Manatee County Sheriff’s Office
Invitation to Bid

ITB-2010-18-004-MOTORCYCLES
INVITATION TO BID (2010-18-004-MOTORCYCLES)

DATE: November 30, 2010
TO: All Bidders
FROM: Bid Coordinator, Manatee County Sheriff’s Office

The Manatee County Sheriff’s Office, a political subdivision of the State of Florida (hereinafter "Sheriff’s Office") is accepting sealed replies from vendors/individuals authorized to do business in the State of Florida, for the sale of two (2) 2003 BMW RT-1150-P motorcycles.

Bidders shall note exceptions to the above paragraph in any bid submitted if there are any.

The Sheriff’s Office reserves the right to add and/or delete elements, or to change any element of the coverage and participation at any time without prior notification and without any liability of any kind or amount, with 30 days notice to the bidder.

You are invited to submit a sealed reply subject to the terms, conditions, and specifications contained herein.

TIMELINE OF EVENTS:

Release November 30, 2010
Bids due December 10, 2010 - 2:00 p.m. ET, MCSO Operations Center
Opening of Bids December 10, 2010 - 2:30 p.m. ET, MCSO Operations Center
Award TBD

Bids received after 2:00 p.m. Eastern Time on December 10, 2010 will be rejected.
Bids will be opened publicly and read aloud December 10, 2010 at 2:30 pm Eastern Time.

FOR INFORMATION RELATED TO THIS INVITATION TO BID DIRECT QUESTIONS IN WRITING TO:
Bid Coordinator, via email: Bids@ManateeSheriff.com or via regular mail at this address:

Fiscal Section, Bid Coordinator
ATTN: ITB-2010-18-004-MOTORCYCLES
Manatee County Sheriff’s Office
600 U.S. Highway 301 Boulevard, West, Suite 202
Bradenton, Fl 34205

All inquiries, with responses, will be made available to all bidders on an equal basis without prejudice.
Important note: A prohibition of Lobbying has been enacted. Please review paragraph A.18 carefully to avoid violation and possible sanctions.

AUTHORIZED FOR RELEASE: November 30, 2010
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SECTION A: GENERAL CONDITIONS AND SPECIAL CONDITIONS

Bidders must comply with the following instructions for bids to be considered.

GENERAL CONDITIONS

A.1 OPENING LOCATION AND DATE
Bids will be opened at the Manatee County Sheriff’s Office, 600 U.S. Highway 301 Boulevard West, Suite 202, Bradenton, Florida 34205 on the date and time indicated on the first page of this Invitation.

A.2 BID INFORMATION AND DOCUMENTS
Bid information and documents can be accessed via the Sheriff’s Office website at www.manateesheriff.com. From the home page, click on the Budget tab to go to Fiscal Services, then click the Purchasing link in the left-hand column. Documents may also be obtained via email or regular mail by calling the Manatee County Sheriff’s Office Bid Coordinator at (941)-747-3011, extension 2043.

A.3 BID FORM DELIVERY REQUIREMENTS
Any bids received after the stated time and date will not be considered. It shall be the sole responsibility of the Bidder to have the bid delivered to the Manatee County Sheriff’s Office Purchasing Office for receipt on or before the stated time and date. If a bid is sent by U.S. Mail, the Bidder shall be responsible for its timely delivery to the Purchasing Office. Bids delayed by mail shall not be considered.

A.4 SEALED & MARKED
The bid shall be submitted in one sealed package clearly marked on the outside “Sealed Bid – Invitation to Bid ITB-2010-18-004-MOTORCYCLE A” or “Sealed Bid – Invitation to Bid ITB-2010-18-004-MOTORCYCLE B” and addressed to:

Fiscal Section, Bid Coordinator
Manatee County Sheriff’s Office
600 U.S. Hwy 301 Blvd West, Suite 202
Bradenton, Fl 34205

A.5 LEGAL NAME
Bids shall clearly indicate the legal name, address and telephone number of the Bidder (agency, company, firm, partnership, or individual) on the Bid Signature form. Bids shall be signed below the typed or printed representative name and title of the signer. The signer shall have the authority to bind the Bidder to the submitted bid.

A.6 BID EXPENSES
All expenses for making bids to the Sheriff’s Office are to be borne by the Bidder.

A.7 EXAMINATION OF OFFER
Bidder warrants by virtue of bidding that the price quoted in the bid submitted will be good for an evaluation period of thirty (30) calendar days from the date of bid opening unless otherwise stated. Bidders will not be allowed to withdraw or modify bids after the opening time and date.

A.8 PRICES, TERMS AND PAYMENT
Firm prices shall be quoted, typed or printed in ink.

