



Request for Bid (RFB)

Boone County Purchasing
601 E. Walnut, Room 209
Columbia, MO 65201

Marlene Ridgway, Buyer

Phone: (573) 886-4392 – Fax: (573) 886-4390

Email: mridgway@boonecountymo.org

Bid Data

Bid Number: **62-04SEP03**

Commodity Title: **2004 Ford Crown Victoria Police Interceptors & Explorer**

DIRECT BID FORMAT OR SUBMISSION QUESTIONS TO THE PURCHASING DEPARTMENT

Bid Submission Website and Deadline

Day / Date: Thursday – September 04, 2003

Time: 2:00 P.M.CST (RFQhosting.com is set to EST. Bid ending time will show 3:00 P.M. EST)

Location Address: **www.rfqhosting.com**

Bid Contents

- 1.0: **Introduction and General Conditions of Bidding**
- 2.0: **Primary Specifications**
- 3.0: **Response Presentation and Review**
- Standard Terms and Conditions**
- “No Bid” Response Form**

1. **Introduction and General Conditions of Bidding**
 - 1.1. **INVITATION** - The County of Boone, through its Purchasing Department, invites responses, which offer to provide the goods and/or services identified on the title page, and described in greater detail in Section 2.
 - 1.2. **DEFINITIONS**
 - 1.2.1. **County** - This term refers to the County of Boone, a duly organized public entity. It may also be used as a pronoun for various subsets of the County organization, including, as the context will indicate:
Purchasing - The Purchasing Department, including its Purchasing Director and staff.
Department(s) or Office(s) - The County Department(s) or Office(s) for which this Bid is prepared, and which will be the end user(s) of the goods and/or services sought.
Designee - The County employee(s) assigned as your primary contact(s) for interaction regarding Contract performance.
 - 1.2.2. **Bidder / Contractor / Supplier** - These terms refer generally to businesses having some sort of relationship to or with Boone County. The term may apply differently to different classes of entities, as the context will indicate.
Bidder - Any business entity submitting a response to this Bid. Suppliers, which may be invited to respond, or which express interest in this bid, but which do not submit a response, have no obligations with respect to the bid requirements.
Contractor - The Bidder whose response to this bid is found by Purchasing to meet the best interests of the County. The Contractor will be selected for award, and will enter into a Contract for provision of the goods and/or services described in the Bid.
Supplier - All business(s) entities which may provide the subject goods and/or services.
 - 1.2.3. **Bid** - This entire document, including attachments. A Bid may be used to solicit various kinds of information. The kind of information this Bid seeks is indicated by the title appearing at the top of the first page. A "Request for Bid" is used when the need is well defined. A "Request for Proposal" is used when the County will consider solutions, which may vary significantly from each other or from the County's initial expectations.
 - 1.2.4. **Response** - The submitted quote via the internet website according to the Bid instructions.
 - 1.3. **BID CLARIFICATION** - Questions regarding this Bid should be directed in writing, preferably by fax or e-mail, to the Purchasing Department. Answers, citing the question asked but not identifying the questioner, will be distributed simultaneously to all known prospective Bidders. Note: Written requirements in the Bid or its Amendments are binding, but any oral communications between County and Bidder are not.
 - 1.3.1. **Bidder Responsibility** - The Bidder is expected to be thoroughly familiar with all specifications and requirements of this Bid. Bidders' failure or omission to examine any relevant form, article, site or document will not relieve them from any obligation regarding this Bid. By submitting a Response, Bidder is presumed to concur with all terms, conditions and specifications of this Bid.
 - 1.3.2. **Bid Amendment** - If it becomes evident that this Bid must be amended, the Purchasing Department will issue a formal written Amendment to all known prospective Bidders. If necessary, a new due date will be established.
 - 1.4. **AWARD** - Award will be made to the Bidder(s) whose offer(s) provide the greatest value to the County from the standpoint of suitability to purpose, quality, service, previous experience, price, lifecycle cost, ability to deliver, or for any other reason deemed by Purchasing to be in the best interest of the County. Thus, the result will not be determined by price alone. The County will be seeking the least costly outcome that meets the County needs as interpreted by the County.
 - 1.5. **CONTRACT EXECUTION** - This Bid and the Contractor's Response will be made part of any resultant Contract and will be incorporated in the Contract as set forth, verbatim.
 - 1.5.1. **Precedence** - In the event of contradictions or conflicts between the provisions of the documents comprising this Contract, they will be resolved by giving precedence in the following order:
 - 1) the provisions of the Contract (as it may be amended);
 - 2) the provisions of the Bid;
 - 3) the provisions of the Bidder's Response.
 - 1.6. **CONTRACT PERIOD** - Any Term and Supply Contract resulting from this Bid will have an initial term from date of award through one year with an additional two (2) one-year renewals unless canceled by either party commencing with execution of Contract (or on another mutually agreeable start date.)
 - 1.7. **COMPLIANCE WITH STANDARD TERMS AND CONDITIONS** - Bidder agrees to be bound by the County's standard "boilerplate" terms and conditions for Contracts, a sample of which is attached to this Bid.

