



# LINCOLN COUNTY

## HIGHWAY DEPARTMENT

100 Cooper Street

Merrill, WI 54452

Phone (715) 539-2500

Fax (715) 539-2901

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### REQUEST FOR BIDS TO PURCHASE:

QUANTITY of up to THREE (3) 2017 PICK UP TRUCKS  
1 TON - Two Wheel Drive – Single Rear Wheel - CREW Cab – Long Box

With a 36 MONTH LEASE or FINANCE TO PURCHASE OPTION

#### **I. Introduction – Notice of Quotation**

Lincoln County is soliciting bids from qualified manufacturers/dealers/suppliers to provide a quantity of up to THREE (3) 2017 Pickup Trucks- 1 Ton with Two Wheel Drive, Crew Cab, Single Rear Wheels and Long Box design.

#### **II. Scope**

##### **Responsibility**

It is the responsibility of all bidders to carefully read the entire Request for Bid including the specifications contained in the “Vendor Quotation Description”, which together contain specifications and provisions applicable to successful submission and completion of a bid. If you discover any ambiguity, inconsistency, or error in the bid documents or Vendor Quotation Description, you must notify Kelly Reith, Lincoln County Highway Commissioner, 100 Cooper Street, Merrill, WI 54452, in writing or via email at (kreith@co.lincoln.wi.us). Only interpretations or corrections of the Request for Bid/Vendor Quotation Description made in writing by the Lincoln County Highway Commissioner are binding. You shall not rely on interpretations or corrections made in any other way. All requests for interpretations or corrections must be received by the Lincoln County Highway Commissioner no later than November 16, 2016 at 12:01 pm. Requests for interpretations and responses will be sent to all vendors that have requested and/or received the bid documents.

##### **Deliverables**

Three (3) 2017 Two Wheel Drive, 1 Ton Pick-Up Trucks meeting or exceeding the specifications contained in this Request for Bid and the Vendor Quotation Description, F.O.B. at the following location:

Lincoln County Highway Department, 100 Cooper Street, Merrill, WI 54452 - (715) 539-2500

**Specifications**

Truck specifications are set forth on the “Vendor Quotation Description.” Bids must meet or exceed these specifications.

**Time Line**

The following is the schedule for this project. All times are Central Standard Time (CST).

<b>MILESTONE</b>	<b>DATE</b>
RFP Released	November 8, 2016
Written or Emailed Questions Submitted	No later than November 16, 2016 (12:01 PM)
Written Answers Distributed	By November 17, 2016 (3:30 PM)
Bid Due Date	November 29, 2016 (2:00 PM)
Opening of Bids	November 29, 2016 (2:10 PM)
Bid Selection/Rejection	On or about November 30, 2016
Official Bid Award	On December 1, 2016
Vehicle delivery date – FOB: 100 Cooper St., Merrill, WI 54452	Please specify delivery date.

**III. Instructions to Respondents – Quotation Procedure**

**A. Submission of Bids**

It is intended that each Respondent furnish all information requested in the Vendor Quotation Description. Unless specifically requested, promotional literature is not desired and will not be considered to meet any of the requirements. Exclusion of any of these items could be grounds for bid rejection by County.

**B. Transmittal Letter**

A letter of transmittal, not to exceed one page in length, shall bear the signature of an authorized representative of the Respondent verifying that the person/dealer/supplier tendering the bid is authorized to negotiate and sign an agreement with County.

**C. Bid Packaging**

All bids must be submitted in a sealed envelope clearly labeled “2017 RFP -1 Ton **Long Box** Pick-Up Trucks”. The outside of the envelope must also bear the bidder’s name and address.

**D. Bid Deadline**

One (1) original completed “Vendor Quotation Description” attachment must be signed in ink by an authorized representative (marked ORIGINAL) and must be received at the address shown below by 2:00 PM on November 29, 2016. Actual receipt is required. Deposit in the mail is not sufficient. Submittals by FAX or email are not acceptable and will be rejected.

