



**COUNTY OF COLE
JEFFERSON CITY, MISSOURI**

REQUEST FOR BID

**2020-13: CREW CAB MECHANIC'S SERVICE TRUCK
COLE COUNTY PUBLIC WORKS**

SUBMISSIONS SHALL BE ACCEPTED UNTIL

THURSDAY, APRIL 9th at 3:00 p.m. Central

AND RECEIVED AT:

**COLE COUNTY COMMISSION
311 EAST HIGH STREET, ROOM 200
JEFFERSON CITY, MO 65101**

Company Name

Direct Contact Name (Typed/Printed)

Mailing Address

Title

City/State/Zip

Email

Office Telephone Number

Direct Line or Extension

I hereby certify that I am submitting the following information on behalf of the above-listed company and understand that by virtue of executing and returning with this response this REQUIRED RESPONSE FORM, I further certify full, complete and unconditional acceptance of the terms and conditions of this solicitation, all attachments and the contents of any Addendum released hereto. (Submission must be signed by an officer or employee having authority to legally bind the respondent.)

Authorized Signature

Authorized Name (Typed/Printed)

Title

Date

REQUEST FOR BID

Sealed bids will be accepted by the Cole County Commission for consideration in provision of the following:

2020-13 CREW CAB MECHANIC'S SERVICE TRUCK, COLE COUNTY PUBLIC WORKS

Submissions will be received at the office of the Cole County Commission, 311 East High Street, Room 200, Jefferson City, MO 65101 until 3:00 p.m. on Thursday, April 9, at which time they will be publicly opened and taken under advisement. Bidders should be aware that submissions are public record under state law. Specifications are available at www.colecounty.org or by contacting Jessica Bryant at jbryant@colecounty.org.

NEWS TRIBUNE: March 15, 22, 29

Legal Notices
Cole County Commission
311 East High Street
Jefferson City MO 65101

COLE COUNTY COMMISSION

COMMISSION
(573) 634-9110

PURCHASING
311 E HIGH STREET, ROOM 200
JEFFERSON CITY, MISSOURI 65109

PURCHASING
(573) 634-9168

REQUEST FOR BID

1.0 OVERVIEW

- 1.1 **NOTIFICATION.** This document constitutes a request for competitive, sealed offers per the provisions of this Request for Bid in one (1) new four door crew cab mechanic's service truck for the Cole County Department of Public Works.

Respondents are responsible for being thoroughly familiar with all specifications and requirements of this solicitation. Failure to examine any relevant document or provision thereof will not relieve the successful respondent from any obligation under this bid. Qualified organizations are invited to prepare an offer in response to this document and in doing so, concur with all terms, conditions, specifications and addenda to this bid unless specifically noted otherwise in a separate section titled "EXCEPTIONS".

- 1.2 **QUESTIONS, REQUESTS FOR CLARIFICATION OR INTERPRETATION.** Respondents are advised that all questions concerning the meaning or intent of these specifications must be submitted **IN WRITING** and received at least five (5) business days prior to the date scheduled for bid opening. All inquiries shall be directed to:

Jessica Bryant, Purchasing Agent
jbryant@colecounty.org

As of the issuance date of this solicitation and continuing until the final date for acceptance of submissions, **all respondents are specifically directed not to discuss, hold meetings, conferences, or technical discussions with any County employee for the purpose of responding to this solicitation except as otherwise permitted by this bid document.** Respondents should not otherwise ask any County officials or employees questions about the bid or related issues, either orally or by written communication. Respondents directly contacting other County employees risk elimination from further consideration.

- 1.3 **ISSUANCE OF ADDENDA.** Every attempt shall be made to ensure that all written questions receive an adequate and prompt response. However, in order to maintain a fair and equitable bid process, all respondents will be advised of any questions submitted, the County's response, and any other pertinent information related to this solicitation via the issuance of addenda, which will be posted at www.colecounty.org. An addendum may contain information that could affect bid responses. **It shall be the responsibility of the respondent to verify whether or not any addenda have been issued prior to submitting a bid response to Cole County.**

All issued addenda are incorporated by reference as if fully set out herein. Respondents are cautioned that the only official position of Cole County is that which is issued by Cole County in these specifications or by addendum thereto. No other means of communication, whether written or oral, shall be construed as a formal or official response or statement. The County assumes no liability if a respondent fails to incorporate addenda into their bid. Failure to have requested an addendum covering any questions affecting the interpretation of these specifications shall not relieve the awarded party from delivering the completed project, product and/or service in accordance with the intent of these specifications.

