



BID PACKET

CONTENTS AND PROCEDURES

SALE BID NUMBER: 2021-20

SALE BID NAME: Sale of Surplus Aircraft

THIS PACKET CONTAINS THE FOLLOWING DOCUMENTS

NOTE: SOME OF THESE DOCUMENTS NEED TO BE RETURNED. PLEASE READ AND FOLLOW THE SUBMISSION REQUIREMENT SO THAT YOUR BID WILL NOT BE DISQUALIFIED AS INCOMPLETE.

DESCRIPTION	SUBMISSION REQUIREMENT
• INVITATION TO PARTICIPATE-----	RETURN THIS DOCUMENT IMMEDIATELY
• IMPORTANT NOTICE (if a contractor meeting has been set, the information will be given on notice page)	
• GENERAL CONDITIONS AND SPECIFICATIONS -----	DO NOT RETURN
• EXPLANATION & PROCEDURE-----	DO NOT RETURN
•	
• BID RESPONSE FORM-----	SUBMIT THREE COPIES WITH BID
• COPY OF FORM W-9-----	SUBMIT ONE COPY WITH BID

DOCUMENTS WHICH WILL BE ISSUED UPON DETERMINATION OF AWARD:

1. NOTICE OF AWARD
- ~~2. CERTIFICATE OF FINAL COMPLETION~~
- ~~3. CONTRACT~~



INVITATION TO PARTICIPATE
PLEASE EMAIL THIS DOCUMENT BACK
TO THE PURCHASING DEPARTMENT AT
bradley@jacksoncountyfl.gov

Notice is hereby given to all interested persons or firms that Jackson County will be accepting sealed bids for the following:

SALE BID NUMBER: 2021-20
SALE BID NAME: Sale of Surplus Aircraft

GENERAL INFORMATION: The Jackson County Sheriff's Department is selling a surplus 1980 172N Cessna Skyhawk aircraft that has been hanger-kept and well maintained in operating condition. The aircraft is being sold as one unit in "as is, where is" condition to the highest bidder. There is a \$30,000 reserve price to bid on this item. Purchaser must pick up aircraft from its current location in the Jackson County Sheriff's Office hanger located at 3689 Industrial Park Drive, Marianna, FL 32446. Please contact the Jackson County Purchasing Office ONLY in regards to this sale bid; on-site visits can be coordinated. Certification logs are attached to the posted listing and photos are available using this link: <https://documentcloud.adobe.com/link/track?uri=urn:aaid:scds:US:af725c62-0d16-421b-a6a4-7093d9db9b7e>

BID DEADLINE DATE: THURSDAY, May 27, 2021 **DEADLINE TIME: 2:00 PM CST**

PLEASE FILL IN THE FOLLOWING INFORMATION AND RETURN (E-MAIL OR FAX) THIS FORM IMMEDIATELY

WE INTEND TO PARTICIPATE IN THIS BID REQUEST		
We DO NOT intend to participate in this Bid request; However we would like to remain on the Jackson County Vendor listing		
IF THIS PROJECT REQUIRES A CONTRACTOR MEETING (see page 2)		N/A
WE WILL ATTEND	N/A	WE WILL NOT BE ATTENDING

Please indicate with a "*" if there are any changes to the following information:

Company Name: _____
 Address: _____
 City: _____ State: _____ Zip Code: _____
 Voice Telephone Number: _____ Fax Number: _____
 Email: _____
 Contact Person: _____
PRINTED NAME SIGNATURE

Please return this Invitation to Participate immediately upon receipt.
 This form can be sent via email to bradley@jacksoncountyfl.gov



IMPORTANT NOTICE
MEETING NOTIFICATION

SALE BID NUMBER: 2021-20

SALE BID NAME: Sale of Surplus Aircraft

MEETING DATE: NO SPECIFIC DATE SET. TO VIEW THE AIRCRAFT ON SITE PLEASE CONTACT NICOLE BRADLEY OR HUNTER POTTS AT 850-482-9633 TO SET UP AN APPOINTMENT.

**LOCATION: 3689 INDUSTRIAL PARK DRIVE
MARIANNA, FL 32448**

NOTE: Additional information may be accessible at an on-site meeting. This additional information **WILL NOT** be mailed out to any vendors not responding to this meeting invitation.

