

INVITATION TO BID

BID NO. 13-0108-7

**ANNUAL PRICE AGREEMENT FOR 2014 MODEL YEAR NEW TRUCKS, VANS AND
SUVS FOR CHATHAM COUNTY GOVERNMENT**

BID OPENING: 2:00PM, NOVEMBER 5, 2013

THE COMMISSIONERS OF CHATHAM COUNTY, GEORGIA

ALBERT J. SCOTT, CHAIRMAN

COMMISSIONER HELEN J. STONE

COMMISSIONER YUSUF K. SHABAZZ

COMMISSIONER JAMES J. HOLMES

COMMISSIONER LORI L. BRADY

COMMISSIONER TONY CENTER

COMMISSIONER DEAN KICKLIGHTER

COMMISSIONER PATRICK J. FARRELL

COMMISSIONER PRISCILLA D. THOMAS

R. JONATHAN HART, COUNTY ATTORNEY

CHATHAM COUNTY, GEORGIA

DOCUMENT CHECK LIST

The following documents, when marked, are contained in and made a part of this Bid Package or are required to be submitted with the bid. It is the responsibility of the bidder to read, complete and sign, where indicated, and return these documents with his/her bid. **FAILURE TO DO SO MAY BE CAUSE FOR DISQUALIFYING THE BID.**

GENERAL INFORMATION AND INSTRUCTIONS TO BID WITH ATTACHMENTS

SURETY REQUIREMENTS (a Bid Bond of 5% with this ITB)

PROPOSAL

PLANS/DRAWINGS

BID SCHEDULE

PERFORMANCE BOND

PAYMENT BOND

CONTRACT

LEGAL NOTICE

ATTACHMENTS: A. DRUG FREE WORKPLACE; B. NONDISCRIMINATION STATEMENT; C. DISCLOSURE OF RESPONSIBILITY STATEMENT; D. CONTRACTOR & SUBCONTRACTOR AFFIDAVIT AND AGREEMENT E. BIDDER'S CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION; F. M/WBE COMPLIANCE REPORT; G. SAVE AFFIDAVIT.

DOCUMENTATION OF ABILITY TO PERFORM BID REQUIREMENTS. THIS MAY BE REQUIRED OF BIDDERS AFTER SUBMISSION OF BIDS.

COUNTY TAX CERTIFICATE REQUIREMENT - Contractor must supply a copy of their Tax Certificate from their location in the State of Georgia, as proof of payment of the occupational tax where their office is located.

CURRENT TAX CERTIFICATE NUMBER

CITY _____

COUNTY _____

OTHER _____

The Chatham County of Commissioners have established goals to increase participation of minority and woman owned businesses. In order to accurately document participation, businesses submitting bids or proposals are encouraged to report ownership status. A minority or woman owned business is defined as a business with at least 51% ownership by one or more minority/female individuals and whose daily business operations are managed and directed by one (1) or more of the minority/female owners. Please check ownership status as applicable:

African-American_____ Asian American_____ Hispanic_____

Native American or Alaskan Indian_____ Woman_____

In the award of "Competitive Sealed Proposals", minority/female participation may be one of several evaluation criteria used in the award process when specified as such in the Request for Proposal.

RECEIPT IS HEREBY ACKNOWLEDGED OF ADDENDA NUMBER(S)_____

The undersigned bidder certifies that he/she has received the above listed and marked documents and acknowledges that his/her failure to return each, completed and signed as required, may be cause for disqualifying his/her bid.

BY: _____

DATE

SIGNATURE

TITLE: _____

COMPANY: _____

CHATHAM COUNTY, GEORGIA
OFFICE OF THE PURCHASING AGENT
1117 EISENHOWER DRIVE, SUITE C
SAVANNAH, GEORGIA 31406
(912) 790-1623

Date: October 23, 2013

BID NO. 13-0108-7

GENERAL INFORMATION FOR INVITATION FOR BID

This is an invitation to submit a bid to supply Chatham County with construction, equipment, supplies and/or services as indicated herein. Sealed bids will be received at the Office of the Purchasing Agent, at **The Chatham County Citizens Service Center, 1117 Eisenhower Drive, Suite C, Savannah, Georgia 31406 up to 2:00PM, November 5, 2013,** at which time they will be opened and publicly read. **The County reserves the right to reject all bids that are non-responsive or not responsible.**

Instructions for preparation and submission of a bid are contained in this Invitation For Bid package. Please note that specific forms for submission of a bid are required. Bids must be typed or printed in ink.

Any changes to the conditions and specifications must be in the form of a written addendum to be valid; therefore, the Purchasing Agent will issue a written addendum to document each approved change. Generally when addenda are required, the bid opening date will be changed.

Chatham County has an equal opportunity purchasing policy. Chatham County seeks to ensure that all segments of the business community have access to supplying the goods and services needed by County programs. The County affirmatively works to encourage utilization of disadvantaged and minority business enterprises in our procurement activities. The County provides equal opportunity for all businesses and does not discriminate against any persons or businesses regardless of race, color, religion, age, sex, national origin or handicap. The terms "disadvantaged business," "minority business enterprise," and "minority person" are more specifically defined and explained in the Chatham County Purchasing Ordinance and Procedures Manual, Article VII - Disadvantaged Business Enterprises Program.

This project IS NOT a Special Purpose Local Option Sales Tax (SPLOST) Project. See paragraph 2.22 for M/WBE participation goals.

**SECTION I
INSTRUCTIONS TO BIDDERS**

1.1 **Purpose:** The purpose of this document is to provide general and specific information for use in submitting a bid to supply Chatham County with equipment, supplies, and/or services as described herein. All bids are governed by the Code of Chatham County, Chapter 4, Article IV, and the laws of the State of Georgia.

1.2 **How to Prepare Bids:** All bids shall be:

- a. Prepared on the forms enclosed herewith, unless otherwise prescribed, and **all documents must be submitted.**
- b. Typewritten or completed with pen and ink, signed by the business owner or authorized representative, with all erasures or corrections initialed and dated by the official signing the bid. **ALL SIGNATURE SPACES MUST BE SIGNED.**

Bidders are encouraged to review carefully all provisions and attachments of this document prior to submission. Each bid constitutes an offer and may not be withdrawn except as provided herein.

1.3 **How to Submit Bids:** All bids shall be:

- a. **An original and duplicate copy must be submitted in a sealed opaque envelope, plainly marked with the bid number and title, date and time of bid opening, and company name.**
- b. Mailed or delivered as follows in sufficient time to ensure receipt by the Purchasing Agent on or before the time and date specified above.

**Chatham County Purchasing and Contracting
Purchasing Agent
1117 Eisenhower Drive
Suite C
Savannah, Georgia 31406.**

BIDS NOT RECEIVED BY THE TIME AND DATE SPECIFIED WILL NOT BE OPENED OR CONSIDERED.

1.4 **How to Submit an Objection:** Objections from bidders to this invitation to bid and/or these specifications should be brought to the attention of the County Purchasing Agent in the following manner:

- a. When a pre-bid conference is scheduled, bidders shall either present their

oral objections at that time or submit their written objections at least two (2) days prior to the scheduled pre-bid conference.

- b. When a pre-bid conference is not scheduled, the bidder shall submit any objections he may have in writing not less than five (5) days prior to the opening of the bid.
- c. The objections contemplated may pertain to form and/or substance of the invitation to bid documents. Failure to object in accordance with the above procedure will constitute a waiver on the part of the business to protest this invitation to bid.

- 1.5 **Failure to Bid:** If a bid is not submitted, the business should return this invitation to bid document, stating reason therefore, and indicate whether the business should be retained or removed from the County's bidders list.
- 1.6 **Errors in Bids:** Bidders or their authorized representatives are expected to fully inform themselves as to the conditions, requirements, and specifications before submitting bids. Failure to do so will be at the bidder's own risk. In case of error in extension of prices in the bid, the unit price will govern.
- 1.7 **Standards for Acceptance of Bid for Contract Award:** The County reserves the right to reject any or all bids and to waive any irregularities or technicalities in bids received whenever such rejection or waiver is in the best interest of the County. The County reserves the right to reject the bid of a bidder who has previously failed to perform properly or complete on time contracts of a similar nature, or a bid from a bidder whom investigation shows is not in a position to perform the contract.
- 1.8 **Bid Tabulation:** Tabulations for all bids will be posted for thirty (30) days after the bid opening in the Office of Purchasing and Contracting, 1117 Eisenhower Drive, Suite C, Savannah, Georgia 31406 or can be reviewed on the Purchasing web site 24/48 hours after opening at <http://purchasing.chathamcounty.org>.
- 1.9 **Bidder:** Whenever the term "bidder" is used it shall encompass the "person," "business," "contractor," "supplier," "vendor," or other party submitting a bid or proposal to Chatham County in such capacity before a contract has been entered into between such party and the County.
- 1.10 **Responsible / Responsive Bidder:** *Responsible Bidder* means a person or entity that has the capability in all respects to perform fully and reliably the contract requirements. *Responsive Bidder* means a person or entity that has submitted a bid or proposal that conforms in all material respects to the requirements set forth in the invitation for bids or request for proposals.
- 1.11 **Compliance with Laws:** The bidder and/or contractor shall obtain and maintain all

licenses, permits, liability insurance, workman's compensation insurance and comply with any and all other standards or regulations required by federal, state or County statute, ordinances and rules during the performance of any contract between the contractor and the County. Any such requirement specifically set forth in any contract document between the contractor and the County shall be supplementary to this section and not in substitution thereof.

