



**RFB-19-011**

***Bartow County Purchasing Department***

***Steve Taylor, Commissioner***

***Tracy Brown, Director***

**105 North Bartow Street – Cartersville, Georgia 30120 – (770) 387-5088**

Bartow County, Georgia invites your company to submit a bid on the item(s) as listed in this bid request.

All terms and conditions below are a part of this request, and no bid will be accepted unless all these conditions have been complied with. The county reserves the right to reject any or all bids, in whole or in part to one or more vendors and waive all technicalities and informalities in any bid. Bartow County reserves the right to cancel/close the invitation to bid at any time.

## **INSTRUCTIONS TO BIDDERS**

1. All bids to be considered must be in the possession of the Bartow County Director of Purchasing prior to the time of the bid closing. Bids may be mailed or delivered to Tracy Brown, Purchasing Director, 105 North Bartow Street, Cartersville, Georgia 30120. All bids must be in a sealed envelope clearly marked for only the item(s) on which you are bidding, marked with the time and date of the closing. Regardless of method of delivery, each bidder shall be responsible for his bid(s) being delivered on time, as the county assumes no responsibility for the same. Bids offered or received after the time set for bid closing will be rejected and unopened. Bartow County Government assumes no responsibility for the premature opening of a bid not properly addressed and identified, and/or delivered to the improper designation.

2. CONTACT PERSON:

Vendors are encouraged to contact Tracy Brown, Purchasing Director, by fax at (770) 387-5087 or email [brownt@bartowga.org](mailto:brownt@bartowga.org) to clarify any part of this document. All questions that arise shall be directed to the contact person in writing via facsimile or email.

3. All bids must be submitted on the forms provided by the county and must be signed by an authorized representative of the company placing the bid, with delivery date stated "Invitation to Bid",

“Instructions to bidders”, “Bid Closing Time”, “Scope of Work”, and “Specification Form”, “Bid Amount Sheet”, “Addenda Acknowledgement” attached hereto, shall remain intact and be returned with bid. One set of bid forms will be furnished each company or person interested in bidding. One (1) original copy of the complete signed submittal must be received.

4. In the event of an error in extending the total cost of any item, the unit price submitted will prevail where applicable.

5. Bidder may bid on one or more items when applicable. Bartow County will award the bid to either the responsive and responsible bidder (s) offering the lowest price (s) for each of the items specified or the responsive and responsible bidder offering the lowest total price for all items specified.

6. Bid price shall include delivery, without additional cost to the county.

7. Do not include sales tax with your bid. The county is exempt from sales tax. This does not exclude bidder from responsibility to pay sales tax on items purchased by the bidder.

8. Bartow County will issue responses to inquiries and any other corrections or amendments it deems necessary in written addenda issued prior to the due date. *All questions must be submitted no later than 4 days before the bid opening.* VENDORS MUST ACKNOWLEDGE ANY ISSUED ADDENDA BY INCLUDING ATTACHMENT-ADDENDA ACKNOWLEDGEMENT WITH THE SUBMITTAL.

9. NON-COLLUSION:

By submitting a response, the vendor represents and warrants that such bid is genuine and not a sham or collusive or made in the interest or on behalf of any person not therein named and that the vendor has not directly or indirectly induced or solicited any other vendor to put in a sham bid, or any other person, firm or corporation to refrain from submitting and that the vendor has not in any manner sought by collusion to secure to that vendor any advantage over any other vendor. By submitting a bid, the vendor represents and warrants that no official or employee of Bartow County Government has, in any manner, an interest, directly or indirectly in the bid or in the contract which may be made under it, or in any expected profits to arise there from.

10. COST INCURRED BY VENDORS:

All expenses involved with the preparation and submission of this bid package to Bartow County Government, or any work performed in connection there with is the responsibility of the vendor(s).

11. COMPLETING THE DETAILED BIDDERS RESPONSE FORM:

All bid responses must be type-written or hand-written legibly in ink and signed by an individual authorized to bind the bidder. Erasures, white-outs, type-over, and other modifications must be initialed.

12. All materials submitted in connection with this Invitation to Bid will be public documents and subject to the Open Records Act and all other laws of the State of Georgia, the United States of America and the open records policies of Bartow County Government. All such materials shall remain the property of Bartow County Government and will not be returned to the respondent.

