



PURCHASING DEPARTMENT

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

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

June 15, 2009

TO: PROSPECTIVE BIDDERS

RE: BID 2009000233, REPAIR PARTS - FLEET

BID DUE DATE: JUNE 24, 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 June 24, 2009 at 2:00p.m. EST.

Item 2. Please correct the following errors:
Page 18, 3 B part # DY1093 is a Motorcraft product.
Page 30, 12 E - the correct part # is 20145C which is a Global product.
Page 30, 13 D the correct part # is 02023 which is a 3M product.
Page 23, 6 B part # 15-5742 is a AC Delco product.

Item 3. Please note that the bid document requires that the Contractor shall provide with their bid two (2) complete sets of list price schedules and two (2) sets of application catalogs for each category at no cost to the County.

If these items are not available in a hard copy the Contractor may submit them on a disc. If it isn't possible to supply the price schedule and catalog on a disc, the Contractor may provide a web page address along with any necessary user name information or passwords to enable the County to view the information on-line.

This addendum is binding and is to be considered as if contained within the original bid documents of Bid No. 2009000233. 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 NO. 2009000233, ADDENDUM NO. 1



Charlotte County Purchasing Division
18500 Murdock Circle, Suite 344
Port Charlotte, Florida 33948-1094

Phone 941.743.1378
Fax 941.743.1384

NOTICE OF AVAILABILITY OF BID SPECIFICATIONS

REQUEST FOR BIDS
CHARLOTTE COUNTY, FLORIDA

The County of Charlotte will be receiving sealed bids at the Purchasing Division, Suite 344, Charlotte County Administration Center, 18500 Murdock Circle, Port Charlotte, FL 33948-1094, for:

BID NO. 2009000233
REPAIR PARTS - FLEET

It is the intent of Charlotte County to purchase parts and related services for the maintenance of Charlotte County's automobiles and light/medium duty trucks on an as needed basis. The specific purpose of this bid is to establish a conditional contract with an automotive parts supplier for the required materials and to secure the cost and availability of the requirements for procurement from a source of supply that will give prompt and convenient service.

PRE-BID CONFERENCE: 11:30 a .m. (EST), JUNE 10, 2009
PURCHASING DIVISION CONFERENCE ROOM

BID OPENING: 2:00 p.m. (EST), JUNE 17, 2009
PURCHASING DIVISION CONFERENCE ROOM

Bid Documents may be obtained by accessing the Charlotte County Purchasing Division's website at www.charlottecountyfl.com/purchasing under "Purchasing Bids Online", document number 092332. Any questions can be answered by contacting Alisa L. True, CPPB, Contract Specialist, at 941.743.1549.

Notice of Availability
www.charlottecountyfl.com
Posted: June 4, 2009



Charlotte County Purchasing Division
18500 Murdock Circle, Suite 344
Port Charlotte, Florida 33948-1094

Phone 941.743.1378
Fax 941.743.1384

ADDENDA NOTIFICATION FORM

BID NO. 2009000233

REPAIR PARTS - FLEET

The County will attempt to notify all prospective bidders of addenda issued to the bid documents. However, it shall be the responsibility of the bidder, prior to submitting their bid, to contact the Purchasing Division to determine if addenda were issued, acknowledging and incorporating it into their bid.

If you would like to request notification of any addenda that may be issued regarding this project, please complete the form below and return via fax to 941.743.1384, attention Alisa L. True, CPPB, Contract Specialist.

By completing and returning this form, you are requesting notification of addenda that may be issued regarding this specific project only.

COMPANY NAME: _____

CONTACT PERSON: _____

PHONE NUMBER: _____

FAX NUMBER: _____

E-MAIL ADDRESS: _____



Charlotte County Purchasing Division
18500 Murdock Circle, Suite 344
Port Charlotte, Florida 33948-1094

Phone 941.743.1378
Fax 941.743.1384

STATEMENT OF NO BID

If you **do not** intend to bid on this commodity/service, please return this form to the above address immediately. If this statement is not completed and returned, your company may be deleted from the Charlotte County Vendors' list for this commodity/service.

We the undersigned, have declined to bid on requested commodity/service **Bid #2009000233, REPAIR PARTS - FLEET** for the following reason(s):

- _____ Specifications too "tight", i.e. geared toward one brand or manufacturer only (explain below).
- _____ Insufficient time to respond to the Invitation to Bid.
- _____ We do not offer this product or service.
- _____ Our schedule would not permit us to perform.
- _____ Unable to meet bond/insurance requirements.
- _____ Unable to meet specifications.
- _____ Specifications are unclear (explain below).
- _____ Remove us from your vendors' list for this commodity/service.
- _____ Other (specify below).

Remarks: _____

Company Name: _____

Contact Person (typed or printed): _____

Contact Person Signature: _____

Phone: _____ Fax: _____

E-Mail Address: _____

Note: Statement of No Bid may be faxed in to the Purchasing Division at 941.743.1384.

/at

**TABLE OF CONTENTS
REPAIR PARTS - FLEET
BID NO. 2009000233**

Notice of Availability	1
Addenda Notification Form	2
"No Bid" Response Page	3
Table of Contents	4
INSTRUCTIONS TO BIDDERS	5-9
TECHNICAL SPECIFICATIONS & CONDITIONS	10-12
BID FORM	13-34

**INSTRUCTIONS TO BIDDERS
REPAIR PARTS – FLEET
BID NO. 2009000233**

IB-01 QUALIFICATIONS OF BIDDERS: It is the intent of the County to award this contract to the lowest responsible bidder, qualified by experience and solvency, with proven reliability and the ability to supply all items within a reasonable time frame acceptable to Charlotte County. Bidder may be required to supply information in writing at the request and discretion of the County prior to award of bids, in order to verify above requirements.

IB-02 GENDER DESIGNATION: The County and the Contractor are treated throughout these Documents as if each were of the singular number and masculine gender.

IB-03 EXAMINATION OF DOCUMENTS:

A. Prior to the submission of a bid form, bidders shall carefully examine the bid package including the Request for Bids, Instructions to Bidders, Technical Specifications & Conditions, Insurance Requirements, and all other related bid documents, including all modifications thereof, incorporated in the bid package.

B. Discrepancies, omissions, or questions about the intent of the documents should be submitted to the Purchasing Division in written form as a request for interpretation no later than five (5) days prior to bid opening (or shall be verbally addressed at the pre-bid conference, if applicable).

C. Interpretations of any of the bid documents made will be in the form of a written addendum to the documents, which will be posted on the purchasing website. Receipt of any addenda by each bidder must be acknowledged on the bid form, indicating the addendum number and date of issue, therein becoming a part of the contract. No oral explanations shall be binding. The County will attempt to notify all prospective bidders of addenda issued to the bidding documents; however, it shall be the responsibility of the bidder, prior to submitting their bid, to determine if addenda were issued, acknowledging and incorporating it into their bid.

IB-04 PREPARATION AND SUBMISSION OF BID FORM REQUIREMENTS:

A. Bids shall be submitted on the bid form supplied by the County, or duplication thereof and attached thereto, or as otherwise specified. Bidders shall indicate the number of calendar days required for delivery and acknowledge receipt of any addenda received during the bid period.

