

# SOLICITATION - OFFER - AWARD

SOLICITATION NO: <b>10-0052/JP</b>	DATE ISSUED: <b>MARCH 31, 2010</b>	REQUISITION NO: <b>N/A</b>	CONTRACT NO: <b>10-0052</b>
ISSUED BY: <b>BOARD OF COUNTY COMMISSIONERS HERNANDO COUNTY, FLORIDA</b>  John Druzbeck., Chairman Rose Rocco, Vice Chairman Jim Adkins Jeff Stabins Dave Russell, Jr		SUBMIT BID OFFER TO: <b>CLERK OF THE CIRCUIT COURT 20 NORTH MAIN STREET, ROOM 131 BROOKSVILLE, FL 34601-2800</b>  Karen Nicolai Clerk of Circuit Court	

## SOLICITATION

SEALED OFFERS, IN TWO (2) ORIGINALS, FOR FURNISHING THE SERVICES, SUPPLIES OR EQUIPMENT DESCRIBED HEREIN WILL BE RECEIVED AT THE OFFICE OF THE CLERK OF THE CIRCUIT COURT, ROOM 131, HERNANDO COUNTY GOVERNMENT CENTER, 20 NORTH MAIN STREET, BROOKSVILLE, FL 34601-2800, **UNTIL 3:00 P.M., LOCAL TIME ON APRIL 28, 2010.** NO BID OFFERS WILL BE ACCEPTED AFTER THE ABOVE STIPULATED DATE AND TIME. THIS IS AN ADVERTISED SOLICITATION AND THE OFFERS WILL BE PUBLICLY OPENED IN THE PURCHASING AND CONTRACTS CONFERENCE, ROOM 265, HERNANDO COUNTY GOVERNMENT CENTER AT **3:00 P.M. ON THE APRIL 28, 2010.**

ITEM NO.	DESCRIPTION OF SERVICE/SUPPLIES/EQUIPMENT	QTY	UNIT	UNIT PRICE	TOTAL AMOUNT
1	<b>Twenty-four Month Term Contract for Transmission Repairs</b>  Please Complete Bid Form page 13  <small>(SEE ATTACHED SPECIFICATIONS &amp; DELIVERY SCHEDULE)</small>	X	XXXXXX	XXXXXXXXXX	XXXXXXXXXXXXXX

## OFFER

(TERMS, CONDITIONS AND SPECIFICATIONS ARE INCLUDED AS PARTS HEREOF)

IN COMPLIANCE WITH THE ABOVE, THE UNDERSIGNED, BEING DULY AUTHORIZED TO SIGN THIS BID FOR THE BIDDER, AGREES THAT IF THIS OFFER IS ACCEPTED WITHIN **SIXTY (60) DAYS** FROM THE BID OPENING DATE, TO FURNISH TO HERNANDO COUNTY ANY AND ALL ITEMS FOR WHICH PRICES ARE OFFERED IN THIS BID SOLICITATION AT THE PRICE(S) SO OFFERED, DELIVERED AT DESIGNATED POINT(S), WITHIN THE TIME PERIOD SPECIFIED, AND AT THE TERMS AND CONDITIONS SO STIPULATED IN THE SOLICITATION FOR BIDS.

DISCOUNT FOR PROMPT PAYMENT: \_\_\_\_\_% 10 CALENDAR DAYS    \_\_\_\_\_% 20 CALENDAR DAYS    \_\_\_\_\_% \_\_\_\_\_ CALENDAR DAYS

BIDDERS COMPANY NAME, ADDRESS AND PHONE NUMBER	NAME AND TITLE OF PERSON AUTHORIZED TO SIGN BID OFFER: BIDDER'S SIGNATURE
	OFFER DATE

## AWARD

(TO BE COMPLETED BY COUNTY)

REVIEWED FOR LEGAL SUFFICIENCY	LR#	BY:
ACCEPTED AS TO ITEM(S) NO:	AMOUNT:	ACCOUNTING CODE:
SUBMIT INVOICES TO:  <b>HERNANDO COUNTY PURCHASING AND CONTRACTS DEPARTMENT 20 NORTH MAIN STREET, ROOM 365 BROOKSVILLE, FL 34601-2828</b>	NAME AND TITLE OF PERSON AUTHORIZED TO SIGN ACCEPTANCE AND AWARD FOR THE COUNTY:	
	SIGNATURE:	AWARD DATE:

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## SECTION I. SOLICITATION INSTRUCTIONS AND CONDITIONS

1. The term COUNTY used herein refers to the Board of County Commissioners, Hernando County, or its duly authorized representative.
2. The term BIDDER used herein refers to the dealer/manufacturer/business organization submitting a bid to the COUNTY in response to this solicitation.
3. The term VENDOR used herein refers to a BIDDER awarded a contract by the Board of County Commissioners for the furnishing of goods or services to the COUNTY.
4. BIDDERS are expected to make all investigations necessary to thoroughly inform themselves regarding all drawings, specifications, delivery requirements, performance requirements, site locations and all solicitation instructions to satisfy themselves of conditions affecting submission of their bid and the terms and cost of performing the contract. No plea of ignorance by the BIDDER of conditions that exist or may hereafter exist as a result of failure or omission on the part of the BIDDER to make the necessary examinations and investigations, or failure to fulfill in every detail the requirements of the contract documents, will be accepted as a basis for varying the requirements of the COUNTY or the compensation to the BIDDER.
5. No material, labor or facilities will be furnished by the COUNTY unless specifically stated.
6. The BIDDER hereby attests and agrees by affixing his signature to this proposal that: "BIDDER certifies that his bid is made without previous understanding, agreement, or connection with any person, firm, or corporation making or considering the making of a bid for the same items or service and is all respects fair, without outside control, collusion, fraud, or otherwise illegal action".
7. The BIDDER warrants that the prices of the items set forth herein do not exceed those charged by the BIDDER to any other customer purchasing the same item in like or comparable quantities.
8. The BIDDER warrants that the prices of the items set forth herein do not exceed the prices charged by the BIDDER under a contract with the State of Florida or any of its agencies.
9. The BIDDER agrees that the supplies and services furnished under this award shall be covered by the most favorable commercial warranties the BIDDER gives to any customer for comparable quantities of such supplies or services and that the rights and remedies provided herein are in addition to and do not limit any rights afforded to the COUNTY by any other provision of this award.
10. Discounts for payments within less than twenty (20) days will not be considered in evaluation of bids, however, offered discounts will be taken for less than twenty (20) days if payment is made within the discount period.
11. Bids shall be submitted in sealed envelopes addressed as noted on the front page of this solicitation. The name and address of the BIDDER, the date and hour of the bid opening and the goods or service bid on shall be placed on the outside of the envelope. Bids not properly identified may be rejected. No responsibility will be attached to Hernando County, the Clerk of the Circuit Court, or any official or employee thereof, for the pre-opening of, post-opening of, or failure to open, a bid not properly addressed and identified.
12. Blank spaces in the bid must be properly filled in and the phraseology of the bid must not be changed. Additions must not be made to items mentioned therein and any unauthorized conditions, limiting any provisions, attached to a bid will liable to render it irregular and may cause its rejection.
13. The responsibility for delivering the bid to the COUNTY on or before the stated time and date will be solely and strictly the responsibility of the BIDDER. The COUNTY will be in no way responsible for delays caused by the U.S. Postal Service, any courier system, or any other occurrence.
14. Bids and modifications received after the time set for the receipt of sealed bids will not be considered. **Such bids will be returned unopened.**
15. Modifications in writing received prior to the time set for the receipt of sealed bids will be accepted. Such modifications must be submitted in a sealed envelope and marked accordingly.
16. Bids must be submitted on and in the forms specified. Telegraphic or facsimile bids will not be considered.
17. A BIDDER may withdraw his proposal provided the request is made in writing and delivered either in person or by special delivery mail to Hernando County Central Purchasing Department, 20 N. Main Street, Room 265, Brooksville, Florida 34601-2828, not less than one (1) hour prior to the time set for opening of bids. Bids may not be withdrawn after the time noted above and for the period of time after the opening of bids as stated in the terms, conditions and specifications of this solicitation.
18. The COUNTY reserves the privilege of auditing a VENDOR'S records, by a representative of the COUNTY, as such records relate to purchases between the COUNTY and said VENDOR. Such records include, but are not limited to: all books, records, and memoranda of every description, pertaining to work under contract and further, the COUNTY reserves the right to reproduce any of the aforementioned documents.
19. The contract shall be awarded to that responsive, responsible BIDDER whose offer will be most advantageous to the COUNTY, price and other factors considered.
20. The COUNTY may accept any separate item or group of items of any offer, unless the BIDDER qualifies his offer by specific limitations or the specific terms and conditions included herein indicate that bids will be accepted on an all or nothing basis.
21. The COUNTY reserves the right to reject any or all offers and to waive informalities and minor irregularities in offers received, in accordance with the Hernando County Purchasing Ordinance.
22. Inspection and acceptance of the supplies/services purchased herein will be accomplished at the designated delivery point by a duly authorized representative of the COUNTY.
23. Any and all Terms, Conditions and/or Specifications which vary from the Solicitation Instructions and Conditions shall have precedence.

