

REQUEST FOR BID

**CITY OF LOS ANGELES
HARBOR DEPARTMENT**

BID NUMBER: 13075
(SHOW THIS NUMBER ON ENVELOPE)

BID DUE BEFORE 2:00 PM ON: JULY 23, 2025

<p style="text-align: center;">SUBMIT BID TO:</p> <p>By Hand/Mail: Los Angeles Harbor Department Purchasing Office, 1st Floor 500 Pier A Street Wilmington, CA 90744</p>	<p style="text-align: center;">SHIP TO ADDRESS:</p> <p>LOS ANGELES HARBOR DEPARTMENT Construction & Maintenance 500 Pier A Street, Wilmington CA 90744</p>
<p>Buyer: Michelle Davies, MD 6-24-25 Senior Management Analyst (310) 732-3890</p>	

ALL ITEMS REQUESTED MAY BE QUOTED AS #OR EQUAL

Item	Quantity	Unit	DESCRIPTION	Unit Price	Extension
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	<u>Unit Price</u>	<u>Extension</u>
1. 1 EA	\$ _____	\$ _____

TOYOTA HIGHLANDER "HYBRID XLE" OR EQUAL, in accordance with the attached specifications.

AUTHORIZED DISTRIBUTOR/DEALER:

Bidder must indicate if it is an authorized factory distributor/dealer for the manufacturer being quoted (please initial).

Yes: _____ No: _____

If bidder is not an authorized distributor/dealer, the bidder shall submit with its Quotation a formal Letter of Certification from the manufacturer, stating that the manufacturer will honor any warranty claims by the City for equipment, parts, and/or materials provided by the bidder.

Time of delivery: _____ days after receipt of order: Terms _____ % discount _____ days.

Affirmative Action – An approved AA plan or certification, if not on file, will be required prior to award of contract.

DECLARATION OF NON-COLLUSION: The undersigned certifies (or declares) under penalty of perjury that this quotation is genuine and not sham or collusive, or made in the interest or on behalf of any person, firm or corporation not herein named; that the bidder has not directly or indirectly induced or solicited any other bidder to put up a sham bid, or any other person, firm or corporation to refrain from bidding, and the bidder has not in any manner sought by collusion to secure to himself any advantages over other bidders.

NOTIFY: REQ9826	Firm Name _____ Mailing Address _____ <div style="text-align: right; margin-right: 100px;">City State Zip</div> Phone No. _____ Fax No. _____
<p>REMITTANCE ADDRESS - Unless bidder indicates otherwise the City will remit to the above address for items received.</p>	

The undersigned hereby agrees to furnish and deliver any or all items of goods or services in accordance with the terms, conditions, specifications and prices herein quoted, INCLUDING THE GENERAL CONDITIONS THAT FOLLOWS. **THIS BID MUST BE SIGNED.**

_____ _____
 Authorized Signature Print Name and title

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The manufacturer will be responsible for any default of the supplier that is not corrected by the supplier in a timely and efficient manner. This responsibility includes replacing incorrect or defective parts, trouble shooting, and correcting problems that are traceable to the manufacturer.

NEW & UNUSED, VEHICLE. The vehicle and/or equipment furnished shall be new and unused, current model, with standard factory fittings, trim, and accessories unless otherwise noted. Said vehicle and/or equipment shall not have been used for any other prior service or as a demonstrator.

DEALER SERVICE. All equipment furnished shall be completely serviced locally by the vendor prior to delivery. It shall be ready for operation when delivered. Any further servicing by the vendor will not be required except in connection with repairs or adjustments covered by the Manufacturer's or Dealer's warranty.

LICENSES. The vendor shall make the necessary applications and complete all transfer papers, including applying for exempt license. He\She shall furnish the Director of Port Construction and Maintenance, or his\her designated representative, evidence of having applied for license at time vehicle is delivered. The registered owner shall be shown exactly as outlined below on all forms where the registered owner is listed, (using abbreviations exactly as shown):

HARBOR DEPARTMENT
CITY OF LOS ANGELES
500 Pier A St.
Wilmington, CA 90744-6433

VEHICLE CODE. All vehicle(s) shall conform to the California Vehicle Code and all other governing requirements.