Each bid must give the full business address of the bidder and state whether bidder is an individual, corporation or partnership. Bid Forms by a corporation must be signed in the name of the corporation, followed by the original signature and designation of the officer or other person authorized to bind the corporation.

Bid Forms by partnerships shall show the names of all partners. The partnership title shall be followed by the original signature of each partner.

Any erasures or other corrections in the bid form must be explained or noted over the signature of the bidder. Bid Forms containing any conditions, omissions, unexplained erasures, alterations, or irregularities of any kind may be rejected by the County.

Bid documents and forms shall be submitted sealed, and the envelope/package clearly marked with the Bid Number and the Name and Business Address of the individual/firm submitting the bid. Bids postmarked prior to said time and date but not received shall **not** be considered and will be returned to bidder unopened.

B. Bid Guarantee - The bid form shall be signed where indicated guaranteeing that the bidder will not withdraw his bid for a period of 60 days after the scheduled time of opening of bids.

IB-05 WITHDRAWAL OF BIDS: Bids may be withdrawn by request of the bidder prior to the time fixed for opening. Error or negligence on the part of the bidder in preparing the bid confers no right for the withdrawal of the bid after it has been opened.

IB-06 BID TABULATIONS: All bid tabulations shall be posted in the Charlotte County Purchasing Division reception area, 18500 Murdock Circle, Suite 344, Port Charlotte, Florida, within two (2) days after bid opening. Those bidders interested in receiving a copy of the unofficial results of this bid may do so by visiting our website at www.charlottecountyfl.com/purchasing under "Purchasing Bids Online", Document Number 092334. No information regarding the submittal will be divulged over the telephone.

IB-07 RESERVED RIGHTS: The County reserves the right to accept or reject any and/or all bids, to waive irregularities and technicalities, and to request resubmission of bids. Also, the County reserves the right to accept all or any part of the bid and to increase or decrease quantities to meet additional or reduced requirements of the County. Any sole response received the first submission date may be rejected by the County depending on available competition and timely needs of the County.

IB-08 FORM OF CONTRACT: The submitted Bid Form signed by the Bidder, together with the complete bid package furnished by the County, shall constitute a binding contract. The Bidder shall be required to perform according to the Bidder's submitted Bid Form and the County's bid package when a purchase order, signed by the Director of Purchasing or his/her designee, is transmitted to the Bidder. The transmitted purchase order shall serve as both a Notice of Acceptance and Notice to Proceed to the Bidder. Failure to comply with the conditions set forth in the purchase order shall be deemed a breach of contract subjecting the Bidder to forfeiture of the bid bond or other posted security and other possible penalties.

IB-09 NOTICE TO PROCEED/DELIVERY: After award of bid, a purchase order shall be issued bearing the terms of delivery. Upon receipt of purchase order, successful bidder shall acknowledge receipt of same by either fax or mail, and shall commence prosecution of order so that the agreed upon delivery date will be satisfied.

IB-10 PAYMENT: Request for payment must be submitted to the Charlotte County Purchasing Division on a form approved by the County. Price shall be net and all invoices payable according to the Local Government Prompt Payment Act (F.S.218.74).

IB-11 PERFORMANCE EVALUATION: At the end of the contract, the receiving department will evaluate the successful bidder's performance. This evaluation will become public record.

IB-12 ARITHMETIC DISCREPANCIES:

A. For the purpose of initial evaluation of bids, the following will be utilized in resolving arithmetic discrepancies found on the face of the bid forms as submitted by bidders:

1. Obviously misplaced decimal points will be corrected.
2. In case of discrepancy between unit price and extended price, the unit price will govern. Apparent errors in extension will be corrected.
3. Apparent errors in addition of lump sum and extended prices will be corrected.

B. For the purpose of bid evaluation, the County will proceed on the assumption that the bidder intends his bid be evaluated on the basis of the unit prices, extensions, and totals arrived at by resolution of arithmetic discrepancies as provided above, and the bid will be so reflected on the tabulation of bids.

IB-13 DESCRIPTIVE INFORMATION: Unless otherwise specifically provided in the specifications, all equipment, materials and articles incorporated in the work covered by the contract are to be new and of the most suitable grade for the purpose intended. Unless otherwise specifically provided in the specifications, reference to any equipment, material, article or patented process, by trade name, make or catalogue number, shall be regarded as establishing a standard of quality and shall not be construed as limiting competition. If the bidder wishes to make a substitution to the specifications, the bidder shall furnish to the County the name of the manufacturer, the model number, and other identifying data and information necessary to aid the County in evaluating the substitution, and such substitution shall be subject to County approval. Substitutions shall be approved only if determined by the County to be equivalent to the specifications. A bid containing a substitution is subject to disqualification if the substitution is not approved by the County.

Specified items bid shall be identified by brand name, number, manufacturer and model, and shall include full descriptive information, brochures, or appropriate attachments.

IB-14 QUALITY GUARANTEE: If any product delivered does not meet applicable specifications, or if the product will not produce the effect that the successful bidder represents to the County, the successful bidder shall pick up the product from the County at no expense to the County. Also, the successful bidder shall refund to Charlotte County any money which has been paid for same. The successful bidder will be responsible for reasonable County attorney fees expended to obtain compliance with this provision in the event the successful bidder defaults under this provision.

IB-15 REGULATIONS:

A. It shall be the responsibility of each supplier to assure compliance with any OSHA, EPA, and/or other Federal or State of Florida rules, regulations or other requirements, as each may apply.

B. Bidder must be authorized to transact business and be properly licensed in the State of Florida. All applicable laws and regulations of the State of Florida and ordinances and regulations of Charlotte County will apply to any resulting contract.

IB-16 CODE OF ETHICS: With respect to this bid, if any bidder violates or is a party to a violation of the State of Florida/Florida Statutes, Chapter 112, Part III, Code of Ethics for Public Officers and Employees, such bidder may be disqualified from furnishing the goods or services for which the bid is submitted and shall be further disqualified from submitting any future bids for goods or services for Charlotte County.

IB-17 COLLUSION: By offering a submission to this invitation for bid, the bidder certifies the bidder has not divulged to, discussed or compared his bid with other bidders and has not colluded with any other bidder or parties to this bid whatsoever. Also, bidder certifies, and in the case of a joint bid each party thereto certifies as to his own organization, that in connection with this bid:

- any prices and/or cost data submitted have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices and or cost data, with any other bidder or with any competitor;
- any prices and/or cost data quoted for this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to the scheduled opening directly or indirectly to any other bidder or to any competitor;
- no attempt has been made or will be made by the bidder to induce any other person or firm to submit or not to submit a bid for the purpose of restricting competition;
- the only person or persons interested in this bid, principal or principals is/are named therein and that no person other than therein mentioned has any interest in this bid or in the contract to be entered into; and
- no person or agency has been employed or retained to solicit or secure the contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee excepting bona fide employees or established commercial agencies maintained by the Purchaser for the purpose of doing business.

IB-18 SOURCE OF SUPPLY AND SUBCONTRACTORS: Bidders are to complete the attached Source of Supply and Subcontractors form. This form must be completed and included with the bid form. If bidder does not have a source of supply or subcontractor, insert "to be determined". When source or subcontractor is determined, selection will be subject to County approval.