**IF A TABULATION OF BIDS IS DESIRED, ENCLOSE A SELF ADDRESSED STAMPED ENVELOPE WHEN SUBMITTING BID. TABULATIONS WILL NOT BE TRANSMITTED BY FACSIMILE.**

## SECTION II.

## GENERAL TERMS AND SPECIFICATIONS

### 1. GENERAL:

- 1.1 It is the intent of this solicitation to obtain bids for a Twenty-Four Month Term Contract for Automatic Transmission Repairs, to the Board of County Commissioners, Hernando County, Florida. The services to be furnished in accordance with the contract resulting from this solicitation shall be completely suitable for the operational use of Hernando County DPW, Fleet Division.
- 1.2 The contract documents shall consist of all parts as attached hereto, any addenda, and the completed and executed Hernando County Contract.

### 2. SPECIFICATIONS/DESCRIPTION:

- 2.1 If any proprietary, trade, brand, or manufacturers' name or part number is used herein in describing the required services/equipment, it shall be understood to indicate the minimum standard of composition and quality desired, and shall not be construed to exclude products that equal or exceed the functional capability and quality of the named product. If bids are based on such equivalent products, indicate the manufacturer's name and number for the product and include any literature or other explanation of the product's quality or performance.
- 2.2 The services bid herein shall meet industry standards.
- 2.3 Vendor shall supply the services on a "as need bases".
- 2.4 Any deviations from the terms, conditions and specifications listed herein must be clearly indicated; otherwise, it will be considered that the services offered are in strict compliance with these specifications and the successful BIDDER will be held responsible therefore.
- 2.5 See page 8 for COUNTY required specifications/ requirements.

### 3. QUALITY:

- 3.1 Services bid shall comply with applicable requirements and standards of the Occupational Safety and Health Act and any other applicable codes.

### 4. BID PRICE:

- 4.1 The price for services shall be firm.
- 4.2 Unless otherwise stated, the prices for services bid shall include all costs for transporting, delivery, unloading to the designated points within Hernando County.
- 4.3 Unit prices shall be shown and where there is an error in extension of price, the unit price shall govern.
- 4.4 BIDDER hereby certifies that this bid is made without prior understanding, agreement or connection with any corporation, firm or person submitting a bid for the same materials, supplies, services or equipment and is in all respects fair and without collusion or fraud. Further, the BIDDER hereby agrees to abide by all terms and conditions of this bid and

certifies that the person executing the bid form is authorized to sign this bid for the BIDDER.

- 4.5 By submission of a bid pursuant to this solicitation, BIDDER agrees that should other governmental entities wish to purchase based on the service costs, terms and conditions offered in this bid, provided the VENDOR is agreeable, to supplying same to such entities.

