



PURCHASING DIVISION

Charlotte County Administration Center
18500 Murdock Circle
Port Charlotte, Florida 33948-1094

Telephone (941) 743-1378
Facsimile (941) 743-1384

October 30, 2009

TO: PROSPECTIVE BIDDERS

RE: BID 2009000312, ANNUAL CONTRACT FOR VEHICLES

BID DUE DATE: NOVEMBER 18, 2009

ADDENDUM NO. 1

Bidders are hereby notified that this addendum shall be made a part of the above-named proposal and contract documents.

The following is issued to modify, and/or clarify the proposal and contract documents. These items shall have the same force and effect as the original bid and contract documents, and bids to be submitted on the specified date shall conform with the additions, deletions and revisions as listed herein.

Item 1: DUE DATE EXTENSION: The bid opening is hereby changed to November 18, 2009 at 2:00p.m. EST.

Item #2: Question: Are 3 complete sets of keys necessary?

Answer: Charlotte County requires three complete sets of keys for each vehicle. Three complete sets of keys shall be supplied to the County by the awarded Bidder for each vehicle purchased at no additional cost.

Item #3: Question: Who will be paying for the title, registration, and license plate fees?

Answer: Please see Items #9 and #10

Item #4: Delete: On page 15, delete the 'AFFIDAVIT Claiming Status as a Local Business'.

Add: On page 15, add the revised 'AFFIDAVIT Claiming Status as a Local Business', which is attached to this addenda.

Item #5: Delete: On pages 8 and 9, delete section **IB-26 CLAIMING STATUS AS A LOCAL BUSINESS**.

Item #6: Add: On pages 8 and 9, add the revised **IB-26 CLAIMING STATUS AS A LOCAL BUSINESS** below:

IB-26 CLAIMING STATUS AS A LOCAL BUSINESS: If bidder affirms that it is a local business as defined below and in accordance with Ordinance 2009-005 adopted by the Charlotte County Board of Commissioners and filed with the Secretary of State on February 17, 2009, and Ordinance 2009-041 adopted by the Charlotte County Board of Commissioners and filed with the Secretary of State on October 19, 2009, then the Affidavit Claiming Status as a Local Business, which is included as a part of the bid form, must be completed.

A. Local Business Definition: Local business means the company has a valid Business Tax Receipt issued by Charlotte County, Sarasota County or DeSoto County for at least six months prior to the bid submission to do business within Charlotte County, Sarasota County or DeSoto County that authorizes the business to provide the services or goods, and a physical business address located within the limits of Charlotte County, Sarasota County or DeSoto County from which the business operates or performs business. Post Office Boxes are not verifiable and shall not be used for the purpose of establishing said physical address. In addition to the foregoing, a business shall not be considered having a "Local Business" unless it contributes to the economic development and well-being of these Counties in a verifiable and measurable way. Vendors shall affirm in writing their compliance with the foregoing at the time of submitting their bid to be eligible for consideration as having a "Local Business". A business that misrepresents the local preference status of its company in a bid to the County will lose the privilege to claim local preference for a one year period.

B. Competitive bid (local price match option): Each formal competitive bid solicitation shall clearly identify how the price order of the bids received will be evaluated and determined. When a responsive, responsible non-local business submits the lowest price bid, and the bid submitted by one or more responsive, responsible local businesses, as defined below, is within five percent of the price submitted by the non-local business, each of the aforementioned local businesses shall have the opportunity to submit, a best and final bid equal to or lower than the amount of the low bid previously submitted by the non-local business within five days of being notified by the Senior Division Manager of Purchasing in writing. Contract award shall be made to the responsive, responsible business submitting the lowest best and final bid. In the case of a tie in the best and final bid between a local business and a non-local business, contract award shall be made to the local business.

If requested by the County, the bidder will be required to provide documentation substantiating the information given in this affidavit. Charlotte County reserves the right to request supporting documentation as evidence to substantiate the information given in this affidavit. Failure to do so will result in the bidder's submission being deemed non-responsive.

Item #7: Delete: On page 10, delete section **TS-05 SCOPE, A. GENERAL**.

Item #8: Add: On page 10, add the revised **TS-05 SCOPE, A. GENERAL** below:

TS-05 SCOPE:

A. GENERAL: The vehicles to be purchased under this bid are automobiles, sport utility vehicles, passenger vans, light duty vans, light duty trucks, and light duty cab/chassis. Light duty vans, trucks, and cab/chassis cover all models up to and including Class 6 (19,501 to 37,000 lbs. GVW).

Contractors shall bid a percentage discount off of the Ford factory invoice, which shall include the vehicle base price, freight charges, and all factory production options. The invoice submitted will be verified by the County by using Kelley Blue Book's New Car Pricing. In the event of a discrepancy, the Kelley Blue Book New Car Pricing shall supersede the submitted invoice.

