



**BARROW COUNTY**  
*Georgia*

**MEMORANDUM**

**To:** Parties Interested In RFB2018-13

**From:** Misty Landers

**Date:** September 6, 2017

**Re:** RFB2018-13 – 2017 OR 2018 Ford Transit Passenger Wagon XL

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RFB2018-13 is attached for your consideration. Anyone accessing this Request for Bid from the Barrow County web site is responsible to insure the latest documents are in their possession including any addenda. All addenda, questions and answers will be posted on this site. ***This site should be visited frequently to insure an awareness of any updates.***

Please insure bids are submitted exactly as specified in the RFB. If you have any questions, please submit them in writing as called for in the RFB.

Thank you.



**BARROW COUNTY**  
*Georgia*

**REQUEST FOR BID  
RFB2018-13**

**2017 OR 2018 FORD TRANSIT PASSENGER WAGON XL**

**BARROW COUNTY, GEORGIA**

**September 6, 2017**

## REQUEST FOR BID

RFB2018-13

### BARROW COUNTY, GEORGIA

Date: September 6, 2017

#### PURPOSE:

The purpose of this request is to provide interested suppliers with the sufficient information to enable them to submit a uniform bid for the County's review. Also, to set-forth a systematic method that will be fair and impartial to all parties concerned and to generate a response that can be equally evaluated by the County. ***This bid will be evaluated and governed according to the Barrow County Purchasing Policy.***

#### GENERAL:

Barrow County is in the process of securing sealed bids for one (1) 2017 or 2018 Ford Transit Passenger Wagon XL per attached specifications for Barrow County Extension Office. Bidder must be an authorized dealer for a minimum of three (3) consecutive years for the type of vehicle which you are submitting a bid. Manufacturer certification may be required. Special attention should be given to the technical schedule and conditions below.

Regular Bid: Each supplier must comply with all requirements for a regular bid as directed or required by this notice. Notice is hereby given to all suppliers that if their bids are defective or irregular, the same may be rejected immediately.

Uniform Bid: To facilitate comparative analysis and evaluation of quotations, it is desired that a uniform format be employed in structuring each bid. The required format will coincide with specifications and additional options given later in this notice. The supplier's degree of compliance with the requirements of this notice will be a factor in the subsequent evaluation and award of contract for these items. All instructions are to be considered an integral part of the RFB.

Right to Reject Any or All Bids: Barrow County reserves the right to reject any or all bids, to waive technicalities or informalities, and to accept any bid deemed in the best interest of the county. Where two or more suppliers are deemed equal, the County reserves the right to make the award to one of the suppliers.

Firm Price: Prices quoted by supplier shall be firm prices, and not subject to increase during the schedule hereinafter set-forth and shall not include Federal or State Tax.

Right to Submitted Materials: All responses, inquires, or correspondence relating or in reference to this schedule, exhibit, and other documentation by the supplier shall be properly identified as to supplier and will become the property of the County when received. Supporting technical manuals will be returned at the request of the supplier. Selection of a suppliers bid does not affect this right.

**INQUIRIES:** Bidders **shall not** contact any members, or employees, of the Barrow County Board of Commissioners or any Barrow County Elected Officer or employee of Barrow County Elected Officer, regarding this RFB, bid evaluation, or selection process from the time the RFB is issued until the time a notification of intent to award is announced. **Questions relating to this RFB must be submitted in writing to: Misty Landers (email: [mlanders@barrowga.org](mailto:mlanders@barrowga.org)).** The deadline for submission of questions relating to this RFB shall be 5:00 p.m., September 14, 2017. All questions submitted in writing prior to the deadline will be compiled, answered in writing and posted to the website [www.barrowga.org](http://www.barrowga.org) as an addendum to the RFB.

**SEALED QUOTATIONS:** An original (un-bound) and four copies of the bid must be submitted in a sealed envelope, addressed to Owner. Each sealed envelope containing a bid must be plainly marked on the outside with **“RFB2018-13 – 2017 OR 2018 FORD TRANSIT PASSENGER WAGON XL”**. If a bid is forwarded by mail, the sealed envelope containing the bid must be enclosed in another envelope to the attention of the Owner at the address previously given and also plainly marked with **RFB2018-13 – “2017 OR 2018 FORD TRANSIT PASSENGER WAGON XL”**. The county will not be responsible for late mail deliveries and no bid will be accepted if received after the time stipulated by this RFB. No bid may be withdrawn or modified in any way after the deadline for RFB opening. FAILURE TO COMPLY WITH THE ABOVE INSTRUCTIONS WILL DISQUALIFY BID QUOTE.

**PROPOSALS SHALL BE SUBMITTED TO:**  
**Barrow County Board of Commissioners**  
**County Clerk’s Office**  
**30 North Broad Street**  
**Winder, GA 30680**

**EVENTS:** Sealed bids will be accepted in the County Clerk’s Office, no later than **12:00 Noon, Thursday, September 21, 2017.** Bids will be opened and read aloud in the Main Floor Conference Room at 30 North Broad Street, Winder, GA. 30680 at 2:00 p.m. on September 21, 2017. All bids will be evaluated and the project will be awarded, if it is awarded, within 60 days of the bid opening. These prices will be good for 60 days from this date.