5. BID EVALUATION AND AWARD:

- 5.1 Bid evaluation will be based on price, conformance with specification and the BIDDER'S ability to perform the contract in accordance with the terms, conditions and specifications required. BIDDERS will submit, with their proposal, all data necessary to evaluate and determine the quality of the services they are bidding.
- 5.2 The COUNTY intends to award this contract to the best and lowest responsive and responsible BIDDER, however, the COUNTY reserves the right to reject any and/or all bids, in accordance with the Hernando County Purchasing Ordinance.
- 5.3 If two or more fully responsive, responsible bids are received for the same total amount or unit price, quality and service being equal, the COUNTY reserves the right to award the contract to the BIDDER whose place of business is located within the boundaries of Hernando County, Florida. Should tie bids, as described above, be received from either two or more Hernando County BIDDERS or from non-local BIDDERS when no Hernando County BIDDER has submitted a tie bid, then the Board of County Commissioners shall award the contract to one VENDOR by drawing lots in a public meeting.
- 5.4 The COUNTY shall be the sole judge as to the relative merits of the proposals received.

6. TAXES:

- 6.1 The Board of County Commissioners, Hernando County, Florida, has the following tax exemption certificates assigned:
- Florida Sales & Use Tax Exemption Certificate No. 85-8012556945C-8
- 6.2 This exemption does not apply to purchases of tangible personal property made by VENDORS who use the tangible personal property in the performance of contracts for improvements of COUNTY owned real property (Chapter 192, F.S.).

7. SPECIAL CONDITIONS:

- 7.1 PUBLIC ENTITY CRIMES - Any person submitting a bid or proposal in response to this invitation certifies that they are aware of, and in compliance with, all requirements under Section 287.133, Florida Statutes, On Public Entity Crimes. Prior to bid award, the recommended VENDOR may be required to submit a sworn statement attesting to compliance with said statute.
- 7.2 PERMITS AND LICENSES - The BIDDER agrees to secure all necessary licenses and permits prior to award and agrees to comply with all Federal and State laws, and COUNTY and Municipal Ordinances and Regulations in any manner affecting the work described in this solicitation.

- 7.3 CLARIFICATION AND ADDENDUM - If any BIDDER contemplating submitting a bid for this contract is in doubt as to the true meaning of the terms, conditions, specifications or other bid documents or any part thereof, he may submit to the Purchasing and Contracts Director, on or before five (5) calendar days prior to the scheduled opening of bids, a request for clarification. All such requests for information and/or clarification shall be made in writing and the BIDDER submitting the request will be responsible for its prompt delivery. Any interpretation of the bid terms, conditions and/or specifications, if made, will be only by Addendum duly issued. A copy of such Addendum will be mailed or delivered to each BIDDER receiving an Invitation for Bids. The COUNTY will not be responsible for any other explanation or interpretation of the proposed bid made or given prior to the award of the contract.

Issuance of an addendum to this solicitation by County must be acknowledged by signing and returning the amendment to the Clerk of Circuit Court, 20 North Main Street, Room 131, Brooksville, FL 34601-2800. Such acknowledgment must be received prior to the hour and date specified for receipt of bids.

## **8. PAYMENT:**

- 8.1 Payment for services received will be accomplished by submission of an invoice, in duplicate, with Purchase Order Number referenced thereon to:

HERNANDO COUNTY PURCHASING AND CONTRACTS  
20 NORTH MAIN STREET, ROOM 265  
BROOKSVILLE, FLORIDA 34601-2828

Each statement shall give a detailed breakdown of the services delivered.

- 8.2 Payment will be made in no less than thirty (30) days after receipt of the invoice by the Finance Department of Hernando County. Terms not within Hernando County's payment period are not acceptable and may be cause for rejection.

### III. TECHNICAL SPECIFICATIONS

#### SPECIFICATIONS FOR THE ANNUAL AGREEMENT FOR AUTOMATIC TRANSMISSION REPAIRS

##### 1.0 General

The Hernando County is inviting bids from qualified auto service vendors for a two year contract for automatic transmissions repairs. The vehicles include, but are not limited to, diesel and gas GM, Chevrolet, Ford and Chrysler passenger cars and light and medium trucks and diesel heavy trucks, and the transmissions range from regular to torque command converters. Other models may be added or deleted in the future as required.