MAKE AND MODEL.

Make and Model quoted: _____

GVWR: _____ # Engine: _____ cu. in.

Net H.P. @ _____ RPM

Wheelbase: _____ " Cab/Axle: _____ "

GVWR. All vehicles shall meet the Federal GVWR rating, and all components shall have corresponding GVWR ratings. Any vehicle that requires a larger wheel and tire size on the rear axle shall have an equal size wheel and tire on the front axles, unless otherwise specified.

NOTIFICATION. The vendor shall notify the Harbor Department at (310) 732-3550 not less than five (5) days in advance that the vehicle is ready for the following inspections:
(1) Pre-delivery inspection of completed vehicle, (2) Final inspection at point of delivery.

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SAFETY AND HEALTH REQUIREMENTS. All equipment, materials, procedures and services furnished and/or used by the Contractor shall comply with applicable current requirements of OSHA and CAL-OSHA. Contractor agrees to indemnify and hold harmless Los Angeles City, The Harbor Department, and agents, officers and employees thereof, for all damages assessed against them as a result of Contractor's failure to comply with said safety and health requirements.

DELIVERY POINT. F.O.B. the Harbor Department, Construction & Maintenance, 500 Pier A Street, Wilmington, CA 90744

DELIVERY. Delivery is desired within 30 days after vendor receives order. If this time cannot be met, show in the space provided on the Bid Sheet the best delivery time you can guarantee.

SALES TAXES. Do not include Sales Taxes in your Bid. Sales Taxes will be added at time of order.

SALES TAX PERMIT. Vendor's California State Board of Equalization Permit No. required to collect California State Sales Tax. Permit Number: _____.

BID SUBMITTAL TIMELINESS

Bidders solely are responsible for the timeliness of their submittals. As such, bidders are cautioned to budget adequate time to ensure that their bids are delivered at the location designated at or before the deadline set forth above. Bidders are cautioned that matters including, but not limited to, traffic congestion, security measures and/or events in or around the Harbor Department, may lengthen the amount of time necessary to deliver the bid, whether the bid is submitted in person or by mail.

WARRANTY. Terms of warranty on equipment offered. Free PARTS & SERVICE (LABOR) for defective parts and workmanship for the following time period after equipment has been accepted:
_____.

VENDOR PAYMENT. Please note. Vendor name and address must be submitted exactly as it will appear on the invoice. If invoice remit to (remittance) name and address are different from the bid name and address, please indicate:

REMIT TO: NAME: _____

ADDRESS: _____

Invoices submitted for payment where the invoice name and address does not match the name as it appears on the purchase order or as indicated in the space above, will not be processed and will be returned to the vendor.

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SUPPLIER CONTACT INFORMATION:

Contact Person: _____

Title: _____

Telephone No.: _____

Fax No.: _____

E-Mail Address: _____

24 Hour Contact No.: _____

COMPLIANCE WITH LAWS. Vendor shall comply with all applicable Ordinances, laws, Rules and Regulations of the City and of any County, State or Federal Government, or subdivision thereof.

DEFAULT BY SUPPLIER. In case of default by Vendor, the City reserves the right to procure the articles or services from other sources and to hold the vendor responsible for any excess costs occasioned to the City thereby.

ENVIRONMENTAL MANAGEMENT SYSTEM

The Los Angeles Harbor Department (Port) is committed to managing resources and conducting Port development and operations in both an environmentally and fiscally responsible manner. The Port will strive to improve the quality of life and minimize the impacts of its development and operations on the environment and surrounding communities through the continuous improvement of its environmental performance and the implementation of pollution prevention measures, in a feasible and cost effective manner that is consistent with the Port's overall mission and goals, as well as with those of its customers and the community. To ensure this policy is successfully implemented the Port will develop an environmental management program that will:

1. Ensure this environmental policy is communicated to Port staff, its customers, and the community;
2. Ensure compliance with all applicable environmental laws and regulations;
3. Ensure environmental considerations are included in planning, property, financial, developmental, and operational decisions, including feasible and cost effective options for exceeding applicable requirements;
4. Define and establish environmental objectives, targets, and best management practices and monitor performance;
5. Ensure the Port maintains a Customer Outreach Program to address common environmental issues; and
6. Fulfill the responsibilities of each generation as trustee of the environment for succeeding generations through environmental awareness and communication with employees, customers, regulatory agencies, and neighboring communities.

