



## **Jackson County Board of Commissioners**

67 Athens Street  
Jefferson, Georgia 30549  
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### **INVITATION TO BID**

December 14, 2020

Bid Number: 200026

Bid Name: 2020 Vehicles for Public Development, Road Department, Parks and Recreation, and Correctional Institute.

The Jackson County Board of Commissioners is soliciting bids for the purchase of five (5) vehicles for Jackson County Public Development (1), Road Department (2), Parks and Recreation (1), and Correctional Institute (1). Specifications, terms and conditions are contained herein.

BID DUE DATE/TIME: Wednesday, January 20, 2021 at 10:00 am

RETURN BID VIA: Sealed bid via mail or deliver to:

Jackson County Board of Commissioners  
Attn: Purchasing Department – Bid Number 200026 2021 Vehicles  
67 Athens Street  
Jefferson, GA 30549

PUBLIC BID OPENING DATE/TIME: Wednesday, January 20, 2021 at 10:00 am, local time prevailing

LOCATION: 67 Athens Street, Jefferson, GA 30549

Direct all questions concerning this bid to:

Myrna Yarbrough

Jackson County Purchasing Manager

(706) 367-6309

[myarbrough@jacksoncountygov.com](mailto:myarbrough@jacksoncountygov.com)

Deadline for Questions: Monday, January 11, 2021, 5:00 PM, local time prevailing.

## **1. GENERAL INFORMATION FOR BIDDERS:**

A. From the issue date of this Invitation to Bid (ITB) until an award has been announced, vendors shall not communicate with any Jackson County elected official or employee, with the exception of the name stated above or the Director of Purchasing, concerning this ITB or any information herein.

B. Whenever the terms “shall”, “must”, “will”, or “is required” are used in the ITB, the item being referred to is a mandatory requirement of this ITB and failure to meet any mandatory requirement may be cause for rejection of the bid.

C. All amendments and or addendums will be posted on the Jackson County Purchasing Information website, [www.jacksoncountygov.com](http://www.jacksoncountygov.com) and at [www.vendorregistry.com](http://www.vendorregistry.com) . It is the bidder's responsibility to check this site on a regular basis. The Board will not be responsible for any information not viewed by bidders.

D. Jackson County reserves the right to determine whether substitutions or deviations will be acceptable when reviewing specifications on all equipment. All responses shall be answered ‘yes’ or ‘no’ under the bidder's response column. ‘No’ responses shall include proposed substitution or deviation proposed by the bidder.

## **2. QUOTATIONS**

A. The Board of Commissioners reserves the right to:

- (1) waive formalities and technicalities in any quotation;
- (2) reject any and/or all quotations when in the Board's judgment, it will be in the best interest of the County;
- (3) accept the quotation that in its judgment will be in its best interest of the County;
- (4) purchase from any source, in part or in whole any supplies, equipment or services;
- (5) at its option, award on individual items or on a lump sum basis;
- (6) award this bid to the vendor who in the Board's opinion is most responsive and responsible and will perform in the best interest of the County;
- (7) negotiate final product and final price.

B. Price alone will not be the determining factor in award of this bid.

C. The Bidder may give quotations only on the brands, makes, models specified herein.

D. The Bidder shall return the attached Vendor Certification, ITB Pricing Forms (all pricing forms should be returned and if a vendor is not bidding on a specific make/model vehicle, they should write the words “NO BID” on the line for the vehicle price),

Addenda Acknowledgement Form, Warrantee Information and a letter of exception for any specification listed on the ITB Pricing Form that the vendor provided a 'No' response to the desired item. These documents constitute the necessary bid package. The vendor may include a brochure with the bid package, if desired.

**3. PRICE:** Prices quoted shall include all costs and charges to include, but not limited to purchasing, packing, transporting the equipment and/or services described herein. The Jackson County Government is exempt from state sales tax. All fees shall be included in the bid price. Bidders must quote a per vehicle price for each make/model when providing a bid price to this solicitation. Since the vehicle is available for purchase through a State of Georgia State Contract, Jackson County reserves the right to compare the State Contract prices to the prices submitted by vendors in reply to this solicitation. If all bids received exceed the State Contract Price for the same vehicle with the same configuration, the County reserves the right to cancel the formal bid and purchase the vehicles under the State Contract. The State Contract pricing information can be obtained from the website of the Department of Administrative Services. Vendor may bid on any or all vehicles listed.

**4. SAMPLES:** No samples are required under this bid.

**5. AWARD:** This bid may be awarded to one or multiple vendors.

**6. TRADE NAME:** Bidders are required to provide a bid on the make/model and configuration as outlined on each bid form and only these make/model vehicles.

