



Jackson County Board of County Commissioners

REQUEST FOR PROPOSALS

2122-05 Sale of Surplus Vehicles and Equipment

INTENT TO PARTICIPATE

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

BID NUMBER: 2122-05

BID NAME: SALE OF SURPLUS VEHICLES AND EQUIPMENT

GENERAL DESCRIPTION: The Jackson County Board of County Commissioners is accepting proposals for the sale of surplus vehicles and equipment. The specified vehicles and equipment will be sold as a package in “as is, where is” condition to the highest bidder. Only submittals from licensed auctioneers will be accepted.

BID DEADLINE DATE: Monday, December 13, 2021

DEADLINE TIME: 2:00 PM CST

PLEASE COMPLETE AND RETURN THIS FORM BY EMAIL TO BRADLEYN@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

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

Jackson County Administration Building

2864 Madison Street

Marianna, Florida 32448

BRADLEYN@JACKSONCOUNTYFL.GOV

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**.

**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.

2122-05 Sale of Surplus Vehicles and Equipment

UNIT #	YEAR	MAKE/MODEL	VIN	Mileage	MISC
#004	2004	ford F-150	2FTRX17W04CA35039	227,040	Runs & drives
#006	1996	chevy 3500	1GCGC33RXTF009338	243,850	Runs & Drives has ABS issues
#015	1999	Chevy express 3500	1GAHG39R9X1026630	164,100	Runs & Drives
#016	1995	dodge 3500 van	2B5WB35Z8SK553616	62,425	Runs & Drives needs work on front end
#025	1996	chevy S-10	1GCCS1447TK189751	92,254	Runs & Drives needs alternator
#027	2000	ford explorer	1FMZU72E8YUB82169	68,138	Engine knocking and has water in oil
#033	2003	ford crown Victoria	2FAFP74W93X224019	170,079	Runs & Drives
#045	2010	Ford E-350	1FDEE3FL0ADA06851	202,000	Runs & Drives
#106	2002	GMC Sierra	1GTEC14V12Z331533	156,500	Runs & drives has blown headgaskets
#366	2004	Ford F-350	1FDWF36P74EC48605	216,217	Runs & Drives has blown headgaskets
#411	1998	ford 555E backhoe	31007287	5,798	Does not run was used for parts
#630	1995	dodge 3500 van	2B5WB35Z65K553615	120,616	Runs & Drives
#817	2008	ford F-150	2B5WB35Z65K553615	159,801	Runs & Drives has blown headgaskets
#1106	2005	Chevy impala	1FTRX12W08FB41170	110,230	Runs & Drives
#1108	2005	Ford ranger	2G1WF52E859353509	99,963	Runs & Drives needs front end work and has ABS issues
#1205	2001	international 4700	1FTYR44U45PA75277	33,542	Runs & Drives has electrical issues
#1207	2002	ford E-350	1HTSCAAL52H530809	188,126	Runs & Drives
#1211	2003	International 4300	1FBSS31L92HB49299	20,694	Runs & Drives
#1223	2010	ford F-150	1HTMMAAL64H671042	249,128	Runs & Drives engine has misfire
#3702	2012	ford F-450 chassis	1FTEW1C87AFC06118	309,765	Runs & Drives
#3947	2015	ford F-350 chassis	1FDUF4GT7CEB24938	255,427	Not running used for parts
#3948	2015	ford F-350 chassis	1FDRF3GT0FEC40972	264,211	Not running has turbo failure

BID RESPONSE FORM

BID NUMBER: 2122-05

Request for Bid: Sale of Surplus Vehicles and Equipment

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 requesting department. The Purchasing Department **MUST** be notified immediately preferable prior to but if necessary, 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.