The Port is committed to the spirit and intent of this policy and the laws, rules and regulations, which give it foundation.

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SMALL & LOCAL BUSINESS PROGRAM Certified SLB by the City of LA

Yes No

Companies certified as a Small Local Business with the City of Los Angeles are given a preference applied to bid contracts of \$100,000.00 or less. A 10% preference (discount) is given to the bids of SLB certified companies. The preference is determined by taking 10% of the lowest bid that is proposed by a non-certified SLB company, and subtracting that amount from the bid of the SLB certified company. If after the preference the SLB's bid is less than or equal to the lowest non-certified company's bid, the SLB will be awarded the contract.

In order to be given the bid preference as a certified SLB, your SLB application must be received at the Department of Public Works, Bureau of Contract Administration, Office of Contract Compliance, Centralized Certification Section no later than five (5) calendar days prior to the last day for submission of the bid or proposal and approved prior to the award date as stated on the RFP.

The Department of Public Works, Bureau of Contract Administration, Office of Contract Compliance, Centralized Certification Section is located at:

**Office of Contract Compliance, Centralized Certification:
1149 S. Broadway, Suite 300, Los Angeles, CA 90015
(213) 847-2684**

Certification as a Small & Local Business is valid for one calendar year from the date of approval. Applicant firms must be recertified on an annual basis with the Office of Contract Compliance, Centralized Certification Section. For questions concerning the Small Local Business Program, contact the Office of Contract Compliance, Centralized Certification Section at (213) 847-2684 or at http://bca.lacity.org/index.cfm?nxt_body=main_page.cfm.

BUSINESS TAX REGISTRATION CERTIFICATE (BTRC). In accordance with the City of Los Angeles Municipal Code, a Business Tax Registration Certificate may be required of persons engaged in business activity within the City. The Office of Finance, Tax and Permit Division, (213) 473-5901, has sole authority in determining a firm's tax requirements and in issuing Business Tax Registration Certificates or Business Tax Exemption Numbers. Accordingly, firm's current Business Tax Registration Certificate or Business Tax Exemption Number must be clearly shown on all invoices submitted for payment. Bidder, in submitting this bid, acknowledges and accepts the above requirements and recognizes that no invoice will be processed for payment without inclusion of the Business Tax Registration Certificate or Business Tax Exemption Number.

TAXPAYER IDENTIFICATION NUMBER. Contractor declares that it has an authorized Taxpayer Identification Number (TIN), which must be indicated on all invoices. No payments will be made under this agreement without a valid TIN number.

SPECIAL NOTE. If you are not bidding, please state reason for not bidding and return bid to the Purchasing Office:

SPECIFICATION No. 2720117
(Attachment – A)

ATTACHMENT "A"

PR No. REQ9826

January 13, 2025

Spec No. 2720117

SPORT UTILITY VEHICLE, LAW ENFORCEMENT

NOTICE: Complete all sections of this specification by insertion of "As Specified" or state deviations and exceptions where relevant, if not completed the bid may be considered non-responsive

GENERAL: Shall be a Toyota Highlander "Hybrid XLE" or equal.	
GVWR: 6000 lbs. (minimum)	
WHEELBASE: 112.2 inches minimum	
ENGINE: Hybrid, 4 cylinder, 151 CID/ 2.5L liter (minimum) 186 (minimum) net SAE J-1349 horsepower @ 6000 RPM 175 (minimum) net SAE J-1349 torque @ 4400 RPM Shall have all standard and specified components	
ELECTRIC MOTORS: Permanent magnet synchronous motors (two on the front and one on the rear, All Wheel Drive).	
EMISSIONS: As required by the SCAQMD (South Coast Air Quality Management District) Rule 1191, all vehicles bids shall be LEV (Low Emission Vehicle) as defined by CARB (California Air Resourced Board). Bid vehicles that are not LEV (minimum) certified shall be excluded from contract award.	
COOLING: Heaviest increased capacity system available for size of Van offered including heavy-duty fan.	

