

**EQUIPMENT LEASE FOR
(8) EIGHT NEW MOTOR GRADERS**



BID #: PW 22-13

BID OPENS: April 25, 2013 @ 3:00 P.M.

NOTICE TO BIDDERS

Notice is hereby given that the Board of County Commissioners of Okaloosa County, FL, will accept sealed bids until **3:00 p.m.** (local time) on **April 25, 2013**, for **Equipment Lease for eight (8) New Motor Graders**. Pursuant to copies of bid provisions, bid forms, and specifications may be obtained from the Okaloosa County Purchasing Department, 602-C North Pearl Street, Crestview, FL 32536; 850-689-5960 or they may be downloaded from our website at www.co.okaloosa.fl.us (Departments, Purchasing, Vendor Registration & Opportunities).

At **3:00 p.m.** (local time), **April 25, 2013**, the bids will be opened and read aloud. All bids must be in sealed envelopes reflecting on the outside thereof the bidder's name and "**Bid on Equipment Lease for eight (8) New Motor Graders to be opened at 3:00 p.m., April 25, 2013**". The Board of County Commissioners will consider all bids properly submitted at its scheduled Bid Opening in the Conference & Training Room #305 located at 302 N. Wilson St, Crestview, FL 32536. Bids may be submitted in the Conference & Training Room #305, prior to Bid Opening or delivered to the Clerk of Circuit Court, 302 N. Wilson St., #203, Crestview, FL 32536.

There is no obligation on the part of the County to award the bid to the lowest bidder, and the County reserves the right to award the bid to the bidder submitting a responsive bid with a resulting negotiated agreement which is most advantageous and in the best interest of Okaloosa County, and to waive any irregularity or technicality in bids received. Okaloosa County shall be the sole judge of the bid and the resulting negotiating agreement that is in its best interest and its decision shall be final.

Any bidder failing to mark outside of envelope as set forth herein may not be entitled to have their bid considered.

All bids should be addressed as follows:

Clerk of Circuit Court
Attn: Gary Stanford
Newman C. Brackin Bldg.
302 N. Wilson St. #203
Crestview FL 32536

//Signed//
Richard L Brannon
Purchasing Director

04/02/2013
Date

BOARD OF COUNTY COMMISSIONERS
OKALOOSA COUNTY

Don R. Amunds
Chairman

SPECIFICATIONS

BID #: PW 22-13

BID ITEM: EQUIPMENT PURCHASE OR LEASE FOR (8) NEW MOTOR GRADERS

The motor graders under these specifications shall be new, current production model. These specifications are minimum requirements and are intended to govern the size and type of unit purchased. Any exceptions or variations from these basic specifications must be stated.

Caterpillar 12M2, John Deere 670G, Komatsu GD655-3, Volvo G930 or equivalent.

Bidder is required to complete blank spaces as provided by each line item of equipment. Plainly list each item of equipment offered on bid.

A. ENGINE

- 1. Turbocharged diesel engine with minimum 160 net horsepower. _____
- 2. Variable max net horsepower 195 or more. _____
- 3. Must provide one set or replacement filters for entire machine. _____

B. TRANSMISSION & DIFFERENTIAL

- 1. Powershift with at least 8 speeds forward and 4 speeds reverse. _____
- 2. Autoshift to enable automatic shifting through selected working range. _____
- 3. Differential lock. _____

C. WEIGHT

- 1. Base weight 34,000 minimum. _____

D. STEERING & ARTICULATION

- 1. Articulation minimum 20 degrees. _____
- 2. Turn radius maximum 25 feet. _____
- 3. Steering capabilities must meet all requirements of ISO 5010. _____

E. MOLDBOARD, FRAME & PRODUCTIVITY

- 1. Moldboard length 14 feet. _____
- 2. Blade lift minimum 16.8 inches above the ground. _____
- 3. Shoulder reach outside wheels minimum 70 inches. _____

- 4. Blade downforce capability 15,000 lbs. minimum at base weight. _____
- 5. Blade pulls at minimum base weight 20,900 lbs. minimum. _____
- 6. Slope meter in cab. _____
- 7. Rear drawbar. _____
- 8. Hydraulically controlled scarifier with five (5) teeth mounted between moldboard and front axle. _____

