

COUNTY OF PICKENS, SC
PURCHASING DEPARTMENT
BID/QUOTE PACKAGE INDEX

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NOTICE TO BID

UPON EXECUTION THIS DOCUMENT, EXCEPTIONS, ADDITIONS, SPECIAL
TERMS AND CONDITIONS SHALL CONSTITUTE A BINDING CONTRACT.

PLEASE READ "GENERAL INSTRUCTIONS TO BIDDERS" AND
"INSTRUCTIONS TO BIDDERS" VERY THOROUGHLY.

COUNTY OF PICKENS, SOUTH CAROLINA

PURCHASING DEPARTMENT

DATE: September 13, 2017

NOTICE TO BID

Sealed bids for furnishing:

ONE (1) 2017 RESCUE TRAILER

subject to the conditions and provisions set forth in the attached, bids (**2 copies**) will be received at this office until **2:00 PM on September 28th 2017**, then publicly opened. The commodities and/or services must be furnished as described and specified in this package. PICKENS COUNTY reserves the right to reject any or all bids. Successful bidder must be willing to certify they do not employ any unauthorized aliens.

BIDS will be opened in the BOARD ROOM OF THE ADMINISTRATION BUILDING, 222 McDaniel Avenue, Pickens, South Carolina.

Please address mailed bids to:

**Pickens County Purchasing
222 McDaniel Avenue, B-3
Pickens, SC 29671
Attn: Ralph Guarino**

Envelopes should be conspicuously marked in the lower left hand corner: **BID NO. 2018-11**

SIGNATURE: _____
Ralph Guarino
Purchasing Director

BID AND/OR QUOTATION FORM

COUNTY OF PICKENS
PURCHASING DEPARTMENT
222 McDANIEL AVENUE, B-3
PICKENS, SC 29671

submits herewith our Bid and/or Quotation in response to bid/quote request number shown above and in compliance with the description and/or specifications numbered **2018-11** and attached hereto for:

ONE (1) 2017 RESCUE TRAILER

- 1. Base Bid/ Quote: \$ _____ ea.
 - a. Make: _____
 - b. Model: _____
- 2. Less Trade-In Allowance: \$ _____ ea.
(where applicable)
- 3. Sub Total: \$ _____ ea.
- 4. Other Charges (please specify) \$ _____ ea.
 - a. _____ \$ _____ ea.
 - b. _____ \$ _____ ea.
 - c. _____ \$ _____ ea.
- 5. South Carolina Sales Tax (7%): \$ _____ ea.
- 6. Freight Charges: \$ _____ ea.
- 7. Total Delivered Price: \$ _____ ea.

Show any exception, deviation, extra computation, or information on Bid/Quotation Supplemental Form attached hereto.

Delivery Date: _____

BID AND/OR QUOTATION FORM

BIDDING ORGANIZATION: _____

SIGNATURE OF BIDDER'S REPRESENTATIVE: _____

NAME: _____
(please print)

TITLE: _____

DATE: _____

PHONE: _____

FAX: _____

E-MAIL: _____

COUNTY OF PICKENS

GENERAL INSTRUCTIONS TO BIDDERS

Unless otherwise stated, the following General Instructions will apply.

I. BID OPENING AND AWARD:

Bid proposals will be examined promptly after opening and each bid will be announced to all participants. It is not a practice to award any bid until the County Administrator, Purchasing Director and the interested Division/Department Head have had ample time to review each Bid Proposal. Award will be made, however, at the earliest possible date. No Bid Proposal(s) may be withdrawn for a period of sixty (60) days after bid opening date. If the mail is delayed beyond the date and hour set for the bid opening, Bid Proposal(s) thus delayed, will **NOT** be considered.

II. TAXES:

The County pays South Carolina State Sales Taxes. The County is exempt from Federal Excise Taxes and will issue exemption certificates when requested. All applicable taxes should be shown as separate line items on the bid form.

