

**BOARD OF COUNTY COMMISSIONERS
AGENDA MEMORANDUM**

COMMISSION DISTRICT: All **FILE NO.:** FM25-0006 **DATE:** 3/25/2025

SUBJECT: Second One-Year Renewal and Additional Purchase Authority – Bartow Ford Company – As-Needed Ford Motor Company Vehicles – \$7,000,000.00

REFERENCES: FM21-0024, FM24-0016

AGENDA SECTION: Consent Agenda

THRU: Erik Breitenbach, Assistant County Administrator

FROM: Brent Wahl, Fleet Management Director

RECOMMENDED BOARD ACTION:

Approve the second one-year renewal of Bid No. IFB-RR-21-042 with Bartow Ford Company (Bartow Ford) for the purchase of Ford Motor Company vehicles on an as-needed basis. This renewal will be from May 5, 2025 through May 4, 2026, and in the Not to Exceed (NTE) amount of \$3,500,000.00 for Fiscal Year 2025 and \$3,500,000.00 for Fiscal Year 2026. This will result in a total NTE contract amount of \$28,000,000.00.

Authorize the Chairman to execute one original of the Second Amendment provided and direct Board Records to distribute as set forth under the Distribution section below.

BACKGROUND SUMMARY/ALTERNATIVE ANALYSIS:

On May 5, 2021, the Board of County Commissioners (BCC) authorized the award of Bid No. IFB-RR-21-042 to Bartow Ford for the supply of Ford Motor Company vehicles on an as-needed basis in the NTE amount of \$3,500,000.00 for Fiscal Year (FY) 2021; \$3,500,000.00 for FY 2022; \$3,500,000.00 for FY 2023; and \$3,500,000.00 for FY 2024, for a cumulative NTE amount of \$14,000,000.00 for the initial contract term, with two additional one-year optional renewals (FM21-0024).

On March 12, 2024, the Board approved the first one-year renewal in the NTE amount of \$3,500,000.00 for the remaining months of FY 2024 and in the NTE amount of \$3,500,000.00 for FY 2025, resulting in a cumulative NTE amount of \$21,000,000.00 (FM24-0016).

The Fleet Management Department, with concurrence from the Purchasing Department, is seeking approval for additional purchase authority and the second one-year renewal with Bartow Ford, from May 5, 2025 through May 4, 2026, in the NTE amount of \$3,500,000.00 for the remainder of FY25 and \$3,500,000.00 for FY26, resulting in the cumulative NTE contract amount of \$28,000,000.00.

FISCAL IMPACT/COST/REVENUE STATEMENT:

Funding in the amount of \$3,500,000.00 is budgeted and available for FY25 in the Equipment Service Capital Improvement Fund, Fleet Management, Fleet Operations, and \$3,500,000.00 will be requested by the Fleet Department in FY26, contingent upon Board approval of the various budgets.

DISTRIBUTION:

**BOARD OF COUNTY COMMISSIONERS
AGENDA MEMORANDUM**

Board Records to distribute as set forth below:

1. Retain One Original
2. Electronically to:
 - a. Richard Weissinger - thefordtruckguy@gmail.com
 - b. Chantell Sicard, Fleet Assistant Director - csicard@pascocountyfl.net

ATTACHMENT(S):

1. FM25-0006 - Second Renewal Agreement - Bartow Ford Co.
2. FM25-0006 - Signature Authorization Letter
3. FM25-0006 - Renewal Letter
4. FM25-0006 - Human Trafficking Form
5. FM25-0006 - FM21-0024
6. FM25-0006 - FM24-0016
7. FM25-0006 First Renewal Amendment to Agreement - Bartow Ford Co.
8. FM25-0006 - Division of Corporations – Sunbiz

cc: Carrie Roberts, Purchasing Director

Mandy Mullins

From: Kimberly Feeney <kfeeney@pascocountyfl.net>
Sent: Wednesday, March 5, 2025 8:04 AM
To: Mandy Mullins
Subject: RE: Award of Bid No. IFB-RR-21-042
Attachments: BID TAB.pdf; BARTOW BID FORM001.pdf; FM24-0016.pdf; IFB-RR-21-042 Solicitation.pdf

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Good morning! Here are the documents from that solicitation, and yes, we have no problems with other agencies piggybacking off any of our solicitations. Let me know if there is anything else you need.

Thank you, Kim



Kim Feeney

Administrative Assistant to
Carrie C. Roberts, Purchasing Director
Purchasing Department

Pasco County

P 727-473-0046

7536 State Street

New Port Richey, FL 34654

kfeeney@mypasco.net

www.mypasco.net

"Serving our community to create a better future."

From: Mandy Mullins <mmmullins@alachuacounty.us>
Sent: Wednesday, March 5, 2025 6:56 AM
To: Kimberly Feeney <kfeeney@pascocountyfl.net>
Subject: Award of Bid No. IFB-RR-21-042

Good morning, Would you be able to provide the IFB documents for the above IFB? Our Fleet division has received a quote from Bartow Ford with the above reference IFB. Also, would like to know if other agencies are allow to use the IFB?

Thank You

Mandy

Mandy Mullins

Procurement Agent I

Procurement

12 SE 1st St. 3rd floor • Gainesville • Florida • 32601

352-374-5202 (office)
352-384-3090 (Direct)



PLEASE NOTE: Florida has a very broad public records law (F.S.119). All e-mails to and from County Officials and County Staff are kept as public records. Your e-mail communications, including your e-mail address, may be disclosed to the public and media at any time.



The information transmitted, including attachments, is intended only for the person(s) or entity to which it is addressed and may contain material that is confidential, privileged and/or exempt from disclosure under applicable law. Any review, retransmission, dissemination or other use of, or taking of any action in reliance upon this information by persons or entities other than the intended recipient is prohibited. If you received this in error, please contact the sender and destroy any copies of this information. Under Florida law, email addresses are public records. If you do not want your email address released in response to a public-records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.

CUSA18A7

**BID SHEET
IFB-RR-21-042
AS-NEEDED FORD MOTOR COMPANY VEHICLES**

Vehicle Type	Percentage Discount Off Ford Factory Invoice*
Sedans	4.06 %
SUV's	4.06 %
F150-F350	4.06 %
F450 – 26,000 GVWR	4.06 %
37,000 GVWR <	4.06 %
Dealer Installed Items	
Labor Cost/Hour	\$97.00 per hour
Parts/Item Mark-Up	0.0 %
Sublet Job Mark-Up % or \$ Fixed Fee/Job	0.0%
Window Tint (Fixed Fee)	\$135.00

Include list of upfitting work not completed in your shop facility.

***Price calculated from percent discount off Ford invoice will include all vehicle preparation costs, keys, and delivery.**

Attach Additional Pricing Sheets, if necessary.



Authorized Signature

Richard Weissinger Commercial Fleet Sales
Printed Name & Title

Bartow Ford Co
Company

2/15/2021
Date

59-0687878
Federal ID # or SS #

2800 US Hwy 98 North
Address

Bartow FL 33830
City, State, Zip Code

(813) 477-0052
Phone #

(863) 535-1038
Fax #

"We offer to sell/provide Pasco County, Florida, the above item(s) and/or service(s) at the price(s) stated, in accordance with the terms and conditions contained herein. In addition, the item(s) and/or service(s) offered above meet all specifications contained herein or attached, unless otherwise stipulated by exception. This offer to sell/provide is firm for ninety (90) days."

(Signature of Bidder—Ink)

Bartow Ford Co
(Business Name)

Business Name: Bartow Ford Co
(The Name on File with the Internal Revenue Service)

Date 2/15/2021 2020

ATTACHMENT A

**OFFEROR INFORMATION/CERTIFICATION FORM
(MUST BE SUBMITTED WITH THE BID FORM AND FULLY EXECUTED)**

1. Legal Name of Offeror. Indicate if the Offeror is a Corporation, Joint Venture, Partnership, etc.:
Bartow Ford Co
(This name must match the name on your current W9 Form. The W9 will be requested at the time of award.)
2. Name/title of contact person for the Offeror: Richard Weissinger
3. Business and mailing address: 2800 US Hwy 98 N Bartow FL 33830
(If claiming Local Vendor Preference, a valid Local Business Tax Receipt must be provided at the time the response is submitted in order to qualify for such consideration)
4. Primary business and mailing address (if different): _____
5. Telephone number: (813) 477-0052 Fax: (863) 535-1038

The above-named Offeror affirms and declares:

- A. That the Offeror understands all requirements of this request and states that as a serious Offeror they will comply with all the stipulations included in this request.
- B. That the Offeror is of lawful age and that no other person, firm or corporation has any interest in this Proposal or in the contract proposed to be entered into except as expressly stated below:
- C. That this proposal is made without any understanding, agreement, or connection with any other person, firm or corporation making a proposal for the same purpose, and is in all respects fair and without collusion or fraud except as expressly stated below:
- D. That the Offeror is not in arrears to the Pasco County Board of County Commissioners upon debt or contract and is not a defaulter, as surety or otherwise, upon any obligation to the Pasco County Board of County Commissioners except as expressly stated below:
- E. That the BIDDER is in compliance with Section 448.095(2), Fla. Stat. requiring CONTRACTOR and its SUBCONTRACTORS to register with and utilize the U.S. Department of Homeland Security's E-Verify program to verify the work authorization status of all newly hired employees and acknowledges that it will be required to maintain such compliance throughout the term of any Contract entered between the parties.
- F. That no officer or employee or person whose salary is payable in whole or in part from the COUNTY is, will be or become interested, directly or indirectly, surety or otherwise in this response; in the performance of the resulting contract; in the purchase of supplies, materials, equipment, work and/or labor to which they relate; or in any portion of the profits thereof.
- G. That the Offeror has received and carefully examined all Addenda issued prior to the opening/closing date indicated on the cover.
- H. That by submitting a response, the Offeror certifies that it is not currently debarred from submitting proposals for contracts issued by any political subdivision or agency of the State of Florida and that it is not an agent of a person or entity that is currently debarred from submitting proposals for contracts issued by any subdivision or agency of the State of Florida.

- Please put an "X" in the applicable box or mark N/A
- | | |
|-------------------------------------|--|
| <input type="checkbox"/> | Local Business located in Pasco County |
| <input checked="" type="checkbox"/> | Business located within Hillsborough, Pinellas, Polk, or Hernando County |

Exceptions to any Contract Provisions and Miscellaneous Declarations (attach additional sheets, if necessary):

(Signature Date)

NOTARY ACKNOWLEDGMENT

STATE OF FL }
COUNTY OF POLK } ss }

The foregoing instrument was acknowledged before me by means of [X] physical presence or [] online notarization on this 15 day of FEBRUARY, 2021, by [as applicable, complete one of the choices below]:

FOR A CORPORATION OR LIMITED LIABILITY COMPANY:

[Name] Richard Weissinger, who executed the foregoing instrument as [Title] Commercial Fleet Sales of [Corporation or Company Name] Bartow Ford Co, a [check one] ☒ corporation [] limited liability company, organized under the laws of [State] FL, and who severally and duly acknowledged the execution of such instrument as aforesaid on behalf of the corporation or limited liability company.