1.4 **SUBMISSION REQUIREMENTS.** A fully executed response, including the specification pages comprising this invitation and any related illustrative documentation and/or issued addenda shall be:

- submitted in a sealed envelope identified by bid number, bid title, and bid opening date/time;
- complete and signed by an official authorized to obligate the agency or company submitting the bid;
- inclusive of (1) complete original bid and two (2) exact duplicates.

It is the responsibility of each respondent to deliver its submission to the office of the Cole County Commission, 311 East High Street, Room 200, Jefferson City, Missouri on or before the date and exact time indicated for public bid opening. Fax and email submissions will not be considered. Responses will be time and date stamped; those received late will be determined non-responsive and returned unopened to the sender without exception.

1.5 **BID OPENING.** Submissions will be publicly opened in the Cole County Commission Chambers on Thursday, April 9 at 3:00 p.m. Central. Respondents and the public are invited but not required to attend the formal bid opening. All documents will be made available for public inspection, but no decision relating to the award of the contract or agreement will be made at the bid opening.

1.6 **ADVICE OF AWARD.** Award notification letters, along with a bid tabulation summarizing responses received, will be sent via email to all parties that submitted a response upon bid award by the Cole County Commission.

2.0 TERMS AND CONDITIONS

2.1 **INCURRING COSTS.** Cole County shall not pay for any information requested herein nor be obligated or liable for any cost incurred by any respondent in submitting a response.

2.2 **RESERVATIONS.** The right is hereby reserved to reject any or all submissions for any reason, in part or in whole, received in response to this solicitation; to waive or not waive informalities or irregularities in any response or the bidding procedures; to request supplementary information from respondents as determined necessary to effectively evaluate responses; to cancel this solicitation, advertise for new and/or purchase off of cooperative purchasing contract(s); and to accept, request clarification or further negotiate the terms, conditions and/or methodology of any response if, in Cole County's sole judgment, the best interests of Cole County will be so served.

2.3 **MODIFICATION/WITHDRAWAL.** Receipt of written notice or an in-person request from a properly identified individual prior to the official date and time set for bid opening must occur in order to modify or withdraw a submission which has been delivered to the office of the Cole County Commission.

2.4 **VALIDITY.** Respondents agree that submissions will remain valid for consideration by the County for a minimum period of ninety (90) calendar days after the date specified for bid opening.

2.5 **RESPONSE MATERIAL OWNERSHIP.** All material submitted in response to this solicitation becomes the property of Cole County and may be disclosed upon proper Sunshine Law request per 610.021(12) RSMo.

2.6 **EXCEPTIONS.** The wording of this solicitation may not be changed or altered in any manner. Changes, additions or limiting provisions made on the invitation will render the bid informal and may cause its rejection. Taking exception to any clause in part or in whole does not necessarily disqualify a respondent; any such exception shall be clearly identified and described in full detail in the respondent's submission on a separate page clearly titled "EXCEPTIONS." Any exception will be evaluated and accepted or

rejected by Cole County, whose decision shall be final and conclusive. In the absence of such declaration(s), the response shall be accepted as in strict compliance with all terms, conditions, and specifications requested and the awarded party shall be held responsible for providing the product or service accordingly.

