

INVITATION TO BID
Solicitation No. 09-A021

**NEW F-150 AND F-250 PICK-UP TRUCKS (OR EQUIVALENT) FOR CARROLL
COUNTY GOVERNMENT**

I. Overview, General Submission Information and Pre-Bid Conference

Overview:

The Carroll County Board of Commissioners requests bids from interested and qualified firms to provide NEW F-150 AND F-250 PICK-UP TRUCKS (OR EQUIVALENT), on a one-time basis, to Carroll County Government. These pick-ups will replace older, high mileage vehicles utilized by the Public Works Department (6each), Recreation Department (2each) and the Animal Control Shelter (1each).

Instructions to Bid

A. How to Prepare Bid Proposals: All bid proposals shall be:

1. Bidders should prepare an itemized quote for pick-up trucks they are willing to provide the County from the list provided in Section III. Each line should include a unit price, extended price and estimated delivery date. Vehicles should include a full description, manufacturer and model numbers of the vehicles being offered. All prices should be FOB Destination. Delivery address is provided in Section II.
2. Typewritten or completed with pen and ink, signed by the vendor or their authorized representative, with all erasures or corrections initialed and dated by the official signing the proposal. Bidders are encouraged to review carefully all provisions and attachments of this document prior to completion. Each bid constitutes an offer and may not be withdrawn except as provided herein. Also, prices are to remain firm for the period stated herein.

B. How to Submit Bid Proposals: All bid proposals shall be:

1. Submitted in a sealed envelope, plainly marked with **“Sealed Proposal - NEW F-150 AND F-250 PICK-UP TRUCKS (OR EQUIVALENT) FOR CARROLL COUNTY GOVERNMENT, (SOLICITATION 09-A021), FEBRUARY 20, 2009”**
2. Mailed, Express Delivery or delivered as follows in sufficient time to ensure receipt by the Purchasing Manager on/before **3:00 P.M. FRIDAY, FEBRUARY 20, 2009.**

(a) Mailing Address: Carroll County Board of Commissioners

P.O. Box 338
Carrollton, GA 30112
Attn: Purchasing Manager

(b) Hand or Express Delivery Address:

Carroll County Board of Commissioners
423 College Street, Room 410
Carrollton, GA 30117
Attn: Purchasing Manager

- (c) No proposals will be received or accepted after 3:00 P.M. ET February 20, 2009. Proposals submitted after the designated date and time will be deemed invalid and returned unopened to the proponent. Carroll County is not responsible for lost or misdirected mail. It is the bidder's responsibility to ensure no late bid is submitted. No proposal may be withdrawn within thirty days after the proposal opening and shall remain firm through the period.

C. **Pre-Bid Conference**: There will be a pre-bid conference on Tuesday, February 10, at 2:00 pm at the Purchasing Office, 423 College Street, Room 410, Carrollton, GA 30117. All bidders are strongly encouraged to attend.

D. **How to Submit an Objection**: Objections from bidders to the invitation to bid and/or these specifications should be brought to the attention of the Purchasing Manager in the following manner.

1. Oral objections may be presented at the Pre-Bid Conference or written objections may be submitted at least 2 days prior to the schedule conference
2. Written objections not addressed at the Pre-Bid Conference should be received at least 5 days prior to the opening of the bids.
3. Failure to object in accordance with the above procedure shall constitute a waiver on the part of the vendor to protest the solicitation.

E. **Standards for Acceptance of Bid for Awarded Contract**: Carroll County reserves the right to waive any informality, to reject any and all bids, to evaluate all bids, to accept portions of any bid and to accept any bid which in its opinion may be in the best interest of the County. **The County reserves the right to modify the contract after its award.**

F. **Compliance with laws**: The bidder shall obtain and maintain all licenses, permits, liability insurance, workman's compensation insurance and comply with any and all other standards or regulations required by federal, state or County statute, ordinances and rules during the performance of any contract between the bidder and the County. Any such requirement specifically set forth in any contract document between the

bidder and the County shall be supplementary to this section and not in substitution thereof.

