



**HOUSTON COUNTY BOARD OF COMMISSIONERS
PURCHASING DEPARTMENT**

MARK E. BAKER
PURCHASING AGENT

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

April 14, 2017

Dear Vendor:

The Houston County Board of Commissioners is soliciting sealed bids for the provision of **One (1) New 2017 or 2018 One-Half Ton, 4x2, Extended Cab Pickup Truck** for use by the Houston County Water Department. Our minimum specifications and instructions to bidders 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 Thursday, May 4, 2017.**

Your sealed bid package **MUST** be marked:

**SEALED BID #17-43 Extended Cab Pickup Truck (1 each)
(Houston County Water Department)**

and received at the above address **before the 2:00 p.m. deadline on Thursday, May 4, 2017.** Delivery date **must** be stated on your bid quote.

Bids will be evaluated, recapped and presented to the Board of Commissioners during their regularly scheduled meeting on **Tuesday, May 16, 2017** at 6:00 p.m. at the Houston County Annex, 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 contact me at the above listed telephone number.

Sincerely,

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

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Enclosures



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BID CERTIFICATION

**Bid 17-43: One (1) New 2017 or 2018 One-Half Ton,
4x2, Extended Cab Pickup Truck for use
by the Houston County Water Department.**

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*



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Bid 17-43 Specifications: This bid is for the purchase of One (1) New 2017 or 2018 One-Half Ton, 4x2, Extended Cab Pickup Truck for use by the Houston County Water Department.

Meets Specs

Your bid must conform to the following minimum specifications.

YES **NO**

1. One (1) New 2014 One-Half (½) Ton Pickup Truck with Extended Cab, 6.5 Foot Bed, 4X2, GVWR 6500		
2. <u>Brakes:</u> Power ABS		
3. <u>Bumper:</u> Step Bumper		
4. <u>Colors:</u> Exterior: White Interior: No color specification		
5. <u>Engine:</u> Minimum 4.6L V-8 Engine		
6. <u>Flooring:</u> Rubber Flooring – NO Carpet with HD Mats		
7. <u>Heater, Factory Air Conditioning</u>		
8. <u>Keys:</u> <ul style="list-style-type: none"> • Keyed Separately. • Keyless Entry • Three (3) keys per vehicle. • Key number <u>MUST</u> appear on billing documents. 		
9. <u>Manufacturer’s Specification Sheet:</u> Include with Bid.		
10. <u>Radio:</u> AM/FM		
11. <u>Seats:</u> Front: 40/20/40 Bench Front-Vinyl Rear: Vinyl		
12. <u>Steering:</u> Power Steering		
13. <u>Tires:</u> Five (5) each; P235/70Rx17 with full-size spare		
14. <u>Transmission:</u> Heavy Duty Automatic, 6-speed		
15. <u>Windows:</u> Solar Tinted Glass, Factory		
16. <u>Windows/Locks/Mirrors:</u> Power.		
17. <u>Electric Locking Rear Differential.</u>		
18. <u>Tilt/Cruise.</u>		
19. <u>Trailer Tow Package.</u>		
20. <u>Blue Tooth Capable.</u>		
21. <u>Rear Back-Up Camera System.</u>		

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

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



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mbaker@houstoncountyga.org

INSTRUCTIONS/GENERAL SPECIFICATIONS TO BIDDERS: The following will bind bidders to the terms and conditions herein set forth, except as specifically qualified in any special bid and contract terms issued with any individual bid. Any questions or clarifications may be directed to Mark E. Baker, Purchasing Agent.

1. **Bid Awards** will be based on the best value to Houston County. Bids should be tabulated, totaled, and checked for accuracy. The unit price will prevail in case of errors. Quote all prices **FOB Destination**. Destination to be specified at time of order. All required information should be included in your bid for your proposal to receive full consideration. 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) 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.
2. **Bidder Requirements:** 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.
3. **Specifications:** 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.
4. **Sales Tax:** Houston County Board of Commissioners is exempt from all State Sales Tax and Federal Excise Tax.
5. **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.**



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6. Vehicles and Motorized Equipment: Delivery is to be made to the address listed above unless expressly indicated on the Houston County Board of Commissioners official purchase order. Low bidder shall provide the following:
 - (a) Check for Tag and Title Fee: \$21.00 per vehicle. Your check must be made payable to: HOUSTON COUNTY TAX COMMISSIONER.
 - (b) Three (3) keys per vehicle.
 - (c) Window sticker (original) and/or line setting sheet from each vehicle.
 - (d) Certificate of Origin.
 - (e) Manufacturer Specification Sheet.
 - (f) MV-1 Motor Vehicle Tag/Title Application.
 - (g) Odometer Statement.
 - (h) Owner/Operator Manual.
 - (i) Your invoice dated the day of delivery.

7. Vehicle 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 listed in the specific bid, the detail specifications listed on the specific bid will apply.
 - (a) Applicable Documents: Reference to publications in the detailed specifications shall apply to those issues in effect on the date of the invitation to bid, unless otherwise specified.
 - (b) 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.**)
 - (c) Controls, Instruments and Operating Machines: Located for left-hand drive. Complete and conveniently accessible to driver. Instruments and controls clearly identified as to function.
 - (d) 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 Fahrenheit. 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.



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- (e) 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.
- (f) Emission Controls: All vehicles shall comply with the Environmental Protection Agency requirements on Air Pollution.
- (g) 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.
- (h) Exterior Finishes: Standard production finishes.
- (i) 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.
- (j) Materials: New and of quality conforming to current engineering and manufacturing practice. No defects and suitable for the intended service.
- (k) Noise Level – Interior and Exterior: Vehicles shall comply with Federal Interstate Noise Standards.
- (l) 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:
 - (i) focusing of lights;
 - (ii) tuning of engine;
 - (iii) adjustment of accessories;
 - (iv) checking of electrical, braking and suspension systems;
 - (v) charging of battery;
 - (vi) alignment of front end;
 - (vii) inflation of tires; and
 - (viii) balancing of all wheels, including the spare.
- (m) 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.



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- (n) 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.
- (o) Tires and Wheels:
- (i) 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. Spare tire and wheel, factory installed, shall be furnished.
 - (ii) Wheels must be the manufacturer's recommended size and capacity for the vehicle offered. Rim contours and sizes shall conform to the correct recommendations of Tire and Rim Association, Inc.
- (p) Tools: For each factory installed vehicle jack and lug wrench.