



**FRANKLIN COUNTY  
PURCHASING DEPARTMENT  
REQUEST FOR BID (RFB) COVER PAGE**

RFB NO: 202417

TITLE: Light Duty Truck for Franklin County Health Department

Solicitation Schedule & Deadlines:

January 10, 2024	Solicitation Release/Advertising Date
January 17, 2024 10:00AM	Deadline for Submitting Questions
January 19, 2024 4:30PM	Deadline to post Addendum
January 30, 2024 2:00PM	Deadline to Submit Response
January 30, 2024 2:30 PM	Opening Date I Time

Responses must be received no later than "Deadline to Submit Response"

January 30, 2024 2:00 PM

Shakara Bray, Purchasing Agent

Meagan Johnson, Assistant Purchasing Agent

Phone: 636-584-6274    Email: [purchasing@franklinmo.gov](mailto:purchasing@franklinmo.gov)

Submittal Instructions: Print this Packet in its entirety and complete all pages per instructions. Print the SEALED RESPONSE LABEL found in Attachment 1 of this packet and attach to the front of your envelope.

Company Name: \_\_\_\_\_

# SUBMISSION CHECKLIST

\_\_\_\_\_ I have reviewed the bid schedule and deadlines, located on the solicitation cover page

\_\_\_\_\_ I have read ALL Terms and Conditions and Bid documents closely

(Located at [www.franklinmo.org](http://www.franklinmo.org))

## THE ITEMS LISTED BELOW ARE THE REQUIRED DOCUMENTATION FOR SUBMITTING A RESPONSE

### USE THESE FORMS ONLY

\_\_\_\_\_ Solicitation Cover page

\_\_\_\_\_ Contractual Terms and Conditions Acknowledgement

\_\_\_\_\_ Pricing Form (all pages) completed and signed

\_\_\_\_\_ I have one original and two copies that are labeled accordingly

\_\_\_\_\_ I have included contact information

\_\_\_\_\_ COI (Certificate of Insurance)

\_\_\_\_\_ Envelope is sealed and label attached

\_\_\_\_\_ Affidavit for Work Authorization is completed and Notarized

\_\_\_\_\_ Current, signed W-9 is included in solicitation packet

*If you have already submitted W-9 information through Vendor Registry, you do not have to resubmit with response. Just reference Vendor Registry.*

## PURPOSE

Franklin County, Mo (Health Dept.) is seeking bids from qualified vendors to provide a 2021 or newer Light Duty Truck for our Health Dept. for basic utility purposes that meets or exceeds the specific requirements listed below.

## SPECIFIC REQUIREMENTS

1. The vendor shall provide Model year 2021 or newer Light Duty Truck with manufacturers' standard equipment.
2. All items of standard equipment which are normally provided with each vehicle by the manufacturer shall be furnished unless such items are specifically omitted by the request for bid specifications.
3. All options and/or accessories must be manufacturers' original equipment. No aftermarket options and/or accessories shall be acceptable.
4. All options must be factory installed.
5. The manufacturers' standard warranty shall apply to this vehicle.
6. All warranty service must be performed within a 70mile radius from the Franklin County Highway Dept. physical location: 400 E. Locust Union, Mo. 63084
7. Vehicle shall come with owner's manual.
8. Vehicle shall come with proper form to apply for Missouri title and license including the Manufacturer's Statement of Origin and invoice.
9. Vehicle shall be delivered and/or picked up within one week from award date of this bid.
10. Delivery and/or pick up specifications of the vehicle will be one of the following:
  - a) Vehicle delivered to the Franklin County Health Dept. 414 E Main St. Union, Mo. 63084
  - b) Vehicle picked up at awarded vendor's location no more than 70 miles from the Franklin County Health Department 414 E Main St. Union, Mo. 63084
11. In the event that the awarded vendor cannot deliver and/or accommodate pick up for the Franklin County Health Dept. within one week of the award date, The Franklin County Health Dept. reserves the right to find the same or similar vehicle from another source.
12. Payment will be a check from Franklin County, Mo which will be processed and sent after vehicle is in hands of Franklin County Health Dept. and after invoice is received by Franklin County Health Dept. Invoice can be mailed or emailed it the following:

Franklin County Health Dept.  
Attn: Tony Buel  
414 E. Main St. Union, Mo. 63084

Or  
Purchasing@franklinmo.gov

13. Invoice will have the awarded vendor's remittance address, Legal Business name, Franklin County's Purchase order number, and pricing broke down by specifications.
14. The awarded vendor shall be responsible for repairing any item or components received in damaged condition at no cost to Franklin County, Mo.
15. All prices shall be firm, fixed as indicated in the pricing pages within this bid.
16. Color of vehicle shall not be red or black. Red vehicles are associated with the fire departments in the area. Black vehicles are costly to repair. (Black absorbs all visible parts of the light spectrum, turning that light energy into heat, the more energy it absorbs, the more heat it omits. And the extra amount of heat causing interior plastic to buckle or crack, because they are not good conductors of heat.) White color is preferable.

