

# INVITATION TO BID



CATOOSA COUNTY GOVERNMENT  
PROJECTS ADMINISTRATION DEPARTMENT  
800 LAFAYETTE STREET  
RINGGOLD, GEORGIA

## **CCBOC 2020-16 VEHICLES – VARIOUS DEPARTMENTS**

The Catoosa County Board of Commissioners hereby solicits and requests sealed bids for the purchase of vehicles to be used by several departments within the County. The vehicles shall ideally be NEW & UNUSED\* 2021 (or current production model) as follows: Two (2) Ford F-150 XL 4WD pickup trucks or equivalent; One (1) Ford F250 XL, Crew Cab 4WD pickup truck or equivalent; Three (3) Ford Explorer Base Model or equivalent; One (1) Ford Escape “S” Model or equivalent OR One (1) Ford Fusion Sedan or equivalent. The use of a brand name does not indicate a preference for that brand. It is intended to establish a level of quality, function and reliability. Vehicle should be delivered complete and ready to operate. In some cases, the County will allow deviations to vehicle specs if dealer has the vehicle in stock and available for immediate delivery.

\* **THE COUNTY WILL ALSO CONSIDER USED LATE-MODEL VEHICLES.** The main objective of this Invitation to Bid is to procure all vehicles with immediate or the soonest delivery times.

The equipped vehicles shall comply with listed specifications and meet and/or exceed all Federal Department of transportation (DOT) requirements and the latest Underwriters laboratory (UL) requirements.

Written inquiries concerning the vehicle should be made to the Catoosa County Projects Administrator at [BidQuestions@catoosa.com](mailto:BidQuestions@catoosa.com).

Bid Documents will be available on the County Website Wednesday, August 19, 2020 at: [www.catoosa.com/bids](http://www.catoosa.com/bids).

The Bid for this project must be sealed and delivered in person or by mail to the office of the Board of Commissioners, 800 LaFayette Street, Ringgold, GA 30736, Attention: Christal Thomas, Projects Administrator, not later than 2:00 p.m. Wednesday, September 9, 2020. The

envelope shall state “SEALED BID – CCBOC VEHICLES” to prevent accidental opening. Any Bid received after this time will not be considered. The Bids will be publicly opened and read at 2:05 p.m. Wednesday, September 9, 2020 at the Catoosa County Government Building, 800 LaFayette Street, Ringgold, Georgia.

Catoosa County reserves the right to accept or reject any and all Bids. Award will be made based on the lowest responsive and responsible bid that has met the requirements of this bid’s criteria.

## CCBOC 2020-16-1

### **NEW OR USED\* REGULAR CAB PICK-UP TRUCK – QTY TO PURCHASE TWO (2)**

#### **SPECIFICATIONS**

Responders shall be prepared to give a complete demonstration of the merits of the vehicles offered as directed by the purchaser. The vehicles so demonstrated shall be completed as offered by the vendor for this Bid.

Awards will be made to the best responsible responder as determined by Catoosa County Government. The quality of the articles to be supplied, their conformity with the specifications, their suitability to requirements and delivery terms shall be taken into consideration. County will allow deviations to below spec if dealer has the vehicle in stock and available for immediate delivery (if marked “\*\*” no deviation is allowed).

Vehicles shall be equipped with (Example FORD F150 XL, 4WD):

- Color: One (1) Iconic Silver (Ingot Silver), and One (1) Oxford White (other colors to be considered based on availability)
- Regular Cab/6.5’ Box
- Standard XL Trim Package
- Standard Interior & Exterior Packages/Features
- Four Wheel Drive\*\*
- 4X4 Electronic shift-on-the-fly
- 5.0L V8
- 3.55 Electronic Locking Rear Axle
- 10-speed Automatic
- Blue Tooth Technology\*\*
- Spray-in Bedliner
- All-terrain Tires
- AMBER/CLEAR Traffic Advisor LED Inside Front Grill/Back Window Mount W/Switch\*\*

**\*USED** is defined as “Certified Preowned” with year model 2019 or newer.

## CCBOC 2020-16-2

### **NEW CREW CAB PICK-UP TRUCK – QTY TO PURCHASE ONE (1)** **SPECIFICATIONS**

Responders shall be prepared to give a complete demonstration of the merits of the vehicles offered as directed by the purchaser. The vehicles so demonstrated shall be completed as offered by the vendor for this Bid.