MEETING IS NOT MANDATORY
ON-SITE VISITS ARE PERMITTED BY
APPOINTMENT ONLY



GENERAL CONDITIONS AND SPECIFICATIONS

SALE BID NUMBER: 2021-20

SALE BID NAME: Sale of Surplus Aircraft

GENERAL

- A. These documents constitute the complete set of specification requirements and forms. The Proposal, including all sheets and attachments must be filled in, executed, and submitted in a sealed envelope bearing the RFP number on the outside and mailed or presented to the Purchasing Office on or before the specified time and date. The face envelope shall contain the return address, the date of RFP opening, the RFP number and title.
- B. It is the sole responsibility of the respondent to ensure that his or her response reaches the Purchasing Office on or before the closing date and time. The County of Jackson shall in no way be responsible for delays, caused by any other occurrence. Offers by telephone, telegram or facsimile shall not be accepted unless otherwise specified.
- C. All responses must be typed or written in ink and must be signed in ink by an officer or employee having authority to bind the company or firm.
- D. Provide one original signed copy and two additional copies of any response pages which have to be prepared by your firm as directed in response to this request. The original copy of the RFP/RFQ must contain an original, manual signature of an authorized representative of the company.
- E. Respondents shall not be allowed to modify their packets after the opening time and date. RFP files may be examined during normal working hours, after the opening, by appointment only.
- F. The RFP packets will be publicly opened by the Purchasing Department of the Board of County Commissioners of Jackson County. This will take place at 2864 Madison Street, Marianna, Florida 32448 on the date and time indicated in RFP packet.

ALL RESPONDENTS OR THEIR REPRESENTATIVES ARE INVITED TO BE PRESENT

For information concerning this project, please contact:

NICOLE BRADLEY, PROCUREMENT OFFICER
PURCHASING DEPARTMENT

JACKSON COUNTY ADMINISTRATION BUILDING
2864 MADISON STREET
MARIANNA, FLORIDA 32448

BRADLEYN@JACKSONCOUNTYFL.GOV
VOICE: 850-482-9633 FAX: 850-482-9643



BID SPECIFICATIONS

If you have any questions, please don't hesitate to contact us.

bradley@jacksoncountyfl.gov | pottsh@jacksoncountyfl.gov

(850) 482-9633 | 2864 Madison Street, Marianna, FL 32448

SALE BID NUMBER: 2021-20

SALE BID NAME: Sale of Surplus Aircraft

SALE OF EQUIPMENT/VEHICLE: The Jackson County Sheriff's Office is selling a surplus fixed-wing, single-engine 1980 Cessna 172N Skyhawk that has been hanger-kept and well maintained in working order. The aircraft is being sold as one unit in "as is, where is" condition to the highest bidder, with a reserve price of \$30,000. It is currently located in a storage hanger at 3689 Industrial Park Drive in Marianna, FL. Please contact the Jackson County Purchasing Office if you wish to schedule an on-site appointment to view this item.

ITEM SPECIFICATIONS: N-Number Registration: N4947G, TT:6023, TSMOH:1535, 180HP; INTERIOR & PAINT REDONE SEPT. 2010. Please refer to the additionally attached files for more technical information and specifications.

IMPORTANT INFORMATION:

- **Surplus property being received is "as is, where is". No representations or warranties are intended, the recipient assumes responsibility for inspection and use, and the recipient assumes risks of using the property. It shall be the sole responsibility of the purchaser to arrange for pick-up and removal of the surplus property within the allotted time frame. (Failure to do so may result in bid rejection.)**
- **Once this sale bid has been awarded, the purchaser will have 21 days to remove the vehicle/equipment, beginning with the issuance date of the "Notice of Award".**

Procedures for having questions answered:

1. All questions will be in written form utilizing the provided question form or sent by email.
2. Questions can be emailed to the Procurement Officer at bradley@jacksoncountyfl.gov
3. All questions will be distributed along with the answer to **ONLY THOSE respondents which have returned the INVITATION TO PARTICIPATE.**

QUESTION & RESPONSE FORM

SALE BID NUMBER: 2021-20

SALE BID NAME: Sale of Surplus Aircraft

NOTE: We understand that questions may arise from this bid packet or the specifications pertaining to this project. We will make every attempt to answer your questions in a timely manner. However, all questions must be in written/typed format and on this form. You can submit your questions via email to bradley@jacksoncountyfl.gov. Please be sure that all of the requested information has been provided. Once the question has been answered, I will email the response back to you and to only those firms that have returned the INVITATION TO PARTICIPATE to the Purchasing Department. Responses to questions and any other additional information may also be posted in an Addendum attached to the original solicitation listing.