- 1.12 **Contractor:** Contractor or subcontractor means any person or business having a contract with Chatham County. The Contractor/Vendor of goods, material, equipment or services certifies that they will follow equal employment opportunity practices in connection with the awarded contract as more fully specified in the contract documents.
- 1.13 **Local Preference:** On 27 March 1998, the Board of Commissioners adopted a Local Vendor Preference Ordinance. This Ordinance does not apply to construction contracts. However, contractors are encouraged to apply the same method when awarding bids to local and local M/WBE businesses whenever possible in order to promote growth in Chatham County's economy. **NOTE: Local Preference does not apply to Public Works Construction contracts.**
- 1.14 **Debarred Firms and Pending Litigation:** Any potential proposer/firm listed on the Federal or State of Georgia Excluded Parties Listing (Barred from doing business) **will not** be considered for contract award. Proposers **shall disclose** any record of pending criminal violations (Indictment) and/or convictions, pending lawsuits, etc., and any actions that may be a conflict of interest occurring within the past five (5) years. Any proposer/firm previously defaulting or terminating a contract with the County will not be considered.

** All bidders or proposers are to read and complete the Disclosure of Responsibility Statement enclosed as an Attachment to be returned with response. Failure to do so may result in your solicitation response being rejected as non-responsive.

Bidder acknowledges that in performing contract work for the Board, bidder shall not utilize any firms that have been a party to any of the above actions. If bidder has engaged any firm to work on this contract or project that is later debarred, Bidder shall sever its relationship with that firm with respect to the Board contract.

- 1.15 **Performance Evaluation:** On 11 April 2008, the Chatham County Board of Commissioners approved a change to the County Purchasing Ordinance requiring Contractor/Consultant Performance Evaluations, as a minimum, annually, prior to contract anniversary date.

Should Contractor/Consultant performance be unsatisfactory, the appointed County Project Manager for the contract may prepare a Contractor/Consultant Complaint Form or a Performance Evaluation to the County Purchasing Agent.

- 1.16 **Payment of Taxes:** No contract shall be awarded unless all real and personal property taxes have been paid by the successful contractor and/or subcontractors as adopted by the Board of Commissioners on 8 April 1994.
- 1.17 Not Used
- 1.18 **Immigration:** On 1 July 2008, the Georgia Security and Immigration Compliance Act (SB 529, Section 2) became effective. Contractors and subcontractors entering into a contract or performing work must sign an affidavit that he/she has used the E-Verify System. E-Verify is a no-cost federal employment verification system to insure employment eligibility. Affidavits are enclosed in this solicitation. You may download M-274 Handbook for Employers at <http://www.dol.state.ga.us/spotlight/employment/rules>. You may go to <http://www.uscis.gov> to find the E-Verify information.

Protection of Resident Workers: Chatham County Board of Commissioners actively supports the Immigration and Nationality Act (IN) which includes provisions addressing employment eligibility, employment verification, and nondiscrimination. Under the IN, employers may hire only persons who may legally work in the United States (i.e., citizens and nationals of the U.S.) and aliens authorized to work in the U.S. The employer must verify the identity and employment eligibility of anyone to be hired, which includes completing the Employment Eligibility Verification Form (I-9). The Contractor shall establish appropriate procedures and controls so no services or products under the Contract Documents will be performed or manufactured by any worker who is not legally eligible to perform such services or employment.

- 1.19 **Surcharge:** Unless otherwise stated in this bid, all prices quoted by the contractor/vendor must be F.O.B. Chatham County, Savannah, GA. with all delivery handling, surcharges, and other charges included in the bid price. Failure to do so may cause rejection of the bid. The County will not pay additional surcharges.

SECTION II GENERAL TERMS, CONDITIONS AND EXCEPTIONS

- 2.1 **Specifications:** Any obvious error or omission in specifications shall not inure to the benefit of the bidder but shall put the bidder on notice to inquire of or identify the same from the County. Whenever herein mentioned is made of any article, material or workmanship to be in accordance with laws, ordinances, building codes, underwriter's codes, ASTM regulations or similar expressions, the requirements of these laws, ordinances, etc., shall be construed to be the minimum requirements of these specifications.
- 2.2 **Multiple Bids:** No vendor will be allowed to submit more than one (1) bid. Any alternate proposals must be brought to the Purchasing Agent's attention during the Pre-bid Conference or submitted in writing at least five (5) days preceding the bid

opening date.

- 2.3 Not Used.
- 2.4 **Prices to be Firm:** Bidder warrants that bid prices, terms and conditions quoted in his bid will be firm for acceptance for a period of sixty (60) days from bid opening date, unless otherwise stated in the bid.
- 2.5 **Completeness:** All information required by Invitation for Bids/Proposals must be completed and submitted to constitute a proper bid or proposal.
- 2.6 **Quality:** All materials, or supplies used for the construction necessary to comply with this proposal shall be of the best quality, and of the highest standard of workmanship. Workmanship employed in any construction, repair, or installation required by this proposal shall be of the highest quality and meet recognized standards within the respective trades, crafts and of the skills employed.
- 2.7 **Guarantee:** Unless otherwise specified by the County, the bidder shall unconditionally guarantee the materials and workmanship on all material and/or services. If, within the guarantee period, any defects occur which are due to faulty material and or services, the contractor at his expense, shall repair or adjust the condition, or replace the material and/or services to the complete satisfaction of the County. These repairs, replacements or adjustments shall be made only at such time as will be designated by the County as being least detrimental to the operation of County business.
- 2.8 **Liability Provisions:** Where bidders are required to enter or go onto Chatham County property to take measurements or gather other information in order to prepare the bid or proposal as requested by the County, the bidder shall be liable for any injury, damage or loss occasioned by negligence of the bidder, his agent, or any person the bidder has designated to prepare the bid and shall indemnify and hold harmless Chatham County from any liability arising therefrom. The contract document specifies the liability provisions required of the successful bidder in order to be awarded a contract with Chatham County.
- 2.9 **Cancellation of Contract:** The contract may be canceled or suspended by Chatham County in whole or in part by written notice of default to the Contractor upon non-performance or violation of contract terms. An award may be made to the next low bidder, for articles and/or services specified or they may be purchased on the open market and the defaulting Contractor (or his surety) shall be liable to Chatham County for costs to the County in excess of the defaulted contract prices. See the contract documents for complete requirements.
- 2.10 **Patent Indemnity:** Except as otherwise provided, the successful bidder agrees to indemnify Chatham County and its officers, agents and employees against liability, including costs and expenses for infringement upon any letters patent of the United States

arising out of the performance of this Contract or out of the use or disposal for the account of the County of supplies furnished or construction work performed hereunder.

2.11 **Certification of Independent Price Determination:** By submission of this bid, the bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, that in connection with this procurement:

- (1) The prices in this bid have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
- (2) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly to any other bidder or to any competitor; and
- (3) No attempt has been made or will be made by the bidder to induce any other person or firm to submit or not submit a bid for the purpose or restricting competition.

2.12 **Award of Contract:** The contract, if awarded, will be awarded to that responsible bidder whose bid/proposal will be most advantageous to Chatham County, price and other factors considered. The Board of Commissioners will make the determination as to which bid or proposal that serves as the best value to Chatham County.

2.13 **Procurement Protests:** Objections and protests to any portion of the procurement process or actions of the County staff may be filed with the Purchasing Agent for review and resolution. The Chatham County Purchasing Procedures Manual, Article IX - Appeals and Remedies shall govern the review and resolution of all protests.

2.14 **Qualification of Business (Responsible Bidder or Proposer):** A responsible bidder or proposer is defined as one who meets, or by the date of the bid acceptance can meet, certifications, all requirements for licensing, insurance, and registrations, or other documentation required by the Design Professional engaged to develop Scope of Work, specifications and plans. These documents will be listed in the Special Conditions further on in this solicitation. Chatham County has the right to require any or all bidders to submit documentation of the ability to perform, provide, or carry out the service or provide the product requested.