F. CAB & SAFETY ITEMS

- 1. ROPS low profile cab. _____
- 2. Air conditioning and heater. _____
- 3. Air suspension seat. _____
- 4. Wipers front and rear. _____
- 5. Fold away side mirrors. _____
- 6. Working lights front and rear. _____
- 7. Backup alarm. _____
- 8. Vandalism protection group. Includes locks for engine, tool box, batteries, and all exposed fuel and fluid ports. _____
- 9. Slow Moving Vehicle emblem mounted on rear of machine. _____
- 10. Braking system shall meet requirements of ISO 3450. _____
- 11. Cab must have two entry/exit doors. _____

G. TIRES

- 1. 14:00-24 TG radial (G-2) tires. _____
- 2. Three (3) piece rims. _____

H. WARRANTY

- 1. State manufacturer's standard warranty. A copy must be provided with bid. _____

I. MANUALS

- 1. Two (2) sets of parts manuals and shop repair manuals to cover repairs to all component of the machine. CD ROM or DVD is acceptable instead of books. _____

J. **TRAINING**

1. Successful vendor shall provide 8 hours of in the field operator training. _____

K. **EQUIPMENT**

1. Provide manufacturer's basic GPS tracking system such as Product Link (CAG) or JDLink (Deere). _____

L. **DELIVERY**

1. State availability of equipment in calendar days, _____ days. _____

2. **Failure to meet this requirement may result in cancellation of award.** _____

M. LEASE – Anticipated Equipment Usage/Hour limitations

1. Annual 1,500 equipment use hours accommodated by lease without additional fees. See BID SHEET for charges of hours in excess of 1,500 annually (4,500/3yrs). _____

SPECIAL CONDITIONS

1. The successful proposer shall be responsible for delivering equipment that is properly serviced, cleaned and in first class operating condition; pre-delivery service at a minimum, shall include the following:
 - A. Complete lubrication.
 - B. Check all fluid levels to assure proper fill.
 - C. Adjustment of engine to proper operating condition.
 - D. Inflate tires to proper pressure.
 - E. Check to assure proper operation of all accessories, gauges, lights and mechanical features.
2. Vendor shall furnish a copy of the **manufacturer's production line** sheet with each vehicle delivered.
3. **Acceptance:**
 - A. The successful proposer must call at least **48 hours** in advance of delivery to Okaloosa County Fleet Operations (850-689-5775, John Vaughn), 2798 Goodwin Avenue, Crestview, FL 32539.
 - B. Delivery of equipment to Okaloosa Board of County Commissioners does not constitute acceptance for the purpose of payment. Final acceptance and authorization of payment shall be given only after a thorough inspection indicates that the equipment meets contract specifications and conditions as listed. Should the delivered equipment differ in any respect from specifications, payment will be withheld until such time as the supplier takes necessary corrective action. The Purchasing Department shall be notified of the deviation in writing within 10 days and the provisions of the delivery paragraph shall prevail. If the proposed corrective action is not acceptable to Okaloosa County, the final acceptance of the equipment, in which case the equipment remains the property of the supplier and the County shall not be liable for payment for any portion thereof.
4. **Specification Exceptions:** Specifications are based on the most current literature available. Proposer shall clearly list any change in the manufacturer's specifications which conflict with the bid specifications. Proposer must also explain any deviation from the bid specification in writing, as a footnote on the applicable bid page and enclose a copy of the manufacturer's specifications data detailing the changed item(s) with their bid. Failure of the proposer to comply with these provisions will result in proposers being held responsible for all costs required to bring the equipment in compliance with contract specifications.
5. **Addition/Deletion of Item:** The County reserves the right to add or delete any item from this bid or resulting contract when deemed to be in the County's best interest.
6. **Factory Warranty:** Failure by any manufacturer's authorized dealer to render proper warranty service/adjustments, including providing a copy of the warranty work order to the County, shall subject that dealer and the contractor to suspension from the County's

approved vendor listing until satisfactory evidence of correction is presented to the County Purchasing Department.

