County of San Luis Obispo
General Services Agency
Janette D. Pell, General Services Agency Director
Helen McCann, Department Administrator

INVITATION TO BID #3489-10
NEW AND UNUSED VANS

February 24, 2010

The County of San Luis Obispo is currently soliciting bids for a New and Unused Truck as noted.

Each bid shall specify each and every item as set forth in the attached specifications. Any and all exceptions must be clearly stated in the bid. Failure to set forth any item in the specifications shall be grounds for rejection. The County of San Luis Obispo reserves the right to reject all bids and to waive any informalities.

Please submit your bids on the attached form. They must be received at the office of the General Services Department **no later than 3:00 p.m. on March 18, 2010**.

Any and all comments and suggestions are sincerely encouraged prior to the bid opening.

Barbara Adams
Buyer – GSA-Purchasing
beadams@co.slo.ca.us

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TO: ALL PROSPECTIVE BIDDERS
SUBJECT: LOCAL BIDDERS PREFERENCE

The County of San Luis Obispo has established a local vendor preference. All informal and formal bids for contracts will be evaluated with a 5% preference for local vendors. Note the following exceptions:

1. Those contracts which State Law requires be awarded to the lowest responsible bidder.
2. Public works construction projects.

A "local" vendor will be approved as such when, 1) It conducts business in an office with a physical location within the County of San Luis Obispo; 2) It holds a valid business license issued by the County or a city within the County; and 3) Business has been conducted in such a manner for not less than six (6) months prior to being able to receive the preference.

As of March 3, 1994 individual County Buyers evaluate bids considering the local vendor preference described above. The burden of proof will lie with bidders relative to verification of "local" vendor preference. Should any questions arise, please contact a buyer at (805) 781-5200. All prospective bidders are encouraged to quote the lowest prices at which you can furnish the items or services listed in County bids.

	YES	NO
Do you claim local vendor preference?		
Do you conduct business in an office with a physical location within the County of San Luis Obispo?		
Business Address: _____ _____		
Years at this Address: _____		
Does your business hold a valid business license issued by the County or a City within the County?		
Name of Local Agency which issued license: _____		

Business Name: _____

Authorized Individual: _____ Title: _____

Signature: _____ Dated: _____

TO: ALL PROSPECTIVE BIDDERS

SUBJECT: POLICY ON PURCHASING PRODUCTS MADE WITH OR CONTAINING CHLOROFLUOROCARBONS (CFC's)

Summary

Many products contain chlorofluorocarbons (CFC's), a known depleter of ozone in the atmosphere. Under the U.S. Clean Air Act and the Montreal Protocol on Substances That Deplete the Ozone Layer, CFC production for use in industrialized nations is to be totally phased out by January 1, 1996. There are still many products on the market that contain CFC's or are made with CFC's. The Department of General Services, purchasing staff must identify products made with or containing CFC's and purchase alternative products whenever practical and possible.

Policy

To this end, it shall be the policy of the County of San Luis Obispo that all bidders, who wish to do business with the County are required to identify all products that contain CFC's or use CFC's in the manufacturing or shipping processes. Bidders are required to identify alternative products that do not use CFC's, for possible purchase by the County.

Bidder Response

	YES	NO
Do any products offered herein contain CFC's or use CFC's in the manufacturing or shipping process?		
If yes, please offer an alternative product by copying bid forms and submitting an alternate bid. Will you offer an alternate?		
Please provide any other information that may be helpful to the County. Attachments are acceptable.		

Bidder: _____

GENERAL CONDITIONS AND INSTRUCTIONS

1. All bids submitted by Seller to Purchaser should be submitted upon the attached bidder's form, completed and signed, (only typewritten or ink shall be accepted with no erasures or corrections unless properly authenticated by signature) in accordance with the instructions contained herein.

2. The issuance of this bid request creates no obligation on the part of the County and the County reserves the unconditional right at its option to either reject all bids or waive any irregularities or informalities therein. Each bid shall be in a separate sealed envelope with the bid number, name of bidder, title of the bid, date and time due showing on the outside of the envelope.

3. All prices must be firm for 45 days from the date of the bid opening and be inclusive. Upon award, prices will be in effect for the term of the contract.

4. If you offer any prompt payment discounts, please indicate this on your bid.

5. Awards will be made to realize the greatest savings to the County and may not necessarily be the lowest bid especially where services are of the utmost importance.

