

COUNTY OF JASPER, MISSOURI

JASPER COUNTY SHERIFF'S OFFICE

INVITATION FOR BID NO. 2012-006

2013 OR 2014 FORD EXPLORER

INVITATION TO BID

Sealed bids will be received at the Jasper County Commissioners office for A NEW **2013 OR 2014 FORD EXPLORER** for the JASPER COUNTY SHERIFF'S OFFICE, located at 2907 CO RD 180, Carthage, MO 64836, as described in specifications that can be picked up at the following locations:

Jasper County Sheriff's Office
2907 CO RD 180
Carthage, MO 64836

Jasper County Commissioners Office
302 S. Main
Jasper County Courthouse, Room 101
Carthage, MO 64836

Specifications can also be found on the Jasper County Sheriff's website,
www.jaspercountysheriff.org.

Bids will be received at the Jasper County Commissioners office, 302 S. Main, Room 101, Carthage, Mo., 64836 until **Wednesday, February 8th, 2011 at 11:00 AM** at which time they will be publicly opened and read aloud in the commissioner's office.

Equal Opportunity Employer

Sheriff Archie Dunn
Jasper County Sheriff's Office
2907 CO RD 180
Carthage, MO 64836
417-358-8177

TABLE OF CONTENTS

1. Information for Bidders
 2. Bid Response Preparation and Submission
 3. Request for Bid Statements
 4. Evaluation
 5. Agency Background and System Overview
 6. Technical Specifications and Desired System Features
 7. Bidder Declarations
-

1. Information for Bidders

This Invitation to Bid is intended to solicit responses from qualified bidders for **A NEW 2013 OR 2014 FORD EXPLORER (DEPENDING UPON FACTORY PRODUCTION SCHEDULES AND DEALER AVAILABILITY)**. Bidders are encouraged to bid all components and services listed and certify that they are capable of successfully meeting the specifications and requirements. **The Jasper County Sheriff's Office reserves the right to make a single award, multiple awards, adjust quantities either up or down, or make no award on an item by item basis as determined to be in the best interests of the Sheriff's Office based on the available funding. Please include in your bid any quantity pricing discounts or other pricing considerations. Any resultant purchase agreement or contract pricing shall be valid for a term of one (1) calendar year and allow for subsequent purchases beyond any initial quantity during that year, including an option to renew the resultant contract for an additional year.**

1.1 Identification of Contact Person

All questions, requests for clarifications or interpretations shall be directed to:

Sgt. Craig Davis
Fleet Manager
Jasper County Sheriff's Office
2907 CO RD 180
Carthage, MO. 64836
417-358-8177
cdavis@jaspercountysheriff.org

Contact with other county employees regarding this RFP is expressly prohibited without prior consent from Cory Manka or his designated appointee. Bidders directly contacting county employees risk elimination of their offering from further consideration.

1.2 Inspection of Specifications and Site of Work

NOT APPLICABLE FOR THIS BID.

1.3 Interpretation of Specifications

If a bidder has any questions which arise concerning the true meaning or intent of the specifications or any part thereof, or believes that any part of this Invitation to Bid is unfairly restrictive, he shall request in writing, at least ten (10) calendar days prior to the date fixed for the bid opening, that an interpretation be made and an addendum be issued by the County, which shall then be delivered to all bidders of record. All addenda issued shall become part of the contract documents. Failure to have requested an addendum covering any questions affecting the interpretation of the specifications shall not relieve the Contractor from delivering the completed project in accordance with the intent of the specifications. The County will not be responsible for any explanation or interpretation of specifications not specifically included in an addendum. Failure to acknowledge in the bid all addenda issued may constitute grounds for rejection of that bid.

1.4 Qualifications of Bidders

The County may make such investigations as deemed necessary to determine the ability of the bidder to perform the work and the bidder shall furnish to the County all such information and data for this purpose as the County may request. The County reserves the right to reject any bid if the evidence submitted by the bidder or investigation of such bidder fails to satisfy the County that such bidder is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein.