7. **Factory Authorized Sales & Service Dealer:** Proposers must be factory authorized sales and service dealer.
8. **Local Preference:** Okaloosa County reserves the right to grant a preference to in-county bidder only when bids are received from firms located in states, counties, municipalities or other political subdivisions which offer preference to bidders located in such political subdivisions. The amount of preference given to local bidders will be the same as that given by the state, county, municipality or other political subdivisions in which a bidder is located. If the political subdivision in which a bidder is located offers a preference to its local firms, that bidder must plainly state the extent of such preference to include the amount and type preference offers. Any bidder failing to indicate such preference will be removed from the County bid list and any and all bids from that firm will be rejected.

Note: For bidder's convenience, this certification form is enclosed and is made a part of the bid package.

9. **Reorganization or Bankruptcy Proceedings:** Quotes will not be considered from vendors who are currently involved in official financial reorganization or bankruptcy proceedings.
10. **Payments:** The contractor shall be paid upon submission of invoices, in duplicate to the Okaloosa County Board of Commissioners, Finance Office, 302 N. Wilson St., #203, Crestview FL 32536. The prices stipulated herein for articles delivered and accepted. Invoices must show County assigned Lease #.
11. **Information:** Questions concerning bid requirements or specifications should be directed to the Okaloosa County Purchasing Department, 602-C North Pearl St, Crestview, FL 32536; Phone 850-689-5960; Attn: Richard Brannon. Any changes by the County to specifications shall be in writing in the form of an addendum and furnished to all proposers. Verbal information obtained otherwise will not be considered in awarding of bids.
12. **Authority to Piggyback:** All bidders submitting a response to this Invitation to Bid agree that such response also constitutes a bids to all governmental agencies under the same conditions, for the same contract price, and for the same effective period as this bids, should the bidder feel it is in their best interest to do so.

Each governmental agency desiring to accept these bids and make an award thereof shall do so independently of any other governmental agency. Each agency shall be responsible for its own purchases and each shall be liable only for materials and/or services ordered and received by it, and no agency assumes any liability by virtue of this bid.

This agreement in no way restricts or interferes with the right of any governmental agency to bid any or all items.

13. **Additional Quantities and/or Options:** The Board reserves the right to purchase all or more than or part of the listed vehicle(s), and to delete or add any option item(s) of equipment as may be in the best interest of the County.

14. The County reserves the right for any governmental agency located in Okaloosa County to be able to purchase under this bid contract if they so desire.
15. **Bid Opening:** Bid Opening shall be public, on the date and time specified on the bid form. It is the proposer's responsibility to assure that his bid is delivered at the proper time and place. Offers by telegram, facsimile, or telephone are **NOT** acceptable. **Note:** Crestview, FL is "**not a next day guaranteed delivery location**" by delivery services.
16. **Public Entity Crime Information:** A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for **CATEGORY TWO** for a period of 36 months from the date of being placed on the convicted vendor list.
17. **Conflict of Interest Disclosure Form:** The award hereunder is subject to the provisions of Chapter 112, Florida Statutes. All respondents must disclose with their proposals the name of any officer, director, or agent who is also a public officer or an employee of the Okaloosa Board of County Commissioners, or any of its agencies.

Furthermore, all respondents must disclose the name of any County officer or employee who owns, directly or indirectly, an interest of five percent (5%) or more in the firm or any of its branches.

Furthermore, the official, prior to or at the time of submission of the proposal, must file a statement with the Clerk of Circuit Court of Okaloosa County, if he is an officer or employee of the County, disclosing his or spouse's or child's interest and the nature of the intended business.

Note: For proposer's convenience, this certification form is enclosed and is made a part of the bid package.

18. **Identical Tie Bids:** Preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids which are equal with respect to price, quality and service are received by the County for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process (see attached certification form).

Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program.

Note: For proposer's convenience, this certification form is enclosed and is made a part of the bid package.

19. **Recycled Content Information:** In support of the Florida Waste Management Law, proposers are encouraged to supply with their bid, any information available regarding recycled material content in the products bid. The County is particularly interested in the type of recycled material used (such as paper, plastic, glass, metal, etc.); and the

percentage of recycled material contained in the product. The County also requests information regarding any known or potential material content in the product that may be extracted and recycled after the product has served its intended purpose.