All bids must be submitted in a sealed envelope clearly labeled “2017 RFP - 1 Ton **Long Box** Pick-Up Trucks” and must bear the name of the bidder and address. Late bids will not be accepted or considered.

Send bids to:  
Lincoln County Highway Department  
Attn: Highway Commissioner  
100 Cooper Street  
Merrill, WI 54452

**E. Duration of Bids**

All proposals submitted will be binding for a period of sixty (60) calendar days following the bid opening date unless bidder, upon request of the County, agrees to an extension.

**F. Bid Opening and Evaluation**

All bids properly submitted will be opened publicly at 2:10 PM, November 29, 2016 at the Lincoln County Highway Commissioner's Office, 100 Cooper Street, Merrill, WI 54452. The County Highway Commissioner will evaluate all bids based upon completeness of bid, technical specifications/qualifications, delivery schedule, total vehicle costs and lease to purchase rates/costs.

**G. Final Selection**

County will select a Respondent based upon the recommendation of the Highway Commissioner involved in the bid review. The Lincoln County Highway Committee will have the final review and approval of the selected Respondent. The award resulting from this RFP will be made to the Respondent that submits the response that, in the County's opinion, best serves their interests. Lincoln County reserves the right to purchase any combination of or all trucks as quoted through this proposal.

**H. Insurance and Bonding**

The selected Respondent shall have adequate insurance coverage that will protect operations and delivery conducted under the awarded bid contract, whether performed by the selected Respondent, a subcontractor, or anyone employed by them.

**I. No Assignment**

Assignment by the selected Respondent to a third party of any contract entered into for this project is prohibited and will not be recognized by Counties unless approved by Counties in writing.

**J. Time is of the Essence**

Time is of the essence with respect to delivery. Please specify with bid when anticipated delivery can be expected.

**K. Indemnification**

To the fullest extent permitted by law, the selected Respondent shall indemnify and hold harmless the County and its agents and employees from and against all claims, damages, losses and expenses, including but not limited to attorney fees, arising out of or resulting from the services provided by the selected Respondent addressed in this document.

**L. Rights Reserved**

This solicitation may be canceled and the County reserves the right to accept or reject any or all bids as deemed to be the best interest of the County. Lincoln County also reserve the right to waive any minor informality or irregularity in any bid. The RFP does not commit the County to award a contract. Lincoln County is not liable for any costs incurred in responding to this solicitation.

**M. Ethics**

It shall be unethical for any person to offer, give, or agree to give any elected official, employee, or former employee or for any elected official or employee to consult with, solicit, demand, accept or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation of any part of a program requirement, a purchase request, influencing the contents of any specification, procurement standards or procurement decision, render any advice, investigation, auditing, or in any other advisory capacity in any proceedings or application request for ruling, determination, claim or controversy or other particular matter, pertaining to any program requirement or a contract or subcontract, or to any solicitation or proposal therefor.

**N. Confidentiality and Rights to Submitted Material**

All bids, responses, inquiries or correspondence relating to or in reference to this request, and everything submitted by the respondent shall become the property of the County when received. Any restrictions on the use of any submission must be clearly stated in the bid itself, otherwise, non-disclosure cannot be guaranteed due to Wisconsin open records law considerations.

**O. Safety**

All practices, materials, supplies and equipment shall comply with the Federal Occupational Safety and Health Act, as well as any pertinent Federal, State and/or local safety or environmental codes. Work on State, Federal, or Interstate roads must be performed in accordance with the Wisconsin Department of Transportation Permit requirements.

**ATTACHMENT – Vendor Quotation Description**  
**FILL OUT AND INCLUDE WITH BID**

**SPECIFICATIONS FOR LONG BOX PICK UP TRUCKS**  
**1 TON - TWO WHEEL DRIVE – SINGLE REAR WHEEL - CREW CAB**

**GENERAL:**

Lincoln County Hwy Department is accepting proposals for up to THREE (3) 2017 Pick-up Trucks.