6. Submission of a signed bid will be interpreted to mean that the bidder has thereby agreed to all conditions, instructions, descriptions and specifications contained herein.

7. All materials included in the contract shall be in compliance with all Federal and State OSHA laws.

8. All applicable City, State, and Federal taxes and fees are to be included in the proposal.

9. The only terms that will be honored are those terms included in general and special conditions and instructions, purchase order or other documents issued by the County.

10. In the event of any conflicts or ambiguities between these instructions and State or Federal laws, regulations or rules, then the latter shall prevail.

11. Only one bid will be accepted per vendor.

12. Bidders may withdraw their bid either personally, by written request, or by telegraphic request confirmed in the manner specified above at any time prior to the scheduled closing time for receipt of bids. No bidder may withdraw their bid after the time set for the opening.

13. All time limits stated are of the essence and must be complied with. Any bids received after closing time stipulated will be returned unopened.

14. All bids must be submitted in a manner so they can be readily hole-punched and placed in a standard legal size file folder.

15. The County may make partial payments after a substantial portion of the merchandise has been delivered. On all items, a 10% retention will be withheld until all merchandise has been accepted.

16. Brand names are used to establish a level of quality only. Any alternates must be approved five (5) days prior to the bid opening date, by the Central Services Manager, who will have the sole right to determine this. If an alternate is submitted without going through the above- described process, the County will have the sole right to decide whether or not an alternate is acceptable.

17. Vendor agrees that it will not discriminate against any employee or applicant for employment because of race, color, religion, sex or national origin and that it will comply with the "Contractor's Agreements" provisions of Presidential Executive Order No. 11246.

18. **NO FAXED** Bids will be accepted.

19. Return bid by **March 18, 2010 at 3:00 p.m.** to:

COUNTY OF SAN LUIS OBISPO
GENERAL SERVICES AGENCY
BARBARA ADAMS, BUYER
1087 SANTA ROSA STREET
SAN LUIS OBISPO, CALIFORNIA 93408

SPECIAL TERMS, CONDITIONS AND INSTRUCTIONS

It is the intent of these specifications to describe new and unused vans equivalent in style, quality and appointments to those offered of standard manufacture. The vehicles shall be supplied with all new equipment and accessories indicated as standard equipment in the manufacturer's published literature. All equipment/options are to be factory installed. If some equipment/options are not available from the factory, dealer installation may be acceptable if specified as dealer installed in the bid response and accepted by the County.

1. Deviations: The specifications describe minimum or average requirements. Minor deviations from specifications may be acceptable provided that the operating capacities or characteristics of the vehicles are not adversely affected. Such deviations are to be submitted in writing with the bid submission and the County reserves the right to make the final determination as to whether or not any deviations are acceptable.

2. Regulations: All equipment and accessories shall meet OSHA, Department of Industrial Safety and California Highway Patrol regulations. The following regulations are a partial listing of regulations which may be in effect at the closing of the bid are incorporated to the extent applicable. Seller is responsible for ensuring that the vehicles offered meet all applicable laws including but not limited to:

   Department of Transportation, Federal Highway Administration, 49 CFR - Motor Carrier Safety Regulations

   Federal Motor Vehicle Safety Regulations and Standards

   U.S. Environmental Protection Agency - Federal Energy Administration, 1984 Gas Mileage Guide, California

   California Vehicle Code

   California Administrative Code

3. Shipping Terms: All prices quoted are to be FOB Destination, no additional Freight charges. Bids quoting otherwise may be rejected.

4. Weight Certificates: If required by DMV to register the vehicle, **weight certificates must be submitted by the vendor upon final delivery of the vehicle.**

5. Fuel: **Each vehicle shall be delivered with a full tank of manufacturer's recommended fuel.**

6. Licensing and Registration: The County will license and register any vehicles supplied under this bid. Seller shall provide ownership documents, free and clear.

   Seller shall also supply Certificate of Title signed by Seller, Dealer's Report of Sale new or used vehicle, Odometer Disclosure Statement, and Weight Certificate (when required). Making sure Dealer and Salesperson numbers are documented as required on forms needed to complete the licensing and registration process. The licensing and registration process will be completed **BY THE COUNTY**.

   It is required that the documents required for licensing (Dealer, Bill of Sale, Weight Certificate, etc.) be included with the vehicle at the time of delivery.