Awards will be made to the best responsible responder as determined by Catoosa County Government. The quality of the articles to be supplied, their conformity with the specifications, their suitability to requirements and delivery terms shall be taken into consideration.

#### **CHASSIS – 2021 Ford F-250 XL Crew Cab**

- 2021 Ford F-250 XL
- 6.75' Box
- 6.7L 4 Valve OHV Power Stroke V8 Turbo Diesel
- 6-Speed Automatic Transmission
- 4x4 Drive
- Blue Tooth Technology
- Trailer Tow Package
- Oxford White (other colors to be considered based on availability)
- Spray-in Bedliner
- All-Terrain Tires

#### **Emergency Lighting Package**

- Jotto Vertical Contour Console
- Jotto Faceplates 1each: 425-6141, 425-6164, 425-6096
- Whelen IX47UFZ Inner Edge XLP, Red w/ Take Downs
- Whelen Dominator 8 Lamp, Red/Amber Rear Window Mount
- Whelen Ion DUO LED's, Red/Red & Red/Clear (24 total)
  - 4-Tailgate      8-Running Board (4 each side)
  - 8-Grill      4-Fender Well (1 each)
- Whelen SA315 Speaker
- Whelen 295SLSA6 Siren/Switch Control

## CCBOC 2020-16-3

### **NEW OR USED\* SPORT UTILITY VEHICLE – QTY TO PURCHASE TBD**

#### **SPECIFICATIONS**

Responders shall be prepared to give a complete demonstration of the merits of the vehicles offered as directed by the purchaser. The vehicles so demonstrated shall be completed as offered by the vendor for this Bid.

Awards will be made to the best responsible responder as determined by Catoosa County Government. The quality of the articles to be supplied, their conformity with the specifications, their suitability to requirements and delivery terms shall be taken into consideration.

#### **STANDARD-SIZE, REAR WHEELED DRIVE, FRONT WHEELED DRIVE AND/OR ALL WHEEL DRIVE SPORT UTILITY VEHICLES**

1. Vehicles shall be equipped with (Example – FORD Explorer – base model):
  - Power windows and door locks
  - V-6 or V-8 engine, automatic transmission
  - Blue-tooth Capability
  - Oxford White paint preferred (other colors to be considered based on availability)

**\*USED** is defined as “Certified Preowned” with year model 2019 or newer.

## CCBOC 2020-16-4

### **NEW OR USED\* SPORT UTILITY VEHICLE – QTY TO PURCHASE TBD**

#### **SPECIFICATIONS**

Responders shall be prepared to give a complete demonstration of the merits of the vehicles offered as directed by the purchaser. The vehicles so demonstrated shall be completed as offered by the vendor for this Bid.

Awards will be made to the best responsible responder as determined by Catoosa County Government. The quality of the articles to be supplied, their conformity with the specifications, their suitability to requirements and delivery terms shall be taken into consideration.

#### **MID-SIZE, REAR WHEELED DRIVE, FRONT WHEELED DRIVE AND/OR ALL WHEEL DRIVE SPORT UTILITY VEHICLE**

1. Vehicles shall be equipped with (Example – FORD Escape “S” Model):
  - Automatic transmission
  - Power windows and power locks
  - Blue Tooth Capability
  - Oxford White paint preferred (other colors to be considered based on availability)

**\*USED** is defined as “Certified Preowned” with year model 2019 or newer.

**OR**

## **CCBOC 2020-16-5**

### **NEW OR USED\* MID-SIZE FOUR-DOOR SEDAN – QTY TO PURCHASE TBD**

#### **SPECIFICATIONS**

Responders shall be prepared to give a complete demonstration of the merits of the vehicles offered as directed by the purchaser. The vehicles so demonstrated shall be completed as offered by the vendor for this Bid.

Awards will be made to the best responsible responder as determined by Catoosa County Government. The quality of the articles to be supplied, their conformity with the specifications, their suitability to requirements and delivery terms shall be taken into consideration.

