



**FRANKLIN COUNTY
PURCHASING DEPARTMENT
REQUEST FOR BID (RFB) COVER PAGE**

RFB NO: 2024-33

TITLE: Vehicle – Franklin County Prosecuting Attorney’s Office

Solicitation Schedule & Deadlines:

August 28, 2024	Solicitation Release/Advertising Date
September 6, 2024 2:00PM	Deadline for Submitting Questions
September 11, 2024 4:30PM	Deadline to post Addendum
September 25, 2024 2:00PM	Deadline to Submit Response
September 25, 2024 2:30 PM	Opening Date I Time

Responses must be received no later than “Deadline to Submit Response”

September 25, 2024 2:00 PM

Shakara Bray, Purchasing Agent

Meagan Johnson, Assistant Purchasing Agent

Phone: 636-584-6274 Email: purchasing@franklinmo.gov

Submittal Instructions: Print this Packet in its entirety and complete all pages per instructions. Print the SEALED RESPONSE LABEL found in Attachment 1 of this packet and attach to the front of your envelope.

Company Name: _____

SUBMISSION CHECKLIST

_____ I have reviewed the bid schedule and deadlines, located on the solicitation cover page

_____ I have read ALL Terms and Conditions and Bid documents closely

(Located at www.franklinmo.org)

THE ITEMS LISTED BELOW ARE THE REQUIRED DOCUMENTATION FOR SUBMITTING A RESPONSE

USE THESE FORMS ONLY

_____ Solicitation Cover page

_____ Contractual Terms and Conditions Acknowledgement

_____ Pricing Form (all pages) completed and signed

_____ I have one original and two copies that are labeled accordingly

_____ I have included contact information

_____ COI (Certificate of Insurance)

_____ Envelope is sealed and label attached

_____ Affidavit for Work Authorization is completed and Notarized

_____ Current, signed W-9 is included in solicitation packet

If you have already submitted W-9 information through Vendor Registry, you do not have to resubmit with response. Just reference Vendor Registry.

PURPOSE

Franklin County Prosecuting Attorney's Office is seeking bids from qualified vendors to provide one vehicle for purposes that meets or exceeds the specific requirements listed below.

SPECIFIC REQUIREMENTS

1. The vendor shall provide Model year 2020-2023 with manufacturers' standard equipment.
2. All items of standard equipment which are normally provided with each vehicle by the manufacturer shall be furnished unless such items are specifically omitted by the request for bid specifications.
3. The vehicle needs to be an SUV or Sedan
4. All options and/or accessories must be manufacturers' original equipment. No aftermarket options and/ or accessories shall be acceptable.
5. All options must be factory installed.
6. Must have no more than 65,000 miles
7. Must come with a warranty
8. All warranty service must be performed within a 70 mile radius from the Franklin County Prosecuting Attorney's Office AT 15 S Church St. RM 204 Union, MO. 63084
9. Vehicle shall come with owner's manual.
10. Vehicle shall come with proper form to apply for Missouri title and license including the Manufacturer's Statement of Origin and invoice.
11. Vehicle shall be delivered and/or picked up within one week from award date of this bid.
12. Delivery and/or pick up specifications of the vehicle will be one of the following:
 - a) Vehicle delivered to Franklin County Prosecuting Attorney's Office @ 15 S Church St. RM 204 Union, MO. 63084
 - b) Vehicle picked up at awarded vendor's location no more than 70 miles from the Franklin County Prosecuting Attorney's Office @ 15 S Church St. RM 204 Union, MO. 63084
13. If the awarded vendor cannot deliver and/or accommodate pick up for the Franklin County Prosecuting Attorney's Office within one week of the award date, The Franklin County Prosecuting Attorney's Office reserves the right to find the same or similar vehicle from another source.
14. Payment will be a check from Franklin County, MO which will be processed and sent after vehicle is in hands of Franklin County Prosecuting Attorney's Office and after invoice is received by Franklin County Prosecuting Attorney's Office. Invoice can be mailed or emailed to the following:

Franklin County Prosecuting Attorney's Office
Attn: Matthew Becker
15 S Church St.
Room 204
Union, MO. 63084
purchasing@franklinmo.gov

15. Invoice will have the awarded vendor's remittance address, Legal Business name, Franklin County's Purchase order number, and pricing broke down by specifications.
16. The awarded vendor shall be responsible for repairing any item or components received in damaged condition at no cost to Franklin County, MO.
17. All prices shall be firm, fixed as indicated in the pricing pages within this bid.
18. Color of the vehicle cannot be red, black or yellow.

