

**(1) NEW 2013 8,000 LB. CAPACITY DIESEL
POWERED FORKLIFT w/ SIDE SHIFT MAST**



BID #: WS 21-13

BID OPENS: MARCH 21, 2013 @ 3:00 P.M.

NOTICE TO BIDDERS

Notice is hereby given that the Board of County Commissioners of Okaloosa County, FL, will accept sealed bids until **3:00 p.m. (local time) March 21, 2013**. Pursuant to copies of bid provisions, bid forms, and specifications may be obtained from the Okaloosa County Purchasing Department, 602-C North Pearl Street, Crestview, FL 32536; 850-689-5960 or they may be downloaded from our website at www.co.okaloosa.fl.us (Departments, Purchasing, Vendor Registration & Opportunities).

At **3:00 p.m. (local time), March 21, 2013**, the bids will be opened and read aloud. All bids must be in sealed envelopes reflecting on the outside thereof the bidder's name and "**Bid on One (1) New 2013 8,000 lb. Capacity Diesel Powered Forklift w/ Side Shift Mast to be opened at 3:00 p.m., March 21, 2013**". The Board of County Commissioners will consider all bids properly submitted at its scheduled Bid Opening in the Conference & Training Room #305 located at 302 N. Wilson St, Crestview, FL 32536. Bids may be submitted in the Conference & Training Room #305, prior to Bid Opening or delivered to the Clerk of Circuit Court, 302 N. Wilson St., #203, Crestview, FL 32536.

There is no obligation on the part of the County to award the bid to the lowest bidder, and the County reserves the right to award the bid to the bidder submitting a responsive bid with a resulting negotiated agreement which is most advantageous and in the best interest of Okaloosa County, and to waive any irregularity or technicality in bids received. Okaloosa County shall be the sole judge of the bid and the resulting negotiating agreement that is in its best interest and its decision shall be final.

Any bidder failing to mark outside of envelope as set forth herein may not be entitled to have their bid considered.

All bids should be addressed as follows:

Clerk of Circuit Court
Attn: Gary Stanford
Newman C. Brackin Bldg.
302 N. Wilson St. #203
Crestview FL 32536

J. Jack Allen for
Richard L Brannon
Purchasing Director

02/22/2013
Date

BOARD OF COUNTY COMMISSIONERS
OKALOOSA COUNTY

Don R. Amunds
Chairman

SPECIFICATIONS

WS - 1 EA

BID #: 21-13

BID ITEM: ONE (1) NEW 2013 8,000 LB. CAPACITY DIESEL POWERED FORKLIFT w/ SIDE SHIFT MAST

The unit required and covered by these specifications shall be the manufacturer's latest basic production models and shall be equipped with all standard equipment in accordance with the manufacturer's latest literature; copies of which must accompany the bid long with any and all specifications necessary to verify that the unit either meets or exceeds every one of the following minimum specifications.

CATPD 8000-D, HYSIER H 80 FT OREQUAL

Bidder is required to complete blank spaces provided on each line item. Plainly list each item offered on bid and any variation from bid specifications.

A. ENGINE

1. Diesel engine. _____
2. Permanent anti-freeze. _____
3. Dry type air cleaner with service (restriction) indicator. _____
4. 12 volt electrical system, electric starter. _____
5. Transmission neutral safety start device. _____
6. Standard gauges. _____

B. TRANSMISSION

1. Power shift or hydrostatic transmission. _____
2. Transmission and differential must be coupled with a drive shaft with u-joints or integral. No chain drives. _____
3. 2-wheel drive. _____

C. WHEELS & TIRES

1. Pneumatic tires, dual drive, manufacturer's maximum diameter & width for unit provided. State sizes bid. _____

Rear 14-17.5 (10 ply)

Front 15.5 - 25 (12 ply)

D. PERFORMANCE ITEMS

1. Length from rear of machine to face of fork 115" minimum. _____
2. Overall width 53" minimum. _____
3. Operating weight 13,000 lbs. minimum. _____
4. Turning radius 105" or less. _____
5. Overall height with mast lowered 92" maximum. _____
6. Lift speed without load 100 feet per minute minimum. _____
7. Lower speed without load 75 feet per minute minimum. _____