Chatham County has the right to disqualify the bid or proposal of any bidder or proposer as being unresponsive or irresponsible whenever such bidder/proposer cannot document the ability to deliver the requested product.

2.15 **Chatham County Tax Certificate Requirement:** A current Chatham County Tax Certificate is required unless otherwise specified. Please contact the Building Safety and

Regulatory Services at (912) 201-4300 for additional information.

NOTE: No contract shall be awarded unless all real and personal property taxes have been paid by the successful contractor and/or subcontractors as adopted by the Board of Commissioners on 8 April 1994.

- 2.16 **Insurance Provisions, General:** The selected contractor shall be required to procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees or subcontractors. The cost of such insurance shall be included in the Bid. It is every contractor's responsibility to provide the County Purchasing and Contracting Division current and up-to-date Certificates of Insurance for multiple year contracts before the end of each term. **Failure to do so may be cause for termination of contract.**

2.16.1 General Information that shall appear on a Certificate of Insurance:

Name of the Producer (Contractor's insurance Broker/Agent).

Companies affording coverage (there may be several).

Name and Address of the Insured (this should be the Company or Parent of the firm Chatham County is contracting with).

A Summary of all current insurance for the insured (includes effective dates of coverage).

A brief description of the operations to be performed, the specific job to be performed, or contract number.

Certificate Holder (This is to always include Chatham County).

Chatham County as an Additional Insured: Chatham County invokes the defense of sovereign immunity. In order not to jeopardize the use of this defense, the County **is not** to be included as an Additional Insured on insurance contracts.

2.16.2 **Minimum Limits of Insurance** to be maintained for the duration of the contract:

a. **Commercial General Liability:** Provides protection against bodily injury and property damage claims arising from operations of a Contractor or Tenant. This policy coverage includes: premises and operations, use of independent contractors, products/completed operations, personal injury, contractual, broad form property damage, and underground, explosion and collapse hazards. Minimum limits: \$1,000,000 bodily injury and property damage per occurrence and annual aggregate.

b. **Worker's Compensation and Employer's Liability:** Provides statutory protection against bodily injury, sickness or disease sustained by employees of the Contractor while performing within the scope of their duties.

Employer's Liability coverage is usually included in Worker's Compensation policies, and insures common law claims of injured employees made in lieu of or in addition to a Worker's Compensation claim. Minimum limits: \$500,000 for each accident., disease policy limit, disease each employee and Statutory Worker's Compensation limit.

- c. **Business Automobile Liability:** Coverage insures against liability claims arising out of the Contractor's use of automobiles. Minimum limit: \$1,000,000 combined single limit per accident for bodily injury and property damage. Coverage should be written on an Any Auto basis.

2.16.3 Special Requirements:

- a. **Claims-Made Coverage:** The limits of liability shall remain the same as the occurrence basis, however, the Retroactive date shall be prior to the coincident with the date of any contract, and the Certificate of Insurance shall state the coverage is claims-made. The Retroactive date shall also be specifically stated on the Certificate of Insurance.
- b. **Extended Reporting Periods:** The Contractor shall provide the County with a notice of the election to initiate any Supplemental Extended Reporting Period and the reason(s) for invoking this option.
- c. **Reporting Provisions:** Any failure to comply with reporting provisions of the policies shall not affect coverage provided in relation to this request.
- d. **Cancellation:** Each insurance policy that applies to this request shall be endorsed to state that it shall not be suspended, voided, or canceled, except after thirty (30) days prior to written notice by certified mail, return receipt requested, has been given to the County.
- e. **Proof of Insurance:** Chatham County shall be furnished with certificates of insurance and with original endorsements affecting coverage required by this request. The certificates and endorsements are to be signed by a person authorized by the insurer to bind coverage on its behalf. All certificates of insurance are to be submitted prior to, and approved by, the County before services are rendered. The Contractor must ensure Certificate of Insurance is updated for the entire term of the Contract.
- f. **Insurer Acceptability:** Insurance is to be placed with an insurer having an A.M. Best's rating of A and a five (5) year average financial rating of not less than V. If an insurer does not qualify for averaging on a five year basis, the current total Best's rating will be used to evaluate insurer acceptability.

- g. **Lapse in Coverage:** A lapse in coverage shall constitute grounds for contract termination by the Chatham County Board of Commissioners.
- h. **Deductibles and Self-Insured Retention:** Any deductibles or self-insured retention must be declared to, and approved by, the County. At the option of the County, either: the insurer shall reduce or eliminate such deductibles or self-insured retention as related to the County, its officials, officers, employees, and volunteers; or the Contractor shall procure a bond guaranteeing payment of related suits, losses, claims, and related investigation, claim administration and defense expenses.

2.16.4 **Additional Coverage for Specific Procurement Projects: NOT APPLICABLE FOR THIS PROJECT**

- a. **Professional Liability:** Insure errors or omission on behalf of architects, engineers, attorneys, medical professionals, and consultants.

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|------------------------------|---|
| <u>Minimum Limits:</u> | \$1 million per claim/occurrence |
| <u>Coverage Requirement:</u> | If claims-made, retroactive date must precede or coincide with the contract effective date or the date of the Notice to Proceed. The professional <u>must state</u> if tail coverage has been purchased and the duration of the coverage. |

- b. **Builder's Risk: (For Construction or Installation Contracts)** Covers against insured perils while in the course of construction.

| | |
|-------------------------------|--|
| <u>Minimum Limits:</u> | All-Risk coverage equal 100% of contract value |
| <u>Coverage Requirements:</u> | Occupancy Clause - permits County to use the facility prior to issuance of Notice of Substantial Completion. |

2.17 **Compliance with Specification - Terms and Conditions:** The Invitation to Bid, Legal Advertisement, General Conditions and Instructions to Bidders, Specifications, Special Conditions, Vendor's Bid, Addendum, and/or any other pertinent documents form a part of the bidders proposal or bid and by reference are made a part hereof.

2.18 **Signed Bid Considered Offer:** The signed bid shall be considered an offer on the part of the bidder, which offer shall be deemed accepted upon approval by the Chatham County Board of Commissioners, Purchasing Agent or his designee. In case of a default on the part of the bidder after such acceptance, Chatham County may take such action as it deems appropriate, including legal action for damages or lack of required performance.

2.19 **Notice to Proceed:** The successful bidder or proposer shall not commence work under this Invitation to Bid until a written contract is awarded and a Notice to Proceed is issued by the Purchasing Agent or his designee. If the successful bidder does commence any work or

deliver items prior to receiving official notification, he does so at his own risk.

2.20 Payment to Contractors: Instructions for invoicing the County for products delivered to the County are specified in the contract document.

- a. Questions regarding payment may be directed to the Finance Department at (912) 652-7900 or the County's Project Manager as specified in the contract documents.
- b. Contractors will be paid the agreed upon compensation upon satisfactory delivery of the products or completion of the work as more fully described in the contract document.
- c. Upon completion of the work or delivery of the products, the Contractor will provide the County with an affidavit certifying all suppliers, persons or businesses employed by the Contractor for the work performed for the County have been paid in full.
- d. Chatham County is a tax exempt entity. Every contractor, vendor, business or person under contract with Chatham County is required by Georgia law to pay State sales or use taxes for products purchased in Georgia or transported into Georgia and sold to Chatham County by contract. Please consult the State of Georgia, Department of Revenue, Sales and Use Tax Unit in Atlanta (404) 656-4065 for additional information.

2.21 Not Used

2.22 The Chatham County Board of Commissioners has adopted an aggressive program that establishes goals for minority/woman, small and disadvantaged business participation in construction, professional services, and general procurement.

- a. The Chatham County Board of Commissioners under Georgia law may reject any bid as non-responsive if they feel a bidder did not exercise "Good Faith Effort" in obtaining the goal established for M/WBE participation.
- b. The Chatham County Board of Commissioners adopted a policy establishing goals oriented to increase participation of minority and female owned businesses, through M/WBE certification and development. In order to accurately document participation, businesses submitting bids, quotes or proposals are encouraged to report ownership status. A bidder or vendor that is certified by any agency of the Federal Government or State of Georgia may submit a copy of their certification with their bid as proof of qualifications. Bidders that intend to engage in joint ventures or utilize subcontractors must submit to the County Contracts Administrator, a report on Minority/Female Business Enterprise participation.

Goals established for this project is 12% MBE/ 5% WBE.

c. A Minority/Female Business Enterprise (M/WBE) is a business concern that is at least 51% owned by one or more minority/female individuals and whose daily business operations are managed and directed by one (1) or more of the minority/female owners.