- 2.7 **RESTRICTIVE LANGUAGE.** It shall be the responsibility of potential respondents to ask questions, request changes or clarification, or otherwise advise Cole County if any language, specification or requirement of this solicitation appear to be ambiguous, contradictory, and/or arbitrary, or appear to inadvertently restrict or limit responses to a single source. Such notification must be directed to the Purchasing Agent and received at least five (5) business days prior to the date set for bid opening.
- 2.8 **INTERPRETATION.** If a respondent has any questions which arise concerning the true meaning or intent of these bid documents, plans or any part thereof which affect the cost, quality, quantity, or character of the project or service, respondent shall request in writing that an interpretation be made and an addendum be issued which shall then be posted at www.colecounty.org. Failure to have requested an addendum covering any questions affecting the interpretations of the bid documents shall not relieve the successful respondent from delivering the product, service or completed project in accordance with the intent of the bid documents. Should any differences arise as to the meaning or intent of these specifications, Cole County's interpretation shall be final and conclusive.
- 2.9 **EQUIVALENT MATERIAL/EQUIPMENT.** Any listed manufacturer/model number(s) or a definite reference to a particular item or piece of equipment is intended to establish a minimally acceptable design, type, quality, functional capacity, and/or desired performance level. It is to be understood that any equivalent alternate which will perform adequately the duties imposed by the general design may be proposed and bid so long as sufficient details necessary to establish equivalency are included in the submission. Acceptance is subject to approval of the County which may request further information, sample(s) and/or a demonstration prior to bid award. Cole County shall be the sole judge of equivalency.
- 2.10 **LIKE OR SIMILAR PRODUCT.** Cole County reserves the right, at its sole discretion, to obtain like or similar product(s) to that which has been specified herein when use of such product is deemed in the best interest of the County.
- 2.11 **BID FORMS.** Bids made on other than the bid form furnished by Cole County will not be considered. Changes, additions or limiting provisions made on the invitation will render the bid informal and may cause its rejection.
- 2.12 **QUALIFICATIONS OF RESPONDENTS.** Cole County may make such investigations as deemed necessary to determine the ability of any respondent to provide the product and/or service described herein. Respondent shall furnish to the County all such information and data for this purpose that the County may request. The County reserves the right to reject any submission if the evidence submitted by the respondent or investigation of such respondent fails to satisfy the County that such respondent is properly qualified to carry out the obligations of the contract and/or to complete the work contemplated herein.
- 2.13 **PRICES.** Prices must be stated in units of quantity specified and must be firm. Price submitted for each item shall include all cost, of whatever nature, that is involved in achieving the good or service per the bid documents. Bids qualified by escalator clauses may not be considered.
- 2.14 **TAX EXEMPTION.** Cole County is funded by public monies and as such has been approved by the State of Missouri for sales/use tax-exempt status. The Missouri tax identification number and certificate is available to the awarded party upon request.
- 2.15 **DELIVERY.** The delivery date(s) or when work will start shall be stated in definite terms as they may be taken into consideration when making award. Cole County reserves the right to cancel all or any part of an order if delivery is not made or work not started as guaranteed.

- 2.16 **DEFAULT.** In case of default by the bidder or contractor, Cole County may procure the articles or services from other source(s) and hold the successful respondent responsible for any excess cost occasioned thereby.
- 2.17 **ACCEPTANCE.** No equipment, supplies, materials and/or services received by Cole County pursuant to this solicitation shall be deemed accepted until the County has had reasonable opportunity to inspect. Cole County reserves the right to reject anything that does not comply with reasonable expectations based on the specifications outlined herein.
- 2.18 **SHIPMENTS.** All shipments shall be F.O.B. destination, freight prepaid to Cole County Department of Public Works in Jefferson City, Missouri.
- 2.19 **APPLICABLE LAW.** In submitting a bid, the respondent warrants that it has complied with all applicable laws, rules and ordinances of the United States, Missouri or any other governmental authority or agency in providing the product(s) or service(s) specified herein. Any contract resulting from this solicitation is to be interpreted by the laws of Missouri. The parties agree that the proper forum for litigation arising out of the contract resulting from this solicitation is Cole County, Missouri.
- 2.20 **AS NEEDED, IF NEEDED.** The contractor shall provide product or service on an “as needed, if needed” basis for Cole County in accordance with the provisions and requirements stated herein. The resulting contract does not guarantee that all purchases of this nature will go to the successful respondent(s), but rather establishes a primary vendor. Any usage quantities included in this request are based on estimated need; Cole County reserves the right to increase or decrease quantities to meet actual needs and maintain the quoted pricing.
- 2.21 **ASSIGNMENT.** The awarded party shall not assign the Contract, subcontract, or sublet it as a whole without the prior written consent of Cole County. Assignment, subcontracting, or subletting without such consent will in no way relieve the awarded party of any of its obligations under this Contract unless specified, in writing, by Cole County.
- 2.22 **EVALUATION.** The County’s sole purpose in the evaluation process is to determine from among the responses received which one is best suited to meet the County’s needs at the lowest possible cost. Any final analysis or weighted point score does not imply that one bidder is superior to another, but simply that in our judgment the contractor selected appears to offer the best overall solution for our current and anticipated needs at the lowest possible cost.
- 2.23 **BASIS OF AWARD.** Award shall be made to the lowest responsible bidder(s) whose offer best responds to the quality, capacity, and service requirements of Cole County, as determined by the County. Award may be made on an item-by-item basis to the lowest and best bids or award may be made to the lowest and best bid overall, whichever the County determines is in its best interest.
- 2.24 **PREFERENCE.** In making bid awards, Cole County shall give preference to all firms, corporations, or individuals that maintain office or places of business within the County of COLE when the quality of the commodity or performance promised is equal or better and the price quoted is the same or less.
- 2.25 **MISSOURI DOMESTIC PRODUCT PROCUREMENT ACT.** The Vendor represents that the goods provided comply with Sections 34.350 to 34.359, RSMo, known as the Domestic Product Procurement Act. The act encourages the purchase of products manufactured or produced in the United States, State of Missouri, and Cole County, Missouri.