E. LIFT MECHANISM

1. Side Shift Mast. _____
2. Manufacturer's standard or Simplex type mast assembly. _____
3. Maximum visibility mast. _____
4. Maximum fork height 120 or more. _____
5. Extended mast to have 6 degree minimum backward and 10 minimum forward tilt capability. _____
6. A 48" (approximately) removable load backrest extension will be provided. _____
7. Rated capacity of 8,000 lbs. at 24" load center. State reductions in lift capacity (if any), as mast is raised to full height. _____
8. Controlled lowering speed, both in normal operation and when hydraulic pressure is lost for any reason. _____
9. Minimum 42" forks that are laterally adjustable shall be provided. _____

F. SAFETY ITEMS

1. Hydraulic service brakes. _____
2. Auto parking brake engages when engine shuts off. _____
3. Operator's overhead guard. _____
4. Back-up alarm. _____
5. Flashing strobe light. _____

6. Rear view mirrors (left & right). _____
7. Headlights. _____
8. One fire extinguisher (5 lb. minimum) mounted to frame. _____
9. Hydrostatic power steering with manual capacity if engine stops. _____
10. Full fenders. _____
11. Rear work lights (2) with operator switch. _____
12. Rear brake/stop tail lights. _____
13. Suspension seat, vinyl upholstery, padded with backrest, seat belt. _____
14. Anti-vandalism kit. _____
15. Fuel shut off. _____

G. OPTIONALEQUIPMENT

1. List the price of a 4-wheel drive. \$ _____

H. WARRANTY

1. Manufacturer's warranty must be at least 12 months. _____
2. List extended warranty (if available) on attached sheet. _____

I. MANUALS

1. Two sets of operator's manuals. _____
2. Two sets of parts manuals. _____
3. Two sets of master shop manuals. _____

J. LITERATURE

1. Descriptive literature of item offered will accompany bid and become a part thereof. _____

K. BID PRICE/ DELIVERY

1. Shall include delivery to Okaloosa County Fleet Operations, 2897 Goodwin Ave., Crestview FL 32539. _____

L. PAINT

1. Shall be manufacturer's standard factory color/paint. _____

M. CONDITIONS

1. At a minimum, the manufacturer's standard warranty for state and municipalities shall be provided. A copy of the warranty shall be provided with the bid. _____
2. Any and all non-specified features or components required to Prove a complete unit shall be provided by the vendor. _____
3. Any truck bid shall meet American National Standard Institute (ANSI) B56.6, Part III, Safety Standard for Powered Industrial Lift Trucks. _____

N. REFERENCES

1. List at least five (5) owners of make and model of equipment on the attached form. _____

SPECIAL BID CONDITIONS

1. In addition to equipment specified, vehicles shall be equipped with all standard equipment as specified by manufacturer for this model and shall comply with all EPA Emission Standards and all motor vehicle standards as established by the U. S. Department of Transportation regarding manufacturing of motor vehicles.
2. The successful bidder shall be responsible for delivering vehicles that are properly serviced, cleaned and in first class operating condition; pre-delivery service at a minimum, shall include the following:
 - A. Complete lubrication.
 - B. Check all fluid levels to assure properly filled.
 - C. Adjustment of engine to proper operating condition.
 - D. Inflate tires to proper pressure.
 - E. Check to assure proper operation of all accessories, gauges, lights, and mechanical features.
 - F. Front end alignment and wheels balanced.
 - G. Cleaning of vehicles and removal of all unnecessary tags, stickers, etc. Do not remove window price sticker.
3. Vendor shall place order with the manufacturer within seven (7) calendar days after receipt of a purchase order. Vendor must mail a copy of the attached **“Vehicle Order Acknowledgement”** form to Okaloosa County Purchasing within 14 days from the date of receiving a purchase order. A copy must be submitted for each bid number (vehicle type).
4. Vendor shall furnish a copy of the **manufacturer's production line** sheet with each vehicle delivered.
5. Bidders are required to bid the smallest available engine meeting or exceeding the CID and net HP minimums as specified in Paragraph A. **Bidder shall list the actual CID liter and net HP in space provided.**
6. **Acceptance:**
 - A. The successful bidder must call at least **48 hours** in advance of delivery to Okaloosa County Fleet Operations (850-689-5775 – John Vaughn), 2798 Goodwin Avenue, Crestview FL 32539.
 - B. Delivery of vehicle to Okaloosa Board of County Commissioners does not constitute acceptance for the purpose of payment. Final acceptance and authorization of payment shall be given only after a thorough inspection indicates that the vehicle meets contract specifications and conditions as listed. Should the delivered vehicle differ in any respect from specifications, payment will be withheld until such time as the supplier takes necessary corrective action. The Purchasing Department shall be notified of the deviation in writing within 10 days and the provisions of the delivery paragraph shall prevail. If the proposed corrective action is not acceptable to Okaloosa County, the final acceptance of the vehicle(s), in which case the vehicle(s) remain the property of the supplier and the County shall not be liable for payment for any portion thereof.