2.23 Bidders or proposers are required to make a **Good Faith Effort**, where subcontracting is to be utilized in performing the contract, to subcontract with or purchase supplies from qualified M/WBE's. Bidders or proposers are required to state if they intend to subcontract any part of the work. Goals will be established for each contract at the onset. **Forms** requiring the signatures of bidders or proposers are enclosed as **Attachments** and must be completed and returned with your bid response. If forms are not completed and submitted, the bid may be considered nonresponsive.

Each bidder or proposer is required to maintain records of such efforts in detail adequate to permit a determination of compliance with these requirements. All contracts will reflect **Good Faith Efforts** and reporting requirements for the term of the contract. The County particularly urges general contractors to give emphasis to subcontracting with local area firms.

For information on the program or M/WBE contractors/vendors please contact the Chatham County Minority and Women Business Coordinator, 124 Bull Street, Suite 310, Savannah, Georgia 31401, (912) 652-7860 phone, (912) 652-7849 fax.

2.24 **GEORGIA OPEN RECORDS ACT** - The responses will become part of the County's official files without any obligation on the County's part. Ownership of all data, materials and documentation prepared for and submitted to Chatham County in response to a solicitation, regardless of type, shall belong exclusively to Chatham County and will be considered a record prepared and maintained or received in the course of operations of a public office or agency and subject to public inspection in accordance with the Georgia Open Records Act, Official Code of Georgia Annotated, Section 50-18-70, et. Seq., unless otherwise provided by law.

Responses to RFP's shall be held confidential from all parties other than the County until after the contract is awarded by the Board of Commissioners.

The vendor and their bid price in response to the ITB will be read allowed at public bid openings. After Bid Tabulations, the ITB shall be available for public viewing.

Chatham County shall not be held accountable if material from responses is obtained without the written consent of the vendor by parties other than the County, at any time during the solicitation evaluation process.

- 2.25 **GEORGIA TRADE SECRET ACT of 1990** - In the event a Bidder/Proposer submits trade secret information to the County, the information must be clearly labeled as a Trade Secret. The County will maintain the confidentiality of such trade secrets to the extent provided by law.
- 2.26 **CONTRACTOR RECORDS** -The Georgia Open Records Act is applicable to the records of all contractors and subcontractors under contract with the County. This applies to those specific contracts currently in effect and those which have been completed or closed for up to three (3) years following completion. Again, this is contract specific to the County contracts only.
- 2.27 **EXCEPTIONS**-All proceedings, records, contracts and other public records relating to procurement transactions shall be open to the inspection of any citizen, or any interested person, firm or corporation, in accordance with the Georgia Open Records Act except as provided below:
- a. Cost estimates relating to a proposed procurement transaction prepared by or for a public body shall not be open to public inspection.
 - b. Any competitive sealed bidding bidder, upon request, shall be afforded the opportunity to inspect bid records within a reasonable time after the opening of all bids but prior to award, except in the event that the County decides not to accept any of the bids and to rebid the contract. Otherwise, bid records shall be open to public inspection only after award of the contract. Any competitive negotiation offer or, upon request, shall be afforded the opportunity to inspect proposal records within a reasonable time after the evaluation and negotiations of proposals are completed but prior to award except in the event that the County decides not to accept any of the proposals and to reopen the contract. Otherwise, proposal records shall be open to the public inspection only after award of the contract except as provided in paragraph "c" below. Any inspection of procurement transaction records under this section shall be subject to reasonable restrictions to ensure the security and integrity of the records.
 - c. Trade secrets or proprietary information submitted by a bidder, offer or contractor in connection with a procurement transaction shall not be subject to public disclosure under the Georgia Open Records Act; however, the bidder, offer or contractor must invoke the protections of this section prior to or upon submission of the data or other materials, and must identify the data or other materials to be protected and state the reasons why protection is necessary.
 - d. Nothing contained in this section shall be construed to require the County, when procuring by "competitive negotiation" (Request for Proposal), to furnish a statement of the reasons why a particular proposal was not deemed to be the most advantageous to the County.

**SECTION III
ADDITIONAL CONDITIONS**

- 3.1 **METHOD OF COMPENSATION.** The compensation provided for herein shall include all claims by the CONTRACTOR for all costs incurred by the CONTRACTOR in the conduct of the Project as authorized by the approved Project Compensation Schedule and this amount shall be paid to the CONTRACTOR after receipt of the invoice and approval of the amount by the COUNTY. The COUNTY shall make payments to the CONTRACTOR within thirty (30) days from the date of receipt of the CONTRACTOR's acceptable statement on forms prepared by the CONTRACTOR and approved by the COUNTY.
- 3.2 **SURETY REQUIREMENTS and Bonds: (DOES NOT APPLY TO THIS PROJECT)**
- A. Such bidder shall post a bid bond, certified check or money order made payable to the Chatham County Finance Department in the amount of 5% of the bid price.
 - B. Contractor(s) shall post a payment/performance bond, certified check or money order made payable to the Chatham County Finance Department in the amount of 100% of the bid price if awarded the purchase. Such bond(s) are due prior to contract execution as a guarantee that goods meet specifications and will be delivered per contract. Such bonds will also guarantee quality performance of services and timely payment of invoices to any subcontractors.
 - C. Whenever a bond is provided, it shall be executed by a surety authorized to do business in the State of Georgia and approved by Chatham County.
 - D. Bidder acknowledges Chatham County's right to require a Performance and Payment Bond of a specific kind and origin. "Performance Bond" means a bond with good and sufficient surety or sprites for the faithful performance of the contract and to indemnify the governmental entity for any damages occasioned by a failure to perform the same within the prescribed time. Such bond shall be payable to, in favor of, and for the protection of the governmental entity for which the work is to be done. "Payment Bond" means a bond with good and sufficient surety or sureties payable to the governmental entity for which the work is to be done and intended for the use and protection of all subcontractors and all persons supplying labor, materials, machinery, and equipment in the prosecution of the work provided for in the public works construction contract.
 - E. Forfeit the amount of the Bid Bond if he/she fails to enter into a contract

with Chatham County to do and/or furnish everything necessary to provide service and/or accomplish the work stated and/or specified in this bid proposal for the bid amount, and;

3.3 AUDITS AND INSPECTIONS:

At any time during normal business hours and as often as the County may deem necessary, the Contractor and his subcontractors shall make available to the County and/or representatives of the Chatham County Department of Internal Audit for examination all of its records with respect to all matters covered by this Contract. It shall also permit the County and/or representatives of the Department of Internal Audit to audit, inspect, examine and make copies, excerpts or transcripts from such records of personnel, conditions of employment and other data relating to all matters covered by this Contract. All documents to be audited shall be available for inspection at all reasonable times in the main offices of the County or at the offices of the Contractor as requested by the County.

3.4 WARRANTY REQUIREMENTS:

- a. Provisions of item 2.7 apply.
- b. Warranty required.

- X
 - 1. Standard warranty shall be offered with bid.
 - 2. Extended warranty shall be offered with bid. The cost of the extended warranty will be listed separately on the bid sheet.

3.5 TERMS OF CONTRACT: (check where applicable):

- a. Annual Contract (with renewal options for four (4) additional one (1) year terms if all parties agree)
- X b. Annual Price Agreement – For 2013 model year - (THE BOARD OF COMMISSIONERS RESERVES THE RIGHT TO PURCHASE ADDITIONAL VEHICLES AS LONG AS THEY ARE AVAILABLE).
- c. Other **ONE TIME CONTRACT**

CONVERSATIONS OR CORRESPONDENCE REGARDING THIS SOLICITATION OR REPORT BETWEEN PROSPECTIVE OFFERORS AND PERSONS OUTSIDE THE CHATHAM COUNTY PURCHASING OFFICE WILL NOT BE CONSIDERED OFFICIAL OR BINDING UNLESS OTHERWISE SPECIFICALLY AUTHORIZED WITHIN THIS DOCUMENT.

The undersigned bidder or proposer certifies that he/she has carefully read the preceding list of instructions to bidders and all other data applicable hereto and made a part of this invitation; and, further certifies that the prices shown in his/her bid/proposal are in accordance with all documents contained in this Invitation for Bids/ Proposals package, and that any exception taken thereto may disqualify his/her bid/proposal.

This is to certify that I, the undersigned bidder, have read the instructions to bidder and agree to be bound by the provisions of the same.

This _____ day of _____ 20 _____.

BY _____

SIGNATURE

TITLE

COMPANY

Phone / Fax No's.

