

INVITATION TO BID  
Solicitation No.11-A003

**(1) NEW 1 TON 15-PASSENGER VAN (FLEET TYPE) or (1) PRE-OWNED 1 TON LATE MODEL 15-PASSENGER VAN FOR THE CARROLL COUNTY CORRECTIONAL INSTITUTION**

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

Overview:

The Carroll County Board of Commissioners requests bids from interested and qualified companies to provide (1) NEW 1 TON 15-PASSENGER VAN (FLEET TYPE) or (1) PRE-OWNED 1 TON LATE MODEL 15-PASSENGER VAN, on a one-time basis, for the Carroll County Correctional Institution. Bidders will have the opportunity to bid on three options for this purchase (New Gasoline powered, New Diesel powered or Pre-Owned). Bidders may bid on one or more of the options. The Board of Commissioners will choose the option they feel will be the best value and in the best interests of the County.

Instructions to Bid

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

1. Bidders should complete Attachments (1) through (4) for vehicles they are willing to provide the County under the Terms and Conditions of this Invitation to Bid. Vehicles shall meet the minimum specifications outlined in Section III. All prices should be FOB Destination. Delivery address is provided in Section II. Bidders shall also provide any manufacturer specifications or technical data with their submittals.
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 Each bid constitutes an offer and may not be withdrawn except as provided herein.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 1 TON 15-PASSENGER VAN (FLEET TYPE) or (1) PRE-OWNED 1 TON LATE MODEL 15-PASSENGER VAN FOR THE CARROLL COUNTY CORRECTIONAL INSTITUTE, (SOLICITATION 11-A003), SEPTEMBER 17, 2010”**
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, SEPTEMBER 17, 2010.**

(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 September 17, 2010. 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, September 8, 2010 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 Points: All items shall be quoted and delivered F.O.B. Destination to the following addresses:
- 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, WHICHEVER ARE IN THE BEST INTERESTS 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.
- E. 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 thirty (30) days and (20) days for a pre-owned vehicle from opening date.
- F. 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.
- G. Completeness: All information required by Invitation to Bid must be completed and submitted to constitute a proper bid.
- H. 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.
- I. 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.

- J. Guarantee/Warranty: The bidder shall state the warranty in the proposal. Bidders shall state any time remaining on the original manufacturer's warranty for any pre-owned vehicles offered. All warranty repairs and adjustments shall be made only at such time as will be least detrimental to the operation of County business.
- K. Manufacturer or Dealer Advertisement: No manufacturer or dealer advertising attachments shall appear on products delivered to the County without prior approval by Carroll County
- L. 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.
- M. "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.
- N. Award of Contract/Purchase Order: The contract/Purchase Order, if awarded, will be awarded to the most responsive bidder whose bid will be most advantageous to the County, price, estimated delivery, warranty and other factors considered.
- O. 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.
- P. 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.
- Q. 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.
- R. Invoices – Invoices should be mailed to the following address:
- Carroll County Board of Commissioners  
P.O. Box 338  
Carrollton, GA 30112  
Attn: Accounts Receivable
- S. Payment Terms- Net 30 Days.
- T. Firms submitting bids must ensure all property taxes owed Carroll County are current prior to award of purchase order or contract.
- U. Previous model year vehicles (new, never titled) are acceptable and maybe considered new, if these vehicles are available.

**III. VEHICLES REQUIRED BY THE COUNTY WITH SPECIFIC SPECIFICATIONS**

- A. The Carroll County Correction Institute requires one (1) vehicle for the transport of inmates throughout the state. The County will consider the three options listed below to fill this requirement.

