

MONROE COUNTY

MONROE COUNTY BOARD OF COMMISSIONERS

INVITATION TO BID

FOR

**THE PURCHASE OF TWO (2) NEW 2016 R13 GMC OR CHEVROLET
TYPE III AMBULANCES WITH NEW EMISSIONS CHASSIS FOR
REMOUNT OF TWO (2) MEDIX AMBULANCE BOXES**

BID NUMBER – CGD1019-09-16

**Monroe County Department of Finance
103 College Street South Ste 9
Madisonville, Tennessee 37354
(423) 442-9383**

Monroe County Board of County Commissioners
Madisonville, Tennessee 37354
(423) 442-9383

Bid Prepared By:

Invitation to Bid Number:

Monroe County Finance Department

CGD1019-09-16

SEPTEMBER 8, 2016

Sealed bids, subject to the specifications and conditions contained herein and attached hereto, will be received in the Finance Department, J.P. Kennedy Building, until, but no later than **10:00 a.m.** (EST) local time prevailing **September 8, 2016** and then opened and read for the Purchase Two New 2016 R13 GMC or Chevrolet Type III Ambulances with new Emissions Chassis for the Monroe County EMS as authorized by the Monroe County Board of Commissioners.

No bid can be withdrawn after the scheduled closing time for receipt of bids for sixty (60) calendar days.

To be considered, your bid must be submitted on the copy of this Invitation to Bid. Bidders shall sign this form in the space provided and return bid document to: Monroe County Department of Finance, 103 College Street South Ste.14, Madisonville, TN 37354. Bids shall be returned in the enclosed bid envelope, properly completed and sealed. Bids will not be accepted via fax machine.

Time is of the essence and bids received after the announced time and date for submittal, whether by mail or otherwise, will be rejected. The date and time stamp in the Finance Department shall determine the time of receipt. Bidders are responsible for ensuring that the Finance Department personnel stamp their bids before the deadline indicated. Late bids received will be so noted in the bid file in order that the vendor's name will not be removed from any future bid/vendor list.

If you desire not to quote on the Invitation, please forward your acknowledgment of NO BID. Return of the "Terms and Signature Sheet" with authorized signature and indication of NO BID is appropriate. Failure to comply may cause for removal of your company's name from the bid list for subject commodity.

1. Award

Owner reserves the right to reject any or all Bids/Proposals, including without limitation, nonconforming, nonresponsive, unbalanced, or conditional Bids/Proposals. Owner further reserves the right to reject the Bid /Proposal of any Bidder whom it finds, after reasonable inquiry and evaluation, to not be responsible. Owner may also reject the Bid/Proposal of any Bidder if Owner believes that it would not be in the best interest of the Project to make an award to that Bidder. Owner also reserves the right to waive all informalities not involving price, time, or changes in the Work and to negotiate contract terms with the Successful Bidder. More than one Bid/Proposal for the same work from an individual or entity under the same or different names will not be considered. Reasonable grounds for believing that any Bidder has an interest in more than one Bid/Proposal for the Work may be cause for disqualification of the Bidder and the rejection of all Bids/Proposals in which that Bidder has an interest. If the Contract is to be awarded, Owner will award the Contract to the Bidder whose Bid/Proposal is the best interest of the Project. Disputes arising from the award of the Bid/Proposal must be submitted in writing to the Monroe County Purchasing Agent and received no later than three (3) calendar days from contract award date. In the event no funds are appropriated by Monroe County for the goods and services specified or insufficient funds exist for future orders, Monroe County is under no obligation to make a contract award, contract renewal, or purchase.

2. Preparation of Bid/Proposal

- (A) Vendors are expected to examine all Bid/Proposal documents. Failure to do so will be at the vendor's risk.
- (B) Each vendor shall furnish all information required by the request. The vendor shall sign the Bid/Proposal documents; erasures or other changes shall be initialed by the person signing the offer.
- (C) Unit price shall include freight unless otherwise specified in the request. In case of discrepancy between any unit price and an extended price, the unit price shall govern.
- (D) Vendors must state a definite time for delivery of supplies or for performance of services unless otherwise specified in the invitation.
- (E) Delivery time, when stated as a number of days, will include Saturdays, Sundays, and holidays.

3. Availability of Requested Items

Vendors must accept responsibility for verifying availability of specified items prior to submission of the Bid/Proposal. Vendor shall notify the County no less than 96 hours prior to the Bid/Proposal deadline per Tennessee Code Annotated (T.C.A.) § 12-4-126 if specified items are discontinued, replaced, or will not be available for an extended period of time.

4. Restrictive or Ambiguous Specifications

It is the responsibility of the prospective vendor to notify Monroe County Purchasing if there is a question as to the specifications or Bid/Proposal procedures being formulated in a manner that would unnecessarily restrict competition. Any such question must be received no less than 96 hours prior to the Bid/Proposal deadline per T.C.A. § 12-4-126. These requirements also apply to specifications or procedures that are in error or ambiguous.

5. Delivery

Delivery will be f.o.b. destination unless otherwise specified in the bid document. This will apply to regular and normal stock items and special items which must be ordered direct from manufacturer.

6. Federal Tax and State Sales Tax

Purchases by the County are not subject to any state sales or federal excise taxes. Exemption certificates shall be furnished by the County upon the Contractor's request.

7. Addenda

No modifications to the Bid/Proposal shall be binding upon the County unless made in writing by an authorized representative of the Monroe County Purchasing Department. Bid/ Proposal addenda, if issued, are posted on the County's website: www.monroetn.com. Prior to submitting a Bid/Proposal, it is the responsibility of the vendor to ascertain that they have received all addenda issued and Bid/Propose accordingly. No addenda will be issued later than 48 hours prior to Bid/Proposal deadline per T.C.A. § 12-4-126.