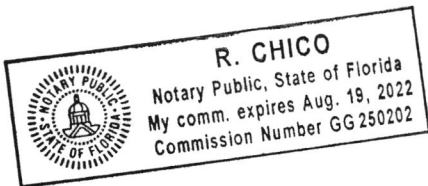
FOR AN INDIVIDUAL ACTING IN HIS OR HER OWN RIGHT:

[Name]

FOR PARTNERSHIP:

[Name] Partner (or Agent), on behalf of [Name of Partnership], a [State] partnership.

Said person is personally known to me or has produced PERSONALLY KNOWN as identification on behalf of [Name, or Name of Corporation, Company, Partnership, Principal, as applicable]:



[Signature]
Signature of person taking acknowledgment

Raquel Chico
Name typed, printed or stamped

Finance mgr
Title or rank

Serial number (if any)



ADDENDUM TO INVITATION FOR BID

January 26, 2021

TO: Concerned Bidders

RE: Addendum No. 1 – IFB-RR-21-042 – **Ford Motor Company Vehicles**

Please make note of the following changes, additions, deletions and/or clarifications to the above-referenced solicitation:

CLARIFICATION

QUESTION: This is a request for clarification/modification on IFB-RR-21-042, on page 13.

In the Local Preference section, the language states:

- (i) "...within **10% of the lowest price** offered..."
- and
- (ii) "...within **5% of the lowest price** offered..."

The Bid Sheet (page 21) then calls for dealers to submit "Percentage Discount Off Ford Factory Invoice".

We request the language be applied to reflect the unit of measure in the bid (**Percentage**), since there is no **price** by which to measure and compare one dealer submission to another.

For example:

- Dealer A submits X% off on the SUV line
- Dealer B submits Y% off on the SUV line

Pasco County would presumably be comparing X% to Y%, correct? And not comparing 2 prices to see whether they are within 5 or 10%.

For example:

- Dealer A submits a 10% discount
- Dealer B (if local) must be at 9.5% or 9.0% discount to be within 5 or 10%

ANSWER: This interpretation is correct. For this solicitation, we would be comparing percentages instead of actual prices when/if Local Preference is applied.

Bidders should acknowledge receipt of this Addendum on the Bid Form. Failure to acknowledge receipt of this Addendum may be cause for rejection.

I appreciate your kind cooperation and regret any inconvenience this may have caused. If there are any additional questions, please contact the Purchasing Department at (727) 847-8194, extension 8758.

Sincerely,

Ruby Ranne
Buyer, Pasco County BOCC

PURCHASING DEPARTMENT

727.847.8194 | Internal Services Building | 7536 State Street, Suite 221 | New Port Richey, FL34654

ADDENDUM TO INVITATION FOR BID

January 28, 2021

TO: Concerned Bidders

RE: Addendum No. 2 – IFB-RR-21-042 – **Ford Motor Company Vehicles**

Please make note of the following changes, additions, deletions and/or clarifications to the above-referenced solicitation:

CLARIFICATIONS

QUESTION:

"Award" (page 3)

While a general provision, it contradicts some specifics to this bid and/or includes items not requested in the Specifications, such as

- Proximity to specifications (no vehicle specs / equipment specs)
- Time of delivery (not requested, but could be such as "Number of days for delivery following receipt of purchase order")
- 'lowest' bidder (highest percentage discount?)
- Responsibility factors like past performance, references, documented experience, financial capability (no such information requested)

We respectfully request a change to the award criteria to reflect the specifics of the bid: "Highest percentage discount", and a clarification on whether any of the other factors above are being requested or not.

ANSWER:

Pasco County will award the bid based on the vendor's data in the bid sheets in accordance with the Award criteria covered on page 3.

QUESTION:

Discount Percentages and Concessions

We respectfully request submissions as discount off Invoice - independent of the schedule of concessions per model awarded by the manufacturer for a given model year. Separating these two better allows for the future extensions, and enhances the county's ability to quantify when evaluating for the award. Dealers could submit the current model year's available concessions separately in a table.

ANSWER:

Vendors should bid a percentage discount off the Ford factory invoice which includes base price, freight, and added options.

QUESTION:

Model Year and Price Allowance

PURCHASING DEPARTMENT

All dealer calculations and pricing for submissions will be based on 2021 MY due to the time of submission (2/16/21). We respectfully request an allowance for *manufacturer* price increases (i.e. any increases made by Ford Motor Company for subsequent model years).

ANSWER:

By bidding a percentage discount, an increase in price does not affect the outcome of the bid.

QUESTION:

Definition of "Invoice"

We respectfully request that the bid define "Invoice" for the purposes of determining the award. For instance, is the evaluation based off of the discount from retail invoice or net invoice? This clarification could also include (see #2 above) request for submission of a separate table of concessions for each model

ANSWER:

Please refer to response for #2.

QUESTION:

Model Selection

Percentage discounts will vary from model code to model code. Does the county have a list of models they would like available for purchase under this contract? We suggest using the Florida Sheriff's Association's model list so that the dealers can show their discount for each model.

For example, on the "SUV" line – this can vary as widely from a base EcoSport to a Platinum Expedition MAX (and the percentage discount would greatly differ for those 2 models and those in between). Using a narrowed list benefits both the dealers and the county in narrowing the scope to only those vehicles which the County seeks to purchase under this contract.

ANSWER:

Please see response to #2.

QUESTION:

On the Bid Sheet submission page, should the dealer submit its best discount in the vehicle class – or the average discount in the vehicle class? For example, on the "SUV's" line – are you looking for whatever the highest discount in that class is? Or the average discount among all models offered within the class?

ANSWER:

Please submit the discount that is awarded to all vehicles in the class.

Bidders should acknowledge receipt of this Addendum on the Bid Form. Failure to acknowledge receipt of this Addendum may be cause for rejection.

I appreciate your kind cooperation and regret any inconvenience this may have caused. If there are any additional questions, please contact the Purchasing Department at (727) 847-8194, extension 8758.

Sincerely,

Ruby Ranne

PURCHASING DEPARTMENT

727.847.8194 | Internal Services Building | 7536 State Street, Suite 221 | New Port Richey, FL34654

Buyer, Pasco County BOCC

PURCHASING DEPARTMENT

727.847.8194 | Internal Services Building | 7536 State Street, Suite 221 | New Port Richey, FL34654



ADDENDUM TO INVITATION FOR BID

February 1, 2021

TO: Concerned Bidders

RE: Addendum No.3 – IFB-RR-21-042 – **Ford Motor Company Vehicles**

Please make note of the following changes, additions, deletions and/or clarifications to the above-referenced solicitation:

CLARIFICATIONS

CLARIFICATION:

The following language has been added to the bid form:

****Pasco County shall participate in Ford OEM government price concessions in addition to the percentage discount bid.**

Bidders should acknowledge receipt of this Addendum on the Bid Form. Failure to acknowledge receipt of this Addendum may be cause for rejection.

I appreciate your kind cooperation and regret any inconvenience this may have caused. If there are any additional questions, please contact the Purchasing Department at (727) 847-8194, extension 8758.

Sincerely,

Ruby Ranne
Buyer, Pasco County BOCC

PURCHASING DEPARTMENT

727.847.8194 | Internal Services Building | 7536 State Street, Suite 221 | New Port Richey, FL34654



February 15, 2021

This letter is in response to a Request for Proposal (IFB-RR-21-042) to bid from the Pasco County Procurement Division.

Bartow Ford, to include its Parts, Body Shop and Service facilities, is located within the geographical boundaries of Polk County, Florida.

Address: 2800 US Hwy 98 North, Bartow, Florida 33830.

General Phone: 863-533-0425 or Toll Free 800-533-0425

Primary contact for all matters related to vehicle orders, quotes, specifications, and vehicle recommendations who are authorized to make related decisions is:

Richard Weissinger, *Commercial/Fleet Sales*

Phone: 800-533-0425, Ext. 2293

Cell phone: 813-477-0052

Email: thefordtruckguy@gmail.com

Bartow Ford has been proudly serving the Polk County and surrounding Central Florida communities for more than 72 years, providing top-quality customer care. We specialize in selling and servicing new Ford vehicles, and all used makes and models. Founded in 1948 by Ernest Smith, Bartow Ford continues to operate on the same philosophies it was founded upon under the leadership of Benny Robles Jr.

Bartow Ford is a **30**-time Ford's Top One Hundred Club member, and a **22**-time President's Award Winner. Bartow Ford is a designated Ford Commercial Vehicle Center and ranked as the 3rd largest Fleet Dealer in the State of Florida. Bartow Ford is also part of Ford Motor Credit's Top 25 Commercial Vehicle Center franchises. For 2020 Bartow Ford Delivered over 1400 Fleet Vehicles.

In addition to our vehicle inventory, Bartow Ford's 30-acre facility houses a Service Department, Parts Department, Collision Center, Heavy Duty Shop, and Rental Center.

2800 US Hwy 98 North Bartow FL 33830



Bartow Ford also has a full-service Government Sales Department and Emergency Vehicle Team (EVT) Upfit Department located at the Bartow Municipal Airport.

The government sales and EVT teams are staffed by **2** Government Sales Specialists, **1** Service Manager, **1** Quality Control Director, **8** Emergency Vehicle equipment Installers, **1** Parts person and **3** Administrative support staff. This department is exclusively dedicated to upfitting government vehicles, including Police, Fire, EMS, and all other types of municipal vehicles. The EVT team is responsible for installing all aspects of emergency and municipal warning lighting systems including lightbars, four corner LED's, Go Lights, back-up alarms, brush guards, tool boxes, fuel transfer tanks, running boards, water tanks, winches, brush truck fire skid units, K9 animal control units, prisoner containment systems, electronic message boards, power inverters, Kussmaul Electronic Battery Charging Systems, traffic emitters, Gooseneck & 5th Wheel Hitches, graphics, window tint, ladder racks, toppers, fiberglass lids, 800 MHz Radios and many other municipal related items. Having Bartow Ford install these items will improve mission critical delivery time for these types of units.

When requested, Bartow Ford will obtain and provide Pasco County Fleet Maintenance A competitive quote by qualified upfitters who are current members of The Association of the Work Truck Industry (NTEA). These upfitters are fully competent and qualified to upfit all chassis mounted truck bodies. Since Bartow Ford is Factory Direct with multiple Body Manufacturing Companies this will allow Bartow Ford to be able to supply Pasco County with upfitting over **95%** of all requested vehicles. The following items that will not be upfit on premises will be Service, Flatbed, Dump, Crane Bodies, and certain other specialty bodies. Bartow Ford will provide pricing equal to or less than the State of Florida and/or Florida Sheriffs Association contract pricing for bodies and provide superior products with lower prices and faster delivery times.

Bartow Ford will include all costs associated with obtaining and installing the additional upfit equipment into the overall cost of the upfitted vehicle invoice. Bartow Ford will consult with Pasco County Fleet Maintenance as needed to ensure chassis and bodies are correct and compatible.