**7. MARKING:** Not Applicable.

**8. SAFETY:** All vendors who submit bids in reply to this solicitation must provide all factory warrantee information, vendor specific warrantee information, and identify if the vendor submitting the bid is capable of providing service to the vehicle in the event of a recall on the vehicle.

**9. DELIVERY:** Delivery of all vehicles from this quotation must be FOB destination to the Jackson County Fleet Maintenance Department, 170 Fowler Drive, Jefferson, Georgia 30549. Delivery shall be made within the vendor's quoted days after receipt of order. Any item(s) not delivered within the time limit may be cancelled by BOC at no expense to same. No deliveries are accepted on Saturdays, Sundays or holidays. DELIVERY SHALL BE ACCOMPLISHED ON WEEKDAYS BETWEEN 8:00AM AND 4:00PM EASTERN TIME and should be coordinated with Fleet Maintenance to ensure they have personnel available to conduct the inspection of each vehicle.

**10. INSPECTION:** All merchandise and services shall be subject to inspection after arrival at destination or completion of work. In case any items are found to be defective or otherwise not in conformity with specifications or statement of work, the Board has the right to reject such items and/or services and return them at bidder's expense.

**11. PAYMENT:** The Jackson County Board of Commissioners shall make payment for goods and services within thirty (30) days upon receipt, inspection and acceptance by BOC personnel and receipt of the Certificate of Origin, Mileage Certification, and the invoice. Payment will be made by EFT. The invoice should not include the cost of registering the vehicle or obtaining the title for the vehicle as the County will be responsible for applying and obtaining these items.

**12. FACILITIES AND EQUIPMENT:** The bidder shall be responsible for the protection of the Jackson County Government's premises and property, and will be held liable for any damages caused by the bidder, bidder's employee(s) or bidder's agent(s) during the execution of this bid, resultant purchase orders or contracts.

**13. INTERPRETATION:** If a bidder contemplating submitting a price quotation is in doubt as to the true meaning of any part of these documents, submit a request for interpretation to the Purchasing Manager at (706) 367-6309. All such interpretations will be posted on the Jackson County Purchasing Information web page.

**14. INDEMNIFICATION:**

A. The bidder does hereby indemnify and shall hold harmless the Jackson County Government, it's Board members, employees, agents, and servants (each of the forgoing being hereafter referred to individually as "Indemnified Party") against all claims, demands, causes of actions, actions, judgments or other liability including attorney's fees (other than liability solely the fault of the Indemnified Party) arising out of, resulting from or in connection with the Bidder's performance or failure to perform this agreement, including but not limited to:

- (1). All injuries or death to persons or damage to property, including theft.
- (2). Bidder's failure to perform all obligations owed to the bidder's employees including any claim the bidder's employees might have or make for privilege, compensation or benefits under any BOC benefit plan.
- (3). any and all sums that are due and owing to the Internal Revenue Service for withholding FICA, and unemployment or other State and Federal taxes.

B. The bidder's obligation to indemnify any Indemnified Party will survive the expiration or termination of this agreement by either party for any reason.

**15. TERM OF CONTRACT:** By submitting a bid in response to this ITB, the bidder is agreeing to guarantee bid prices for the period beginning with bid award and ending six months after the award. The term may be extended for a period of six months upon agreement of both parties. Additionally, by submitting a bid, other government agencies may piggyback on this bid to order vehicles at the same price and of the same configuration during the term of the contract.

**16. BID RECAP:**

- A. A bid summary shall be sent to all responding bidders, if requested.
- B. A bid summary is available to all other requesters at no charge if requested within thirty days of bid award.
- C. After thirty days of bid award, bid documents are available under the Georgia Open Records Act. A written request must be made to the Jackson County Board of Commissioners.

**OTHER:** The undersigned offers and agrees to furnish any or all of the items upon which prices are quoted at the price set opposite each item, in the quantities described, delivered to the point(s) specified, in accordance with the terms and conditions set forth herein. The laws of the State of Georgia shall prevail concerning all purchases and services under this contract.

## VENDOR CERTIFICATION

I certify that I have read and understand the terms and conditions herein except as stated below. I further state that I am and/or my company is capable, able to, and will provide the requested products and/or service described herein. I am the owner or agent of the company stated below and am authorized and empowered to contract. By my signature on this ITB, I/we guarantee and certify that all items included in my bid meet or exceed specifications.

I certify that this quotation is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a quotation for the same materials, supplies, equipment, or services and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of State and Federal Law and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of the quotation and certify that I am authorized to sign this quotation for the Contractor.

