

#### BULLOCH COUNTY BOARD OF COMMISSIONERS 115 NORTH MAIN STREET STATESBORO, GEORGIA 30458

### INVITATION FOR BID FY 2021 VEHICLE FLEET ALLOTMENT

The Bulloch County Board of Commissioners (herein after referred to as the "County") is accepting **COMPETITIVE SEALED BIDS** for:

**Material or Service:** The purchase of seven administrative vehicles pursuant to the enclosed specifications. Bidders may bid on some or all vehicles.

**Bid Submission Deadline:** The deadline for receipt of sealed bids is 3:00 PM, Wednesday, November 18, 2020. Prospective bidders shall file all documents necessary to support their bids. **FAXED OR E-MAILED BIDS WILL NOT BE ACCEPTED.** 

Time and Place for Submission and Opening of Bids: Bidders are responsible for the actual delivery of sealed bids during normal business hours to the Bulloch County Board of Commissioners, 115 North Main Street, Statesboro, Georgia 30458. The original bid and supporting documents must be submitted in a sealed clearly marked envelope. At the time and date of the bid deadline, the bids will be publicly opened and cost components read aloud at the Bulloch County Commissioners North Main Annex, in Conference Room 102 at the above-referenced address. The bids will be reviewed to determine conformity with the specifications and other criteria. Upon closure of the review, the Purchasing Manager will recommend the selection of a bid or bids most advantageous to the County or the rejection of all bids, which final decision will be approved by the Board of Commissioners.

**Obtaining a Copy of Bid Package:** A bid package may be requested by contacting Faye Bragg, Purchasing Manager, at fbragg@bullochcounty.net or http://bullochcounty.net/procurement/. Any addenda to this solicitation will be issued through the purchasing office, and it will be the sole responsibility of the bidder to periodically check the County's website for any addenda for this project. Failure to include a signed copy of any addenda issued for this project in the submitted bid package will result in the submitted bid not being considered for this project.

**Bid Identification:** The outside of the sealed envelope shall include the wording: Vehicle Fleet Allotment; Bid Opening: November 18, 2020 @ 3:00 PM; Attn: Faye Bragg, Purchasing Manager.

**Check List:** There is a checklist on page 19 that lists the forms that must be included in the sealed bid submission. Failure to return any of the items on the check list will be just cause for non-acceptance of the submitted sealed bid.

**Local Buying Preference:** Departments are encouraged to use local vendors whenever possible. However, the County cannot pay a much higher price to do so because there is an obligation to the taxpayers to use our financial resources wisely.

For all purchases of \$15,000 or more, if the quality, service, price, and other factors are substantially equal, then a local vendor whose bid is within 5% of the lowest bid may be given an opportunity to match the lowest bid. This policy shall be stated in all applicable solicitations, but does not apply to public works construction projects or road projects.

For purposes of this provision, a "local vendor" is one that 1) has a principal business location within the boundaries of Bulloch County; 2) has a valid occupational tax certificate issued by a jurisdiction located in Bulloch County; and 3) owns the property where the principal business location is located, or has a lease for a term of no less than one year for the principal business location which in effect requires the local vendor to pay the ad valorem taxes on the leased property.

A "principal business location" is further defined as a permanent facility with a physical location in Bulloch County where it can be demonstrated 1) that the goods or services are either made, stored, processed, sold or rendered at the facility; and 2) that substantial administrative or management activities are performed by one or more employees, principals, representatives or agents for the purpose of transacting business.

To request the local vendor preference, a vendor must include a completed local vendor form with its submitted bid. It is the vendor's responsibility to provide clear and convincing evidence that it meets the requirements for being considered a local vendor pursuant to this provision. The determination of whether a vendor has submitted sufficient evidence to support being deemed a local vendor shall be solely within the discretion of the Board of Commissioners and shall not be subject to challenge.

To request local vendor preference, you must contact the Purchasing Manager for the proper form to complete. The completed form must be included with the submitted package to be considered for the local vendor preference.

