



Jackson County Board of Commissioners

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

INVITATION TO BID

December 11, 2019

Bid Number: 190029

Bid Name: 2020 Vehicles for GIS, Public Development, Road Department, Parks and Recreation, EMS, Animal Control, Facilities Maintenance and Transfer Station.

The Jackson County Board of Commissioners is soliciting bids for the purchase of nine (9) vehicles for the Jackson County GIS Department (1), Public Development (1), Road Department (1), Parks and Recreation (1), EMS (1), Animal Control (2), Facilities Maintenance (1) and Transfer Station (1). Specifications, terms and conditions are contained herein.

BID DUE DATE/TIME: Friday, January 17, 2020 at 10:00 am
RETURN BID VIA: Sealed bid via mail or deliver to:

Jackson County Board of Commissioners
Attn: Purchasing Department – Bid Number 190029 2020 Vehicles
67 Athens Street
Jefferson, GA 30549

PUBLIC BID OPENING DATE/TIME: Friday, January 17, 2020 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

Deadline for Questions: Friday, January 10, 2020, 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 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.

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 190029 Pricing Form (2020 Ford F150)

Vendor Name: _____

Total price for all F150's (delivered/per the below specifications): \$ _____

Number of Vehicles to be purchased: Two (2) for Animal Shelter and One (1) for Solid Waste

State Contract for Comparison: 99999-SPD-SPD0000155

Specifications for the 2020 Ford F150 All Wheel Drive

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

2020 Ford F150 All Wheel Drive, short bed, 145" wheel base, X1E Yes or No
Equipment Include in Standard Model
5.0 V8 FFV 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

YZ – Oxford White (Exterior Color) Yes or No

G – Medium Earth Gray (Interior Color) Yes or No

100A – Equipment Group (XL Series, 17" Silver Steel) Yes or No

44G – Elec. 10 speed auto trans, .265/70R-17 Yes or No

XL3 – 3.31 Elec Lock, 7050# GVWR Yes or No

153 – Front license bracket Yes or No

53B – Class IV Hitch Yes or No

85A – Power Eqp. Group, Flex Fuel Yes or No

Price for above vehicle, for Animal Shelter =
\$ _____

In addition to the 1 vehicle above:

1 ea. 2020 Ford F150 all wheel drive long bed for Animal Shelter Yes or No

Same as above, except long bed, 163.7" wheel base

Price = \$ _____

1 ea. 2020 Ford F150 all wheel drive short bed, F1E, for Solid Waste Yes or No

Same as above, except short bed, 122" wheel base, bench seat

Price = \$ _____

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

ITB 190029 Pricing Form (2020 Ford T350)

Vendor Name: _____

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

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

State Contract for Comparison: 99999-SPD-SPD0000155

Specifications for the 2020 Ford T350 MR CR Van/W2C

<u>Specification:</u>	<u>Bidder Will Meet Exactly (circle)</u>
2020 Ford T350 MR CR Van/148" wheelbase (1 ea) Equipment Included in Standard Model 3.7L TIVCT V-6 Engine, 6 speed auto sst TC8 235/65R16 BSW X73 3.73 REG X73 50 state emissions 20C – 9500 # GVWR Vinyl Seats All Season Tires All standard equipment and configurations as set forth in the State Contract	Yes or No
YZ - Oxford White (Exterior Color)	Yes or No
K - Pewter (Interior Color)	Yes or No
101A – Preferred Equipment Pkg./XL Trim	Yes or No
57B – Manual Air conditioning	Yes or No
17B – GLS FX passenger side	Yes or No
53B – HD trailer tow package	Yes or No
59B – Trailer WIR Prov.	Yes or No
585 - AM/FM Blue tooth	Yes or No
913 – 4X Front speakers	Yes or No

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

ITB 190029 Pricing Form (2020 Ford Explorer)

Vendor Name: _____

Per Vehicle Price (delivered/per the below specifications): \$ _____
X 2 = \$ _____ total price

Number of Vehicles to be purchased: Two - One (1) for GIS and One (1) for Public Development

State Contract for Comparison: 99999-SPD-ES40199373

Specifications for the 2020 Utility Vehicle (Explorer) All Wheel Drive

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

2020 Ford Utility Vehicle (Explorer) All Wheel Drive, 4 door Equipment Included in Standard Model 2.3L Ecoboost Engine, 10 spd auto transmission Cloth Front Seats/Vinyl Rear Seats Includes Spare Tire Tires P255/65R18/A/S All standard equipment and configurations as set forth in the State Contract	Yes or No
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 190029 Pricing Form (2020 Ford Expedition)

Vendor Name: _____

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

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

State Contract for Comparison: 99999-SPD-SPD0000155

Specifications for the 2020 Ford Expedition

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

2020 Ford Expedition 4WD	Yes or No
Equipment Include in Standard Model	
3.5L EcoBoost Engine, 10 spd auto transmission	
Power Windows/Locks/Mirrors/Driver's	
Cloth Seats throughout	
Pursuit rated tires	

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

B – Black (Exterior Color)	Yes or No
----------------------------	-----------

B – Charcoal Black (Interior color)	Yes or No
-------------------------------------	-----------

201A – Black Accent Package	Yes or No
-----------------------------	-----------

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

ITB 190029 Pricing Form (2020 Ford F250)

Vendor Name: _____

Per Vehicle Price (delivered/per the below specifications, for Road Dept.):
\$ _____

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

State Contract for Comparison: 99999-SPD-SPD0000155

Specifications for the 2020 Ford F250 4 x 2

<u>Specification:</u>	<u>Bidder Will Meet Exactly (circle)</u>
2020 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	
All standard equipment and configurations as set forth in the State Contract	
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

Plus one for Parks and Recreation, same as above, except Crew Cab 4 x 4
176" Wheelbase

Yes or No

Price =\$ _____

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.