8. Submission of Bid/Proposal

- (A) Bids/ Proposal shall be enclosed in a sealed envelope and addressed to the Monroe County Purchasing Department, 103 South College Street, Madisonville, TN 37354. The name and address of the vendor shall be identified on the face of the envelope along with the Bid/Proposal number and title. Bids/Proposal for construction projects exceeding \$25,000 must include the required contractor license information on the face of the envelope per T.C.A. § 62-6-119.
- (B) Monroe County does not accept Bids/Proposal by facsimile or any electronic transmission. See Clause 9 under Terms and Conditions of the request for Bid/Proposal regarding Bid/Proposal modifications or withdrawal.
- (C) Samples of items, when required, must be submitted within five (5) calendar days and at no expense to the County unless otherwise specified by the County. If not consumed by testing, samples will be returned at vendor's request and expense unless otherwise specified in the Invitation.

9. Modification or Withdrawal of Bids

Bids/Proposal may be modified or withdrawn by signed written notice to Monroe County Purchasing or in person by an authorized vendor representative provided the modification or withdrawal is received prior to the Bid/Proposal deadline. A vendor representative making a modification in person shall have proper identification and shall initial the change. The vendor representative shall sign a receipt for the withdrawal of a Bid/Proposal. A telegraphic notice with an authorized signature would be acceptable for Bid/Proposal modification or withdrawal. It is the vendor's responsibility to confirm receipt of the modification or withdrawal. The telegraphic communications shall not reveal the Bid/Proposal price but shall provide the addition, subtraction or other modifications so that the final prices or terms will not be known by the County until the sealed bid is opened.

10. Late Bids/Proposal

It is the responsibility of the vendor to deliver their bids or proposal modification on or before the deadline date and time. The time of record will be the date/time stamp of the Monroe County Finance Department. Late Bids/Proposals will not be considered or returned.

11. Qualifications of Vendors

In evaluating Bids/Proposals, Owner will consider whether or not the Bids/Proposals comply with the prescribed requirements, and such alternates, unit prices and other data, as may be requested in the Bid/Proposal Form or prior to the Notice of Award. Owner will consider the qualifications of Bidders and may consider the qualifications and experience of Subcontractors, Suppliers, and other individuals or entities proposed for those portions of the work which the identity of Subcontractors, Suppliers, and other individuals or entities must be submitted. Owner may conduct such investigations as Owner deems necessary to establish the responsibility, qualifications, and financial ability of Bidders, proposed Subcontractors, Suppliers, individuals, or entities proposed for those portions of the Work in accordance with the Contract Documents. The County may make such investigations as are deemed necessary to determine the ability of the vendor to perform the work and the vendor shall furnish all such information and data for this purpose as the County may request. The County reserves the right to reject any Bid/Proposal if the evidence submitted by or investigation of such vendor fails to satisfy the County that such vendor is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein.

12. Subcontracts

The vendor is specifically advised that any person, firm, or other party to whom it is proposed to award a subcontract under this contract must be acceptable to and approved by the County.

13. Non-Collusion

The requirements of State and Federal Antitrust Law, as well as the terms and conditions of the Bid/Proposal, require that all decisions made as to matters concerning this Bid/Proposal be made on an individual firm basis. By signing this Bid/Proposal, the vendor certifies that no company employees, agents, or representatives colluded in any respect with any other person or firm as to the terms and conditions of the company's Bid/Proposal. Any concerted activity with respect to this Bid/Proposal will be reported to the Antitrust Division of the Office of Attorney General, State of Tennessee

14. Compliance with Applicable Laws

The vendor shall comply with all laws relating to the manufacture, sale and purchases of items or services by County Governments insofar as they pertain to the purchase made under this contract.

15. Bid/Proposal Acceptance

Bid/Proposal prices quoted shall be subject to acceptance by the County for a period of sixty (60) calendar days from the Bid/Proposal deadline, unless vendor indicates otherwise in their Bid/Proposal. If awarded the Bid/Propoal within the time frame specified, vendor agrees to furnish all services described or specified

16. ACCEPTANCE OF BID CONTENT

The successful contractor's bid content shall become a contractual obligation if procurement action ensues. Failure of the successful proposer to accept these obligations in a contractual agreement may result in cancellation of the award.

17. Notification to County

If no Bid/Proposal is to be submitted in response to this Bid/Proposal, it is not necessary to return the request; however, notice should be given to the County if the recipient wishes to remain on the County's vendor list for future solicitations.

18. Standard Contract

Monroe County reserves the right to incorporate standard county contract provisions into any contract negotiated as a result of any Bids/Proposals submitted in response to the Request for Bid.

19. News Releases

News releases pertaining to this procurement or any part of the Bid/Proposal shall not be made without the written approval of the County Purchasing Director.

Terms and Conditions of Purchase

1. Definitions

- A. The "County" is Monroe County, Tennessee, and includes its designated representatives.
- B. The "Contractor" is those mentioned as such "contractor, seller, vendor, supplier", in the contract and includes their designated representatives.
- C. The "Specifications" include instructions to vendors, the terms and conditions of purchase, the definitions and the technical specifications of the work.
- D. A "Subcontractor" is a person, firm or corporation having a contract with the Contractor to furnish labor and materials or both, or who perform services of the project.
- E. "Calendar Days" are consecutive days, as occurring on a calendar without regard to the day of the week, month, year, or holidays.
- F. The National Institute of Governmental Purchasing (NIGP) Online Directory of Procurement Terms, at www.nigp.org, will govern on questions as to any other definition in this contract.

2. Contract Terms

Upon award, the performance of the contract shall be covered solely by the terms and conditions set forth herein. Authorization to furnish goods/services will be made via purchase order, or blanket order as appropriate, signed by the County Purchasing Agent and Finance Director or other designated personnel. Any language contained on any invoice, shipping order, bill of lading or other document furnished by the seller at any time and the acceptance by the County of any goods/services to be furnished hereunder accompanied by any such document shall not be construed as an acceptance by the County of any terms or conditions contained in such document which are inconsistent with the terms and conditions set forth in this Invitation. Any different or additional terms contained in the seller's acceptance are hereby objected to.