##### 2.0 Scope of Work

The Contractor shall provide all labor, material, equipment, supplies and transportation necessary for the performance of parts, repairs and maintenance, including complete removal and installation of rebuilt transmissions and complete transmission overhauls.

2.1 Work shall be performed on an "as needed" basis when requested by the County and the County must give prior approval for any required repairs. Routine maintenance (i.e., fluid and filter change) will not be included under the Contract.

2.2 The estimated annual requirement is about 12-24 repairs. Estimated quantities are based upon previous usage and estimated needs for a twelve-month period. These quantities are only given as a guideline for preparing a bid and should not be construed as representing actual quantities to be serviced and repaired.

2.3 Complete rebuild should include:

a. A Standard Transmission Overhaul includes standard parts or normal wear items such as, but are not limited to, all clutches, all bands, all bushings, sealing ring kits, "O" rings, lip seals and gaskets.

b. "Hard parts" include, but are not limited to, pumps, shafts, clutch drums, sprags, one-way clutch, planetary gears, differentials, final drive, valve body, steel plates, bearings, electronic controls, and sensors.

2.4 Some repairs may be made externally, without removing the transmission. External repairs include, but are not limited to, electronic controls, sensors, solenoids, pressure controls and external leaks. The City must give prior approval for the use of any of these external repairs.

2.5 Transmission reseat should include the following soft parts, seals, gaskets and o rings.

**The County must give prior approval for this type of repair.**

##### 3.0 Qualifications

3.1 All repair and maintenance work shall be performed, by A.S.E. certified mechanics, or those with **equivalent qualifications**. The County reserves the right to define what is an equivalent qualification.

3.2 All rebuilt transmission kits should come with a certification that they were rebuilt by A.S.E. certified mechanics or equivalently qualified.

3.3 Successful bidder must provide Motor Vehicle Repair Registration Certificate and Occupational License.

3.4 Contractor's repair facility must be located within fifty (50) mile radius from the County's Fleet Management Division.

3.5 It is expected that the contractor will give **prompt** and **convenient** service to the County to the best of their ability, barring unforeseen circumstances, failure to do so may be cause for termination of the contract.

#### **4.0 Work Order issuance and approval process**

4.1 Whenever the County's maintenance crew deems it necessary to have repair work done on any transmission, a work order will be created for the repair work. Contractor will be informed verbally of the work necessity. In some cases, a work order will be issued on the phone.

4.2 County personnel will give a **complete** verbal description of the problem to the best of their ability. The Contractor is a professional and has knowledge of what details must be taken into consideration to produce a high quality job.

4.3 After receiving verbal notification of work required, Contractor shall have one (1) normal business day in which to respond. During this period, Contractor shall visit the premises, inspect the vehicle, and **submit written quotations** for the repair. This written quotation must be in accordance with this solicitation and resulting contract. If the Contractor fails to respond in one (1) normal business day, the work may be awarded to another Contractor.

4.4 After receiving written quotations, County personnel will **verify** the repairs recommended by the Contractor and if necessary, point out discrepancies that will be corrected by the Contractor.

4.5 After this verification, and after receiving County's **verbal or written approval** of the repair work order, the Contractor will have two (2) normal business days to complete the repairs. Total downtime acceptable, including pick up and delivery, will be three (3) normal business days. If the Contractor does not meet the agreed downtime, the County reserves the right to have the vehicle(s) returned to the Fleet Management Division.

4.6 When picking up the vehicle from the premises, if it becomes necessary, it is the Contractor's responsibility **to tow** the vehicle at the Contractor's expense.

4.7 If in the Contractor's judgment, any additional downtime is required over and above the three (3) days, the Contractor must notify the Fleet Management Division of such requirement within one (1) normal business day of picking up the vehicle(s) from the County. The Contractor must state good and sufficient reasons for requesting additional downtime.

4.8 Except as may be directed otherwise, the Contractor will deliver repaired vehicle(s) to the Fleet Management Division.

