

INVITATION TO BID

Sealed bids for the purchase of the following described equipment will be received by the Board of Commissioners of Umatilla County at the Umatilla County Courthouse, Pendleton, Oregon, on May 29, 2018 at 10:00 AM. Proposals will be publicly opened and read in Room 114, at the Umatilla County Courthouse, Pendleton, Oregon. Specifications and bid forms are available at the Umatilla County Public Works Department, 3920 Westgate, and Pendleton, Oregon 97801. Phone 1-541-278-5426.

The purchase consists of the following listed equipment:

One (1) New Front Wheel Drive. Midsize Car

Examples Chevrolet Malibu
Ford Fusion

Bob Nooy
Shop Foreman, Umatilla County Road Dept

Published: May 3, 2018

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INSTRUCTIONS TO BIDDERS

1.0 **SUBMITTAL OF PROPOSAL**

All proposals must be presented under sealed cover to the Umatilla County Board of Commissioners before 10:00 A.M. on Tuesday May 29, 2018

1.1 **COMPLETE BID MUST BE RETURNED.** Bidders shall fill in space provided on the right of specifications, ("Specifications Submitted"). The schedule shall be complete and your firm name and signature of an authorized person shall be in space provided. Failure to do so may result in your bid being considered as non-responsive. **ALL PAGES MUST BE LEFT IN PROPER SEQUENCE. DO NOT REMOVE OR CHANGE ARRANGEMENTS OF PAGES.** Retain one copy of bid for your files. Delivery date shall be taken into consideration before awarding contract.

Proposals may not be changed or withdrawn after the opening of bids.

Each proposal shall be identified on the exterior of the sealed envelope as follows:

Bid For: One (1) New Midsize Car

Bid Time: 10:00 A.M.

Bid Date: May 29, 2018

1.2 **RIGHT TO REJECT PROPOSALS**

The Board of Commissioners reserves the right to reject any or all proposals, or accept the proposal deemed most satisfactory to the County.

1.3 Bids to be submitted by mail shall be addressed to:

Umatilla County
216 S. E. 4th Street
Pendleton, Oregon 97801
Attn: Bid for, Car Opening Tuesday May 29th 2018

2.0 **DELIVERY AND LIQUIDATED DAMAGES FOR FAILURE TO DELIVER**

Bidders shall set forth the date of delivery in the space provided on the bid schedule. Delivery date shall be taken into consideration before awarding the contract.

2.1 DELIVERY (EQUIPMENT)

The equipment herein specified shall be delivered to the Umatilla County Shop, 3920 Westgate, and Pendleton, Oregon, completely assembled and in operating condition. Any necessary parts for operating the equipment that are not mentioned in the specifications are, by this inference, included and shall not become a cause for extra compensation to the successful bidder.

2.2 LIQUIDATED DAMAGES

Time is the essence of the contract. Inasmuch as any delay in the delivery beyond the delivery date specified will cause inconvenience and material expense to Umatilla County, it is essential that the material or equipment be delivered on or before the date specified. Liquidated damages for failure to deliver the material or equipment by the specified delivery date shall be fifty cents (\$.50) per thousand dollars per calendar day beyond the specified date. These liquidated damages shall be based upon the amount Umatilla County will pay the successful bidder upon delivery of the material or equipment. It shall be understood that earthquakes, floods, civil riots, strikes and national disaster affecting the delivery of the material or equipment may be cause for extension of time.

3.0 PAYMENT

Payment for the equipment herein specified will be made immediately after the 10th day of the month following full and satisfactory delivery.

4.0 WARRANTY SPECIFICATIONS

Bidder shall state all items under warranty and for how long in time and/or machine hours the warranty is good.

Bidder shall completely and adequately specify items, terms and conditions of warranty. If certain items are warranted by agencies other than bidder (or principal manufacturer), these items and warranties shall be expressly identified on a separate sheet indicating terms and conditions. If no such listing is included in this bid, it shall be understood that all items are warranted by the bidder (or principal manufacturer) under the warranty to the attached as part of this bid. Failure to include warranty information in the bid documents may result in your bid being considered non responsive.

GENERAL CONDITIONS

1. Bidder shall supply normal owners' manuals for vehicle.
2. The bidder shall list on a separate sheet of paper any variations from, or exceptions to, the conditions and specifications of this bid. This sheet shall be labeled "Exception (s) to Bid Conditions and Specifications", and shall be attached to the bid.
3. The price or prices quoted shall include all transportation charges fully prepaid to Umatilla County Shops, Pendleton, Oregon.
4. The quality of the articles to be supplied, their conformity with the specifications, their suitability to requirements, delivery terms and guarantee clauses shall be taken into consideration prior to award.
5. The purchaser reserves the right to reject any or all bids, and waive any informality in bids.
6. Contract will be awarded for the entire list of items in the specifications, unless otherwise specified.

All new equipment shall be shipped to dealer and not driven or towed from manufacturing point, unless specific written approval is obtained from the Purchasing Officer of the County.

Unless otherwise denoted, a precise calendar date will be inserted for Delivery Date; Designation of a time period after award is not adequate for this purpose.

All prices quoted must include equipment listed below.

Bidder is to submit detailed specifications and illustration sheets showing specific equipment to be furnished under this bid.

QUOTATION for:
One (1) New Front Wheel Dr. Midsize Car

SPECIFICATIONS REQUIRED ARE:

- 1 Front Wheel Drive
- 2 4 Door
- 3 Air Conditioning
- 4 Cruise Control
- 5 AM/FM Radio
- 6 Automatic Trans.
- 7 Tilt Steering
- 8 Cloth Seats
- 9 Power Mirrors
- 10 Power Windows & Door Locks
- 11 Remote Keyless Entry
- 12 3 Sets of Keys at time of Delivery
- 13 Neutral Color (White, Silver)
- 14 Temporary License for 3 weeks
- 15 FOB Pendleton Road Dept. Shop

Make & Model Bid _____

Bid Price \$ _____ Total Bid \$ _____

Bidder certifies delivery will be completed within _____ calendar days
After date of notice of award. Delay after this time will be grounds for invoking
Paragraph 3.0 of Instructions to Bidders (Delivery & Liquidated Damages
For Failure to Deliver).

Bidding Company _____

Address _____

By (Print) _____

By (Signed) _____