Award and Reservations: It is understood and agreed that in consideration of the sum of One Dollar and No/100 (\$1.00) cash in hand paid, receipt whereof is hereby acknowledged, the bidder agrees that this bid shall be an option, which is hereby given to the County to accept or reject this bid at any time within sixty (60) calendar days from the date on which it is opened and read. It is expressly covenanted and agreed that this proposal is not subject to withdrawal by the bidder during the term of said option. The bidder is solely responsible for delivering its sealed bid to the exact location and by the time stated. The County reserves the right to reject any or all bids and to waive technicalities and informalities in bids, and to accept, in whole or in part, such bid or bids that may be deemed in the best interest of the County. The County reserves the right to use or not use any alternate bid associated with this solicitation.

**Exceptions to Specifications:** Any contract resulting from this invitation shall bind the bidder to all terms, conditions and specifications set forth in this invitation. Bidders whose bids do not conform shall so note on the "Exceptions to Specifications" sheet provided. While the County reserves the right to make an award to a nonconforming bidder when in the best interest of the

County, such awards will not be readily made, and bidders are urged to conform to the greatest extent possible. No exceptions will be considered to have been taken by a bidder unless it is properly set out as provided above, and no exception will be deemed to have been taken by the County unless incorporated in a contract resulting from this invitation and so stated.

If awarded, an award will be made to that responsive and responsible bidder or bidders with the most advantageous bid or bids to the County, price and other factors considered. Time is of the essence.

#### TERMS AND CONDITIONS

**Changes:** No change shall be made to this invitation except by written modification by the Purchasing Department.

**Fob Destination Point:** Bid prices shall include shipping to 115 N Main Street, Statesboro GA, 30458. Title to remain with vendor until fully accepted by County. Goods damaged or not meeting specifications will be rejected.

**Compliance:** The County's failure to insist on compliance with any of the terms or conditions of this Invitation to Bid shall not be deemed a waiver of the County's right to insist at any time on full compliance with any of the terms and conditions stated herein.

**Disqualification:** Bids may be disqualified for: a) receipt of the bid by the County past the stated deadline; b) any irregularities; c) unbalanced unit price or extensions; d) unbalanced value of any items; or, e) failure to complete bid information correctly. If in the opinion of the County, the bidder is not in a position to perform the contract, the bid may be disqualified and rejected. The County reserves the right to waive any minor informalities or irregularities.

**Lawsuits/Bribery/Conflicts of Interest/Defaults:** Prospective bidders shall disclose any record of pending lawsuits, criminal violations and/or convictions, conflicts of interest, or contract defaults.

**Liability**: The County is not liable for any cost incurred in the preparation of the bid. Nor is the County bound by any information provided to bidders prior to the bid opening unless reduced to writing and distributed as a written addendum.

**Clarification of Submittals:** The County reserves the right to seek clarification of any point in a bidder's sealed bid submission, or to obtain additional information.

**Exceptions:** Conditional bids or those that take exception to the specifications will be considered only at the discretion of the Project Manager.

Correction or Withdrawal of Bids, Cancellation of Awards: Correction or withdrawal of bids after the deadline for submitting bids has passed, or cancellation of awards or contracts may be permitted only to the extent that the bidder can show by clear and convincing evidence that a clerical mistake of non-judgmental character was made, or where the withdrawal or cancellation is in the best interest of the County.

**County Obligations:** The County has a standing policy to disqualify or withhold compensation to vendors, contractors and professional consultants if there are existing obligations to the County for any liens, ad valorem taxes, licenses or other financial remittances due to the County.

**Award:** If awarded, the award will be made to that responsive and responsible bidder or bidders whose bid is most advantageous to the County, price and other factors considered. The County specifically reserves the right to make an award to more than one bidder if the County determines that it is in the County's best interest to do so, and to reject any and all bids. The bidder or bidders to whom the award is made will be notified at the earliest possible date.

**Payment:** Payments will be made upon completion of all work and acceptance by the County on invoices submitted and approved by the proper County representative within (30) thirty days of receipt of invoice. Itemize all invoices in full. Be sure our order number is on your invoice.

**Inquiries Regarding Payment:** All inquiries regarding payment of invoices are to be directed to Accounts Payable, (912) 764-6245.

**Regulatory Agencies:** Successful bidder will be responsible for all required permits or licenses required by any regulatory agency of the City, County, State or Federal Governments.

