



Jackson County Board of Commissioners

67 Athens Street
Jefferson, Georgia 30549
Phone: (706) 367-6309
Fax: (706) 708-2505
Email: lbernata@jacksoncountygov.com

INVITATION TO BID

October 28, 2016

Bid Number: 6320-01

Bid Name: 2017 Sheriff's Vehicles

The Jackson County Board of Commissioners is soliciting bids for the purchase of twenty (20) vehicles for the Jackson County Sheriff's Department. Specifications, terms and conditions are contained herein.

BID DUE DATE/TIME: November 15, 2016 at 10:00 am

RETURN BID VIA: mail or deliver to:

Jackson County Board of Commissioners

Attn: Purchasing Department – Bid Number 6320-01/2017 Sheriff's Vehicles)

67 Athens Street

Jefferson, GA 30549

PUBLIC BID OPENING DATE/TIME: November 15, 2016 at 10:00 am, local time prevailing

LOCATION: 67 Athens Street, Jefferson, GA 30549

Direct all questions concerning this bid to:

Len Bernat

Jackson County Purchasing Manager

(706) 367-6309

lbernata@jacksoncountygov.com

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 and at 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. All bidders should register at www.vendorregistry.com so that the County has all the necessary vendor information to establish the vendor in the Financial Software System so that payments can be made promptly to the vendor awarded the contract.

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, Vendor Form, W-9, 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 bid 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.

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 may be made by check or 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. FAILURE TO BID: If you do not wish to bid, please return this bid and state reason(s).

16. 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.

17. BID RECAP:

- A. A bid summary shall be sent to all responding bidders.
- 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 _____

SIGNATURE _____

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

ITB 6320-01 Pricing Form (2017 Dodge Charger)

Vendor Name: _____

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

Number of Vehicles to be purchased: Nine (9)

State Contract for Comparison: 99999-SPD-ES40199409

Specifications for the 2017 Dodge Charger Pursuit

<u>Specification:</u>	<u>Bidder Will Meet Exactly (circle)</u>
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2017 Dodge Charger Pursuit (5.7L V8/370 HP)	Yes or No
Equipment Include in Standard Model	
5 Speed Automatic Transmission with Autostick	
Rear Wheel Drive	
Electronic Stability Control	
Police ABS 4-Wheel HD Disc Brakes	
P225/60R18 BSW Performance Tires	
Full Size Spare Tire	
6-Way Power Driver's Seat	
Power Door Locks/Power Windows	
Bright Hub Caps	
AM/FM Voice Command with Bluetooth	
Rear Voice Mirror with Microphone	
Black Vinyl Floor Covering	
Cloth Bucket Front Seat/Cloth Bench Rear	
2.62 Rear Axle Ratio	
Speed Control/Tilt Telescope Steering Wheel	
Air Conditioning	
Remote Proximity Keyless Entry	
Red/White Center Dome Light	
Sentry Key Theft Deterrent System	
All standard equipment and configurations as set forth in the State Contract	
PAU – Granite Crystal (Exterior Color)	Yes or No
LNK – Driver's Spot Lamp – LED	Yes or No
GUK – Power Heated Mirrors	Yes or No
X5X9 – Cloth Front/Vinyl Rear Bench Seats	Yes or No

AMV – Fleet Park Assist Group

Yes or No

Details:

ParkSense Rear Park Assist System (XAA)

ParkView TM Rear Back-Up Camera (XAC)

AHM – Convenience Group 1

Yes or No

Details:

Power Driver/Passenger 4-way Lumbar Adjust (JRN)

Power Front Driver/Passenger Seats (JPT)

Power Adjustable Pedals (XAP)

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

ITB 6320-01 Pricing Form (2017 Ford Taurus)

Vendor Name: _____

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

Number of Vehicles to be purchased: Five (5)

State Contract for Comparison: 99999-SPD-ES40199409

Specifications for the 2017 Pursuit Sudan (Taurus) All Wheel Drive

<u>Specification:</u>	<u>Bidder Will Meet Exactly (circle)</u>
2017 Ford Pursuit Sudan (Taurus) All Wheel Drive	Yes or No
Equipment Include in Standard Model	
3.7L V6 Engine	
Cloth Front Seats/Vinyl Rear Seats	
Power Windows/Locks/Mirrors/Driver's Seat	
Pursuit Rated Tires	
All standard equipment and configurations as set forth in the State Contract	
YG – Medium Titanium Metallic (Exterior Color)	Yes or No
21F – LED Spot Light (1,2)	Yes or No
60P – Keyless Remote	Yes or No
76R – Reverse Sensing	Yes or No
549 – Heated Mirrors	Yes or No

