



**REQUEST FOR BID
#5763**

for

**New 2015 Dodge Grand Caravan
RTKH53 SE 4DR 7 Passenger Mini-Van
And
New 2015 Ram Window Cargo Mini
Van RTKE53**

**BID OPENING
at
3:00 PM
On**

Due: Tuesday, October 28, 2014

Issued: Tuesday, October 14, 2014

**Ventura County Procurement
Hall of Administration Lower Plaza
800 S. Victoria Ave.
Ventura, Ca 93009-1080**

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County of Ventura Procurement
SECTION I Bid 5763
INSTRUCTIONS TO VENDORS

1.0 DEFINITIONS:

- 1.0.1 "Bid" means an offer, made in response to a solicitation to perform a contract for work and labor or to supply goods at a specified price, whether or not it is considered a "sealed bid" or results in award of a contract to a single or sole source.
- 1.0.2 "Bidder" means a supplier who submits a bid to the County in response to a solicitation.
- 1.0.3 "Solicitation" means the process, by whatever name known or in whatever form at used, of notifying prospective bidders that the County wishes to receive bids for furnishing goods or services.
- 1.0.4 "Supplier" means a business entity, bidder, offeror, vendor or contractor.

1.1 SUBMISSION OF BIDS:

- 1.1.1 Bids must be hand delivered or sent via U.S. Mail, express mail or common carrier.
- 1.1.2 Where a "sealed" bid is required, each bid shall be separately sealed inside an envelope and must be signed and received by the closing time and date specified, and on the forms furnished by the County to be considered for award.
- 1.1.3 The bidder is solely responsible for ensuring that the full bid is received by the County in accordance with the solicitation requirements, prior to the date and time specified in the solicitation, and at the place specified. The County shall not be responsible for any delays in mail or by common carriers or delays or misdelivery.
- 1.1.4 If no time for receipt of bids is specified in the solicitation, the bid shall be due by **3:00 p.m.** on the date indicated, Pacific Daylight Time (PDT).
- 1.1.5 Generally, sealed bids will be opened and read on the due date and time unless another date and time is specified in the solicitation or any addendum thereto.
- 1.1.6 Bids received after the time stated will be considered non-responsive. Late bids are to be returned unopened to the bidder.

1.2 EVALUATION OF BID

- 1.2.1 Where more than one line item is specified in the solicitation, the County reserves the right to determine the lowest responsible bidder, either on the basis of individual items, groups of items or on the basis of all items included in its solicitation, unless otherwise expressly provided.

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- 1.2.3 Unless otherwise specified in the solicitation, the County may accept any item or group of items of any bid unless the bidder expressly objects and conditions its response on receiving all items for which it provided a bid. In the event that the bidder so objects, the County may consider the bidder's objection and evaluate whether the award on such basis will result in the lowest price to the County or may determine in its sole discretion that such an objection is non-responsive and renders the bidder ineligible for award.
- 1.2.4 All other criteria to be used in evaluating bids will be identified elsewhere in the solicitation.
- 1.2.5 The County reserves the right to waive any minor bid informalities or irregularities received which do not go to the heart of the bid or prejudice other bidders. The County reserves the right to reject any and all bids submitted. Conditional bids or bids which take exception(s) to the specifications may be considered non-responsive and may be rejected.

1.3 SUBSTITUTIONS

- 1.3.1 Alternate product bid may be submitted for any item identified with the words "or equal." Complete manufacturer's specifications for alternates must be attached. Acceptance of a substitute is entirely at the discretion of the County and subject to the following qualifications:
- 1.3.2 Equal in quality of materials used, in structural strength and in details of construction.
- 1.3.3 Equal in productive and mechanical performance.
- 1.3.4 Equal in finish, or in characteristics permitting specified finish to be applied.
- 1.3.5 Availability of replacement parts and maintenance service.
- 1.3.6 Manufacturer's name, trade names, model or catalog numbers used in these specifications are for the purpose of describing and establishing general quality levels. Such references are not intended to be restrictive. Bids will be considered for any brand, which meets or exceeds the quality of the specifications listed for any item; such bids shall state brand names and numbers and include detailed specifications.