January 13, 2025w/iws

Spec No. 272011

<p>TRANSMISSION: Electronically controlled Continuously Variable Transmission (ECVT).</p>	
<p>SUSPENSION: Independent MacPherson strut front suspension with stabilizer bar, trailing wishbone suspension.</p>	
<p>STEERING: Electric Power Steering; power assisted rack and pinion.</p>	
<p>BRAKES: Power-assisted, ventilated 13.3-in. front disc brakes; solid 13.3-in. rear disc brakes with Electronically Controlled Braking (ECB) system and integrated regenerative braking.</p>	
<p>WHEELS: Four (4) 18 x 6.5 inch rim, steel disc or equal.</p>	
<p>TIRES: Four (4) P23565R18 106V all-season (minimum) tubeless tire, all season tread or equal. Spare Tire: One (1) P23565R18 106V all-season tubeless tire or equal, all-season tread, mounted on a new 18.00 x 6.5 (minimum) steel disc rim, and shall be furnished in stock location. Spare tire shall be of the same brand as those supplied on the vehicle.</p>	
<p>ELECTRICAL: Shall be 12-volt system, negative ground.</p> <p>Alternator: At least 250-ampere manufacturers rated capacity, with 70-amperes at engine idle RPM.</p> <p>Batteries: Provide one (1) 650 CCA (minimum) batteries.</p> <p>All non-OEM electrical circuits shall have circuit breaker protection devices.</p>	
<p>FUEL TANK: Fuel tank shall have a minimum 17.1-gallon capacity. Fuel tank shall be full at delivery time.</p>	

January 13, 2025w/iws
 Spec No. 272011

<p>CAB: (Cargo) Sport Utility Vehicle with four (4) doors, and seating for at least seven (7) people, with retractable seat belts for driver and six (6) passengers. The entry height into cab shall be 18 inch (maximum) If an entry step is added to achieve the 18" height it shall be the entire length of door openings and shall be black in color. Shall be Factory ordered or equal. TUBULAR STEPS ARE NOT ACCEPTABLE.</p>	
<p>ADDITIONAL EQUIPMENT: Vehicle shall be equipped with all standard and specified components as listed in factory data books and brochures. If not listed as standard equipment, the following items shall be furnished and installed.</p> <ul style="list-style-type: none"> A. Air cleaner, dry. B. Fresh air heater with integral defroster. C. Sun visors and Arm rests, both sides. D. Factory installed air conditioning. E. Dual windshield wipers, with washers. F. Inside rear view mirror. G. Factory installed mirrors, outside, right and left side. H. Bidirectional emergency triangles, "Grote" Kit No. 71422 or equal, installed in cab. I. Front bumper. J. Inside hood latch release. K. Full floor embossed rubber mat. L. Factory installed AM/FM radio with digital clock. M. Factory power equipment package N. High capacity upfitter switches O. Auxiliary Fuse Panel with High Spec interface connector P. All factory safety options available Q. Side sensing system 	
<p>WIRING: All new wiring, and all wiring that is exposed, shall be installed in flexible non-metallic conduit, with crimped connectors, all properly insulated. All wiring shall be of adequate size to carry designed electrical load without excessive voltage drop. All wiring passing through partitions or bulkheads shall have a rubber grommet at that point for chafe protection. All wiring shall be routed and secured to prevent damage from abrasion and heat. All wiring shall be color or number coded. Color or number coding shall be continuous throughout circuit, from beginning to end. All electrical circuits shall have circuit breaker protection devices.</p> <p>NO SCOTCH LOCKS WILL BE ACCEPTED</p>	

