



## HOUSTON COUNTY BOARD OF COMMISSIONERS

2020 KINGS CHAPEL ROAD \* PERRY, GA 31069-2828  
TELEPHONE (478) 218-4800 \* FACSIMILE (478) 218-4805

MARK E. BAKER  
PURCHASING AGENT

November 14, 2022

Dear Vendor:

The Houston County Board of Commissioners is soliciting sealed bids for the provision of six (6) new 2022/2023-year model Half Ton Crew Cab 4x2 Trucks. These vehicles should be titled in the name of Houston County Board of Commissioners. Our minimum specifications and instructions are attached. Please quote your bid price FOB destination.

To receive consideration, your sealed bid will be accepted in the Purchasing Department office **ONLY** located at 2020 Kings Chapel Road, Perry, Georgia 31069-2828 until 2:00 p.m. on Monday, December 5, 2022.

Your sealed bid package **MUST** be marked: **SEALED BID #23-16**  
Half Ton Crew Cab 4x2 Truck

Your sealed bid must be received at the above address before the 2:00 p.m. deadline on Monday, December 5, 2022. Delivery date **must** be stated on your bid quote.

Bids will be evaluated, recapped, and presented to the Houston County Board of Commissioners during their scheduled meeting on Tuesday, December 20, 2022, at 5:00 p.m. at the Houston County Annex in Warner Robins, Georgia. Bid award will be based on the best value to Houston County.

**HOUSTON COUNTY RESERVES THE RIGHT TO ACCEPT NONE, ALL OR ANY PART OF YOUR BID AND WAIVE ALL INFORMALITIES.**

If you should have any questions regarding this bid request, please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Mark E. Baker", followed by a horizontal line.

Mark E. Baker  
Purchasing Agent

Enclosures



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MINIMUM SPECIFICATIONS – BID #23-16
HOUSTON COUNTY BOARD OF COMMISSIONERS
Six (6) New 2022/2023
ONE-HALF TON, 4X2, CREW CAB PICKUP TRUCK

Basic Requirements:

Meets
Specifications:
YES NO

Table with 28 rows of specifications and two columns for 'Meets Specifications: YES' and 'Meets Specifications: NO'. Specifications include: Six (6) New 2022/2023 One-Half (1/2) Ton Pickup Truck with a Crew Cab, 5.5 Foot Short Bed (SWB), 4X2; Axle: Limited Slip Axle; Brakes: Power ABS; Bumper: Step Bumper; Colors: Exterior: Grey (5) White (1) Interior: Grey; Engine: Minimum 5.0 L V-8 Flex Fuel Engine; Flooring: Rubber Flooring – with H.D. Mats; Heater, Factory Air Conditioning; Keys: Keyed Separately; Three (3) keys per vehicle; Key number MUST appear on billing documents.; Bluetooth Capable; AM/FM Radio; Seats: Front: 40/20/40 Bench Front-Vinyl Rear: 60/40 Rear - Vinyl; Steering: Power Steering; Tires: Five (5) each; P265/70Rx17 AT with full-size spare; Transmission: Heavy Duty Automatic, 6-speed; Windows: Solar Tinted Glass, Factory; Power Windows/Locks/Mirrors; Auto Lamp Headlights; Fog Lights; Daytime Running Lights; Tilt/Cruise; Trailer Tow Package to have a 2" receiver/hitch; Front Tow Hooks; Factory Installed Running Boards; Reverse Sensing; Rearview Backup Camera; Spray-In Bedliner.

ADDITIONAL ITEMS REQUIRED: Vehicle(s) must be delivered with the following:

- 1. Certificate of Origin.
2. Odometer Statement.
3. MV-1 Motor Vehicle Tag/Title Application (please contact Purchasing Department to obtain the exact name to title the vehicle(s)).
4. Check in the amount of \$21.00 for tag/title made out to the Houston County Tax Commissioner.
5. Manufacturer's Specification Sheet.
6. Window Sticker (original).
7. Owner/Operator Manual.
8. Keys/Key Fobs: Three (3) complete sets.
9. Your Invoice dated the day of delivery.