IB-19 DRUG FREE WORKPLACE FORM: It is strongly suggested that the attached Drug Free Workplace Form be signed and returned to this office with the bid form. In the event of a tie bid, the presence of a valid and accurate form may be used as a basis for awarding the contract.

IB-20 PUBLIC ENTITY CRIMES: In accordance with Florida Statutes Sec. 287.133(2)(a), "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/services to a public entity, may not submit a bid on a contract with a public entity for construction or repair of a public building or public work, may not submit bids on leases of 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, for Category Two, for a period of 36 months from the date of being placed on the convicted vendor list".

IB-21 CANCELLATION/TERMINATION OF CONTRACT: The County shall have the right to cancel, terminate or suspend the contract, in whole or in part, by providing the Contractor 30 days written notice by certified mail.

It is expressly understood by the County and the Contractor that funding for any successive fiscal years of the contract is contingent upon appropriation of monies by the Charlotte County Board of County Commissioners. In the event that funds are not available or are not appropriated, the County reserves the right to terminate the contract. The County will be responsible for payment of any outstanding invoices and work completed by the Contractor prior to such termination.

IB-22 INDEMNIFY: After notification of award, the successful bidder shall indemnify and hold harmless the County, its officers, employees, agents and volunteers, from action, including any court costs or attorneys' fees arising from, or as a result of, any act or omission by bidder, its officers, employees, licensees, invitees, contractors, agents or assignees, in the performance of the services and/or the delivery of goods for which the resulting agreement was entered into. Bidder agrees that the first ten dollars (\$10.00) of compensation received under the resulting agreement represents specific consideration for the indemnification obligation. Nothing in the award, resulting agreement, contract or Purchase Order shall be deemed to affect the rights, privileges and immunities of the County as set forth in Florida Statute 768.28.

IB-23 TAXES: The Contractor shall assume liability for Local, State, or Federal Tax that is applicable to the work.

IB-24 ASSIGNMENT: This agreement, or any interest herein, shall not be assigned, transferred or otherwise encumbered, under any circumstances by Contractor without the prior written consent of the County.

IB-25 EQUAL EMPLOYMENT OPPORTUNITY: Charlotte County, Florida, in accordance with the provisions of Title VI of The Civil Rights Act of 1964 (78 Stat. 252) and the Regulations of the Department of Commerce (15 CFR, Part 8) issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this advertisement and will not be discriminated against on the grounds of race, color or national origin in consideration for an award.

All bidders are hereby notified that the successful bidder (Contractor) must and shall comply with the Civil Rights Act of 1964, the Age Discrimination in Employment Act, the Rehabilitation Act of 1973, the Americans with Disabilities Act and the Florida Civil Rights Act, all as amended. Specifically, Contractor agrees that:

- No person shall, on the grounds of race, color, sex, religion, age, disability, national origin or marital status, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program, activity or service funded through the contract.
- Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, disability, national origin or marital status. Contractor agrees to post in a conspicuous place, available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.
- Contractor will, in all solicitations or advertisements regarding program activities, services provided or applications for employment, state that all qualified applicants will receive consideration for services or employment without regard to race, color, religion, sex, age, disability, national origin or marital status.
- County may require Contractor to submit reports as may be necessary to indicate non-discrimination. County officials will be permitted access to Contractor's books, records, accounts and other sources of information and its facilities as may be pertinent to ascertain compliance with non-discrimination laws.

It is expressly understood that County shall have the right to terminate the contract upon receipt of evidence of discrimination.

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, 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 at least six months prior to the bid submission to do business within Charlotte County that authorizes the business to provide the services or goods, and a physical business address located within the limits of Charlotte 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 Charlotte County 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.

TECHNICAL SPECIFICATIONS & CONDITIONS
REPAIR PARTS - FLEET
BID NO. 2009000233

TS-01 PURPOSE: It is the intent of Charlotte County to purchase parts and related services for the maintenance of Charlotte County's automobiles and light/medium duty trucks on an as needed basis. The specific purpose of this bid is to establish a conditional contract with an automotive parts supplier for the required materials and to secure the cost and availability of the requirements for procurement from a source of supply that will give prompt and convenient service.

TS-02 BID PRICES/TERMS OF CONTRACT: Bidders shall bid unit prices, F.O.B., to Charlotte County Fleet Management, 5474 Williamsburg Drive, Punta Gorda, FL. The prices bid shall include all costs for all transportation, labor, materials and equipment used in supplying and delivering said materials.

Bid prices shall be considered firm from date of award through and including September 30, 2010. This bid may be extended/renewed for two (2) additional one (1) year periods, by mutual agreement, provided there are no changes in terms, conditions and prices.

TS-03 DELIVERY: All bids will indicate the lead time required for the established quantities to be delivered. **Successful bidder will be held to delivery dates.** Failure to meet delivery or lead time necessitating Charlotte County to make purchases from other sources, shall cause successful bidder to be held liable for the difference of cost between awarded bid price and the cost of the required purchase from another source.

All deliveries shall be made between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, excluding legal holidays, unless otherwise agreed to by the receiving department.

TS-04 SCOPE: The purpose of this specification is to obtain quotations from automotive parts suppliers who can provide vehicle parts and related services for the maintenance of Charlotte County's fleet of automobiles and light/medium duty trucks. Quotes will be considered only from firms which qualify as a "regular dealer" of car and light truck aftermarket auto parts.

A "regular dealer" means a firm that owns, operates, or maintains a store, warehouse, or other establishment in which the materials or supplies required for the performance of the contract are bought, kept in stock, and regularly sold to the public in the usual course of business. To be a regular dealer, the firm must engage in, as its principal business and in its own name, the purchase and sale of the products in question.

Please note that the County currently has a Ford Original Equipment Manufacturer (OEM) parts contract in place and shall purchase OEM parts from that contract if it deems that an OEM part would best suit the needs of a specific application.

In the event that a need arises for the County to purchase a product normally carried by the awarded Contractor, the County shall not be limited to the purchases of the specific items listed herein.

Contractor shall be able to:

- Supply first quality parts from a national manufacturer;
- Supply parts which meet or exceed OEM specifications;
- Provide all catalogs, and/or technical information, as needed;
- Provide free next day delivery of routine stock orders;
- Provide free emergency delivery, as necessary, **in less than one (1) hour**;
- Deliver special order items the **same day** as they are received by the vendor;
- Provide delivery to any location within Charlotte County, when necessary;
- Agree to one (1) quoted discount on all purchases within a part category; whether stock, special order, or emergency delivery, with no minimum quantities;
- Accept "new condition" parts for return without penalty;
- Allow regular return of cores and defects for credit;
- Replace all defective parts without penalty to the County;
- Provide obsolescence protection and annual parts return for credit;
- Work with the County to determine key part requirements, maintain adequate part levels, and return all obsolete parts for credit;

- Provide two (2) complete sets of list price schedules and two (2) sets of application catalogs for each category at no cost to the County. It is also required that the list price schedules be in an electronic format. On the bid form, please indicate which format the information will be provided in, CD-ROM and/or Internet Link.
- Provide a monthly "Statement of Account" to the County;
- Institute procedures whereby all credits are processed and received by the County within ten (10) business days;
- Institute procedures whereby each and every daily parts delivery is accompanied by a pick ticket/packing slip – with a finalized invoice provided the following business day. At a minimum, each pick ticket/packing slip must include quantity and pricing of the ordered part(s);
- Have adequate organization, facilities, equipment and personnel to ensure prompt and efficient service to the County;
- Make available a manufacturer sales representative for each product line when required;
- Furnish low cost or free technical training to staff;
- Provide the County with scheduled sales calls to assist with stock inventory as requested;
- Be the sole point of contact with regard to contractual matters, including the performance, service and payment of any and all charges resulting from the purchases and all other services performed.