IMPORTANT: YOU MUST RETURN THE "INVITATION TO PARTICIPATE" AS REQUESTED AS SOON AS POSSIBLE. Only those firms that have returned the INVITATION TO PARTICIPATE will receive a response to any questions asked.

FIRM REQUESTING INFORMATION:

NAME: _____

PHONE #: _____

E-MAIL: _____

ADDRESS: _____

QUESTION: _____



ANSWER: _____

PERSON RESPONDING TO QUESTION: _____

DATE: _____



BID RESPONSE FORM

SALE BID NUMBER: 2021-20

SALE BID NAME: Sale of Surplus Aircraft

DELIVERY: Prices quoted will include delivery F.O.B. Jackson County Florida. The equipment will NOT be shipped with the BOCC, Jackson County as consignee.

DELIVERY COST/CHARGES: All delivery costs or charges must be included in the bid price.

ACCEPTANCE: Jackson County will not be responsible for any equipment until fully delivered and accepted after a complete inspection by both the Purchasing Department and the purchaser. The Purchasing Department MUST be notified, preferably prior to but if necessary, immediately upon delivery. A "Certificate of Final Completion" will be issued upon such acceptance.

BID AWARD: The County reserves the right to award the contract on a split-order, lump-sum, or individual-item basis, or such combination as shall best serve the interest of the County unless otherwise specified.

EQUIPMENT PURCHASE: The purchaser shall, at Jackson County's discretion, purchase all items listed, as deemed necessary.

Reserve Price	\$ 30,000
Offer Price for Aircraft As-Is	
(Includes any costs incurred for pick-up and transfer of possession)	
Total Price	

	YES	NO	IF YES, EXPLAIN
Have exceptions or alternatives been taken for any of the specifications given in this Bid request?			

This bid price is good for how long after bid opening?	____ DAYS
How many days after notification of award, will pick-up begin?	____ DAYS

By signing this form, you attest that all information provided by you is true and accurate to the best of your knowledge.

Company/Individual Name

Address

City

State

Zip

Phone

Fax

E-Mail

Name of Authorized Representative

Signature

**BID DOCUMENT
EXPLANATION & PROCEDURES CONTINUED**

WARNING - THESE PROCEDURES WILL BE FOLLOWED

If an attempt to circumvent this process is made and the invoice for payment is sent directly to the Finance Department, the Finance Department will forward the invoice to the Purchasing Department. If a Notice of Final Completion is not on file with the Purchasing Department, the Contractor will immediately be notified to initiate the Final Completion process.

If the total project cost is more or less than that provided on the Bid response, the Purchasing Department will review the records for an approved Change Order form. If one does not exist, **PAYMENT WILL NOT BE MADE**. Any and all change orders **MUST** be approved by the Jackson County Board of County Commissioners or authorized representative. If in the event a Change Order was not found, the Purchasing Department will require the contractor to complete in detail a Change Order form. The Department will then present the Change Order to the Board of Commissioners at their next regular meeting. This does not guarantee that this Change Order will be approved. The Department will follow the direction that the Board of Commissioners dictates.

GENERAL

The procedures listed here will be followed by everyone responding to a Bid Request. Failure to comply with these procedures **COULD RESULT IN DISQUALIFICATION**.

PUBLIC ENTITY CRIMES - SWORN STATEMENT FORM - RETURN WITH BID RESPONSE PACKET

State law dictates that all individuals or firms doing business with a Governmental Agency must provide that agency with written documentation that they have not been convicted of any crimes which would prohibit them from conducting business with a Government Agency.

