

INVITATION TO BID
Solicitation No. 09-A027

**COMPACT SUVs (SPORT UTILITY VEHICLES), PICK-UP TRUCKS AND CARGO
VANS 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 COMPACT SUVs, PICK-UP TRUCKS AND CARGO VANS, on a one-time basis, to Carroll County Government. These vehicles will replace older, high mileage vehicles utilized by various departments in the County.

Instructions to Bid

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

1. Bidders should prepare an itemized quote for vehicles 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. Warranty, MPG and delivery time should be listed for each vehicle. All prices should be FOB Destination. Delivery address is provided in Section II. Attachments 1 through 6 will be completed for all models submitted for consideration.
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 Each bid constitutes an offer and may not be withdrawn except as provided herein.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 - COMPACT SUVs (SPORT UTILITY VEHICLES), PICK-UP TRUCKS, AND CARGO VANS FOR CARROLL COUNTY GOVERNMENT, (SOLICITATION 09-A027), MARCH 27, 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, MARCH MARCH 27, 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 March 27, 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 Thursday, March 19, at 3:00 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 Board of Commissioners, 423 College Street, 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 sixty (60) 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, 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 inventory is made and therefore accepted to the satisfaction of the County.
- K. Guarantee/Warranty: The bidder shall state the warranty in the proposal. This warranty maybe taken into consideration during the review and selection process.
- 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, warranty 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. Firms submitting bids must ensure all property taxes owed Carroll County are current prior to award of purchase order or contract.

III. VEHICLES REQUIRED BY THE COUNTY WITH SPECIFIC SPECIFICATIONS

A. The Community Development Department requires four (4) Vehicles to replace $\frac{3}{4}$ ton, high mileage standard cab pick-up trucks currently in their inventory. They are considering replacing with a mid-sized, extended cab pick-up trucks to increase the MPG on the vehicles. A decision will be made taking into consideration price, MPG, and warranty. Please bid on both or either of the vehicles listed below.

$\frac{3}{4}$ Ton Pick-Up Truck	
Cab Style	Regular Cab
Box Size	6.5 ft or Standard
Drive	4 X 2
Fuel	Gas
Engine Size	Approx. 4.0L
Cylinder	6 OR 8
Transmission	AUTOMATIC
Transmission Specification	Electronic 4-Speed
Exterior Color	White
Interior Color	Standard
A/C	Yes
Automatic Door Locks	Yes
Power Windows	Yes
Vinyl Seats	Yes
Vinyl Floor Covering	Yes

OR

Mid-Sized Extended Cab Pick-Up Truck	
Cab Style	Extended Cab
Box Size	Standard
Drive	4 X 2
Fuel	Gas
Engine Size	Min 3.0L
Cylinder	5 or 6
Transmission	AUTOMATIC
Transmission Specification	Electronic 4-Speed
Exterior Color	White

Interior	Standard
A/C	Yes
Automatic Door Locks	Yes
Power Windows	Yes
Vinyl Seat	Yes
Vinyl Floor Covering	Yes

B. The Tax Assessor's Department requires four (4) Vehicles to replace compact high mileage standard cab pick-up trucks currently in their inventory. They are considering replacing with a compact/small SUV (Sport Utility Vehicle) to possibly increase the MPG on the vehicles as well as carry more passengers. A decision will be made taking into consideration price, MPG, needs and warranty. Please bid on both or either of the vehicles listed below.

Compact Regular Cab Pick-Up Truck – FLEET TYPE	
Cab Style	Regular
Box Size	Standard 6'
Drive	4 X 2
Fuel	Gas
Engine Size	Min 2.2L
Cylinder	4
Transmission	AUTOMATIC
Transmission Spec	5-Speed w/OD
Exterior Color	White
Interior Color	Standard
A/C	Yes
Vinyl Seats	Yes
Vinyl Floor Covering	Yes

OR

COMPACT(SMALL) SUV- FLEET TYPE	
Doors	4 Door
Drive	4 X 2
Fuel	Gas
Engine Size	Min 2.2L
Cylinder	4
Transmission	AUTOMATIC
Transmission Spec	Min 4-Speed
Exterior Color	White
Interior Color	Standard

A/C	Yes
Vinyl Seats	Yes
Vinyl Floor Covering	Yes
All weather Floor Mats	Yes

C. The County Maintenance Department requires one (1) ¾ Ton Cargo Van to replace a high mileage cargo van currently in their inventory.

¾ TON CARGO VAN- FLEET TYPE VAN	
Doors (Passenger)	2 Door
Side Door (Cargo)	Yes
Rear Door (Cargo)	Yes
Drive	4 X 2
Fuel	Gas
Cylinder	6 or 8
Transmission	AUTOMATIC
Transmission Spec	Min 4-Speed
Exterior Color	White
Interior Color	Standard
A/C	Yes
Vinyl Front Seats (2)	Bucket
Vinyl Floor Covering	Yes
Bulk Head (w/door)	Behind Front Seats

D. The Correctional Institution requires one (1) ¾ Ton Crew Cab Pick-Up Truck to replace a high mileage pick-up currently in their inventory.

¾ TON SUPERCREW CAB PICK-UP TRUCK – FLEET TYPE	
Cab Style	SuperCrew
Box Size	Styleside Approx 5.5' Box
Drive	4 X 4
Fuel	Gas
Cylinder	8
Transmission	AUTOMATIC
Transmission Spec	Min Electronic 4-Speed
Exterior Color	White
Interior Color	Standard
A/C	Yes
Vinyl Seats	Standard

Vinyl Floor Covering	Standard
Standard	No Charge

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
(770) 830-5868
rbenedict@carrollcountyga.com