Note: For proposer's convenience, this certification form is enclosed and is made a part of the bid package.

20. The following documents are to be submitted with this bid:

- A. Specifications (Blank spaces to be filled out).
- B. Conflict of Interest Disclosure Form (to be filled out and signed).
- C. Drug-Free Workplace Certification Form (to be filled out and signed).
- D. Local Preference Data Form (to be filled out and signed).
- E. Recycled Content Form (to be filled out and signed).

21. **Right to Waive & Reject:**

- A. The Board in its absolute discretion may reject any bid of a proposer that has failed, in the opinion of the Board, to complete or perform an Okaloosa County contracted project in a timely fashion, and has directed the Okaloosa County Purchasing Director to emphasize this condition to potential proposers.
- B. There is no obligation on the part of the County to award the bid to the lowest proposer, and the County reserves the right to award the bid to the proposer submitting a responsive bid with a resulting negotiated agreement which is most advantageous and in the best interest of Okaloosa County, and to reject any and all bids or to waive any irregularity or technicality in bids received. Okaloosa County shall be the sole judge of the bid and the resulting negotiating agreement that is in its best interest and its decision shall be final.
- C. The Board of County Commissioners reserves the right to waiver any informalities or reject any and all bids, in whole or part, to utilize any applicable state contracts in lieu of or in addition to this bid and to accept the bid that in its judgement will best serve the interest of the County.
- D. The Board of County Commissioners specifically reserves the right to reject any conditional bid and will normally reject those which made it impossible to determine the true amount of the bid.

22. **Disqualification of Proposers:** Any of the following reasons may be considered as sufficient for the disqualification of a proposer and the rejection of his proposal or proposals:

- A. More than one proposal for the same work from an individual, firm or corporation under the same or different name.
- B. Evidence that the proposer has a financial interest in the firm of another proposer for the same work.
- C. Evidence of collusion among proposers. Participants in such collusion will receive no recognition as proposers for any future work of the County until such participant shall have been reinstated as a qualified proposer.

- D. Uncompleted work which in the judgement of the County might hinder or prevent the prompt completion of additional work if awarded.
- E. Failure to pay or satisfactorily settle all bills due for labor and material on former contracts in force at the time of advertisement of proposals.
- F. Default under previous contract.

“NO CONTACT CLAUSE”

The Okaloosa County Board of County Commissioners have established a solicitation silence policy (**No Contact Clause**) that prohibits oral and written communication regarding all formal solicitations for goods and services (formal bids, Request for Proposals, Requests for Qualifications) issued by the Board through the County Purchasing Department.

The period commences when the procurement document is received and terminates when the Board of County Commissioners approves an award.

When the solicitation silence period is in effect, no oral or written communication is allowed regarding the solicitation between prospective bidders/proposers and members of the Board of County Commissioners, the County Administrator or members of the Board Approved Review Committee. All questions or requests for information regarding the solicitation **must** be directed to the designated Purchasing Representative listed in the solicitation.

Any information thought to affect the committee or staff recommendation submitted after bids are due, should be directed to the Purchasing Director or his appointed representative. It shall be the Purchasing Director's decision whether to consider this information in the decision process.

Any attempt by a vendor/proposer to influence a member or members of the aforementioned shall be grounds to disqualify the proposer from consideration during the selection process.

All proposers must agree to comply with this policy by signing the following statement and including it with their submittal.

I _____ representing _____
Signature **Company Name**

Hereby agree to abide by the County's “**No Contact Clause**” and understand violation of this policy shall result in disqualification of my proposal/submittal.

CONFLICT OF INTEREST DISCLOSURE FORM

For purposes of determining any possible conflict of interest, all bidders/proposers, must disclose if any Okaloosa Board of County Commissioner, employee(s), elected officials(s), of if any of its agencies is also an owner, corporate officer, agency, employee, etc., of their business.

Indicate either "yes" (a county employee, elected official, or agency is also associated with your business), or "no". If yes, give person(s) name(s) and position(s) with your business.