Current upfitters Bartow Ford is Factory Direct with:

Knapheide Truck Equipment

Corporate Headquarters

1848 Westphalia Strasse

Quincy, IL 62305

Reading Truck Equipment

Corporate Headquarters

1363 Bowmansville Road (Route 625)

Bowmansville, PA 17507

Monroe Truck Equipment

Corporate Headquarters

12001 Westport Road

Louisville, KY 40245

Go Light

Corporate Headquarters

37146 Old Hwy 17

Corporate Headquarters

Culberston, NE 69024

2800 US Hwy 98 North Bartow FL 33830



Big Country / Go Rhino

Corporate Headquarters

589 West Apollo Street
Brea, CA 92821

Petersen Industries Inc

Corporate Headquarters

4000 FL-60 West
Lake Wales, FL 33859

Altec Industries

Corporate Headquarters

210 Inverness Center Drive
Birmingham, AL 35242

American Aluminum Accessories

Corporate Headquarters

3291 S. Byron Butler Parkway
Perry, Florida 32348

When requested, Bartow Ford will provide service to all Pasco County fleet vehicles with manufacturer trained and certified maintenance technicians in accordance with the manufacturer's guidelines.

When requested, Bartow Ford will provide on-site training for chassis-mounted equipment. Bartow Ford will also work with the Pasco County Fleet Maintenance Director to optimize vehicle and body specifications, maintenance schedules for all vehicles and to improve parts availability and timing.

Bartow Ford will negotiate directly with qualified upfitters to secure favorable service and parts for the upfitted vehicles while providing support and training for Pasco County Fleet Maintenance staff. This is to benefit the Pasco County Fleet Maintenance staff who may perform those repairs and services typically required for such vehicles. Costs for these services are included in the dealer percent markup for new vehicles.

**BOARD OF COUNTY COMMISSIONERS
AGENDA MEMORANDUM**

COMMISSION DISTRICT: All **FILE NO.:** FM24-0016 **DATE:** 3/12/2024

SUBJECT: First One-Year Renewal and Additional Purchase Authority – Bartow Ford Company – As-Needed Ford Motor Company Vehicles – \$7,000,000.00

REFERENCES: FM21-0024

AGENDA SECTION: Consent Agenda

THRU: Erik Breitenbach, Assistant County Administrator

FROM: Brent Wahl, Fleet Management Director

RECOMMENDED BOARD ACTION:

Approve the first one-year renewal of Bid No. IFB-RR-21-042 with Bartow Ford Company (Bartow Ford) for as-needed Ford Motor Company vehicles in the Not to Exceed (NTE) amount of \$3,500,000.00 for Fiscal Year (FY) 2024 and \$3,500,000.00 FY 2025 during the one-year renewal term beginning on May 5, 2024, and ending May 4, 2025, resulting in the cumulative NTE amount of \$21,000,000.00 for the extended term of the contract. Authorize the Chairman to execute two originals of the First Amendment provided, and direct Board Records to distribute, as set forth under the Distribution section below.

BACKGROUND SUMMARY/ALTERNATIVE ANALYSIS:

On May 5, 2021, the Board of County Commissioners (BCC) approved the award of Bid No. IFB-RR-21-042 to Bartow Ford for as-needed Ford Motor Company vehicles in the NTE amount of \$3,500,000.00 in Fiscal Year (FY) 2021; \$3,500,000.00 for FY 2022; \$3,500,000.00 for FY 2023; and \$3,500,000.00 for the remaining months of FY 2024, for a cumulative NTE amount of \$14,000,000.00 for a three-year contract term with two additional one-year optional renewals, under the same terms and conditions, unless canceled in accordance with the solicitation document.

The Fleet Management Department, with concurrence from the Purchasing Department, requests approval of the first one-year renewal and additional purchase authority with Bartow Ford, for NTE amount of \$21,000,000.00 for the one-year renewal term beginning on May 5, 2024, and ending May 4, 2025.

FISCAL IMPACT/COST/REVENUE STATEMENT:

Funding in the amount of \$3,500,000.00 is budgeted and available in FY24 in the Equipment Service Fund, Fleet Management Operations, and \$3,500,000.00 will be requested in FY25, contingent upon Board approval of the various budgets.

DISTRIBUTION:

Board Records to distribute as set forth below:

1. Retain One Original
2. Mail One Original to:
 Bartow Ford
 Attn: Richard Weissinger

2800 US HWY 98 North
Bartow, FL 33831

ATTACHMENT(S):

1. FM24-0016 Renewal Letter
2. FM24-0016 First Amendment to Agreement for As-Needed Ford Motor Company Vehicles
3. FM24-0016 Signature Authorization
4. FM24-0016 Memorandum FM21-0024
5. FM24-016 Division of Corporations – Sunbiz

cc: Carrie Roberts, Purchasing Director



PASCO COUNTY BOARD OF COUNTY COMMISSIONERS
PURCHASING DEPARTMENT
7536 STATE STREET, SUITE 221
NEW PORT RICHEY, FLORIDA 34654
TELEPHONE: (727) 847-8194
FACSIMILE: (727) 847-8065
www.BidNetDirect.com

**INVITATION FOR BID
BID NO. IFB-RR-21-042
AS-NEEDED FORD MOTOR COMPANY VEHICLES**

SUMMARY OF WORK

It is the intent of this solicitation to contract with multiple vendors to purchase various Ford Motor Company vehicles on an as-needed basis, as per specifications.

The Pasco County Purchasing Department will receive sealed bids until **2:00 p.m.** local time (our clock), on **February 16, 2021**, in the Pasco County Purchasing Department, 7536 State Street, Suite 221, New Port Richey, Florida 34654. Bids received after this time will not be accepted. Bidders shall submit one (1) original bid form.

In accordance with Section 119.071, Florida Statutes, sealed bids, proposals, or replies received by an agency pursuant to a competitive solicitation are exempt from public inspection until such time as the agency provides notice of an intended decision or until thirty (30) days after opening the bids, proposals, or replies, whichever is earlier. Vendors may register to view and download solicitations by visiting www.BidNetDirect.com. Pasco County reserves the right to reject any and all responses and to waive any irregularities or informalities.

The Pasco County Board of County Commissioners (Pasco County) is not responsible for expenses incurred prior to award. Pasco County officially distributes solicitation documents through the Florida Online Bid System (www.BidNetDirect.com). Solicitation documents may be downloaded at NO COST using this system and may also be obtained from the Purchasing Department in accordance with Florida Statutes that pertain to Public Records. **Copies of solicitation documents obtained from other sources are not considered official and should not be relied upon.** Pasco County is not responsible for solicitation documents obtained from sources other than the Florida Online Bid System or the Purchasing Department. Only vendors who properly register and obtain solicitation documents directly from the Florida Online Bid System or Purchasing Department will receive addenda and other important information if issued. Vendors are responsible for acquiring knowledge of changes, modifications, or additions to official solicitation documents. Vendors who submit responses and later claim they did not receive complete documents or had no knowledge of any change, modifications, or additions made to the official solicitation documents shall still be bound by the solicitation, including any changes, modifications, or additions to the official solicitation documents. **IF YOU OBTAINED A SOLICITATION DOCUMENT FROM A SOURCE OTHER THAN THE FLORIDA ONLINE BID SYSTEM OR THE PASCO COUNTY PURCHASING DEPARTMENT, IT IS HIGHLY RECOMMENDED THAT YOU REGISTER AS A VENDOR AND DOWNLOAD THE OFFICIAL DOCUMENT AT WWW.BIDNETDIRECT.COM AT NO COST.**

Ruby Ranne, Buyer
rranne@pascocountyfl.net

IMPORTANT!—PLEASE READ CAREFULLY BEFORE MAKING BID

GENERAL PROVISIONS

These general terms and conditions apply in like force to this solicitation and to any contract resulting therefrom.

COMMUNICATIONS DURING SOLICITATION AND LOBBYING PROHIBITION

Communicating with or lobbying of evaluation committee members, county government employees, or elected officials **(including County Commissioners)** regarding requests for proposals, requests for qualifications, bids, or contracts by the Bidders or any member of the Bidder's staff, an agent of the Bidder, or any person employed by any legal entity affiliated with or representing an organization that is responding to the requests for proposal, requests for qualification, bid or contract outside a publicly noticed meeting specifically called to address this particular solicitation is strictly prohibited. **Nothing herein shall prohibit a prospective Bidder from contacting the Purchasing Director to address concerns or grievances or receive clarification about a particular procurement.**

For purposes of this provision lobbying activities shall include, but not be limited to, influencing or attempting to influence action or non-action in connection with any requests for proposals, requests for statements of qualifications, invitations for bids, related processes or contracts through direct or indirect oral or written communication or an attempt to obtain goodwill of persons and/or entities specified in this provision. Such actions may cause any proposal, statement of qualification, bid, contract or any other response to be rejected.

The prohibition on communication with County Persons (including County Commissioners) by vendors and their representatives regarding a procurement in which they have a pecuniary interest begins upon issuance of the solicitation and ends upon final award, when the protest is finally resolved, or when the procurement process is otherwise concluded, whichever occurs later. This prohibition does not apply to communication on other matters in which a vendor may have an interest outside of the solicitation.

AMERICANS WITH DISABILITIES ACT

Pasco County does not discriminate upon the basis of any individual's disability status. This non-discrimination policy involves every aspect of the County's functions including one's access to, participation, employment, or treatment in its programs or activities. Anyone requiring reasonable accommodation to the solicitation documents or for the public meetings related to any solicitation should contact the Purchasing staff member named on the solicitation summary at least twenty-four (24) hours in advance of the meeting. Requests for accommodation may also be directed to the Human Resources Department, Internal Services Building, 7536 State Street, New Port Richey, Fla 34654 at (727) 847-8030 or at (727) 847-8949 if you are hearing impaired. Please be advised that if you contact the County by email, your email address will become a public record and may be subject to disclosure under the Florida Public Records Act.

ACCEPTANCE/REJECTION/MODIFICATION TO BID

The County may (1) amend or modify this request, (2) revise requirements of this request, (3) require supplemental statements or information from any firm, (4) accept or reject any or all bids, (5) extend the deadline for submission of bids, (6) waive non-material defects, and (7) cancel this request, in whole or in part, if the County deems it in its best interest to do so. The County may exercise the foregoing rights at any time without notice and without liability to any offering firm or any other party for their expenses incurred in the preparation of bid or otherwise.

ACKNOWLEDGMENT OF ADDENDUM

Bidders shall acknowledge receipt of any addendum to the solicitation by identifying the addendum number in the space provided for this purpose on the bid form, by letter, or by returning a copy of the issued amendment with the submitted bid. The acknowledgment should be received by Pasco County by

the time and at the place specified for the receipt of bids. Failure to acknowledge an issued addendum may result in bid rejection and disqualification.

ALTERNATIVE BIDS

The bidder **WILL NOT** be allowed to offer more than one (1) price (for the goods or services specified). If a bidder submits more than one (1) price on any item (or service), **ALL** prices will be rejected for that item.

ANTITRUST

By entering into a contract, the bidder conveys, sells, assigns, and transfers to Pasco County all rights, titles, and interest it may now have or hereafter acquire under the antitrust laws of the United States and the State of Florida that relate to the particular goods or services purchased or acquired by Pasco County under the said contract.

APPLICABLE LAW

The resulting contract shall be governed in all respects by the laws of the State of Florida, and any litigation with respect thereto shall be brought in the courts of Pasco County, Florida. The Consultant shall comply with all applicable Federal, State, and local laws and regulations. Lack of knowledge by the Bidder will in no way be a cause for relief from responsibility.

ASSIGNMENT

The successful Bidder(s) shall not assign, transfer, convey, sublet, or otherwise dispose of any award or any or all of its rights, title, or interest therein, or delegate the duties hereunder without the prior written consent of Pasco County.

