



**Jackson County Board of County Commissioners
2021-15 Sale of Surplus Travel Trailers**

INTENT TO PARTICIPATE

PLEASE EMAIL THIS DOCUMENT BACK TO: bradley@jacksoncountyfl.gov

NOTICE is hereby given to all interested parties that Jackson County will be accepting sealed bids for the following:

BID NUMBER: 2021-15

BID NAME: Sale of Surplus Travel Trailers

GENERAL INFORMATION: The Jackson County Board of County Commissioners is accepting bids for the sale of two (2) surplus travel trailers that were previously utilized by the Jackson County Health Department. The travel trailers are in fair condition with some storm damage and may need repairs. It is the sole responsibility of the purchaser to inspect and familiarize themselves with the existing conditions of the property. This is an as is, where is purchase and pickup from current location of the property is required of the buyer. (See page 2)

BID DEADLINE DATE: Wednesday, October 6, 2021

DEADLINE TIME: 2:00 PM CST

PLEASE FILL IN THE FOLLOWING INFORMATION AND RETURN THIS FORM BY EMAIL TO BRADLEY@JACKSONCOUNTYFL.GOV

| | |
|--|--|
| WE INTEND TO PARTICIPATE IN THIS BID REQUEST | |
| We DO NOT intend to participate in this Bid request, but would like to remain on the Jackson County Vendor list | |
| We wish to be removed from vendor list for future invitations to bid | |

Company Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone #: _____ Email: _____

Contact Person: _____

PRINTED NAME

TITLE

Authorized Signature: _____ Date: _____

Please return this Intent to Participate immediately upon receipt.



**Jackson County Board of County Commissioners
2021-15 Sale of Surplus Travel Trailers**

IMPORTANT NOTICE

BID NUMBER: 2021-15

BID NAME: Sale of Surplus Travel Trailers

Pre-bid Inspections:

To schedule a time to view the travel trailers please contact Nicole Bradley, Procurement Officer by email at bradley@jacksoncountyfl.gov. If email is not feasible, please call (850) 482-9633.

Location of Property:

Travel Trailers are located at 3555 Highway 71, Marianna, FL 32446. All inspections and pickup will be at this location.



**Jackson County Board of County Commissioners
2021-15 Sale of Surplus Travel Trailers**

GENERAL CONDITIONS AND SPECIFICATIONS

GENERAL INFORMATION

- 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 (2) additional copies** of any Response pages which must 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. Proposals 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 as the submission **deadline**.

ALL RESPONDENTS OR THEIR REPRESENTATIVES ARE INVITED TO BE PRESENT

For information concerning this bid, please contact:

Nicole Bradley, Procurement Officer

PURCHASING DEPARTMENT
COUNTY ADMINISTRATION BUILDING
2864 MADISON STREET
MARIANNA, FLORIDA 32448
BRADLEYN@JACKSONCOUNTYFL.GOV
PHONE: 850-482-9633



Jackson County Board of County Commissioners
2021-15 Sale of Surplus Travel Trailers

GENERAL CONDITIONS AND SPECIFICATIONS
(CONTINUED)

Procedures for having questions answered:

1. All questions will be directed to the Procurement Officer unless otherwise indicated.
2. All questions will be in written form sent by email, postal service, or hand-delivery.
3. Questions can be emailed to the Procurement Officer at bradley@jacksoncountyfl.gov
4. All questions will be distributed along with the answer to **ONLY THOSE** respondents which have returned the **INTENT TO PARTICIPATE**.

IMPORTANT INFORMATION:

- **Once this project has been awarded, the purchaser will have 21 days to remove the vehicle/equipment, beginning with the issuance date of the “Notice of Award”.**

SCOPE OF PROJECT: The Jackson County Board of County Commissioners is selling two (2) surplus Travel Trailers. The travel trailers are being sold in “as is” condition to the highest bidder. All bidders are required to complete the **BID RESPONSE FORM** provided. If only bidding on one item, bidder should specify **NO BID** for items which they are not interested in. The Board of County Commissioners reserves the right to accept or reject proposals as they deem to be in the best interest of the County.

PROJECT SPECIFICATIONS: Please refer to the following pages additional information and images.

Note: 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)

**BID DOCUMENTS:
EXPLANATION & PROCEDURES**

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

ADDENDA

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 addenda will NOT be sent to your firm.

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.

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. All reference to time is made in the Central Time zone. Those responding to this Request for Bid are responsible for responding accordingly.

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.

ACCEPTANCE/REJECTION

The County reserves the right to reject the response of any vendor who has previously failed in the proper performance of an award or to deliver on time contracts of a similar nature or who is not in a position to perform properly under this award. The County reserves the right to inspect all facilities of firms in order to make a determination as to the forgoing. Jackson County reserves the right to waive any irregularities and technicalities and may, at its discretion, request to re-advertise this RFP.