13. All respondents to this Invitation to Bid shall hold harmless Bartow County Government and any of their officers and employees from all suits and claims alleged to be a result of this Invitation to Bid. Bartow County Government reserves the right to determine, at its sole discretion, whether any aspect of a respondent's submittal meets the criteria in this Invitation to Bid. Bartow County Government also reserves the right to seek clarifications, to negotiate with any vendor submitting a response, to reject any or all responses with or without cause, and to modify the procurement process. In the event that this Invitation to Bid is withdrawn or there is a need to cancel the contract services for any reason, Bartow County Government shall have no liability to any respondent for any costs or expenses incurred in connection with this request or otherwise.
14. Failure to submit all the mandatory forms from this Invitation to Bid shall be just cause for the rejection of the bid package. However, Bartow County reserves the right to decide, on a case by case basis, in its sole discretion, whether or not to reject such a bid as non-responsive.
15. NO shipment or delivery shall be made until a purchase order is received from the County Purchasing Director. Payment will be rendered only after delivery and final acceptance of goods.
16. In case of failure to deliver goods or services in accordance with the contract terms and conditions, Bartow County, after due oral or written notice may procure substitute goods or services from other sources and hold the vendor responsible for any resulting additional purchasing and administrative costs. This remedy shall be in addition to any other remedies which Bartow County may have.
17. Any contract resulting from this Invitation to Bid shall be governed in all respects by the laws of the State of Georgia. The contractor shall comply with applicable federal, state and local laws and regulations.
18. It is understood and agreed between the parties herein that Bartow County shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.
19. If any bid requires the use of sub-contractor, the name and address of said firm must be included in bid.
20. Bids will be opened in the Commissioners Conference Room located on the second floor of the Frank Moore Administration and Judicial Building, 135 West Cherokee Avenue, Cartersville, Georgia 30120 at the time and date stated below.
21. This Invitation to Bid may be evaluated with the local preference option if the basis of award is price. The local vendor must meet the eligibility requirements. Vendors whose place of business is other than the State of Georgia may be required to provide copies of your state's regulations and/or laws concerning the application of certain vendor preference requirements to vendors whose place of business is in the applicable state. Failure to provide this information will result in the disqualification of the vendor from submitting a bid. Local vendor preference guidelines may be furnished upon request.

**BID CLOSING TIME**

**May 29, 2019**

**AT 1:45 P.M.**

**BID OPENING WILL BE**

**May 29, 2019**

**AT 2:00 P. M.**

## Schedule of Events

The anticipated schedule for the Request for Bid is as follows:

**RFP Released** **May 15, 2019**

**Deadline for questions to Bartow County to**  
**[brownt@bartowga.org](mailto:brownt@bartowga.org), fax 770-387-5087,**  
**or mail to 105 North Bartow Street**  
**Cartersville, Georgia 30120** **May 21, 2019**

**Deadline for Addenda**  
**posted on [www.bartowga.org](http://www.bartowga.org)** **May 24, 2019**

**Submittal deadline** **May 29, 2019**  
**1:45 P.M. EST**

### **Restrictions on Communications with Staff**

All questions about this RFB must be submitted in writing and include the company name and each question.

Questions must be in writing to Tracy Brown, Purchasing Director:

**Address:** 105 North Bartow Street – Cartersville, Georgia 30120

**E-mail:** [brownt@bartowga.org](mailto:brownt@bartowga.org)

**Fax:** 770-387-5087

No questions other than written will be accepted. No response other than written will be binding upon the county. Questions will be combined into one list of questions and posted on Bartow County's website at [www.bartowga.org](http://www.bartowga.org). Any addendums will also be posted on Bartow County's website. Vendors are advised to check the website for addenda before submitting their bids.

## **SCOPE OF WORK**

### **Purpose:**

Bartow County is soliciting sealed bids for the purchase of one new (unused) Ford Escape.

### **Pricing Options:**

Bartow County will award the bid to the responsive and responsible bidder offering the lowest price for each of the items specified.

### **Delivery Point:**

Delivery address:

Bartow County Purchasing  
105 North Bartow Street  
Cartersville, Georgia 30120

### **Specifications:**

This is a "BRAND SPECIFIC" bid. Substitutions will not be accepted. Any and all additional accessories and or options must be Ford brand. No aftermarket options will be accepted.

