigation System; Includes voice Activation and JBL AM/FM in dash 4 CD Changer with Hands Free Blue tooth phone capability.

Carpeted Floor/Cargo Mats, 3rd row seating

Front Auto Dual Zone AC with steering wheel controls

Auto Rear AC with rear vents for 2nd & 3rd row

Roof Rail Cross bars

Remote Engine Start

Power Tilt Slide Moonroof with Sunshade

The price of this vehicle was @ \$46,468.00 in May 2008.

Price Proposal The equipment is being sold "as is" without express warranties and with no implied warranties of merchantability. All prices are to remain firm.

Minimum bid \$32,000.00

Bid Price: _____

Amount in words: _____

Signature of Bidder: _____

Please fill out the following information: Name of Bidder _____

Individual/Company name: _____

Address: _____

City _____ Zip code: _____

Telephone number: _____ Cell Phone Number: _____

Fax number: _____ Email Address: _____