<b>NEW 1 TON 15-PASSENGER VAN (FLEET TYPE) – Gas Engine</b>	
Doors (Passenger)	2
Side Door, Double Swing Type w/glass	Yes
Back Door, Double Swing Type w/glass	Yes
Drive	4 X 2
Fuel	<b>Gas</b>
Cylinder	Minimum 8
Engine Liters	Largest Offered by Manufacturer
Transmission	AUTOMATIC
Transmission Spec	Min Electronic 4-Speed
Rear Axle	Limited Slip or Locking
Exterior Color	White
Interior Color	Standard (Fleet Spec)
A/C	Yes (Fleet Spec)
Rear A/C Unit	Yes (Fleet Spec)
Heater Front	Yes (Fleet Spec)
Rear Heater	Yes (Fleet Spec)
Front Vinyl Seats	Standard (Fleet Spec)
Back Vinyl Bench Seats	Standard (Fleet Spec)
Vinyl/Rubber Floor Covering	Standard (Fleet Spec)
Radio	Standard (Fleet Spec)
Tow Package	Yes
Trailer Brake Controller	Yes

**OR**

<b>NEW 1 TON 15-PASSENGER VAN (FLEET TYPE) – Diesel Engine</b>	
Doors (Passenger)	2
Side Door, Double Swing Type w/glass	Yes
Back Door, Double Swing Type w/glass	Yes
Drive	4 X 2
Fuel	<b>Diesel</b>
Cylinder	Minimum 8
Engine Liters	Largest Offered by Manufacturer
Transmission	AUTOMATIC
Transmission Spec	Min Electronic 4-Speed
Rear Axle	Limited Slip or Locking
Exterior Color	White
Interior Color	Standard (Fleet Spec)
A/C	Yes (Fleet Spec)
Rear A/C Unit	Yes (Fleet Spec)
Heater Front	Yes (Fleet Spec)
Rear Heater	Yes (Fleet Spec)

Front Vinyl Seats	Standard (Fleet Spec)
Back Vinyl Bench Seats	Standard (Fleet Spec)
Vinyl/Rubber Floor Covering	Standard (Fleet Spec)
Radio	Standard (Fleet Spec)
Tow Package	Yes
Trailer Brake Controller	Yes

**OR**

<b>PRE-OWNED 1 TON 15-Passenger Van</b>	
Model Year	2007 or newer
Mileage	No more than 40,000
Doors (Passenger)	2
Side Door	Swing Double or Slide
Back Door	Swing Double or Single
Drive	4 X 2
Fuel	Diesel or Gas
Cylinder	Minimum 8
Engine Liters	Minimum 5 Liter
Transmission	AUTOMATIC
Transmission Spec	Min Electronic 4-Speed
Rear Axle	Limited Slip or Locking
Exterior Color	Unknown
Interior Color	Unknown
A/C	Yes
Rear A/C Unit	Yes
Heater Front	Yes
Rear Heater	Yes
Front Vinyl Seats	Unknown
Back Vinyl Bench Seats	Unknown
Vinyl/Rubber Floor Covering	Unknown
Radio	Unknown
Tow Package	Unknown
Trailer Brake Controller	Unknown

#### **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 responsive bidder whose proposal is most advantageous to the County while meeting or exceeding the above specifications and delivery. 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 purchase order/contract after its award.**

R. Benedict  
Purchasing Manager  
(770) 830-5868  
rbenedict@carrollcountyga.com

**CARROLL COUNTY BOARD OF COMMISSIONERS  
BID FORM – NEW GASOLINE POWERED**

Vendor or Proprietor Name: \_\_\_\_\_

Ownership: \_\_\_\_\_

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

\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Number of years in existence: \_\_\_\_\_

Point of Contact (person responsible for direct contact with Carroll County for this Request for Proposal):

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**Model Information**

**Model:** \_\_\_\_\_ **Year:** \_\_\_\_\_

**Manufacturer:** \_\_\_\_\_

**Warranty:** \_\_\_\_\_

**Estimated Delivery Time:** \_\_\_\_\_

**MPG (Highway):** \_\_\_\_\_ **MPG (City):** \_\_\_\_\_

**Unit Price: \$** \_\_\_\_\_

\_\_\_\_\_

(Signature)

(Print)

(Person authorized to bind company to the Terms and Conditions of this RFP)

\_\_\_\_\_

(Date)

**Attachment 2**

**VERIFICATION OF SPECIFICATIONS – NEW GASOLINE POWERED**

Bidder shall check (√) appropriate column for their specification. The actual specification should be annotated in the “Actual Column”. Specifications, which do not meet or exceed, should be explained in the exception table, Attachment 3.