1.4 PROHIBITION OF ALTERATIONS & BID REJECTION

- 1.4.1 Bids which are incomplete or which contain alterations or items not called for in the bid may be rejected. Bids submitted on forms other than those furnished by the County may not be considered.

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1.5 OBLIGATION OF BIDDER

- 1.5.1 Each bidder shall be presumed to have examined the bid and to be thoroughly familiar with all specifications and requirements of this bid. The failure to or omission to examine any form, instrument or document shall in no way relieve bidder from any obligation in respect to this bid. The bid will be considered an acknowledgment on the part of the bidder of familiarity with all such conditions.

1.6 BID WITHDRAWAL

- 1.6.1 Bids may be withdrawn by written or telegraphic notice received by Procurement prior to the exact hour and date specified for receipt of bids.

A bid may also be withdrawn in person by a bidder or his authorized representative, provided his identity is made known and he signs a receipt for the bid, but only if the withdrawal is made prior to the exact hour and date set for the opening of bids.

1.7 AMENDMENTS TO BID

- 1.7.1 If it becomes evident that this bid has to be amended, a formal amendment will be issued to bidders. If necessary, a new bid due date will be established.

1.8 BID CHECKLIST

- 1.8.1 Bidders are to include the following information with bid response:
1.8.2 One original, marked as "Master" and one identical copy of the bid.
1.8.3 Exceptions to specifications, if applicable
1.8.4 Specification No's: T15-8P7, T15-7WC
1.8.5 Section III Bid Form

1.9 SOLICITATION ADDENDUM (ADDENDA)

- 1.9.1 If a supplier received this solicitation through some means other than being a pre-qualified supplier on the County's supplier list, it is the responsibility of the supplier to advise the buyer of its intention to provide a bid so that addenda or other correspondence related to the solicitation will be sent to the supplier.
- 1.9.2 In the event that the solicitation is revised by an addendum, supplier shall submit the original solicitation and any addenda required to be submitted by the buyer.
- 1.9.3 Price(s) offered shall reflect all addenda issued by the County. Failure to do so will permit the County to interpret the bid to include all addenda issued in any resulting contract.

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1.10 ASSIGNMENT

1.10.1 This contract shall not be assignable by the contractor in whole or in part without the written consent of the County; such consent will not be unreasonably withheld.

1.11 VALIDITY OF BID

1.11.1 Unless specified elsewhere in the solicitation, bidder's bid shall be valid for sixty (60) days following the date the response is due.

1.12 NON-RESPONSE

1.12.1 Non response to a bid may automatically remove your company from the County's supplier mailing list. If you are not bidding and want to continue to receive bids return your bid and write "No Bid".

1.13 QUESTIONS REGARDING BID

1.13.1 All questions concerning this Proposal may be directed to Maria Moreno, Buyer at (805) 645-1322.

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SECTION II Bid 5763
GENERAL TERMS & CONDITIONS

2.0 DELIVERIES

- 2.0.1 Delivery of equipment should be within *one hundred eighty (180)* working days after receipt of order, unless otherwise specified in the solicitation. Note any exceptions on bid response.

2.1 FOB

- 2.1.1 All deliveries shall be F.O.B. Destination: Ventura, CA. The bidder shall be responsible for all freight claims.

2.2 TAXES

- 2.2.1 Prices quoted in the bid shall exclude all applicable Sales or Use Taxes. The County is subject to State and local sales tax.

2.3 ABILITY TO PERFORM

- 2.3.1 Bidders must have a record of quality service and on-time delivery of the required quantities.

2.4 REFERENCE CHECKS

- 2.4.1 Not Applicable on this bid

2.5 INVOICING

- 2.5.1 Invoices will be sent in three (3) copies to the mailing address indicated on the Purchase Order. The County does not pay interest on late payments.