#### **5.0 Additional Costs**

5.1 The Contractor, after being awarded work, shall notify the Fleet Management Division

within one (1) normal business day of picking up the vehicle(s) from the County of any additional labor or parts cost required. The Contractor **shall not** perform or bill for, any additional repairs until he has received the County's prior approval. The approved cost shall be clearly itemized on the invoice, separate from the original quote and reflect the pricing from Contractor's bid.

5.2 When additional costs are approved by Fleet Management Division, the Contractor shall submit the additional cost on a separate form and the Fleet Management Division will indicate its approval thereof on the form, and attach it to the original quote.

## **6.0 Material requirements**

6.1 All materials used for the repair of County vehicles shall be new. The Contractor is to utilize original manufacturer's components or County approved equals. Whenever it is necessary, in lieu of repair parts, the Contractor shall provide a rebuilt exchange of the same model transmission being replaced.

6.2 Rebuilt or remanufactured parts, including rebuilt transmissions, may be acceptable if approved by Fleet Division, provided they come with the warranties similar to new part warranties as specified in Section 7.0 below.

6.3 The successful Contractor(s) will be required to furnish complete current manufacturer's price list and any parts catalog(s) that may be required by the County.

6.4 An adequate local stock must be maintained at Contractor's place of business to assure the County of prompt repair. The County will inspect the Contractor's inventory of parts prior to award of the Contract.

## **7.0 Warranties**

7.1 The Contractor, by submission of a bid, warrants that all vehicle(s) will be repaired in accordance with the Specifications and will be of the highest quality. In the event equipment or parts supplied to the County are found to be defective or do not conform to Specifications, the County reserves the right to cancel the order and return such equipment or parts to the Contractor at his expense.

7.2 Warranties for all "completely rebuilt/exchange transmissions" shall be for thirty-six (36) months, 36,000 miles, parts, labor, pick up and delivery.

7.3 Warranties for transmission reseal shall be for 90 days, no mileage restriction, parts, labor, pick up and delivery.

7.4 Warranties for torque converter replacement shall be 12 months/12,000 miles, parts, labor, pick up and delivery.

## **SPECIAL CONDITION CLAUSES ANNUAL AGREEMENT FOR AUTOMATIC TRANSMISSION REPAIRS**

### **Agreement Alterations.**

No alterations or variables in the terms of the Agreement attached hereto shall be valid or binding.

### **Alterations/Changes to Bid Price Form(s).**

Do not change or otherwise alter the quantity or unit designations on these Bid Price Form(s). Your unit price bid and total extensions must correspond to these designations. Each line item will be extended as

indicated (quantity x unit price).

**Bid Amounts.**

Prices bid are considered fixed price, which includes all prices for equipment, labor and material required to perform the work specified in this Invitation for Bid.

**Bid Prices.**

Bid prices shall remain firm for the entire contract period unless otherwise changed by submission of a revised price list.

Any revision in pricing must be in writing and authorized by a representative of the County’s Purchasing Department to be valid, binding, and enforceable.

**Correction or Withdrawal of Bids.**

Correction or withdrawal of inadvertently erroneous bids shall be permitted up to the time of bid opening. After bid opening, no changes in bid prices or other provisions shall be permitted; **provided, however, the Purchasing Department shall have the authority to waive minor irregularities.**

**Quantities.**

The quantities for the items listed in this solicitation are estimated quantities for bid evaluation purposes only, and should not be construed as representing actual quantities to be purchased. The County reserves the right to increase or decrease these quantities as required. It is understood by all Bidders that the County is not obligated to purchase any minimum or maximum amount during the life of a contract resulting from this solicitation. Any such resulting contract shall be non-exclusive, and the County may procure the goods listed in said contract from other sources.

**Return of Merchandise.**

All items delivered must meet the Specifications herein. Items delivered not as specified will be returned at no expense by the County. The County may return, for full credit, any unused items received which fail to meet the County’s performance standards. Replacement items meeting Specifications must be submitted within a reasonable time after rejection of the non-conforming items. The supplier is to accept for full credit, any merchandise returned by the County within ninety (90) days from the delivery or pick up date.

