



## **Jackson County Board of Commissioners**

67 Athens Street  
Jefferson, Georgia 30549  
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### **INVITATION TO BID**

August 27, 2019

Bid Number: 190024

Bid Name: Transit Van for Senior Center

The Jackson County Board of Commissioners is soliciting bids for the purchase of one (1) van for the Jackson County Senior Center. Specifications, terms and conditions are contained herein.

BID DUE DATE/TIME: Monday, September 30, 2019 at 10:00 am

RETURN BID VIA: Sealed bid via mail or deliver to:

Jackson County Board of Commissioners  
Attn: Purchasing Department – Bid Number 190024 Van  
67 Athens Street  
Jefferson, GA 30549

PUBLIC BID OPENING DATE/TIME: Monday, September 30, 2019 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](mailto:myarbrough@jacksoncountygov.com)

Deadline for Questions: Friday, September 20, 2019, 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](http://www.jacksoncountygov.com) and at [www.vendorregistry.com](http://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, Addenda Acknowledgement Form, Vendor Form, W-9, Warrantee Information and a letter of exception for any specification listed on the ITB Pricing Form that the vendor provided a ‘No’ response to the desired item. These documents constitute the necessary bid package. The vendor may include a brochure with the bid package, if desired.

**3. PRICE:** Prices quoted shall include all costs and charges to include, but not limited to purchasing, packing, transporting the equipment and/or services described herein. The Jackson County Government is exempt from state sales tax. All fees shall be included in the bid price. Bidders must quote a per vehicle price for each make/model when providing a bid price to this solicitation. Since the vehicle may be 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.

**4. SAMPLES:** No samples are required under this bid.

**5. AWARD:** This bid will be awarded to one vendor.

**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, its Board members, employees, agents, and servants (each of the forgoing being hereafter referred to individually as "Indemnified Party") against all claims, demands, causes of actions, actions, judgments or other liability including attorney's fees (other than liability solely the fault of the Indemnified Party) arising out of, resulting from or in connection with the Bidder's performance or failure to perform this agreement, including but not limited to:

- (1). All injuries or death to persons or damage to property, including theft.
- (2). Bidder's failure to perform all obligations owed to the bidder's employees including any claim the bidder's employees might have or make for privilege, compensation or benefits under any BOC benefit plan.
- (3). any and all sums that are due and owing to the Internal Revenue Service for withholding FICA, and unemployment or other State and Federal taxes.

B. The bidder's obligation to indemnify any Indemnified Party will survive the expiration or termination of this agreement by either party for any reason.

**15. FAILURE TO BID:** If you do not wish to bid, please return this bid and state reason(s).

**16. TERM OF CONTRACT:** By submitting a bid in response to this ITB, the bidder is agreeing to guarantee bid prices for the period beginning with bid award and ending six months after the award. The term may be extended for a period of six months upon agreement of both parties. Additionally, by submitting a bid, other government agencies may piggyback on this bid to order vehicles at the same price and of the same configuration during the term of the contract.

**17. BID RECAP:**

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

Ford E350 SD Commercial Cutaway Van, for the Jackson County Senior Center, with the options listed.

Total delivered price = \$ \_\_\_\_\_

158 INCH WHEELBASE  
2019 MODEL YEAR  
YZ OXFORD WHITE  
ME MEDIUM FLINT CLOTH  
PREFERRED EQUIPMENT PKG.780A  
.STANDARD TRIM  
572 .AIR COND FRT ONLY-CFC FREE  
945 .AUXILIARY FUEL PORT  
998 6.8L EPI V10 ENGINE  
44P ELEC 6-SPD AOD W/TOW-HAUL  
T68 LT225/75RX16E DRW HANKOOK  
X85 4.56 RATIO REGULAR AXLE X85  
47B SHUTTLE BUS PREP PACKAGE  
.FRONT LICENSE PLATE BRACKET  
.ENGINE BLOCK HEATER  
.FRAME PUCKS (ISOLATORS)  
18A HIGH-SERIES EXT UPGRADE PKG  
SHUT BUS DIS-158/176 99L/S  
162 VINYL FLOOR COVERING, FRONT  
20C 12500# GVWR PACKAGE  
21T DRIVER CAPTAIN CHAIR W/TRIM  
425 50 STATE EMISSIONS  
51A SPARE TIRE/WHEEL  
525 CRUISE CONTROL  
54F EXTERIOR MIRROR DELETE  
57J AUX HEATER CONNECTOR PKG  
58F RADIO PREP 2 SPEAKER PKG  
60X RIGHT HAND DOOR NOT INCLUDED  
.PASSENGER AIR BAG DELETE  
625 INSIDE REARVIEW MIRROR  
63N EXTRA HVY DUTY 225-AMP ALT  
16X6 WHITE PAINTED STEEL WHLS  
657 FUEL TANK 40 GALLON CAPACITY  
672 FRONT MAX GAWR  
M CLOTH CAPTAINS CHAIRS  
90P POWER DRIVER SEAT ADJUSTER  
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**This form must be returned with the vendor's bid package.**