January 13, 2025w/iws
 Spec No. 272011

<p>WELDING: Welding fillets shall have good penetration, good fusion, good appearance, and shall show no cracks or undercutting.</p>	
<p>WORKMANSHIP: All workmanship, welding, and construction is to be in the best manner of the trade. Shall be subject to inspection and approval by Fleet Services.</p>	
<p>PAINTING REQUIREMENTS: All unwelded seams shall be sealed flush, with automotive body caulking compound. All metal work shall be thoroughly cleaned of welding flux, rust, mill scale, dirt, and grease. Shall then be washed with a metal preparation to provide a good etched surface for paint adherence. At least one (1) coat of primer shall be applied throughout, spot puttied where required, and sanded to a smooth surface. A fog coat and one (1) finish coat shall be applied with sufficient drying time between coats to produce a good finish, free of runs. All paint work shall be sprayed.</p> <p>COLOR: Body, body interior, hood, fenders, body, body interior, and all grill work not chromed shall be painted Cement Gray. Interior trim and seat color shall be factory recommended colors.</p>	
<p>SPECIAL REQUIREMENTS: Noise Emissions:</p> <p>A. Interior Noise: Shall comply with the Occupational Safety and Health Act (OSHA) sound level (dbA) requirement in effect at time of award of contract, for an eight (8) hour maximum operator exposure time, measured at operator’s ear with engine at governed RPM.</p> <p>B. Exterior Noise: Shall comply with California Vehicle Code Noise Standards, Section 27160.</p>	

January 13, 2025w/iws
Spec No. 272011

SERVICE/OPERATORS MANUALS, PARTS BOOKS:

For each equipment purchase order there shall be provided:

One (1) Technical Service Manual Set.

One (1) Maintenance Manual Set for the vehicle and all major equipment items including emissions.

One (1) Printed Parts Book Set.

For each unit delivered there shall be provided:

One (1) Operators Manual.

One (1) Line Set Invoice.

One (1) Certified Weight Ticket; Front, Rear and Total.

Five (5) Key Sets.

The above specified manual, books and other items are to be included in the equipment purchase price.

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GENERAL CONDITIONS READ CAREFUL