A.9 RESERVED RIGHTS
The Sheriff's Office reserves the right to accept or reject any and/or all bids, to waive irregularities and technicalities, and to request resubmission. Any sole response received by the first submission date may or may not be rejected by the Sheriff’s Office, depending on available competition and timely needs of the Sheriff's Office. The Sheriff’s Office reserves the right to award the contract to a responsible Bidder submitting a responsive bid, with a resulting negotiated agreement which is most advantageous and in the best interests of the Sheriff's Office. The Sheriff’s Office shall be the sole judge of the bid, and the resulting negotiated agreement that is in its best interest and its decision shall be final.

A.10 APPLICABLE LAWS
Bidder must be authorized to transact business in the State of Florida. All applicable laws and regulations of the State of Florida and ordinances and regulations of the Sheriff’s Office will apply to any resulting agreement.

SPECIAL CONDITIONS

A.11 IN GENERAL
The purpose of these specifications is to describe the sale of two (2) 2003 BMW R-1150-P motorcycles by the Manatee County Sheriff’s Office.

A.12 DELIVERY
Removal must be completed within fifteen (15) calendar days after finalization of sale. The Sheriff shall have the right to impose storage charges if said 2003 BMW R-1150-P motorcycles are not removed in a timely manner.

A.13 PRICES
The 2003 BMW R-1150-P motorcycles are offered on an “AS IS” basis with a minimum bid of $5,000 each. No warranty applies on description or condition. The successful bidder will be responsible for removal and all work or expenses incidental to the removal of the 2003 BMW R-1150-P motorcycles purchased.
A.14 WINNING BIDS
Winning bids shall be determined by the highest bid over the $5,000 minimum for each motorcycle offered. The Sheriff’s Office reserves the right to sell the motorcycles according to whatever may be in the best interest of the Manatee County Sheriff’s Office.

In the event that two or more bidders have submitted the highest and best bid on one or both motorcycles, the following criteria will be used to break the tie. First, the first bid received will have priority. If two bids are received simultaneously and one of the bidders has bid on both Motorcycle A and Motorcycle B, that bidder shall have priority. If the bids are tied and received simultaneously for either Motorcycle A or Motorcycle B, a coin flip will determine the winner. In the event that three or more bidders are tied, numbers will be drawn to determine the winning bid. (See A.12)

A.15 DEFAULT
In the event of a default by awarded bidder, the Manatee County Sheriff reserves the right to utilize the next high bidder. The next high bidder will be notified and shall be required to perform under the same terms and provisions herein.

A.16 PAYMENT
Bids shall be opened publicly and read aloud on the date, time and place specified above. Bidders are welcome to attend. Bids will be verified and tabulated prior to the notification of the award. Actual bidders will be notified of the outcome of the award. The successful bidder(s) shall, upon notification, remit to: Manatee County Sheriff’s Office, 600 U.S. Highway 301 Boulevard, West, Suite 202, Bradenton, Florida 34205, payment in the amount of the total bid price. Payment must be made within ten (10) working days after notification of award. Personal checks will not be accepted. If payment is not made within the specified time, the bidder shall be in default of these terms and provisions.

A.17 INSPECTION
The 2003 BMW R-1150-P motorcycles can be seen by appointment. Appointments to inspect the motorcycles may be made by contacting Sergeant Mike Kenyan at: 941-747-3011, extension 1077 or via cell at 941-518-2158.
SECTION B: FORM OF BID

Faxed bids will not be accepted. All bids must be submitted in the following manner:

B. 1 SUBMITTAL ENVELOPE

Bids must be submitted in a sealed envelope. The face of the envelope shall contain:

2) Name of Bidding Agency,
3) Envelopes must be delivered to:

Fiscal – ATTN: Bid Coordinator
Manatee County Sheriff’s Office
600 U.S. Hwy 301 Blvd West, Suite 202
Bradenton, Florida 34205

In order to insure uniformity, all bids must be submitted on the enclosed forms or exact photo copies and be signed by an authorized representative of the agency submitting the bid. Bids not submitted in accordance with the terms, conditions, specifications, and other instructions contained herein may be subject to rejection.

B.3 BID SIGNATURE FORM

B.4 BID SUBMITTAL FORM

There is Bid Submittal Form for MOTORCYCLE A and a Bid Submittal Form for MOTORCYCLE B.

The Sheriff’s Office reserves the right to make such investigation and solicit additional information or submittals as it deems necessary to determine the ability of any bidder to complete this purchase. Furthermore, the Sheriff reserves the right to determine to whom the motorcycles will be sold.

SECTION C: SCOPE OF SERVICES

C.1 GENERAL OVERVIEW

The Manatee County Sheriff’s Office will sell two (2) BMW RT-1150-P motorcycles. The Sheriff’s Office will receive bids on each motorcycle. The bidder with the highest bid over $5,000 for Motorcycle A will win the bid for Motorcycle A. The bidder with the highest bid over $5,000 will for Motorcycle B will win the bid for Motorcycle B. (See A.12 in General Conditions.) The 2003 RT-1150-P motorcycles are sold on an “AS IS” basis.