1.5 Equivalent Material

NOT APPLICABLE FOR THIS BID.

1.6 Preference for U.S. Manufactured Goods

On purchases in excess of \$5,000, the County shall give preference to products manufactured, assembled or produced in the United States, if quantity, quality, and price are equal.

1.7 Transient Employer Law

All bidders are required to ensure they are in compliance with all current state and federal laws as they pertain to the employment of transients, foreign workers, or immigrants. Failure to comply will result in disqualification from this opportunity and possible legal action.

1.8 Basis of Award

The Sheriff's Office reserves the right to make an award on the basis of the lowest or best bid as received from a responsible bidder. The Sheriff's Office also retains the right to accept or reject any or all bids, to waive informalities and to advertise for new bids as the interest of the County

may require. The Sheriff's Office may accept the bid which is judged best, although it may not be the lowest bid.

1.9 Bid Security

NOT APPLICABLE FOR THIS BID.

1.10 Laws and Regulations

All applicable state laws, county ordinances, and rules and regulations of all authorities having jurisdiction over the project shall apply to the contract throughout.

2. Bid Response Preparation and Submission

Each bid response shall be prepared in accordance with the instruction set forth within this document. When applicable, the specified Bid Security (section 1.9) must be included with the bid response. The box or envelope which the vendor delivers their bid in shall include labels identifying the name of the project, bid number, and name of the bidder submitting the response. No responsibility will attach to the Sheriff's Office for premature opening of bids not properly submitted as instructed. Use the following format for labels:

**2013 OR 2014 FORD EXPLORER
BID NO.: 2012-006
<INSERT NAME OF BIDDER>
OPENS: Wednesday, February 8th, 2011 at 11:00 AM**

2.1 Submit one original and four (4) printed copies. The original shall be marked as such with each of the copies being marked appropriately. Failure to provide the required number of copies may be grounds for rejection of the bid.

2.2 Bids must be submitted using the format examples provided where applicable. Failure to submit bids in the stated format may be grounds for rejection of the bid. Changes, additions or limiting provisions made to the format may render the bid informal and may cause its rejection.

2.3 All prices must be in ink or typewritten. Mistakes may be crossed out and corrections typed or written in ink adjacent thereto. All corrections must be initialed by the person signing the bid form.

2.4 Each bid must be signed in ink and include the full business address of the bidder. Bids by partnerships must be signed in the partnership name by one or more of the general partners. Bids by a corporation must be signed by an officer of the corporation or other person authorized to bind the corporation to the bid. The names and titles of all persons signing shall be typed or printed below their signatures.

2.5 Bids must be received by the County of Jasper prior to and no later than the date and time designated. Method of delivery is at the sole discretion and risk of the bidder. Bidders mailing their bids should allow sufficient time to insure receipt of their bids by the date and time designated. Bids will be publicly opened and read aloud at the designated date and time.

2.6 **Electronically transmitted or faxed copies of the bid are not acceptable.**

2.7 The bidder may withdraw the bid after depositing with the Commissioner's Office at any time prior to the stipulated time of receipt for such bids. No bid shall be withdrawn within ninety (90) days after the opening thereof, unless material errors are apparent.

2.8 The Sheriff's Office and all entities represented in this request are tax exempt by law. Federal tax exempt certificate will be furnished when requested. Pursuant to Section 144.030.1 RSMo, the Sheriff's Office has been approved as exempt from Missouri sales/use tax. Do not include this tax in the amount bid, as the Sheriff's Office will provide the necessary tax exemption certificates on applicable items.

2.9 The Sheriff's Office will not pay costs incurred, including but not limited to the preparation, printing, delivery, demonstration or site visits undertaken to respond to this RFP. All costs will be borne by the bidder.