<b>NEW 1-TON 15 PASSENGER VAN (FLEET TYPE) – GASOLINE POWERED</b>					
<b>County’s Minimum Specification</b>		<b>Vendor’s Match to Specifications</b>			
Doors (Passenger)	2				
Side Door, Double Swing Type w/glass	Yes				
Back Door, Double Swing Type w/glass	Yes				
Drive	4 X 2				
Fuel	<b>Gas</b>				
Cylinder	Minimum 8				
Engine Liters	Largest Offered by Manufacturer				
Transmission	AUTOMATIC				
Transmission Spec	Min Electronic 4-Speed				
Rear Axle	Limited Slip or Locking				
Exterior Color	White				
Interior Color	Standard (Fleet Spec)				
A/C	Yes (Fleet Spec)				
Rear A/C Unit	Yes (Fleet Spec)				
Heater Front	Yes (Fleet Spec)				
Rear Heater	Yes (Fleet Spec)				
Front Vinyl Seats	Standard (Fleet Spec)				
Back Vinyl Bench Seats	Standard (Fleet Spec)				
Vinyl/Rubber Floor Covering	Standard (Fleet Spec)				
Radio	Standard (Fleet Spec)				
Tow Package	Yes				
Trailer Brake Controller	Yes				



**CARROLL COUNTY BOARD OF COMMISSIONERS  
BID FORM – NEW DIESEL POWERED**

Vendor or Proprietor Name: \_\_\_\_\_

Ownership: \_\_\_\_\_

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

\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Number of years in existence: \_\_\_\_\_

Point of Contact (person responsible for direct contact with Carroll County for this Request for Proposal):

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**Model Information**

**Model:** \_\_\_\_\_ **Year:** \_\_\_\_\_

**Manufacturer:** \_\_\_\_\_

**Warranty:** \_\_\_\_\_

**Estimated Delivery Time:** \_\_\_\_\_

**MPG (Highway):** \_\_\_\_\_ **MPG (City):** \_\_\_\_\_

**Unit Price: \$** \_\_\_\_\_

\_\_\_\_\_  
(Signature) (Print)

(Person authorized to bind company to the Terms and Conditions of this RFP)

\_\_\_\_\_  
(Date)

**Attachment 5**

**VERIFICATION OF SPECIFICATIONS – NEW DIESEL POWERED**

Bidder shall check (√) appropriate column for their specification. The actual specification should be annotated in the “Actual Column”. Specifications, which do not meet or exceed, should be explained in the exception table, Attachment 6.

<b>NEW 1-TON 15 PASSENGER VAN (FLEET TYPE) – DIESEL POWERED</b>					
<b>County’s Minimum Specification</b>		<b>Vendor’s Match to Specifications</b>			
Doors (Passenger)	2				
Side Door, Double Swing Type w/glass	Yes				
Back Door, Double Swing Type w/glass	Yes				
Drive	4 X 2				
Fuel	<b>Diesel</b>				
Cylinder	Minimum 8				
Engine Liters	Largest Offered by Manufacturer				
Transmission	AUTOMATIC				
Transmission Spec	Min Electronic 4-Speed				
Rear Axle	Limited Slip or Locking				
Exterior Color	White				
Interior Color	Standard (Fleet Spec)				
A/C	Yes (Fleet Spec)				
Rear A/C Unit	Yes (Fleet Spec)				
Heater Front	Yes (Fleet Spec)				
Rear Heater	Yes (Fleet Spec)				
Front Vinyl Seats	Standard (Fleet Spec)				
Back Vinyl Bench Seats	Standard (Fleet Spec)				
Vinyl/Rubber Floor Covering	Standard (Fleet Spec)				
Radio	Standard (Fleet Spec)				
Tow Package	Yes				
Trailer Brake Controller	Yes				



**CARROLL COUNTY BOARD OF COMMISSIONERS  
BID FORM – PRE-OWNED 15 PASSENGER VAN**

Vendor or Proprietor Name: \_\_\_\_\_

Ownership: \_\_\_\_\_

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

\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Number of years in existence: \_\_\_\_\_

Point of Contact (person responsible for direct contact with Carroll County for this Request for Proposal):