SUBMITTED BY \_\_\_\_\_ DATE \_\_\_\_\_

TITLE \_\_\_\_\_ EMAIL: \_\_\_\_\_

COMPANY NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_ FAX NUMBER \_\_\_\_\_

COMPANY WEBSITE/EMAIL \_\_\_\_\_

SIGNATURE \_\_\_\_\_

**This form must be returned with the vendor's bid package.**

**ITB 200026 Pricing Form (2021 Ford Escape)**

Vendor Name: \_\_\_\_\_

Per Vehicle Price (delivered/per the below specifications): \$ \_\_\_\_\_

Number of Vehicles to be purchased: One (1) for Public Development

State Contract for Comparison: 99999-SPD-ES40199373

**Specifications for the 2021 Ford Escape**

**Specification:**

**Bidder Will Meet Exactly (circle)**

2021 Ford Escape SE 4WD

Yes or No

Equipment Include in Standard Model

1.5L Eco Engine, 8 spd auto transmission

Cloth Seats

100A Equipment Group

**All standard equipment and configurations as set forth in the State Contract**

YZ – Oxford White (Exterior Color)

Yes or No

Cloth Bucket Seats – ebony (Interior color)

Yes or No

100A – Equipment Group

Yes or No

8 speed auto trans, 225/65R17 tires

Yes or No

17F – U9G01

Yes or No

**This form must be returned with the vendor's bid package.**

**ITB 200026 Pricing Form (2021 Ford Explorer)**

Vendor Name: \_\_\_\_\_

Per Vehicle Price (delivered/per the below specifications): \$ \_\_\_\_\_

Number of Vehicles to be purchased: One (1) for JCCI

State Contract for Comparison: 99999-SPD-ES40199373

**Specifications for the 2021 Utility Vehicle (Explorer) All Wheel Drive**

**Specification:** **Bidder Will Meet Exactly (circle)**

2021 Ford Utility Vehicle (Explorer) All Wheel Drive, 4 door	Yes or No
Equipment Included in Standard Model	
2.3L Ecoboost Engine, 10 spd auto transmission	
Cloth Seats	
Includes Spare Tire	
Tires P255/65R18/A/S	
<b>All standard equipment and configurations as set forth in the State Contract</b>	
 YZ – Oxford White (Exterior Color)	 Yes or No
 7 – Cloth Bucket	 Yes or No
 N – Sandstone	 Yes or No
 100A – Equipment Group/18” Aluminum Wheels	 Yes or No
 425 – 50 State Emission	 Yes or No
 153 – Front License Bracket	 Yes or No

**This form must be returned with the vendor's bid package.**

**ITB 200026 Pricing Form (2021 Ford F250)**

Vendor Name: \_\_\_\_\_

Per Vehicle Price (delivered/per the below specifications):

3 each x \$ \_\_\_\_\_ = \$ \_\_\_\_\_

If you have a 2020 model in stock, please list price here = \$ \_\_\_\_\_

How many 2020 models are available? \_\_\_\_\_

Please attach details on 2020 models if available.

Number of Vehicles to be purchased: Three (3): Two (2) for Road Department and One (1) for Parks and Recreation

State Contract for Comparison: 99999-SPD-SPD0000155

**Specifications for the 2021 Ford F250 4 x 2**

**Specification:**

**Bidder Will Meet Exactly (circle)**

2021 Ford Vehicle (F250) 4 x 2 Crew Cab	Yes or No
Equipment Include in Standard Model	
6.2L V8 EFI Engine	
Vinyl Seats	
Pursuit Rated Tires	
<b>All standard equipment and configurations as set forth in the State Contract</b>	
Z1 – Oxford White (Exterior Color)	Yes or No
A – Vinyl Seats 40/20/40	Yes or No
S – Medium Earth Grey (Interior Color)	Yes or No
600A – Equipment Pkg. – XL trim, trailer tow pkg., 10,000# GVWR	Yes or No
572 – Air conditioner, AM/FM stereo/MP3/clock	Yes or No
44S – 6 speed automatic	Yes or No
TD8 – LT245 BSW AS 17	Yes or No

X3E – 3.73 Blocking	Yes or No
425 – 50 state emission	Yes or No
512 – spare tire	Yes or No
90L – Power Equipment Group	Yes or No
425 – 50 State Emission	Yes or No

**This form must be returned with the vendor's bid package.**

## **ADDENDA ACKNOWLEDGEMENT FORM**

The Vendor has examined and carefully studied the Invitation to Bid and the following Addenda, receipt of all of which is hereby acknowledged:

Addendum No. \_\_\_\_\_

Addendum No. \_\_\_\_\_

Addendum No. \_\_\_\_\_

Addendum No. \_\_\_\_\_

\_\_\_\_\_  
Authorized Representative/Title  
(Print or Type)

\_\_\_\_\_  
Authorized Representative (Date)  
(Signature)

**Vendors must acknowledge any issued addenda. Proposals which fail to acknowledge the vendor's receipt of any addendum will result in the rejection of the offer if the addendum contained information which substantively changes the Owner's requirements.**

**This form must be returned with the vendor's bid package.**