7. Units shall be delivered with each of the following documents completed:
- A. State of Origin.
 - B. Owner's Manual.
 - C. Warranty Certifications.
 - D. Copy of Pre-delivery Service Report.
 - E. Window Price Sticker (affixed).
 - F. DHSMV-V-40, Application for Certificate of Title and/or Vehicle Registration.
 - G. Temporary Tag.
 - H. Four (4) sets of keys for each vehicle.
8. **Specification Exceptions** - Specifications are based on the most current literature available. Bidder shall clearly list any change in the manufacturer's specifications that conflict with the bid specifications. Bidder must also explain any deviation from the bid specification in writing, as a footnote on the applicable bid page and enclose a copy of the manufacturer's specifications data detailing the changed item(s) with their bid. Failure of the bidder to comply with these provisions will result in bidders being held responsible for all costs required to bring the vehicle(s) in compliance with contract specifications.
9. **Addition/Deletion of Item** - The County reserves the right to add to or delete any item from this bid or resulting contract when deemed to be in the County's best interest.
10. **Factory Warranty** - Failure by any manufacturer's authorized dealer to render proper warranty service/adjustment, including providing a copy of the warranty work order to the County, shall subject that dealer and the contractor to suspension from the County's approved vendor listing until satisfactory evidence of correction is presented to the County Purchasing Department.
11. **Factory Authorized Sales & Service Dealer** - Bidders must be factory authorized sales and service dealer.
12. Comparable model vehicles to the vehicles listed in the heading of the specifications that are produced by the same manufacturer, such as Ford Taurus and Mercury Sable or Chevrolet Blazer and GMC Jimmy, will be considered approved equivalents for the purpose of this contract. Bidders may bid any vehicle within a manufacturer's "family" of comparable vehicles as if the comparable vehicle were listed in the heading of the detailed specification as a representative model. The County shall be the sole judge in determining if models other than the models listed in the heading of the detailed specification are comparable and approved equivalent vehicles and meet the minimum requirements of the specifications.
13. **Local Preference** - Okaloosa County reserves the right to grant a preference to in-county bidders **only** when bids are received from firms located in states, counties, municipalities or other political subdivisions which offer preference to bidders located in such political subdivisions. The amount of preference given to local bidders will be the same as that given by the state, county, municipality or other political subdivisions in which the out-of-county bidder is located.

If the political subdivision in which a bidder is located offers a preference to its local firms, that bidder must plainly state the extent of such preference to include the amount and

type preference offered. Any bidder failing to indicate such preference will be removed from the County bid list and any all bids from that firm will be rejected.

Note: For bidder's convenience, this certification form is enclosed and is made a part of the bid package.

