

**COUNTY
OF
SAGADAHOC, MAINE**

Sheriff's Office

Request for Bids

New – 2021 or 2022 Sheriff's Office Patrol Vehicles

RFB Date of Issuance: September 17, 2021

Date Bids Due: October 5, 2021 10:00 AM

William S. Post, County Administrator
Brett Strout, Chief Deputy

A. REQUEST FOR BIDS

Sagadahoc County is requesting bids for three (3) new 2021 or 2022 vehicles. These vehicles will be used by the County Sheriff's Office as patrol vehicles and will be equipped with standard equipment associated with the police package specifications.

1. Sealed Bids Required

Bidders must address all of the items listed in this request for bid and be **submitted** in a sealed envelope marked "**Bid for Patrol Vehicles**" no later than 10:00 AM on Tuesday, October 5, 2021, at **the Sheriff's Office, 752 High Street, Bath, Maine 04530**. Bids will be opened at that time in the Commissioners' Meeting Room at the Sagadahoc County Courthouse.

Bids can be mailed but, must be appropriately marked as stated. The address in which to mail proposals is as follows:

Brett Strout, Chief Deputy
Sagadahoc County Sheriff's Office
752 High Street
Bath, ME 04530

Questions or requests for clarification may be directed to Brett Strout at (207) 443-8532, or email at bstROUT@sagadahoccountyme.gov.

Any exceptions to the specifications of this request for proposal must be clearly stated in writing in the proposal.

Sagadahoc County reserves the right to accept or reject any or all bids deemed not in the best interest of the County. Bids shall be publicly opened at the time and place specified in the invitation to bid. A contract may then be awarded by the County Commissioners at their next scheduled meeting to the responsible bidder whose bid meets all specifications required by the County and whose bid is determined to be the most advantageous to the County. Award may be delayed pending verification of the bidder's credentials, insurance (if required), and references or review of the bids received.

Bid submissions shall become the property of Sagadahoc County.

2. Late Bids

Bids received after the stated deadline will not be accepted. Faxed bids, e-mailed bids, or bids not submitted in a sealed envelope will not be accepted.

B. VEHICLE SPECIFICATIONS

The County wishes to purchase vehicles that are either trucks, sport-utility vehicles (SUVs) or sedans with four doors that are preferably pursuit rated and equipped as follows:

1. Required Specifications

Engine: V-6 or V-8

Transmission: Automatic, four-wheel drive or all-wheel drive

Color: White

Other equipment: cloth front seats, vinyl rear seats, air-conditioned, power locks, power windows, power mirrors, steel wheels, tilt steering wheel, and should include all the standard equipment associated with the police package specifications.

2. Changes to Bid Specifications

The bid shall be based upon the bid specifications. Any changes by the bidder to the bid specifications but deemed worthy of consideration by bidder may be introduced by a separate letter or attached to the bid, which shall state the cost comparison with specified bid specs and the reason(s) for the suggested substitution. The bidder shall understand that the attached letter describing the bid change may not be used in determining the low bid.

Any questions about the bid specifications should be directed to Brett Strout, Chief Deputy.

3. Trade-in Values

Bidder must list the trade-in value of current County vehicles that will be considered for a trade. These vehicles are described as follows:

Vehicle 1: 2016 White Dodge Durango 143,097 miles

Vehicle 2: 2016 White Dodge Durango 125,317 miles

Vehicle 3: 2015 White Dodge Charger 116,250 miles

These vehicles may be viewed by appointment, by contacting Chief Deputy Brett Strout at 207-443-8532.

4. Delivery Date

Bidder must indicate the approximate proposed delivery/availability date of the vehicles.

C. **COUNTY'S TERMS AND CONDITIONS**

Each bidder will be presumed to have read and be thoroughly familiar with the bid documents. The failure or omission of any bidder to receive or examine any form, instrument, or document shall in no way relieve any bidder from all obligations in respect to their bid.