TYPE: 1 Ton -Two wheel drive -Single Rear Wheel -Long Box CREW Cab Pick-up.

YEAR: 2017

CONDITION: NEW

WHEELBASE: Specify:\_\_\_\_\_.

ENGINE: V8 Gas- Minimum 300 H.P. Specify Size and HP\_\_\_\_\_.

TRANSMISSION: Automatic. Specify\_\_\_\_\_.

ALTERNATOR: Largest available.

BATTERY: Largest available.

REAR END: Specify: \_\_\_\_\_ Ratio to match horsepower,  
transmission and towing package.

2 WHEEL DRIVE: Trucks to be Rear Wheel Drive with Single Rear Wheels only.

FUEL TANK: Twenty two gallon frame mounted- minimum

GVW RATING: Largest available with Single Rear Wheels. Specify GVW\_\_\_\_\_.

SUSPENSION: Heavy duty with towing package option.

BOX: Long box version.

BOX BED LINER: Sprayed in bed liner. Factory or dealer installed & included in purchase price.

TOWING PACKAGE: Heavy duty transmission, radiator, alternator and suspension option to  
facilitate towing along with installed wiring harness.

CAB: CREW type with 4 doors. (No Club Cabs or Access Cabs will be considered.)  
Cab shall include the following:

1. Mirrors - Day/Night rear vision and largest available exterior mirrors.
2. Chrome front and chrome rear step bumpers.
3. Front 40-20-40 split bench style seat with gray or black appropriate color vinyl seat. Rear fold up vinyl seat.
4. Power steering, power ABS brakes.
5. Temperature controlled fresh air high output heater with variable windshield defrosters including rear window defroster.
6. Electric variable speed windshield wipers with intermittent control and windshield wiper fluid.
7. Individual number gauge type instruments in the dash including but not limited to oil pressure, ammeter, fuel, water temperature and speedometer.
8. AM/FM stereo radio. Specify exact type\_\_\_\_\_.
9. Tilt and telescoping steering wheel.
10. Air conditioning.
11. Cruise control.
12. Power windows and door locks.
13. Vinyl Flooring.
14. 17" or 18" Tires with Steel Rims with matching full size spare tire. Specify size/type\_\_\_\_\_.
15. Four heavy duty mud/splash guards.
16. Towing package with receiver type trailer hitch.
17. Pre wired for roof safety strobe lighting.
18. Upfitter Switches: Quantity of 4 with separate 30 amp circuits.
19. Integrated trailer brake controller.

EXTERIOR COLOR: Must be **BRIGHT RED**. (Fire engine type red.)

MANUALS/KEYS: Service manual, or repair manual and 2 sets of keys shall be included.

TITLE AND LICENSE FEES: Include title and license fees in bid price.

Specify standard included

warranty(s): \_\_\_\_\_  
\_\_\_\_\_

Specify any available non-standard extended

warranty(s): \_\_\_\_\_  
\_\_\_\_\_

Specify per truck additional costs for the available non-standard extended warranty(s):

\$ \_\_\_\_\_

*Specify any and all vehicle specifications listed above that will not be met*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Specify any and all vehicle specifications listed above that will be exceeded.*

\_\_\_\_\_  
\_\_\_\_\_

LEASE INFORMATION: Lincoln County Highway Department intends to purchase up to THREE (3) trucks either outright or via a "36 Month Lease/Finance to Purchase Program" supplied through the dealer/supplier providing the bid or through the vehicle manufacturer's factory financing program.

LEASE TYPE: Must be "Capital Type" or "Municipal type" lease in which the County has ownership/title rights with the Financing Company holding a secured interest (lien rights) to the vehicles. Payments will be made via 3 annual installments with 1<sup>st</sup> payment made upon acceptable delivery of all trucks ordered/purchased.