2. Primary Specifications

- 2.1. **ITEMS TO BE PROVIDED** - For the furnishing and delivery of new 2004 vehicles with all manufacturers' standard equipment and those features as detailed in the following specifications.
- 2.2. **VEHICLE TECHNICAL SPECIFICATIONS – 2004 Crown Victoria Police Interceptor – NO SUBSTITUES**
 - 2.2.1. **Quantity – 8**
 - 2.2.2. Engine - V-8, 4.6 Gasoline Engine
 - 2.2.3. Heavy Duty Cooling System
 - 2.2.4. Rear Wheel Drive
 - 2.2.5. Air Conditioning
 - 2.2.6. 4-speed Automatic Transmission with Overdrive
 - 2.2.7. 3.27 to 1 Rear Axle Ratio
 - 2.2.8. Cruise Control
 - 2.2.9. Heavy Duty Power Steering with Oil Cooler and without Speed Sensitive Variable Assist
 - 2.2.10. Heavy Duty Fade Resistant Four Wheel Disc Brakes with Power Booster
 - 2.2.11. Heavy-Duty Front and Rear Springs and Shock Absorbers
 - 2.2.12. Heavy-Duty Front and Rear Stabilizer Bars
 - 2.2.13. 135 Ampere, Heavy-Duty Alternator
 - 2.2.14. Automatic Trunk Release
 - 2.2.15. Heavy-Duty Front Bucket Seats
 - 2.2.16. Reinforced Cloth Fabric Rear Bench Seats
 - 2.2.17. Standard production solid color exterior and standard interior trim
 - 2.2.18. AM/FM Radio
 - 2.2.19. Radio Noise Suppression Package
 - 2.2.20. Power Windows and Door Locks
 - 2.2.21. Electric Rear Window Defroster
 - 2.2.22. Full Carpeting, both front and rear & floor mats
 - 2.2.23. Protective body side moldings
 - 2.2.24. Intermittent Wipers
 - 2.2.25. Tilt Steering Wheel
 - 2.2.26. Speedometer, Police Type, 0-140 MPH, Certified for Accuracy within Two Percent
 - 2.2.27. Tires: Five (5) , P225/60VR16 Goodyear RSA Blackwall, V Speed Rated
 - 2.2.28. Five (5) Wheels, Heavy- Duty, 16"x7", Equipped with Full Wheel Covers
 - 2.2.29. Front License Plate Bracket
 - 2.2.30. Spotlight Provision, Left Hand with 6" Utility Halogen Spotlight Installed
 - 2.2.31. Auxiliary Dome Lamp, High Intensity
 - 2.2.32. Single Key Locking System
- 2.3. **ADD ALTERNATES: Alternates pricing to be provided aside from initial bid, please price per unit: List this pricing in the "comments" section only on the online purchasing system.**
 - 2.3.1. Item 1 Comfort convenience package, to include power driver's seat, side air bags, speed control, and AM/FM stereo with cassette.
 - 2.3.2. Item 2 – Heavy duty front seat, with folding center arm rest, reinforced for increased support and durability covered with regular production interior cloth fabric.
- 2.4. **VEHICLE TECHNICAL SPECIFICATIONS – 2004 Ford Explorer 4 x 4**
 - 2.4.1. **Quantity - 1**
 - 2.4.2. 118.8" Wheelbase
 - 2.4.3. 4.0L V6 Engine
 - 2.4.4. 5,560 lbs. GVWR
 - 2.4.5. Automatic Transmission
 - 2.4.6. 130AMP Alternator
 - 2.4.7. Maintenance Free Battery
 - 2.4.8. ABS Brakes, 4 Wheel
 - 2.4.9. Power Steering