1. **FORM OF BID AND SIGNATURE.** The Bid must be made on this form only, and is limited to the Terms and Conditions contained herein, unless expressly agreed otherwise in writing by the City. No telephonic or facsimile bid is acceptable, unless otherwise indicated. Bid should be enclosed in a sealed envelope, showing the Bid No. in the lower left corner, and addressed to the Port of Los Angeles Contracts and Purchasing Division, 500 Pier "A" Street, Wilmington, CA 90744. Bids must be signed with the firm's corporate name or DBA and by a responsible officer or authorized employee. In case of error in extension of prices, unit price will govern. All prices must be firm unless the specification provides for adjustment.
2. **TAXES:** Do not include any Sales or Federal Excise Tax in prices unless the specifications specifically require that they be included. Sales tax will be added by the City at time of award. The City will furnish Federal Excise Tax Exemption Certificate to Supplier. Any other taxes must be included in bid prices.
3. **SPECIFICATION CHANGES.** Bidder may request in writing that specifications be modified if its provisions restrict bidder from bidding. Such request must be received by the Director of Purchasing at least five (5) working days before bid opening date. All bidders will be notified by Addendum of any approved changes in the specifications.
4. **BRAND NAMES AND SPECIFICATIONS.** The detailed specifications and/or brand name references are descriptive and indicate quality, design, and construction of items required. Offers will be considered to supply articles substantially the same as those described therein but with minor variations. Bidder must describe variations in their Bid.
5. **AWARD OF CONTRACT.** Bid shall be subject to acceptance by the City for a period of three (3) months unless a lesser period is prescribed in the quotation by the bidder. The City may make combined award of all items complete to one bidder or may award separate items to various bidders. Bidders may submit alternate prices, a lump sum or a discount conditional on receiving an award for two or more items. The right is reserved to reject any, or all, bids and to waive informality in bids.
6. **PURCHASE AGREEMENT.** A copy of the Bid, Specifications and General Conditions will remain on file in the Purchasing Office. All material or services supplied by the Contractor shall conform to the applicable requirements of the City Charter, City Ordinances, and all applicable State and Federal Laws, as well as conforming to the Specifications, Terms and Conditions contained herein.
7. **PRICE GUARANTEE.** If during the term of any agreement awarded pursuant to this Bid, the supplier sells the same materials or services under similar quantity and delivery conditions, at prices below those stated herein, such lower prices are to immediately be extended to the City.
8. **DEFAULT BY SUPPLIER.** In case of default by supplier, the City reserves the right to procure the articles or services from other sources and to hold the supplier responsible for any excess costs incurred by the City.
9. **PAYMENTS.** Payment terms are NET 30 days unless bidder quotes otherwise. Cash discounts allowing less than 20 days or 20th Proxima will not be considered by the City when evaluating Bids. All Cash Discounts are computed from the date of delivery in full or completion and acceptance of the work or material, or from date of receipt of invoice, whichever is latest. Partial payments may be made by the City on delivery and acceptance of goods and on receipt of vendor's invoice. Invoices must be submitted as specified on the Purchase Order or Notice to Proceed.
10. **ASSIGNMENT.** The supplier shall not assign or transfer by operation of law any obligation without the prior written consent of the Director of Purchasing.
11. **NONDISCRIMINATION.** During the performance of this contract, the contractor shall not discriminate in employment practices against any employee or applicant for employment because of the employee's race, religion, national origin, ancestry, sex, sexual orientation, age, disability, marital status, domestic partner status or medical condition, in accordance with L.A. Admin. Code Sections 10.8 to 10.13, whose provisions are incorporated herein. All subcontracts awarded under any such contract shall contain a like nondiscrimination provision.
12. **SAFETY APPROVAL.** Articles supplied under this contract will not be accepted unless they comply with current safety regulations of the City Department of Building and Safety, U.L., the Safety Orders of the California Division of Occupation Safety and Health (CalOSHA) and OSHA requirements.
13. **PREVAILING WAGES.** Where labor is required for public work as a part of this contract, pursuant to the provisions of the Labor Code of the State of California, contractor shall pay no less than the general prevailing wages for the area as determined by the Director of the Department of Industrial Relations, State of California. Copy of wage schedule is obtainable from the Office of the Board of Public Works, City Hall, Los Angeles.
14. **CONTRACTOR'S LIABILITY.** The contractor agrees to, at all times, relieve, protect, save harmless, and fully indemnify the City of Los Angeles, its officers, agents and employees from any and all liability whatsoever that may arise or be claimed by reason of any acts of said contractor, contractor's employees and agents, in connection with the work to be performed under the contract.
15. **PATENT RIGHTS.** The person, firm, or corporation, upon whom this order is drawn, does, in case the materials or supplies to be furnished are covered wholly or in part by U.S. Letters Patent, by the acceptance of this order agrees to indemnify and hold the City of Los Angeles harmless from any and all injuries or damage which the City may sustain by reason of the sale to or use by it of such materials or supplies and arising out of the alleged or actual infringement of said letters patent.
16. **LEGAL JUSTIFICATION.** This agreement shall be deemed entered into in Los Angeles, California, and shall be governed and construed in accordance with the laws of the State of California.
17. **TERMINATION FOR NON-APPROPRIATION.** The Harbor Department of the City of Los Angeles' (City's) obligation to pay any amount hereunder, for any City fiscal year after the current fiscal year is contingent upon City's appropriation of funds for that purpose. The City's fiscal year ends on June 30th of each calendar year. Accordingly, anything to the contrary notwithstanding, the City may terminate this contract and future monetary obligations hereunder as of the end of any fiscal year.
18. **CANCELLATION.** The contract may be terminated in whole or in part by the Harbor Department of the City of Los Angeles (City) for its convenience, without penalty, provided that the Bidder is given not less than 30 days written notice (delivered by certified mail, return receipt requested) of the intent to terminate. The City will pay for that portion of the orders fulfilled or work performed. The City has the right to cancel the contract for cause at any time.

THE END

No. 285 Rev. 10/12-116