3. Contract Modification

The contract expresses the complete agreement of the parties. Any changes hereto must be in writing and signed by the County Purchasing Agent. No other individual is authorized to modify the contract in any manner.

4. Delivery Requirement

To insure adequate service level to the people, Monroe County requires that all goods or services ordered will be delivered when specified. Time is, therefore, the essence of this contract. If deliveries are not made or services performed at the time agreed upon, the County reserves the right to cancel and purchase elsewhere and hold seller accountable therefore.

5. Transportation Charges

When terms of delivery or conditions of this order are f.o.b. destination, all transportation charges shall be paid by the seller.

6. Packaging

The County will not be liable for any charges for packaging, crating, carting, drayage, or storage in excess of the purchase price of this order unless stated otherwise herein.

7. Quantities

The County assumes no obligation for articles or materials shipped in excess of the quantity ordered hereunder. Any unauthorized quantity is subject to the County's rejection and return at seller's expense.

8. Indemnification and Insurance

If any work covered by this contract is to be done on the County's premises, Contractor agrees to carry liability and Worker's Compensation insurance satisfactory to the County and to indemnify the County against all liability, loss and damage arising out of any injuries to persons and property caused by the Contractor, his employees or agents. The Contractor will furnish written evidence of such insurance coverage.

9. Inspection and Acceptance

The Contractor shall be responsible for all material or service until they are delivered and accepted. No material or service received by the County pursuant to this contract shall be deemed accepted until the County has had reasonable opportunity to inspect said material or service. All material discovered to be defective or does not conform to any warranty of the seller herein, upon initial inspection or at any later time if the effects contained in the material were not reasonably ascertainable upon inspection, may be returned at the seller's expense for full credit or replacement. No goods returned as defective will be replaced without buyer's written authorization. Such return shall in no way affect the County's discount privileges or exclude any other legal, equitable or contractual remedies the County may have therefore. Performance of services shall be completed to the County's satisfaction.

10. Warranty

The seller expressly warrants that all goods and work covered by this contract will conform to each and every specification, drawing, sample or other description which is furnished to or is adopted by the County and that they will be fit and sufficient for the purpose intended, merchantable, of good material and workmanship, and free from defect. Such warranty shall survive delivery and shall not be deemed waived either by reason of the County's acceptance of said goods or work or by payments for them.

11. Invoices

Invoices shall be submitted to address as noted on Purchase Order. Invoices shall contain the following information: purchase order number, item number, contract description of supplies or services, quantities, unit prices and extended totals. Delay in receiving invoices and errors in omissions on statements or invoices will be considered just cause for withholding settlement without losing privileges.

12. Notice and Service Thereof

Any notice to any contractor from the County relative to any part of this contract will be in writing and considered delivered and the service thereof complied when said notice is posted with said contractor or his authorized representative.

13. Acts of God

Neither party shall be liable for delays, or defaults in the performance of this contract due to Acts of God or the public enemy, riots, strikes, fires, explosions, accidents, governmental action of any kind or any other causes of similar character beyond their control and without their fault or negligence.

14. Patents

The seller guarantees that the articles described herein and the sale or use of them will not infringe upon any U.S. or foreign patent. The seller covenants that he will, at his own expense, defend every suit which may be brought against the County, or those selling or using the County's product (provided seller is promptly notified of such suit and all papers therein are delivered to the seller) for any alleged infringement of any patent by reason of the sale or use of such articles and seller agrees that he will pay all costs, damages and profits recovered in any such suit.

15. Bankruptcy or Insolvency

In the event of any voluntary or involuntary proceedings by or against either party in bankruptcy or insolvency, or for the appointment of a receiver, trustee or an assignee for the benefit of creditors of the property of seller, or in the event of breach of any of the terms hereof including the warranties of the seller, the County may cancel this contract or affirm the contract and hold the seller responsible for damages.

16. Public Notice – Title VI of the 1964 Civil Rights Act

“No person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.”

Anyone who believes that an agency or local government receiving federal financial assistance has discriminated against someone on the basis of race, color, or national origin has a right to file a complaint within 180 days of the alleged discrimination. Inquiries and charges of violations concerning Title VI should be directed to the Human Resource Director of Monroe County.

17. Non-Conflict

No employee, officer or agent of Monroe County shall participate in the selection, or award of, or administration of a contract if a conflict of interest, real or apparent, would be involved.

18. Provisions Required by Law Deemed Inserted

Each and every provision of law and clause required by law to be inserted in this contract will be deemed to be inserted herein and the contract will be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not inserted, or is not correctly inserted, then upon application of either party the contract will forthwith be physically amended to make such assertion or correction.

19. Termination of Contract

The County reserves the right to terminate the contract at any time if any of the provisions of the contract are violated by the contractor or by any of his subcontractors, in the sole judgement and discretion of the Purchasing Agent. In the event of such termination, the Contractor shall be liable for any excess cost incurred by County. If the contract is so terminated the County may purchase, upon such terms and in such manner as the County Purchasing Agent may deem appropriate, supplies or services similar to those so terminated and the Contractor will be liable for excess cost occasioned thereby. In the event the contract is terminated by the County for due cause, the vendor may be barred from bidding on County contracts for a period of 12 months. The Contract may be cancelled without cause by either party with the giving of written notice of no less than 60 calendar days.

Monroe County EMS desires to obtain a refurbished ambulance. The specific work to be performed on the ambulance units currently owned by Monroe County EMS is set forth below.

Monroe County EMS, 210 Lewis Street, Madisonville, Tennessee 37354. The refurbished module shall be mounted to a new 2016 Chevrolet G3500 Cutaway, dual rear wheel with Ambulance prepackage, diesel.

Intent of this Bid

This Request of Proposal (RFP) is intended to provide vendors with a common, uniform set of specifications to assist them in the development of their bids and to provide a uniform method for the bidding agency to fairly evaluate bids and subsequently select a vendor from which to purchase the ambulances.