2.26 **COOPERATIVE PROCUREMENT.** Various State Agencies, City and County Offices, the City of Jefferson and/or other Cities within the boundaries of Cole County may or may not request an unknown quantity of goods or services under this bid during the bid period or resulting agreement period at the same prices, terms and conditions stated herein.

It is agreed and understood that each participating political subdivision will make its own separate contract with the successful bidder, that each participating political subdivision shall only be liable to the successful bidder for materials or supplies contracted for by each political subdivision without any liability for purchases contracted for by any other participating political subdivision, and each successful bidder shall be required to bill each participating political subdivision directly for those materials or supplies for which it has purchased.

In the event of any dispute between a political subdivision and a successful bidder arising after a contract of purchase has been executed, such dispute shall be handled by and between the particular political subdivision affected and the contractor.

ANTI-COLLUSION STATEMENT

STATE OF _____)

COUNTY OF _____)

_____ being first

duly sworn, deposes and says that he is _____
(title of person signing)

of _____

(Name of Bidder)

that all statements made and facts set out in the proposal for the attached bid are true and correct; and that the bidder (The person, firm, association, or corporation making said bid) has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with such bid of any contract which result from its acceptance.

Affiant further certifies that bidder is not financially interested in, or financially affiliated with, any other bidder for the attached bid .

(BY) _____

(BY) _____

Sworn to before me this ____ day of _____, 20 ____

Notary Public

My Commission expires: _____

BID SUBMISSION CHECKLIST

- Fully executed cover page (page 1 of this document)
- Bidder Response Forms, fully executed
- Anti-Collusion Statement signed by a Notary Public
- ONE ORIGINAL and TWO EXACT DUPLICATES of your bid submission

BIDDER RESPONSE FORM
2020-13 Crew Cab Mechanic's Service Truck
Cole County Public Works

The following are the minimum specifications for one (1) new mechanic's service truck with a 11-foot service body, this specification is showing the truck components. You shall meet the minimum mandatory requirements of this bid specification or your bid will be excluded.

Show the model you put these components together with on the bidder response form. It is up to you to change any power train item to make this a complete truck. Gear ratio is left out until the awarded bidder consults with the county for the matching engine and transmission.

Bidders must be factory distributors.

There will be a post bid meeting with the recommended bidders (truck dealer and bed/hydraulic dealer) and the Public Works Department to discuss the bid proposal prior to any orders.

Any advertisements are to be left off vehicles delivered to the Cole County Department of Public Works.

Any Exceptions shall be noted on the Bidder Response Form that is provided herein.

MINIMUM SPECIFICATIONS

Please check mark the yes/no column to use as a checklist on the bid.