2.6 INSURANCE

- 2.6.1 Not Applicable on this bid

2.7 CASH DISCOUNT

- 2.7.1 Bids offering a cash discount of 30 days or more are awarded on the net dollar value - assuming the County will earn and deduct the discount.

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2.8 COMMUNICATIONS – VERBAL

- 2.8.1 Any oral communications from the County concerning the Bid are not binding on the County and shall in no way excuse the Bidder of obligations as set forth in the Bid, unless the Bid has been formally amended in writing.

2.9 PIGGYBACK AGREEMENT

- 2.9.1 Offeror may indicate on his Proposal Form that he will extend all prices, terms, and conditions of his proposal to any other public agency located in Ventura County. Offeror's agreement or failure to agree to the "piggyback" agreement will **not** be a factor in award of proposal. All piggyback agreement with other agencies will be separate from and unrelated to any entered into hereunder by the County and the Successful Offeror(s). The County will incur no responsibility, financial or otherwise, for contracts made by the Successful Offeror(s) and other public agencies.

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BID FORM

ITEM	DESCRIPTION	QTY	UNIT	UNIT PRICE	EXTENDED
1.	NEW 2015 DODGE GRAND CARAVAN RTKH53 SE 4DR 7 PASSENGER MINI-VAN Specification #T15-8P7	18	EA	\$_____	\$_____ w/o sales tax
2.	NEW 2015 RAM WINDOW CARGO MINI-VAN RTKE53 Specification #T15-7WC	1	EA	\$_____	\$_____ w/o sales tax
3.	TIRE FEE	19	EA	\$_____	\$_____

Discount for payment of invoice within 30 days of receipt is _____% or \$ amount

Bid prices to remain firm for 60 days.

DELIVERY: _____ Calendar days after receipt of order.

Sealed bids will be received by the Ventura County Purchasing Agent until **3:00 p.m., Tuesday, October 28, 2014** at the: Ventura County Procurement Services, Hall of Administration-Lower Plaza, 800 South Victoria Avenue, Ventura, 93009-1080. Time is of the essence, and all bids received after the appointed hour for submission, whether by mail or otherwise, will be returned unopened.

Return only those pages on which a response is required (see page 3-SUBMISSION OF YOUR BID).
Bids may not be returned by facsimile machine

Mark the lower left hand side of your envelope with:

BID NO: 5763 DUE: 3:00 P.M., Tuesday, October 28, 2014 FOR New 2015 Dodge Grand Caravan RTKH53 SE 4DR 7 Passenger Mini-Van and New 2015 Ram Window Cargo Mini-Van RTKE53, ATTN: Maria Moreno, Buyer.

We have stated herein the prices at which we will furnish New 2015 Dodge Grand Caravan RTKH53 SE 4DR 7 Passenger Mini-Van and New 2015 Ram Window Cargo Mini-Van RTKE53 as specified.

We have carefully reviewed the County of Ventura's Bid Terms and Conditions and attached specifications and attachments to furnish New 2015 Dodge Grand Caravan RTKH53 SE 4DR 7 Passenger Mini-Van and New 2015 Ram Window Cargo Mini-Van RTKE53 (Bid #5763). Therefore, I, the undersigned, hereby agree to provide, within the time specified and the price quoted therein and without any additional charges to the County of Ventura.

Enter Vendor Name: _____

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If further information is needed, contact Maria Moreno, Buyer, at the above address or by phone:
(805) 645-1322 or e-mail to: maria.moreno@ventura.org

The right is reserved to reject any or all bids.

BY: _____ COMPANY: _____
SIGNED: _____ ADDRESS: _____
CITY/STATE/ZIP: _____
TITLE: _____ PHONE: _____ FAX: _____ DATE: _____
E-MAIL: _____ FED TAX ID #: _____

Enter Vendor Name: _____