14. **Reorganization or Bankruptcy Proceedings** - Bids will not be considered from vendors who are currently involved in official financial reorganization or bankruptcy proceedings.
15. **Payments** – The contractor shall be paid upon submission of invoices, in duplicate to the Okaloosa County Board of Commissioners, Finance Office, 302 N. Wilson St., #203, Crestview FL 32536. The prices stipulated herein for articles delivered and accepted. Invoices must show Purchase Order Number.
16. **Information** – Questions concerning bid requirements or specifications should be directed to the Okaloosa County Purchasing Department, 602-C North Pearl St, Crestview FL 32536; Phone 850-689-5960; Attn: Jack Allen. Any changes by the County to specifications shall be in writing in the form of an addendum and furnished to all bidders. Verbal information obtained otherwise will not be considered in awarding of bids.
17. **Authority to Piggyback** - All bidders submitting a response to this Invitation to Bid agree that such response also constitutes a bid to all governmental agencies under the same conditions, for the same contract price, and for the same effective period as this bid, should the bidder feel it is in their best interest to do so.

Each governmental agency desiring to accept these bids and make an award thereof shall do so independently of any other governmental agency. Each agency shall be responsible for its own purchases and each shall be liable only for materials and/or services ordered and received by it, and no agency assumes any liability by virtue of this bid.

This agreement in no way restricts or interferes with the right of any governmental agency to bid any or all items.
18. **Additional Quantities and/or Options** – The Board reserves the right to purchase all or more than or part of the listed vehicle(s) and to delete or add any option item(s) of equipment as may be in the best interest of the County.
19. The County reserves the right for any governmental agency located in Okaloosa County to be able to purchase under this bid contract if they so desire.
20. “All units must contain no less than ¼ tank of fuel as indicated by fuel gauge at time of delivery.”
21. **Bid Opening Information** - Bid Opening shall be public, on the date and time specified on the bid form. It is the bidder's responsibility to assure that his bid is delivered at the proper time and place. Offers by telegram, facsimile, or telephone are **NOT** acceptable. **NOTE** Crestview, Florida is "**not a next day guaranteed delivery location**" by delivery services.
22. **Public Entity Crime Information** - A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public

work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

23. **Conflict of Interest** - The award hereunder is subject to the provisions of Chapter 112, Florida Statutes. All respondents must disclose with their proposal the name of any officer, director, or agent who is also a public officer or an employee of the Okaloosa Board of County Commissioners, or any of its' agencies.

Furthermore, all respondents must disclose the name of any County officer or employee who owns, directly or indirectly, an interest of five percent (5%) or more in the firm or any of its branches.

Furthermore, the official, prior to or at the time of submission of the proposal, must file a statement with the Clerk of Circuit Court of Okaloosa County if he is an officer or employee of the County, disclosing his or spouse's or child's interest and the nature of the intended business.

Note: For bidder's convenience, this certification form is enclosed and is made a part of the bid package.

24. **Identical Tie Proposal** - Preference shall be given to businesses with drug-free workplace programs. Whenever two or more proposals that are equal with respect to price, quality and service are received by the County for the procurement of commodities or contractual services, a proposal received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process (see attached certification form).

Established procedures for processing tie proposals will be followed if none of the tied vendors have a drug-free workplace program.

Note: For bidder's convenience, this certification form is enclosed and is made a part of the bid package.

25. **Recycled Content Information** - In support of the Florida Waste Management Law, bidders are encouraged to supply with their bid any information available regarding recycled material content in the products bid. The County is particularly interested in the type of recycled material used (such as paper, plastic, glass, metal, etc.) and the percentage of recycled material contained in the product. The County also requests information regarding any known or potential material content in the product that may be extracted and recycled after the product has served its intended purpose.

Note: For bidder's convenience, this certification form is enclosed and is made a part of the bid package.