Charlotte County shall participate in all fleet incentives, price incentives, and/or rebates available to the bidder in addition to the percentage discount bid. Each vehicle purchased under this contract shall include as part of the base vehicle price:

- vehicle preparation costs
- delivery
- three (3) complete sets of keys

The percentage discount submitted by Bidder should take these factors into account.

From the date of the purchase order, the bidder shall have ninety (90) days to deliver (including acceptance) normal production vehicles and one hundred twenty (120) days to deliver (including acceptance) vehicles with dealer installed options. The bidder shall be held to the stated delivery times, except in such cases where the delivery will be delayed due to a natural disaster. Natural disasters are defined as hurricanes or other acts of God. In these cases the bidder shall notify Charlotte County's Fleet Management Department in writing of the delays 30 days prior, when possible, to the original contract delivery date. Should a manufacturer experience production delays or a shutdown, Charlotte County reserves the right to cancel any outstanding orders and purchase said vehicle from another source.

Item #9: Delete: On page 11, delete section **D. TITLE, REGISTRATION, AND PLATES**.

Item #10: Add: On page 11, add the revised **D. TITLE, REGISTRATION, AND PLATES** below:

D. TITLE, REGISTRATION, AND PLATES: All vehicles delivered under this contract shall be titled and registered by the bidder in accordance with Florida Statutes Chapters 319 and 320. Bidder shall send any necessary form(s), which must be signed by an authorized representative of the Charlotte County Board of County Commissioners, with the vehicle upon delivery. Bidder shall obtain necessary signature(s) and complete the titling and registration process for the County, provide a 30 day temporary tag, and return a county plate within twenty-five 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 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.

NOTE: The Charlotte County is self-insured; therefore, a "Proof of Insurance" form is not required.

Item #11: **Delete:** Page 13. (the first page of the bid form)

Item #12: **Add:** Revised Page 13 – 10/30/09, which is attached to this addenda.

Item #13: **Question:** Is it possible to view 'Kelley Blue Book's New Car Pricing' without actually purchasing it?
Answer: If you go to <http://www.kbb.com/> and select the 'search by make and model' option in the 'New Cars' block, and key in the make, model, year, and trim information in, it will bring up both an MSRP and a Invoice price. On the left side of the screen, select 'Price with Options' for a more detailed listing that is equivalent to the information found in the 'New Car Pricing' software.

Item #14: **Add:** Add the following to **TS-06 CRITERIA FOR AWARD**, as paragraph 2:

For bid evaluation purposes, award will be based on the lowest total of the following vehicle purchases calculated at the percentage discount (for vehicles) and percentage mark-up (for dealer installed options) submitted by each bidder. These quantities are not actual and may vary considerably. They are only given as a means of determining / calculating the lowest responsive, responsible bidder.

<u>Qty.</u>	<u>Vehicle</u>	<u>Ford Factory Invoice</u>	<u>Dealer Installed Options</u>
1	Taurus	\$24,133.00	\$135.00 (window tint)
1	F-150	\$27,932.00	\$415.00 (window tint, hitch)

Item #15: **Delete:** On page 10, delete section **TS-04 ESTIMATED QUANTITIES**.

Item #16: **Add:** On page 10, add the revised **TS-04 ESTIMATED QUANTITIES** below

TS-04 ESTIMATED QUANTITIES: The exact quantities for this bid cannot be determined at this time. No minimum amount is guaranteed or implied. Purchase orders will be issued on an 'as required' basis.

This addendum is binding and is to be considered as if contained within the original bid documents of Bid No. 2009000312. Bidders are required to acknowledge receipt of this addendum on their bid forms.

Kimberly A. Corbett, C.P.M., CPPB
Senior Division Manager - Purchasing

KAC/at
cc: Clerk's Office, Minutes Division
File

**BID FORM
ANNUAL CONTRACT FOR VEHICLES
BID NO. 2009000312**

TO: Senior Division Manager - Purchasing
Board of County Commissioners
Charlotte County Administration Center
18500 Murdock Circle
Port Charlotte, Fl. 33948-1094

The undersigned, as bidder, does hereby declare that he has read the Request for Bids, Instructions to Bidders, Technical Specifications & Conditions, Bid Form, and any other documentation for

ANNUAL CONTRACT FOR VEHICLES

and further agrees to furnish all items listed on the attached Bid Form in accordance with the unit price(s) submitted. The above specified documents are herein incorporated into the Bid Form and shall be defined as the contract documents.