II. General Terms and Conditions

- A. Specifications: Any obvious error or omission in specifications shall not inure to the benefit of the bidder but shall put the bidder on notice to inquire of or identify the same from the County. Whenever mention is made of any article, material, or workmanship to be in accordance with laws, ordinances, building codes, underwriter's codes, A.S.T.M. regulations or similar expressions, the requirements of these laws, ordinances, etc., shall be construed to be the minimum requirements of these specifications.
- B. Delivery Point: All items shall be quoted and delivered F.O.B. Destination to the Carroll County Public Works Department, 502 Old Newnan Road, Carrollton, GA 30117. Delivery cost and charges (if any) will be included in bid price.
- C. Delivery Time: Estimated delivery dates should be stated on the bids. Delivery time may be considered by the County when selecting most responsive and responsible bidder.
- D. Bids for All or Part: Unless otherwise specified by the County or by the bidder, **CARROLL COUNTY RESERVES THE RIGHT TO MAKE AWARD ON ALL ITEMS, OR ON ANY OF THE ITEMS ACCORDING TO THE BEST INTEREST OF THE COUNTY.** Bidder may restrict his bid consideration in the aggregate by so stating, but must name a unit price on each item bid upon.
- F. Prices to be Firm: Bidder warrants that bid prices, terms and conditions quoted in their bid will be firm for acceptance for a period of ninety (90) days from opening date.
- G. Description of Vehicles: Proposals for vehicles and/or equipment should be accompanied by copies of detailed factory specifications, ratings, technical data, including accurate descriptions of the exact vehicles and/or equipment on which bids are made..
- H. Completeness: All information required by Invitation to Bid must be completed and submitted to constitute a proper bid.
- I. Quality: All materials used for the manufacture or construction of vehicles and/or equipment covered by this bid shall be new, the latest model, of the best quality and highest grade workmanship. Vehicles and/or equipment shall be equipped with such necessary equipment complying with the Georgia State Law, but not including licensing. Also, materials must comply with all applicable Federal and State OSHA requirements in affect at the time of bid.

J. Acceptance of Material: The material delivered under this proposal shall remain the property of the seller until a physical inspection and actual usage of this material and/or services is made and therefore accepted to the satisfaction of the County.

K. Guarantee/Warranty: The bidder shall warranty the vehicles as follows:

Bumper-to-Bumper	3 Year or 36,000 miles
Powertrain	5 Year or 60,000 miles
Safety Restraint	5 Year or 50,000 miles
Corrosion(Preforation)	5 Year/unlimited

These are minimum warranties.

All warranty repairs and adjustments shall be made only at such time as will be least detrimental to the operation of County business.

L. Manufacture or Dealer Advertisement: No manufacturer or dealer advertising attachments shall appear on products delivered to the County without prior approval by Carroll County

M. Brand Name: If and whenever brand names, makes, name of manufacturers, trade names, vendor catalogs or model numbers are stated, they are for the purpose of establishing a grade or quality of material.

N. “OR EQUAL” Interpretation: It is the vendor’s responsibility to prove to the County that each bid item is equal to the grade or quality of material specified.

O. Award of Contract: The contract, if awarded, will be awarded to the most responsive and responsible bidder whose bid will be most advantageous to the County, price, estimated delivery and other factors considered. The County will make the determination.

P. Qualified Vendor: A “Qualified Vendor” is defined for this purpose as one who meets, or by the date of bid acceptance can meet, all requirements for licensing, insurance and service contained within these specifications.

Q. Compliance with Specifications – Terms and Conditions: The Invitation to Bid, Legal Advertisement, General Conditions and Instructions to Bidder, Specifications, Special Conditions, Vendor’s Bid, Addendum, and/or any other pertinent documents form a part of this proposal and by reference are made a part hereof.