**Silence of Specifications.**

The apparent silence of these specifications or any supplemental specifications as to details or the omission from same of any detailed description concerning any point, shall be regarded as meaning that only the best commercial practices are to prevail and that only materials of first quality and correct type, size, and design are to be used. All workmanship shall be first quality. All interpretations of specifications shall be made upon the basis of this statement.

**Standby (Secondary) Supplier.**

If you are not the successful Bidder as the prime supplier, would you be willing to serve as a standby (secondary) supplier under the Terms and Conditions and pricing of your Bid?

Yes \_\_\_\_\_ No \_\_\_\_\_ Initial

**EQUIPMENT STANDARD CONDITION CLAUSES**

**Availability of Parts/Service Facilities.**

The County reserves the right to consider the availability of parts and service facilities for the equipment offered. The failure of the bidder to maintain a sufficient line of parts to service the equipment within a reasonable distance to the County may be cause for rejection of the bid.

**Delivery Equipment Instructions.**

A. Equipment shall be delivered to the: Fleet Management Division

B. Inspection and acceptance of equipment purchased shall be performed by Fleet Manager, or such other specifically designated representative of the County.

**IMPORTANT NOTICE**

VENDORS ARE ENCOURAGED TO CHECK THE COUNTY WEBSITE FOR ANY ISSUED ADDENDUM. FAILURE TO RETURN ALL ADDENDUMS SHALL BE CAUSE FOR YOUR BID TO BE DECLARED NON-RESPONSIVE.

VENDORS MUST CLEARLY INDICATE ON THE OUTSIDE OF THEIR SUBMITTAL THAT IT IS A SEALED BID. THE BID PACKAGE SHALL INCLUDE; NAME OF THE BID, THE BID NUMBER AND THE BID OPENING DATE.

VENDORS ARE TO RETURN ALL PAGES OF THIS SOLICITATION AS TWO (2) ORIGINAL COPIES.

Address queries to: J. "Matt" Perry, Purchasing Agent (352) 754-4020.

**NOTE: FAILURE TO SUBMIT BIDS ON THESE FORMS MAY BE CAUSE FOR REJECTION.**

**SECTION VI. BID SUBMISSION CHECK LIST**

CHECK ALL REQUIRED ENTRIES FOR COMPLETENESS, AND THAT YOU ARE RETURNING TWO COMPLETED ORIGINAL SETS OF THESE DOCUMENTS, AND ALL PAGES OF EACH SECTION. FAILURE TO COMPLY FULLY WITH THESE REQUIREMENTS COULD DISQUALIFY YOUR BID.	<b>X</b>
<b>Completed and Sign Cover Page "Solicitation - Offer - Award", Page 1 (fill in all blanks; print or type required information and sign where required)</b>	
<b>Have Read and Understand Requirements of Section I, Solicitation Instructions, Page 3</b>	
<b>Have Read and Understand Requirements of Section II, General Terms and Specifications, Pages 4 thru 7</b>	
<b>Have Read and Understand Section III, Detailed Technical Specifications, Page 8</b>	
<b>Bid Return Envelope is Marked with Bid Name, Bid Number and Opening Date</b>	
<b>RETURN BOTH ORIGINAL SETS (2) OF THE SOLICITATION (ALL PAGES), COVER THRU PAGE 10 MUST BE RETURNED</b>	

VII. BID FORM

PART 1 AUTOMOTIVE AND LIGHT AND MEDIUM TRUCK TRANSMISSIONS

The bid amounts request in Bid Form Part 1 and 2 are for fixed price work, which shall include removal/replacement, the total cost of repair, parts and labor and pick-up and delivery to Fleet. The following model numbers are a representation of what is currently in the County Fleet. Repairs are for these and similar models.

