

LAUDERDALE COUNTY BOARD OF SUPERVISERS

**410 Constitution Ave, 11th Floor
Meridian, Mississippi 39301
601-482-9746 Main
601-482-9744 Fax**

Bidders Information Packet

***BID NO: 3854**

(1) One ¾ ton Crew Cab Truck

**UN-Priced Solicitation Due:
On or before, Wednesday, February 13, 2019 until 5:00 p.m.**

***Reverse Auction:
Thursday, February 28, 2019 @ 10:00 AM**

Company Name

Reverse Auction Information

NOTICE TO BIDDERS

The Lauderdale County Board of Supervisors will receive separate Un-Priced solicitations in the following manner:

Bid 3854: (1) One $\frac{3}{4}$ ton Crew Cab Truck and

Bid 3855: (3) or more Super or Heavy Duty Crew Cab & Chassis Truck

Un-priced bid proposals will be accepted until 5:00 p.m. (CT), Wednesday, February 13, 2019. Proposals may be submitted by sealed envelopes at the Lauderdale County Purchasing Department, 410 Constitution Ave, 11th Floor, Meridian, MS 39301 or by electronic bid submission at Central Bidding, www.centralbidding.com. For any questions relating to the electronic bidding process, please call Central Bidding at 225-810-4814.

Bid submissions will be evaluated and vendors submitting compliant proposals will receive an invitation to participate in the Electronic Reverse Auction, Thursday, February 28, 2019 starting at 10:00 a.m. (CT) and ending at 11:00 a.m. (CT). Alternatively, that all written bids submitted must be sealed and clearly labeled on the outside of the bid envelopes as instructed in the bid package, addressed and delivered to the Lauderdale County Board of Supervisors Purchasing Department, 410 Constitution Ave, 11th Floor, Meridian, MS 39301 on or before February 28, 2019 at 9:30 a.m. (CT).

Official bid documents are available by visiting the Lauderdale County's website at www.lauderdalecounty.org or Central Bidding at www.centralbidding.com. For any questions relating to the electronic/reverse auction bidding process, please call Central Bidding at 225-810-4814.

The Lauderdale County Board of Supervisors reserves the right to extend the auction date if necessary to complete the pre-qualification process, amend the specifications, accept or reject any and all bids submitted and to waive informalities.

By: Jonathan Wells
Board President

SUBMITTED:
MERIDIAN STAR:
PUBLISHED THE ABOVE LEGAL
ADVERTISEMENT ON January 23rd & 30th, 2019

INSTRUCTIONS TO BIDDERS/SPECIFICATIONS

BID NO: 3854

(1) One $\frac{3}{4}$ ton Crew Cab Truck

Bidders are required to submit their *Un-priced bid* completed bid packet no later than 5:00 p.m. (CT) on *Wednesday, February 13, 2019*. This may be submitted in any of the following format:

Un-Priced Bids:

- **Written packet** submitted in sealed envelope and clearly labeled as UN-PRICED OFFER with bidder's name and address, name of bid, bid number and bid due date. UN-PRICED Bids may be mailed or delivered to 410 Constitution Ave, 11th Floor, Meridian, Mississippi, 39301 or by
- **Electronic bid submission** via www.centralauctionhouse.com. Submissions will be evaluated and vendors submitting acceptable offers will be invited to submit priced bids. Electronic bids and/or reverse auction bids can be submitted via www.centralauctionhouse.com. For any questions relating to the electronic bidding process, please call Central Bidding at 225-810-4814.

Bidders are required to submit their *Priced bid* in one of the following format:

- **Bid Pricing:** Written pricing submissions may be returned via sealed envelope no later than the start time of the reverse auction (*Thursday, February 28, 2019 @ 10:00 a.m.*) clearly labeled as **BID PRICING** with bidder's name and address, name of bid, bid number and reverse auction bid date. Bids may be mailed or delivered to 410 Constitution Ave, 11th Floor, Meridian, Mississippi, 39301. All written priced bids must be received in the Office of Purchasing or uploaded for electronic processing prior to the stated bid opening time.
- **Online reverse auction** bidding with Central Bidding. There is no fee for this service.
- **In-person online** bidding is allowed with prior registration with Central Bidding. There is no fee for this service.
- **Submission Requirements:** All written bid submissions must include one original set of bid documents along with one paper copy. Documents required to be returned are noted throughout the bid proposal package.

Specifications and procedures are available on the Bids/Purchasing page of the Lauderdale County Board of Supervisors website and printing the bid package at <http://www.lauderdalecounty.org/> or Central Bidding at <https://www.centralauctionhouse.com/>. All bids must comply with the specifications provided.

The Office of Purchasing will review all submissions for compliance to specifications. The County will notify each bidder regarding their status upon review. Acceptance indicates all specifications were met. Unacceptable indicates the proposal does not meet all specifications and will not be considered for the reverse auction. All bidders will be notified after proposals have been reviewed. Acceptable offers will be extended an invitation to participate in the reverse auction (or to submit their written sealed pricing.) The County reserves the right to open all bidding based on information provided by quote submissions by qualified bidders. Bidders submitting non-compliant offers will receive notification of noncompliance.

The reverse auction is conducted online through the website of a contracted vendor specializing in electronic bidding. This company trains all vendors on how to use their website to submit their pricing upon registration of the bid and prior to the start of the auction process. This bidding technique offers bidders the opportunity to understand their bidding position in real time and allows them the ability to adjust their pricing accordingly. Adjustments can continue to be made until the end of the auction period.