*The contents of this section include mandatory requirements that will be required of the successful bidder and subsequent contractor. The offeror is requested to provide responses to the requirements/desired attributes in this section pursuant to the directions identified herein. The offeror's response, whether responding to a mandatory requirement or a desired attribute, shall be binding in the event the bid is accepted by Franklin County. The offeror must provide all costs necessary to meet the mandatory requirements and the fulfillment of any desirable attributes in the appropriate section titled Pricing.*

# CONTRACTUAL TERMS AND CONDITIONS ACKNOWLEDGEMENT

The undersigned Vendor/Contractor has read, understood, and accepted the Terms and Conditions as published on the Franklin County Official Website located at:

<http://www.franklinmo.org>

All terms and conditions as stated shall be adhered to by Vendor/Contractor upon acceptance of contract. Vendor/Contractor enters into this agreement voluntarily, with full knowledge of its effect.

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Vendor/Contractor Signature

Date

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Vendor/Contractor Name and Title



**AFFIDAVIT OF WORK AUTHORIZATION**

(Continued)

CURRENT BUSINESS ENTITY STATUS

I certify that \_\_\_\_\_ (Business Entity Name) **MEETS** the definition of a business entity as defined in section 285.525, RSMo pertaining to section 285.530, RSMo as stated above.

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Authorized Business Entity  
Representative's Name  
(Please Print)

Authorized Business Entity  
Representative's Signature

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Business Entity Name

Date

As a business entity, the grantee, sub grantee, contractor, or subcontractor must perform/provide the following. The grantee, sub grantee, contractor, or subcontractor shall check each to verify completion/submission:

- Enroll and participate in the E-Verify Federal Work Authorization Program (Website: <http://www.dhs.gov/e-verify>; Phone: 888-464-4218 Email: [e-verify@dhs.gov](mailto:e-verify@dhs.gov)) with respect to the employees hired after enrollment in the program who are proposed to work in connection with the services required herein;

AND

- Provide documentation affirming said company's/individual's enrollment and participation in the E-Verify Federal Work Authorization Program. Documentation shall include a page from the E-Verify Memorandum of Understanding (MOU) listing the grantee's, subgrantee's, contractor's, or subcontractor's name and the MOU signature page completed and signed, at minimum, by the grantee, subgrantee, contractor, or subcontractor and the Department of Homeland Security – Verification Division; (if the signature page of the MOU lists the grantee's, subgrantee's, contractor's, or subcontractor's name, then no additional pages of the MOU must be submitted).

# PRICING FORM

## 2021 or newer Light Duty Truck

### REQUIRED PRICING

The bidder shall complete the following pricing form and provide firm, fixed pricing necessary to meet the mandatory requirements of the solicitation.

<b>Check list for 2021 or newer Light Duty Truck</b>			
<b>2021 or newer LIGHT DUTY TRUCK EQUIPMENT SPECIFICATIONS</b>	<b>Yes</b>	<b>No</b>	<b>COMMENTS (IF NOT EXACTLY AS SPECIFIED, EXPLAIN ANY DEVIATION.)</b>
Year: 2021 or newer			
Exterior Color: White (preferable)			
Passenger: 4 Person Minimum			
Doors: Crew Cab or 4- full doors			
Bed length: 5-6 1/2 ft			
GVW Rating: 6800			
Tires: All Season M&S Radial			
Tire Tools and Jack			
Brakes: Four Wheel Anti Lock (ABS)			
Full Size Spare Tire			
Engine: 6cyl-8cyl			
Transmission: Automatic			
Four Wheel Drive			
Axle Ratio: 3.73 MIN			
Rear Axle: Locking rear differential			
Air Conditioning and Heating			
Radio: AM/FM with Blue Tooth			
Power Brakes & Power Stering			
Cruise Control			
Tilt Wheel			
Seats: Vinyl or cloth			
Air Bags: Drivers Side and passanger			
Mirrors: Right and Left, Power			
Intermittent Wipers			
Step Bumper			
Tow Package with Brake Assist/Control			
Two(2) sets of keys or key FOBS			



Pricing Cont.

Model Year 2021 or newer Light Duty Truck

Make: \_\_\_\_\_

Firm, Fixed Base Price Equipped as Specified within the "Check List" Per Light Duty Truck

\$ \_\_\_\_\_

Company Name \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Printed name and title \_\_\_\_\_

*Franklin County reserves the right to request supporting documentation for the proposed pricing. In addition, it may be necessary to evaluate the bidder's expertise and experience in order to award a bid. Franklin County reserves the right to request reference information and/or proof of expertise if necessary.*

**VENDOR INFORMATION**

Company Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

\_\_\_\_\_

Phone number \_\_\_\_\_

Contact Name \_\_\_\_\_

Contact Name Title \_\_\_\_\_

Email Address \_\_\_\_\_

# ATTACHMENT 1

## SEALED RESPONSE LABEL

PLEASE ATTACH LABEL TO OUTSIDE OF PACKAGE

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### SEALED BID RESPONSE ENCLOSED

DELIVER TO:

Purchasing Department  
400 East Locust St, Rm 004  
Union, MO 63084

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SOLICITATION # 202417 DATE: January 30, 2024 2:00PM

DESCRIPTION: Light Duty Truck for Franklin County Health  
Department

Vendor Name: \_\_\_\_\_

Vendor Address: \_\_\_\_\_