LEASE TERM: Will be 3 years (36 months). There will be no down payment provided.

LEASE END BUYOUT: Shall be no cost or \$1.00 maximum.

LEASE INTEREST RATE: Shall be **lower** than 3.25% A.P.R.

**In lieu of a "LEASE", bidder may submit a bid that provides Factory or Dealer Supplied "Purchase Financing" for the trucks for 36 months with no down payment and a Finance Rate lower than the 3.25% A.P.R., with payment via 3 annual installments.**

**Bids that include financing option(s) will be strongly considered but it is NOT mandatory that a bidder provide a lease or finance option.**

**NOTE: LINCOLN COUNTY IS TAX EXEMPT. TAX EXEMPT CERTIFICATE SHALL BE PROVIDED AT TIME OF PURCHASE. DO NOT INCLUDE SALES TAX IN YOUR BID.**

**LINCOLN COUNTY HIGHWAY DEPARTMENT**  
**100 COOPER STREET, MERRILL, WISCONSIN 54452 (715) 539-2500**

Gentlemen:

We, the undersigned, propose to furnish to the Lincoln County Highway Department, Merrill, Wisconsin, the following as herein specified by us in accordance with the NOTICE OF QUOTATIONS, QUOTATION PROCEDURE, AND SPECIFICATIONS hereto attached:

1. (Truck #1) 2017 **Long Box** Pick-Up Truck - 1 Ton - 2 Wheel Drive - CREW Cab.  
Make:\_\_\_\_\_. Model:\_\_\_\_\_.  
Trim Package(s)\_\_\_\_\_.

Bid Price: \$\_\_\_\_\_.

2. (Truck #2) 2017 **Long Box** Pick-Up Truck - 1 Ton - 2 Wheel Drive - CREW Cab.  
Make:\_\_\_\_\_. Model:\_\_\_\_\_.  
Trim Package(s)\_\_\_\_\_.

Bid Price: \$\_\_\_\_\_.

3. (Truck #3) 2017 **Long Box** Pick-Up Truck - 1 Ton - 2 Wheel Drive - CREW Cab.  
Make:\_\_\_\_\_. Model:\_\_\_\_\_.  
Trim Package(s)\_\_\_\_\_.

Bid Price: \$\_\_\_\_\_.

**TOTAL Net Sales Price for all THREE Trucks, FOB, Lincoln Co. Hwy. Dept. \$\_\_\_\_\_**

**LEASE/FINANCE OPTION:**

**LEASE/FINANCE INTEREST RATE: \_\_\_\_\_%**

**LEASE/FINANCE TERM: 3 YEARS**

**ANNUAL LEASE/FINANCE PAYMENT AMOUNT: \$\_\_\_\_\_.**

**Anticipated delivery date(s) F.O.B. Lincoln Co. Hwy. Dept. \_\_\_\_\_.**

Name of Supplier \_\_\_\_\_

By \_\_\_\_\_  
(Signature) (Date)

Title \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

## BID CLARIFICATION QUESTIONS AND ANSWERS

May I submit bids for the smaller Club Cab trucks in lieu of Crew Cab trucks?

**No. Bids for Club Cab trucks will not be considered. They must be the larger CREW Cab trucks.**

May I submit a bid that does NOT include vehicle financing or leasing terms?

**Yes. Bids that include financing or leasing options will be strongly considered. But the County will consider any bids that are for only outright cash purchases of the trucks as well. Acceptance of any bids utilizing financing will be contingent on the County's decision to pursue and to qualify for the leasing or financing option(s) offered. Bidders are encouraged to include any financing or leasing paperwork, forms applications etc. with your bids.**

Should I include tax, title and license in my bid amount?

**Bids shall include the title and license fee as part of your per truck bid price. Lincoln County is tax exempt. Bids shall not include sales tax calculated as part of the bid. A Tax exemption certificate will be provided at the time of the award and truck order.**