26. The following documents are to be filled out and submitted with this bid:

- A. Specifications
- B. Conflict of Interest Disclosure Form
- C. Drug-Free Workplace Certification Form

- D. Local Preference Data Form
- E. Recycled Content Form
- F. Bid Sheet

27. **Right to Waive and Reject**

- A. The Board, in its absolute discretion, may reject any proposal of a proposer that has failed, in the opinion of the Board, to complete or perform an Okaloosa County contracted project in a timely fashion or has failed in any other way, in the opinion of the Board, to perform a prior contract in a satisfactory manner, and has directed the Okaloosa County Purchasing Director to emphasize this condition to potential proposers.
- B. There is no obligation on the part of the County to award the proposal to the lowest proposer, and the County reserves the right to award the proposal to proposer submitting a responsive proposal with a resulting negotiated agreement which is most advantageous and in the best interest of Okaloosa county, and to reject any and all proposals or to waive any irregularity or technicality in proposals received. Okaloosa County shall be the sole judge of the proposal and the resulting negotiated agreement that is in its best interest and its decision shall be final.
- C. The Board of County Commissioners reserves the right to waive any informalities or reject any and all proposals, in whole or part, to utilize any applicable state contracts in lieu of or in addition to this proposal and to accept the proposal that in its judgement will best serve the interest of the County.
- D. The Board of County Commissioners specifically reserves the right to reject any conditional proposal and will normally reject those that made it impossible to determine the true amount of the proposal.

28. **Disqualification of Proposers** - Any of the following reasons may be considered as sufficient for the disqualification of a proposer and the rejection of his proposal or proposals:

- A. More than one proposal for the same work from an individual, firm or corporation under the same or different name.
- B. Evidence that the proposer has a financial interest in the firm of another proposer for the same work.
- C. Evidence of collusion among proposers. Participants in such collusion will receive no recognition as proposers for any future work of the County until such participant shall have been reinstated as a qualified proposer.
- D. Uncompleted work that in the judgement of the County might hinder or prevent the prompt completion of additional work if awarded.
- E. Failure to pay or satisfactorily settle all bills due for labor and material on former contracts in force at the time of advertisement of proposals.

- F. Default under previous contract.
- G. The Board, in its absolute discretion, may reject any proposal of a proposer that has failed, in the opinion of the Board, to complete or perform an Okaloosa County contracted project in a timely fashion or has failed in any other way, in the opinion of the Board, to perform a prior contract in a satisfactory manner, and has directed the Okaloosa County Purchasing Director to emphasize this condition to potential proposers.

“NO CONTACT CLAUSE”

The Okaloosa County Board of County Commissioners have established a solicitation silence policy (**No Contact Clause**) that prohibits oral and written communication regarding all formal solicitations for goods and services (formal bids, Request for Proposals, Requests for Qualifications) issued by the Board through the County Purchasing Department.

The period commences when the procurement document is received and terminates when the Board of County Commissioners approves an award.

When the solicitation silence period is in effect, no oral or written communication is allowed regarding the solicitation between prospective bidders/proposers and members of the Board of County Commissioners, the County Administrator or members of the Board Approved Review Committee. All questions or requests for information regarding the solicitation **must** be directed to the designated Purchasing Representative listed in the solicitation.

Any information thought to affect the committee or staff recommendation submitted after bids are due, should be directed to the Purchasing Director or his appointed representative. It shall be the Purchasing Director's decision whether to consider this information in the decision process.

Any attempt by a vendor/proposer to influence a member or members of the aforementioned shall be grounds to disqualify the proposer from consideration during the selection process.

All proposers must agree to comply with this policy by signing the following statement and including it with their submittal.

I _____ representing _____
Signature Company Name

Hereby agree to abide by the County's **“No Contact Clause”** and understand violation of this policy shall result in disqualification of my proposal/submittal.

VEHICLE ORDER ACKNOWLEDGEMENT FORM

O KALO O SA C O U N T Y B O A R D O F C O U N T Y C O M M I S S I O N E R S
P U R C H A S I N G D E P A R T M E N T
602-C N O R T H P E A R L S T R E E T
C R E S T I V I E W , F L 32536

Y O U R P U R C H A S E O R D E R N U M B E R

W A S R E C E I V E D O N

(DATE)

T H E O R D E R W A S P L A C E D W I T H T H E
M A N U F A C T U R E R O N

(DATE)