The following specification describes a remount/chassis ambulance that is expected to be acquired by this purchaser. The specification describes the needs of this purchaser as far as chassis configuration and module body design. However, manufacturers that utilize prototype equipment will not be considered. The builder's manufacturing history shall be supported by documentation where applicable, and by the reference section within this specification. The benchmark for the initial configuration of this ambulance shall be the current KKK Federal Specification for Ambulances. However, most requirements in this specification exceed the federal specifications because of the specific needs of this purchaser. Please note that the following specifications represent minimum general terms or requirements. While it is not the intent of this purchaser to preclude any qualified bidder from submitting a proposal, it must be clear that any bidder deviating in any substantial manner from these specifications will be rejected as being non-compliant.

Is this requirement understood and met? Yes ____ No ____ Bidder's initials: _____

Considerable time and effort has been invested to design these specifications to the specific needs of this agency. Therefore, alternate bids will not be considered. NO EXCEPTIONS to this will be allowed.

Is this requirement understood and met? Yes ____ No ____ Bidder's initials: _____

In responding to this RFP, vendors should follow the prescribed format and use the forms included, thus providing the County with data that is easily compared with data submitted by other vendors in order to fairly and objectively evaluate the proposal.

Every Bidder must provide his/her own detailed specifications as well so that the bidding agency can determine what is exactly being offered in their bid package. Simply checking Yes or No and initialing each item will not be allowed.

Is this requirement understood and met? Yes ____ No ____ Bidder's initials: _____

The Bidding Agency assumes no responsibility for conclusion or interpretations derived from the information presented in this RFP, or otherwise distributed or made available during this procurement process. In addition, the Bidding Agency will not be bound by or be responsible for any explanation, interpretation or conclusions of the RFP or any documents provided by the Bidding Agency other than those given in writing by the Bidding Agency through the issuance of addenda. In no event may a vendor rely on any oral statement by the Bidding Agency or its agents, advisors or consultants. It is the full responsibility of the vendor to thoroughly investigate the needs, requirements of the Bidding Agency not necessarily assumed in this RFP and to submit a bid for:

BASIS FOR REJECTIONS AND AWARD

The bidding agency reserves the right to accept or reject all bids or parts of bids, to waive informalities, and to request rebids. The County also reserves the right to award the contract on such material the county deems will best serve its interest.

Bidders should take note that this agency does not have to accept the lowest bid. The agency is looking for a responsive bidder that meets the intent of the bid which is in accordance with the Terms, Conditions, and Specifications of the bid.

INSTRUCTIONS FOR BIDDERS

To insure complete understanding of the ambulance remounting process and since Federal Specifications KKK-A-1822F is considered the premiere guidelines in the ambulance industry; Monroe County EMS is concerned about the quality and competency of the different bidders for this project. Because of the unique nature of an ambulance and the liability of such, Monroe County EMS prefers to work with remounters whom have a full understanding of all required ambulance regulations. Since the current guideline for ambulances is the Federal Specification KKK-A-1822F, please provide a copy of your third party certification where your company has been tested and certified to that standard. Since this process is open to all reputable manufacturers and remounter's. Monroe County EMS will give extra credit preference to full time companies whom meet these requirements. Monroe County EMS is not seeking a garage, body shop or unqualified ambulance dealers for this project.

Is this requirement understood and met? Yes ____ No ____ Bidder's initials: _____

This specification establishes standards for the design, construction and performance of a (Type III) Modular ambulance. The completed vehicle and components must comply with the current version of Federal Specification KKK-A-1822F unless specifically requested otherwise in the following document. As the criteria for compliance with KKK-A-1822F are well established, this document will not contain redundant references to their content.

Is this requirement understood and met? Yes ____ No ____ Bidder's initials: _____

Bids will not be accepted after the date and time stated in the invitation to bid.

Payment shall be made in accordance with these specifications and the Bid Proposal submitted by the Bidder. Payment will be made upon acceptance of the vehicle(s) and equipment specified in this document.

Bids received shall be evaluated by the Purchaser. This evaluation will be based on, but not limited to, completeness of proposal, exceptions, price, and delivery schedule.

Is this requirement understood and met? Yes ____ No ____ Bidder's initials: _____

Bid Proposals taking total exception to these specifications will not be accepted.

Any exception to the provisions in these specifications must be marked in the body of this document and itemized on a separate attached page(s) titled EXCEPTIONS. Referenced by section number and paragraph, a detailed explanation of the exception shall be provided along with the bidder's alternative proposal.

Bids not following this format shall not be considered. **NO EXCEPTIONS TO THIS SECTION.**

Is this requirement understood and met? Yes ____ No ____ Bidder's initials: _____

The Contractor shall indemnify and save the Purchaser harmless from any and all claims, liability, losses, and causes of actions which may arise out of the fulfillment of this agreement. The Bidder shall pay all claims and losses of any nature whatsoever in connection therewith, and shall defend all suits, in the name of the Purchaser when applicable, and shall pay all costs and judgments which may ensue thereafter.

Is this requirement understood and met? Yes ____ No ____ Bidder's initials: _____

Failure to deliver any part of the order to the terms required may be considered by the Purchaser as a breach of contract. In such case the vehicle(s) and equipment may be rejected and the purchaser shall retain the right to require forfeiture of the full amount of the Performance Bond (if required) as liquidated damages.

Is this requirement understood and met? Yes ____ No ____ Bidder's initials: _____

When submitting their Bid Proposal, Bidders must return all pages of these specifications as part of the Bid Proposal as it will form the Contract between the Contractor and the Purchaser. Caution should be taken by the Bidder that all questions are answered in the spaces provided and that all information requested is provided.

Is this requirement understood and met? Yes ____ No ____ Bidder's initials: _____

It is the Bidder's responsibility to be familiar with all federal, state, and local laws, ordinances, codes, and regulations concerning the submission of this bid and the work it effects. Ignorance of said enactments shall not relieve the Bidder of responsibility to comply or complete the bid work.