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. The respondent shall be responsible for reading very carefully, and understanding completely, the requirements and the specifications of the purchase transaction. The successful bidder is responsible for knowing and fully understanding the condition of the items he/she is bidding on. This is an as is, where is purchase and Jackson County is not responsible for any damages or needed repairs of the property.

- **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 Policy. A copy of the Procurement Policy is available for your review at the County Purchasing Office.

- **PROTESTS OR DISPUTES**

Any protests or disputes pursuant to this request and/or contract award shall be governed by the procedures noted in the Procurement Policy.

- **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 of 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.

- **EEO STATEMENT**

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

- **QUESTIONS PERTAINING TO THE PROJECT**

No questions regarding this project will be answered unless said questions are in proper form. Questions pertaining to the specifications of this project will be delivered to the Procurement Officer via email at bradley@jacksoncountyfl.gov. The original question along with the answer will be sent via email to every firm who has returned the Invitation to Participate.

- **NEGOTIATIONS**

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

SALE BID RESPONSE FORM

BID NUMBER: 2021-15

BID NAME: Sale of Surplus Travel Trailers

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

TRANSFER OF OWNERSHIP: Title, registration, or any other form of transfer will take place AFTER full amount of awarded purchase price is received by Jackson County.

PICK UP/DELIVERY: It is the sole responsibility of the purchaser to coordinate retrieval of the purchased property. If purchaser is unable to do so individually, he/she must acquire delivery services without expense to Jackson County. If a third-party pick up is to occur, purchaser should coordinate the retrieval process and notify the Procurement Officer.

| | |
|--|-----------|
| 2005 Keystone Hornet Sport – 38' | \$ |
| 2006 Forest River Wildwood LE – 34' | \$ |
| | |
| TOTAL BID OFFER | \$ |
| This bid price is good for _____ days after bid opening. | |
| Pickup will begin _____ days after notification of award. | |

Purchaser/Company Name: _____

Contact Info: _____
PRINTED NAMETITLE

Address: _____

City: _____ State: _____ Zip Code: _____

Phone #: _____ Email: _____

Authorized: _____ Date: _____
Representative SIGNATURE

PRINTED NAME

**SWORN STATEMENT UNDER SECTION 287.133 (3)(a),
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES**

This SWORN statement is submitted with bid number:

1. By _____
(PRINT INDIVIDUALS NAME AND TITLE)

For _____
(PRINT NAME OF ENTITY SUBMITTING SWORN STATEMENT)

whose business address is _____
CITY STATE ZIP VOICE PHONE

and (if applicable) its Federal Employee Identification Number (FEIN) is: _____

2. I understand that a “public entity crime” as defined in Paragraph 287.133 (1)(g), Florida Statutes means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency of political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand “convicted” or “conviction” as defined in Paragraph 287.133 (a)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court or record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an “affiliate” as defined in Paragraph 287.133 (1)(a), Florida Statutes, means:
 - A. A predecessor or a successor of a person convicted of a public entity crime; or
 - B. An entity under the control of any natural person who is active in the management of the entity and who had been convicted of a public entity crime. The term “affiliate” includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm’s length agreement, shall be a prima facie case that no one person controls another person. A person who knowingly enters a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

I UNDERSTAND THAT A “PERSON” AS DEFINED IN Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term “person” includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

1. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this SWORN statement.

**SWORN STATEMENT UNDER SECTION 287.133 (3)(a),
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES - CONTINUED**

[INDICATE WHICH STATEMENT APPLIES]

_____ Neither the entity submitting this SWORN statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this SWORN statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity **HAS BEEN CHARGED WITH AND CONVICTED OF A PUBLIC ENTITY CRIME** subsequent to July 1, 1989.

_____ The entity submitting this SWORN statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or as a affiliate of the entity **HAS BEEN CHARGED WITH AND CONVICTED OF A PUBLIC ENTITY CRIME** subsequent to July 1, 1989. **HOWEVER**, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this SWORN statement on the convicted vendor list (**ATTACH A COPY OF THE FINAL ORDER**).

STATEMENT OF UNDERSTANDING

I understand that the submission of this form to the contracting officer for the Public Entity Identification in Paragraph one (1) above is for that Public Entity Only and, that this form is valid through December 31 of the calendar year in which it is filed. I also understand that I am required to inform the Public Entity prior to entering into a contract in excess of the threshold amount provided in Section 287.017, Florida Statutes for category two (2) of any change in the information contained in this form.

Authorized Signature

Date

Sworn to and subscribed before me this _____ day of _____, 20_____

Personally known to me _____ OR Produced Identification: _____
[Type of Identification]

Signature of Notary Public _____

State of _____

My Commission Expires _____