The contents of this section include mandatory requirements that will be required of the successful bidder and subsequent contractor. The offeror is requested to provide responses to the requirements/desired attributes in this section pursuant to the directions identified herein. The offeror's response, whether responding to a mandatory requirement or a desired attribute, shall be binding in the event the bid is accepted by Franklin County. The offeror must provide all costs necessary to meet the mandatory requirements and the fulfillment of any desirable attributes in the appropriate section titled Pricing.

PRICING FORM

2024-33 Vehicle – Franklin County Prosecuting Attorney’s Office

REQUIRED PRICING

The bidder shall complete the following pricing form and provide firm, fixed pricing necessary to meet the mandatory requirements of the solicitation.

Model 2020 or Newer 4x4 Firm, Fixed Base Price Equipped as Specified Below: \$ _____ each <i>In addition to the mandatory required equipment stated below, the vehicles shall be equipped with <u>all</u> standard equipment for the model specified.</i>	
Specifications	Vendor should provide a description of each specification below for the vehicle proposed or indicate compliance.
ENGINE:	
4WD:	
TIRES:	
WHEELS:	
SINGLE KEY LOCKING SYSTEM: 2 Key Fobs	
Heated Leather Steering Wheel :	
Headlights: LED	
FLOOR MATS: All Weather Floor Liners	
FRONT LICENSE BRACKET: Manufacturer's standard required	
Seating:	
COLOR:	List colors available:
MANDATORY MODEL: 2020 or newer	

SPECS:

- 4-Wheel Disc Brakes
- 4X4
- Speakers
- ABS brakes
- AM/FM radio: SiriusXM
- Air Conditioning
- Auto High-beam Headlights
- Automatic temperature control
- Brake assist
- Dual front impact airbags
- Dual front side impact airbags
- Electronic Stability Control
- Front beverage holders
- Front dual zone A/C
- Front fog lights
- Fully automatic headlights
- Low tire pressure warning
- Occupant sensing airbag
- Outside temperature display
- Passenger door bin
- Power door mirrors
- Power driver seat
- Power steering
- Power windows
- Power Locks
- Radio data system
- Rear Parking Sensors
- Rear Window Defrost
- Rear side impact airbag
- Remote keyless entry, 2 Key Fobs Needed
- Steering wheel mounted audio controls
- Steering tilt
- Traction control
- Turn signal indicator mirrors
- Variably intermittent wipers

CONTRACTUAL TERMS AND CONDITIONS ACKNOWLEDGEMENT

The undersigned Vendor/Contractor has read, understood, and accepted the Terms and Conditions as published on the Franklin County Official Website located at:

<http://www.franklinmo.org>

All terms and conditions as stated shall be adhered to by Vendor/Contractor upon acceptance of contract. Vendor/Contractor enters into this agreement voluntarily, with full knowledge of its effect.

Vendor/Contractor Signature

Date

Vendor/Contractor Name and Title

AFFIDAVIT OF WORK AUTHORIZATION

(Continued)

CURRENT BUSINESS ENTITY STATUS

I certify that _____ (Business Entity Name) **MEETS** the definition of a business entity as defined in section 285.525, RSMo pertaining to section 285.530, RSMo as stated above.

Authorized Business Entity
Representative's Name
(Please Print)

Authorized Business Entity
Representative's Signature

Business Entity Name

Date

As a business entity, the grantee, sub grantee, contractor, or subcontractor must perform/provide the following. The grantee, sub grantee, contractor, or subcontractor shall check each to verify completion/submission:

- Enroll and participate in the E-Verify Federal Work Authorization Program (Website: <http://www.dhs.gov/e-verify>; Phone: 888-464-4218 Email: e-verify@dhs.gov) with respect to the employees hired after enrollment in the program who are proposed to work in connection with the services required herein;

AND

- Provide documentation affirming said company's/individual's enrollment and participation in the E-Ver

Company Name _____

Authorized Signature _____

Printed name and title _____

Franklin County reserves the right to request supporting documentation for the proposed pricing. In addition, it may be necessary to evaluate the bidder's expertise and experience in order to award a bid. Franklin County reserves the right to request reference information and/or proof of expertise if necessary.

VENDOR INFORMATION

Company Name _____

Mailing Address _____

Phone number _____

Contact Name _____

Contact Name Title _____

Email Address _____

ATTACHMENT 1

SEALED RESPONSE LABEL

PLEASE ATTACH LABEL TO OUTSIDE OF PACKAGE

SEALED BID RESPONSE ENCLOSED

DELIVER TO:

Purchasing Department
400 East Locust St, Rm 004
Union, MO 63084

SOLICITATION # 2024-33 DATE: September 25, 2024 2:00PM

**DESCRIPTION: Vehicle – Franklin County Prosecuting
Attorney’s Office**

Vendor Name: _____

Vendor Address: _____