BID BOND – CONSTRUCTION BIDS \$50,000.00 AND OVER-RETURN WITH BID RESPONSE PACKET

Bid Bonds are insurance agreements in which a third party agrees to be liable to pay a certain amount of money in the event that a specific bidder, if the bid is accepted, fails to accept the contract as bid. **NOTE:** unless otherwise noted, this bid bond requirement is primarily for construction type bids and **NOT** for **PRODUCT** type bids.

ADDENDUM FORMS

Changes are made from time to time pertaining to the Bid. These changes or additional information will be provided to everyone that has returned the Invitation to Participate. If the Invitation to Participate has not been returned, the Purchasing Department will make the determination that your firm does not wish to respond to this Bid request. As a result, any Addendum's will **NOT** be sent to your firm.

CONTRACT

The Contract provided in the Bid packet is a sample document and is representative of the actual contract. **RECIPIENT OF THE BID AWARD** Failure to strictly adhere to the procedures listed here could result in delays for any or all payment requests.

NOTICE OF AWARD - RETURN THIS DOCUMENT WITHIN 15 DAYS

This document will be sent to the successful bidder as notification of the award of the bid. The contractor must return this document within 15 calendar days. Return two copies of the Contract along with the Notice of Award. No work on the project is to occur until the Contractor has received the **NOTICE TO PROCEED**. However, Contractor may take the necessary steps to prepare for the work to begin. These steps could include but not be limited to scheduling, ordering items/equipment etc. The contractor shall also send the remainder of the required documents, Performance Bonds, Insurance requirements Etc. at this time.

PERFORMANCE BOND - BIDS – for projects in excess of \$50,000-00 -RETURN WITH THE NOTICE OF AWARD

This is a contract of guaranty executed subsequent to award by a successful bidder to protect the government from loss due to contractor inability to complete the contract as agreed.

The firm receiving the Bid award shall execute a Performance Bond for the entire amount of the bid itself and naming Jackson County Board of County Commissioners as recipient. Once this has been accomplished, the Notice of Award and Performance Bond must be sent to the Purchasing Department.

NOTE: Unless otherwise noted, this bid bond requirement is primarily for construction type bids and NOT for PRODUCT type bids.

NOTICE TO PROCEED - RETURN THIS DOCUMENT UPON EXECUTION

The Notice to Proceed will be sent only after all the required forms have been received by the Purchasing Department. The Notice to Proceed will specify a starting date on which the contractor shall start work. This document will also specify the total amount of days allowed for the completion of this project and will identify the date in which this project should conclude.

TIME ZONE

Jackson County is in the Central Time Zone. Any and all reference to time is made in the Central Time zone. Those responding to this Request for Bid are responsible for responding correctly.

CERTIFICATE OF FINAL COMPLETION

The purpose of this document is a final inspection of the project. The Contractor shall notify the Purchasing Department via the Notice of Final Completion only when the Contractor has fully completed the project. The Purchasing Director will schedule a date for both the Owner and Contractor to complete a final inspection of the project. The results of this final inspection will be either a listing of items which remain to be completed or agreement between both parties as to the completeness of the project. The contractor will receive the final signed copy of the Notice of Final Completion once the work has been completed and released. Contractor should then provide the Purchasing Department with the final invoice for payment. The Purchasing Department shall process said invoice and deliver the invoice for payment to the Finance Department.

NOTE: This procedure MUST BE FOLLOWED. This document MUST be on file in the Purchasing Department or FINAL PAYMENT WILL NOT BE PROCESSED FOR PAYMENT.

LEGAL REQUIREMENTS

Respondents are required to comply with all provisions of Federal, State and County laws and Ordinances, rules and regulations, that are applicable to the items being requested. Lack of knowledge by the respondent shall in no way be a cause for relief from responsibility or constitute a cognizable defense against the legal effect thereof.

PUBLIC ENTITY CRIMES

Any person submitting a proposal in response to this invitation must execute the enclosed SWORN STATEMENT UNDER SECTION 287.133 (A), FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES, including proper check(s) in the space(s) provided, and enclose it with the proposal. No award will be executed with any person affiliate identified on the Department of General Services "Convicted Vendor" list. This list is defined as consisting of persons and affiliates who are disqualified from public contracting and purchasing process because they have been found guilty of a public entity crime. No public entity shall award any contract to, or transact any business in excess of the threshold amount provided in Section 287.017, Florida Statutes for Category Two (2) (currently \$10,000.00) with any person or affiliate on the "Convicted Vendor" list for a period of thirty-six (36) months from the date that person or affiliate was placed on the "Convicted Vendor" list unless that person or affiliate has been removed from the list pursuant to Section 287.133 (3)(f) Florida Statutes.