List Price Schedule – Contractor shall submit with their bid two (2) complete sets of list price schedules and two (2) sets of application catalogs for each category at no cost to the County. It is also required that the list price schedules be in an electronic format. On the bid form, please indicate which format the information will be provided in, CD-ROM and/or Internet Link.

Backorders - In the event that an item is backordered; the County shall be notified immediately. The County shall have the right to either approve the backorder or obtain the item elsewhere. Backordered parts shall be delivered the same day they are received by the vendor.

Emergency Repairs - Priority orders for parts, not stocked locally, which are required for emergency repairs shall be handled as quickly as possible using premium transportation as directed by the County. Premium transportation costs may be passed on to the County at their actual cost (Waybill number listed on the invoice). Additional markup on these items is not allowed. Priority orders shall be either drop shipped directly to the County or delivered within two (2) hours from the time they are received by the vendor.

Should the Contractor not be able to provide the required parts for emergency repairs in a reasonable time frame, the County reserves the right to purchase the parts elsewhere. The Contractor shall contact the County with this information as soon as it is known.

Pricing - Parts pricing shall be based upon the discount offered off of the published manufacturer's suggested list price schedule for each category.

The list price schedule will be allowed to vary according to published changes by the manufacturer. No price shall change until **after** the County has been furnished a new list price schedule reflecting such change. The discount shall be firm and will not vary over the term of the agreement.

All invoices shall, as a minimum, show the date, the manufacturer name, part number, and list price.

PARTS CATEGORIES are as follows:

1. Belts and Hoses
2. Ignition and Wires
3. Emissions (including, but not limited to, air, fuel and exhaust systems)
4. Brake Parts (including, but not limited to, linings, calipers, and rotors)
5. Drivetrain and Chassis Components
6. Electrical (including, but not limited to motors and switches)
7. Filters (including, but not limited to, oil, fuel, and air)
8. Automotive Bearings
9. Seals (including, but not limited to, grease and oil)
10. General Service Line (including, but not limited to, auto and truck accessories and equipment)
11. Chemicals (including, but not limited to, spray lubricants and cleaners)
12. Heating and Cooling Components (including, but not limited to, compressors, condensers, and radiators)
13. Miscellaneous Shop Supplies (including, but not limited to, gloves and batteries)

TS-05 MINIMUM REQUIREMENTS: The following specifications are offered as a guide only and not a competitive limiting device. Other manufacturers, hence of similar equipment and/or products, are encouraged to submit competitive quotes. Each product meeting the minimum requirements of Charlotte County is identified by manufacturer name on the bid form. The specifications for those products are the minimum that Charlotte County will accept. The County will be the sole judge of a products' equivalency to the manufacturer(s) specified. Quoter shall provide a specification sheet on any product quoted that is manufactured by any other manufacturer than the one listed for that product on the bid form in order to determine equivalency.

TS-06 QUALITY OF PARTS: The awarded vendor shall supply first quality parts from a national manufacturer, which meet or exceed OEM specifications, and comply with all requirements detailed herein. The County will be the sole judge of a products' equivalency to OEM specifications.

TS-07 PRODUCT LINE CHANGE ASSISTANCE: In the event of a product line brand change over the term of the quote (i.e., a switch in the brand of filter line provided); the Contractor shall provide properly trained personnel to assist the County in the brand and part number switchover in Fleet's system which will become necessary as a result of the changes.

TS-08 MATERIAL SAFETY DATA SHEETS: In accordance with Chapter 443 of the Florida Statutes, it is the vendor's responsibility to provide the County with Materials Safety Data Sheets on quoted materials, as may apply to this procurement.

TS-09 ESTIMATED QUANTITIES: The exact quantities for this bid cannot be determined at this time. It is anticipated that Charlotte County will spend approximately \$100,000.00 per year. No minimum amount is guaranteed or implied. This bid award may result in similar amounts of purchases; however, this is not guaranteed. Purchase orders will be issued on an 'as required' basis.

TS-10 BREAKDOWN/WORKLOADS/NATURAL DISASTERS: The awarded vendor shall be able to provide the name of a contact person and phone number which will afford the County access twenty-four hours per day, 365 days per year, to vehicle repair parts, in the event of major breakdowns or natural disasters.

Contractor acknowledges that should he be awarded this contract and is unable to perform because of breakdown, scheduling, lack of equipment or manpower, then the County may, on an order basis, go to the next qualified bidder without penalty to the County.

TS-11 CRITERIA FOR AWARD: The award of this bid will be made to the overall lowest, responsive, responsible Bidder, who meets or exceeds the requirements of these specifications.

For bid evaluation purposes, award will be based on the lowest total of the products listed on pages 15 through and including 30, calculated at the prices 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

The County reserves the right to reject the bid proposal of any bidder who has previously failed to perform properly, or on time, contracts of similar nature; or who is not in a position to satisfactorily perform the contract. If, after bid opening, the lowest bidder is deemed non-responsible by the County, such bidder shall receive written notice from the County of this determination. The bidder shall have five (5) business days from the date of this notice to dispute the determination and to provide to the County any additional information it deems relevant regarding the bidder's responsibility. The County shall make a final determination regarding the bidder's responsibility at the time of award of the contract.

BID FORM REPAIR PARTS - FLEET BID NO. 2008000233

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

REPAIR PARTS - FLEET

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.

'FOR BID EVALUATION PURPOSES ONLY' CATEGORY TOTALS:

BELTS AND HOSES	\$	
IGNITION & WIRE	\$	
EMISSIONS	\$	
BRAKE PARTS	\$	
DRIVETRAIN & CHASSIS COMPONENTS	\$	
ELECTRICAL	\$	
FILTERS	\$	
AUTOMOTIVE BEARINGS	\$	
SEALS	\$	
GENERAL SERVICE LINE	\$	
CHEMICALS	\$	
HEATING & COOLING COMPONENTS	\$	
MISCELLANEOUS SHOP SUPPLIES	\$	
'FOR BID EVALUATION PURPOSES ONLY' TOTAL:	\$	

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, 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 page to be returned)

SPECIFY PERCENTAGE DISCOUNT OFF OF THE PUBLISHED MANUFACTURER'S SUGGESTED LIST PRICE SCHEDULE AND THE MANUFACTURER(S) TO BE UTILIZED FOR EACH CATEGORY:

<p>1. BELTS & HOSES</p> <p>Manufacturer(s): _____ % DISCOUNT _____ %</p> <p>_____ %</p> <p>_____ %</p>	<p>8. AUTOMOTIVE BEARINGS</p> <p>Manufacturer(s): _____ % DISCOUNT _____ %</p> <p>_____ %</p> <p>_____ %</p>
<p>2. IGNITION & WIRE</p> <p>Manufacturer(s): _____ % DISCOUNT _____ %</p> <p>_____ %</p> <p>_____ %</p>	<p>9. SEALS</p> <p>Manufacturer(s): _____ % DISCOUNT _____ %</p> <p>_____ %</p> <p>_____ %</p>
<p>3. EMISSIONS</p> <p>Manufacturer(s): _____ % DISCOUNT _____ %</p> <p>_____ %</p> <p>_____ %</p>	<p>10. GENERAL SERVICE LINE</p> <p>Manufacturer(s): _____ % DISCOUNT _____ %</p> <p>_____ %</p> <p>_____ %</p>
<p>4. BRAKE PARTS</p> <p>Manufacturer(s): _____ % DISCOUNT _____ %</p> <p>_____ %</p> <p>_____ %</p>	<p>11. CHEMICALS</p> <p>Manufacturer(s): _____ % DISCOUNT _____ %</p> <p>_____ %</p> <p>_____ %</p>
<p>5. DRIVETRAIN & CHASSIS COMPONENTS</p> <p>Manufacturer(s): _____ % DISCOUNT _____ %</p> <p>_____ %</p> <p>_____ %</p>	<p>12. HEATING & COOLING COMPONENTS</p> <p>Manufacturer(s): _____ % DISCOUNT _____ %</p> <p>_____ %</p> <p>_____ %</p>
<p>6. ELECTRICAL</p> <p>Manufacturer(s): _____ % DISCOUNT _____ %</p> <p>_____ %</p> <p>_____ %</p>	<p>13. MISCELLANEOUS SHOP SUPPLIES</p> <p>Manufacturer(s): _____ % DISCOUNT _____ %</p> <p>_____ %</p> <p>_____ %</p>
<p>7. FILTERS</p> <p>Manufacturer(s): _____ % DISCOUNT _____ %</p> <p>_____ %</p> <p>_____ %</p>	

Name of Bidder: _____

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PARTS CATEGORIES				PERCENTAGE DISCOUNT OFF OF MANUFACTURER'S LIST PRICE	X	MANUFACTURER'S LIST PRICE	=	DOLLAR AMOUNT OF DISCOUNT	→	NET COST (LIST PRICE LESS DISCOUNT)
MODEL #	DESCRIPTION	BRAND/ EQUIVALENT								
1. BELTS AND HOSES										
a. Belts										
1). K070975	SERPENTINE BELT	GATES								
	Manufacturer ► / Model ◀ bid:		%	X	\$	=	\$	→	\$	
2). K080806	SERPENTINE BELT	GATES								
	Manufacturer ► / Model ◀ bid:		%	X	\$	=	\$	→	\$	
3). K060960	SERPENTINE BELT	GATES								
	Manufacturer ► / Model ◀ bid:		%	X	\$	=	\$	→	\$	
4). 6662BR	V BELT	GATES								
	Manufacturer ► / Model ◀ bid:		%	X	\$	=	\$	→	\$	
5). 6570BR	V BELT	GATES								
	Manufacturer ► / Model ◀ bid:		%	X	\$	=	\$	→	\$	
b. Hoses										
1). 27058	5/16 HOSE	GATES								
	Manufacturer ► / Model ◀ bid:		%	X	\$	=	\$	→	\$	

Name of Bidder: _____

(This page to be returned)

PARTS CATEGORIES				PERCENTAGE DISCOUNT OFF OF MANUFACTURER'S LIST PRICE	X	MANUFACTURER'S LIST PRICE	=	DOLLAR AMOUNT OF DISCOUNT	→	NET COST (LIST PRICE LESS DISCOUNT)
	MODEL #	DESCRIPTION	BRAND/ EQUIVALENT							
	2). 27059	3/8 TRANS/ POWER HOSE	GATES							
		Manufacturer ► / Model ◀ bid:		%	X	\$	=	\$	→	\$
	3). 27002	1/4 FUEL HOSE	GATES							
		Manufacturer ► / Model ◀ bid:		%	X	\$	=	\$	→	\$
	4). 27003	5/16 FUEL HOSE	GATES							
		Manufacturer ► / Model ◀ bid:		%	X	\$	=	\$	→	\$
	5). 27004	3/8 FUEL HOSE	GATES							
		Manufacturer ► / Model ◀ bid:		%	X	\$	=	\$	→	\$
TOTAL BELTS AND HOSES:										\$
2. IGNITION AND WIRE										
a. Ignition										
	1). FD-503	COIL PACK	STANDARD							
		Manufacturer ► / Model ◀ bid:		%	X	\$	=	\$	→	\$
	2). US-351	IGNITION SWTCH	STANDARD							
		Manufacturer ► / Model ◀ bid:		%	X	\$	=	\$	→	\$

Name of Bidder: _____

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PARTS CATEGORIES				PERCENTAGE DISCOUNT OFF OF MANUFACTURER'S LIST PRICE	X	MANUFACTURER'S LIST PRICE	=	DOLLAR AMOUNT OF DISCOUNT	→	NET COST (LIST PRICE LESS DISCOUNT)
MODEL #	DESCRIPTION	BRAND/ EQUIVALENT								
3). US14	IGNITION SWITCH	STANDARD								
	Manufacturer ► / Model ◀ bid:			%	X	\$	=	\$	→	\$
4). 7-01854	IGNITION SWITCH	PRIMESOURCE								
	Manufacturer ► / Model ◀ bid:			%	X	\$	=	\$	→	\$
5). 7-01893	IGNITION SWITCH	PRIMESOURCE								
	Manufacturer ► / Model ◀ bid:			%	X	\$	=	\$	→	\$
b. Wire										
1). 6692	IGNITION WIRE SET	STANDARD								
	Manufacturer ► / Model ◀ bid:			%	X	\$	=	\$	→	\$
2). 7876	IGNITION WIRE SET	STANDARD								
	Manufacturer ► / Model ◀ bid:			%	X	\$	=	\$	→	\$
3). 6691	IGNITION WIRE SET	STANDARD								
	Manufacturer ► / Model ◀ bid:			%	X	\$	=	\$	→	\$
4). 7862	IGNITION WIRE SET	STANDARD								
	Manufacturer ► / Model ◀ bid:			%	X	\$	=	\$	→	\$

Name of Bidder: _____

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PARTS CATEGORIES				PERCENTAGE DISCOUNT OFF OF MANUFACTURER'S LIST PRICE	X	MANUFACTURER'S LIST PRICE	=	DOLLAR AMOUNT OF DISCOUNT	→	NET COST (LIST PRICE LESS DISCOUNT)
	MODEL #	DESCRIPTION	BRAND/EQUIVALENT							
	5). 7658	IGNITION WIRE SET	STANDARD							
		Manufacturer ► / Model ◀ bid:		%	X	\$	=	\$	→	\$
TOTAL IGNITION AND WIRE:										\$
3. EMISSIONS										
	a. CX2056	EGR VALVE	STANDARD							
		Manufacturer ► / Model ◀ bid:		%	X	\$	=	\$	→	\$
	b. DY1093	02 SENSOR	STANDARD							
		Manufacturer ► / Model ◀ bid:		%	X	\$	=	\$	→	\$
	c. SG5	02 SENSOR	STANDARD							
		Manufacturer ► / Model ◀ bid:		%	X	\$	=	\$	→	\$
	d. 50409	CATALYCTIC CONVERTER	WALKER							
		Manufacturer ► / Model ◀ bid:		%	X	\$	=	\$	→	\$
	e. 12559850	02 SENSOR	ACDELCO							
		Manufacturer ► / Model ◀ bid:		%	X	\$	=	\$	→	\$
TOTAL EMISSIONS:										\$