1. **Exceptions to Bid**

Submission of any bid indicates acceptance of the conditions contained in the RFB unless clearly and specifically noted otherwise in the proposal.

The bidder shall, on a separate sheet of paper, include any exceptions to the conditions of the bid. The sheet shall be labeled "Exceptions to Bid Provisions" and shall be attached to the bid. If no exceptions are stated, it will be understood that all General, Special, and Technical conditions will be complied with, without exception.

2. **Rejection of Bid**

The County reserves the right to reject any and all bids. The County reserves the right to negotiate with the successful bidder in order to best serve the County's needs in respect to both evaluation and cost effectiveness.

3. **Submittal**

All bids must be in the format required in this Request for Bid. Failure to comply may be reason to declare the bid non-responsive.

4. **Return of Bid**

The County advises that all accepted bids submitted under this RFB shall become the property of Sagadahoc County and will not be returned. All bids are considered to be a public document and subject to public inspection.

5. **Availability of Funds**

It is understood and agreed by all parties resulting from this bid that the County shall be bound hereunder only to the extent of funds available, or which may become available for the purposes of this agreement.

It is further understood and agreed between the parties to any agreement resulting from this bid that the County shall not be obligated to purchase the vehicles as described herein unless and until the vehicles have been ordered and delivered to the satisfaction of the County.

6. **Payment Terms**

It is customary for the County to submit payment within 30 days after delivery of the vehicle(s). Invoice shall include date of delivery, description of vehicle, VIN, and purchase price – at a minimum. The County is exempt from State Sales and Use or Excise Taxes to the extent allowed by law. A copy of the County's Permanent Exemption Certificate is available upon request.

D. BID INSTRUCTIONS

1. Bid Form

Each bidder is required to use the attached “Official Bid” form when submitting a bid. Attachments to include vehicle descriptions and other data pertinent to the bid are also acceptable.

2. W-9 Required

Successful bidder(s) must submit a completed and signed W-9 form after notification.

E. EVALUATION OF BIDS

1. Evaluation and Selection of Bids

The Sheriff’s Office and Administration will review and evaluate all bids before making a recommendation to the County Commissioners. All bids become the property of the County and are considered to be public documents.

2. Selection Criteria

The objective of the County is to purchase three (3) new 2021 or 2022 Patrol Vehicles, as specified. The County shall consider, but not be limited to, cost, availability, delivery date and trade-in values.

3. Bid Results

Bidders are welcome to review the bids received at the Sheriff’s Office during normal business hours, after making an appointment with the Sheriff’s Office. All bidders are welcome to be present at the bid opening, at which time all bids will be opened, and bids will be summarized verbally.

4. Right to Re-Bid, Negotiate, or Request Further Information

The County reserves the right to re-bid, to negotiate with the apparent low bidder, or to request further information from the bidders, prior to making a decision. The County also reserves the right to purchase vehicles without trade-ins.

OFFICIAL BID RESPONSE FORM

BIDDER INFORMATION

The undersigned declares that the signer of this proposal is:

INDIVIDUAL doing business as: _____

PARTNERSHIP doing business as: _____

CORPORATION entitled: _____

Organized under the laws of the State of _____ having its principal offices at:

Authorized Signature Printed Name and Title of Authorized Signer

Firm or Corporate Name Contact Name and Title

Street Address E-mail Address

City/Town, State, Zip Code Telephone Number

Date Signed Fax Number

Federal ID Number

OFFICIAL BID RESPONSE FORM

	Year/Make/Model	Bid Price	Less Discount	Less Trade in of County Vehicle 1	Net Cost Vehicle 1	Warranty (months/miles)	Delivery Time
Vehicle 1							
	Year/Make/Model	Bid Price	Less Discount	Less Trade in of County Vehicle 2	Net Cost Vehicle 1	Warranty (months/miles)	Delivery Time
Vehicle 2							
	Year/Make/Model	Bid Price	Less Discount	Less Trade in of County Vehicle 3	Net Cost Vehicle 1	Warranty (months/miles)	Delivery Time
Vehicle 3							