

# Request For Proposals (RFP)

POSTED DATE: December 14, 2021

DEADLINE: December 31, 2021, 12:00 pm



## Purchase One Vehicle

### Project Introduction

Barton County seeks to purchase one SUV. It is anticipated that this vehicle will be a 2019 or newer model, less than 25,000 miles, with third-row seating.

### Project Requirements

Desired vehicle specifications

- Year 2019 or newer
- Less than 25,000 miles
- SUV
- Gas motor
- 4-wheel drive
- Third-row seating

Must include the anticipated date of vehicle delivery

Must include warranty information

### Project Funding Source

This expenditure will be supported, in whole, by the Barton County Equipment Replacement Fund 072-00-6380.

### Project Timeline

We need the vehicle as soon as possible.

### Project Inquiries

Questions concerning the Request for Proposal must be submitted in writing via email or letter to:

Name: Wendy Prosser

Title: County Appraiser

Address: 1400 Main, Rm 206

City, State, Zip: Great Bend, KS 67530

Phone: 620-793-1821

Email: [wprosser@bartoncounty.org](mailto:wprosser@bartoncounty.org)

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## Submission Procedure

There are two submission options for formal procurement methods.

- 1) *Vendors may receive electronic notifications and submit bids/proposals electronically through Vendor Registry, a link found under the Procurement tab at [www.bartoncounty.org](http://www.bartoncounty.org).*

OR

- 2) *Bids/proposals may also be submitted via mail or courier to Barton County Clerk, 1400 Main Street, Room 202, Great Bend, KS 67530.*

*Barton County will not consider any bids/proposals not prepared and not submitted in accordance with the provisions hereof and may waive any informalities or reject any and all bids/proposals. Any bids/proposals may be withdrawn prior to the above scheduled time for the opening of bids or authorized postponement thereof. Any bids/proposals received after the time and date specified shall not be considered. Bids/proposals submitted after the closing date and time will be returned unopened. Bids/proposals may not be withdrawn within sixty (60) days after the actual date of the opening thereof.*

## Opening and Tabulation

Bids/proposals will not be opened until after the published deadline and at the time and place prescribed in the invitation. The bids/proposals must be opened publicly. Electronic bid/proposal submission software does not permit the opening prior to the published deadlines. Mailed bids/proposals will be received and date/time stamped in the County Clerk's office.

Following the deadline, bids/proposals may be opened by the requesting Department Head, County Administrator, or Board of County Commissioners, and anyone may attend.

The requesting Department Head will furnish tabulation sheets to the County Commissioners. Tabulation sheets will vary depending on the type of expenditure and may include such as information about delivery, installation, project timeline, product features, warranties, etc.

## Awarding Bids/Proposals

Barton County reserves the right to reject any and all bids/proposals and award in the County's best interests. Barton County will award bids/proposals only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. In addition, consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, delivery, warranty, integration, and financial and technical resources.

Bid results will not be given to individuals over the phone. Bid results are available by a written request only. Please send requests to Barton County Administrative Office.

Barton County cannot enter into contracts with vendors that have been suspended or debarred from participating in contracts supported with federal funds. For contracts over \$25,000 supported with federal funds, Barton County will verify that a vendor/contractor is not excluded or disqualified by either:

- Checking SAM ([www.sam.gov](http://www.sam.gov));
- Collecting a certification from that contractor; or
- Adding a clause or condition to the cover transaction with that contractor.

## False or Misleading Statements

In the opinion of Barton County, if a vendor's bid/proposal contains false or misleading statements or references which do not support the function, attribute, capability, or condition of their company and the products and services outlined in their bid/proposal, their bid/proposal shall be rejected.

## Conflicts of Interest

Barton County Department Heads, the County Administrator, the Board of County Commissioners, and vendors shall list any current or potential clients or projects which may be (or cause) a conflict of interest in working for Barton County and describe the possible extent of the conflict.