Name of Bidder: _____

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PARTS CATEGORIES				PERCENTAGE DISCOUNT OFF OF MANUFACTURER'S LIST PRICE	X	MANUFACTURER'S LIST PRICE	=	DOLLAR AMOUNT OF DISCOUNT	→	NET COST (LIST PRICE LESS DISCOUNT)
MODEL #	DESCRIPTION	BRAND/ EQUIVALENT								
4. BRAKE PARTS										
a. Pads										
1). MX833	BRAKE PAD	WAGNER								
	Manufacturer ► / Model ◀ bid:		%	X	\$	=	\$	→	\$	
2). MX802	BRAKE PAD	WAGNER								
	Manufacturer ► / Model ◀ bid:		%	X	\$	=	\$	→	\$	
3). MX845	BRAKE PAD	WAGNER								
	Manufacturer ► / Model ◀ bid:		%	X	\$	=	\$	→	\$	
4). MX655	BRAKE PAD	WAGNER								
	Manufacturer ► / Model ◀ bid:		%	X	\$	=	\$	→	\$	
5). SX411	BRAKE PAD	WAGNER								
	Manufacturer ► / Model ◀ bid:		%	X	\$	=	\$	→	\$	
b. Rotors										
1). BD125701	ROTORS	WAGNER								
	Manufacturer ► / Model ◀ bid:		%	X	\$	=	\$	→	\$	

Name of Bidder: _____

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PARTS CATEGORIES				PERCENTAGE DISCOUNT OFF OF MANUFACTURER'S LIST PRICE	X	MANUFACTURER'S LIST PRICE	=	DOLLAR AMOUNT OF DISCOUNT	→	NET COST (LIST PRICE LESS DISCOUNT)
MODEL #	DESCRIPTION	BRAND/ EQUIVALENT								
2). BD125716	ROTORS	WAGNER								
	Manufacturer ► / Model ◀ bid:		%	X	\$	=	\$	→	\$	
3). BD125720	ROTORS	WAGNER								
	Manufacturer ► / Model ◀ bid:		%	X	\$	=	\$	→	\$	
4). BD125745	ROTORS	WAGNER								
	Manufacturer ► / Model ◀ bid:		%	X	\$	=	\$	→	\$	
5). BD126115	ROTORS	WAGNER								
	Manufacturer ► / Model ◀ bid:		%	X	\$	=	\$	→	\$	
c. Calipers										
1). 18-4339	CALIPERS	CARDONE								
	Manufacturer ► / Model ◀ bid:		%	X	\$	=	\$	→	\$	
2). 18-4340	CALIPERS	CARDONE								
	Manufacturer ► / Model ◀ bid:		%	X	\$	=	\$	→	\$	
3). 18-4614	CALIPERS	CARDONE								
	Manufacturer ► / Model ◀ bid:		%	X	\$	=	\$	→	\$	

Name of Bidder: _____

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PARTS CATEGORIES				PERCENTAGE DISCOUNT OFF OF MANUFACTURER'S LIST PRICE	X	MANUFACTURER'S LIST PRICE	=	DOLLAR AMOUNT OF DISCOUNT	→	NET COST (LIST PRICE LESS DISCOUNT)
	MODEL #	DESCRIPTION	BRAND/EQUIVALENT							
	4). 18-4686	CALIPERS	CARDONE							
		Manufacturer ► / Model ◀ bid:		%	X	\$	=	\$	→	\$
	5). 18-4747	CALIPERS	CARDONE							
		Manufacturer ► / Model ◀ bid:		%	X	\$	=	\$	→	\$
TOTAL BRAKE PARTS:										\$
5. DRIVETRAIN & CHASSIS COMPONENTS										
a. Drivetrain										
	1). 369	U JOINT	PRECESSION							
		Manufacturer ► / Model ◀ bid:		%	X	\$	=	\$	→	\$
	2). 371	U JOINT	PRECESSION							
		Manufacturer ► / Model ◀ bid:		%	X	\$	=	\$	→	\$
	3). 445	U JOINT	PRECESSION							
		Manufacturer ► / Model ◀ bid:		%	X	\$	=	\$	→	\$
	4). 12579	AXLE GASKET	FELPRO							
		Manufacturer ► / Model ◀ bid:		%	X	\$	=	\$	→	\$
	5). 630-111	REAR AXLE SHAFT	DORMAN							

Name of Bidder: _____

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PARTS CATEGORIES				PERCENTAGE DISCOUNT OFF OF MANUFACTURER'S LIST PRICE	X	MANUFACTURER'S LIST PRICE	=	DOLLAR AMOUNT OF DISCOUNT	→	NET COST (LIST PRICE LESS DISCOUNT)
MODEL #	DESCRIPTION	BRAND/ EQUIVALENT								
b. Chassis										
1). 32300	SHOCK ABSORBER	MONROE								
	Manufacturer ► / Model ◀ bid:		%	X	\$	=	\$	→	\$	
2). 34521	GAS SHOCK ABSORBER	MONROE								
	Manufacturer ► / Model ◀ bid:		%	X	\$	=	\$	→	\$	
3). 34522	SHOCK ABSORBER	MONROE								
	Manufacturer ► / Model ◀ bid:		%	X	\$	=	\$	→	\$	
4). K7258	STRUT STABILIZER LINK KIT	MOOG								
	Manufacturer ► / Model ◀ bid:		%	X	\$	=	\$	→	\$	
5). ES2836RL	TIE ROD END	MOOG								
	Manufacturer ► / Model ◀ bid:		%	X	\$	=	\$	→	\$	
TOTAL DRIVETRAIN & CHASSIS COMPONENTS:										\$
6. ELECTRICAL										
a. 26100838	MULTI FUNCTION SWITCH	STANDARD								
	Manufacturer ► / Model ◀ bid:		%	X	\$	=	\$	→	\$	

Name of Bidder: _____

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PARTS CATEGORIES				PERCENTAGE DISCOUNT OFF OF MANUFACTURER'S LIST PRICE	X	MANUFACTURER'S LIST PRICE	=	DOLLAR AMOUNT OF DISCOUNT	→	NET COST (LIST PRICE LESS DISCOUNT)
MODEL #	DESCRIPTION	BRAND/EQUIVALENT								
b. 15-5742	A/C SWITCH	STANDARD								
	Manufacturer ► / Model ◀ bid:		%	X	\$	=	\$	→	\$	
c. 35702	A/C SWITCH	FOUR SEASONS								
	Manufacturer ► / Model ◀ bid:		%	X	\$	=	\$	→	\$	
d. 1431	A/C SWITCH	KOOL-TEMP								
	Manufacturer ► / Model ◀ bid:		%	X	\$	=	\$	→	\$	
e. 20005	BREAKAWAY SWTCH	TAP								
	Manufacturer ► / Model ◀ bid:		%	X	\$	=	\$	→	\$	
TOTAL ELECTRICAL:										\$
7. FILTERS										
a. Air										
1). 46418	AIR FILTER	WIX								
	Manufacturer ► / Model ◀ bid:		%	X	\$	=	\$	→	\$	
2). 42484	AIR FILTER	WIX								
	Manufacturer ► / Model ◀ bid:		%	X	\$	=	\$	→	\$	