**Anti-Discrimination Clause:** Bulloch County does not discriminate against any person because of race, color, religion, national origin, or handicap in employment or services provided.

**Commodity Status:** It is understood and agreed that materials delivered shall be new, of latest design, and in first quality condition, that all bags, containers, etc., shall be new and suitable for storage, unless otherwise stated by Bulloch County.

**Delivery:** Delivery shall be made to the Bulloch County Commissioners Building at 115 N Main Street, Statesboro, GA 30458.

**Product Compliance:** Bidders must submit with their bid, the latest printed specifications and/or advertising literature to show compliance with our specifications on the units they propose to furnish.

**Questions:** All questions concerning this invitation should be directed to the buyer whose name appears on the bottom of this page unless otherwise directed.

**Bid Reservations:** The County reserves the right to reject any or all Bids, to award in whole or in part and to waive minor immaterial defects in Bids. Negotiations may be necessary to complete the contract.

**Indemnification:** The Contractor agrees to indemnify, hold harmless, and defend the County, its officials, and employees (hereinafter collectively "the indemnitees") from and against any and all claims, damages, liabilities, suits, proceedings, costs, and expenses of litigation (including, without limitation, reasonable attorney's fees) related to or arising in any way out of the performance of this Agreement, unless such is attributable to the sole negligence of the indemnitees. The indemnity obligation of the Contractor will survive the expiration or termination of this Agreement.

**Quality:** Any brand names or trade names used in the specifications are for the purpose of describing and establishing general quality levels.

**Design:** The design of the mechanical members shall be such that the stress imposed through normal shock loads at maximum engine torque shall not cause rupture or permanent deformation or undue wear on any member.

The bid must be submitted in a sealed envelope to the following address:

Bulloch County Commissioners Attn: Purchasing Manager 115 N Main St. Statesboro, GA 30458

Bidders will be fully responsible for the delivery of their bids in a timely manner. Reliance upon U.S. Mail or other carriers is at the bidder's risk. Late bids will not be considered.

For additional information concerning this bid contact Faye Bragg, Purchasing Manager, at fbragg@bullochcounty.net.

#### SCHEDULES FOR VEHICLE ASSIGNMENT AND MINIMUM SPECIFICATIONS

These specifications are to establish the quality and size level needed by Bulloch County. All models/brands bid that are considered equal in quality and size by Bulloch County will be considered for award. Any accessories not specifically mentioned herein but necessary to furnish a complete unit ready for use shall also be included. The unit shall be the manufacturer's latest model and design. Each vehicle shall be completely assembled, serviced, and work-ready when delivered to Bulloch County. Any name brands mentioned are for identification purposes only, other brands bid that are equal will be considered for award.

The successful bidder shall have access to parts inventory and a service facility within Bulloch County, or an adjoining county. Dealership logos and emblems shall not be installed on any vehicle delivered, and failure to do so will result in the cost to be borne by the awarded dealership for removal.

The award winner must submit one operator's manual with each vehicle delivered.

Vendors who have been awarded State of Georgia contracts must submit a bid that does not exceed the State contract pricing.

### **Vehicle Assignment Schedule**

Department	Vehicle Type	Quantity	Brand Name or Equal
Item #1 – 911	Mid-Size SUV, 4X2, Rear Wheel Drive (RWD)	1	Ford Explorer
Item #2 – Animal Services	Pick-up Truck, 4X4	1	Ford F-150
Item #3 – EMS	Mid-Size SUV, 4X4, Rear Wheel Drive (RWD)	1	Ford Explorer
Item #4 – Magistrate Court	Compact SUV, Front Wheel Drive (FWD)	1	Ford Escape
Item #5 – Fire	Crew Cab, 4X4, 4-Door; SWB Pick-up Truck	1	Ford F-150
Item #6 – Recreation	Standard Cab, 4X2, 2-Door; LWB Pick-up Truck	1	Ford F-150
Item #7 – Recreation	Crew Cab, 4X4, 4-Door; SWB Pick-up Truck	1	Ford F-250