MAKE	MODEL	QUANTITY	UNIT PRICE	TOTAL
Ford	4R70E	2	\$_____	\$_____
Ford	4R75E	2	\$_____	\$_____
Dodge	42RLE	2	\$_____	\$_____
Dodge	54RFE	1	\$_____	\$_____
Dodge	68RFE	1	\$_____	\$_____
Chevy	4L60-E	1	\$_____	\$_____
Chevy	4L80-E	1	\$_____	\$_____
Similar Models		6	\$_____	\$_____
Transmission core charge for exchange			\$_____	
				TOTAL COST \$_____

PART 2 HEAVY TRUCK TRANSMISSIONS

MAKE	MODEL	QUANTITY	UNIT PRICE	TOTAL
Allison	2500	2	\$_____	\$_____
Allison	3000EV	2	\$_____	\$_____
Allison	4500RDS	2	\$_____	\$_____
Similar Models		4	\$_____	\$_____
Transmission Core charge for exchange			\$_____	
				TOTAL COST \$_____

**PART 3 PARTS AND LABOR AUTOMOTIVE AND LIGHT AND MEDIUM TRUCK TRANSMISSIONS**

The bid amounts request in Bid Form Part 3 and 4 are for additional work not requiring a complete rebuild, which shall include removal/replacement, the total cost of repair, parts and labor and pick-up and delivery to Fleet.

- Pick-up and Delivery from/to Fleet \$ \_\_\_\_\_
- Remove, inspect and quote transmission repair \$ \_\_\_\_\_
- Reinstall Transmission \$ \_\_\_\_\_
- Labor Costs per Hour \$ \_\_\_\_\_
- Parts Discount off Published List Price \_\_\_\_\_%

**PART 4 PARTS AND LABOR HEAVY TRUCK TRANSMISSIONS**

- Pick-up and Delivery from/to Fleet \$ \_\_\_\_\_
- Remove, inspect and quote transmission repair \$ \_\_\_\_\_
- Reinstall Transmission \$ \_\_\_\_\_
- Labor Costs per Hour \$ \_\_\_\_\_
- Parts Discount off Published List Price \_\_\_\_\_%

**NOTE: VENDORS MAY CHOOSE TO BID ALL PARTS OR MAY BID ONE OR MORE PARTS**

# ADVERTISEMENT OF BID - #10-0052/jp

## TWENTY-FOUR MONTH TERM CONTRACT FOR TRANSMISSION REPAIRS FOR AUTOMOBILES, LIGHT AND HEAVY TRUCKS AND OFF-ROAD EQUIPMENT

NOTICE IS HEREBY GIVEN that the Hernando County Board of County Commissioners will open sealed bids at **3:00 P.M., LOCAL TIME, WEDNESDAY, APRIL 28, 2010** in the Hernando County Purchasing and Contracts Department Conference Room 361, 20 N. Main Street, Brooksville, Florida, for a:

## TWENTY-FOUR MONTH TERM CONTRACT FOR TRANSMISSION REPAIRS FOR AUTOMOBILES, LIGHT AND HEAVY TRUCKS AND OFF-ROAD EQUIPMENT

Sealed proposals for furnishing the afore-stated items will be received and accepted by the Hernando County Clerk of the Court, 20 North Main Street, Room 131, Brooksville, Florida 34601, until the above stipulated date and time for opening of sealed bids. For all hand-delivered bids, the Clerk's Office is open, on normal workdays, between the hours of 8:00 A.M. and 5:00 P.M.

Copies of the Bid Documents are on file and available for inspection by prospective bidders at the Hernando County Purchasing and Contracts Department, 20 N. Main Street, Room 365, Brooksville, Florida, 34601-2828, Telephone Number (352) 754-4020 or on our website: [www.hernandocounty.us](http://www.hernandocounty.us) (Current Public Bids).

**\*\*The Purchasing and Contracts Department will post addenda on the County's website at [www.hernandocounty.us](http://www.hernandocounty.us), follow the link to "Public Bids". It is the responsibility of prospective bidders to visit the County's website prior to submitting a bid to ensure that they are aware of all addenda issued relative to this solicitation.\*\***

The Board of County Commissioners of Hernando County, Florida reserves the right to accept or reject any or all bids and waive informalities and irregularities in offers received in accordance with the bid documents and the Hernando County Procurement Ordinance.

**HERNANDO COUNTY BOARD OF COUNTY COMMISSIONERS**

James D. Gantt, C.P.M., CPPO  
Purchasing and Contracts Director

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