T H E O R D E R W A S A S S I G N E D
P R O D U C T I O N N U M B E R

W E A N T I C I P A T E D E L I V E R Y T O Y O U
O N O R A B O U T

(DATE)

V E N D O R N A M E

A D D R E S S

A U T H O R I Z E D
R E P R E S E N T A T I V E

T I T L E

E - M A I L

ADDENDUM ACKNOWLEDGEMENT

The bidder acknowledges that he/she has received the following addendum:

ADDENDUM NO. _____ DATED _____

ADDENDUM NO. _____ DATED _____

ADDENDUM NO. _____ DATED _____

ADDENDUM NO. _____ DATED _____

ADDENDUM NO. _____ DATED _____

Bidder Firm Name : _____

Address: _____

Title : _____

Phone No. : _____

FAX No. : _____

CONFLICT OF INTEREST DISCLOSURE FORM

For purposes of determining any possible conflict of interest, all bidders/proposers, must disclose if any Okaloosa Board of County Commissioner, employee(s), elected officials(s), or if any of its agencies is also an owner, corporate officer, agency, employee, etc., of their business.

Indicate either "yes" (a county employee, elected official, or agency is also associated with your business), or "no". If yes, give person(s) name(s) and position(s) with your business.

YES _____

NO _____

NAME(S)

POSITION(S)

FIRM NAME: _____

BY (PRINTED): _____

BY (SIGNATURE): _____

TITLE: _____

ADDRESS: _____

PHONE NO. _____

DRUG - FREE WORKPLACE CERTIFICATION

THE BELOW SIGNED BIDDER CERTIFIES that it has implemented a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under quote a copy of the statement specified in subsection 1.
4. In the statement specified in subsection 1, notify the employees that, as a condition of working on the commodities or contractual services that are under quote, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or no contest to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in, drug abuse assistance or rehabilitation program if such is available in employee's community, by any employee who is convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign this statement, I certify that this firm complies fully with the above requirements.

DATE: _____

SIGNATURE: _____

COMPANY: _____

NAME: _____

(Typed or Printed)

ADDRESS: _____

TITLE: _____

PHONE NO.: _____

RECYCLED CONTENT FORM

RECYCLED CONTENT INFORMATION

1. Is the material in the above: Virgin_____ or Recycled_____ (Check the applicable blank). If recycled, what percentage _____%.

Product Description: _____

2. Is your product packaged and/or shipped in material containing recycled content? Yes_____ No_____

Specify: _____

3. Is your product recyclable after it has reached its intended end use?

Yes_____ No_____

Specify: _____

The above is not applicable if there is only a personal service involved with no product involvement.

Name of Bidder: _____

LOCAL PREFERENCE DATA SHEET

Refer to Special Bid Condition

Does the state, county, municipality or political subdivision in which your firm is located offer a preference to their local bidders? (If your firm is located in Okaloosa County, you will check "NO.") If "YES," list below the extent of such preference.

YES _____

NO _____

Bidder's Company Name

Authorized Signature – Manual

Authorized Signature – Typed

BID SHEET

Date Submitted: _____

BID #: WS 21-13

BID # ITEM: ONE (1) NEW 8,000 LB. CAPACITY DIESEL POWERED FORKLIFT w/ SIDE SHIFT MAST

Make _____ Model _____ Year _____

Unit Price - \$ _____ Total Price - \$ _____

ITEM G - OPTIONAL EQUIPMENT - LIST PRICE OF A 4-WHEEL DRIVE \$ _____

DELIVERY TIME MAXIMUM: _____

BID PRICE DELIVERED: _____

Remarks:

ANTI-COLLUSION STATEMENT: The below signed bidder has not divulged to, discussed or compared his bid with other bidders and has not colluded with any other bidder or parties to bid whatever. (Note: No premiums, rebates, or gratuities permitted either with, prior to, or after any delivery of materials. Any such violation will result in the cancellation and/or return of material (as applicable) and the removal from bid list(s).

Bidder's Company Name

Authorized Signature – Manual

Authorized Signature – Typed

Address

Title

Phone #

Fax #

Federal ID # or SS #

E-mail address