III. BASIS OF BID AWARD:

Award of bid shall be made to a responsible bidder meeting the Specifications, with consideration being given to the following:

- (a) Superior quality and specification adherence
- (b) Adequate maintenance and service
- (c) Delivery date and/or completion time
- (d) Company's reputation and financial status
- (e) Past experience and cost with similar or like equipment or service
- (f) Anticipated future cost and experience
- (g) Performance of bidder's equipment in hands of other agencies, plants and firms

IV. GUARANTEE WITH BID:

To protect the interest of the County, the Bidder guarantees that the equipment offered is standard new equipment, latest model of regular stock product, with parts regularly used for the type of equipment offered; also, that no attachment or part has been substituted or applied contrary to the manufacturer's recommendations and standard practices.

V. USE OF BRAND NAMES

Specifications contained herein, in some cases, may refer to brand names. Brand names and numbers are used ONLY to set forth and convey to prospective Bidders the general style, type, character and quality of equipment desired.

VI. USE OF BRAND NAMES IN BID

If the article bid upon has a trade or brand name, show name in the bid.

VII. SPECIFICATION DEVIATIONS BY THE BIDDER

Any deviation from this specification MUST be noted in detail and submitted in writing with this Bid Proposal. Completed specifications should be attached for any substitutions offered, or when amplifications are desirable or necessary. The absence of the specification deviation statement and accompanying specifications will hold the Bidder strictly accountable to the specifications as written herein. Failure to submit this document of specification deviation, if applicable, shall be grounds for rejection of the item(s) when offered for delivery. If specifications or descriptive papers are submitted with bids, the bidder's name should be clearly shown on each document.

The specifications, as listed herein, represent our preference in equipment, however, we are fully cognizant that no two pieces of equipment from different manufacturers are the same. Therefore, if your equipment is similar and/or same in size, function, and operation, but some of the specifications do not completely coincide with ours as listed, please list your exceptions and explanations separately. It is not our intent to write specifications for a piece of equipment that only one manufacturer can submit a bid.

VIII. SPECIFICATION CHANGES AFTER BID AWARD:

Any changes in specifications after the Purchase Order/Contract has been awarded, must be with written consent of the Purchasing Department, otherwise, the responsibility for such changes shall be with the vendor.

XI. BROCHURES:

Bid Proposals shall include adequate brochures, latest printed specifications and advertising literature describing the product(s) offered in such fashion as to permit ready comparison with the specifications on an item-to item basis where applicable.

X. SPECIFICATION CHANGES, ADDITIONS, AND DELETIONS:

All changes in specifications shall be in writing and furnished to ALL Bidders. Verbal information obtained otherwise will NOT be considered in awarding of bids.

XI. BID CHANGES:

Bids, amendments thereto or withdrawal requests received after the time advertised for bid opening, will be void regardless of when they were mailed.

XII. DELIVERY LOCATION:

**PICKENS COUNTY VEHICLE MAINTENANCE
1509 WALHALLA HIGHWAY
PICKENS SC 29671**

XIII. TIE BIDS:

In the case of tie bids, the County reserves the right to make the award based on factors outlined in this bid package in what is considered to be in the best interest of the County.

XIV. INFORMATION:

Any questions or inquiry concerning this bid or the equipment this bid represents by any company or company representative must be **faxed** to the attention of:

**RALPH GUARINO, Purchasing Director
222 McDaniel Ave., B-3
Pickens, SC 29671
Phone: (864) 898-5854
Fax: (864) 898-5924**

XV. OTHER CHARGES:

Bid prices shall include as separate line items all freight (transportation) and preparation charges, applicable taxes and any other applicable charges fully prepaid to the point of delivery so that the bid price is the total price to be paid for the item(s).

XVI. INSPECTION AND ACCEPTANCE:

Inspection and acceptance shall be conducted by the persons named below:

NAME:	TITLE:
MR. GERALD WILSON	ADMINISTRATOR
MR. ROBERT KELLEY	UPSTATE SPCA DIRECTOR
MR. RALPH GUARINO JR.	PURCHASING DIRECTOR

After delivery to the county, a careful inventory will be made by the designated personnel. They will have the absolute authority to accept or reject the item(s) for the county.