Is this requirement understood and met? Yes ____ No ____ Bidder's initials: _____

In the event a clarification is requested on the contents of this specification, the question shall be addressed in writing to: Monroe County EMS, (Attention: Gary Smith, Director): 210 Lewis Street, Madisonville, Tennessee 37354 or via email to gary.smith@monroetn.com

When a Bidder requests clarification, a copy of the request and this Agency's reply will be forwarded to all Bidders.

The vehicle(s) shall, at the time of delivery, conform to the minimum requirements of the latest standards covering vehicles of this type. This shall include federal, state and local requirements.

Is this requirement understood and met? Yes ____ No ____ Bidder's initials: _____

By signing this document, the Bidder agrees that this Bid is made without any understanding, agreement or connection with any other person, firm or corporations making a bid for the same purpose, and that this bid is in all respects fair and without collusion or fraud.

Is this requirement understood and met? Yes ____ No ____ Bidder's initials: _____

It is the intent of this agency to enter into a contract with the successful bidder to allow that contract to be extended for 2 years, in order to add additional units to the contract. This contract shall allow for chassis model year increases, only if and when

the successful bidder provides documentation from its chassis supplier on their letterhead indicating an increase to the chassis. In addition, the purchasing agency (Monroe County) will allow a Consumers Price Index of no more than 4% price increase.

Is this requirement understood and met? Yes ____ No ____ Bidder's initials: _____

The bidding agency is required to submit a detailed specification on the unit proposed. Shall be included with the proposal submittal. NO EXCEPTIONS.

Is this requirement understood and met? Yes ____ No ____ Bidder's initials: _____

TYPE OF BIDS TO BE SUBMITTED

The information requested within the bid must be furnished in full. Any bidder not completing this proposal or not furnishing any required information will not be considered. If a bidder will not furnish a material or fabrication process exactly as described in this specification, then that differences must be designated in the list of exceptions. If a substitution is being proposed, then the bidder must note the section to which the alternative is being proposed and provide technical data, supported by an engineer, supporting the fact that the substitute is equal to or better than the item as specified. If this data is not submitted with the bid, then the bid shall be rejected as being non-compliant. Bidder added narrative describing a substitution as being clarification, exceeding, being equal to, etc. will not be accepted. Statements such as these, with or without the technical data described in this section, will cause the bid to be rejected as being noncompliant.

This purchaser reserves the right to require samples of any deviating material to be provided for evaluation.

Is this requirement understood and met? Yes ____ No ____ Bidder's initials: _____

GENERAL REQUIREMENTS

Payment shall be made on delivery of the purchased item, or upon completion of all work contracted for (whichever occurs later) and to performed to the satisfaction of the purchaser.

Is this requirement understood and met? Yes ____ No ____ Bidder's initials: _____

All bid prices shall quote F.O.B. destination basis, at the Purchaser's specified location. Bid prices shall be complete and include all warranties and equipment specified. After bid allowances will not be made for incorrect or incomplete bids proposals.

All prices, terms and conditions must be specified on the Bid Proposal Form.

Is this requirement understood and met? Yes ____ No ____ Bidder's initials: _____

List the name and address of at least three customers for whom bidder has refurbished ambulance units in a similar fashion sought by the Monroe County EMS within the last 36 months.

Name: _____ Address: _____

Name: _____ Address: _____

Name: _____ Address: _____

Is this requirement understood and met? Yes ____ No ____ Bidder's initials: _____

INSPECTION TRIPS

PRE CONSTRUCTION CONFERENCE

There shall be a required pre-construction conference at the successful bidder's manufacturer's facility before any construction can begin.

NOTE: The pre-construction conference meeting shall be conducted at the "**primary builder**", of the apparatus. No meeting shall take place at the dealership's place of business. This is the only method that will be the only acceptable way to conduct the pre-construction meeting. NO EXCEPTIONS.

Three (3) department personnel along with a representative or dealer of the successful bidder shall attend.

At this meeting both parties shall again go over the specifications to ensure that the apparatus is built to meet or exceed all requirements.

After this meeting the representative of the successful bidder shall present the department with detailed drawings and work order to be used in the production of the apparatus being bid.

Is this requirement understood and met? Yes ____ No ____ Bidder's initials: _____

PRE DELIVERY INSPECTION (FINAL)

There shall be a pre delivery inspection trip at the factory of the successful bidder. The inspection trip shall consist of three (3) members from the department along with the representative of the successful bidder, to insure compliance to all specifications.

Is this requirement understood and met? Yes ____ No ____ Bidder's initials: _____

NOTE: All expenses relating to the Pre-Construction, and Final inspection trips shall be at the cost of the successful bidder and be at no cost to the Department. This is to include all meals and lodging while at the inspection along with travel allowances (around trip coach air flight), for up to 3 representatives for any factory that is over (225 Miles) from (Monroe County EMS) facility.

NOTE: "PRIVATE PLANE", is unacceptable and will not be considered.

Is this requirement understood and met? Yes ____ No ____ Bidder's initials: _____

Under no circumstances shall the completed ambulance leave the manufacturer's facility unless everything is completed at the factory. **Bidders that make allowances for units to be completed at their service facility or office shall not be acceptable to this bidding agency. NO EXCEPTIONS.**

Is this requirement understood and met? Yes ____ No ____ Bidder's initials: _____

FOUR MONTH SERVICE CALL

After the vehicle has been in service for approximately one month, the successful vendor shall send a trained "FACTORY" employed personnel to bidding agency, for a service and warranty review.

The Factory technician shall check all operating systems and repair or replace any items found defective or in need of re-work.

