

**CALHOUN COUNTY
SUBMITTING BIDS/PROPOSALS
INSTRUCTIONS**

Vendors submitting a bid/proposal to Calhoun County **must follow these 3 steps:**

1. **Register as a vendor** with the County by means of this link:

<http://www.calhouncountymi.gov/vendors/registration>

After completing a brief company profile, you be asked to categorize the product(s) and/or services you provide. For this project, register (at a minimum) under this code: **070.00**. Completing this registration will add you to the County's vendor database. Once registration is complete, you can be assured of receiving emailed notice of all addenda or questions/answers pertaining to this project, and of future solicitations within your category(s) of commodity/services.

If already registered, review your on-line profile and revise to current information.

2. **Download the bid document** by accessing the following link:

http://www.calhouncountymi.gov/government/administrative_services/bid_opportunities

3. **Register your intent to bid** on this project at the site of the above link. (Registration of intent does not need to occur at the time of the document download.) Should you elect not to submit a bid after registering your intent to bid, notify the Purchasing Office of your change in status at: lobrig@calhouncountymi.gov

***VENDORS ARE ENCOURAGED TO REGISTER WITH THE COUNTY
UPON RECEIPT OF THIS SOLICITATION***

**CALHOUN COUNTY
REQUEST FOR BID
CALHOUN COUNTY ADMINISTRATOR'S OFFICE
PURCHASING DIVISION
(269) 781-0981**

ISSUE DATE: *WEDNESDAY, AUGUST 10, 2016*

DUE DATE: *WEDNESDAY, AUGUST 24, 2016*

PROJECT: *FLEET VEHICLES - RFB#121-16*

This invitation to bid with all pages, documents, and attachments contained herein or subsequently added or made a part hereof, submitted as a fully and properly executed bid, shall constitute a contract between the County of Calhoun and the successful and most responsible bidder, as determined by the County when approved and accepted by the County of Calhoun.

1. **BID SUBMISSION:**

- A. Bids must be submitted in complete original form by mail or by messenger to the following address:

CALHOUN COUNTY BUILDING
ADMINISTRATOR'S OFFICE, PURCHASING DIVISION
315 WEST GREEN STREET
MARSHALL, MI 49068

All bids received shall be noted as such on the outside of the envelope:

BID: *FLEET VEHICLES - RFB#121-16*

DUE DATE: *WEDNESDAY, AUGUST 24, 2016; 3:00 P.M. (Local time)*

2. PREPARATION OF BIDS

- A. The bid shall be legibly prepared in either ink or by typewriter.
- B. Should the bidder find it necessary to alter the Bid/Contract, such alterations shall be crossed out with ink, and the correction entered directly above the date in ink by the bidder.
- C. The bid shall be legally signed and the complete address of the bidder provided thereon.

3. FAIR EMPLOYMENT PRACTICES

Any vendor engaged in this contract shall conform to Public Act 453, 1976, as amended, "Michigan Civil Rights Act", the Civil Rights Act of 1964, the Equal Opportunity Employment Act of 1973 inclusive of subsequent amendments and the Federal Rehabilitation Act of 1973, Section 504.

4. EXPLANATION TO BIDDERS

Any significant explanation desired by a bidder, regarding the meaning or interpretation of the Request for Bid and attachments, must be requested in writing and with sufficient time allowed for a reply to reach all prospective bidders before the submission of their bid. Any information given to a prospective bidder concerning the bid will be furnished to all prospective bidders as an amendment or an addendum to the bid if such information would be of significance to uninformed bidders. The County shall make the sole determination as to the significance of the information. Oral explanation or instructions given before the award of the contract shall not be binding.

5. INQUIRIES

Questions that arise as a result of this RFB must be submitted in writing to the issuing office via Email by **Monday, August 15, 2016**. All questions and answers will be transmitted via Email to all potential bidders by **Wednesday, August 17, 2016**. Any correspondence related to a solicitation should refer to the appropriate Request for Bid number, page and paragraph number. Questions must be addressed to:

Calhoun County Administration Office,
Purchasing Division
CONTACT: Leslie R. Obrig, Purchasing Coordinator
E-MAIL: lobrig@calhouncountymi.gov

6. TAXES

Except as may be otherwise provided in the bid, the County is exempt from Federal Excise and State Sales Tax, and such taxes shall not be included in the bid process. Federal Exemption Certificates will be furnished if so requested.

7. WITHDRAWAL OF BID

Bids may be withdrawn prior to the exact time set for receipt of bids in person by a bidder or the bidder's authorized representative, provided the representative's identity is made known and the representative signs a receipt for the proposal documents.