#### **REAR-WHEEL DRIVE, FRONT WHEEL DRIVE AND/OR ALL WHEEL DRIVE, FOUR-DOOR SEDANS**

1. The sedans shall be equipped with (Example – FORD Fusion):
  - Automatic transmission
  - Power windows and power locks
  - Four-Door
  - Blue Tooth Capability
  - White paint preferred (other colors to be considered based on availability)

**\*USED** is defined as “Certified Preowned” with year model 2019 or newer.

**BID FORM****SCOPE OF WORK:** VEHICLES – VARIOUS DEPARTMENTS**LOCATION:** Catoosa County, Georgia

ITEM No.	DESCRIPTION	UNITS	QTY	BID AMOUNT EACH	DELIVERY TIME (WEEKS)
1	<b>NEW or USED:</b> F-150, 4 WD, REG CAB <b>PICK-UP TRUCK</b> YR _____ MAKE _____ MODEL _____ COLOR _____ ENGINE _____ MILEAGE _____	EA	1	\$	
1	<b>NEW or USED:</b> F-150, 4 WD, REG CAB <b>PICK-UP TRUCK</b> YR _____ MAKE _____ MODEL _____ COLOR _____ ENGINE _____ MILEAGE _____	EA	1	\$	
2	<b>NEW:</b> F-250, 4WD, CREW CAB <b>PICK-UP TRUCK</b> YR _____ MAKE _____ MODEL _____ COLOR _____ ENGINE _____ MILEAGE _____	EA	1	\$	
3	<b>NEW or USED: STANDARD-SIZE, REAR WHEELED DRIVE, FRONT WHEELED DRIVE AND/OR ALL WHEEL DRIVE</b> <b>SPORT UTILITY VEHICLE</b> YR _____ MAKE _____ MODEL _____ COLOR _____ ENGINE _____ MILEAGE _____	EA	1	\$	

**Copy Bid Form and use as needed if multiple vehicle options are submitted.**

ITEM No.	DESCRIPTION	UNITS	QTY	BID AMOUNT EACH	DELIVERY TIME (WEEKS)
3	<b>NEW or USED: STANDARD-SIZE, REAR WHEELED DRIVE, FRONT WHEELED DRIVE AND/OR ALL WHEEL DRIVE SPORT UTILITY VEHICLE</b> YR_____MAKE_____MODEL_____ COLOR_____ ENGINE_____MILEAGE_____	EA	1	\$	
4	<b>NEW or USED: MID-SIZE, REAR WHEELED DRIVE, FRONT WHEELED DRIVE AND/OR ALL WHEEL DRIVE SPORT UTILITY VEHICLE</b> YR_____MAKE_____MODEL_____ COLOR_____ ENGINE_____MILEAGE_____	EA	1	\$	
4	<b>NEW or USED: MID-SIZE, REAR WHEELED DRIVE, FRONT WHEELED DRIVE AND/OR ALL WHEEL DRIVE SPORT UTILITY VEHICLE</b> YR_____MAKE_____MODEL_____ COLOR_____ ENGINE_____MILEAGE_____	EA	1	\$	
OR 5	<b>NEW or USED: MID-SIZE, FOUR-DOOR SEDAN</b> YR_____MAKE_____MODEL_____ COLOR_____ ENGINE_____MILEAGE_____	EA	1	\$	

Copy Bid Form and use as needed if multiple vehicle options are submitted.

**BID PACKAGE CHECKLIST:**

- ☐ Original and One copy of Bid Documents (TWO total)
  - ☐ Vendor or manufacturer supplied vehicle specs/documentation for EACH vehicle (one set is sufficient)
  - ☐ Completed Non-Collusion Form
  - ☐ Any Addendum that have been issued
  - ☐ Local Vendor Privilege Affidavit *(If applicable)*
- 
- ◆ Sealed Bids due on Wednesday, September 9, 2020 — 2:00 PM Local Time
  - ◆ Deadline for Written Questions is Friday, August 28, 2020 by 12 noon. email: BidQuestions@catoosa.com
  - ◆ Q & A &/or Addendum will be published on website on Tuesday, September 1, 2020. **It is the sole responsibility of the bidder to check the County website for any Addenda or Q & A that may be issued.**

**NOTES:**

- 1. Copy Bid Form and use as needed if multiple vehicle options are submitted.**
2. Respondent understands that the County reserves the right to reject any or all Bids. Award will be made based upon the most responsive and responsible Bid that has met the requirements of this ITB criteria. Catoosa County may at its discretion, award the various vehicles to multiple dealers to achieve the objective of this bid opportunity. **Vendors may bid on all or select categories of vehicles. The County reserves the right to award to multiple dealers based on the lowest responsive & responsible bid in each category.**
3. The respondent agrees that his Bid shall be good and may not be withdrawn for a period of THIRTY (30) days after the scheduled closing time for receiving Bids.