Name of Bidder: _____

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PARTS CATEGORIES				PERCENTAGE DISCOUNT OFF OF MANUFACTURER'S LIST PRICE	X	MANUFACTURER'S LIST PRICE	=	DOLLAR AMOUNT OF DISCOUNT	→	NET COST (LIST PRICE LESS DISCOUNT)
MODEL #	DESCRIPTION	BRAND/ EQUIVALENT								
3). 42985	AIR FILTER	WIX								
	Manufacturer ► / Model ◀ bid:		%	X	\$	=	\$	→	\$	
4). 46390	AIR FILTER	WIX								
	Manufacturer ► / Model ◀ bid:		%	X	\$	=	\$	→	\$	
5). 46438	AIR FILTER	WIX								
	Manufacturer ► / Model ◀ bid:		%	X	\$	=	\$	→	\$	
b. Fuel										
1). 33296	FUEL FILTER	WIX								
	Manufacturer ► / Model ◀ bid:		%	X	\$	=	\$	→	\$	
2). 33424	FUEL FILTER	WIX								
	Manufacturer ► / Model ◀ bid:		%	X	\$	=	\$	→	\$	
3). 33486	FUEL FILTER	WIX								
	Manufacturer ► / Model ◀ bid:		%	X	\$	=	\$	→	\$	
4). 33595	FUEL FILTER	WIX								
	Manufacturer ► / Model ◀ bid:		%	X	\$	=	\$	→	\$	

Name of Bidder: _____

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PARTS CATEGORIES				PERCENTAGE DISCOUNT OFF OF MANUFACTURER'S LIST PRICE	X	MANUFACTURER'S LIST PRICE	=	DOLLAR AMOUNT OF DISCOUNT	→	NET COST (LIST PRICE LESS DISCOUNT)
MODEL #	DESCRIPTION	BRAND/ EQUIVALENT								
5). 33032	FUEL FILTER	WIX								
	Manufacturer ► / Model ◀ bid:		%	X	\$	=	\$	→	\$	
c. Oil										
1). 51036	OIL FILTER	WIX								
	Manufacturer ► / Model ◀ bid:		%	X	\$	=	\$	→	\$	
2). 51040	OIL FILTER	WIX								
	Manufacturer ► / Model ◀ bid:		%	X	\$	=	\$	→	\$	
3). 51358	OIL FILTER	WIX								
	Manufacturer ► / Model ◀ bid:		%	X	\$	=	\$	→	\$	
4). 51792XE	OIL FILTER	WIX								
	Manufacturer ► / Model ◀ bid:		%	X	\$	=	\$	→	\$	
5). 51083	OIL FILTER	WIX								
	Manufacturer ► / Model ◀ bid:		%	X	\$	=	\$	→	\$	
6). 51083	OIL FILTER	WIX								
	Manufacturer ► / Model ◀ bid:		%	X	\$	=	\$	→	\$	
TOTAL FILTERS:										\$

Name of Bidder: _____

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PARTS CATEGORIES				PERCENTAGE DISCOUNT OFF OF MANUFACTURER'S LIST PRICE	X	MANUFACTURER'S LIST PRICE	=	DOLLAR AMOUNT OF DISCOUNT	→	NET COST (LIST PRICE LESS DISCOUNT)
MODEL #	DESCRIPTION	BRAND/ EQUIVALENT								
8. AUTOMOTIVE BEARINGS										
a. 15101	BEARINGS	BCA								
	Manufacturer ► / Model ◀ bid:		%	X	\$	=	\$	→	\$	
b. 25580	BEARINGS	BCA								
	Manufacturer ► / Model ◀ bid:		%	X	\$	=	\$	→	\$	
c. A14	BEARINGS	BCA								
	Manufacturer ► / Model ◀ bid:		%	X	\$	=	\$	→	\$	
d. 594A	BEARINGS	BCA								
	Manufacturer ► / Model ◀ bid:		%	X	\$	=	\$	→	\$	
e. HB88508 A	BEARINGS	BCA								
	Manufacturer ► / Model ◀ bid:		%	X	\$	=	\$	→	\$	
TOTAL AUTOMOTIVE BEARINGS:										\$
9. SEALS										
a. 4160	SEAL	NATIONAL								
	Manufacturer ► / Model ◀ bid:		%	X	\$	=	\$	→	\$	

Name of Bidder: _____

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PARTS CATEGORIES				PERCENTAGE DISCOUNT OFF OF MANUFACTURER'S LIST PRICE	X	MANUFACTURER'S LIST PRICE	=	DOLLAR AMOUNT OF DISCOUNT	→	NET COST (LIST PRICE LESS DISCOUNT)
	MODEL #	DESCRIPTION	BRAND/EQUIVALENT							
	b. 370003A	SEAL	NATIONAL							
		Manufacturer ► / Model ◀ bid:		%	X	\$	=	\$	→	\$
	c. 442251	SEAL	NATIONAL							
		Manufacturer ► / Model ◀ bid:		%	X	\$	=	\$	→	\$
	d. 370014A	SEAL	NATIONAL							
		Manufacturer ► / Model ◀ bid:		%	X	\$	=	\$	→	\$
	e. 370025A	SEAL	NATIONAL							
		Manufacturer ► / Model ◀ bid:		%	X	\$	=	\$	→	\$
TOTAL SEALS:										\$
10. GENERAL SERVICE LINE										
	a. 77187	INTERIOR DOOR HANDLE	MOTORMITE							
		Manufacturer ► / Model ◀ bid:		%	X	\$	=	\$	→	\$
	b. 13973	DUST CAP 1.96	MOTORMITE							
		Manufacturer ► / Model ◀ bid:		%	X	\$	=	\$	→	\$

Name of Bidder: _____

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PARTS CATEGORIES				PERCENTAGE DISCOUNT OFF OF MANUFACTURER'S LIST PRICE	X	MANUFACTURER'S LIST PRICE	=	DOLLAR AMOUNT OF DISCOUNT	→	NET COST (LIST PRICE LESS DISCOUNT)
	MODEL #	DESCRIPTION	BRAND/ EQUIVALENT							
	c. 584	BATTERY HOLD DOWN	MOTORMITE							
		Manufacturer ► / Model ◀ bid:		%	X	\$	=	\$	→	\$
	d. 86912	PUSH/PULL SWITCH	MOTORMITE							
		Manufacturer ► / Model ◀ bid:		%	X	\$	=	\$	→	\$
	e. 5710	HOSE CLAMP	IDEAL							
		Manufacturer ► / Model ◀ bid:		%	X	\$	=	\$	→	\$
TOTAL GENERAL SERVICE LINE:										\$
11. CHEMICALS										
	a. 5023	BATTERY CLEANER	CRC							
		Manufacturer ► / Model ◀ bid:		%	X	\$	=	\$	→	\$
	b. 5101	ELECTRICAL CLEANER	CRC							
		Manufacturer ► / Model ◀ bid:		%	X	\$	=	\$	→	\$
	c. 0734	BRAKE KLEEN	PARTS DEPOT							
		Manufacturer ► / Model ◀ bid:		%	X	\$	=	\$	→	\$