8. RESPONSIVE BID

All pages and documents and the information requested herein, must be furnished completely in compliance with the instructions. The manner of submission is essential to permit prompt evaluation of all bids on a fair and uniform basis. The County reserves the right to accept or reject any or all bids and to waive informalities and irregularities in bids or bidding procedures, and to accept any bid determined by the County to be in the best interests of the County, even though not the lowest bid. Bids shall remain valid for thirty (30) days from opening. Any bid received at the office herein designated after the exact time specified for receipt will not be considered.

9. ALTERNATE BIDS

Bidders are cautioned that any alternate bid, unless specifically requested; or, any changes, insertions, or omissions to the terms and conditions, specifications, or any other requirements for the bid, may be considered non-responsive and at the option of the County, result in the rejection of the bid. The County reserves the right to accept or reject any or all bids, to waive or not to waive informalities and irregularities in bids or bidding procedure, and to accept any bid determined by the County to be in the best interests of the County, even though not the lowest bid.

10. AWARD OF CONTRACTS

- A. The contract will be awarded to the most responsible bidder whose bid conforming to this solicitation will be most advantageous to the County; price and other factors considered.

- B. The County reserves the right to accept or reject any or all bids and to waive informalities and irregularities in bids or bidding procedures, and to accept any bid determined by the County to be in the best interests of the County, even though not the lowest bid.
- C. The County reserves the right to postpone the bid opening for its own convenience.

11. INDEMNITY CLAUSE

The bidder will indemnify, save harmless and exempt the County, it's officers, agents, servants, and employees from and against any and all suits, actions, legal proceedings, claims, demands, damages, costs, expenses, and attorney fees incidental to any work done in the performance of the contract. The bidder will not be liable for any claims, demands, damages, costs, expenses or attorney fees arising out of an act or omission on the part of the County, it's officers, agents, servants, and employees.

12. SPECIFICATIONS

A. INTRODUCTION

Calhoun County is seeking bids for the purchase of a total of fifteen (15) new fleet vehicles consisting of: three (3) mid-size AWD SUVs, four (4) 1/2 ton extended cab 4X4 pickup trucks, seven (7) 3/4 ton 4X4 crew cab pickup trucks and one (1) 1/2 ton 4 door crew cab 4X4 pickup truck. All vehicles must be new 2017 model year vehicles, comply with the minimum specifications as set forth in this document, and be provided within a reasonable delivery time. Bids will be considered for vehicles ordered from manufacturer or secured through a vehicle location process. The most responsive bid will be one that provides the County with a cost effective vehicle purchase price and reasonable estimated delivery time. The successful bidder will receive as confirmation of the County's order a purchase order.

The County will lease all fifteen of these vehicles via an established municipal lease relationship with Ford Motor Credit Company. The County will coordinate this lease directly with FMC upon selection of the awarded bidder. Payment for these vehicles will be provided by Ford Motor Credit Company directly to the awarded dealer.

B. VEHICLE SPECIFICATIONS

Calhoun County will accept the following model/makes of vehicles based upon the minimum specifications listed:

B.1. AWD MIDSIZE SUV

Required quantity: Three (3)

Model: 2017

SUVs shall be standard factory equipped, but not limited to:

Engine: 182HP minimum

Transmission: 6-speed automatic

Brakes: 4-wheel antilock, 4-wheel disc

Drive train: AWD

Remote start

Color: exterior – Cardinal red

interior – Jet black/dark ash

Keys: 3 sets

Bidders are requested to submit pricing based upon a base-unit SUV vehicle. Bids shall include a complete listing of specifications for the model bid, options within manufacturer's standard equipment, along with option pricing. Final selection regarding options will be decided between

the County and the awarded bidder and the base price will be adjusted to reflect these final options on the confirming purchase order.

B.2. 1/2 TON EXTENDED CAB 4X4 PICKUP TRUCK

Required quantity: Four (4)

Model: 2017

Vehicles shall be standard factory equipped, but not limited to:

Engine: 300HP minimum V8, SFI E-85 compatible, flex fuel

Transmission: 6-speed automatic, heavy duty, electronically controlled

Drive train: 4X4

Brakes: 4-wheel antilock, 4-wheel disc with Dura life brake rotors

Remote start

Radio: AM/FM, Bluetooth

Cruise control

Air conditioning

Upholstery: Jet black/dark ash, cloth seat trim

Color: exterior – Cardinal red

Interior - Jet black/dark ash

Keys: 3 sets

Bids shall include a complete listing of specifications for the model bid and within manufacturer's standard equipment. A complete list of options available for addition or deletion shall also be supplied with bids, along with option pricing. Final selection regarding options will be decided between the County and the awarded bidder and the base price will be adjusted to reflect these final options on the confirming purchase order.