### Specifications Schedule – Item #1- 911 – One (1) Mid-Size, 4X2, Rear Wheel Drive (RWD), SUV (Ford Explorer or Equal)

Component	Specification	Comply Yes	Comply No
Standard Options	2.3L EcoBoost I4 Engine; 10 Speed Automatic Transmission; Power Lift-gate; Tilt/Cruise; Power ABS Brakes; Aluminum Wheels; Power Windows/Locks/Mirrors; AM- FM Radio; Bluetooth; Dual Zone Climate Control; Rearview Camera, Reverse Sensing; Mini Spare Tire; Cloth Bucket Front Seats; 2nd & 3rd Row Folding Split Seat; Rear Window Defroster; Two (2) Keyless Remotes; Power Driver Seat; Privacy Glass; Blind Spot, Iane keeping; Automatic Emergency Braking; Remote Start		
Additional Options	All Weather Floor Mats; Daytime Running Lights; Trailer Towing		
Paint Color	White		
Warranty	Standard manufacturer warranty; specify all warranties in bid response.		
Manuals	The award winner must submit one (1) operator's manual at delivery time.		

# Specifications Schedule – Item #2- Animal Services – One (1) Regular Cab Pick-Up Truck, 4X4 (Ford F-150 or Equal)

Component	Specification	Comply Yes	Comply No
Standard Options	3.3L V6 Flex Fuel Engine; 6 Speed Automatic Transmission; Factory Installed AC; AM-FM Radio; Solar Tinted Glass; Power Steering; ABS Brakes; Rear View Back Up Camera; Vinyl 40/20/40 Bench Seat; Rubber Floor Covering; Full Size Spare Tire; Step Bumper; Autolamp headlights; Short Bed; P245/70Rx17 Tires; Bluetooth		
Additional Options	4X4; Super Cab(6.5 ft. bed); Power Windows/Locks/Mirrors; Trailer Tow Package; Box Side Steps		
Paint Color	White		
Warranty	Standard manufacturer warranty; specify all warranties in bid response.		
Manuals	The award winner must submit one (1) operator's manual at delivery time.		

### Specifications Schedule – Item #3- EMS – One (1) Mid-Size, 4X4, Rear Wheel Drive (RWD), SUV (Ford Explorer or Equal)

Component	Specification	Comply Yes	Comply No
Standard Options	10 Speed Automatic Transmission; Power Lift-gate; Tilt/Cruise; Power ABS Brakes; Aluminum Wheels; Power Windows/Locks/Mirrors; AM-FM Radio; Bluetooth; Dual Zone Climate Control; Rearview Camera, Reverse Sensing; Mini Spare Tire; Carpet with Mats; Cloth Bucket Front Seats; 2nd & 3rd Row Folding Split Seat; Rear Window Defroster; Two (2) Keyless Remotes; Power Driver Seat; Privacy Glass; Blind Spot, lane keeping; Automatic Emergency Braking; Remote Start		
Additional Options	4 X 4 Drivetrain; 3.3L V6 Engine		
Paint Color	White		
Warranty	Standard manufacturer warranty; specify all warranties in bid response.		
Manuals	The award winner must submit one (1) operator's manual at delivery time.		

# Specifications Schedule – Item #4 - Magistrate Court – One (1) Compact SUV, Front Wheel Drive (FWD) (Ford Escape or Equal)

Component	Specification	Comply Yes	Comply No
Standard Options	1.5L I-4 Ecoboost engine with start/stop; 8 Speed Automatic Transmission; Power Steering; Tilt/Cruise; Power ABS Brakes; Solar Tinted Windows; Power Windows/Locks/Mirrors; AM-FM Radio; Factory AC; Traction Control; Mini Spare Tire; Carpet with Front Mats; Cloth Bucket Front Seats; 2nd Row Folding Split Seat; Rear Window Defroster; Two (2) Keyless Remotes; Roll Stability Control; Rear View Camera w/4.2" screen; Bluetooth		
Additional Options	Cargo Area Mat; Splash Guards; Daytime Running Lights; All Weather Floor Mats; Reverse Sensing; Cargo Shade; Aluminum Wheels; Privacy Glass		
Paint Color	White		
Warranty	Standard manufacturer warranty; specify all warranties in bid response.		
Manuals	The award winner must submit one (1) operator's manual at delivery time.		