AWARD

Consideration for award will be by proximity to specifications given, costs, time of delivery, and other factors deemed by the County to be appropriate. All purchases, leases, or contracts that are based on competitive bids will be awarded to the lowest, responsive, and responsible bidder. Complete and accurate responses to all items are necessary for the complete and fair evaluation of bids. Total-cost or life-cycle-costing, which includes the identification of identifiable costs associated with acquisition, installation, maintenance, and operation of the bidder's offered equipment may be used to determine the lowest bidder. Such analysis may be based upon the bidder's proposal data and other data which is gathered by the County. Additional factors that may be considered include the expected life of equipment, output, maintenance, consumption costs, disposal value, warranty, complexity of operation, required training, and other factors that may contribute to the overall cost of ownership. In determining the responsibility of bidders, past performance, references, documented experience, financial capability, and other reasonable factors may be considered. Pasco County reserves the right to award by item, group of items, lowest total, or whatever manner is deemed to be in Pasco County's best interest.

BID ACCEPTANCE PERIOD

The Bidder agrees that if this offer is accepted within ninety (90) calendar days from the bid opening date, the Bidder will furnish to Pasco County and all items from which prices are offered in this bid solicitation at the price(s) so offered, delivered to the designated point(s), within the time period specified, and at the terms and conditions so stipulated in this solicitation document. Any bid for which the bidder specifies a shorter acceptance period may be rejected.

BID CLARIFICATIONS

If any party contemplating the submission of a bid on this invitation is in doubt as to the true meaning of any part of the plans, specifications, or other documents, they should submit a written request for an interpretation. Questions or requests for interpretations shall clearly state, in detail, the basis for such question(s) or request(s) including a reference to the specific paragraph or language in the solicitation. The request shall be clearly marked as a "PREBID QUESTION" and must include the solicitation number. Modifications to solicitations will be made only by properly issued written addenda. All such addenda shall become part of the solicitation and resulting contract documents. Pasco County shall only be responsible for explanations or interpretations that are issued by written addendum. No oral

interpretations will be made as to the meaning of specifications or any other contract documents. Failure to comply with this provision will result in the Bidder waiving his/her right to dispute the bid specification.

BIDDER CERTIFICATION

The bidder agrees that submission of a signed bid form is certification that the bidder will accept an award made to it as a result of the submission.

BIDDER INVESTIGATIONS

Before submitting a bid, each bidder shall make all investigations and examinations necessary to ascertain all site conditions, specifications, delivery requirements and performance requirements affecting the full performance of the contract and to verify any representations made by Pasco County upon which the bidder will rely. If the bidder receives an award as a result of its bid submission, failure to have made such investigations and examinations will in no way relieve the bidder from its obligation to comply in every detail with all provisions and requirements of the contract documents, nor will a plea of ignorance of such conditions and requirements be accepted as a basis for any claim whatsoever by the contractor for additional compensation.

BID ENVELOPES

Envelopes containing bids must be sealed and marked in the lower left-hand corner with the solicitation number, solicitation name, and the date and hour of opening of bids. Failure to do so may cause bid not to be considered. Express Company or Express Mail envelopes containing a sealed bid shall also be sealed and should be clearly marked with the solicitation number, solicitation name, and date and hour of opening of bids. Failure to clearly mark envelopes may delay delivery and render the response late.

BID FORM SUBMISSION

Bids shall be submitted on the attached forms. Bids concerning separate bid invitations must not be combined on the same form or placed in the same envelope. Bids submitted in violation of this provision shall not be considered. All bids must be signed, in ink, in order to be considered. Erasures are not acceptable on bids; if necessary, to make a change, strike out or draw a line through incorrect item and type the correction above, and initial the correction in ink. If the bidder is a firm or corporation, the bidder must show the title of the individual executing the bid, and if the individual is not an officer of the firm or corporation, the bidder must submit proof that the individual has the authority to obligate the firm or corporation. BIDS MAY NOT BE ALTERED OR AMENDED AFTER THE BID CLOSING.

BUSINESS NAME REQUIREMENT

The bidder must provide on the Bid Form, Bidder/Certification Form, and if awarded, on all remittance of invoices for payment, the business name that is provided on their W9 Form. Additionally, if there is a name change and/or EIN number that is changed at any time, the vendor must immediately notify the Purchasing Department as to the change and provide all supporting documentation.

BID RECEIPT AND OPENING

Pasco County will receive sealed bid proposals until date and time indicated on bid cover. Bids must be delivered, by hand or mail, to the Pasco County Purchasing Department, located at 7536 State Street, Suite 221, New Port Richey, Florida. Bids must be time stamped in the Purchasing Department before or on the hour and date indicated on the cover sheet (Invitation for Bid) for the bid opening. Bids received after the date and time of the bid opening will be received, date stamped, and returned to the bidder unopened. It is the responsibility of the bidder to ensure that bids arrive at the designated opening place on time. Late or nondelivery due to mail or express delivery company failure will not be considered adequate reason for consideration of late bids. FAXED BIDS WILL NOT BE ACCEPTED AND SHALL NOT BE CONSIDERED FOR EVALUATION OR AWARD. In accordance with Section 119.071, Florida Statutes, sealed bids, proposals, or replies received by an agency pursuant to a competitive solicitation are exempt from public inspection until such time as the agency provides notice of an intended decision or until thirty (30) days after opening the bids, proposals, or replies, whichever is earlier.

Failure to include all the forms required to be included with any bid will result in the Bidder being deemed nonresponsive and will result in rejection of the bid.

BID WITHDRAWAL

Bids may not be changed after the bid closing time.

To withdraw a bid that includes a clerical error after bid opening, the bidder must give notice in writing to Pasco County of claim or right to withdraw a bid. Within two (2) business days after the bid opening, the bidder requesting withdrawal must provide to Pasco County all original work papers, documents, and other materials used in the preparation of the bid. A bidder may also withdraw a bid prior to the time set for the opening of bids by simply making a request in writing to Pasco County; no explanation is required. No bidder who is permitted to withdraw a bid shall, for compensation, supply any material or labor to or perform any subcontract or other work for the person to whom the contract is awarded or otherwise benefit from the contract. No partial withdrawals of a bid are permitted after the time and date set for the bid opening; only complete withdrawals are permitted. The decision to allow or disallow bid withdrawal remains solely with Pasco County.

BRAND NAMES

Any catalog, brand name, or manufacturer's reference used in the specifications is intended to be descriptive and not restrictive and is used **only** to indicate type and quality desired. Any article, equipment, or material, which shall conform to the standards and excellence, so established, and is of equal merit, strength, durability, and appearance to perform the desired function, is deemed eligible for offer as a substitute. The qualifications of the offering shall be judged as to their conformance with these specifications. Any equipment offered other than herein specified shall be subject to a competitive demonstration and evaluation by Pasco County. The determination as to whether any alternate product or service is or is not equal shall be made by Pasco County, and such determination(s) shall be final and binding upon all bidders.

CANCELLATION

Pasco County reserves the right to cancel a resulting contract, without cause, by giving thirty (30) days' prior written notice to the contractor of the intention to cancel, or with cause if at any time the contractor fails to fulfill or abide by any of the terms or conditions specified. Failure of the contractor to comply with any of the provisions of a resulting contract shall be considered a material breach of contract and shall be cause for immediate termination of the contract at the sole discretion of Pasco County. In addition to all other legal remedies available to Pasco County, Pasco County reserves the right to cancel and obtain from another source, any services which have not been provided within the required period of time or, if no such time is stated, within a reasonable period of time from the date of order or request, as determined by Pasco County.

CERTIFICATION OF INDEPENDENT PRICE DETERMINATION

The bidder certifies that the prices submitted in response to the solicitation have been arrived at independently and without—for the purpose of restricting competition—any consultation, communication, or agreement with any other bidder or competitor relating to those prices, the intention to submit a bid, or the methods or factors used to calculate the prices bid.

CHANGE IN SCOPE OF WORK

Pasco County may order changes in the work consisting of additions, deletions, or other revisions within the general scope of the contract. No claims may be made by the contractor that the scope of the project or of the contractor's services has been changed, requiring changes to the amount of compensation to the contractor or other adjustments to the contract, unless such changes or adjustments have been made by written amendment to the contract or purchase order signed by Purchasing Director. If the contractor believes that any particular work is not within the scope of the project, is a material change, or will otherwise require more compensation to the contractor, the contractor must immediately notify Pasco County in writing of this belief. If Pasco County believes that the particular work is within the scope of the contract as written, the contractor will be ordered to and shall continue with the work as changed and at the cost stated for the work within the scope.

COLLUSION AMONG BIDDERS

Each bidder, by submitting a bid, certifies that it is not a party to any collusive action or any action that may be in violation of the Sherman Antitrust Act. Any or all bids shall be rejected if there is any reason for believing that collusion exists among the bidders. Pasco County may or may not, at its discretion, accept future bids for the same work from participants in such collusion. More than one (1) bid from an individual, firm, partnership, cooperation, or association under the same or different names may be rejected. Reasonable grounds for believing that a bidder has interest in more than one (1) bid for the work being bid may result in rejection of all bids in which the bidder is believed to have interest. Nothing in this clause shall preclude a firm acting as a subcontractor to be included as a subcontractor for two (2) or more primary contractors submitting a bid for the work.

CONFLICT OF INTEREST

The contractor, by submission of its bid, certifies that to the best of his/her knowledge or belief, no elected/appointed official or employee of Pasco County is financially interested, directly or indirectly, in the offer of goods or services specified in this invitation.

DEBARMENT

By submitting a bid, the bidder certifies that it is not currently debarred from submitting bids for contracts issued by any political subdivision or agency of the State of Florida and that it is not an agent of a person or entity that is currently debarred from submitting bids for contracts issued by any subdivision or agency of the State of Florida.

E-VERIFY REQUIREMENT

EFFECTIVE JANUARY 1, 2021, A CONTRACTOR OR CONSULTANT ENTERING INTO A CONTRACT WITH A PUBLIC ENTITY (SUCH AS THE COUNTY) IS REQUIRED TO BE REGISTERED WITH THE U.S. DEPT. OF HOMELAND SECURITY'S E-VERIFY SYSTEM AND TO UTILIZE IT TO VERIFY THE WORK AUTHORIZATION STATUS OF ALL NEWLY HIRED EMPLOYEES THROUGHOUT THE TERM OF THE CONTRACT. THE CONTRACTOR OR CONSULTANT SHALL ALSO BE REQUIRED TO OBTAIN AND RETAIN AFFIDAVITS FROM ALL SUBCONTRACTORS OR SUBCONSULTANTS UTILIZED DURING THE CONTRACT VERIFYING THAT THEY DO NOT EMPLOY, CONTRACT WITH, OR SUBCONTRACT WITH ANY UNAUTHORIZED ALIENS AS THAT TERM IS DEFINED IN 8 U.S.C.s. 1342a(h)(3). THE FAILURE TO COMPLY WITH THIS REQUIREMENT CONSTITUTES GROUNDS FOR TERMINATION OF THE CONTRACT AND FOR SUCH OTHER PENALTIES AS PROVIDED UNDER SECTION 448.095, FLA. STAT.