CHATHAM COUNTY, GEORGIA
SURETY REQUIREMENTS

A Bid Bond for five percent (5%) of the amount of the bid **is not** required to be submitted with each bid.

A Performance Bond for one hundred percent (100%) of the bid **shall not** be required of the successful bidder.

The Bidder certifies that he/she has examined all documents contained in this bid package, and is familiar with all aspects of the proposal and understands fully all that is required of the successful bidder. The Bidder further certifies that his/her bid shall not be withdrawn for thirty (30) days from the date on which his bid is publicly opened and read.

The Bidder agrees, if awarded this bid, he/she will:

- A. Furnish, upon receipt of an authorized Chatham County Purchase Order, all items indicated thereon as specified in this bid proposal for the bid amount, or;
- B. Enter a contract with Chatham County to do and/or furnish everything necessary to provide the service and/or accomplish the work as stated and/or specified in this bid proposal for the bid amount, and;
- C. Furnish, if required, a Performance Bond, and acknowledges Chatham County's right to require a Performance Bond of a specific kind and origin, and;
- D. Forfeit the amount of the Bid Bond if he/she fails to enter a contract with Chatham County as stated in (B) above, within fifteen (15) days of the date on which he/she is awarded the bid, and/or;
- E. Forfeit the amount of the Performance Bond if he/she fails to execute and fulfill the terms of the contract entered. The amount of forfeiture shall be:
 - 1. The difference between his/her bid and the next lowest, responsible bid that has not expired or been withdrawn, or;
 - 2. The difference between his/her bid and the amount of the lowest, responsible bid received as a result of rebidding, including all costs related to rebidding.

COMPANY

DATE

SIGNATURE

TITLE

TELEPHONE NUMBER

ANNUAL PRICE AGREEMENT FOR 2014 MODEL YEAR NEW TRUCKS, VANS AND

**SUV'S FOR CHATHAM COUNTY GOVERNMENT
VEHICLE/EQUIPMENT SPECIFICATION AND BID**

SPECIFICATIONS FOR:

BID NO. 13-0108-7

This bid will set unit pricing for the entire 2014 model year, and will include all standard features as of January 2, 2014. It is the County's intent that award shall be based on unit price. The County reserves the right to award to multiple vendors. Bid will be accepted from vehicle dealerships only. No bids from vehicle brokers will be considered.

QUANTITY: UNDETERMINED / OPEN - ENDED FOR MODEL YEAR

COUNTY CONTACT: GEORGE BOWEN (912) 652 - 6878

Delivery cost to 65 Billy B. Hair Dr., Savannah, GA 31408

(DO NOT anticipate drop shipping)

* NO DEALER ADVERTISING IS TO BE ON ANY VEHICLE*

UNITS MUST BE FULL OF FUEL AT TIME OF DELIVERY

Specifications may contain optional equipment.

(The above specifications apply to all items).

ITEM #1

DESCRIPTION: NEW 2014 Ford F-150 Model: XL Regular Cab, 4x2, 6-1/2' Box body

STANDARD EQUIPMENT DETAILS

5.0L V8 FFV Engine
Electronic 6-Speed Automatic Transmission
with Tow/Haul Mode, 4X2
3.31 Non-Limited Slip Axle Ratio

EXTERIOR

All Available Colors
Side Mirrors – Manual
17" Grey Styled Steel Wheels
P235/75R17 Black side wall All-Terrain Tires
Interval Wipers
Locking Removable Tailgate w/Lift Assist
Rear Solar Tinted Glass
Spare Tire & Wheel Lock

INTERIOR

- Vinyl Seats 40/20/40 Front Seat (all available colors)
- Black Vinyl Flooring
- AM/FM Stereo and Clock
- Day/Night Rearview Mirror
- Manual Air Conditioning/ Heat
- Tilt Steering Wheel
- Manual Windows & Door Locks
- 4 Keys

SAFETY

- 4-Wheel Disc Brakes w/ABS
- Anti-Theft Ignition

UNIT COST PRICE

\$ _____

Options/Upgrade

- A. XL 4 X4 Drive, to include
3.55 Non-Limited Slip Axle Ratio \$ _____
- B. XL Super Cab \$ _____
- C. XL Super Crew \$ _____
- D. Up Grade to XLT model \$ _____
- E. 5-1/2 ft. Styleside Body \$ _____
- F. 8 ft. Styleside Body \$ _____
- G. 101A equipment group \$ _____
- H. XL Trailer Tow Pkg. \$ _____
- I. XL Plus Pkg. \$ _____
- J. XL Decor Group \$ _____
- K. Pwr. Equipment Group \$ _____
- L. Trailer Tow Pkg. \$ _____
- M. Tail Gate Step \$ _____
- N. Box Side Steps 2 \$ _____
- O. Carpet & Carpeted Floor Mats \$ _____
- P. Trailer Brake Controller \$ _____
- Q. Cruise Control \$ _____
- R. Cloth – 40/20/40 Front Seat \$ _____
- S. Factory spray-in bedliner \$ _____
- T. Drive-side spotlight \$ _____
- U. Black Tubular Running Boards \$ _____
- V. Rear View Camera \$ _____

TIME REQUIRED FOR DELIVERY _____/DAYS

ITEM #2

DESCRIPTION: NEW 2014 Ford F-250 Model: XL Regular Cab, 4x2, 8' Box body

STANDARD EQUIPMENT DETAILS

6.2L V8-FFV (Gas)
Torq Shift 6-Speed Select Shift Automatic

EXTERIOR

All available colors
Manual Trailer Tow Mirrors with Manual Glass
Black Grille/Bumpers
Fixed Interval Wipers
Front Tow Hooks
Locking Removable Tailgate w/Lift Assist Pickup Box
Trailer Towing Package
Tires (245/75R17)
Spare Tire, Wheel Lock & Jack
Driver side spot light

INTERIOR

Vinyl Seats 40/20/40, dark color
Air Conditioning - Manual & Heat
AM/FM Stereo w/Clock
Black Vinyl Floor Covering
Vinyl Sun Visors
Day-Night Rear View Mirror
Power Windows & Door Locks
4 Keys

SAFETY

Driver/Passenger Air Bags
4-Wheel Antilock Brake System
Securilock Anti-Theft Ignition

UNIT COST PRICE

\$ _____

Options / Up grade

- A. 6 3/4' Box Body \$ _____
- B. Cloth Seats \$ _____
- C. XL Super cab \$ _____
- D. XL Super crew \$ _____
- E. Dual rear wheels (F-350 only) \$ _____
- F. 4x4 \$ _____

| | | |
|----|---|----------|
| G. | F-350 XL Regular Cab (6.7L V8 Diesel) | \$ _____ |
| H. | F-450 XL Regular Cab (6.7L V8 Diesel) | \$ _____ |
| I. | Heavy service pkg. | \$ _____ |
| J. | Pick up box delete (66d) | \$ _____ |
| K. | Spare tire & jack / with (66 D) | \$ _____ |
| L. | 6.7L V-8 Turbo Diesel with 3.31 non - limited slip axle ratio | \$ _____ |
| M. | 3.73 Electronic locking axle | \$ _____ |
| N. | Power equipment group (Pwr. Windows, Locks & Mirrors) | \$ _____ |
| O. | Carpet & Floor Mats | \$ _____ |
| P. | Upfitter switches | \$ _____ |
| Q. | Heavy duty service suspension | \$ _____ |
| R. | Cruise control | \$ _____ |
| S. | Skid plates / with 4X4 drive | \$ _____ |
| T. | Factory spray-in bedliner | \$ _____ |
| U. | Drive - side spotlight | \$ _____ |
| V. | F-350 Cab and Chassis (6.7L V8 Diesel) | \$ _____ |
| W. | Black Tubular Running Boards | \$ _____ |
| X. | Rear View Camera | \$ _____ |
| Y. | Factory Trailer Brake Controller | \$ _____ |

TIME REQUIRED FOR DELIVERY _____/DAYS

ITEM #3

**DESCRIPTION: NEW 2014 SD F250 4x4 SUPERCAB, XL 142" WB STYLESIDE
STYLESIDE - 6 3/4' CARGO BOX**

STANDARD EQUIPMENT DETAILS

6.7L V-8 Diesel
6- Speed Auto TorqShift Trans
3.31 Non - Limited Slip Axle Ratio
Integrated Trailer Brake Controller

MECHANICAL

Type: Diesel
Horsepower: 400 @ 2800 RPM
Torque: 800 @ 1600 RPM
Drive Train: Rear Wheel Drive

ELECTRICAL SYSTEM

Heavy duty electrical package
200 amp alternator, minimum
Maintenance free battery