However, should a problem occur before the one-month service call, the bidding agency will require immediate service from the FACTORY technician, at the Departments location. **NO EXCEPTIONS**

Is this requirement understood and met? Yes ____ No ____ Bidder's initials: _____

Bid prices shall be valid for at least forty-five (45) days from the date of the Bid Opening, or as otherwise specified on the Bid Proposal Form.

Is this requirement understood and met? Yes ____ No ____ Bidder's initials: _____

This agency seeks the highest level of quality assurance and liability protection. To ensure that these standards are met, Bidders must submit documentation that they are a current member of the General Motors QVM (Qualified Vehicle Modifier) program.

The QVM certification applies even in cases where the chassis bid is not a General Motors product. In addition, the bidder must have certification with International/Navistar Diamond Logic. They must be able to show that they have been factory trained. Bids not meeting this requirement cannot be considered.

Since the QVM program is open to all qualified remounters, NO EXCEPTIONS TO THIS REQUIREMENT IS ALLOWED.

NOTE: "If you are not QVM certified, please do not go any further as your proposal will not be processed.

Is this requirement understood and met? Yes ____ No ____ Bidder's initials: _____

WARRANTY: (NEED TO INSERT WHAT BIDDER COVERS)

The proposal shall include all warranties that are required in the following detailed specifications. The minimum acceptable warranty periods are noted below. In the blank lines the bidder shall note the terms of the warranty that apply to the manufacturer being proposed.

Bidding Agency shall provide a minimum 36 months/100,000-mile Limited Warranty on the vehicle conversion, which covers defective parts and/or components, improper choice of materials, parts and/or components, improper design or engineering and poor or improper workmanship or quality control techniques. This warranty shall cover the complete vehicle, exclusive of the chassis, and shall include any and all costs for labor and parts or materials required to correct deficiencies. It is not the intent of this requirement that items such as light bulbs, or equipment installed in or on the vehicles which are covered by their own separate and specific warranty statements, be included in this warranty.

State the General warranty terms you are bidding:

Number of year's _____ Mileage _____

Since it is the purpose of these specifications to provide for a modular body that will offer many years of service, the Manufacturer of the vehicle(s) bid shall warranty the structural modular body for the life of the unit. This warranty shall be in writing and shall be included with the Bid Proposal. Bidders who fail to meet this requirement shall not be considered responsive.

State the Structural warranty terms you are bidding:

Number of year's _____ Mileage limitations (if applicable) _____

There shall be a Six year/100,000-mile electrical warranty provided on the ambulance conversion electrical system. Lifetime Electrical Warranty will not be accepted unless it covers the entire electrical system. A copy of the warranty statement shall be submitted with this Bid Proposal.

State the Electrical warranty terms you are bidding:

Number of year's _____ Mileage limitations _____

A four (4) year paint warranty shall be provided on the paint and its application. A copy of the painter's warranty statement shall be included with this Bid Proposal. All warranties shall begin at the acceptance of the vehicle(s) by the Purchaser. (IF APPLICABLE)

State the Paint warranty terms you are bidding:

Number of year's _____ NO MILEAGE ACCEPTED YES OR NO

For verification of the completed warranty terms stated above the bidder must include printed manufacturer's warranty certificates that meet or exceed the minimum required periods stated below.

Are the manufacturers warranties included? Yes _____ No _____

All warranties shall be from the manufacturer as opposed to a distributor or service center. This is necessary for the protection of the purchaser, and to guarantee a certain known level of service and warranty. If, however, the bidder feels that it is necessary to modify the manufacturer's warranties, then the bidder shall state why this modification is necessary. In addition, the bidder shall provide a full descriptive warranty certificate describing the warranty modification and the fact that it takes specific precedence over the warranty offered by the manufacturer. If no such certificate is provided, then the modified warranty shall be considered invalid and the manufacturer's warranty shall remain in force. If the manufacturer states that no party is permitted to modify its warranty, then any warranty modification provided by the bidder, despite being in writing, shall automatically be rejected.

Is this requirement understood and met? Yes ____ No ____ Bidder's initials: _____

In order to simplify the evaluation process, the following questions must be answered and this section must be initialed by the bidder.

Are the warranties pro-rated in any manner? Yes ____ No ____
If yes explain:

Are the warranties transferable? Yes ____ No ____
If yes explain:

Has the bidder modified the manufacturer's warranties? Yes ____ No ____
If yes explain:

If yes was chosen above, has the bidder included modified written warranties? Yes ____ No ____
If no explain:

If 'yes' was chosen above, has the bidder included financial statements, for the last five (5) years, of the warranty modifier? Yes ____ No ____

If no explain:

Bidder shall initial that this section is understood and has been answered truthfully. *Initials:* _____

Note: Bidders, who are found to be untruthful in this, or in any other section of this bid, will have their bid automatically rejected.

PRODUCT LIABILITY INSURANCE

Proof of current liability insurance shall be supplied. The proof of insurance shall bear the insurance carrier's name, address and phone number. The proof shall also bear the name and address of the insured. This document shall contain the coverage schedule, explaining the type of insurance, the policy number, the effective date of coverage, the policy expiration date and the individual limits. The minimum amount of coverage shall be as follows.

Commercial General Liability - Aggregate policy limit of one million dollars.

Automotive Liability - Any Hired and Non owned Autos

Combined Single Limits of One million dollars.

Garage Liability - Any Auto

Auto only - Each accident: limit of one million dollars.

Workers Compensation and Employer's Liability –

Each Accident: limit of five hundred thousand dollars.

Disease policy: limit of five hundred thousand dollars.

Disease - Each Employee: limit of five hundred thousand dollars.

Excessive/Umbrella Liability –

Each Occurrence: **limit of six million dollars**

Automotive Damage, Physical Liability Damage

Comprehensive Deductible:

Since these specifications describe an emergency vehicle that may be used under adverse conditions, this agency seeks to reduce its future liability exposure. Therefore, all bidders responding to these specifications shall submit a proper and verifiable Certificate of Insurance. This shall certify that the Manufacturer of the bid vehicle has in force, Product Liability insurance in the *minimum* amount of six million dollars (\$6,000,000.00). This insurance shall have been issued by a Company rated "A+" as reported in the current edition of Best's Key Rating Guide, published by Alfred M. Best Company, Inc.