2.10 The bidder is cautioned when submitting pre-printed terms and conditions or other type materials to make sure such documents do not contain other terms and conditions which conflict with those of the RFP and its contractual requirements. The bidder agrees that in the event of conflict between any of the bidder's terms and conditions and those contained in the RFP that the RFP shall govern.

2.11 The vendor may add supportive, technical information to the bid response, but should refrain from adding unnecessary promotional literature that is not pertinent to the RFP.

3.0 Request for Bid Statements

3.1 All pricing shall be as indicated on the pricing pages. The County shall not pay nor be liable for any other additional cost including, but not limited to taxes, shipping charges, insurance, interest, penalties, termination payments, attorney fees, liquidated damages, etc.

3.2 The contractor shall not transfer any interest in the contract, whether by assignment or otherwise, without the prior written consent of the Sheriff's Office.

3.3 The contractor shall fully coordinate all contract activities with those activities of the Sheriff's Office. As the work of the contractor progresses, advice and information on matters covered by the contract shall be made available by the contractor to the Sheriff's Office throughout the effective period of the contract.

3.4 The contractor shall agree and understand that all discussions between the Sheriff's Office and the contractor and all information gained by the contractor as a result of the contractor's performance under the contract shall be confidential and that no reports, documentation, or material prepared as required by the contract shall be released to the public without the prior written consent of the Sheriff's Office.

3.6 Prevailing Wage

NOT APPLICABLE FOR THIS BID.

3.7 Insurance

NOT APPLICABLE FOR THIS BID.

4.0 Evaluation and Protest Procedure

4.1 An evaluation committee will review all bids.

4.2 Protest Procedure

For all bids not exempted from the competitive bidding procedures, the Sheriff's Office will provide a tabulation of bids and recommendation for award by fax, email, or mail to all responding bidders. Bidders wishing to challenge the award decision will have ten (10) business days in which to file their challenge.

The protest must be filed in writing to the Commission and must specify the grounds upon which the protest is based. A valid protest must 1) come from an actual bidder or offeror for the request, and 2) who claim to be the rightful award. That is, a protest is not valid if filed by a bidder who cannot show they would be awarded the contract if their protest were accepted.

The Commission, along with the Sheriff (or his designated appointee), and County legal counsel will review the protest and issue a written decision within thirty (30) calendar days. All decisions are final and not subject to any appeal.

5.0 Agency Background and System Overview

The Jasper County Sheriff's Office is seeking to purchase a **2013 OR 2014 FORD EXPLORER (DEPENDING UPON FACTORY PRODUCTION SCHEDULES AND DEALER AVAILABILITY)**.

6.0 Technical Specifications

In addition to the following mandatory required equipment, the vehicles shall be equipped with all standard equipment for the model specified. The bidder shall state below a total firm fixed price for the specified model.

Base Price Equipped as Specified Below: \$ _____

State Make and Model of Vehicle Bidding: _____

Mechanical

- 3.5L Ti-VCT V6 engine
- 6-speed SelectShift Automatic™ transmission
- 4-wheel disc Anti-Lock Brake System (ABS)
- 18.6-gallon fuel tank
- Easy Fuel® capless fuel filler
- Electric power-assisted steering
- Front-wheel drive (FWD)
- Hill start assist
- Independent front and rear suspension
- Traction control
- Trailer sway control

Seating

- 1st-row bucket seats
- 2nd-row 60/40 split fold-flat seat
- 3rd-row 50/50 split fold-flat seat

Interior

- 1st-, 2nd- and 3rd-row dome/map lights
- 1st- and 2nd-row carpeted floor mats
- 1st- and 2nd-row scuff plates with embossed Explorer logo
- 1st-row center console with armrest and storage
- Accessory delay for power features
- Adjustable driver and front-passenger sun visors
- with covered vanity mirrors
- Air conditioning with auxiliary rear controls
- Cabin air filter
- Cargo area hooks
- Four 12-volt powerpoints (2 in 1st row, 1 in 2nd row and 1 in rear cargo area)
- Front-passenger (1) and B-pillar (2) assist handles
- Load floor tie-down hooks
- Overhead console with sunglasses holder
- Power door locks
- Power windows
- Rear-window defroster
- Steering wheel-mounted cruise, audio, and 5-way
- MyFord™ controls (2)