YES _____

NO _____

NAME(S)

POSITION(S)

FIRM NAME: _____

BY (PRINTED): _____

BY (SIGNATURE): _____

TITLE: _____

ADDRESS: _____

PHONE NO. _____

E-MAIL _____

DATE SIGNED: _____

DRUG-FREE WORKPLACE CERTIFICATION

THE BELOW SIGNED BIDDER CERTIFIES that it has implemented a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection 1.
4. In the statement specified in subsection 1, notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in, drug abuse assistance or rehabilitation program if such is available in employee's community, by any employee who is convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign this statement, I certify that this firm complies fully with the above requirements.

DATE: _____

SIGNATURE: _____

COMPANY: _____

NAME: _____

(Typed or Printed)

ADDRESS: _____

TITLE: _____

E-MAIL: _____

PHONE NO.: _____

LOCAL PREFERENCE DATA SHEET

Refer to Special Bid Condition

Does the state, county, municipality or political subdivision in which your firm is located offer a preference to their local bidders? (If your firm is located in Okaloosa County, you will check "NO.") If "YES," list below the extent of such preference.

YES _____

NO _____

Bidder's Company Name

Authorized Signature – Manual

E-Mail

Authorized Signature – Typed

DATE

RECYCLED CONTENT FORM

RECYCLED CONTENT INFORMATION

1. Is the material in the above: Virgin_____ or Recycled_____ (Check the applicable blank). If recycled, what percentage _____%.

Product Description: _____

2. Is your product packaged and/or shipped in material containing recycled content?
Yes_____ No_____

Specify: _____

3. Is your product recyclable after it has reached its intended end use?
Yes_____ No_____

Specify: _____

The above is not applicable if there is only a personal service involved with no product involvement.

Name of Bidder: _____

E-Mail: _____

DATE: _____

BID SHEET

Date: _____ 2013

BID #: PW 22-13

BID ITEM: EQUIPMENT PURCHASE/LEASE FOR (8) NEW MOTOR GRADERS

Please complete all columns that your company can bid. Okaloosa County reserves the right to select the pricing/proposal that best meets its needs.

Please include details with your bid.

	<u>\$ Per Unit</u>	<u>Total 4 Units</u>
1. Purchase Price	_____	_____
2. Lease Payment per month (3 years)	_____	_____
3. Purchasing Option Price @ end of 3 year lease	_____	_____
4. Cost to return units @ end of lease	_____	_____
5. Cost per hour for usage exceeding 1,500 hours per year	_____	_____

Do not include maintenance in your pricing.

Okaloosa County anticipates receipt of 4 machines by June 15, 2013 and the remaining 4 by January 15, 2014 at the same terms as the first 4 units.

ANTI-COLLUSION STATEMENT: The below signed bidder has not divulged to, discussed or compared his bid with other bidders and has not colluded with any other bidder or parties to bid whatever. (Note: No premiums, rebates, or gratuities permitted either with, prior to, or after any delivery of materials. Any such violation will result in the cancellation and/or return of material (as applicable) and the removal from bid list(s).

 Bidder's Company Name

 Authorized Signature – Manual

 Authorized Signature – Typed

 Address

 Title

 Phone #

 Fax

 Federal ID # or SS #

 E-mail address

ADDENDUM #1 BID SHEET

Date: _____ 2013

BID #: PW 22-13

BID ITEM: **BID ITEM:** **EQUIPMENT PURCHASE/LEASE FOR (8) NEW MOTOR GRADERS**

Please complete all columns that your company can bid. Okaloosa County reserves the right to select the pricing/proposal that best meets its needs.

Please include details with your bid.

	<u>\$ Per Unit</u>	Total 4 8 Units
6. Purchase Price	_____	_____
7. Lease Payment per month (3 years)	_____	_____
8. Purchasing Option Price @ end of 3 year lease	_____	_____
9. Cost to return units @ end of lease	_____	_____
10. Cost per hour for usage exceeding 1,500 hours per year	_____	_____

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Bidder's Company Name

Authorized Signature – Manual

Authorized Signature – Typed

Address

Title

Phone #

Fax

Federal ID # or SS #

E-mail address