- 2.4.10. Air Conditioning
- 2.4.11. 16”Tires
- 2.4.12. Full Size Spare
- 2.4.13. Power Windows and Door Locks
- 2.4.14. Driver and Front Passenger Air Bags
- 2.4.15. Carpeting Floor Covering w/Floor Mats
- 2.4.16. Cloth Seats
- 2.4.17. AM/FM Stereo w/ cassette/CD
- 2.4.18. Fuel Capacity: 22.5 Gallon
- 2.4.19. Power Outlets
- 2.4.20. Dual Exterior Mirrors
- 2.4.21. Intermittent Windshield Wiper
- 2.4.22. Anti-Theft System
- 2.4.23. Tilt Steering
- 2.4.24. Speed Control
- 2.5. **ADD ALTERNATE Alternates pricing to be provided aside from initial bid, please price per unit: List this pricing in the “comments” section only on the online purchasing system.**
- 2.5.1. Towing package – including receiver hitch, heavy duty engine cooling and 4 pin wiring harness.
- 2.6. **WARRANTY:** Bid prices will include standard factory warranty with warranty information included with the bid response.
- 2.7. **DESIGNEE** – Boone County Sheriff’s Department, 2121 County Dr., Columbia, MO 65202. Telephone 573-875-1111.
- 2.7.1. **Contact** - Marlene Ridgway, Buyer, 601 E. Walnut, Room 209, Columbia, MO 65201. Telephone (573) 886-4392 or Facsimile (573) 886-4390 or Email: mridgway@boonecountymo.org
- 2.8. **DELIVERY** - All vehicles will be delivered with Bill of Sale, Invoice, Title Application and the Owner’s Manual.
- 2.8.1. **Delivery Terms** – FOB-Destination. Boone County Sheriff’s Department, 2121 County Dr., Columbia, MO 65202. All deliveries shall be made FOB Destination with freight charges fully included and prepaid. The seller pays and bears the freight charges.
- 2.9. **ADDITIONAL TERMS AND CONDITIONS:**
- 2.9.1. Vehicles are to be properly serviced, including grease and oil to the proper levels. Properly serviced will mean doors properly adjusted, water and dust leaks to the interior correct, components all accounted for and all adjustments made.
- 2.9.2. Bid evaluation will be based on quality, reliability, delivery time ARO, and cost. Quality and reliability may be determined by using information contained in product reviews from established publications.
- 2.10. **DEVIATIONS**
- 2.10.1. It is the bidder’s responsibility to submit a bid that meets all mandatory specifications stated within. The bidder must compare their product bid with the required listed minimum specifications and identify any deviations. Failure to properly identify deviations may render the bidder’s proposal non-responsive and not capable of consideration for award. Bidders should note that a descriptive brochure of the model bid may not be acceptable as proper identification of deviations from the written specifications.

