



**City of Fort Oglethorpe  
Building, Planning, and Zoning  
500 City Hall Drive  
Fort Oglethorpe, Georgia 30742  
706.866.2544  
www.fortogov.com  
Invitation to Bid (ITB) #009-20:  
4-Wheel Drive Ford Explorer**

**SPECIFIC SPECIFICATIONS AND SPECIAL CONDITIONS**

- 1.0 The City of Fort Oglethorpe hereby solicits and requests sealed bids for the purchase of a vehicle for use by the Building Department.

The purpose of these specifications is to describe the requirements for one (1) new or unused current year model, 4-wheel drive Ford Explorer. It is intended to establish a level of quality, function and reliability. The Vehicle should be delivered complete and ready to operate. The equipped vehicle shall comply with provided specifications and meet or exceed all Federal Department of Transportation (DOT) requirements and the latest Underwriters Laboratory (UL) requirements. The City may allow deviations to below specifications if dealer has the vehicle in stock and available for immediate delivery.

Bids for this project must be sealed and delivered in person, by mail, or overnight delivery service to:

**City of Fort Oglethorpe  
500 City Hall Drive  
Fort Oglethorpe, Georgia, 30742  
Attention: Rick Quarles, Director of Building, Planning, and Zoning**

All bids must be delivered to the City no later than 2:00 p.m. November 30<sup>th</sup>, 2020. Any bid received after this time will not be considered. The envelope shall state **“SEALED BID – ITB #009-20: 4-Wheel Drive Ford Explorer”** to prevent accidental opening. An award will be made based on the lowest responsive and responsible bid that has met the requirements of this ITB. Bid price shall stand for 90 days from the due date of the bid.

Written inquiries concerning the vehicle should be made to Rick Quarles, Director of Building, Planning, and Zoning, at [rquarles@fortoglethorpega.gov](mailto:rquarles@fortoglethorpega.gov).

**1.1 ITB #009-20: 4-Wheel Drive Ford Explorer – Specifications**

The purpose of this specification is to describe a new four-wheel drive Ford Explorer as specified below. The use of a brand name does not indicate a preference for that brand. It is intended to establish a level of quality, function and reliability. Vehicle should be delivered complete and ready to operate. The City will allow deviations to below specifications if the dealer has the vehicle in stock and available for immediate delivery.

**(If marked “ \*\* ” no deviation is allowed)**

1.1.1 - Shall be Oxford White in color

1.1.2 - Standard Interior and Exterior Packages

1.1.3 - Bluetooth Technology\*\*

1.1.4 - Third-row seating\*\*

1.1.5 - Front and rear all-weather vinyl floor liners\*\*

1.1.6 - Four Wheel Drive

1.1.7 - 3.3L V6 Engine

1.1.8 - 10-speed automatic with select Shift® capability

1.1.9 - Power 4-wheel disc with Anti-lock Breaking System (ABS) and Electronic Power-Assisted Steering (EPAS)

1.1.10 - 18-Inch Painted Aluminum Wheels

1.1.11 - Amber/Clear Traffic Advisor LED

Inside Front Grill, Back Window Mount with Switch\*\*

1.1.12 Warranty:     Bumper to Bumper: 3 years / 36,000 miles  
                          Powertrain: 5 years / 60,000 miles Safety Restraint  
                          System: 5 years / 60,000 miles Corrosion  
                          (Perforation only): 5 years / Unlimited miles Roadside  
                          Assistance Program: 5 years / 60,000 miles

**1.2 Delivery**

1.2.1     All prices bid must include four keys and fobs with all delivery and handling charges included.

1.2.2     Time required for delivery after receipt of order is two weeks.

1.2.3     The successful bidder will be responsible for delivering the vehicle to City Hall, 500 City Hall Drive, Fort Oglethorpe, Georgia 30742.

1.3     This contract shall be awarded to the vendor offering the lowest and responsive bid to the City.

2.0 **Other Specifications**

2.1 The bid response must include the following documents in this order:

- Bid Proposal Form (as a cover sheet)
- Exception Sheet
- Other submittals as stated

All referenced documents must be completed and returned in their entirety to constitute a complete bid. All manually submitted bids must be submitted on the bid proposal form contained in these specifications to be considered.

2.2 Original invoices should be sent to:

City of Fort Oglethorpe  
500 City Hall Drive  
Fort Oglethorpe, GA 30742  
Attention: Rick Quarles, Director of Building, Planning, and Zoning

2.3 All vendors are responsible for determining and acknowledging any addenda issued in connection with this bid solicitation. Addenda must be acknowledged in order for bids to be considered.

2.4 The successful bidder will be responsible for applying for all Georgia tags and titles. Associated costs should be considered in the bid price.

2.5 No dealer advertising is to be on any vehicle.

2.6 Bid will be accepted from vehicle dealerships only. No bids from vehicle brokers will be considered.

2.7 Failure to comply with the above without prior written exemption may result in cancellation of order. In cases where failure to comply is not discovered until after payment has been made, the City reserves the right to revoke bidding privileges for failure to comply.

2.8 The City reserves the right to order additional units outside of the number specified herein during the calendar year 2020 and 2021. If the vendor does not desire to provide the unit at the original bid price, the vendor is under no obligation to do so.