All other documents are to be sent directly to the address below within two weeks of receipt of payment for the vehicles:

COUNTY OF SAN LUIS OBISPO
GENERAL SERVICES AGENCY
1087 SANTA ROSA STREET
SAN LUIS OBISPO, CA 93408
ATTENTION: RICHARD FLEMING, FLEET SERVICES

7. Warranty: Standard manufacturer's warranties are to be provided and listed for each vehicle. The County's established preventive maintenance procedures and practices shall be accepted in lieu of the manufacturer/dealer's prescribed procedures. This provision shall also apply to any extended warranties.

   Special body and equipment warranties shall be a minimum of one year from date of acceptance and include all parts and labor.

   All of the above mentioned warranty literature shall be included with the vehicle at the time of delivery.

   Warranty offers are important and may be considered in the evaluation of the bids.

8. Manufacturers Literature: One copy of the vehicle owners/operators manual, any other instructions for operation and any other supporting literature is required for each vehicle.

   One copy of equipment operating instructions, a complete and current parts list and all other supporting literature is required for all equipment added to a vehicle.

   All of the above mentioned manufacturers' literature shall be included with the vehicle at the time of delivery.

9. Delivery: All units are to be delivered F.O.B. Destination to the County Garage, Fleet Services, County Operational Center, 1355-A Kansas Avenue, San Luis Obispo, CA 93401. Final acceptance of vehicles for conformance with the specifications will be made only by the Fleet Manager. Final acceptance will be made within 20 days of receipt of the vehicles.

10. Additional Vehicles: The County may utilize bid results to purchase vehicles and negotiate pricing for additional multiple years with the approval of the County and the vendor.

FINAL COST TO THE COUNTY

The County will award bids based on the unit cost bid only. Additional charges will not be accepted nor paid by the County. Smog check fees, destination charges, shipping charges, documentation fees, and dealer prep fees may not be charged by the dealer. The County will calculate sales tax.

FLEET INFORMATION

The County Ford Fleet I.D. #QB495 and General Motors Fleet I. D. #626129.

VEHICLE CLASSIFICATION

The County uses the U.S. Environmental Protection Agency Fuel Economy Guide to determine vehicle class size.

SPECIFICATION A

It is the intent of this Specification to describe a 12-passenger van with a V8 engine and double swing out doors on the side and rear of passenger area.

QUANTITY: 2 *Purchase of additional units is to be determined.*

CAB AND BODY		**DEVIATIONS**
Body:	Van, Passenger	_____
Color:	Black with White Doors and Roof	_____
Side Body Doors:	Double swing out with windows	_____
Rear Door:	Double swing out with windows	_____
Seating:	12 Passenger Factory Standard	_____
Wheelbase:	135" Approximately	_____
Total Length:	216" Approximately	_____
Bumper:	Front Standard, Rear Step	_____
Mirrors:	Left and Right Exterior Fold Away	_____
DRIVE TRAIN		
Engine:	Gas 5.4L V8, 250 hp - Minimum	_____
Drive System:	2 Wheel Drive	_____
Transmission:	Automatic w/Overdrive	_____
Differential:	3.73 Gear Ratio, Approximate	_____
Fuel Tank:	30 Gallons	_____
INTERIOR		
Upholstery:	Gray or Black, Standard Vinyl	_____
Floor Mats:	Factory Standard, Complete	_____
Air Conditioning:	Front and Rear	_____
Air Bags:	Driver and Front Passenger	_____
Radio:	Factory Standard AM/FM	_____
Gauge Package:	Standard	_____
Glass:	Tinted	_____
Mirror:	Factory Standard Interior Rear View	_____
CHASSIS		
GVW Rating:	8,600 Minimum	_____
Payload:	2,500 Minimum	_____
Brakes:	4 Wheel Anti-Lock Disc	_____
Steering:	Power Assisted	_____
Front Axle Capacity:	3800 GAWR	_____
Rear Axle Capacity:	5360 GAWR	_____
Spare Tire Mount:	Standard	_____
Tires:	Five (5) each, Factory Standard	_____
Wheels:	Standard	_____

BIDDER:_____

OTHER STANDARD EQUIPMENT

Emergency Kit:	Reflector Type w/Mount	_____
Fire Extinguisher:	County Standard, General TCP5J with Heavy Duty Mount	_____

WARRANTY MINIMUM:

Full Bumper to Bumper	3 year/36,000 Mile	_____
Power Train	5 year/100,000 Mile	_____

VAN MAKE: _____MODEL YEAR & NAME: _____

WARRANTY PERIOD: _____MODEL NO: _____

BIDDER:_____

PRICE SUMMARY SHEET

The undersigned agrees to:

Deliver FOB San Luis Obispo to Fleet Services, 1355-A Kansas Avenue, San Luis Obispo, CA 93401, the vehicles itemized below and in accordance with the Specifications attached. All equipment to be new and unused of the latest model year and all attachments shall be compatible with the vehicles proposed.