## EXECUTION OF BID

DATE: \_\_\_\_\_

The Respondent certifies the following by placing an "X" in all blank spaces:

\_\_\_\_\_ That this Bid was signed by an authorized representative of the company.

\_\_\_\_\_ That the Respondent agrees to the conditions as set forth in this Request for Bid with no exceptions.

Therefore, in compliance with the foregoing Request for Bids, and subject to all terms and conditions thereof, the undersigned offers and agrees, if the Bid is accepted within thirty (30) days from the date of the opening, to furnish the items for the prices quote within the timeframe required.

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT: \_\_\_\_\_ CELL: \_\_\_\_\_

EMAIL: \_\_\_\_\_

## ADDENDA ACKNOWLEDGEMENT

The vendor has examined and carefully studied the ITB and the following Addenda, receipt of all which is hereby acknowledged:

Addendum No. 1 \_\_\_\_\_ Addendum No. 2 \_\_\_\_\_  
Addendum No. 3 \_\_\_\_\_ Addendum No. 4 \_\_\_\_\_

\_\_\_\_\_  
Authorized Representative/Title  
(Print or Type)

\_\_\_\_\_  
Authorized Representative

\_\_\_\_\_  
Date

**(Copies of each addendum issued must accompany your Bid – It is the sole responsibility of the vendor to check the county website on September 1, 2020 to see if any Addenda have been issued.)**

### **Local Vendor Privilege**

Because bids awarded to local vendors contribute to the Catoosa County tax base and promote the local economy, the Catoosa County Board of Commissioners has instituted a local vendor privilege as follows. To qualify as a local vendor, the following conditions must be met:

1. The vendor must have an established place of business within Catoosa County.
2. The vendor must have at least two (2) employees who have been working for six (6) months or longer before requesting a local vendor privilege.

All vendors who meet these conditions and who wish to claim the local vendor privilege must complete the Affidavit of Eligibility included in the Bid or Proposal Documents and submit with your Bid or Proposal. The local vendor privilege gives qualifying vendors, who are within 4% of the lowest cost, the opportunity to agree to match the lowest cost within 24 hours. (If more than one local vendor meets the qualifications, the lowest local vendor will be given the first opportunity to agree to match the lowest cost. If they refuse, the next lowest vendor will get the opportunity and so on until all local vendors within the 4% range have been given an opportunity.)

IN THE CASE OF A PROPOSAL, AWARD IS MADE BASED ON MANY CRITERIA OTHER THAN JUST THE LOWEST COST, SO THIS PRIVILEGE MAY OR MAY NOT COME INTO CONSIDERATION DEPENDING ON THE PROPOSAL SCORE BEFORE COST IS FACTORED IN.

**AFFIDAVIT OF NON-COLLUSION**

**SCOPE OF WORK:** VEHICLES – VARIOUS DEPARTMENTS

**LOCATION OF WORK:** Catoosa County, Georgia

**CONTRACTOR'S STATE OF:** \_\_\_\_\_

**CONTRATOR'S COUNTY OF:** \_\_\_\_\_

\_\_\_\_\_  
Being first duly sworn, deposes and says that he/she is

\_\_\_\_\_  
(sole owner, partner, president, secretary, etc...)

The party making the foregoing Bid; that such Proposed Fee is genuine and not collusive; that said Respondent has not colluded, conspired, connived, or agreed, directly or indirectly, with another Respondent or person, to put in a sham Bid, or that such other person shall refrain from responding to the Invitation to Bid, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication, or conference, with any person to fix the Contract Price of affiant or any other Respondent, or to fix any overhead, profit, or cost element of said Contract Price, or of that of any other Respondent, or to secure an advantage against the Catoosa County Board of Commissioners or any other person interested in the proposed contract; and that all statements contained in said Bid are true, and further, that such Respondent has not directly or indirectly submitted this Bid, or contents thereof, or divulged information or data relative thereto to any association or to any member or agent thereof.

\_\_\_\_\_  
(Affiant)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
(Notary Public in and for)

\_\_\_\_\_  
(County)

[NOTARY SEAL HERE]

My commission expires \_\_\_\_\_, 20\_\_\_\_