B.3. 3/4 TON 4X4 CREW CAB

Required quantity: Seven (7)

Model year: 2017

Vehicles shall be standard factory equipped, but not limited to:

Engine: V8 minimum, 300 HP SFI E-85 compatible, flex fuel

Drive train: 4X4

Transmission: 6 speed automatic, heavy duty

Brakes: 4-wheel antilock, 4-wheel disc with Dura life brake rotors

Radio: AM/FM, Bluetooth

Cruise control

Remote start

Air conditioning

Upholstery: Jet black/dark ash, cloth seat trim
Color: exterior – Cardinal red
Interior – Jet black/dark ash
Keys: 3 sets

Bids shall include a complete listing of specifications for the model bid and within manufacturer's standard equipment. A complete list of options available for addition or deletion shall also be supplied with bids, along with option pricing. Final selection regarding options will be decided between the County and the awarded bidder and the base price will be adjusted to reflect these final options on the confirming purchase order.

B.4. 1/2 TON 4 DOOR CREW CAB 4X4

Required quantity: One (1)
Model year: 2017

Vehicles shall be standard factory equipped, but not limited to:

Engine: V8 minimum, 300 HP SFI E-85 compatible, flex fuel
Transmission: 6 speed automatic, heavy duty
Drive train: 4X4
Brakes: 4-wheel antilock, 4-wheel disc with Dura life brake rotors
Radio: AM/FM, Bluetooth
Remote start
Short box
Cruise control, phone control, and radio controls must be steering wheel accessible
Air conditioning
Upholstery: Jet black/dark ash, cloth seat trim
Color: exterior – Cardinal red
Interior – Jet black/dark ash
Keys: 3 sets

Bids shall include a complete listing of specifications for the model bid and within manufacturer's standard equipment. A complete list of options available for addition or deletion shall also be supplied with bids, along with option pricing. Final selection regarding options will be decided between the County and the awarded bidder and the base price will be adjusted to reflect these final options on the confirming purchase order.

C. ALL VEHICLES

All fifteen (15) vehicles must comply to the following criteria:

1. All vehicles shall be delivered to: Calhoun County Road Department, 13300 15 Mile Rd., Marshall. County Purchasing must be the signatory upon acceptance. Coordinate all delivery with the County Purchasing representative.
2. Manufacturer's window sticker shall remain on vehicle.
3. Provide odometer certification
4. Vehicle shall have a minimum of 4 gallons of gasoline at delivery.
5. Provide all necessary operations manuals in each vehicle.
6. Three sets of keys upon delivery
7. No dealer advertising decals or license plate brackets are to be on vehicle.
8. Pricing should include license/title fee.
9. The County is exempt from sales tax.
10. All vehicles must be titled to: Calhoun County
315 West Green Street
Marshall, MI 49068

13. CONTENTS OF BID

- A. Name of dealership: _____
Address: _____
Sales representative: _____
Telephone: _____
E-mail: _____

- B. Detailed Description of Vehicle Proposed (*additional sheets/attachments acceptable*)
- C. Completed Attachment A (*Non-Collusion Affidavit*)
- D. Completed Attachment B (*Certificate for Execution*)
- E. Completed Attachments C, C1, C2, & C3 (*Bid Sheets*)

ATTACHMENT A

NON-COLLUSION AFFIDAVIT

The bidder, by its officers and authorized agents or representatives present at the time of filing this proposal, being duly sworn on their oaths, say that neither they nor any of them have in any way, directly or indirectly, entered into any arrangement or agreement with any other bidder or with any public officer of such County of Calhoun, Michigan, whereby such affidavit or affiant or either of them has paid or is to pay to such other bidder or public officer any sum of money, or has given or is to give to such other bidder or public office anything of value whatsoever, or such affidavit or affiant or either of them has not directly or indirectly entered into any arrangement or agreement with any other bidder or bidders, which tends to or does lessen or destroy free competition in the letting of the contract sought for by the attached proposal, that no inducement of any form or character other than that which appears on the face of the proposal will be suggested, offered, paid or delivered to any person whomsoever to influence the acceptance of the proposal or awarding of the contract, nor has this bidder any agreement or understanding of any kind whatsoever, with any person whomsoever to pay, deliver to, or share with any other person in any way or manner, any of the proceeds of the contract sought by this proposal.