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**BID CERTIFICATION**

**Bid 23-16:                      Six (6) 2022/2023 Half Ton Crew Cab 4x2 Trucks**

**Make/Year/Model Bid:** \_\_\_\_\_

**Projected Delivery Date:** \_\_\_\_\_

**Your Delivered Bid Price:** \_\_\_\_\_

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

**I hereby certify that my bid quote meets or exceeds Houston County Board of Commissioners' bid specifications. In compliance with this bid request, bidder agrees if this bid is accepted within thirty (30) days from opening, to furnish any or all items upon which prices are quoted, at the price set opposite each item and to deliver item(s) as they were bid. By signing below, bidder certifies that he/she has read, understands and is able to comply with all requirements included in this bid package.**

\_\_\_\_\_  
*Company Name* *Contact Person*

\_\_\_\_\_  
*Address*

\_\_\_\_\_  
*Telephone Number* *Fax Number* *E-Mail Address*

\_\_\_\_\_  
*Authorized Signature* *Printed Name* *Date*



## HOUSTON COUNTY BOARD OF COMMISSIONERS PURCHASING DEPARTMENT

2020 Kings Chapel Road • Perry, GA 31069-2828  
(478) 218-4800 • FAX (478) 218-4805

**MARK E. BAKER**

PURCHASING AGENT

### INSTRUCTIONS TO BIDDERS

1. These instructions will bind bidders to terms and conditions herein set forth, except as specifically qualified in special bid and contract terms issued with any individual bid.
2. The following criteria are used in determining low responsible bidders:
  - (a) Ability, capacity, and skill of bidder to perform required service;
  - (b) Whether bidder can perform service promptly or within specified time;
  - (c) The character, integrity, reputation, judgment, experience, and efficiency of bidder;
  - (d) The performance of previous contracts;
  - (e) The suitability of equipment or material for County use;
  - (f) The ability of bidder to provide future maintenance and parts service; and
  - (g) Awards will be based on the best value to Houston County.
3. Houston County Board of Commissioners is exempt from all State Sales Tax and Federal Excise Tax.
4. The bids should be tabulated, totaled, and checked for accuracy. The unit price will prevail in case of errors.
5. All required information should be included in bid for your proposal to receive full consideration.
6. Any questions or clarifications may be directed to **Mark E. Baker, Purchasing Agent**, at any of the above listed numbers, e-mail or address.
7. Quote all prices **FOB Destination**. Destination to be specified at time of order.
8. **SEALED BIDS** shall be addressed to the **Houston County Purchasing Department, 2020 Kings Chapel Road, Perry, Georgia 31069-2828**. **NO OTHER** county offices will accept bids unless specified on the bid. Also, **ABSOLUTELY NO FAXED OR PHONED IN BIDS WILL BE ACCEPTED OR CONSIDERED FOR AWARD**.
9. All bidders must be recognized dealers in the materials, services or equipment specified and be qualified to advise in their application or use. A bidder at any time requested must satisfy the Purchasing Department that they have the requisite organization, capital, plant, stock, ability and experience to satisfactorily execute the contract in accordance with the provisions of the contract in which they are interested.
10. Houston County will reject any materials, supplies or equipment that do not meet specifications, even though bidder lists the trade name or names of such materials on the bid or price quotation form.



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11. FOR VEHICLE AND MOTOR EQUIPMENT BIDS: Low bidder shall provide the following:
  - (a) Tag and Title fee in the amount of \$21.00 per vehicle. Your check should be made payable to: HOUSTON COUNTY TAX COMMISSIONER (Please make note of the increase in the tag fee above: \$18.00 for tag, \$3.00 for government vehicle).
  - (b) Three (3) keys per vehicle.
  - (c) Window sticker and/or line setting sheet from each vehicle.
  - (d) MSO and MV-1 completed and delivered with vehicle as follows:  
Houston County Board of Commissioners  
Purchasing Department  
2020 Kings Chapel Road  
Perry, Georgia 31069-2828.
  - (e) Delivery is to be made to the address listed above unless expressly indicated on the Houston County Board of Commissioners official purchase order.
  
12. Local Preference: Bids awarded to local vendors contribute to the local tax base and will, therefore, be given special consideration when bidding against outside vendors. Bids received from vendors within the confines of the county will be given preference if their bid is within three percent (3%) of the low bid submitted by any out-of-county bidder. This policy does not apply to any purchases of materials, equipment or services in excess of \$150,000.00. On those cases, the Board of Commissioners will make their decision based on the lowest and best bid as submitted.



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**GENERAL SPECIFICATIONS:** Requirements specified herein shall apply to all vehicles purchased by Houston County. This specification is not complete without specific requirements in the detail specifications. In the event of conflict between these general specifications and the detail specifications, the detail specifications will apply.