THE COUNTY RESERVES THE RIGHT TO REQUEST VERIFICATION OF COMPLIANCE FROM ITS CONSULTANTS AND CONTRACTORS DURING THE TERM OF ITS CONTRACT WITH THE COUNTY AND FOR A PERIOD OF UP TO FIVE (5) YEARS THEREAFTER. SHOULD A COUNTY RETAINED CONSULTANT, CONTRACTOR AND/OR ITS SUBCONSULTANT'S BE FOUND TO BE NON-COMPLIANT WITH E-VERIFY AS PART OF A FEDERAL AUDIT OR OTHER INQUIRY, THE CONSULTANT, CONTRACTOR AND/OR ITS SUBCONSULTANT(S) WILL BE SOLELY RESPONSIBLE FOR THE PAYMENT OF ANY FINES OR COSTS IMPOSED UPON THE COUNTY AS A RESULT OF SUCH NON-COMPLIANCE. COMPLIANCE WITH THIS SECTION IS MANDATORY FOR ALL PROJECTS.

State Funds Involved **N/A** (Mark X or N/A if applicable)

AUDIT COOPERATION REQUIREMENT FOR STATE FUNDED PROJECTS

In those instances where state funding is involved, the selected Bidder, and its subconsultant(s) must agree to cooperate with the inspector general in any investigation, audit, inspection, review, or hearing pursuant Section 20.055 (5), Florida Statutes. By submitting a bid to this solicitation, the Bidder certifies that they understand and will comply with this subsection.

State Funds Involved **N/A** (Mark X or N/A if applicable)

ERRORS IN EXTENSIONS

The BIDDER should initial erasures or corrections in any Bid Form in ink. The COUNTY shall reject any Bid Form with such erasures or corrections where County staff concludes it cannot determine with certainty the accuracy or intent of said Bid Form, as corrected. In the case of unit price contracts, if an error is committed in the extension of an item, the unit price as shown in the Bid Form will govern. If the unit price and the extension price are at variance, the unit price shall prevail. Unit prices will be utilized to adjust the total compensation due the successful BIDDER based on actual quantities encountered. No negotiation of these unit prices after contract award will be allowed. Significant changes in quantities, including total deletions, are possible. Therefore, each BIDDER shall proportionately distribute overhead and profit across the unit prices.

ETHICS IN PUBLIC PROCUREMENT

The contract upon award shall incorporate by reference, but shall not be limited to, the provisions of law contained in Chapter 112, Florida Statutes. A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity; may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids on leases or real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, Florida Statutes, for CATEGORY TWO for a period of thirty-six (36) months from the date of being placed on the convicted vendor list. The bidder certifies that its bid was made without collusion or fraud; that it has not offered or received any kickbacks or inducements from any other bidder, supplier, manufacturer, or subcontractor in connection with this bid; and that it has not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services, or anything of value.

EXCEPTIONS

Bidders taking exception to any part or section of the solicitation shall indicate such exceptions on the bid form or appendix. Failure to indicate any exception will be interpreted as the bidder's intent to comply fully with the minimum requirements as written. Conditional or qualified bids, unless such exception(s) are deemed non-material by the County (in its sole discretion), shall be subject to rejection in whole or in part.

EXPENSES INCURRED IN PREPARING BID

Pasco County accepts no responsibility for any expense incurred by the bidder in the preparation and presentation of a bid. Such expenses shall be borne exclusively by the bidder.

FAILURE TO DELIVER

In the event of failure of the contractor to deliver the goods and services in accordance with the contract terms and conditions, Pasco County may procure the goods and services from other sources and hold the contractor responsible for any resulting additional costs. A failure to deliver will result in immediate termination of a resulting contract, and immediate disqualification and debarment from submitting bids to Pasco County for a maximum of five (5) years. These remedies shall be in addition to any other remedies that Pasco County may have available.

FAILURE TO ENFORCE

Failure by Pasco County at any time to enforce the provisions of the contract shall not be construed as a waiver of any such provisions. Such failure to enforce shall not affect the validity of the contract or any part thereof or the right of Pasco County to enforce any provision at any time in accordance with its terms.

FAIR LABOR STANDARDS

By submission of a bid, the bidder certifies that the contractor(s) and/or subcontractor(s) providing product(s) or service(s) shall, in the execution or performance of such a contract, maintain fair labor standards as defined in applicable State and Federal regulations.

FORCE MAJEURE

The contractor shall not be held responsible for failure to perform the duties and responsibilities imposed by the contract due to legal strikes, fires, riots, rebellions, government actions, and acts of God beyond the control of the contractor, unless otherwise specified in the contract. If government actions include the imposition of tariffs that directly affect the materials or equipment to be provided by the bidder under the solicitation, the contractor must submit certification from its supplier that the materials required were acquired by the bidder after the tariffs went into effect and that the bidder now has to pay additional costs for the materials or equipment. The County has the discretion to approve an increase in price based on the information supplied or to terminate the contract.

IDENTICAL BIDS

Identical bids or bids which otherwise appear suspicious will be reported to the County Attorney for investigation.

INDEMNIFICATION

In consideration of the sum of Fifteen and 00/100 Dollars (\$15.00), the receipt and sufficiency of which is acknowledged by the contractor to be included and paid for in the contract price, the contractor shall indemnify, defend, and hold harmless Pasco County and its agents and employees from and against all liabilities, claims, damages, losses, and expenses, including attorneys' fees, arising out of or resulting from the performance of the work, provided that any such liability, claim, damage, loss, or expense: 1) is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the work itself), including the loss of use resulting therefrom; and 2) is caused in whole or in part by any negligent act or omission of the contractor and subcontractor, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, except for those caused by the negligent act or omission of Pasco County.

In any and all claims against Pasco County or any of its agents or employees by any employee of the contractor, any subcontractor, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, the indemnification obligation under the previous paragraph shall not be limited in any way as to the amount or type of damages, compensation, or benefits payable by or for the contractor or any subcontractor under Workers' Compensation Acts, disability benefit acts, or other employee benefit acts.

INDEPENDENT CONTRACTOR

The contractor shall be legally considered an independent contractor and neither the contractor nor its employees shall, under any circumstances, be considered servants or agents of Pasco County; and Pasco County shall be at no time legally responsible for any negligence or other wrongdoing by the contractor, its servants, or agents. Pasco County shall not withhold from the contractor any Federal or State unemployment taxes, Federal or State income taxes, Social Security tax, or any other amounts for benefits to the contractor. Further, Pasco County shall not provide to the contractor any insurance coverage or other benefits, including workers' compensation, normally provided by Pasco County for its employees.

INFORMALITIES AND IRREGULARITIES

Pasco County has the right to waive minor defects or variations of a bid from the exact requirements of the specifications that do not affect the price, quality, quantity, delivery, or performance time of the services being procured. If insufficient information is submitted by a bidder with the bid for Pasco County to properly evaluate the bid, Pasco County has the right to require such additional information as it may deem necessary after the time set for receipt of bids, provided that the information requested does not change the price, quality, quantity, delivery, or performance time of the services being procured. Pasco County reserves the right to reject any or all bids in whole or in part; to award by any item, group(s) of items, total bid, or accept the bid that is most advantageous and in the best interest of Pasco County.

LAW COMPLIANCE

Each party will comply with all applicable Federal, State and local laws, rules, regulations, and guidelines related to performance under this agreement. In particular, the contractor/vendor/named party verifies

and affirms that it is in compliance with 8 U.S.C., Sec. 1324, prohibiting the employment either directly or by contract, subcontract, or exchange of unauthorized aliens in the United States. The County will consider the employment of unauthorized aliens by any contractor/vendor/named party, during the term of the agreement, a violation of the Immigration and Nationality Act. Such violation shall be cause for unilateral cancellation of this agreement by the County.

LIMITATION OF COST

The contractor agrees to perform the work specified and complete all obligations under the contract within the stated amounts.

NON-APPROPRIATION

All funds for payment by Pasco County under this contract are subject to the availability of an annual appropriation for this purpose by Pasco County. In the event of non-appropriation of funds by Pasco County for the services provided under the contract, Pasco County will terminate the contract, without termination charge or other liability, on the last day of the then-current fiscal year or when the appropriation made for the then-current year for the services covered by this contract is spent, whichever event occurs first. If at any time funds are not appropriated for the continuance of this contract, cancellation shall be accepted by the contractor on thirty (30) days' prior written notice, but failure to give such notice shall be of no effect, and Pasco County shall not be obligated under this contract beyond the date of termination.

NON-DISCRIMINATION

During the performance of this Agreement, the CONSULTANT herein assures the COUNTY that said CONSULTANT is in compliance with Title VII of the 1964 Civil Rights Act, as amended, and The Florida Civil Rights Act of 1992 in that the CONSULTANT does not on the grounds of race, color, national origin, religion, sex, age, handicap or marital status, discriminate in any form or manner against the employees of the CONSULTANT or its applicants for employment. The CONSULTANT understands and agrees that this Agreement is conditioned upon the veracity of this Statement of Assurance. Furthermore, the CONSULTANT herein assures the COUNTY that said CONSULTANT shall comply with Title VI of the Civil Rights Act of 1964 when any Federal grant is involved. Other applicable Federal and State laws, executive orders and regulations prohibiting the type of discrimination as hereinabove delineated are included by this reference thereto. This Statement of Assurance shall be interpreted to include Vietnam Era Veterans and Disabled Veterans within its protective range of applicability.

OFFICIAL DOCUMENTS

Pasco County is not responsible for expenses incurred prior to award. Pasco County officially distributes solicitation documents through the Florida Online Bid System (www.bidnetirect.com). Solicitation documents may be downloaded at NO COST using this system and may also be obtained from the Purchasing Department in accordance with Florida Statutes that pertain to Public Records. **Copies of solicitation documents obtained from other sources are not considered official and should not be relied upon.** Pasco County is not responsible for solicitation documents obtained from sources other than the Florida Online Bid System or the Purchasing Department. Only vendors who properly register and obtain solicitation documents directly from the Florida Online Bid System or Purchasing Department will receive addenda and other important information if issued. Vendors are responsible for acquiring knowledge of changes, modifications, or additions to official solicitation documents. Vendors who submit responses and later claim they did not receive complete documents or had no knowledge of any change, modifications, or additions made to the official solicitation documents shall still be bound by the solicitation, including any changes, modifications, or additions to the official solicitation documents. **IF YOU OBTAINED A SOLICITATION DOCUMENT FROM A SOURCE OTHER THAN THE FLORIDA ONLINE BID SYSTEM OR THE PASCO COUNTY PURCHASING DEPARTMENT, IT IS HIGHLY RECOMMENDED THAT YOU REGISTER AS A VENDOR AND DOWNLOAD THE OFFICIAL DOCUMENT AT www.bidnetirect.com AT NO COST.**

ORAL STATEMENTS

No oral statement of any person shall modify or otherwise affect the terms, conditions, or specifications stated in this contract. All modifications to the contract or purchase order must be made in writing by Pasco County.

PATENTS AND ROYALTIES

The contractor covenants to save, defend, keep harmless, and indemnify Pasco County and all of its officers, departments, agencies, agents, and employees from and against all claims, loss, damage, injury, fines, penalties, and cost—including court costs and attorney's fees, charges, liability, and exposure, however caused—for or on account of any copyright or patented or unpatented invention, process, or article manufactured or used in the performance of the contract, including its use by Pasco County. If the contractor uses any design, device, or materials covered by patent or copyright, it is mutually agreed and understood without exception that the contract price includes all royalties or costs arising from the use of such design, device, or materials in any way in the work.