INSTRUCTIONS TO BIDDERS/SPECIFICATIONS

CONT.

By pre-qualifying the technical submissions, all bidders will have the assurance that they are competing with other qualified submissions. There is no fee to our bidders to participate in the reverse auction.

Bidders who submit their proposals in a written delivery method may still participate in the reverse auction bid by attending the auction and submitting their pricing during the auction period. Refer to the Authorization of Representation for Reverse Auction Bidding form on page 7.

Electronic submission provides a way for bidders to submit their un-priced proposals without the need for printing, mailing or hand delivery of bid packets to the County. All documents are uploaded to the contracted vendor's website and transmitted to the County. There is no fee to the bidders for this service provided you download the bid packet from the County's website.

1. All addenda are to be acknowledged and submitted with the bid response.
2. The bid package shall be considered to be one bid document and all aspects of every part of the bid document shall be considered as defining the responsibility of the bidder.

The Lauderdale County Board of Supervisors reserves the right to amend the specifications, accept or reject any and/or all bids and waive informalities.

**Please note the County will be utilizing the reverse auction process for this purchase.
All instructions are provided within our bid packet.**

BID CALENDAR
BID NO: 3854
(1) One ¾ ton Crew Cab Truck

Bid Publication: Meridian Star Newspaper	January 23, 2019 January 30, 2019
Un-priced Proposals Due & Evaluation of proposals process:	February 13, 2018 until 5:00 pm (CT)
Notification of Invitation to Bid (based upon acceptance of Proposals)	(no later than) February 21, 2019
Reverse Auction Bidding	February 28, 2019 at 10:00 am (CT)
Anticipated Recommendation to Board of Supervisors	March 4, 2019

Bid Qualification Specifications: BID NO: 3854
(1) One ¾ ton Crew Cab Truck

Bidders must check all line items under the columns marked – “Comply or Alternate.” Alternates to the following specifications must be explained in detail. Alternates must be detailed on a separate page and referenced to the appropriate section number.

Minimum Specifications:	YES	NO	OFFERED
• Diesel Engine	_____	_____	_____
• Headliner, Cloth	_____	_____	_____
• Air Conditioning	_____	_____	_____
• Braking System, Anti-Lock	_____	_____	_____
• Bumper, Rear Step	_____	_____	_____
• Clock, Digital	_____	_____	_____
• Cooling, Aux Trans Oil	_____	_____	_____
• Cooling, Maximum Engine	_____	_____	_____
• Mirrors, Dual, Trailer Tow	_____	_____	_____
• Tire, Conventional Spare	_____	_____	_____
• Transmission, Automatic 6-speed	_____	_____	_____
• Restraint System, Driver/Passenger Air Bag	_____	_____	_____
• Cruise	_____	_____	_____
• Trailer Tow Pkg.	_____	_____	_____
• Wipers, Intermittent	_____	_____	_____
• Power Windows and Locks	_____	_____	_____
• Radio, AM/FM	_____	_____	_____
• Shift on the fly	_____	_____	_____
• All Terrain Tires	_____	_____	_____
• Long Wheel Base	_____	_____	_____

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AUTHORIZATION OF REPRESENTATION FOR REVERSE AUCTION BIDDING

(To be used with paper bid submissions only.)

BID NO: 3854 (1) One ¾ ton Crew Cab Truck

Un-priced Bid Proposals Due: Wednesday February 13, 2018 until 5:00 pm (CT)

Reverse Auction/Bid Opening: Thursday, February 28, 2019 at 10:00 am (CT)

NAME OF BIDDER: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

PHONE: _____

CONTACT PERSON FOR THIS BID: _____

EMAIL: _____ PHONE: _____

ORDERING CONTACT PERSON FOR THIS BID: _____

EMAIL: _____ PHONE: _____

REPRESENTED BY: _____

This is to confirm _____ has authority to represent our company for the purpose of submitting bid(s) for the above subject bid with the Lauderdale County Board of Supervisors.

Authorized Signature

Printed Name

Date

Failure to return this form with your bid submission will signal to the Office of Purchasing that the bidder is only submitting one price and will not be participating in the auction.

LAUDERDALE COUNTY BOARD OF SUPERVISORS

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PRICED OFFER BID

BID NO: 3854 (1) One ¾ ton Crew Cab Truck

Date: _____

Description Vehicle bid including year, make and model:

Exceptions to bid specifications: (Use additional pages if necessary):

Delivery Schedule: _____

WARRANTY: Complete

Standard Full Warranty:

Term: _____ Miles / Hours: _____

Powertrain, Engine, Transmission

Term: _____ Miles / Hours: _____

The above listed equipment shall be furnished for the following bid price:

BID PRICE EACH: \$ _____

TOTAL BID PRICE: \$ _____

EXECUTION OF BID DATE: _____

In compliance with the request for bid and subject to all the conditions and specifications listed herein, the undersigned offers and agrees to furnish any or all items upon which prices are quoted, at the prices set opposite such item.

BIDDER: _____

BY: _____

PLEASE PRINT NAME: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

EMAIL: _____ PHONE: _____

X _____ TITLE: _____

SIGNATURE (PERSON AUTHORIZED TO SIGN BIDS)

(BIDDER MUST SIGN IN INK)