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

ITB 6320-01 Pricing Form (2017 Ford Explorer)

Vendor Name: _____

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

Number of Vehicles to be purchased: Five (5)

State Contract for Comparison: 99999-SPD-ES40199409

Specifications for the 2017 Pursuit Utility Vehicle (Explorer) All Wheel Drive

<u>Specification:</u>	<u>Bidder Will Meet Exactly (circle)</u>
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2017 Ford Pursuit Utility Vehicle (Explorer) All Wheel Drive	Yes or No
Equipment Include in Standard Model	
3.7L V6 Engine	
Cloth Front Seats/Vinyl Rear Seats	
Power Windows/Locks/Mirrors/Driver's Seat	
Pursuit Rated Tires	
All standard equipment and configurations as set forth in the State Contract	
YG – Medium Titanium Metallic (Exterior Color)	Yes or No
51T – LED Spot Light (1,2)	Yes or No
17T – Red Cargo Dome Light	Yes or No
595 – Keyless Remote	Yes or No
76R – Reverse Sensing	Yes or No
549 – Heated Mirrors	Yes or No

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

ITB 6320-01 Pricing Form (2017 Ford Explorer)

Vendor Name: _____

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

Number of Vehicles to be purchased: One (1)

State Contract for Comparison: 99999-SPD-ES40199409

Specifications for the 2017 Pursuit Utility Vehicle (Explorer) All Wheel Drive

<u>Specification:</u>	<u>Bidder Will Meet Exactly (circle)</u>
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2017 Ford Pursuit Utility Vehicle (Explorer) All Wheel Drive	Yes or No
Equipment Include in Standard Model	
3.7L V6 Engine	
Cloth Front Seats/Vinyl Rear Seats	
Power Windows/Locks/Mirrors/Driver's Seat	
Pursuit Rated Tires	
All standard equipment and configurations as set forth in the State Contract	

UX – Ingot Silver Metallic (Exterior Color)	Yes or No
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17T – Red Cargo Dome Light	Yes or No
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65U – Interior Upgrade	Yes or No
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16C – Carpet with Mats	Yes or No
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88F – 2 nd Row Cloth Seats	Yes or No
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65L – Full Wheel Covers	Yes or No
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595 – Keyless Remote	Yes or No
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76R – Reverse Sensing	Yes or No
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549 – Heated Mirrors	Yes or No
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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
(Signature)

(Date)

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.



Jackson County Purchasing
67 Athens Street
Jefferson, Georgia 30549
Fax: 706-708-2505

Please complete the Vendor Master Form that will be compiled by the Purchasing Department to create a Bidder's List. By completing this form, your company will be added to the Jackson County Purchasing Vendor Master List.

VENDOR MASTER INFORMATION (Please check the box that applies)

VENDOR # _____ (Assigned)

Individual	Sole Proprietorship	Corporation	Partnership	Public Entity
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

VENDOR STATUS (Please check)

Principal Line of Business

Add	Active	Inactive	Change	Delete
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

VENDOR ORDER ADDRESS

Name		Phone number	()
Address		Fax number	()
		DBE/WBE (Disadvantage Business Enterprise/Women Business Enterprise)	Yes _____ No _____
City		Contact person/Title	
State		1099 Vendor	Yes _____ No _____ If marked Yes, Certificate of Insurance and Workmans Compensation Form shall be required to be presented to Purchasing before work commences.
		W9 Completed	Yes _____ No _____ W9 shall be completed if 1099 Box is checked and return to Purchasing
Zip Code			
Federal ID #		Social Security #	
E-Mail Address		Web site address	

REMITTANCE ADDRESS (If different from order address)

Name		Phone number	()
Address		Fax number	()
		Contact person/Title	
City			
State		E-Mail Address	
Zip Code		Web site address	

PURCHASING AUTHORIZATION ONLY (For questions, please call **Beth White**, Purchasing @ 706-367-6309 or email: bwhite@jacksoncountygov.com)

Dept/Div that will use vendor		Date entered by Purchasing	
Commodity Code		Entered by:	