PAYMENT PROCEDURES

The Pasco County Board of County Commissioners will process payments in a timely manner and in accordance with Chapter 218, Part VII, Florida Statutes, (The Local Government Prompt Payment Act).

Several payment options are available to the successful vendor upon receipt of a correct invoice:

1. Check may be mailed to the remit address on the invoice. The check is sent to the Post Office the day after Board of County Commissioners approval.
2. Check may be picked up in Dade City. The vendor must pick up the check the day after Board of County Commissioners approval. The successful bidder or contractor must call (352) 521-4599 for detailed instructions.
3. Payment may be wire-transferred to the vendor's bank account. The vendor must call (352) 521-4599 for detailed instructions.

PAYMENT TERMS AND DISCOUNTS

Unless otherwise indicated in the bid documents or required by state law, payment terms will be net forty-five (45) days. Terms not consistent with this provision are not acceptable and may be cause for rejection. Pasco County will pay the vendor within forty-five (45) days after the receipt of a correct invoice for the specified work or goods received. Unless otherwise indicated in the bid documents, only one (1) lump-sum payment will be made. NO progress or partial payments will be authorized.

Discounts for prompt payment requiring payment by Pasco County within a stipulated number of days will be interpreted as applying within the stipulated number of calendar days after the date of receipt by Pasco County of a correct invoice describing reasonable work allocable to the contract or after the date of acceptance of work/goods that meets contract requirements, whichever event occurs later. Discounts for payment in less than forty-five (45) days will not be considered during evaluation for award but may be taken if applicable after award.

PUBLIC INFORMATION

After the County provides notice of an intended decision or thirty (30) days after opening the bids, proposal, or replies, whichever is earlier, any and all information contained therein, is considered public and may be reviewed by any person interested in doing so as provided under Florida Law.

All materials submitted in response to this solicitation ultimately become public record and shall be subject to inspection and copying as provided under Florida's public records laws. Unrestricted disclosure of proprietary information places it in the public domain. Only submittal information clearly identified with the words "Confidential Disclosure" and placed in a separate envelope marked as such shall be considered to qualify as Trade Secret Data. Any material to be treated as Trade Secret Data must include a justification for the request. The request will be reviewed and either approved or denied by the County. If denied, the Bidder shall have the opportunity to withdraw the entire Proposal or to remove the confidential or proprietary restrictions. Neither cost nor pricing information nor the total Proposal shall be considered confidential or proprietary. Any costs to preserve the Trade Secret data designation shall be the responsibility of the Bidder.

CONTRACTOR'S PUBLIC RECORDS REQUIREMENTS

The CONTRACTOR shall comply with the requirements of Florida's Public Records Act, Chapter 119, Florida Statutes. To the extent required by Section 119.0701, Florida Statutes, CONTRACTOR shall (a) keep and maintain public records required by the COUNTY to perform the service under the Agreement; (b) upon request from the COUNTY's custodian of public records provide the COUNTY with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided for under Florida's Public Records law; (c) ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if CONTRACTOR does not transfer the records to the COUNTY; and (d) upon completion of the contract, transfer, at no cost to the COUNTY, all public records in possession of CONTRACTOR. Upon transfer, CONTRACTOR shall destroy any duplicate public records that are exempt or confidential and exempt from public records requirements. All records stored electronically must be provided to the COUNTY in a format that is compatible with the information technology systems of the COUNTY. All documentation produced as part of this Agreement will become the property of the COUNTY. This paragraph shall survive the expiration or termination of this Agreement.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (727) 847-8194, rranne@pascocountyfl.net, 7536 STATE STREET, 2ND FLOOR, New Port Richey, FL 34654.

Under Florida law, a Contractor who fails to provide the public records to the COUNTY within a reasonable time may be subject to penalties under Section 119.10, Florida Statutes, and such non-compliance will constitute a breach of the Agreement and may serve as grounds for termination of this Agreement.

PUBLISHED PRODUCT SPECIFICATIONS

The bidder should submit a copy of the manufacturer's published and advertised specifications, including warranty information, for the product(s) being offered, if applicable. Failure to provide these specifications may be cause for bid rejection. If the County is unable to verify compliance with the specifications, the response may be rejected. The County's inability to verify responsiveness may result in a determination of non-responsiveness and rejection.

PURCHASE ORDER REQUIREMENT

Purchases of Pasco County are authorized only if a signed purchase order issued in advance of the transaction, showing that the ordering agency has sufficient funds available to pay for the service. Vendors providing services without a signed purchase order do so at their own risk. Pasco County will not be liable for payment for any services provided under the contract unless a valid purchase order has been issued to the contractor.

QUALIFICATIONS OF BIDDERS

The bidder may be required before the award of any contract to show to the complete satisfaction of Pasco County that it has the necessary facilities, ability, and financial resources to provide the service specified therein in a satisfactory manner. The bidder may also be required to give a past history and references in order to satisfy Pasco County in regard to the bidder's qualifications. Pasco County may make reasonable investigations deemed necessary and proper to determine the ability of the bidder to perform the work, and the bidder shall furnish to Pasco County all information for this purpose that may be requested. Pasco County reserves the right to reject any bid if the evidence submitted by, or investigation of, the bidder fails to satisfy Pasco County that the bidder is properly qualified to carry out

the obligations of the contract and to complete the work described therein. Evaluation of the bidder's qualifications shall include:

1. The ability, capacity, skill, and financial resources to perform the work or provide the service required.
2. The ability of the bidder to perform the work or provide the service promptly or within the time specified, without delay or interference.
3. The character, integrity, reputation, judgment, experience, and efficiency of the bidder.
4. The quality of performance of previous contracts or services.

QUALITY OF GOODS

All goods shall be new, in first class condition, and of the manufacturer's latest design of the model presently in production. All materials, supplies, and equipment furnished, or services performed under the terms of this purchase order or contractual agreement shall comply with the requirements and standards specified in the Williams-Steiger Occupational Safety and Health Act of 1970 (Public Law 91-596), as well as other applicable Federal, State, and local codes. Equipment and materials furnished by the bidder having serious defects, corrosion, or scratches which tend to present an "other than new" appearance shall be promptly replaced, or such defects promptly corrected by the bidder at no cost to Pasco County. Any existing Material Safety Data Sheets (MSDS) for the products, materials, supplies, or equipment being bid must be submitted with the bid. No product containing asbestos, lead paint or polychlorinated biphenyl (PCB) in any form will be considered for award by Pasco County.

RECOVERY OF MONEY

Whenever, under the contract, any sum of money shall be recoverable from or payable by the contractor to Pasco County, the same amount may be deducted from any sum due the contractor under the contract or under any other contract between the contractor and Pasco County. The rights of Pasco County are in addition and without prejudice to any other right Pasco County may have to claim the amount of any loss or damage suffered by Pasco County on account of the acts or omissions of the contractor.

RIGHT TO AUDIT

The vendor shall maintain such financial records and other records as they relate to the purchase of goods and/or services by Pasco County from the subject vendor. The vendor shall retain these records for a period of three (3) years after final payment, or until they are audited by Pasco County, whichever event occurs first. These records shall be made available during the term of the contract and the subsequent three (3) year period for examination, transcription, and audit by Pasco County, its designees, or other authorized bodies.

RISK OF LOSS

Pasco County shall be relieved from all risks of loss or damage to goods during periods of transportation, manufacture, and the entire time the goods are in the possession of Pasco County prior to acceptance by Pasco County. At such time, the risk of loss or damage for goods shall pass to Pasco County. The bidder/contractor shall not be responsible for damage to the goods occasioned by negligence of Pasco County or its employees.

TABULATIONS

Solicitation results (tabulations) will not be given over the telephone or via fax.

TAXES

All bids shall be submitted exclusive of direct Federal, State, and local taxes; however, if the bidder believes certain taxes are properly payable, he/she may list such taxes separately in each case directly below the respective item bid price. Prices quoted must be in units specified and shall not include the cost of any such taxes, including those on any material, supplies, or equipment used or installed in the work. Pasco County does not pay Federal Excise and Sales Taxes on direct purchases of tangible personal property. See Exemption Number on face of the resulting purchase order. This exemption does not apply to purchases of tangible personal property made by contractors who use the tangible personal

property in the performance of contracts for improvement of County-owned real property. Please refer to Chapter 192, Florida Statutes.

UNSATISFACTORY WORK

If, at any time during the contract term, the service performed or work done by the contractor is considered by Pasco County to create a condition that threatens the health, safety, or welfare of the community, the contractor shall, on being notified by Pasco County, immediately correct such deficient service or work. In the event the contractor fails, after notice, to correct the deficient service or work immediately, Pasco County shall have the right to order the correction of the deficiency by separate contract or with its own resources at the expense of the contractor. Notwithstanding the above, Pasco County reserves the right to cancel a resulting contract, without cause, by giving thirty (30) days' prior written notice to the contractor of the intention to cancel.

VENDORS LIST

Vendors must visit www.bidnetdirect.com to register as a vendor. Once registered, vendors will have the ability to view and download solicitations for Pasco County as well as other participating agencies throughout Florida.

WARRANTIES

The Vendor agrees that the supplies and services furnished under this award shall be covered by the most favorable commercial warranties the Vendor gives to any customer for comparable quantities of such supplies or services and that the rights and remedies provided herein are in addition to and do not limit any rights afforded to the County by any other provision of this award.

LOCAL PREFERENCE

Under Sec. 2-111(a)(1) of Pasco County's Purchasing Ordinance, a business qualifies as "Local Business" if it meets the following requirements and is: a) a vendor, supplier, or contractor who does business in Pasco County by providing goods, services, or construction; and b) maintains a physical business address located within the jurisdictional limits of Pasco County in an area zoned for the conduct of such business; and c) the vendor, supplier or contractor operates or performs business on a daily basis at said location; and d) has so operated or performed business at that location for at least twelve (12) months prior to the Bid or Proposal opening date; and (e) includes a copy of their local business tax receipt with their Bid or Proposal. Post office boxes shall not be used for the purpose of establishing said physical address. The justification for the application of a local preference to a particular Bidder, along with a copy of the Bidder's local business tax receipt, must be included as part of any Bid submitted.

In bidding for, or letting contracts or procurement of goods, services or construction, as described herein, the Board of County Commissioners (BOARD) may give a preference to Local Businesses in making purchases (unless otherwise precluded by the ordinance, state or federal law) as described below:

- (i) When written quotations or sealed bids are received that do not exceed \$1,000,000.00, and the lowest price is offered by a vendor that is not a Local Business, and the next lowest price is offered by a Local Business, and is within 10% of the lowest price offered, then the Local Business shall be given the opportunity to match the lowest price offered, and if agreement to match the lowest price is reached, the Local Business will be awarded the quotation or bid if the Local Business is otherwise fully qualified and meets all requirements of the solicitation.
- (ii) When sealed bids are received that are greater than \$1,000,000.00, and the lowest price is offered by a business that is not a Local Business, and the next lowest price is offered by a Local Business, and is within 5% of the lowest price offered, then the Local Business shall be given the opportunity to match the lowest price offered, and if agreement to match the lowest price is reached, the Local Business will be awarded the quotation or bid if the Local Business is otherwise fully qualified and meets all County requirements.

- (iii) The total quote or bid price shall include not only the base bid price, but also all alterations to the base bid price resulting from alternates which were both part of the bid and that will be actually purchased or awarded by the BOARD.