### Specifications Schedule – Item #5 – Fire – One (1) Crew Cab; 4X4, SWB, Pick Up Truck (Ford F150 or Equal)

Component	Specification	Comply Yes	Comply No
Standard Options	6 Speed Automatic Transmission; Factory Installed A/C; AM-FM Radio; Solar Tinted Glass; Power Steering; ABS Brakes; Rear View Back UP Camera; Rubber Floor Covering; Full Size Spare; Step Bumper; Auto Headlights; P245/70Rx17 Tires; Power Windows/Locks/Mirrors; Bluetooth		
Additional Options	5.0L V8 Flex Fuel Engine; 4X4; Crew Cab SWB (5.5 ft. bed); Trailer Tow Package to include Electric Brake Controller; Cruise Control; Cloth Bucket Sets w/Console		
Paint Color	Red		
Warranty	Standard manufacturer warranty; specify all warranties in bid response.		
Manuals	The award winner must submit one (1) operator's manual at delivery time.		

# Specifications Schedule – Item #6 - Recreation – One (1) Regular Cab, 4X2, LWB, Pick Up Truck (Ford F-150 or Equal)

Component	Specification	Comply Yes	Comply No
Standard Options	6 Speed Automatic Transmission; Factory Installed A/C; AM/FM Radio; Solar Tinted Glass; Power Steering; ABS Brakes; Rear View Back-up Camera; Vinyl 40/20/40 Bench Seat; Rubber Floor Covering; Full Size Spare Tire; Step Bumper; Autolamp Headlights; P245/70Rx17 Tires; Bluetooth		
Additional Options	5.0L V8 Flex Fuel Engine; Long Bed (8 ft.); Trailer Tow Package		
Paint Color	White		
Warranty	Standard manufacturer warranty; specify all warranties in bid response.		
Manuals	The award winner must submit one (1) operator's manual at delivery time.		

# Specifications Schedule – Item #7 - Recreation – One (1) Crew Cab; 4X4, SWB, Pick Up Truck (Ford F250 or Equal)

Component	Specification	Comply Yes	Comply No
Standard Options	6 speed Automatic Transmission; Factory Installed A/C; AM-FM Radio; Power Steering; Power ABS Brakes; 40/20/40 Vinyl Bench Seat; Rubber Floor Covering; Full Size Spare Tire; Rear Step Bumper; Solar Tinted Glass; Trailer Wiring Harness; 2.5" Receiver Hitch (12.5k); Tilt Steering Wheel; Rear View Camera; Electric Shift; Power Windows/Locks/Mirrors; Bluetooth		
Additional Options	7.3L Gas Engine; 4X4 Option; Crew Cab Short Bed; Cab Steps (running boards); Limited Slip Axle; Trailer Brake Controller; Spray In Bed Liner		
Paint Color	White		
Warranty	Standard manufacturer warranty; specify all warranties in bid response.		
Manuals	The award winner must submit one (1) operator's manual at delivery time.		

#### **EXCEPTIONS TO SPECIFICATIONS SHEET**

All bids should meet or exceed our specifications. However, if you have to take an exception to our specifications use this sheet and list the item number you are taking an exception on and the description of the exception. If you have no exceptions, mark the box "No Exceptions Taken" and return form with bid package.

$\square$ NO EXCEPTIONS TAKEN

#### **BID FORM**

ATTN:	115 North M Statesboro, ( Faye Bragg,	Iain Street Georgia 304 Purchasing			ID
All proposals submitted shall be specifically reserves the right to acce and formalities in the process and to deemed in the best interest of the pur stated above, clarifications made should be under separate cover an Manager.	ept or reject of accept in chaser. The to the above	any or all p whole or ir undersigner we or infor	proposals, to very part, such the design to the design to the design of	waive any oid or bid of that a than than than than than than th	y technicalities ls that may be any conditions hat requested
BII	O SCHEDU	LE ANALY	YSIS		
ITEM		UNIT PRICE	EXTEN PRI		DELIVERY DATE
#1 – 911 – One (1) Mid-Size SUV, $4\Sigma$ Rear Wheel Drive	X2,				
#2 – Animal Services – One (1) Regu Cab Pick-up Truck	ılar				
#3 – EMS – One (1) Mid-Size SUV, 4 Rear Wheel Drive	4X2,				
#4 – Magistrate Court – One (1) Com SUV, Front Wheel Drive	pact -				
#5 – Fire – One (1) Crew Cab, 4X4, 4 SWB Pick-up Truck	l-Door,				
#6 – Recreation – One (1) Standard C 4X2, 2-Door, LWB Pick-up Truck	ab,				
#7 – Recreation – One (1) Crew Cab, 4-Door SWB Pick-up Truck	4X4,				
NOTARY PUBLIC AND SEAL					
Subscribed and sworn to before me th  My Commission Expires:				20	