MANDATORY – MARKED WITH “M”
DESIREABLE-MARKED WITH “D”

Model and year of Vehicle: _____

Powertrain components: _____

WHEELBASE

YES	NO	
___	___	M - Wheel base: 84-inch cab to axle

ENGINE AND ENGINE COMPARTMENT

YES	NO	
___	___	M - Diesel Engine: Cummins 6.7 Liter, in line six cylinder
___	___	M - Heavy duty dry type air cleaner
___	___	D - Full flow disposable type oil filter
___	___	M - Magnetic oil plug
___	___	M - Low oil pressure and high water temperature alarm system
___	___	M - Stationary elevated engine idle
___	___	M - Permanent type anti-freeze installed to protect -20 degrees below zero

ENGINE AND ENGINE COMPARTMENTS CONTINUED

YES NO

- ___ ___ M - 220 amp or larger alternator
- ___ ___ M - Dual 730 CCA maintenance free batteries
- ___ ___ M - Electric engine block heater
- ___ ___ M - Smart diesel exhaust brake
- ___ ___ M - Voltage monitoring system with auto idle up control
- ___ ___ M - Cold weather group

TRANSMISSION

YES NO

- ___ ___ M - Aisin 6 speed automatic transmission
- ___ ___ M - Manual shift on the fly transfer case
- ___ ___ M - Transmission power take off
- ___ ___ M - Transfer case skid plate

GROSS VEHICLE WEIGHT

YES NO

- ___ ___ M - Truck to be a 19500 GVW
- ___ ___ M - Max tow package
- ___ ___ M - Heavy duty front suspension group

REAR AXLE

YES NO

- ___ ___ M - Anti-spin rear differential
- ___ ___ M - Rear heavy duty stabilizer bar
- ___ ___ M - Rear suspension helper air bags (air lift)

BRAKES

YES NO

- ___ ___ M - Four-wheel disc anti-lock brakes

WHEELS & TIRES

YES NO

- ___ ___ M - Front and rear wheels to be 19.5" aluminum wheels
- ___ ___ M - Tires to 225/70R19.5 all-terrain all- position tires
- ___ ___ M - Full size spare tire on steel rim

CAB INTERIOR FOUR DOOR CREW

YES NO

- ___ ___ M - Four door crew cab
- ___ ___ M - Fresh air heat to floor and cab area, dual defrosters, factory installed air conditioning
- ___ ___ M - Intermittent electric windshield wipers with washer
- ___ ___ M - Cruise control
- ___ ___ M - Front seats to be 40-20-40 split bench, vinyl covered
- ___ ___ M - Rear seat to be bench style
- ___ ___ M - Theft deterrent system
- ___ ___ M - Height adjustable front seat belts with outboard retractors for driver and passenger, also with LH and RH shoulder belts
- ___ ___ M - Automatic head lamps, with daytime running lights

CAB INTERIOR FOUR DOOR CREW CONTINUED

YES	NO	
___	___	M - Drive/passenger assist handles
___	___	M - Power steering
___	___	M - Tilt steering wheel
___	___	M - Rear view mirror
___	___	M - AM/FM radio cell phone blue tooth capable
___	___	M - Gauge cluster with engine tachometer, speedometer, water temperature, oil pressure, air pressure, volts, and fuel gauge
___	___	M - Dome light and hazard warning flashers
___	___	M - 12-volt power outlet
___	___	M - Dash mounted auxiliary switches
___	___	M - Power windows and power door locks
___	___	M - Keyless entry
___	___	M - Black vinyl flooring covering
___	___	M - Factory fit floor mats
___	___	M - Factor installed electric brake controller
___	___	M - Front safety air bags

CAB EXTERIOR FOUR DOOR CREW

YES	NO	
___	___	M - Heated power exterior mirrors
___	___	M - Chrome tubular side steps
___	___	M - Strobe lights (2) mounted in the front grill
___	___	M - Rear back up camera
___	___	M - Chrome appearance group
___	___	M - 7 pin trailer wiring plug rear mounted
___	___	M - Fuel tank, 52-gallon rear mounted tank

BODY CONSTRUCTION

YES	NO	
___	___	M - 11 foot galvanized steel crane body with built in locking system and right rear crane Mount
___	___	M - 25-inch work bench bumper with intergraded 14 inch through compartment
___	___	M - Spray in bed liner on bed floor and work bench
___	___	M - 3-inch receiver hitch with D rings and 7 pin RV trailer plug
___	___	M - 6 recessed cargo tie downs in floor
___	___	M - 2 rear bumper steps
___	___	M - 10-inch fold down tailgate with single latch
___	___	M - Aluminum swing out doors
___	___	M - 3 point locking rotary T-handle style latches
___	___	M - Stainless steel hinges
___	___	M - LED compartment lights in all compartments
___	___	M - 4 LED flood lights on at each corner of bed
___	___	M - Rear strobe lights (2) built into bed