If two or more identical quotations or bids are received at the time the written quotations or sealed bids are opened, the award shall be made to the responsive, responsible "Local Business" as defined herein.

The preference established in this section does not prohibit the right of the BOARD to compare quality or fitness for use of supplies, materials, equipment and services proposed for purchase and compare qualifications, character, responsibility and fitness of all persons, firms, or corporations submitting bids or proposals nor prohibit the BOARD from giving any other preference permitted by law in addition to the preference authorized in this section.

END OF GENERAL PROVISIONS

SPECIAL PROVISIONS

In addition to the General Provisions of this solicitation, these Special Provisions, along with the specifications that follow, apply in like force to this solicitation and to any subsequent contract resulting therefrom.

CONTRACT TERM

The contract period will begin on date of Pasco County Board of County Commission approval and continue for three (3) years, with the option of two (2) one-year renewals, under the same prices, terms, and conditions as in the original contract approved by Pasco County, unless canceled in writing by Pasco County. All contracts are subject to the appropriation of funds by Pasco County.

COPYRIGHT

The contractor shall irrevocably transfer, assign, set over, and convey to Pasco County all rights, title, and interest, including the sole exclusive and complete copyright interest, in any and all copyrightable works created pursuant to the contract. The contractor further agrees to execute such documents as Pasco County may request to affect such transfer or assignment. Further, the contractor agrees that the rights granted to Pasco County by this paragraph are irrevocable. The contractor's remedy in the event of termination of or dispute over any agreement entered into as a result of this Invitation for Bid shall not include any right to rescind, terminate, or otherwise revoke or invalidate in any way the rights conferred pursuant to the provisions of this paragraph. Similarly, no termination of any agreement entered into as result of this Invitation for Bid shall have the effect of rescinding, termination, or otherwise invalidating the rights acquired pursuant to the provisions of this paragraph.

COST REIMBURSEMENT

Unless an alternative cost methodology is specified herein, the contractor agrees that payment by Pasco County to the contractor for materials used in the performance of any work under the contract on a cost plus a percentage of cost basis is specifically prohibited. The cost of all materials provided in the performance of the work is to be reimbursed to the contractor in the following manner: Pasco County shall reimburse the contractor, on completion and acceptance of each assigned job, only for those materials, equipment parts, supplies, rentals, services, etc., actually used in the performance of the work that are supported by invoices issued by the suppliers of the contractor describing the quantity and cost of the materials purchased. No surcharges shall be added to the suppliers' invoices or included in the contractor's invoice submitted to Pasco County that would increase the dollar amount indicated on the suppliers' invoices for the materials purchased for the assigned job. All incidental costs, including allowances for profit and tools of the trade, must be included in the contract hourly labor rates.

INSURANCE REQUIREMENTS

The insurance required must be written by an insurer authorized to do business in the State of Florida and also have an "A" policyholder's rating and a financial rating of at least Class VIII in accordance with the most current *Best's Key Rating Guide*. Prior to the time the contractor is entitled to commence any part of the project, work, or services under this contract, the contractor shall procure, pay for, and maintain at least the following insurance coverages and limits. Policies of insurance required by the contract shall be primary insurance and non-contributory with respect to the County, its officials, agents, or employees. The said insurance shall be evidenced by delivery to Pasco County of 1) Certificates of Insurance executed by the insurers listing coverages and limits, expiration dates and terms of policies and all endorsements whether or not required by Pasco County, and listing all carriers issuing the said policies; and 2) upon request, a certified copy of each policy, including all endorsements. The insurance requirements shall remain in effect throughout the term of this contract.

1. Workers' Compensation in at least the limits as required by law; Employers' Liability Insurance of not less than One Hundred Thousand and 00/100 Dollars (\$100,000.00) for each accident. The contractor agrees to waive its right of subrogation as part of this coverage.

2. Comprehensive General Liability Insurance including, but not limited to, Independent, Contractor, Contractual, Premises/Operations, Products/Completed Operation and Personal Injury covering the liability assumed under indemnification provisions of this contract, with limits of liability for personal injury and/or bodily injury, including death, of not less than Two Million and 00/100 Dollars (\$2,000,000.00), each occurrence; and property damage of not less than One Million and 00/100 Dollars (\$1,000,000.00), each occurrence. (Combined single limits of not less than Two Million and 00/100 Dollars [\$2,000,000.00], each occurrence, will be acceptable unless otherwise stated.) Coverage shall be on an "occurrence" basis, and the policy shall include Broad Form Property Damage coverage and Fire Legal Liability of not less than Fifty Thousand and 00/100 Dollars (\$50,000.00) per occurrence, unless otherwise stated by exception herein.
3. Comprehensive Automobile and Truck liability covering owned, hired, and nonowned vehicles with combined single limits of not less than One Million and 00/100 Dollars (\$1,000,000.00), each occurrence. Coverage shall be on an "occurrence" basis, such insurance to include coverage for loading and unloading hazards.

Each insurance policy shall include the following conditions by endorsement to the policy:

1. Each policy shall require that thirty (30) days prior to expiration, cancellation, nonrenewal, or any material change in coverages or limits, a notice thereof shall be given to Pasco County by certified mail to: Pasco County Risk Management Department, 7536 State Street, Suite 111, New Port Richey, Florida 34654. The contractor shall also notify Pasco County, in a like manner, within twenty-four (24) hours after receipt, of any notices of expiration, cancellation, nonrenewal, or material change in coverage received by the said contractor from its insurer; and nothing contained herein shall absolve the contractor of this requirement to provide notice.
2. Companies issuing the insurance policy, or policies, shall have no recourse against Pasco County for payment of premiums or assessments for any deductibles that all are at the sole responsibility and risk of the contractor.
3. The term "County" or "Pasco County" shall include all Authorities, Boards, Bureaus, Commissions, Divisions, Departments, and Offices of County and individual members, employees thereof in their official capacities, and/or while acting on behalf of Pasco County.
4. Pasco County shall be endorsed to the required policy or policies as an additional insured, with the exception of Worker's Compensation and Professional Liability, if applicable.
5. Pasco County shall also be listed as a certificate holder.
6. The policy clause "Other Insurance" shall not apply to any insurance coverage currently held by Pasco County to any such future coverage, or to Pasco County's self-insured retentions of whatever nature.

MOTOR VEHICLE INDUSTRY LICENSING

The contractor shall comply with Chapter 320, Florida Statutes. Failure to comply may result in a determination of no responsibility on the basis that the bidder is not qualified to legally contract with Pasco County and may further cause such noncompliant offers to be rejected.

REPORT STANDARDS

Reports or written material prepared by the contractor in response to the requirements of this contract shall be thoroughly researched for accuracy of content, shall be grammatically correct and not contain spelling errors, shall be submitted in a format approved in advance by the Purchasing Department, and shall be submitted in draft form for advance review and comment by the Purchasing Department. The

cost of correcting grammatical errors, correcting report data, or other revisions required to bring the report or written material into compliance with the contract requirements shall be borne by the contractor.

SALES TAX

Pasco County, as a governmental entity, is exempt from sales tax under Florida Law. A copy of the County's tax-exempt certificate or number will be provided at the time a purchase order is issued.

TRANSPORTATION AND PACKING

Prices quoted shall be net, including transportation and delivery charges fully prepaid by the seller, f.o.b. **Pasco County, Florida.** No additional charges will be allowed for packing, packages, or partial delivery costs. By submitting their bids, all bidders certify and warrant that the price offered for f.o.b. destination includes only the actual freight rate costs at the lowest and best rate and is based upon actual weight of the goods to be shipped. Standard commercial packaging, packing, and shipping containers shall be used, except as otherwise specified herein.

AS SPECIFIED All items delivered must meet the specifications herein. Items delivered not as specified will be returned at no expense by the County. The County may return, for full credit, any unused items received which fail to meet the County's performance standards. Replacement items meeting specifications must be submitted within a reasonable time after rejection of the non-conforming items.

QUANTITIES The Pasco County Board of County Commissioners shall not be required to purchase any minimum or maximum quantities during the term of any award resulting from this specification.

ADDITION/DELETION The Pasco County Board of County Commissioners reserves the right to add or delete any item from this bid or resulting award when deemed to be in the best interest of the Board.

END OF SPECIAL PROVISIONS

SPECIFICATONS

1. SCOPE

It is the intent of this Invitation for Bid (IFB) to establish a conditional contract for these vehicles and to secure the cost and availability from a source of supply that will give prompt and convenient service. Scope of work shall include, but is not limited to, the manufacture, delivery, assembly, installation, and testing of the specified unit. It is the intent of Pasco County to purchase vehicles on an as-needed basis from a Ford Motor Company dealer(s). This contract may be awarded to multiple bidders and should not be considered exclusive by any bidder. To be considered for award, responses to this IFB must contain evidence of the Bidders' experience and abilities in the specified area and other disciplines directly related to the requested services.

- 1.1 The apparatus shall be complete and shall be the latest, current model under standard production at the time the order is written. The apparatus shall be equipped as regularly advertised and manufactured, complete and ready for satisfactory operation. If a manufacturer's standard item is specified, it shall be furnished, whether or not a particular data book shall designate such an item as an option. If the manufacturer has a standard item that exceeds the following minimum requirements, then that standard item shall be furnished.
- 1.2 Contract term will be for three (3) years with two (2) possible extensions of one (1) year each. 1.2.1 First year will begin with the order of model year 2022 vehicles.
- 1.3 The completed unit shall be delivered to Pasco County, Florida. Delivery shall be made Monday through Friday, 8:00 a.m.-12:00 p.m. or 1:00 p.m.-5:00 p.m. local time, excluding holidays. The Fleet Department shall be notified no less than twenty-four (24) hours prior to expected delivery.

2. SCOPE OF SERVICES

This Scope of Services outlined below describes the general work and responsibilities. The selected Bidder/s will be expected to meet all criteria.