3. Response Presentation and Review

- 3.1 **RESPONSE CONTENT** - In order to enable direct comparison of competing Responses, Bidder must submit Response in strict conformity to the requirements stated here. Failure to adhere to all requirements may result in Response being disqualified as non-responsive. All Responses must be submitted using the website www.rfghosting.com. Every question must be answered and if not applicable, the section must contain "N/A."
- 3.2 **SUBMITTAL OF RESPONSES** - Responses MUST be received by the date and time noted on the title page under "Bid Submission Information and Deadline". NO EXCEPTIONS. The County is not responsible inability to access webpage.
 - 3.2.1. The County's Bids, Bid Tabulations, and Bid Awards may be viewed on our web page at www.showmeboone.com. View information under *Purchasing Department*.
 - 3.2.2. If you have obtained this bid document from our Web Page or from a source other than the Boone County Purchasing Department, please check with our office or web page prior to submitting your bid to ensure that you have a complete package. The Purchasing Department cannot be responsible for providing addenda if we do not have you on our vendor list for this bid.
- 3.3. **BID OPENING** - On the date and time and at the location specified on the title page under "Bid Submission Information and Deadline", all Responses will be viewed in public. Brief summary information from each will be read aloud.
 - 3.3.1. **Removal from Vendor Database** - If any prospective Bidder currently in our Vendor Database to whom the Bid was sent elects not to submit a Response and fails to reply in writing stating reasons for not bidding, that Bidder's name may be removed from our database. Other reasons for removal include unwillingness or inability to show financial responsibility, reported poor performance, unsatisfactory service, or repeated inability to meet delivery requirements.
- 3.4. **RESPONSE CLARIFICATION** – The County reserves the right to request additional written or oral information from Bidders in order to obtain clarification of their Responses.
 - 3.4.1. **Rejection or Correction of Responses** – The County reserves the right to reject any or all Responses. Minor irregularities or informalities in any Response which are immaterial or inconsequential in nature, and are neither affected by law nor at substantial variance with Bid conditions, may be waived at our discretion whenever it is determined to be in the County's best interest.
- 3.5. **EVALUATION PROCESS** – The County's sole purpose in the evaluation process is to determine from among the Responses received which one is best suited to meet the County's needs at the lowest possible cost. Any final analysis or weighted point score does not imply that one Bidder is superior to another, but simply that in our judgment the Contractor selected appears to offer the best overall solution for our current and anticipated needs at the lowest possible cost.
 - 3.5.1. **Method of Evaluation** – The County will evaluate submitted Responses in relation to all aspects of this Bid.
 - 3.5.2. **Acceptability** – The County reserves the sole right to determine whether goods and/or services offered are acceptable for our use.
 - 3.5.3. **Endurance of Pricing** - Bidder's pricing must be held until award or 60 days, whichever comes first.
 - 3.5.4. **Award**: Award will be made to the lowest, responsible bidder meeting specifications, who presents the product or service that is in the best interest of Boone County. Boone County reserves the right to award this bid on an item by item basis, or an "all or none" basis, whichever is in the best interest of the County.
 - 3.5.5. Boone County reserves the right to reject all bids. Boone County reserves the right to waive informalities in bids.



Boone County Purchasing

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Standard Terms and Conditions

Marlene Ridgway, Buyer

Phone: (573) 886-4392- Fax (573) 886-4390

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1. Responses shall include all charges for packing, delivery, installation, etc., (unless otherwise specified) to the Boone County Department identified in the Request for Quotation and/or Proposal.
 2. The Boone County Commission has the right to accept or reject any part or parts of all bids, to waive technicalities, and to accept the offer the County Commission considers the most advantageous to the County. Boone County reserves the right to award this bid on an item-by-item basis, or an "all or none" basis, whichever is in the best interest of the County.
 3. Bidders must use the online purchasing system provided by RFQhosting.com provided for the purpose of submitting bids.
 4. When products or materials of any particular producer or manufacturer are mentioned in our specifications, such products or materials are intended to be descriptive of type or quality and not restricted to those mentioned.
 5. Do not include Federal Excise Tax or Sales and Use Taxes in bid process, as law exempts the County from them.
 6. The delivery date shall be stated in definite terms, as it will be taken into consideration in awarding the bid.
 7. The County Commission reserves the right to cancel all or any part of orders if delivery is not made or work is not started as guaranteed. In case of delay, the Contractor must notify the Purchasing Department.
 8. In case of default by the Contractor, the County of Boone will procure the articles or services from other sources and hold the Bidder responsible for any excess cost occasioned thereby.
 9. Failure to deliver as guaranteed shall disqualify Bidder from future bidding.
 10. Prices must be as stated in units of quantity specified, and must be firm. Bids qualified by escalator clauses may not be considered unless specified in the bid specifications.
 11. No bid transmitted by fax machine will be accepted.
 12. The County of Boone, Missouri expressly denies responsibility for, or ownership of any item purchased until same is delivered to the County and is accepted by the County.
 13. The County reserves the right to award to one or multiple respondents. The County also reserves the right to not award any item or group of items if the services can be obtained from a state or other governmental entities contract under more favorable terms.