- Tilt/telescoping steering column

Exterior

- Bi-functional projector-beam halogen headlamps
- Dual chrome exhaust tips
- LED taillamps
- Power sideview mirrors with integrated blind spot mirrors and manual fold-away design
- Privacy glass (rear doors, rear quarter windows and liftgate window)
- Rear spoiler
- Remote Keyless Entry System with 2 integrated keyhead transmitter remotes
- Roof-mounted antenna
- Windshield wipers – Front: speed-sensitive, variable-intermittent with washer; rear: 2-speed with washer

Safety & Security

- Personal Safety System™ for driver and front passenger includes dual-stage front airbags, safety belt pretensioners, safety belt energy-management retractors, safety belt usage sensors, driver’s seat position sensor, crash severity sensor, restraint control module and Front-passenger Sensing System
- AdvanceTrac® with RSC® (Roll Stability Control™) and Curve Control Autolock
- Battery saver with headlamps-off delay
- Belt-Minder® front safety belt reminder
- Child-safety rear door locks
- Front height-adjustable shoulder safety belts
- Front-seat side airbags¹
- Illuminated Entry System
- LATCH – Lower Anchors and Tether Anchors for Children (2 in rear outboard seating positions)
- MyKey®
- Safety Canopy® System with side-curtain airbags and rollover sensor
- SecuriLock® Passive Anti-Theft System
- SOS Post-Crash Alert System™ unlocks doors, flashes hazard lights and sounds horn after airbag deployment or safety belt pretensioner activation in certain collisions
- Tire Pressure Monitoring System (excludes spare)

OPTIONS: Bidder shall quote firm, fixed prices for all available options for the specified year of vehicle. The following list is a guide for bidders to use when pricing options. It is not meant to be an exhaustive list as options are added or deleted during model years. Bidders are encouraged to list all options available at the time of submission. Jasper County Reserves the right to finalize options at time of purchase contract.

- Equipment Group 100A: Price: \$ _____
- Equipment Group 200A: Price: \$ _____
- Equipment Group 300A: Price: \$ _____
- Class III Trailer Tow Package: Price: \$ _____
- 2.0L EcoBoost™ I-4 engine with 6-speed automatic transmission: Price: \$ _____
- All-weather floor mats: Price: \$ _____

- Cargo security shade: Price: \$ _____
- Ford SYNC® voice-activated, in-vehicle connectivity system includes: Price: \$ _____
- Intelligent 4WD with Terrain Management System™
- and Hill Descent Control™ (n/a with EcoBoost engine): Price: \$ _____
- Roof-rail crossbars: Price: \$ _____
- Splash guards: Price: \$ _____

WARRANTY: The bidder should state the warranty period which shall cover the vehicle. The warranty shall commence upon delivery and acceptance of the vehicle by the State of Missouri.

Warranty on Parts: _____

Warranty on Labor: _____

AVAILABLE EXTERIOR PAINT COLORS: _____

DELIVERY: The bidder should state delivery in days after receipt of order: _____ days

7.0 Bidder Declarations

Declarations should be made in the following format. Type or complete using a computer. Signature section must be an actual hand written signature, no stamps or electronic signatures are allowed.

Product Pricing and Delivery

Attach a line item pricing page(s). Page(s) should include description of good or service offered, quantity, unit price, quantity price, and any additional relevant information. Do not include tax.

The prices contained in this bid are firm for _____ days.

Are the items proposed manufactured, produced or assembled in the United States? YES ___
NO ___

Do you represent a disadvantaged business enterprise? YES ___ NO ___

Bidder shall indicate a time line in the number of days from the date of award for completion of the total project as described.

Equipment delivery completed within _____ days from date of award.