- 2.1. Vehicles to be purchased under this bid range from light-duty passenger vehicles up to 37,000 GVW. This includes but is not limited to; sedans, pickups, SUV's, vans, and special modified cab and chassis.
- 2.2. Vehicle Condition: The bidder shall be responsible for delivering vehicles that are new and unused, properly serviced, not smoked in, and clean. Pre-delivery service, at a minimum, shall include:
 - 2.2.1. Complete lubrication and check all fluid levels to assure proper fill
 - 2.2.2. Adjustment of engine to proper operating condition
 - 2.2.3. Inflate tires to proper pressure
 - 2.2.4. Check for proper operation of all accessories, gauges, lights, mechanical and hydraulic features
 - 2.2.5. Cleaning of vehicle, if necessary, and removal of all unnecessary items such as tags, stickers and papers. DO NOT REMOVE WINDOW PRICE STICKER
 - 2.2.6. Overall check for safe operating condition
 - 2.2.7. All units must contain no less than 1/4 tank of fuel as indicated by the vehicle's fuel gauge at the time of delivery.
 - 2.2.8. If a vehicle without upfitting is delivered with more than two hundred and fifty (250) miles but less than five hundred (500) miles as indicated by the vehicle's odometer, the bidder shall be assessed fifty cents (\$0.50) per mile for all miles over 250. Vehicles with 500 miles or more as indicated by the vehicle's odometer

- may not be accepted. Vehicles requiring upfitting will have fee and outside delivery window limits of 1250 and 2000 miles, respectively.
- 2.2.9. All vehicles shall be delivered with four (4) complete sets of keys with two (2) fobs.
- 2.2.10. Delivery does not constitute acceptance. Acceptance and authorization of payment will be given only after a thorough inspection indicates that the vehicle meets specifications and conditions listed.
- 2.2.11. Vehicles shall be delivered with each of the following items or documents satisfactorily completed:
- 2.2.11.1. Installed county plate
 - 2.2.11.2. Owner and/or operator manual(s).
 - 2.2.11.3. Warranty certifications, including rustproofing, if applicable.
 - 2.2.11.4. Pre-delivery service report.
 - 2.2.11.5. Window price sticker (still affixed).
 - 2.2.11.6. Purchase order.
 - 2.2.11.7. Invoice with PO# or VIN#.
 - 2.2.11.8. Certificate of origin.
 - 2.2.11.9. Title reassignment.
 - 2.2.11.10. Application for title.
 - 2.2.11.11. Change of body affidavit (if required)
 - 2.2.11.12. Weight slip (if required).
 - 2.2.11.13. All vehicles shall be equipped with all standard equipment as specified by the manufacturer for this model. All vehicles shall comply with the Environmental Protection Agency (EPA) Emission Standards, and all Motor Vehicle Safety Standards as established by the U.S. Department of Transportation regarding the manufacture of motor vehicles, and Occupational Safety and Health Administration (OSHA) standards CFR 29 1910/1926.
- 2.2.12. The bidder understands that the bid covers a complete, fully operative unit, as specified by the purchase order and enclosures, including the mounting of all attachments and connections to the chassis.
- 2.3. Dealer installed options may include but are not limited to additional lights, bedliners, utility bodies, running boards, and cranes. Make and model of dealer installed options may be dictated by Pasco County. All prospective bidders must provide a parts mark-up and shop labor fee for items installed by the vendor and a percentage figure above "actual invoice" for any dealer installed options performed by a sub-contractor. Copies of actual invoices must be provided as backup.
- 2.3.1. Dealer shall be within 200 miles of Pasco County to allow for on-site inspection of vehicles pending delivery or vehicles receiving upfitting if desired by Pasco County.
- 2.3.2. To ensure consistency of product and provide better management of quality control issues, dealers shall perform 90+% of up-fitting on premises. Responses should include lists of tasks not performed in dealer's shops.
- 2.4. Title, Registration, and License Plates: All vehicles delivered under this contract shall be titled and registered by the awarded bidder in accordance with Florida Statutes Chapters 319 and 320. Awarded bidder shall send any necessary form(s), which must be signed by an authorized representative of the Pasco County Board of County Commissioners, with the vehicle upon delivery. Awarded bidder shall obtain necessary signature(s) and complete the title and registration process for the County, provide a thirty (30) day temporary tag, and return a County license plate within twenty-five (25) days of the delivery of each vehicle. The County shall reimburse the Contractor for the

actual fees involved in the title application, registration, and obtaining of new license plates as charged by the State of Florida. The cost shall be listed as a separate line item on the invoice presented for payment on each vehicle. Separate invoicing for this reimbursement will not be accepted.

- 2.5. Delivery: All bids will indicate the lead time required for the established quantities to be delivered. Awarded bidder will be held to delivery dates. Awarded bidder shall notify the Fleet Manager or his designee, at a number to be provided to the Bidder at least 24 hours prior to delivery. All deliveries shall be made between the hours of 8:00 a.m. and 3:00 p.m., Monday through Friday, excluding legal holidays, unless otherwise agreed to by the receiving department.

END OF SPECIFICATIONS

**BID SHEET
IFB-RR-21-042
AS-NEEDED FORD MOTOR COMPANY VEHICLES**

Vehicle Type	Percentage Discount Off Ford Factory Invoice*
Sedans	%
SUV's	%
F150-F350	%
F450 – 26,000 GVWR	%
37,000 GVWR <	%
Dealer Installed Items	
Labor Cost/Hour	\$
Parts/Item Mark-Up	%
Sublet Job Mark-Up % or \$ Fixed Fee/Job	
Window Tint (Fixed Fee)	\$

Include list of upfitting work not completed in your shop facility.

***Price calculated from percent discount off Ford invoice will include all vehicle preparation costs, keys, and delivery.**

Attach Additional Pricing Sheets, if necessary.

Authorized Signature

Address

Printed Name & Title

City, State, Zip Code

Company

Phone #

Date

Fax #

Federal ID # or SS #

(The provisions below must always be included in the Bid Form)

"We offer to sell/provide Pasco County, Florida, the above item(s) and/or service(s) at the price(s) stated, in accordance with the terms and conditions contained herein. In addition, the item(s) and/or service(s) offered above meet all specifications contained herein or attached, unless otherwise stipulated by exception. This offer to sell/provide is firm for ninety (90) days."

MUST BE SIGNED BY AN OFFICER OF THE FIRM OR INCLUDE WRITTEN PROOF THAT THE INDIVIDUAL SIGNING HAS THE AUTHORITY TO OBLIGATE THE FIRM. FOR SERVICES ONLY - VENDOR MUST BE REGISTERED ON SUNBIZ <http://www.sunbiz.org/index.html> FLORIDA DEPARTMENT OF STATE DIVISION OF CORPORATIONS.

(Signature of Bidder—Ink)

(Printed Name and Title)

(Business Name)

Receipt of Addendum No. _____ through No. _____ is acknowledged.

Business Name: _____

(The Name on File with the Internal Revenue Service)

Doing Business as (Fictitious Name): _____

Business Organization:

☐ Corporation:

☐ Partnership: ☐ General ☐ Limited

☐ Limited Liability Company (LLC):

State Registered In: _____

Year: _____

☐ Sole Proprietorship: Owner: _____

☐ Other: _____ Fed ID # _____

☐ **Local Vendor Preference (Business Tax Receipt Required with Submittal)**

Telephone: _____ Facsimile: _____

Email Address: (Vendor Point of Contact): _____

Address: _____

Date _____ 2020

ATTACHMENT A

OFFEROR INFORMATION/CERTIFICATION FORM (MUST BE SUBMITTED WITH THE BID FORM AND FULLY EXECUTED)

1. Legal Name of Offeror. Indicate if the Offeror is a Corporation, Joint Venture, Partnership, etc.:

(This name must match the name on your current W9 Form. The W9 will be requested at the time of award.)

2. Name/title of contact person for the Offeror: _____

3. Business and mailing address: _____
(If claiming Local Vendor Preference, a valid Local Business Tax Receipt must be provided at the time the response is submitted in order to qualify for such consideration)

4. Primary business and mailing address (if different): _____

5. Telephone number: (_____) _____ Fax: (_____) _____

The above-named Offeror affirms and declares:

- A. That the Offeror understands all requirements of this request and states that as a serious Offeror they will comply with all the stipulations included in this request.
- B. That the Offeror is of lawful age and that no other person, firm or corporation has any interest in this Proposal or in the contract proposed to be entered into except as expressly stated below:
- C. That this proposal is made without any understanding, agreement, or connection with any other person, firm or corporation making a proposal for the same purpose, and is in all respects fair and without collusion or fraud except as expressly stated below:
- D. That the Offeror is not in arrears to the Pasco County Board of County Commissioners upon debt or contract and is not a defaulter, as surety or otherwise, upon any obligation to the Pasco County Board of County Commissioners except as expressly stated below:
- E. That the BIDDER is in compliance with Section 448.095(2), Fla. Stat. requiring CONTRACTOR and its SUBCONTRACTORS to register with and utilize the U.S. Department of Homeland Security's E-Verify program to verify the work authorization status of all newly hired employees and acknowledges that it will be required to maintain such compliance throughout the term of any Contract entered between the parties.
- F. That no officer or employee or person whose salary is payable in whole or in part from the COUNTY is, will be or become interested, directly or indirectly, surety or otherwise in this response; in the performance of the resulting contract; in the purchase of supplies, materials, equipment, work and/or labor to which they relate; or in any portion of the profits thereof.
- G. That the Offeror has received and carefully examined all Addenda issued prior to the opening/closing date indicated on the cover.
- H. That by submitting a response, the Offeror certifies that it is not currently debarred from submitting proposals for contracts issued by any political subdivision or agency of the State of Florida and that it is not an agent of a person or entity that is currently debarred from submitting proposals for contracts issued by any subdivision or agency of the State of Florida.

- I. That pursuant to Section 287.087, Florida Statutes, Offerors understands that they may certify in their response that they have implemented a drug free workplace program. If two or more responses are deemed equal, preference will be given in the award process to the Offeror who has furnished such certification with their response.
- J. If claiming Local Vendor Preference, the Offeror certifies that they satisfy each of the following criteria at the time of their submission of a response to the solicitation necessary to qualify as a "Local Business": a) a vendor, supplier, or contractor who does business in Pasco County by providing goods, services, or construction; and b) maintains a physical business address located within the jurisdictional limits of Pasco County in an area zoned for the conduct of such business; and c) which the vendor, supplier or contractor operates or performs business on a daily basis; and d) has for at least twelve (12) months prior to the bid or proposal opening date; and (e) a copy of their local business tax receipt or qualifies as a business in a neighboring county as listed in the County's Purchasing Ordinance. Post office boxes shall not be used for the purpose of establishing said physical address.

Please put an "X" in the applicable box or mark N/A

_____ Local Business located in Pasco County

_____ Business located within Hillsborough, Pinellas, Polk, or Hernando County

Note: If claiming Local Vendor Preference, a valid Local Business Tax Receipt must be provided at the time the response is submitted in order to qualify for such consideration.

- K. By signing this Certification, I represent that I have the authority to bind the Offeror for contract purposes and has attached verification of such authorization.

Exceptions to any Contract Provisions and Miscellaneous Declarations (attach additional sheets, if necessary):

IN WITNESS WHEREOF, this proposal is hereby signed and sealed as of the date indicated.

ATTEST:

OFFEROR:

Witness No. 1

BY: _____ (SEAL)
(Authorized Signature in Ink)

Witness No. 2

(Printed name of Signatory)

(Printed Title of Signatory)

CORPORATE SEAL
(where appropriate)

(Signature Date)

NOTARY ACKNOWLEDGMENT

STATE OF _____ }
COUNTY OF _____ } ss _____

The foregoing instrument was acknowledged before me by means of [] physical presence or [] online notarization on this _____ day of _____, 20____, by [as applicable, complete one of the choices below]:

FOR A CORPORATION OR LIMITED LIABILITY COMPANY:

[Name] _____, who executed the foregoing instrument as [Title] _____ of [Corporation or Company Name] _____, a [check one] [] corporation [] limited liability company, organized under the laws of [State] _____, and who severally and duly acknowledged the execution of such instrument as aforesaid on behalf of the corporation or limited liability company.

FOR AN INDIVIDUAL ACTING IN HIS OR HER OWN RIGHT:

[Name]

FOR PARTNERSHIP:

[Name] Partner (or Agent), on behalf of [Name of Partnership]
 , a [State] partnership.

Said person is personally known to me or has produced _____ as identification on behalf of [Name, or Name of Corporation, Company, Partnership, Principal, as applicable]:

Signature of person taking acknowledgment

Name typed, printed or stamped

Title or rank

Serial number (if any)