INTERIOR

- All available colors
- Vinyl Seats 40/20/40
- Rear fold-up Bench Seat
- Vinyl sun-visors
- Black vinyl floor covering
- Factory Air Conditioning & Heat
- Pwr Door Locks & Windows
- Cruise Control
- AM/FM radio stereo w/ clock minium
- Day-Night rear view mirror
- Analog gages instead of warning lights
- Electronic Shift-On -The -Fly
- Upfitter Switches
- 4 sets of keys per vehicle

EXTERIOR

- All available color
- Fixed Interval wipers
- Front Tow Hooks
- Locking removable tailgate w/ lift assist
- Pickup box, tie down hooks
- Full-size spare tire, wheel & jack tools
- Manual locking hubs
- Mono Beam coil spring suspension w/ stabilizer bar
- Trailer towing package
- Black grille/bumpers
- 17" black wall all-terrain tires (LT245/75Rx17E)
- Spare tire and Jack tools
- Backup Alarm (by ECCO)
- Skid Plates, Transfer Case & Fuel Tank (underbody)

UNIT COST PRICE

\$ _____

OPTIONS / UP GRADE

- A. 6.2L V-8 Gas with 3.73 Non - limited slip axle ratio \$ _____
- B. 8' BOX \$ _____
- C. Carpet & floor mats \$ _____
- D. Cloth seats 40/20/40 \$ _____
- E. 10,000 GVWR Pkg. \$ _____
- F. Up Fitter Switches \$ _____
- G. Factory Trialer Brake Controller \$ _____
- H. Locking Rear Axle \$ _____
- I. Rear View Camera \$ _____

TIME REQUIRED FOR DELIVERY _____/DAYS

ITEM #4

DESCRIPTION: NEW 2014 E350 XL SD EXT WAGON (15 PASSENGER VAN)

STANDARD EQUIPMENT DETAILS

138" WB

6.8L EFI V10 Engine

Elect, 5-SPD Auto O/D Trans

3.73 Non-Limited Slip Axle

MECHANICAL

Type: Gas/Ethanol

Horsepower: 255 @ 4,500 RPM

Torque: 350 @ 2,500 RPM

Drive Train: Rear Wheel Drive

Power Steering

225 Amp Alternator

Maintenance free battery

INTERIOR

All Available colors

(Vinyl Seats)

Front dual bucket seats

Vinyl front floor covering

Cloth headliner

Factory Tilt Steering

Factory Air Conditioning / Heat (Front & Rear

AM/FM radio stereo w/ clock minium

Inside rearview mirror

Rear view camera

Four (4) sets of keys per vehicle

Cruise control

Pwr. Window and Locks

User Defined Switches

Glove box w/12v pwr. Pt

EXTERIOR

All available colors

Interval Wipers

Hinged side cargo doors

Swing out side doors with fixed glass /fixed rear door glass

Sport wheel covers

Black grille/bumpers

LT245/75R16E BSW A/S TIRES

Privacy Glass
Full size spare tire and jack tools

UNIT COST PRICE \$ _____

OPTIONS / UP GRADE

- A. Trailer two pkg. Class II/III/IV \$ _____
- B. Full/door length running boards \$ _____
- C. Front License Plate Bracket \$ _____
- D. Sliding Right Side Cargo Door \$ _____
- E. Privacy Glass \$ _____

TIME REQUIRED FOR DELIVERY _____/DAYS

ITEM #5

DESCRIPTION: NEW 2014 E350 XL WAGON (12 PASSENGER VAN)

STANDARD EQUIPMENT DETAILS

138" WB
5.4L EFI V8 Engine
4-SPD Auto O/D Trans

MECHANICAL

Type: Gas/Ethanol
Horsepower: 255 @ 4,500 RPM
Torque: 350 @ 2,500 RPM
Drive Train: Rear Wheel Drive
Power Steering
155 Amp Alternator
Maintenance free battery

INTERIOR

All Available colors
(Vinyl Seats)
Front dual bucket seats
Vinyl front floor covering
Cloth headliner
Factory Tilt Steering
Factory Air Conditioning / Heat
AM/FM radio stereo w/ clock minium
Inside rearview mirror
Four (4) sets of keys per vehicle
Glove box w/12v pwr. Pt

EXTERIOR

- All available colors
- Interval Wipers
- Hinged side cargo doors
- Swing out side doors with fixed glass/fixed rear door glass
- Sport wheel covers
- Black grille/bumpers
- LT245/75R16E BSW A/S TIRES
- Spare tire and jack tools

UNIT COST PRICE

\$ _____

OPTIONS / UP GRADE

- A. Trailer two pkg. Class II/III/IV \$ _____
- B. Full/door length running boards \$ _____
- C. Front License Plate Bracket \$ _____
- D. Sliding Right Side Cargo Door \$ _____
- E. Rear view camera \$ _____
- F. Cruise control \$ _____
- G. Pwr. Window and Locks \$ _____
- H. User Defined Switches \$ _____
- I. Privacy Glass \$ _____
- J. High Capacity Air Conditioner \$ _____

TIME REQUIRED FOR DELIVERY _____/DAYS

ITEM #6

DESCRIPTION: NEW 2014 TRANSIT CONNECT, XLT (CARGO VAN)

STANDARD EQUIPMENT DETAILS

- 210A
- 114" Wheelbase
- 2.0L 14 Duratec Gas Engine
- 4 SPD Auto Transaxle W/O/D
- S7B with 210A Pkg.

MECHANICAL

- Type: Gas/Ethanol
- Horsepower: 136 @ 6,300 RPM
- Torque: 128 @ 4,750 RPM

ELECTRICAL SYSTEM

- Maintenance Free Battery

150 amp alternator, minimum

INTERIOR

Floor covering- carpeted front, vinyl rear
head-liner- full cloth
Tilt/Telescope Steering
Speed control
Power-point-2 front/1 RR
Power window and locks
Dome lamps-Frt, Mid & RR
Factory Air Conditioning -Manual
AM/FM Stereo/CD, W/ 2 speakers
Overhead stowage shelf
Bucket seats (Cloth)-manual 6- way
Driver, 4-way front pass (All available colors)

EXTERIOR

All available color
15-in wheels steel w/ cover
Full-size spare tire & ack
Manual fold power mirrors
Glass on side door and rear
Bumpers body color
Moldings-body side, grey wheel lip grey
Grille-Grey 3-Bar w/ lock
Fuel tank 15.4 gallon
Battery- 700CCA-Maint. Free
Alternator-150-Amp/Hour
Different key code for each vehicle
Four (4) sets of keys per vehicle
Spare tire and jack tools

UNIT COST PRICE

\$ _____

OPTIONS/UPGRADE

- | | | |
|----|-------------------------------------|----------|
| A. | Down grade to XL model | \$ _____ |
| B. | Floor Mats | \$ _____ |
| C. | Rear view camera | \$ _____ |
| D. | Cargo Metal bulkhead (S7C) | \$ _____ |
| E. | Cargo Bulkhead (metal wire) | \$ _____ |
| F. | No Glass on Body Doors | \$ _____ |
| G. | Ladder Roof Rack | \$ _____ |
| H. | Rear Window Grilles | \$ _____ |
| I. | 255 Degree Rear Hinged Door Opening | \$ _____ |

TIME REQUIRED FOR DELIVERY _____/DAYS

ITEM #7

DESCRIPTION: NEW 2014 E250 CARGO VAN 138 WB

STANDARD EQUIPMENT DETAILS

Cargo Van 138 WB
4.6L EFI V8 Engine
Elect, 4-SPD Auto O/D Trans /with large capacity cooler
Preferred Equipment Pkg. 750A

MECHANICAL

Type: Gas/Ethanol
Horsepower: 225 @ 4,800 RPM
Torque: 286 @ 3,500RPM
Drive Train: Rear Wheel Drive
Power Steering
Elect. Throttle CTRL
Electrical System
120 amp alternator, minimum
Maintenance free battery

INTERIOR

All Available colors
Vinyl front floor covering
Vinyl front head-liner
Factory Tilt Steering
Glove box w/ 12v pwr pt
Center & Rear Cargo Light
Front -Factory Air Conditioning / Heat
AM/FM radio stereo w/ clock minium
Inside rearview mirror
Dual vinyl bucket seats
Four (4) sets of keys per vehicle

EXTERIOR

All available colors
Fixed Interval wipers
Manual telescopic mirrors
Hinged side cargo doors with glass on side and rear
LT245/75R16E BSW A/S tires
Full-size spare tire, wheel & jack tools
Twin I- Beam independent front suspension
Trailer towing package