Name of Bidder: _____

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PARTS CATEGORIES				PERCENTAGE DISCOUNT OFF OF MANUFACTURER'S LIST PRICE	X	MANUFACTURER'S LIST PRICE	=	DOLLAR AMOUNT OF DISCOUNT	→	NET COST (LIST PRICE LESS DISCOUNT)
	MODEL #	DESCRIPTION	BRAND/ EQUIVALENT							
	d. 16-PB	PB BLASTER	BCCI							
		Manufacturer ► / Model ◀ bid:		%	X	\$	=	\$	→	\$
	e. WWS	WINDOW WASHER FLUID	FREEZETONE							
		Manufacturer ► / Model ◀ bid:		%	X	\$	=	\$	→	\$
TOTAL CHEMICALS:										\$
12. HEATING & COOLING COMPONENTS										
	a. 15-21183	AC COMPRESSOR	ACDELCO							
		Manufacturer ► / Model ◀ bid:		%	X	\$	=	\$	→	\$
	b. 2813	RADIATOR	NATIONAL RADIATOR							
		Manufacturer ► / Model ◀ bid:		%	X	\$	=	\$	→	\$
	c. 640164	CONDENSER	MODINE							
		Manufacturer ► / Model ◀ bid:		%	X	\$	=	\$	→	\$
	d. 640344	CONDENSER	MODINE							
		Manufacturer ► / Model ◀ bid:		%	X	\$	=	\$	→	\$

Name of Bidder: _____

(This page to be returned)

PARTS CATEGORIES				PERCENTAGE DISCOUNT OFF OF MANUFACTURER'S LIST PRICE	X	MANUFACTURER'S LIST PRICE	=	DOLLAR AMOUNT OF DISCOUNT	→	NET COST (LIST PRICE LESS DISCOUNT)
MODEL #	DESCRIPTION	BRAND/EQUIVALENT								
e. 20145	AC COMPRESSOR	GLOBAL								
	Manufacturer ► / Model ◀ bid:		%	X	\$	=	\$	→	\$	
TOTAL HEATING & COOLING COMPONENTS:										\$
13. MISCELLANEOUS SHOP SUPPLIES										
a. 9-1789	UTILITY KNIFE BLADES	CHAMP SERVICE LINE								
	Manufacturer ► / Model ◀ bid:		%	X	\$	=	\$	→	\$	
b. 9-632	ALL PURPOSE CEMENT	CHAMP SERVICE LINE								
	Manufacturer ► / Model ◀ bid:		%	X	\$	=	\$	→	\$	
c. 9-814	3.5 GAL GALV. DRAIN PAN	CHAMP SERVICE LINE								
	Manufacturer ► / Model ◀ bid:		%	X	\$	=	\$	→	\$	
d. 241936	SAND PAPER	3M								
	Manufacturer ► / Model ◀ bid:		%	X	\$	=	\$	→	\$	
e. 49656	ELECTRICAL TAPE	3M								
	Manufacturer ► / Model ◀ bid:		%	X	\$	=	\$	→	\$	
TOTAL MISCELLANEOUS SHOP SUPPLIES:										\$
'FOR BID EVALUATION PURPOSES ONLY' TOTAL:										\$

Name of Bidder: _____

(This page to be returned)

Contractor shall provide with their bid two (2) complete sets of list price schedules and two (2) sets of application catalogs for each category at no cost to the County. It is required that the list price schedules be in an electronic format. Please indicate the format in which this information is being provided: _____CD-ROM_____Internet Link

NOTE: Charlotte County's official bid openings are open to the public. Citizens and submitting bidders are encouraged to attend. However, if you are unable to attend but wish to obtain the unofficial bid results, you may do so by visiting our website at www.charlottecountyfl.com/purchasing under "Purchasing Bids On-Line", Document Number 092334. No information regarding the submittal will be divulged over the telephone.

SPECIFY ALL OTHER PRODUCT LINES NORMALLY CARRIED AND CORRESPONDING DISCOUNTS BELOW. (ATTACH ADDITIONAL SHEET IF NECESSARY.)

_____	_____ % DISCOUNT
_____	_____ % DISCOUNT
_____	_____ % DISCOUNT
_____	_____ % DISCOUNT
_____	_____ % DISCOUNT
_____	_____ % DISCOUNT
_____	_____ % DISCOUNT

Name of Bidder: _____
(This page to be returned)

If notified of the acceptance of this bid form, the undersigned agrees to execute a Contract for the stated compensation in the form as prescribed by the County, within the time constraints outlined in Instructions to Bidders.

The signature below is a guarantee that the Bidder will not withdraw his/her bid for a period of sixty (60) days after the scheduled time for opening the bids.

The undersigned acknowledges receipt of the following addenda, and the cost, if any, of such revisions has been included in the price bid.

Addendum No. _____, Dated _____; Addendum No. _____, Dated _____; Addendum No. _____, Dated _____

HOLD HARMLESS AGREEMENT: The bidding firm as indicated below, it's officers and members shall, through the signing of this document by any authorized party or agent, indemnify, hold harmless and defend Charlotte County, a political subdivision of the State of Florida, its officers, agents, employees, and volunteers from all suits and actions, including attorney's fees and all costs of litigation and judgment of every name and description brought against the County as a result of loss, damage or injury to person or property by reason of any act or failure to act by the bidding firm, its agents, servants or employees.

_____ (name) agrees that the first ten dollars (\$10.00) of compensation received under this contract represents specific consideration for this indemnification obligation.

Type of Organization (Please Check One): Individual Ownership _____ Joint Venture _____
Partnership _____ Corporation _____

Name of Bidding Firm _____

Mailing Address _____

Location Address _____

City & State _____ ZIP _____

Telephone _____ Fax Number _____

E-mail _____

Signature of person authorized to bind the Company: _____

Print Name/Title of person authorized to bind the Company: _____

Date: _____

(This page to be returned)

AFFIDAVIT
Claiming Status as a Local Business

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.

A. Local Business Definition:

Local business means the company has a valid Business Tax Receipt issued by Charlotte County at least six months prior to the bid submission to do business within Charlotte County that authorizes the business to provide the services or goods, and a physical business address located within the limits of Charlotte 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 Charlotte County 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 in Charlotte County: _____

State of Florida
County of Charlotte

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.

SOURCE OF SUPPLY AND SUBCONTRACTORS

The following sources of supply and subcontractors shall be used for the **REPAIR PARTS - FLEET** project. If bidder does not have a source of supply or subcontractor, insert "to be determined". When a source or subcontractor is determined, selection will be subject to County approval. (If not applicable, state N/A).

Source of Supply	Subcontractor(s)
1. _____	1. _____
2. _____	2. _____
3. _____	3. _____
4. _____	4. _____
5. _____	5. _____

DRUG FREE WORKPLACE FORM

The undersigned vendor in accordance with Florida Statute 287.087 hereby certifies that _____ (name of business) does:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

Signature _____

Dated _____

Name of Bidder: _____

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