R. Signed Bid Considered Offer: The signed bid shall be considered an offer on the part of the bidder, which offer shall be deemed accepted upon approval by the Carroll County Board of Commissioners. In case of a default on the part of the bidder after such acceptance, Carroll County Board of Commissioners may take such actions as it deems appropriate including legal action for damages or specific performance.

S. Invoices – Invoices should be mailed to the following address:

Carroll County Board of Commissioners
P.O. Box 338
Carrollton, GA 30112
Attn: Accounts Receivable

T. Payment Terms- Net 30 Days.

U. Point of Contact - Russ Benedict, Purchasing Manager (770) 830-5868.

V. Previous model year vehicles (new, never titled) are acceptable if available.

W. Bids will be accepted from vehicle dealerships only. No bids from vehicle brokers will be considered.

X. All vehicles must be accompanied by a factory recommended preventative maintenance schedule including procedures, mileage intervals, pre-placement part numbers and fluid specifications.

III. Listing of F-150 and F-250 (or equivalent) pick-up trucks required by the County:

F-150 (or Equivalent)

Pick-up	F-150	F-150	F-150	F-150
Quantity	2	1	2	1
Model	XL	XL	XL	XLT
Cab Style	SuperCrew	SuperCab	SuperCrew	Supercrew
Box Size	Styleside 6.5' Box	Styleside 6.5' Box	Styleside 5.5' Box	Styleside 5.5' Box
Drive	4 x 2	4 x 4	4 x 4	4 x 4
Fuel	Gas	Gas	Gas	Gas
Engine Size	V-8 4.6L 2-Valve	V-8 4.6L 2-Valve	V-8 4.6L 3-Valve	V-8 5.4L 3-Valve
Transmission	Automatic w/OD	Automatic w/OD	Automatic w/Tow-Haul Mode	Automatic w/Tow-Haul Mode
Transmission Specification	Electronic 4-Speed	Electronic 4-Speed	Electronic 6-Speed	Electronic 6-Speed
Axle Ratio	3.73 Limited Slip	3.73 Limited Slip	3.55 Non-Limited	3.31 Non-Limited
Exterior Color	Oxford White	Oxford White	Oxford White	Oxford White
2 nd Color	NO	NO	NO	Brilliant Silver
Interior Color	Stone Grey	Stone Grey	Stone Grey	Stone Grey
Option Pkg				
Trailer Tow Package	YES	YES	YES	YES
Trailer Brake Controller	YES	YES	YES	YES
XLT Conv Pkg	NO	NO	NO	YES
Vinyl Seats	STD	STD	STD	NO
Prem Cloth Captain	NO	NO	NO	YES
Payload Pkg	STD	STD	STD	1C
Accessories	NO	NO	NO	NO
Standard Opt	No Charge	No Charge	No Charge	No Charge

Total of 6 each F-150s (or Equivalent)

F-250 SD (or EQUIVALENT)

Pick-Up	F-250 Super Duty
Quantity	3
Model	XL
Cab Style	Crew
Box Size	Styleside 6 ¾'
Drive	4 x 4
Fuel	Diesel
Engine Size	V-8 6.4L OHV Power Stroke
Transmission	Automatic TorqueShift w/OD w/Tow/Haul Mode
Transmission Specification	5 Speed
Axle Ratio	3.55 Non-Limited
Exterior Color	Oxford White
Interior Color	Medium Stone
Heavy Duty Vinyl Seat w/recline and Integrated Armrest	STD
Option Packages	
Trailer Brake Controller	Yes
Payload Package	1C
Engine Block Heater	Yes
Standard Options	No Charge

Total of 3 each F-250 SD (or Equivalent)

IV. Bid Acceptance

Bids shall be reviewed and evaluated by the Carroll County Board of Commissioners. An award, if made, will be made to the responsible bidder whose proposal is most advantageous to the County while meeting the above specifications and delivery.

R. Benedict
Purchasing Manager
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