COMPANY: _____

BY: _____
(signature)

NAME: _____
(type or print)

TITLE: _____

DATE: _____

ATTACHMENT B

CERTIFICATE OF AUTHORIZATION FOR CONTRACT EXECUTION

This certificate shall be executed by some officer of the Corporation other than the one who signed the foregoing bid. Before executing, please note the last paragraph of this certificate.

I, _____, certify that I am the _____ of
(official corporate title)
the corporation named contractor herein: that _____ who
signed the foregoing bid on behalf of said corporation was then
of said corporation; that said bid was duly signed for on behalf of said
corporation by authority of its governing body and is within the scope
of its corporate powers.

SIGNED: _____

TITLE: _____

FIRM: _____

DATE: _____

INCLUDE CORPORATE SEAL OR NOTARIZE BELOW

In lieu of the foregoing certificate, there may be attached to the bid a copy of that portion of the records of the corporation as will show the official corporate character and authority of the officer signing. Such copy shall be duly certified by the secretary or assistant secretary under the corporate seal to be true copies.

ATTACHMENT C-BID SHEET

2017 AWD MIDSIZE SUV
RFB#121-16

Make/Model of Vehicle: _____

Selling Price of Vehicle \$ _____

(Price stated in words) \$ _____

TOTAL OF 3 VEHICLES: \$ _____

(Price stated in words) \$ _____

ETA from order confirmation:

Dealership: _____

Authorized Signature: _____

Date: _____

All vehicles shall be delivered and delivery coordinated with Calhoun County Purchasing. The above named vendor does hereby offer to perform such services and/or supply said products for the County of Calhoun the type and quality and in the manner described, subject to and in accordance with the terms and conditions set forth in this document and at the price stated above.

INCLUDE WITH BID A COMPLETE LIST OF STANDARD AND OPTIONAL EQUIPMENT AND THEIR PRICING.

BIDS SHALL REMAIN VITAL FOR 30 DAYS FROM BID DUE DATE

ATTACHMENT C1-BID SHEET

**2017 1/2 TON EXTENDED CAB 4X4 PICKUP TRUCK
RFB#121-16**

Make/Model of Vehicle: _____

Selling Price of Vehicle \$ _____

(Price stated in words) \$ _____

TOTAL OF 4 VEHICLES: \$ _____

(Price stated in words) \$ _____

ETA from order confirmation:

Dealership: _____

Authorized Signature: _____

Date: _____

All vehicles shall be delivered and delivery coordinated with Calhoun County Purchasing. The above named vendor does hereby offer to perform such services and/or supply said products for the County of Calhoun the type and quality and in the manner described, subject to and in accordance with the terms and conditions set forth in this document and at the price stated above.

INCLUDE WITH BID A COMPLETE LIST OF STANDARD AND OPTIONAL EQUIPMENT AND THEIR PRICING.

BIDS SHALL REMAIN VITAL FOR 30 DAYS FROM BID DUE DATE

ATTACHMENT C-2-BID SHEET

2017 3/4 TON 4X4 CREW CAB
RFB#121-16

Make/Model of Vehicle: _____

Selling Price of Vehicle \$ _____

(Price stated in words) \$ _____

TOTAL OF 7 VEHICLES: \$ _____

(Price stated in words) \$ _____

ETA from order confirmation:

Dealership: _____

Authorized Signature: _____

Date: _____

All vehicles shall be delivered and delivery coordinated with Calhoun County Purchasing. The above named vendor does hereby offer to perform such services and/or supply said products for the County of Calhoun the type and quality and in the manner described, subject to and in accordance with the terms and conditions set forth in this document and at the price stated above.

INCLUDE WITH BID A COMPLETE LIST OF STANDARD AND OPTIONAL EQUIPMENT AND THEIR PRICING.

BIDS SHALL REMAIN VITAL FOR 30 DAYS FROM BID DUE DATE

ATTACHMENT C-3-BID SHEET

**2017 1/2 TON 4 DOOR CREW CAB 4X4
RFB#121-16**

Make/Model of Vehicle: _____

Selling Price of Vehicle \$ _____

(Price stated in words) \$ _____

ETA from order confirmation:

Dealership: _____

Authorized Signature: _____

Date: _____

All vehicles shall be delivered and delivery coordinated with Calhoun County Purchasing. The above named vendor does hereby offer to perform such services and/or supply said products for the County of Calhoun the type and quality and in the manner described, subject to and in accordance with the terms and conditions set forth in this document and at the price stated above.

INCLUDE WITH BID A COMPLETE LIST OF STANDARD AND OPTIONAL EQUIPMENT AND THEIR PRICING.

BIDS SHALL REMAIN VITAL FOR 30 DAYS FROM BID DUE DATE