COMPARTMENTS

COMPARTMENT 1 – LEFT HAND SIDE (DRIVER SIDE)

YES	NO	
___	___	M – LV1 - 27" Wide x 44" High with integrated tool box with the following draws, (1) 5" (1) 7" (5) 3"
___	___	M – LV2 - 27" Wide x 44" High with integrated tool box with the following draws, (1) 5" (1)

7" (5) 3"

COMPARTMENT 2 – LEFT HAND SIDE (DRIVER SIDE)

YES NO
____ ____ M - 51" Wide x 20" Tall
____ ____ M - (1) 49.5 adjustable shelves

COMPARTMENT 3 – LEFT HAND SIDE (DRIVER SIDE)

YES NO
____ ____ M - 27" Wide x 44" High with three adjustable shelves

COMPARTMENT 1 – RIGHT HAND SIDE (PASSENGER SIDE)

YES NO
____ ____ M - RV1 – 27" Wide x 60" High Oxy/Act. Compartment with brackets for tanks
____ ____ M - RV1 – 27" Wide x 60" High with 3 adjustable shelves

COMPARTMENT 2 – RIGHT HAND SIDE (PASSENGER SIDE)

YES NO
____ ____ M - 45" Wide x 19.25" deep with (1) 3" deep adjustable shelf

COMPARTMENT 3 – RIGHT HAND SIDE (PASSENGER SIDE)

YES NO
____ ____ M – 27" Wide x 44" High crane base, outrigger controls, filters gauges' air hose reel, and back up alarm all installed inside of this compartment

HYDRAULIC PUMP

YES NO
____ ____ M - Hydraulic pump to be PTO driven from transmission
____ ____ M - Must be capable of running an air compressor and the mounted 7000 lb crane
____ ____ M - With 20-gallon hydraulic system reservoir mounted in the front of the bed
____ ____ M - Hydraulic filters and gauges to be mounted in crane base compartment

CRANE

YES NO
____ ____ M - 7000-pound crane with a 20-foot boom length and an adjustable boom support
____ ____ M - 370-degree rotation
____ ____ M - Wireless remote control
____ ____ M - Double acting cylinders with holding and counter balance valves
____ ____ M - Boom mounted planetary winch with min 55 feet of cable
____ ____ M - Crane hook and snatch block
____ ____ M - Boom tip mounted LED work light
____ ____ M - Hydraulic over load shutdown system
____ ____ M - Power up and down stabilizer controls mounted in crane base compartment

AIR COMPRESSOR

YES NO

- M** - Hydraulic driven 40 CFM compressor mounted on driver's side about compartment LV-1
- M** - 140 PSI
- M** - 22-gallon air tank (frame mounted)
- M** - Auto retracting air hose reel with 50 ft. of 1/2 hose, mounted in the crane base compartment

PAINT REQUIREMENTS: MANDATORY

Exterior color to be Dupont automotive Dulux Enamel Paint WHITE in color. BLACK frame and undercarriage has to be black. Grille, headlamp rims, number, etc. to be standard component color. Interior color to be exterior color with color keyed interior trim, upholstery, seat belts, visor, floor mats, and etc.

Note: All equipment and options shall be installed by certified installers.

A. Manufacturer of vehicle and year: _____

B. Manufacturer of the body and of other equipment: _____

C. Statement of Warranty: _____

D. Total price of chassis, bed, crane and air compressor: \$ _____

Number of days to delivery: _____

Do you agree to cooperative procurement: Yes ___ No ___

Do you represent a disadvantaged business enterprise: Yes ___ No ___

Do you represent a minority owned business enterprise: Yes ___ No ___

I/We the undersigned do hereby certify that the information presented in this bid is true and accurate and agree to provide the specified equipment to the Cole County Pubic Works.

Printed Name of Bidder

Signature of Authorized Representative

Name & Title of Representative

Address _____

Date _____

Email _____

Phone _____