XVII. INVOICE (S), CERTIFICATES OF ORIGIN AND WARRANTIES AND GUARANTEES:

Invoice(s), certificates of origin and warranties and guarantees must be submitted at the time of delivery of the item(s).

The right is reserved to reject any or all bids, or to accept that deemed most advantageous to this office for value received.

XVIII. PAY SCHEDULE:

Pickens County issues payment checks on the 10th of the month following receipt of equipment, supplies and/or services.

XIV. LOCAL PREFERENCE ALLOWANCE

Local Business: a corporation, partnership, proprietorship, firm, enterprise, franchise, association, organization, or self-employed persons that is established within the corporate limits of Pickens County with at least (2) employees.

Proof of "local" will be determined by at least three (3) of the following criteria: (a) a business listing in the local phone directory or yellow pages, (b) E-911 addressing for business, owner and or officers of business having residence with Pickens County, (c) Pickens County tax notice of established business (d) sales tax notice establishing Pickens County as the home of established business (e) any State, Federal, or Municipal licensing certifying the location of business within Pickens County.

In County Local Preferred Purchasing Policy: a business that is determined to be local (see definitions) is eligible for a 3% preferred allowance on all bids up to \$500,000. The 3% preferred policy shall apply and be calculated to the lowest bid. In the event of more than on local bidder, the lowest in County will apply.

The 3% preferred purchasing policy will only apply to each local business once per fiscal year July 1st – June 30th

SPECIAL INSTRUCTIONS TO BIDDER

In the event that any supplier should wish to submit a proposal but finds it impossible to comply with all the specifications set forth, their proposal will be received provided the following is adhered to:

Any exceptions, substitutions, deletions or any deviations from these specifications shall be explained in detail on a separate page entitled "Exceptions". Bidder must show proof that any exception is equal or superior to those specified. Failure to conform to the above requirement shall be cause for rejection of proposal. Bidder must submit detailed specifications with the proposal and drawings of each exception.

SILENCE OF SPECIFICATIONS:

The apparent silence of this specification and any supplemental specification as to any details or the omission from it of a 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 is to be first quality. All interpretations of this specification shall be made upon the basis of this statement.

Pickens County reserves the right to waive technicalities and reject any or all bids.

Requirements for Equal Employment Opportunity and Minority Business Enterprises are applicable to this contract.

PAGE DOWN FOR MINIMUM SPECIFICATIONS

TRAILER SPECIFICATIONS

7'x18' ADOPTION RESCUE TRAILER

FEATURES:

- All steel framework with white aluminum exterior skin
- Tandem axels with electric brakes and steel belt radial tires, including spare tire.
- Heavy duty real ramp gate, spring assisted closing, non-slip aluminum tread plate surfaces.
- Fully insulated body, 7' inside ceiling height
- Stainless steel inner wall lining, white aluminum ceiling
- 110 volt fluorescent lighting and 12 volt DC lighting
- Built in 550 watt ONANC commercial generator with external 20 gallon fuel tank and remote starter and hour meter
- 13,500 BTU domestic brand roof mount air conditioner with 5600 BTU heater
- Stainless steel cabinet with stainless steel sink, 12 volt DC pressure pump
- 20 gallon fresh water holding tank, 25 gallon waste water holding tank
- Rv style dump valve for waste water holding tank
- Additional pressurized water outlet under cabinet for standard garden hose connection
- 2 solid awnings on curb side of trailer raise and lock in position to allow easy viewing of pets thru a luxan wall
- 12 volt DC exhaust fan, rof mount, 956 cfm capacity
- Exterior wall vents allow for air circulation in mild weather
- 25 shoreline to allow electrical hookup to standard household 110 volt receptacle
- 17 animal compartments, expandable to 22 compartments with removable dividers
- All animal compartments have stainless steel floors, ceilings and permanent divider walls
- Was out drains built into all animal compartments to allow easy clean up.
- Waste water is drained into 25 gallon waste tank for dumping at a later time
- Rear stabilizer jacks allow the trailer to be leveled when parked
- Electrical system includes inside and outside 120 volt receptacles