### **Warranty:**

Vehicles shall be fully warranted against defective materials and workmanship by the manufacturer (standard warranty) delivery and acceptance. However, if additional warranty coverage on the whole or any components of the vehicle, in the form of time and/or mileage including any pro-rata arrangement, is normally extended to commercial customers, the County shall receive corresponding warranty benefits.

### **Documents:**

Each vehicle shall be delivered with complete invoice. Certificate of Origin, Tag Application (**Bartow County Commissioners Office will purchase tag and title for all vehicles**), **All other fees should be included in bid price.** Odometer Certificate, Warranty, Owner's Manual, and any other necessary documentation associated with the purchase.

### **Pre-Delivery Servicing and Adjustment:**

Prior to acceptance by the County, the dealer shall service and adjust each vehicle for operational use. DO NOT APPLY ANY DECAL, SIGNAGE, ETC. THAT IS NOT STANDARD

**Specifications  
Information Services  
One New (Unused) Ford Escape**

*COMPLY  
YES OR NO*

Exterior: White

\_\_\_\_\_

Factory all weather floor mats

\_\_\_\_\_

Back Up Camera

\_\_\_\_\_

Cloth Seats

\_\_\_\_\_

Carpet

\_\_\_\_\_

*All standard equipment must be provided unless replaced by optional equipment.*

*Authorized Signature* \_\_\_\_\_

**BID AMOUNT SHEET**  
**Information Services**  
**One new Ford Escape**  
**April 29, 2019**

Acceptance of Terms of this Agreement

It is agreed by the below signed proposer that the signature and submission of this bid/proposal represents the bidder/proposer's acceptance of all terms, conditions, and requirements of the bid/proposal specifications and, if awarded, the bid/proposal will represent the agreement between the parties.

Date \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

Email \_\_\_\_\_

Represented By \_\_\_\_\_

Title \_\_\_\_\_

Authorized Signature \_\_\_\_\_

**BARTOW COUNTY WILL PURCHASE TAG AND TITLE FOR VEHICLE. BID PRICE TO INCLUDE ANY AND ALL ADDITIONAL FEES, SERVICE CHARGES, ETC.**

Bid for: 1 – New Ford Escape \_\_\_\_\_

Year Model \_\_\_\_\_

Delivery Time \_\_\_\_\_ AFTER RECEIPT OF PURCHASE ORDER



# **ADDENDA ACKNOWLEDGEMENT**

**The vendor has examined and carefully studied the Invitation to Bid and the following Addenda (*if issued*), receipt of all of which is hereby acknowledged:**

**Addendum No.** \_\_\_\_\_

**Addendum No.** \_\_\_\_\_

**Addendum No.** \_\_\_\_\_

**Addendum No.** \_\_\_\_\_

\_\_\_\_\_

**Authorized Representative/Title**  
**(Print or Type)**

\_\_\_\_\_

**Authorized Representative**  
**(Signature)**

\_\_\_\_\_

**Date**



**BARTOW COUNTY  
LOCAL VENDOR PREFERENCE  
AFFIDAVIT OF ELIGIBILITY**

*Complete form and submit with your bid. Incomplete forms may be rejected.*

1. Legal Name of Firm \_\_\_\_\_
2. Mailing Address: \_\_\_\_\_ Physical Address (if different) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
3. Is the physical address a post office box or mailing center? \_\_\_\_\_
4. Is this business office or satellite office located in Bartow County? \_\_\_\_\_
5. How long has this business office or satellite office been located within Bartow County? \_\_\_\_\_
6. Number of Employees: \_\_\_\_\_
7. Product or Service being bid on: \_\_\_\_\_
8. Does this business owe any delinquent taxes, fines, liens, assessments, and/or fees to the County except as any such sums which are subject of a current legal appeal? \_\_\_\_\_

**CERTIFICATION:** I hereby certify under penalty of perjury that the information which I have provided on this form is true and correct, that I am authorized to sign on behalf of the business set out above, and if requested by the County will provide, within 5 business days of notice, the necessary documents to substantiate the information on this form.

**Attest:** \_\_\_\_\_

Sworn to and subscribed before me this

\_\_\_\_\_ Authorized Signature

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_ Print Name

**Notary Public**

**Commission Expires:** \_\_\_\_\_

(SEAL)

\_\_\_\_\_ Title

**COPY OF BUSINESS LICENSE MUST BE ATTACHED.**