Black grille/bumpers

UNIT COST PRICE \$ _____

OPTIONS/UPGRADE

- A. Preferred equipment Pkg. 750A Standard trim \$ _____
- B. LT245/75RX16E BSW All Season Tires \$ _____
- C. 4.10 Ratio regular axle \$ _____
- D. Front License Plate Bracket \$ _____
- E. Glass, fixed side/ rear cargo door \$ _____
- F. Crew Van package \$ _____
- G. Vinyl floor covering, rear \$ _____
- H. Sliding right side cargo door \$ _____
- I. 5.4L EFI V8 \$ _____
- J. Sliding Right Side Cargo Door \$ _____
- K. Crew Van Package \$ _____
- L. Pwr. Group (doors & locks) \$ _____
- M. Privacy Glass \$ _____
- N. Rear View Camera \$ _____

TIME REQUIRED FOR DELIVERY _____/DAYS

ITEM #8

DESCRIPTION: NEW 2014 EXPLORER - FWD

STANDARD EQUIPMENT DETAILS

Rapid Spec 100A
112.6" Wheelbase
3.5L TIVCT V6 Gas Engine
Automatic Transmission

MECHANICAL

Type: Gas/Ethanol
Horsepower: 290 @ 6,500 RPM
Torque: 255 @ 4,000 RPM
Drive Train: Front Wheel Drive
4-Wheel Disc Brakes W/ABS
Electric pwr -assisted steering

INTERIOR

All available colors
Cloth seating

Front buckets with adjustable head restraints
 2nd Row 60/40 Split bench
 3rd Row 50/50 Bench
 6 Way Power Driver
 Carpet & 4 floor mats
 Manual Air Conditioning, Auxiliary Rear Climate Control
 AM/FM Single CD/MP3 Player
 Myford Power Door Locks & Windows
 Tilt/Telescope Steering Column
 Four (4) sets of keys per vehicle

EXTERIOR

All available color
 Dual Chromed Exhaust Tips
 Dual Power Mirrors
 Private Glass - 2nd & 3rd Row
 Projected Beam Halogen Headlamp
 Spare tire, wheel lock & jack

UNIT COST PRICE \$ _____

OPTIONS / UP GRADE

- A. All Terrain tires \$ _____
- B. 4X4 drive train, 3.5L \$ _____
- C. Class III trailer Tow Package (52T) \$ _____
- D. Cargo Mat \$ _____
- E. Rear View Camera \$ _____

TIME REQUIRED FOR DELIVERY _____/DAYS

ITEM #9

DESCRIPTION: NEW 2014 ESCAPE, **MODEL:** XLS, AUTO I4 - FWD

STANDARD EQUIPMENT DETAILS

Rapid Spec 100A
 105.9" Wheelbase
 2.5L I4IVCT Engine
 6 SPD Automatic Transmission

MECHANICAL

Type: Gas/Ethanol
 Drive Train: Front Wheel Drive
 Anti-Lock Brake System (ABS)

INTERIOR

All available colors Cloth Seats
AM/FM CD/MP3
Cloth Rear Seats
Cloth Bucket Front Seats
Cruise Control/Tilt Wheel
Floor Shift w/Centre ConsoleTip
Fold Flat Rear Seats
Factory Air Conditioning
Carpet & Floor Mats (front & rear)
Four (4) sets of keys per vehicle

EXTERIOR

All available color
17" Steel Wheels with Silver Covers
Easy Fuel Capless Filler
Spare tire, wheel lock & Jack

UNIT COST PRICE \$ _____

Options/Upgrade

- A. Price SE Model 2.0 EcoBoost FWD \$ _____
- B. All Terrain tires \$ _____
- C. Price SE 4X4 drive train, 2.0 Eco-Boost Engine \$ _____
- D. Class II Trailer Tow Package \$ _____
- E. All Weather Mats (4) \$ _____
- F. Rear View Camera \$ _____

TIME REQUIRED FOR DELIVERY _____/DAYS

ITEM #10

DESCRIPTION: NEW 2014 Ford Expedition XL EL

STANDARD EQUIPMENT DETAILS

Pkg. 200A
5.4L V8 - FFV (Gas)
6-Speed Automatic Transmission

EXTERIOR

All available colors
Heavy-Duty Trailer Tow Pkg.
3.73 Non-Limited Slip Rear-Axle

18" Machined Aluminum Wheels
Tires (P275/65R18) All-terrain tire
Spare Tire, Wheel Lock & Jack

INTERIOR

Cloth Seats - all available colors
Front Buckets
2nd row 40/20/40, split folding seat with center slide
3rd row 60/40 fold flat seat into floor
Air Conditioning & Heat
4 Keys

UNIT COST PRICE \$ _____

Options /Upgrade

- A. Factory all weather floor mats (1st and 2nd row) \$ _____
- B. Factory back-up camera \$ _____

TIME REQUIRED FOR DELIVERY _____/DAYS

PRE-DELIVERY SERVICING AND ADJUSTMENT: The dealer shall not attach any dealer identification, advertising or similar material to the vehicle(s). Prior to acceptance by Chatham County, the dealer shall service and prepare vehicle(s) for operational use.

DOCUMENTS: Each vehicle(s) shall be delivered with complete certification of origin, tag application, warranty, owner's manual and any other necessary credentials.

Vendor Name: _____

Agent Name: _____

Address: _____

City, State, Zip: _____

Phone number: _____ Fax: _____

Discounts: _____

Special Terms: _____

BID will remain in effect until: **MANUFACTURER BALANCE OUT OF MODEL **

Agent Name: _____

Agent Signature: _____

ATTACHMENT A

DRUG - FREE WORKPLACE CERTIFICATION

THE UNDERSIGNED CERTIFIES THAT THE PROVISIONS OF CODE SECTIONS 50-24-1 THROUGH 50-24-6 OF THE OFFICIAL CODE TO GEORGIA ANNOTATED, RELATED TO THE ****DRUG-FREE WORKPLACE****, HAVE BEEN COMPLIED WITH IN FULL. THE UNDERSIGNED FURTHER CERTIFIES THAT:

1. A Drug-Free Workplace will be provided for the employees during the performance of the contract; and
2. Each sub-contractor under the direction of the Contractor shall secure the following written certification:

_____ (CONTRACTOR)
certifies to Chatham County that a Drug-Free Workplace will be provided for the employees during the performance of this contract known as **ANNUAL PRICE AGREEMENT FOR 2014 NEW TRUCKS, VANS AND SUVs FOR CHATHAM COUNTY GOVERNMENT**(PROJECT) pursuant to paragraph (7) of subsection (B) of Code Section 50-24-3. Also, the undersigned further certifies that he/she will not engage in the unlawful manufacture, sale, distribution, possession, or use of a controlled substance or marijuana during the performance of the contract.

CONTRACTOR

DATE

NOTARY

DATE

ATTACHMENT B

PROMISE OF NON-DISCRIMINATION STATEMENT

Know All Men By These Presence, that I (We), _____
Name

_____, _____
Title Name of Bidder

(herein after Company) in consideration of the privilege to bid/or propose on the following Chatham County project procurement **ANNUAL PRICE AGREEMENT FOR 2014 MODEL YEAR NEW TRUCKS, VANS AND SUVS FOR CHATHAM COUNTY GOVERNMENT** hereby consent, covenant and agree as follows:

- (1) No person shall be excluded from participation in, denied the benefit of or otherwise discriminated against on the basis of race, color, national origin or gender in connection with the bid submitted to Chatham County or the performance of the contract resulting therefrom;
- (2) That it is and shall be the policy of this Company to provide equal opportunity to all business persons seeking to contract or otherwise interested with the Company, including those companies owned and controlled by racial minorities, and women;
- (3) In connection herewith, I (We) acknowledge and warrant that this Company has been made aware of, understands and agrees to take affirmative action to provide minority and women owned companies with the maximum practicable opportunities to do business with this Company on this contract;
- (4) That the promises of non-discrimination as made and set forth herein shall be continuing throughout the duration of this contract with Chatham County;
- (5) That the promises of non-discrimination as made and set forth herein shall be and are hereby deemed to be made a part of and incorporated by reference in the contract which this Company may be awarded;
- (6) That the failure of this Company to satisfactorily discharge any of the promises of non-discrimination as made and set forth above may constitute a material breach of contract entitling the County to declare the contract in default and to exercise appropriate remedies including but not limited to termination of the contract.

Signature

Date

ATTACHMENT C
DISCLOSURE OF RESPONSIBILITY STATEMENT

Failure to complete and return this information will result in your bid/offer/proposal being disqualified from further competition as non-responsive.

1. List any convictions of any person, subsidiary, or affiliate of the company, arising out of obtaining, or attempting to obtain a public or private contract or subcontract, or in the performance of such contract or subcontract.