The amount of Product Liability must be adhered to by **both** manufacturer and dealer, who will be providing the bid. Utilizing the ambulance manufacturer's insurance will be acceptable if the bidder is an authorized dealer, they also must have coverage.

Bidders failing to submit proof of the above requirement cannot be accepted and their Bid Proposal will be rejected.

Is this requirement understood and met? Yes ____ No ____ Bidder's initials: _____

The bidding agency will not accept units that are not built and completed at the manufacturer's facility. This will eliminate split responsibility into service, warranty repairs. Add-on equipment shall be furnished by the manufacturer and not their representatives, to avoid warranty issues. If the bidder makes any claim to adding equipment at the dealership, then your bid will be considered non-responsive and rejected. **NO EXCEPTION.**

Is this requirement understood and met? Yes ____ No ____ Bidder's initials: _____

It is the intent of this agency to have the vehicle completed and ready for service once it leaves the ambulance manufacturer's facility. **NO EXCEPTIONS.**

Is this requirement understood and met? Yes ____ No ____ Bidder's initials: _____

All equipment furnished shall be guaranteed to be new and of current manufacture; meet all requirements of this specification; and be in proper operating condition at the time of delivery. All parts shall be of high quality workmanship and construction.

No part or attachment shall be substituted or applied contrary to the manufacturer's recommendations and standard practices.

Is this requirement understood and met? Yes ____ No ____ Bidder's initials: _____

SERVICE AVAILABILITY

Service will be a major factor in the award of this proposal. Convenience and experience will be determining factors in defining acceptable service. A service facility within a radius as described below will be required. Personnel performing the service shall be trained by the manufacturer with emphasis in the area of electrical service. In order to evaluate the propose service facility the following information shall be provided on the appropriate lines.

Facility Name (If not the manufacturer): _____

Address: _____

City: _____ State: _____ Zip Code: _____

Contact: _____

Phone: Toll Free Preferably: _____

Training Description: _____

The bidder shall utilize these specifications and return their proposal in the same format as the specifications are provided. Failure to submit the bid specifications in alternate format will be grounds for rejection.

Is this requirement understood and met? Yes ____ No ____ Bidder's initials: _____

CHASSIS MODIFICATIONS

RUNNING BOARDS- There shall be provided a set of heavy duty aluminum diamond plate running boards. The running boards shall securely fasten to the cab chassis.

The running boards shall start at the rear of the front wheel well opening and shall extend to the rear wall of the cab chassis.

Is this requirement understood and met? Yes ____ No ____ Bidder's initials: _____

STAINLESS STEEL WHEEL COVERS- There shall be provided a set of Phoenix style stainless steel wheel covers.

The wheel covers shall be specifically made for a Chevrolet chassis with dual rear wheels.

Is this requirement understood and met? Yes ____ No ____ Bidder's initials: _____

ENGINE BLOCK HEATER- The chassis OEM block heater shall be wired to a 110-volt shoreline adapter.

Additionally, there shall be provided a new Kussmaul auto eject shore line. The shoreline adapter shall be mounted on the modular body and shall come complete with a hard plastic weatherproof cover.

Is this requirement understood and met? Yes ____ No ____ Bidder's initials: _____

FUEL FILLER NECK MODIFICATIONS- The chassis fuel tank filler neck and Urea DEF shall be modified to fit the modular body. There shall be supplied new fuel filler hoses and plumbing.

As necessary, there shall be provided aluminum body patches and repairs should there be required new fuel filler locations or should the remounted body have additional fuel filler cut outs not required.

All fuel filler neck modifications shall be performed per General Motors requirements.

Is this requirement understood and met? Yes ____ No ____ Bidder's initials: _____

EXHAUST MODIFICATIONS- The chassis O.E.M. tail pipe shall be extended to behind the dual rear wheels.

The exhaust modifications shall be on the curbside.

Is this requirement understood and met? Yes ____ No ____ Bidder's initials: _____

REMOVAL OF MODULAR BODY

MODULE DISMOUNT AND INSPECTION- The modular body and all sub systems including wiring harnesses and air conditioner/ heater hoses shall be disconnected.

The modular body shall then be lifted and removed from the original cab chassis. A full inspection of the under structure shall be performed. The inspection shall consist of checking all exposed structures and framing for cracks, corrosion or excessive wear.

All questionable areas shall be treated with a dye specially manufacturer to penetrate the area and expose any cracks. All defects shall be repaired to like new condition.

There shall be provided a written check list documenting the inspection and repair process. One copy of the documentation shall be provided to the Department and one copy filed in the master folder kept by Custom Works.

Is this requirement understood and met? Yes ____ No ____ Bidder's initials: _____

MODULAR EXTERIOR PAINT PREPARATION-

All painting is to be done in house as per paint manufacturers instruction and guidelines and shall be painted by a certified paint technician. PPG Paint is preferred.

Is this requirement understood and met? Yes ____ No ____ Bidder's initials: _____

PAINT STRIPE PACKAGE- There shall be provided a painted strip package to match the current Department fleet.

The stripe shall come complete with 1/4" vinyl pinstripe located above and below the painted stripe.

Exact layout and color of paint stripe shall be determined during pre-construction conference.

Is this requirement understood and met? Yes ____ No ____ Bidder's initials: _____

Exact wording, layout and location of reflective lettering package shall be determined during pre-construction conference.

Is this requirement understood and met? Yes ____ No ____ Bidder's initials: _____

STAR OF LIFE DECAL PACKAGE- There shall be provided a complete set of Star of Life decals.

Exact layout of decals shall be determined during pre-construction conference.

