

SEBASTIAN COUNTY JUDGE
Purchasing Department
35 South 6th Street, Room 106
Fort Smith, Arkansas 72901
(479) 784-1502 Fax (479) 784-1550

May 3, 2015

NOTICE TO: Qualified Bidders

SUBJECT: Request for Proposal, Bid Number SC - 1506

Sebastian County is interested in receiving sealed written proposals for furnishing the products/services specified in the attached Request for Proposal (RFP). Complete details regarding the products and/or services required by the County, and instructions for participating in the bid process, are included in the attached bid package.

Bids must be received by the time and date indicated in the RFP. Bids received after the time and date set for opening will not be considered.

Bidders who do not wish to submit bids must submit a "No Bid" to continue to be eligible for retention on the Bid List. The Bid List is periodically reviewed and bidders who have not responded to proposal requests are deleted.

If you are interested in submitting a bid, please be sure that the requirements of the RFP are completed since failure to meet the requirements could cause your bid to be rejected.

Any questions regarding the Bid Invitation should be directed to the Purchasing Department, (479) 784-1502.

Charity Gregory
Purchasing/Facilities Administrator
Sebastian County

Attachment: RFP

REQUEST FOR PROPOSAL

Sebastian County, Arkansas

COVER SHEET

SECTION I

BID NUMBER: SC-1506

TITLE: One (1) Compact SUV for Treasurer/Collector

OPENING: DATE: May 18, 2015
TIME: 2:00 P.M.
PLACE: Purchasing Department
35 South 6th Street, Room 106
Fort Smith, Arkansas

MAIL SEALED PROPOSALS TO: Sebastian County Purchasing Department
35 South 6th Street, Room 106
Fort Smith, Arkansas 72901

ON OUTSIDE OF PROPOSAL SHOW: (1) Return Address
(2) Bid Opening Date
(3) Bid Number and Title

BIDDER MUST COMPLETE THE FOLLOWING INFORMATION:

NAME OF BIDDER: _____

ADDRESS: _____

CITY/STATE/ZIP CODE: _____

TELEPHONE NUMBER: _____ FAX NUMBER: _____

INSTRUCTIONS:

- (1) Unit prices and extensions are required on proposal form
- (2) **Return *three* copies of entire Request for Proposal**
- (3) Proposals must be signed to be accepted
- (4) Any trade discounts should be deducted and net prices shown
- (5) Bidder must guarantee product(s) offered will meet or exceed specifications contained in this Request for Proposal
- (6) Bidding procedures will be in compliance with Arkansas Laws
- (7) **QUOTE:** F.O.B. destination
- (8) **TERMS:** Net 30 days

PROPOSAL FORM

BID NO. SC-1506

SECTION II

We, the undersigned, agree to furnish the products and/or services indicated below in accordance with the specifications and conditions contained herein, at the bid price shown.

It is expressly agreed and understood by and between the parties hereto, and is made a condition precedent to the entering into of any purchase agreement resulting from this invitation to bid, that the County Judge, Sebastian County, shall determine any and all questions or disputes which may arise concerning conformity to the specifications and conditions, and proposals; and the quantity, suitability, and acceptability of all items to be furnished hereunder, and his decision as to such matters shall be final, binding, and conclusive upon the parties hereto.

That this Request for Proposal and proposals submitted hereunder shall be governed by the laws of the State of Arkansas.

We, the undersigned, affirm that this proposal is made on behalf of the undersigned, and is made without collusion on the part of any person, firm or corporation; and that the conditions and other provisions have been carefully examined and are agreed to.

Description	Total Price
One (1) Mid-Size SUV for Treasurer/Collector	\$ _____

Written Amount \$ _____

Make: _____ Model: _____

Warranty: _____ Delivery: _____

Amounts shall be in both written form and figures. In case of a discrepancy between the written amount and the figures, the written amount will govern.

Per Statue 26-52-410 of the Arkansas Code, "No tax shall be levied or collected upon gross receipts derived from the sale of motor vehicles to municipalities and counties or to state-supported colleges and universities or to public school districts in this state".

Exceptions to specifications: NO _____ YES _____ (Attach itemized list)

