



C o u n t y o f S a n L u i s O b i s p o  
**GENERAL SERVICES AGENCY**

Janette D. Pell, Director

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Helen McCann, Department Administrator

**INVITATION TO BID #3545-11  
USED KITCHEN TRUCK**

November 1, 2011

The County of San Luis Obispo is currently soliciting bids for a Used 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 November 22, 2011.**

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

Barbara Adams  
Buyer – GSA-Purchasing  
[beadams@co.slo.ca.us](mailto:beadams@co.slo.ca.us)

**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: \_\_\_\_\_

**USED VEHICLE  
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.

**USED KITCHEN TRUCK**

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 **November 22, 2011 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 a Used Truck equivalent in style, quality and appointments to those offered of standard manufacture. The vehicle shall be supplied with 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 may elect to register vehicles supplied under this bid. In this case, the seller shall provide ownership documents, free and clear. In the event that the County elects to have the seller provide vehicle registration service, the seller will provide this service with no additional fees. In this case, the County will provide an exact registration address on the Purchase Order.
7. **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.**

8. 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.
9. Three sets of keys shall be furnished with each vehicle. A warranty and Owner's instruction manual shall be furnished with each model group.

**SPECIAL CONDITIONS – USED VEHICLES**

1. All used vehicles shall have been owned and maintained by a single owner for daily rental or executive use.
2. Mileage for each used vehicle supplied shall not be more than 20,000 miles and all vehicles shall be 2010 or later year models.
3. Special or optional tires, wheel sizes or designs are **NOT** acceptable. Standard tires to be four (4) belted radials with minimum 50% tread depth. Jack, original equipment spare tire, and tire tools shall be included.
4. Vinyl top, luggage and/or car top racks are **NOT** acceptable.
5. Manufacturer's standard upholstery and interior color in good condition (free from rips and tears) is acceptable.
6. Normal body wear and tear is acceptable. Any vehicle with body and/or interior damage in excess of \$100.00 is unacceptable. All vehicles are to be inspected, parts missing are to be replaced and vehicles are to be detailed before delivery.
7. A copy of service/maintenance history and a listing of any and all factory recalls issued to date. Any and all recall modifications for each vehicle as necessary. Provide documented evidence that any and all factory recall modifications have been properly completed.
8. The County of San Luis Obispo reserves the right to inspect service records and vehicles prior to purchase.
9. Replacement vehicles must be available for those rejected due to mechanical defect or non-conformance to specifications.
10. Three sets of keys shall be furnished with each vehicle. A warranty and Owner's instruction manual shall be furnished with each model.
11. Seller shall supply ownership documents, free and clear.
12. Upon delivery, it shall be the Vendor's responsibility to provide any evidence necessary that the vehicles will meet all requirements of this specification.
13. Vendor is requested to provide a minimum of 12 month/12,000 miles (whichever comes first) Power Train Warranty (front suspension, drive axle assembly, engine), electrical system, transmission, brakes, steering and factory installed air conditioning. If the manufacturer offers a longer factory warranty, this warranty is to be transferred to the County. If there is a cost involved, this cost must be specified in the bid.  
  
Warranty offers are important and may be considered in the evaluation of bids.
14. Most manufacturers' standard exterior color is acceptable with the exception of bright red. Preferred color is white.

15. Domestic brands are desirable due to standardization, but imported vehicles may be considered. It is also required that all cars be currently registered in the State of California for ease in registration.

#### FINAL COST TO THE COUNTY

The County will award bids based on the bid cost 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.

#### TOTAL COST OF OWNERSHIP

The County will evaluate each bid for the total cost of ownership. This will include purchase price, fuel efficiency, warranty type and cost, and anticipated salvage value. Anticipated salvage value will be determined based upon County historical data, an eight (8) year life, 120,000 miles, assuming fair condition, and with reference to data from reputable agencies such as Kelley Blue Book and Edmund's. These factors may be used in the award of this bid.

#### 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.



USED KITCHEN TRUCK

**Van Body**

**DEVIATIONS**

Overall Dimension:	8' wide X 12' long	_____
Inside Length:	146" Approximate	_____
Outside Length:	150" Approximate	_____
Outside Width:	96" Minimum	_____
Inside Height:	79" Minimum	_____
Outside Material:	Smooth Aluminum .040" Minimum thickness	_____
Body Framing:	1 1/4" Z Post on 16" Centers	_____
Roof Material:	Single piece Smooth Aluminum, .032" Minimum thickness	_____
Decking:	2"x6" Dense Pine	_____
Cross members:	3" Formed on 12" Center	_____
Rear Door:	Todco Toughshell Roll Up with Side rails	_____
Lift Gate:	Hydraulic, 4'X8' Approximate with 1,000 lb capacity	_____
Weight Certificate:	Provided upon delivery	_____

TRUCK MAKE: \_\_\_\_\_ MODEL, YEAR & NAME: \_\_\_\_\_

WARRANTY PERIOD: \_\_\_\_\_ MODEL NO.: \_\_\_\_\_

UTILITY BODY MAKE: \_\_\_\_\_ WARRANTY PERIOD: \_\_\_\_\_

MODEL NO.: \_\_\_\_\_

WARRANTY COST: \_\_\_\_\_

	<b><u>UNIT COST</u></b>	<b><u>TOTAL PRICE</u></b>
1 EA. Vehicle as Specified	\$ _____	\$ _____
	7 1/4% Sales Tax:	\$ _____
	Total Bid Price:	\$ _____