**Exception Sheet**

ITB # 009-20: 4-Wheel Drive Ford Explorer

If the commodity(ies) and/or services proposed in the response to this bid is in anyway different from that contained in this proposal or bid, the bidder is responsible to clearly identify by specification section number, all such differences in the space provided below. Otherwise, it will be assumed that bidder's offer is in total compliance with all aspects of the proposal or bid.

Below are the exceptions to the stated specifications:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Company

\_\_\_\_\_  
Title

**BID PROPOSAL FORM**  
(Submit as the cover sheet)  
(Submit a minimum of two copies)

City of Fort Oglethorpe Purchasing Department  
500 City Hall Dr  
Fort Oglethorpe, Georgia 30742  
Attention: Rick Quarles, Director of Building, Planning, and Zoning

Name of Bidder: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

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

Email: \_\_\_\_\_

Do you have a business tax certificate issued in the state of Georgia? (Check one) Yes: \_\_\_\_\_ No: \_\_\_\_\_

From what City / County \_\_\_\_\_

Tax Certificate #: \_\_\_\_\_ Federal Tax ID #: \_\_\_\_\_

Indicate legal form of ownership of bidder (statistical purposes only): Check one.

\_\_\_\_\_ Corporation

\_\_\_\_\_ Partnership

\_\_\_\_\_ Individual

\_\_\_\_\_ Other (Specify: \_\_\_\_\_ )

**BID FORM**

ITB # 009-20: 4-Wheel Drive Ford Explorer

Bidder Name: \_\_\_\_\_

Location: City of Fort Oglethorpe, Georgia

The undersigned proposes to furnish the following items in strict conformance to the bid specifications and bid invitation issued by the City of Fort Oglethorpe for this bid. Any exceptions are clearly marked on the Exceptions Sheet attached herein:

Description	Unit	Total
NEW 2021 or Unused Current Production Model Ford Explorer, Base Model, Four Wheel Drive	1	\$

Notes:

1. Copy bid form and use as needed if multiple vehicle options are submitted.
2. **Please attach vendor or manufacturer supplied vehicle specifications / documentation for vehicle.**
3. Respondent understands that the City reserves the right to reject any or all bids. Award will be made based upon the most responsive and responsible bid that has met the requirements of this ITB criteria. **The respondent agrees that his bid shall be good and may not be withdrawn for a period of 90 days after the scheduled closing time for receiving bids.**

**ADDENDA ACKNOWLEDGEMENT**

My signature below confirms my receipt of all addenda issued for this proposal.

\_\_\_\_\_  
Signature

**\*This acknowledgement is separate from my signature on the fee proposal form. My signature on the fee proposal form will not be deemed as an acknowledgement of addenda.**

Time required for delivery after receipt of order: \_\_\_\_ weeks.

I certify this bid complies with the General and Specific Specifications and Conditions issued by the City except as clearly marked in the attached copy.

\_\_\_\_\_  
Authorized Representative /  
Title  
(Print or Type)

\_\_\_\_\_  
Authorized Representative

\_\_\_\_\_  
Date

**EXECUTION OF BID**

Date: \_\_\_\_\_

The Respondent certifies the following by placing an "X" in all blank space:

\_\_\_\_\_ That this bid was signed by an authorized representative of the company.

\_\_\_\_\_ That all labor costs associated with this project have been determined, including all direction and indirect costs.

\_\_\_\_\_ That the Respondent agrees to the conditions as set forth in this Invitation to Bid with no exceptions.

Therefore, in compliance with the foregoing Invitation to Bid, and subject to all terms and conditions thereof, the undersigned offers and agrees, if the bid is accepted within 90 days from the date of the opening, to furnish the items for the prices quote within the timeframe required.

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_\_\_  
Authorized Representative /  
Title  
(Print or Type)

\_\_\_\_\_  
Authorized Representative

\_\_\_\_\_  
Date

**AFFADAVIT OF NON-COLLUSION**

ITB #: 009-20: 4-Wheel Drive Ford Explorer

Location of Work: City of Fort Oglethorpe, Georgia 30742

Vendor's State of: \_\_\_\_\_

Vendor's County of: \_\_\_\_\_

\_\_\_\_\_  
Being first duly sworn, deposes and says that he / she is

\_\_\_\_\_  
(sole owner, partner, president, secretary, etc. . .)

That the Proposed Fee is genuine and not collusive; that said Respondent has not colluded, conspired, connived, or agreed, directly or indirectly, with another person, to put in a sham bid, or that such other person shall refrain from responding to the Invitation to Bid, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication, or conference, with any person to fix the Contract Price of affiant or any other Respondent, or to fix any overhead, profit, or cost element of said Contract Price, or of that of any other Respondent, or to secure and advantage against the City of Fort Oglethorpe, their City Council members, or any other person interested in the proposed contract; and, that all statements contained in said bid are true, and further, that such Respondent has not directly or indirectly submitted this bid, or contents thereof, or divulged information or data relative thereto to any association or to any member or agent thereof.

\_\_\_\_\_  
(Affiant)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
(Notary Public in and for)

\_\_\_\_\_  
(County)

My commission expires \_\_\_\_\_, 20\_\_