NOTICE TO BIDDERS

FASHION INSTITUTE OF TECHNOLOGY

NEW 2014 LINCOLN MKT TOWN CAR

IFB # C1244

Sealed bids which must include the entire package for the above work located on the FIT campus will be received by:

FIT Purchasing Department at its office located at 333 SEVENTH AVE., 15TH FLR, New York, NY 10001-5992 (Tel: 212-217-3630)

Each bid must be identified, on the outside of the envelope, with the name and address of the bidder and designated as bid for the project titled above. When a sealed bid is placed inside another delivery jacket, the bid delivery jacket must be clearly marked on the outside:

“BID ENCLOSED TO BE OPENED ONLY BY AUTHORIZED OFFICIAL” and “ATTENTION: WALTER WINTER, PURCHASING OFFICE” IFB # C1244

Fashion Institute of Technology will not be responsible for receipt of bids, which does not comply with these instructions. Late bids will be returned unopened.

Only those bids in the hands of FIT’s Purchasing Office, on or before 12:00 PM, January 20, 2015 will be considered.

Bids shall be publicly opened and read aloud after 12:01 PM in the Purchasing Office at 333 Seventh Ave, 15th Floor, New York City.
ATTACHMENT A

NEW LINCOLN MKT TOWN CAR
Invitation for Bid Number C1244

BID CHECKLIST

☐ Did you include all required documentation?

☐ Did you complete in full the Bid Analysis Pages?

☐ Did you sign for each addendum received? (If, any were sent out)

☐ Did you complete the Contractor Reference Sheet? (See Attachment B)
FIT requests a minimum of three references for projects of similar size and scope. Please complete the following information for each reference:

1) Contact Name/Title: ____________________________________________  
   Company Name/Address: ____________________________________________  
   Phone Number: ____________________________________________________  
   Project: ____________________________________________________________  
   For FIT Use Only – Reference Responses:  
   Quality of Work: _____________________ Scheduling: _____________________  
   Cooperation: _________________________ Safety Standards: _________________  
   Permits: _____________________________ Report Submittals: _________________  
   Payments: ____________________________________________________________  
   Other Relevant Factors: ________________________________________________  
   Overall Performance Rating: Excellent ___ Satisfactory ___ Marginal ___ Unsatisfactory ___  

2) Contact Name/Title: ____________________________________________  
   Company Name/Address: ____________________________________________  
   Phone Number: ____________________________________________________  
   Project: ____________________________________________________________  
   For FIT Use Only – Reference Responses:  
   Quality of Work: _____________________ Scheduling: _____________________  
   Cooperation: _________________________ Safety Standards: _________________  
   Permits: _____________________________ Report Submittals: _________________  
   Payments: ____________________________________________________________  
   Other Relevant Factors: ________________________________________________  
   Overall Performance Rating: Excellent ___ Satisfactory ___ Marginal ___ Unsatisfactory ___  

3) Contact Name/Title: ____________________________________________  
   Company Name/Address: ____________________________________________  
   Phone Number: ____________________________________________________  
   Project: ____________________________________________________________  
   For FIT Use Only – Reference Responses:  
   Quality of Work: _____________________ Scheduling: _____________________  
   Cooperation: _________________________ Safety Standards: _________________  
   Permits: _____________________________ Report Submittals: _________________  
   Payments: ____________________________________________________________  
   Other Relevant Factors: ________________________________________________  
   Overall Performance Rating: Excellent ___ Satisfactory ___ Marginal ___ Unsatisfactory ___  

FIT  
Interviewer: ____________________________________________________________  
Signature: ___________________________  
Date: ________________________________
NEW 2014 (or newer) LINCOLN MKT
TOWN CAR IN TUXEDO BLACK
Bid No. C1244

I. INTRODUCTION

The Fashion Institute of Technology (“FIT” or “College”), a community college of art and design, business and technology of the State University of New York, has an enrollment of approximately 10,000 students; approximately 6,500 study full time and another 3,500 take part time classes. FIT offers career-based education built upon unsurpassed professional connections to a wide range of design and business industries. FIT is located at West 27th Street, between 7th and 8th Avenues in New York City. There are approximately 120 administrative/academic offices.