**The following dates and times apply to this RFB:**

Issue Request for Bid -----September 6, 2017  
Deadline for Questions ----- September 14, 2017 (5:00 p.m.)  
Bid Due Date ----- September 21, 2017 (12:00 p.m.)  
Bid Opening -----September 21, 2017 (2:00 p.m.)

**DOCUMENTS:** The following documents are included in this Request for Bid:

- Memo (1 Page)
- Request for Bid (4 Pages)
- Specifications (1 Page)
- Bid Form (1 Page)

**BID CONTENT:** Please include the following documents with your submittal (***an original un-bound and four copies***):

- Bid Form (included in the RFB)
- Specifications for model that was bid on bid form.

**DELIVERY TIME:** *Please advise number of days from the date of order in which delivery can be expected.*

**TECHNICAL REQUIREMENTS:** The technical requirements are normally given as generic in nature, where a company's part is listed, no exceptions or substitutions will be accepted, unless stated otherwise in the RFB.

**PAYMENT:** Payment will be made Net 30 Days from date of receipt of equipment. No monies will be paid up front with the order. Bidder agrees to render invoice electronically ([payables@barrowga.org](mailto:payables@barrowga.org)). Bidder agrees to accept the Barrow County Purchase Order Form to execute the actual purchase of equipment; no other contract document will be generated for the purchase.

**LOCAL VENDOR'S PREFERENCE:**

Because bids awarded to Local Vendors contribute to the County's tax base and promote the local economy, the County has determined that, under certain circumstances described in this Section, Local Vendors shall be provided an additional privilege, whenever not otherwise prohibited by State law (including, but not limited to, public works and road construction projects as contemplated by Section 1-7(6) of the County's Purchasing Policy), when bidding against non-Local Vendors.

For bids in the amount of \$25,000.00 or more, if a Local Vendor's bid shall meet all specifications and does not exceed four percent (4%) more than the lowest responsive and responsible bidder, the lowest bidding Local Vendor shall be offered three (3) business days from the opening of such bids in which to notify the Purchasing Office in writing that it agrees to match the low bid submitted by any non-Local Vendor. If such Local Vendor shall not agree to match the low bid, then the next lowest Local Vendor, if any, shall be offered within three (3) business days thereafter to notify the Purchasing Office in writing that it agrees to match the low bid submitted by any non-Local Vendor, and so on until all applicable Local Vendors are offered the opportunity to match the low bid.

## **2017 OR 2018 FORD TRANSIT PASSENGER WAGON XL SPECIFICATIONS**

- Transit Wagon XL
- Long 350
- Medium Roof
- 148" Wheelbase
- 3.7L Ti-VCT V6 Engine
- 6-Speed Automatic Overdrive with SelectShift Transmission
- Regular Rear Axle
- Oxford White
- Heavy-Duty Trailer Tow Package
- Running Board
- Reverse Sensing System
- Trailer Brake Controller
- Cruise Control with Message Center
- Seating Capacity, 12 passenger
- All Manufacturer's Standard Equipment

**BID FORM**  
**(SUBMIT ONE ORIGINAL (UN-BOUND) AND FOUR COPIES)**

PROJECT: **RFB2018-13** 2017 OR 2018 FORD TRANSIT PASSENGER WAGON XL  
 (Per attached specifications)

SUBMITTED TO: Barrow County Board of Commissioners

SUBMITTED BY (NAME, ADDRESS AND TELEPHONE NUMBER OF COMPANY):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Barrow County Board of Commissioners:

Having carefully examined the Request for Bid and Related Documents for RFB2018-13, and Addendum(s) \_\_\_\_\_, the undersigned proposes to furnish the following vehicle per Specifications for the following amounts:

Ford Transit Passenger Wagon XL	Delivered Price	Lead Time in Calendar Days	Warranty Period*
1 each 2017 or 2018 Ford Transit Passenger Wagon XL per attached specifications. Attach detailed specifications and explanation of any deviations to the specifications.	\$ _____ Each	_____ Days	_____
<b>GRAND TOTAL – 1 vehicle</b>	\$ _____		<b>*Supplier To Be Within 75 Miles Radius of Winder, GA</b>

Bidder agrees to accept the Barrow County Purchase Order Form to execute the actual purchase of the equipment; no other contract document is required for the purchase. No monies will be paid up front; payment will be made Net 30 days from receipt of material.

Signed, sealed, and dated this \_\_\_\_\_ Day of \_\_\_\_\_, 2017.

Bidder: \_\_\_\_\_ (Seal)  
 (Company Name)

By: \_\_\_\_\_

Title: \_\_\_\_\_

\*Attach warranty statement.