2. List any indictments or convictions of any person, subsidiary, or affiliate of this company for offenses such as embezzlement, theft, fraudulent schemes, etc. or any other offenses indicating a lack of business integrity or business honesty which affects the responsibility of the contractor.

3. List any convictions or civil judgments under states or federal antitrust statutes.

4. List any violations of contract provisions such as knowingly (without good cause) to perform, or unsatisfactory performance, in accordance with the specifications of a contract.

5. List any prior suspensions or debarments by any governmental agency.

6. List any contracts not completed on time.

7. List any penalties imposed for time delays and/or quality of materials and workmanship.

8. List any documented violations of federal or any state labor laws, regulations, or standards, occupational safety and health rules.

I, _____, as _____
Name of individual Title & Authority

of _____, declare under oath that

Company Name _____

the above statements, including any supplemental responses attached hereto, are true.

Signature

State of _____

County of _____

Subscribed and sworn to before me on this _____ day of _____

20__ by _____ representing him/herself to be

_____ of the company named herein.

Notary Public

My Commission expires:

Resident State: _____

DPC Form #45

ATTACHMENT D
CONTRACTOR AFFIDAVIT under O.C.G.A. § 13-10-91(b)(1)

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of CHATHAM COUNTY has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Contractor

Name of Project

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, ____, 201__ in _____(city), _____(state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE _____ DAY OF _____,201__.

NOTARY PUBLIC

My Commission Expires:

SUBCONTRACTOR AFFIDAVIT under O.C.G.A. § 13-10-91(b)(3)

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract with _____ (name of contractor) on behalf of CHATHAM COUNTY has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the subcontractor with the information required by O.C.G.A. § 13-10-91 (b). Additionally, the undersigned subcontractor will forward notice of the receipt of an affidavit from a sub-subcontractor to the contractor within five (5) business days of receipt. If the undersigned subcontractor receives notice of receipt of an affidavit from any sub-subcontractor that has contracted with a sub-subcontractor to forward, within five (5) business days of receipt, a copy of such notice to the contractor. Subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Subcontractor

Name of Project

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, ____, 201__ in _____(city), _____(state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE _____ DAY OF _____, 201__.

NOTARY PUBLIC
My Commission Expires:

ATTACHMENT E

**BIDDER'S CERTIFICATION REGARDING DEBARMENT, SUSPENSION,
INELIGIBILITY AND VOLUNTARY EXCLUSION**

The undersigned certifies, by submission of this proposal or acceptance of this contract, that neither Contractor nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency, State of Georgia, City of Savannah, Board of Education of local municipality. Bidder agrees that by submitting this proposal that Bidder will include this clause without modification in all lower tier transactions, solicitations, proposals, contracts, and subcontracts. Where the Bidder or any lower tier participant is unable to certify to this statement, that participant shall attach an explanation to this document.

Certification - the above information is true and complete to the best of my knowledge and belief.

(Printed or typed Name of Signatory)

(Signature)

(Date)

NOTE: The penalty for making false statements in offers is prescribed in 18 U.S.C. 1001

END OF DOCUMENT Mod. CC P & C 6/2005

ATTACHMENT F

**Chatham County
Minority and Women Business Enterprise Program
M/WBE Participation Report**

Name of Bidder: _____

Name of Project: _____

Bid No: _____

| M/WBE Firm | Type of Work | Contact Person/ Phone # | City, State | % | MBE or WBE |
|------------|--------------|----------------------------|-------------|---|------------------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

MBE Total _____

WBE Total _____%

M/WBE Combined _____%

The undersigned should enter into a formal agreement with M/WBE Contractor identified herein for work listed in this schedule conditioned upon execution of contract with the Chatham County Board of Commissioners.

Signature _____ Print _____

Phone () _____

Fax () _____

ATTACHMENT G

***Systematic Alien Verification for Entitlements (SAVE)
Affidavit Verifying Status for Chatham County Benefit Application***

By executing this affidavit under oath, as an applicant for a Chatham County, Georgia Business License or Occupation Tax Certificate, Alcohol License, Taxi Permit, Contract or other public benefit as reference in O.C.G.A. Section 50-36-1, I am stating the following with respect to my bid for a Chatham County contract for _____. [Name of natural person applying on behalf of individual, business, corporation, partnership, or other private entity]

1.) _____ I am a citizen of the United States.

OR

2.) _____ I am a legal permanent resident 18 years of age or older.

OR

3.) _____ I am an otherwise qualified alien (8 § USC 1641) or non-immigrant under the Federal Immigration and Nationality Act (8 USC 1101 et seq.) 18 years of age or older and lawfully present in the United States.*

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of Code Section 16-10-20 of the Official Code of Georgia.

Signature of Applicant:

Date

Printed Name:

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
____ DAY OF _____, 20____

* _____
Alien Registration number for non-citizens.

Notary Public
My Commission Expires:

REFERENCES

COMPANY NAME: _____
ADDRESS: _____
CITY: _____ **STATE:** _____ **ZIP:** _____
CONTACT PERSON: _____
PHONE NUMBER: _____

COMPANY NAME: _____
ADDRESS: _____
CITY: _____ **STATE:** _____ **ZIP:** _____
CONTACT PERSON: _____
PHONE NUMBER: _____

COMPANY NAME: _____
ADDRESS: _____
CITY: _____ **STATE:** _____ **ZIP:** _____
CONTACT PERSON: _____
PHONE NUMBER: _____

COMPANY NAME: _____
ADDRESS: _____
CITY: _____ **STATE:** _____ **ZIP:** _____
CONTACT PERSON: _____
PHONE NUMBER: _____

CHECKLIST FOR SUBMITTING BID

Sign below and submit this sheet with Bid

NOTE: All of the following items must be submitted with your Bid to be considered "responsive".

1. ACKNOWLEDGMENT OF ANY/ALL **ADDENDUMS** (Page 3 of ITB).
2. **ORIGINAL SURETY BOND (5% OF BID) ALONG WITH SURETY REQUIREMENTS SHEET FILLED OUT (Page 23 of ITB). (BID BOND NOT REQUIRED FOR THIS PROJECT.)**
3. BID SHEET COMPLETELY FILLED OUT AND SIGNED.
4. **"LIST OF SUBCONTRACTORS" SHEET** FILLED OUT WITH ALL SUBCONTRACTORS AND SUPPLIERS.
5. **"% TO MBE SUBCONTRACTORS/SUPPLIERS' SHEET** COMPLETELY FILLED OUT SHOWING \$ AMOUNT AS WELL AS % OF PROJECT THAT IS PROJECTED TO GO TO MBE/WBE SUBCONTRACTORS/SUPPLIERS.
6. **REFERENCES:** Supply ALL the information that is requested for each Reference. NOTE: *Forms for Reference Information are attached to this Bid Package.*
7. **ALL FIRMS REQUESTING TO DO BUSINESS WITH CHATHAM COUNTY MUST REGISTER ON-LINE AT [HTTP://PURCHASING.CHATHAMCOUNTY.ORG](http://PURCHASING.CHATHAMCOUNTY.ORG).**
8. **COMPLETE AND SUBMIT ALL ATTACHMENTS TO THE ITB (Attachments A thru G).**
9. **SUBMIT A COPY OF YOUR BUSINESS TAX CERTIFICATE.**

NAME/TITLE

COMPANY NAME

ADDRESS

CITY/STATE/ZIP

PHONE NUMBER

FAX NUMBER

LEGAL NOTICE

CC NO. 165620

Invitation to Bid

Sealed Bids will be received until **2:00 P.M.** on **NOVEMBER 5, 2013** and publicly opened in **Chatham County Purchasing & Contracting Department, at The Chatham County Citizens Service Center, 1117 Eisenhower Drive, Suite C, Savannah, Georgia 31406**, for: **BID NO : 13-0108-7-ANNUAL PRICE AGREEMENT FOR 2014 MODEL YEAR NEW TRUCKS, VANS AND SUVS FOR CHATHAM COUNTY GOVERNMENT.**

The Bid Package can be downloaded and printed from the County Purchasing and Contracting website <http://purchasing.chathamcounty.org>.

All firms requesting to do business with Chatham County must also register on-line at <http://purchasing.chathamcounty.org>. For additional information concerning specifications, please contact Robin Maurer at (912) 790-1623.

CHATHAM COUNTY HAS THE AUTHORITY TO REJECT ALL BIDS AND WAIVE MINOR FORMALITIES.

"CHATHAM COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER, M/F/H, ALL BIDDERS ARE TO BE EQUAL OPPORTUNITY EMPLOYERS"

MARGARET H. JOYNER, PURCHASING AGENT

SAVANNAH NEWS/PRESS INSERT: October 24, 2013