New/Used : NEW

Year : 2019

Make : GOSHEN

Model : IMPULSE

Mileage :

Chassis : BODY ONLY

Fuel : GAS

VIN :

Ambulatory Capacity : 13

# Wheelchairs : N/A

Luggage : N/A

<u>Vehicle Details</u>	<u>Quantity</u>
5 YR / 100000 MILE STRUCTURAL WARRANTY	1
BUMPER - REAR 12 GA FORMED STEEL WHITE POWDER COATED	1
EXTERIOR - ALUMINUM SKIRTS	1
EXTERIOR - FRONT CAP WITH RECESSED CLEARANCE LIGHTS	1
EXTERIOR - FRP BODY PANELS	1
EXTERIOR - ONE PIECE REAR FIBERGLASS CAP INCORPORATING AN UPPER SPOILER AND A LOWER ANTI-RIDE	1
EXTERIOR MIRRORS - ROSCO MANUAL BLACK ARE STD. ✓	1
EXTERIOR RUB RAIL - 1.2" EXTRUDED ALUMINUM WITH 5/8" VINYL INSERT	1
FLOOR - 5/8" PLYWOOD SUBFLOOR IS STD.	1
INTERIOR CABLINER - VERONA COAL AUTO CLOTH	1
INTERIOR HEAD LINER - 3.6MM THICK THATCHED WHITE EMBOSSED	1
INTERIOR KICK PANELS - CHARCOAL GRAY	1
INTERIOR SIDEWALLS & HEADLINER - WHITE TEXTURED PANELING	1
MUD FLAPS - FRONT & REAR ARE STD.	1
SEATS ARE TRACK MOUNTED	1
STANCHION PACKAGE - LH ENTRY STANCHION WITH STEP HANDRAIL AND MODESTY PANEL	1
DRIVER SIDE STANCHION AND CROSS BAR - ALL ARE 304 STEEL ✓	1
STEEL CAGE CONSTRUCTION	1
WINDOWS - 36" X 36"	1
EXTERIOR STRIPE PACKAGE - BLUE ✓	1
FREIGHT AND DELIVERY	1
SEAT BELT CUTTER ✓	1
CHASSIS OEM AM/FM/CD RADIO E-SERIES ✓	1
EXHAUST, STREETSIDE 90° FORD AT/AL/SC W/MORRYDE	1
GOSHEN IMPULSE 220 FORD	1
* DOOR, ENTRY 30 ELEC SC GALV ← <i>Note RH Front Door Manual *</i>	1
DOOR, REAR 32X54 2-WDWS NO LOCK SS UPGRADE N/A ✓	1
A/C, ACT 50R 55KBTU TIE-IN E-FORD ✓	1
HEATER, 35K BTU LOW PROFILE 5/8" ✓	1
PD & BATTERY 2 G31 IN SLIDE TRAY	1
SEAT, MID-BACK SINGLE FREEDMAN ✓	13

SEAT, AV GRAB HANDLE- PADDED ✓	6
STANCHION, DRIVER W/STD MODESTY SC ✓	1
STANCHION, ENTRY DOOR MOD PANEL 24X20 SC ✓	1
HANDRAIL, RH ENTRY ASSIST ✓	1
MIRROR, 6 X 16 REAR VIEW INTERIOR SC ✓	1
LIGHTS, LED EXTERIOR PKG W/REAR TURNS & CMBL 190-290 ✓	1
REAR DOOR AJAR BUZZ & LIGHT, PHILLIPS 3PT ✓	1
STANCHION, PADDED BLUE	2
FLOOR RUBBER - RCA 250 BLACK ✓	1
STEP NOSING, YELLOW ✓	1
SPARE TIRE, CARRIER ONLY E-FORD ✓	1
JACK AND LUG WRENCH, 8 TON ATF/ATC ✓	1
SEATBELT EXTENSION, 24" ✓	13
SEATBELT, 74" RETRACT SHORT SLEEVE-SBS ✓	13



## **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.**