Is this requirement understood and met? Yes ____ No ____ Bidder's initials: _____

TRANSFER OF BODY TO NEW CHASSIS

After full inspection from paint process, the module body will be transported to the chassis remounting area. The module will then be mounted on a new chassis. This procedure shall be utilizing General Motors Company. OEM rubber spacers between the module frame and the chassis frame.

There shall then be installed a non-electrolytic rubber boot between the cab and module to serve as an interface to eliminate air and water leaks. The boot shall be constructed of heavy weatherproof weatherized material and shall be attached using stainless steel bolts and components.

The module body shall be squarely mounted on the new chassis and shall conform to all General Motor Company QVM requirements.

Is this requirement understood and met? Yes ____ No ____ Bidder's initials: _____

ELECTRICAL SYSTEM

CAB CONSOLE- The original front console in the cab shall be utilized. The

Is this requirement understood and met? Yes ____ No ____ Bidder's initials: _____

12-VOLT POWER PANEL- There shall be performed a complete operation check of the current 12-volt electrical system. The system shall be upgraded to meet all current needs and requirements.

All circuit breakers, relays, solenoids, etc. on the power distribution panel that are not operating properly shall be replaced with new components.

Upon completion, the 12-volt power panel and system shall be 100 per cent operable.

Is this requirement understood and met? Yes ____ No ____ Bidder's initials: _____

NEW CAB CHASSIS WIRING- There shall be provided a new under hood harness and new battery cables. NO EXCEPTIONS

The harnesses shall be built with new power wiring conforming to SAE requirements and General Motor QVM guidelines. All wiring shall be color coded and function labeled for ease of trouble shooting.

All wiring shall be routed in high temperature loom with a minimum rating of 300 degrees Fahrenheit. All wiring shall additionally be accessible and shall be secured to the body or frame using insulated metal clamps.

Is this requirement understood and met? Yes ____ No ____ Bidder's initials: _____

NEW SIREN SPEAKERS- There shall be provided two each new 100-watt siren speakers.

The speakers shall be mounted one each side in the front chassis bumper area.

Is this requirement understood and met? Yes ____ No ____ Bidder's initials: _____

NEW FRONT INTERSECTOR LIGHTS- There shall be provided Whelen 700 series LED intersector lights on the new cab chassis. The lights shall be installed one each side in the front fender area of the cab chassis.

The intersector lights shall come complete with chrome bezels.

Is this requirement understood and met? Yes ____ No ____ Bidder's initials: _____

NEW GRILL LIGHTS- There shall be provided two (2) Whelen 500 series LED grill lights. The lights shall be installed in the front grill area of the cab chassis.

The grill lights shall come complete with chrome bezel or housing.

Is this requirement understood and met? Yes ____ No ____ Bidder's initials: _____

NEW REAR BACK UP ALERT- There shall be provided a new rear back up alert with a minimum of 97 db.

The backup alert shall activate any time the vehicle is placed in reverse.

Is this requirement understood and met? Yes ____ No ____ Bidder's initials: _____

EXTERIOR COMPARTMENTS

Exterior Compartment repair at the street side rear backboard compartment will require reinforcement and welding to close of separation.

Is this requirement understood and met? Yes ____ No ____ Bidder's initials: _____

INTERIOR PATIENT COMPARTMENT

NEW THRESHOLDS- There shall be provided two each new thresholds to replace the side and rear door thresholds.

The new threshold shall be sealed for sanitation purposes and shall have nonskid tape attached for safety.

PLEXIGLAS- All Plexiglas and sliding track for interior compartments shall be inspected for proper operation.

All broken or defective sliding windows can be replaced with new Plexiglas.

Is this requirement understood and met? Yes ____ No ____ Bidder's initials: _____

HEATING / A.C. SYSTEM

Heat / Cool system. Shall be Replaced with a new system

OXYGEN / VACUUM SYSTEMS

OXYGEN SYSTEM- The current piped oxygen system shall be tested to insure proper operations.

Testing shall include a minimum four-hour nitrogen leak test. The system including outlets and lines shall be repaired or replaced as necessary.

Documentation concerning the oxygen testing shall be provided in the vehicle owner's manual.

Is this requirement understood and met? Yes ____ No ____ Bidder's initials: _____

VACUUM SYSTEM- The current piped vacuum system shall be tested to insure proper operations.

The system including outlets and piping shall be repaired or replaced as necessary. Documentation concerning the vacuum / suction system shall be provided in the vehicles owner's manual.

Is this requirement understood and met? Yes ____ No ____ Bidder's initials: _____

Pricing – Price should be quoted as of September 8, 2016

TOTAL PRICE _____

Delivery Days _____

WARRANTIES: Please specify warranties on ambulance in space provided below.

PAYMENT: Payment in full, upon delivery and inspection of vehicles.

BIDDER INFORMATION:

Name of Bidder:

(Typed or Printed: Firm, Corporation, Business or Individual)

Business Address: _____

Business has been in business under its present name since: _____

At this present time we understand all requirements and state that as a serious bidder we will comply with all the stipulations included in this package.

The above named bidder affirms and declares:

1. That the bidder is of lawful age and that no other person, firm or corporation with other person firm or corporation has any interest in this Bid/Proposal or in the contract proposed to be entered into.
2. That this Bid/Proposal is made without any understanding, agreement, or connection with any other person, firm or corporation making a proposal for the same purpose, and is in all respects fair and without collusion or fraud.
3. That the bidder is not in arrears to Monroe County upon debt or contract and not a defaulter, as surety or otherwise, upon any obligation to Monroe County.
4. That no officer or employee whose salary is payable in whole or in part from the County Treasury shall be or become interested, directly or indirectly, surety or otherwise in this proposal, in the performance of the Contract, in the supplies, materials, equipment and work or labor to which they relate, or in any portion of the profits thereof.

BIDDER: _____

BY: _____

(Authorized Signature in Ink)

PRINTED NAME OF SIGNER: _____

TITLE OF SIGNER: _____

DATE SIGNED: _____

PHONE NUMBER OF SIGNER: _____