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**Model Information**

**Model:** \_\_\_\_\_ **Year:** \_\_\_\_\_

**Manufacturer:** \_\_\_\_\_ **Odometer Reading:** \_\_\_\_\_

**Warranty Remaining:** \_\_\_\_\_

**Estimated Delivery Time:** \_\_\_\_\_

**MPG (Highway):** \_\_\_\_\_ **MPG (City):** \_\_\_\_\_

**Unit Price: \$** \_\_\_\_\_

\_\_\_\_\_  
(Signature) (Print)

(Person authorized to bind company to the Terms and Conditions of this RFP)

\_\_\_\_\_  
(Date)

**VERIFICATION OF SPECIFICATIONS – NEW DIESEL POWERED**

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

<b>PRE-OWNED 15-PASSENGER VAN</b>					
<b>County’s Minimum Specifications</b>		<b>Vendor’s Match to Specifications</b>			
Model Year	2007 or newer				
Mileage	No more than 40,000				
Doors (Passenger)	2				
Side Door	Swing Double or Slide				
Back Door	Swing Double or Single				
Drive	4 X 2				
Fuel	Diesel or Gas				
Cylinder	Minimum 8				
Engine Liters	Minimum 5 Liter				
Transmission	AUTOMATIC				
Transmission Spec	Min Electronic 4-Speed				
Rear Axle	Limited Slip or Locking				
Exterior Color	Unknown				
Interior Color	Unknown				
A/C	Yes				
Rear A/C Unit	Yes				
Heater Front	Yes				
Rear Heater	Yes				
Front Vinyl Seats	Unknown				
Back Vinyl Bench Seats	Unknown				
Vinyl/Rubber Floor Covering	Unknown				
Radio	Unknown				
Tow Package	Unknown				
Trailer Brake Controller	Unknown				





# Affidavit Verifying Status for a Carroll County Public Benefit Application

By executing this affidavit under oath, as a bidder for REQUEST FOR PROPOSAL or other public benefit as referenced in O.C.G.A. Section 50-36-1, I am stating the following with respect to my proposal for 11-A003 – 1 NEW 15-PASSENGER VAN or 1 PRE-OWNED LATE MODEL 15 PASSENGER VAN for \_\_\_\_\_ [Name of natural person applying on behalf of individual, business, corporation, partnership, or other private entity], a representative for \_\_\_\_\_ [Name of business or corporation].

1) \_\_\_\_\_ I am a United States citizen

**OR**

2) \_\_\_\_\_ I am a legal permanent resident 18 years of age or older or I am an otherwise qualified alien or non-immigrant under the Federal Immigration and Nationality Act 18 years of age or older and lawfully present in the United States.\*

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of Code Section 16-10-20 of the Official Code of Georgia.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

SUBSCRIBED AND SWORN  
BEFORE ME ON THIS THE

\_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_ \* \_\_\_\_\_  
Alien Registration number for non-citizens

Notary Public  
My Commission Expires:

**\*Note:** O.C.G.A. § 50-36-1 (e)(2) requires that aliens under the federal Immigration and Nationality Act, Title 8 U.S.C., as amended, provided their alien registration number. Because legal permanent residents are included in the federal definition of “alien”, legal permanent residents must also provide their alien registration number. Qualified aliens that do not have an alien registration number may supply another identifying number below:

\_\_\_\_\_



**CONTRACTOR AFFIDAVIT AND AGREEMENT (E-VERIFY)**  
**RFP 11-A003 – 1 TON 15 PASSENGER VAN or 1 TON PRE-OWNED LATE MODEL 15 PASSENGER VAN**

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individuals, firm, or corporation which is contracting with the Carroll County Board of Commissioners has registered with and is participating in a federal work authorization program\* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with Carroll County Board of Commissioners, contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. 13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-.08 or a substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the Carroll County Board of Commissioners at the time the subcontractor(s) is retained to perform such service.

\_\_\_\_\_  
E-Verify \* User Identification Number

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

\_\_\_\_\_  
BY: Authorized Officer or Agent  
(Contractor Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Authorized Officer or Agent

\_\_\_\_\_  
Title of Authorized Officer or Agent of Contractor

SUBSCRIBED AND SWORN  
BEFORE ME ON THIS THE  
\_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public  
My Commission Expires:

\_\_\_\_\_