II. SCOPE OF WORK

Contractor shall provide a New 2014 (or newer) Lincoln MKT Town Car in Tuxedo Black equipped as per Price Analysis Form.

III. BIDDER REQUIREMENTS

Bidder shall meet the following requirements and submit necessary information with the bid. FIT reserves the right to determine whether a bidder has substantially met all the bid requirements and to ask for additional information prior to making such a determination. Failure to comply with these requirements shall constitute grounds for rejection of your bid.

A. Bidder shall be in the Auto Dealership business for a minimum of two (2) years. Provide documentation with the bid.

B. Bidder shall provide a minimum of three (3) references of contracts of similar scope and nature entered into within the past three (3) years. Provide the name, title, address and current telephone number of a contact person for each such contract.

IV. CONTRACTOR’S RESPONSIBILITIES

A. Contractor shall furnish a 2014 (or newer) Lincoln MKT. A listing of the required products and services is attached to the Bid Analysis page.

B. Contractor shall have the capability of meeting a product requirement within the time frame required by FIT.
C. Contractor shall deliver above vehicle by January 30th, 2015.

D. Vehicle shall come with a full manufacturer’s warranty.

E. Vehicle shall be new. Used vehicles will not be accepted.

END OF NOTICE TO BIDDERS
# PRICE ANALYSIS FORM

**C1244 Lincoln MKT Town Car**

<table>
<thead>
<tr>
<th>AMOUNT</th>
<th>U/M</th>
<th>DESCRIPTION</th>
<th>PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Each</td>
<td><strong>Furnish and Deliver:</strong>&lt;br&gt;2014 (or newer) LINCOLN MKT Town Car,&lt;br&gt;AWD, 4 Door Sedan.&lt;br&gt;Exterior: Tuxedo Black.&lt;br&gt;Interior: Black Leather.&lt;br&gt;Vehicle to include:&lt;br&gt;201A Package;&lt;br&gt;19” Premium Aluminum Wheels; Wheel Locks;&lt;br&gt;Post-Crash Alert; Anti-Lock Brake System; Carpeted All Weather Floor Mats;&lt;br&gt;Remote Start; Navigation System; Rear Inflatable Seat Belts; Blind Spot Information System with cross-traffic alert; Vista Sunroof; &amp; Front License Plate Holder.&lt;br&gt;Price to include all duties, taxes, charges, vehicle preparation and inspection.</td>
<td></td>
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**Warranty:**<br>4 year Bumper/Bumper;<br>6 year Powertrain; and<br>6 year Roadside Assistance.<br>Delivery To F.I.T.

**Trade In Vehicle:**<br>Lincoln Town Car 2007.<br>Black Exterior & Interior.<br>Mileage: 80,000 Aprox.<br> Vin#:1LNHM85W57Y618232<br>CONTACT: William Ansong to schedule a vehicle inspection, 212 217 4767.

**TOTAL PRICE**  __________________

<table>
<thead>
<tr>
<th>Bidder:</th>
<th>(Print or Type Company/Partnership/Individual Name)</th>
</tr>
</thead>
<tbody>
<tr>
<td>By:</td>
<td>(Signature of Authorized Representative)</td>
</tr>
</tbody>
</table>
Name: ___________________________________________
(Print or Type Name of Representative)

Title:  ___________________________________________
(Print or Type Title of Representative)

Telephone: ___________________________________________

Facsimile: ___________________________________________

Federal ID #: ___________________________________________

E-mail: ___________________________________________

Date: ___________________________________________

**IMPORTANT:** This bid analysis page is the only pricing format acceptable. Bidders must submit pricing using this form. FIT will not accept bid responses on any other form.

**NOTE:**
FIT will not sign any vendor contract, agreement or scope of work. FIT Bid and Contract Terms and Conditions apply. Vendor requirement for FIT to sign any document will be grounds for rejection. Vendor inclusion of any clarifications, exceptions or changes which are not in compliance with FIT Bid and Contract Terms and Conditions will be grounds for rejection.

Vendor signature confirms vendor acceptance of FIT Bid and Contract Terms and Conditions apply to order and/or contract awarded as a result of this bid.