From: _____ Signature: _____

Date: _____ Title: _____

GENERAL CONDITIONS

1. Bids must be received no later than the date and time set for bid opening. **Bids must be sealed.** Bids may be withdrawn, modified or corrected by the bidder after it has been submitted provided a written request to do so is filed with the County Judge prior to the time set for opening the bid. Telegrams or letters received prior to the time set for opening the bids will be accepted and attached to the unopened bid, and the bid will be considered withdrawn, modified, corrected, or otherwise changed accordingly. **NO BID MAY BE WITHDRAWN, MODIFIED, CORRECTED, OR OTHERWISE CHANGED AFTER THE TIME SET FOR OPENING THE BIDS.**
2. Specifications are designed to describe the type and quality of the product/services desired by the County. They are not intended to restrict bidding on any like product/service of equal or higher quality. Any exceptions to the specifications must be noted on a separate sheet by reference to the item number in the specifications where the exception is taken. If no exceptions are submitted with the Proposal, and accepted by the County, bidders will be expected to comply with the specifications. Products and/or services will be inspected for compliance prior to acceptance.
3. Prices quoted will be considered net prices unless otherwise stated by the bidder in the proposal. Bid prices must remain firm for 60 days unless otherwise stated in the specifications.
4. It shall be understood and agreed that any material or product purchased under this bid shall be new and in first class condition unless otherwise stated in or required by the bid invitation.
5. Bid bonds are not required unless specifically required by law or specified in the bid invitation.
6. **Bids must be signed to be accepted.** Signature must be that of the individual authorized to obligate the bidder who is submitting the bid or proposal.
7. The County is exempt from Federal Excise Taxes and such taxes shall not be included in the bid price. An exemption certificate will be furnished where required.
8. State and Local Sales Taxes shall be stated as a separate item and shall not be included in the bid price of the product/services being proposed. If no taxes are so stated, the County will assume that any taxes due have been included in the price quoted and no additional taxes will subsequently be added to the bid price. The County is Sales Tax Exempt on motor vehicle purchases.
9. **BIDS WILL BE EVALUATED BASED UPON COMPLIANCE WITH THE SPECIFICATIONS, BID PRICE, APPLICABILITY AND SUITABILITY OF THE PRODUCT/SERVICES BEING OFFERED, PRODUCT AND VENDOR RELIABILITY, WARRANTY, DELIVERY TIME, AND SUCH OTHER FACTORS DEEMED APPROPRIATE TO ASSURE THE COUNTY RECEIVES A QUALITY PRODUCT MOST ADVANTAGEOUS TO THE COUNTY.**
10. Assignment of any part or all of payments accruing under contracts or purchase agreements resulting from this Invitation to Bid will not be authorized. Payment shall only be made to the Contractor or vendor with whom the order is placed.
11. The County reserves the right to accept part or all of any specific bid or bids, and to accept any bid or bids with or without trade-in whichever is most advantageous to the County.
12. The Sebastian County Judge reserves the right to reject any or all bids/proposals, to accept any deemed most advantageous to the County, and to waive any formalities.

GENERAL SPECIFICATIONS

1. All vehicles furnished to Sebastian County shall be new and delivered as specified in the Request for Proposal. Vehicles shall be furnished with all interior, exterior trim and appointments listed by the manufacturer in printed specifications and literature as standard equipment. Vehicles shall also be equipped with any and all safety equipment required by the State and applicable Federal Regulations. Any upgrades and/or additional equipment necessitated by selection of any listed option by the ordering entity shall be included in the prices bid, and no additional charge shall be made by the vendor.
2. Warranty - From date of delivery, each vehicle shall be accompanied by a warranty for a minimum of thirty-six (36) months or thirty-six thousand (36,000) miles, whichever comes first. Warranty shall certify that the vehicle is of good material and workmanship and that the replacement of any part or parts that fail under normal use within the designated period, free of negligence or accident, will be promptly repaired or replaced at NO cost to the County.
3. Responsibility for Inspection - Unless otherwise specified, the successful bidder will be responsible for performing all inspections required herein. The County reserves the right to make any and all inspections deemed necessary to insure compliance with this specification.
4. Each vehicle shall be completely serviced, cleaned, and thoroughly inspected by the successful bidder just prior to delivery to the County. No dealer advertisement shall be on any vehicle purchased by the County.
5. Delivery – Projected delivery time shall be stated on the Proposal Form in the space provided. The times must be realistic and failure to meet delivery times could be cause for cancellation of the order if delays have an adverse impact on the County.
6. Literature – Bidders shall include descriptive literature on all vehicles being proposed to facilitate evaluation of the proposals.
7. Specifications – The specifications are intended to describe the type and quality of vehicle desired by the County. Any substitutions must be addressed by the bidder on a separate page attached to the Proposal Form and must reference the paragraph where the substitution is made. Any substitution must be of equal or higher quality than what was specified. Items that are standard equipment shall be included whether or not specifically addressed in the specifications.
8. Trade-In – When trade-ins are offered on the proposed purchase, bidders must include a trade-in allowance on their proposal form.

Pre Delivery Requirements

- Complete lubrication
 - Fill crankcase with oil
 - Adjustment of engine to proper operating conditions
 - Inflate tires to proper pressure
 - Careful check to assure perfect operation of all mechanical features
 - Front end alignment and wheel balance
 - Cleaning of vehicle, if necessary, and removal of all unnecessary tags, stickers, papers, etc.
- Window price sticker shall not be removed.**
- No dealer's insignia shall be affixed to vehicle
 - A minimum of five (5) gallons of fuel in each vehicle
 - Delivery shall be during normal working hours, 8 a.m. to 4 p.m., Monday thru Friday

The intent of this bid is to secure one (1) Compact SUV

Vehicle Specifications

Model: Vehicle shall be a new 2015 or later model

Quantity: One (1)

Body Style: Vehicle shall be a compact SUV

Color: Vehicle shall be dark gray

Dimensions:

Wheelbase shall be 110-113"

Width shall be 72-73" w/out mirrors

Length shall be 180-190"

Height shall be 60-70"

Interior: The interior shall have a 6-Speaker System, 8-way power adjustable driver's seat, assist handles, front passenger and rear outboards, USB Port, AM/FM Radio with CD player. Vehicle shall come with cruise control, defogger, door locks that are power programmable, remote keyless entry, steering wheel with tilt and telescopic, power windows, air conditioning

Doors and Windows: Shall include rear defrost, power windows, and privacy glass

Measurements: Shall be curb weight 3800-3900 lbs

Tires and Wheels: Vehicle shall include full size spare tire, aluminum wheels, tire pressure monitoring system, front and rear All-Season tires or equivalent

Engine and Performance:

Engine Type shall be Gas/Ethanol 14

Vehicle shall be front wheel drive, with an automatic transmission and a 4-cylinder engine.

Suspension:

Suspension Type: Front: MacPherson strut, or equivalent w/ coil springs

Rear: Trailing arm w/coil springs

Safety: Vehicle shall be equipped with airbags: Driver, side head, side, passenger, and rear head airbags. The brakes shall be 4-wheel ABS and 4-wheel disc brakes. Vehicle will include electric stability control, child safety locks, daytime running lights, and traction control