***UNITS WILL NOT BE SOLD INDIVIDUALLY**

***ALL TITLES WILL BE SIGNED OVER TO SOLE PURCHASER**

(Purchaser must be a licensed dealer and will handle all title transfers)

Commission Fee (as a percentage) to be assessed on total gross auction sales/dollar volume <small>Purchaser must submit to Jackson County an itemized list to report proceeds of each unit</small>	%
Purchase Guarantee <small>Minimum dollar amount Jackson County will receive for the entire unit list provided not including any proceeds from sales</small>	\$

	YES	NO	IF YES – EXPLAINED?	
			YES	NO
Have exceptions or alternatives been taken for any of the specifications given in this Bid request? <small>(If yes, use space below or attach explanation)</small>				

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

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

Company name _____

Address _____

CITY STATE ZIP

Contact Info _____ PHONE _____ E-MAIL _____

Authorized representative _____ PRINTED NAME

SIGNATURE



BOARD OF COUNTY COMMISSIONERS
JACKSON COUNTY, FLORIDA

RFP # 2122-05

Sale of Surplus Vehicles and Equipment

ADDENDUM 1

November 30, 2021

The purpose of this addendum is to declare a specific intent to award the sale bid to a licensed auctioneer so that the vehicles may be auctioned accessible to interested local residents. Submittals from individuals who are not certified and licensed to auction the vehicles will not be considered.

NON-COLLUSIVE AFFIDAVIT

STATE OF _____ }

COUNTY OF _____ }

_____ being first duly sworn, deposes and says that:

1. He/she is the _____, (Owner, Partner, Officer, Representative or Agent) of _____ the firm that has submitted the attached submittal.
2. He/she is fully informed respecting the preparation and contents of the attached submittal and of all pertinent circumstances respecting such solicitation:
3. Such submittal is genuine and is not collusive or a sham.
4. Neither the said firm nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other firm or person to submit a collusive or sham submittal in connection with the Work for which the attached submittal has been submitted; or to refrain from submitting in connection with such work; or have in any manner, directly or indirectly, sought by person to fix the price or prices, or to fix any overhead, profit, or cost elements of the fees negotiated or of any other firm, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the proposed work;

Signed, sealed and delivered.

In the presence of:

Witness

By: _____

Witness

(Printed Name)

(Title)

**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 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 _____



NEW VENDOR INFORMATION

IF YOU ARE A NEW VENDOR WITH JACKSON COUNTY
MUST BE COMPLETED AND RETURNED WITH (OR PRIOR TO) THE PROPOSAL
PLEASE TYPE OR PRINT NEATLY

FIRM NAME:		PRINCIPAL CONTACT NAME:		E-MAIL ADDRESS	
STREET ADDRESS (INCLUDING SUITE/BUILDING ETC.):		PHONE #:	EXT.:	CELL PHONE:	
MAILING ADDRESS:		CITY:		STATE:	ZIP:
MAIN PHONE:		FAX:	WEB ADDRESS:		
Is the principal contact listed above authorized to sign bids, contracts and checks? <small>(Circle One)</small> Yes No					
If no, list the name of the individual who has such authority: _____				Phone number: _____ Ext. _____	
Federal I.D. :		Occupational License No.:		State Contractor's License No.:	
Primary Business:	Contractor	Distributor	Manufacturer	Other (Please specify): _____	
Service/Product to be provided/sold:					
Firm/Company type:	Sole Proprietorship <input type="checkbox"/>	Partnership <input type="checkbox"/>	Corporation <input type="checkbox"/>	Non-Profit Corp. <input type="checkbox"/>	Other: _____
Is your company a Certified:	Woman-Owned <input type="checkbox"/>	African American <input type="checkbox"/>	Hispanic <input type="checkbox"/>	Asian American <input type="checkbox"/>	Native American <input type="checkbox"/> Native Alaskan <input type="checkbox"/>
Terms of payment:					
Bonding Capability:	Don't know <input type="checkbox"/>	Under \$100,000 <input type="checkbox"/>	Over \$100,000 <input type="checkbox"/>	Other: _____	
Does your firm currently cover all employees with Workman's Compensation insurance: Yes No			If yes, in what amount:		
Are any officers, owners, partners, or employees (or employee family) an employee of the Jackson County Board of Commissioners: Yes No					
If above answer is Yes, please identify that person and their position with the County:					
Name:			Department/Title:		
Certification					
I certify that the information supplied herein, including all pages attached, is correct and that neither the applicant nor any person (or concern) in any connection with the applicant is a principal officer so far as known, nor is now debarred or otherwise ineligible from bidding for any reason or project with the Jackson County Board of Commissioners.					
Signature:		Title:		Date:	