All equipment and accessories shall comply with the applicable State and Federal Codes, Regulations and Requirements.

Equipment shall be delivered serviced and ready to operate and in accordance with the vehicle checklist.

Bid Summary

ITEM	SPEC	QUANTITY	UNIT COST	EXTENDED COST	8.25 % SALES TAX	TOTAL BID PRICE
1	A	2	$_____	$_____	$_____	$_____
2	Extended Warranty As Specified		$_____	$_____	N/A	$_____

VAN MAKE: _____MODEL, YEAR & NAME: _____

PAYMENT TERMS: _____

DATE OF DELIVERY:_____

Authorized Official Name (Print) _____

Authorized Official Title (Print) _____

Signature_____

Firm Name _____

Address_____

City _____ State _____Zip Code _____

Telephone_____ FAX_____

Federal Taxpayer ID# _____

BIDS **MUST** BE RECEIVED BY 3:00 P.M., **MARCH 18, 2010** AND
WILL BE OPENED IN THE OFFICE OF THE GENERAL SERVICES AGENCY
Bid #3489-10

EXHIBIT A

GENERAL SERVICES DEPARTMENT
COUNTY GARAGE
VEHICLE INSPECTION CHECKLIST

NEW VEHICLES WILL NOT BE ACCEPTED UNTIL THE CONTRACT VENDOR HAS PERFORMED THE PRE-DELIVERY SERVICE ON THE VEHICLE IN ACCORDANCE WITH THIS LISTING OR OTHER INDUSTRY APPROVED CHECKLIST.

UNDER HOOD – ENGINE OFF Engine oil level; Steering gear housing fluid level; Brake master cylinder fluid level; Radiator coolant level; Battery fluid level; Drive belt tensions; Battery voltage & load-voltage drop; Ignition system; Fuel injection system.	**ON INSIDE** Operation of lights, turn signals, stop signals, horn, courtesy lights, oil pressure & alternator warning lights; Front seat control-Operation (manual or power); Station wagon rear seat & floor - operation; Windows & vents-operation & fit; Glass condition; Cigarette lighter-install & test.
UNDER HOOD – ENGINE OPERATING Automatic transmission fluid level.	**ON HOIST – OR UNDERSIDE** Axle fluid level; Hydraulic lines, fittings, connections & components on underside for leaks; Tire pressure; Steering linkage & connections.
UNDER HOOD – ENGINE OPERATING & HOT Initial ignition timing; Alternator & voltage regulator operation.	**ALIGNMENT STALL** Front wheel toe-in.
OTHER OPERATIONS Engine cold and hot idle speeds; Hydraulic lines, fittings, connections & components for leaks; Fuel system for leaks.	**ROAD TEST** Neutral switch-operation (automatic transmission); Parking brake-operation; Horn, windshield wipers & washers-operation; Heater & air vents-operation; Brake-operation; Transmission shift level-operation; Automatic transmission shift timing & quality; Accelerator pedal-operation; Engine performance; Drive belts; Steering control; Squeaks, rattles & wind noise; Speedometer, odometer, fuel & temperature gauge-operation; Other operational equipment-operation.

EXHIBIT A

GENERAL SERVICES DEPARTMENT
COUNTY GARAGE
VEHICLE INSPECTION CHECKLIST

ON OUTSIDE	**AFTER ROAD TEST**
Latches, keys & locks-operation; Hand, deck & door panels for fit & alignment; Bumpers & moldings-alignment; Weather strips-adhesion & fit; Wheel nut torques; Five gallons of fuel in fuel tank.	Wash vehicle & check for leaks; Inspect for interior & exterior metal paint damage; Check soft trim for soilage & excess sealer.

County Contact: Rocky Buoy, (805) 781-2459

Vehicle warranty shall be the standard warranty furnished by the manufacturer of the vehicle supplied. All vehicles covered by factory warranty shall be corrected by contractor, or any factory authorized dealer for that vehicle, at cost to the agency.

The checklist was completed by:

VENDOR NAME: _____

VENDOR EMPLOYEE NAME: _____

DATE: _____

FOR VEHICLE MAKE & MODEL:_____