Company Name:	
Company Address:	
Signature of Representative:	
Printed Name of Representative:	
Title:	
Telephone Number:	
E-mail Address:	
Date:	

### BULLOCH COUNTY, GEORGIA NON-COLLUSION AFFIDAVIT

The following affidavit is to accompany the bid:
STATE OF:
COUNTY OF:
Owner, Partner or Officer of Firm:
Company Name, Address, County and State:
The undersigned, being of lawful age, being first duly sworn, on oath says that he/she is the agent authorized by the vendor to submit the attached proposal. In making such representation, affiant further states for himself/herself and on behalf of vendor, that they have not been a party to any collusion among vendors in restraint of competition by agreement to submit a bid or proposal at a fixed price or to refrain from proposing; or with any office of Bulloch County or any of their employees as to quantity, quality or price in the prospective contract; or any discussion between vendors and any official of Bulloch County or any of their employees concerning exchange of money or other things of value for special consideration in submitting a sealed bid for:
FIRM NAME
SIGNATURE
TITLE
Subscribed and sworn to before me this day of 20
NOTARY PUBLIC

#### BULLOCH COUNTY, GEORGIA BIDDER DECLARATION

The bidder understands, agrees and warrants:

That the bidder has carefully read and fully understands the full scope of the specifications.

That the bidder has the capability to successfully undertake and complete the responsibilities and obligations in said specifications.

That this bid shall be valid for **60** days.

That this bid may be withdrawn by requesting such withdrawal in writing at any time prior to **November 18, 2020** @ **3:00pm**, but may not be withdrawn after such date and time for a period of <u>60</u> days.

That Bulloch County reserves the right to reject any or all bids and to accept that bid or bids which will, in its opinion, best serve the public interest. Bulloch County reserves the right to waive any technicalities or informalities in the bidding.

That by submission of this bid the bidder acknowledges that Bulloch County has the right to make any inquiry or investigation it deems appropriate to substantiate or supplement information supplied by the bidder.

VENDOR:					
Name	Title				
Name	Title				
AFFIX CORPORATE SEAL (if applicable)					
Subscribed and sworn to before me this day of	20				
NOTARY PUBLIC					

### **Check List**

The items listed below must be completed and returned with the sealed bid.	Failure to return any
of the items listed will be just cause for not accepting the submitted bid.	

1.	Page 14 – Exceptions to Specifications Sheet
2.	Pages 15 & 16 – Bid Form
3.	Page 17 – Non Collusion Affidavit
4.	Page 18 – Vendor Declaration

### TO BE COMPLETED BY AWARD WINNER(S) ONLY

### ACCEPTANCE OF PROPOSAL

Bulloch County hereby accepts the undersi	gned supplier's bid submitted in response to		
the attached Invitation for Bids for the following in	tems:		
By executing this Acceptance of Proposal,	Bulloch County and the undersigned supplier		
acknowledge and agree to be bound by all terms a	nd conditions of the attached Invitation for		
Bids and all specifications and pricing stated there	in.		
IN WITNESS WHEREOF, Bulloch County and the undersigned supplier have caused their			
authorized representatives to set their hands and seals thisday of, 20			
BULLOCH COUNTY, GEORGIA	[Name of Bidder]		
By: Thomas M. Couch, County Manager	By:		
	Print or type name of signatory		

### [FORM OF ACCEPTANCE OF PROPOSAL]

The successful bidder(s) will be required to execute this Acceptance of Proposal.