

INVITATION TO BID  
Cargo Van

Sealed bids for the purchase of a cargo van will be received by the Board of Commissioners of Umatilla County at the Umatilla County Courthouse, Pendleton, Oregon, on November 7, 2022, until 10:00 A.M. Proposals will be publicly opened and read in Room 121, Umatilla County Courthouse, Pendleton, Oregon.

One cargo high roof van will be purchased. Specifications include:

- 2023 Ram 3500 high roof van, or the equivalent
- 3.6L V6 24V VVT engine, or equivalent
- Auto transmission
- Air conditioning
- Speed control
- Cargo partition
- Delivery to 500 W. Harper Road, Hermiston, Oregon

Dated: October 25, 2022

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## INSTRUCTIONS TO BIDDERS

### 1.0 SUBMITTAL OF PROPOSAL

All proposals must be presented in a sealed envelope to the Umatilla County Board of Commissioners before 10:00 A.M., November 7, 2022. Bids submitted electronically or by fax will be not acceptable.

- 1.1 COMPLETE PROPOSAL 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.

Bids may not be changed or withdrawn after the opening of Bids.

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

Bid For: Umatilla County Cargo Van

### 1.2 RIGHT TO REJECT BIDS

The Board of Commissioners reserves the right to reject any or all bids, accept the bid deemed most satisfactory to the County, or terminate this invitation to bid at any time.

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

Umatilla County  
Attn: Board of Commissioners  
216 S. E. 4<sup>th</sup> Street  
Pendleton, Oregon 97801

### 2.0 CONTRACT AWARD

Award of the contract will be made to one bidder. Award will normally be made within 14 calendar days of opening. If a longer period of time is required, all bidders will be notified.

### 3.0 DELIVERY

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

The equipment herein specified shall be delivered to the 500 W. Harper, Hermiston, Oregon.. 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 proposer.

4.0 PAYMENT

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

5.0 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. Units offered under this bid shall be new, standard production models of the latest design in current production, unless otherwise specified.
2. Materials shall be of good commercial quality for the intended service and shall be produced by use of current manufacturing processes.
3. 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.

**BID SHEET**

Unless otherwise denoted, an estimated date is to be inserted for Delivery Date.

All prices quoted must include equipment listed below.

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

BID for: Cargo Van

Purchase price \$\_\_\_\_\_

Bidder certifies delivery will be completed within \_\_\_\_\_ calendar days after date of notice of award.

Bidder\_\_\_\_\_

Address\_\_\_\_\_

By (Print)\_\_\_\_\_

By (Signed)\_\_\_\_\_