DRUG FREE WORKPLACE PROGRAMS

Preference shall be given to businesses with Drug-Free Workplace Programs, when two or more packets, which are equal with respect to quality and service, are received by the County of Jackson for the procurement of commodities or contractual services.

PROCUREMENT REGULATIONS

This request is governed by the Jackson County Procurement Regulations. A copy of the Procurement Regulations is available for your review at the County Purchasing Office.

The respondent shall be responsible for reading very carefully, and understanding completely, the requirements and the specifications of the items requested. Any deviation from specifications listed herein must be clearly indicated, otherwise it will be considered that items offered are in strict compliance with these specifications, and the successful respondent will be held responsible; therefore, deviations must be explained in detail on an attached sheet(s) and itemized by number. Any item or items that do not meet County specifications upon delivery will not be accepted and if the item cannot be brought up to specifications in a reasonable time, the firm will be required to compensate the County for difference in price entailed in going to the next low firm.

NO RESPONSE

Where more than one item is listed, any items not included in the response shall be indicated by a written "NO RESPONSE" beside the item. If no items are represented, a "Statement of NO RESPONSE" should be returned, with the envelope plainly marked "NO RESPONSE" and with the RFP number. Failure to comply will be an indication that the firm does not wish to be considered for future requests.

NON-COLLUSION

Firm certifies that this response is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a response for the same materials, services, supplies, or equipment and is in all respects fair and without collusion or fraud.

No premiums, rebates or gratuities permitted; either with, prior to or after any delivery of material or provision of service. Any such violation may result in contract cancellation, return of materials or discontinuation or services and possible removal from the vendor list(s).

CONFLICT OF INTEREST

The award is subject to provisions of State Statutes and County Ordinances if any. All respondents must disclose with their response the name of any office, director, or agent who is an employee of Jackson County. Further, all firms must disclose the name of any County employee who owns, directly or indirectly, an interest of ten percent (10%) or more in the firm or any of its branches.

UNIFORM COMMERCIAL CODE

The Uniform Commercial Code (Florida Statutes, Chapter 672) shall prevail as the basis for contractual obligations between the awarded contractor/vendor and the County for any terms and conditions not specifically stated in this Invitation.

AVAILABILITY OF FUNDS

The obligations of Jackson County under this award are subject to the availability of funds lawfully appropriated for its purpose by the State of Florida and Jackson County.

EEO STATEMENT

Jackson County is committed to assuring equal opportunity in the award of contracts and, therefore, complies with all laws prohibiting discrimination on the basis of race, color, religion, national origin, age and sex.

SUBCONTRACTING

If a vendor subcontracts any portion of a contract for any reason, he must submit the name and address of the subcontractor and the name of the person to be contracted. Jackson County reserves the right to accept or reject any or all responses wherein a subcontractor is named and to make the award to the firm, who, in the opinion of the County, will be in the best interest of and/or most advantageous to the County. Jackson County also reserves the right to reject a response of any firm if the response names a subcontractor who has previously failed in the proper performance of an award or failed to deliver on time contracts of a similar nature, or who is not in a position to perform properly under this award. Jackson County reserves the right to make the determination as to the foregoing.

REQUIREMENTS FOR ALL INFORMATION TECHNOLOGY HARDWARE, SOFTWARE, SERVICES, OR ELECTRONIC EQUIPMENT

All Electronic equipment shall be **YEAR 2000 COMPLIANT**. Any firm responding to this request shall supply the County with a statement that the electronic equipment being offered is in fact **YEAR 2000 COMPLIANT**.

QUESTIONS PERTAINING TO THE PROJECT

No questions regarding this project will be answered unless said question is in written form.

Questions pertaining to the specifications of this project will be delivered to the Procurement Officer via Fax, Mail or hand-delivery. The original question along with the answer will be sent via Fax or Mail to every firm who has returned the Invitation to Participate.

NEGOTIATIONS

Negotiations will be conducted in accordance with Florida State Statute 11.45.