Please Note: For bid evaluation purposes, award will be based on the lowest total of the following vehicle and dealer installed option purchases, calculated at the percentage discount (for vehicles) and percentage mark-up (for dealer installed options) submitted by each bidder. These quantities and descriptions are not actual and may vary considerably. They are only given as a means of determining / calculating the lowest responsive, responsible bidder

NEW VEHICLE PURCHASES:

PERCENTAGE DISCOUNT OFF OF FORD FACTORY INVOICE	X	VEHICLE FOR FACTORY INVOICE/DESCRIPTION	=	DOLLAR AMOUNT OF DISCOUNT	→	NET COST (LIST PRICE LESS DISCOUNT)
%	X	\$24,133.00 (2010 Taurus)	=	\$	→	\$
%	X	\$27,932.00 (2010 F250)	=	\$	→	\$
SUB-TOTAL						\$

DEALER INSTALLED OPTIONS:

PERCENTAGE MARK-UP	X	DEALER INSTALLED OPTIONS ACTUAL INVOICE/DESCRIPTION	=	DOLLAR AMOUNT OF MARK-UP	→	NET COST (ACTUAL INVOICE PLUS MARK-UP)
%	X	\$135.00 (Window Tint on a 2010 Taurus)	=	\$	→	\$
%	X	\$415.00 (Window Tint and Trailer Hitch on a 2010 F250)	=	\$	→	\$
SUB-TOTAL						\$

TOTAL COST OF PURCHASING ONE (1) 2010 FORD TAURUS WITH WINDOW TINT, AND ONE (1) 2010 FORD F250 WITH WINDOW TINT AND A HITCH:	\$
---	-----------

Reminder: From the date of the purchase order, the bidder shall have ninety (90) days to deliver (including acceptance) normal production vehicles and one hundred twenty (120) days to deliver (including acceptance) vehicles with dealer installed options.

Local Business Status: If Bidder affirms that it is a local business as defined in IB-26 and in accordance with Ordinance 2009-005 adopted by the Charlotte County Board of Commissioners and filed with the Secretary of State on February 17, 2009, and Ordinance 2009-041 adopted by the Charlotte County Board of Commissioners and filed with the Secretary of State on October 19, 2009, then the Affidavit Claiming Status as a Local Business, which is included as a part of this bid package, must be completed and returned.

Yes, our business qualifies as a Local Business and has completed and attached the 'Affidavit Claiming Status as a Local Business' as a part of our submission.

No, our business does not qualify as a Local Business.

Name of Bidder: _____

(This form to be returned)
Revised Page 13 – 10/30/09

AFFIDAVIT
Claiming Status as a Local Business

Bidder affirms that it is a local business as defined below and in accordance with the following: Ordinance 2009-005 adopted by the Charlotte County Board of Commissioners and filed with the Secretary of State on February 17, 2009; and Ordinance 2009-041 adopted by the Charlotte County Board of Commissioners and filed with the Secretary of State on October 19, 2009.

A. Local Business Definition:

Local business means the company has a valid Business Tax Receipt issued by Charlotte County, Sarasota County or DeSoto County for at least six months prior to the bid submission to do business within Charlotte County, Sarasota County or DeSoto County that authorizes the business to provide the services or goods, and a physical business address located within the limits of Charlotte County, Sarasota County or DeSoto County from which the business operates or performs business. Post Office Boxes are not verifiable and shall not be used for the purpose of establishing said physical address. In addition to the foregoing, a business shall not be considered having a "Local Business" unless it contributes to the economic development and well-being of these Counties in a verifiable and measurable way. Vendors shall affirm in writing their compliance with the foregoing at the time of submitting their bid to be eligible for consideration as having a "Local Business". A business that misrepresents the local preference status of its company in a bid to the County will lose the privilege to claim local preference for a one year period.

B. Competitive bid (local price match option):

Each formal competitive bid solicitation shall clearly identify how the price order of the bids received will be evaluated and determined. When a responsive, responsible non-local business submits the lowest price bid, and the bid submitted by one or more responsive, responsible local businesses, as defined below, is within five percent of the price submitted by the non-local business, each of the aforementioned local businesses shall have the opportunity to submit, a best and final bid equal to or lower than the amount of the low bid previously submitted by the non-local business within five days of being notified by the Senior Division Manager of Purchasing in writing. Contract award shall be made to the responsive, responsible business submitting the lowest best and final bid. In the case of a tie in the best and final bid between a local business and a non-local business, contract award shall be made to the local business.

If requested by the County, the bidder will be required to provide documentation substantiating the information given in this affidavit. Charlotte County reserves the right to request supporting documentation as evidence to substantiate the information given in this affidavit. Failure to do so will result in the bidder's submission being deemed non-responsive.

Company Name: _____

Signature: _____

Title: _____

Year Business Established: _____ Circle the appropriate County: Charlotte DeSoto Sarasota

State of Florida
County of _____

Sworn to and subscribed before me, a Notary Public, for the above State and County on this _____ day of _____, 20____.

Notary Public

Commission Expiration

(Affix Official Seal)

The signee of this Affidavit guarantees, as evidenced by the sworn affidavit required herein, the truth and accuracy of this affidavit to interrogatories hereinafter made.

This page to be returned only if Contractor is claiming a Local Business Status.

Revised Page 15 – 10/30/09