

INVITATION TO BID
Solicitation No. 10-A001

**NEW MID-SIZED PICK-UP TRUCKS AND ¾ TON CHASSIS CAB TRUCKS 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 MID-SIZED PICK-UP TRUCKS AND ¾ TON CHASSIS CAB TRUCKS, 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 2 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 Each bid constitutes an offer and may not be withdrawn except as provided herein.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 - NEW MID-SIZED PICK-UP TRUCKS AND ¾ TON CHASSIS CAB TRUCKS FOR CARROLL COUNTY GOVERNMENT, (SOLICITATION 10-A001), JULY 24, 2009”**
2. Mailed, Express Delivery or delivered as follows in sufficient time to ensure receipt by the Purchasing Manager on/before **1:00 P.M. FRIDAY, JULY 24, 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 1:00 P.M. ET July 24, 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 Wednesday, July 15, at 1:00 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 Points: All items shall be quoted and delivered F.O.B. Destination to the following addresses:
- Animal Control- 280 Zyzzx Street
Carrollton, GA 30117
- Codes and Community Development- 323 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 Carroll County Animal Control Department requires two (2) vehicles to replace aged/high mileage vehicles currently in their inventory. These vehicles will be ¾ Ton Chassis Cab trucks (without pick-up bed). County already has the special bodies to place on these chassis's.

¾ TON CHASSIS CAB	
<i>Body</i>	
Type	Standard Cab
Wheel Base	Long
Bed	To be removed. Bid without bed.
<i>Drive</i>	
	4 x 2
<i>Engine</i>	
Fuel	Gas
Engine Size	5.4L minimum
Cylinder	8
Type	Fuel Injection
<i>Electrical</i>	
Amps	Standard
Battery	Standard
<i>Transmission</i>	
Type	Automatic
Speed	Heavy Duty Electronic 6-Speed
Tow Haul Mode	Yes
<i>Brakes</i>	
Disc	Yes – 4 wheel
ABS	Yes – 4 wheel
<i>Axle</i>	
Rear Axle	Limited Slip or Locking
<i>Tires</i>	

Type	All weather
Size	Standard
Full size spare w/matching rim	Yes
<i>Wheels-Rims</i>	Standard
<i>Suspension</i>	
Heavy Duty-Service	Standard with Tow Package
<i>Color</i>	
Exterior Color	White
Interior Color	Standard
<i>Flooring</i>	Standard Vinyl
<i>Seating</i>	
Front Seats	Standard
Color-	Standard
<i>Options</i>	
A/C	Yes
AM/FM Stereo	Yes
Trailer Tow Package	Yes

- B. The Carroll County Codes and Community Development Department four (4) Mid-Size Pick-Up Trucks. This truck should be a “Work Truck” type package with the options listed below.

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
Rear Axle	Limited Slip or Locking

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

Attachment 1

Bidder shall check appropriate column for their specification. The actual specification should be annotated in the "Actual Column". Specification which do not meet or exceed should be explained in the table below this form.

Bidder: _____ **Model:** _____

MPG (City): _____ **MPG (Hwy):** _____

Warranty: _____ **Estimated Delivery:** _____

Unit Price: _____ **Extended Price:** _____

¾ TON CHASSIS CAB					
County's Minimum Specifications		Bidder's Specifications			
		Meets	Exceeds	Not Meet	Actual
Body					
Type	Standard Cab				
Wheel Base	Long				
Bed	To be removed. Bid without bed.				
Drive	4 x 2				
Engine					
Fuel	Gas				
Engine Size	5.4L minimum				
Cylinder	8				
Type	Fuel Injection				
Electrical					
Amps	Standard				
Battery	Standard				
Transmission					
Type	Automatic				
Speed	Heavy Duty Electronic 6-Speed				
Tow Haul Mode	Yes				
Brakes					
Disc	Yes – 4 wheel				
ABS	Yes – 4 wheel				
Axle					
Rear Axle	Limited Slip or Locking				
Tires					
Type	All weather				
Size	Standard				
Full size spare	Yes				

Attachment 2

Bidder shall check appropriate column for their specification. The actual specification should be annotated in the “Actual Column”. Specification which do not meet or exceed should be explained in the table below this form.

Bidder: _____ **Model:** _____

MPG (City): _____ **MPG (Hwy):** _____

Warranty: _____ **Estimated Delivery:** _____

Unit Price: _____ **Extended Price:** _____

MID-SIZED EXTENDED CAB PICK-UP TRUCK (WORK TRUCK)					
County’s Minimum Specifications		Bidder’s Model Specifications			
		Meet	Exceed	Not Meet	Actual
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				
Rear Axle	Limited Slip or Locking				

Specifications not meeting or exceeding the County’s Specification		
System	Specification	Remarks