**APPLICABLE DOCUMENTS:** Reference to publications in the detail specifications shall apply to those issues in effect on the date of the invitation to bid, unless otherwise specified.

**DESIGN:** New models in current productions, complete with all necessary components and accessories customarily furnished, together with such modifications as may be necessary to enable the vehicle to function reliably and efficiently in sustained operation. Design to permit accessibility for maintenance purposes with minimal disturbance of other components or assemblies. The term "heavy duty" as used to describe an item, shall be defined to mean in excess of the usual performance, quantity, quality or capacity that is normally supplied with the standard production item.

**COMPONENTS, ASSEMBLIES, AND ACCESSORIES:** The vehicle shall have all of its components, assemblies, and accessories installed and shall be delivered to the County meeting or exceeding all applicable requirements of the Environmental Protection Agency Regulations, Federal Motor Vehicle Safety Standards, Federal Motor Carrier Safety Regulations and Industry Specifications, Standards and Regulations that are in effect on the date of manufacture. **NOTE:** All components, assemblies, and accessories shall be factory installed unless otherwise noted.

**EMISSION CONTROLS:** All vehicles shall comply with the Environmental Protection Agency requirements on Air Pollution.

**INTERIOR AND EXTERIOR NOISE LEVEL:** Vehicles shall comply with Federal Interstate Noise Standards.

**COOLING SYSTEMS:** Liquid pressurized forced circulation type, consisting of the necessary components of such design and capacity to maintain the engine at optimum safe temperature under all operating conditions without any loss of coolant. Optimum engine temperatures shall be maintained with the vehicle loaded and continuously operating at all drivable altitudes and grades in ambient temperatures ranging from minus 30 to 120 degrees F. Thermostat controlled and suitable for operation with permanent type antifreeze solution. Easily accessible drain outlets shall be provided to allow complete cooling system drainage. Coolant recovery system to be furnished.

**WHEELS:** Manufacturers recommended size and capacity for the vehicle offered. Rim contours and sizes shall conform to the correct recommendations of Tire and Rim Association, Inc.

**TIRES:** All tires furnished shall be black wall, tubeless-type with standard highway tread design. Capacity to the maximum load imposed by the evenly and fully loaded vehicle. Conform to the Tire and Rim Association, Inc. NO Spare tire and wheel shall be furnished.

**TOOLS:** Jack and Lug Wrench, Factory Installed, for each vehicle.

**EXHAUST SYSTEM:** Manufacturer's heaviest duty system available for engine furnished. Corrosion resistant and securely fastened and routed to protect components from hazards. System shall comply with Federal Motor Vehicle Safety Regulations.

**CONTROLS, INSTRUMENTS, AND OPERATING MACHINES:** Located for left-hand drive. Complete and conveniently accessible to driver. Instruments and controls clearly identified as to function.

**HEATER AND DEFROSTER:** Hot water heating systems with fresh air intakes. Discharge outlets to floor and defroster louvers shall be provided. Systems shall be equipped with multi-speed blowers.

**EXTERIOR FINISHES:** Standard production finishes.

**MATERIALS:** New and of quality conforming to current engineering and manufacturing practice. No defects and suitable for the intended service.

**SERVICE AND REPAIR:** Houston County shall expect the manufacturer to have adequate stocks of replacement parts available to service County vehicles and to make delivery within a reasonable time of all normal replacement parts to their dealers who may service County vehicles. The County further expects that warranty service and repairs as well as non-warranty service and repairs be handled without prejudice by local dealerships throughout the United States.

**RESPONSIBILITY FOR INSPECTION:** Unless otherwise specified in the contract or purchase order, the supplier shall be responsible for the performance of all inspection and test requirements necessary to ensure compliance with requirements of this and the applicable detail specifications. This action does not preclude subsequent inspection and testing by the County to further determine conformance with specification requirements for performance, quality standards of workmanship, material and construction techniques.

**PRE-DELIVERY SERVICING AND ADJUSTMENT:** The dealer shall not attach any dealer identification, advertising or similar material to the vehicle. Prior to acceptance by the County, the dealer shall service and adjust each vehicle for operational use, to include as a minimum, the following:

1. Focusing of lights.
2. Tuning of engine.
3. Adjustment of accessories.
4. Checking of electrical, braking and suspension systems.
5. Charging of battery.
6. Alignment of front end.
7. Inflation of tires.
8. Balancing of all wheels, including the spare.