The 2003 RT-1150-P motorcycles are owned by the Manatee County Sheriff’s Office and have been used for law enforcement activity. Both vehicles have been serviced on a regular basis and are available for inspection.

Appointments to inspect both 2003 RT-1150-P motorcycles and any technical questions should be directed to Sergeant Mike Kenyan 941-747-3011, extension 1077 Monday through Friday 8 am – 7 pm. Alternatively Sergeant Kenyan can be reached via his cell phone at 941-518-2158. Questions concerning the bidding procedures should be directed to the Manatee County Sheriff’s Office, Bid Coordinator at 941-747-3011, extension 2043 or via e-mail: bids@manateesheriff.com. All bid inquiries should be made weekdays between 8:00 a.m. and 4:30 p.m.
Up for bid:
TWO (2) BMW RT-1150-P MOTORCYCLES

Model: 2003 RT-1150-P

<table>
<thead>
<tr>
<th></th>
<th>Motorcycle A</th>
<th>Motorcycle B</th>
</tr>
</thead>
<tbody>
<tr>
<td>Miles</td>
<td>25,000</td>
<td>28,000</td>
</tr>
<tr>
<td>ABS Brakes</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Brakes</td>
<td>New</td>
<td>New</td>
</tr>
<tr>
<td>Clutch</td>
<td>New</td>
<td>New</td>
</tr>
<tr>
<td>Tires</td>
<td>New</td>
<td>New</td>
</tr>
<tr>
<td>Saddlebags</td>
<td>Yes – Removable</td>
<td>Yes - Removable</td>
</tr>
<tr>
<td>Kickstand</td>
<td>Center and Side</td>
<td>Center and Side</td>
</tr>
<tr>
<td>Service Record</td>
<td>Current, incl oil change</td>
<td>Current, inc. oil change</td>
</tr>
<tr>
<td>Emergency Lights Siren</td>
<td>Lights, siren and markings pertaining to law enforcement have been removed.</td>
<td></td>
</tr>
</tbody>
</table>
SECTION D: FORMS

Forms required for submission of bid begin on the following page.
This is to certify that I (authorized representative) have read and understood the terms, conditions, specifications and other instructions contained in this Invitation to Bid, and further, that the bid being submitted meets the requirements set forth in this invitation.

I further certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, or persons submitting a bid for the same equipment detailed in this Invitation to Bid and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this invitation and certify that I am authorized to sign this offer on behalf of the bidder.

| Name of Company or Individual: |
| Bidding as: (Check one) | Corporation | Individual | Other (Explain) |
| Tax ID Number |
| Address: |
| City: | State: | Zip: |
| Telephone: | Fax: |
| Email address: |
| Representative Name: |
| Representative Title: |
| Authorized Signature: |
2003 BMW RT-1150-P
Motorcycle A

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
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<tbody>
<tr>
<td><strong>Miles</strong></td>
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<td><strong>ABS Brakes</strong></td>
<td>✓</td>
</tr>
<tr>
<td><strong>Brakes</strong></td>
<td>New</td>
</tr>
<tr>
<td><strong>Clutch</strong></td>
<td>New</td>
</tr>
<tr>
<td><strong>Tires</strong></td>
<td>New</td>
</tr>
<tr>
<td><strong>Saddlebags</strong></td>
<td>Yes – Removable</td>
</tr>
<tr>
<td><strong>Kickstand</strong></td>
<td>Center and Side</td>
</tr>
<tr>
<td><strong>Service Record</strong></td>
<td>Current, incl oil change</td>
</tr>
<tr>
<td><strong>Emergency Lights Siren</strong></td>
<td>Lights, siren and markings pertaining to law enforcement have been removed.</td>
</tr>
</tbody>
</table>

Total Bid in the amount of: ______________________

is made on MOTORCYCLE A, the 2003 BMW RT-1150-P motorcycle as described above. The bid is on an “AS IS” basis. It is understood that there are no warranties.
## 2003 BMW RT-1150-P Motorcycle B

<table>
<thead>
<tr>
<th>Feature</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Miles</td>
<td>28,000</td>
</tr>
<tr>
<td>ABS Brakes</td>
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<td>Brakes New</td>
<td>New</td>
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<td>Clutch New</td>
<td></td>
</tr>
<tr>
<td>Tires New</td>
<td></td>
</tr>
<tr>
<td>Saddlebags</td>
<td>Yes – Removable</td>
</tr>
<tr>
<td>Kickstand Center and Side</td>
<td></td>
</tr>
<tr>
<td>Service Record</td>
<td>Current, incl oil change</td>
</tr>
<tr>
<td>Emergency Lights Siren</td>
<td>Lights, siren and markings pertaining to law enforcement have been removed.</td>
</tr>
</tbody>
</table>

Total Bid in the amount of: ______________________

is made on MOTORCYCLE B, the 2003 BMW RT-1150-P motorcycle as described above. The bid is on an “AS IS” basis. It is understood that there are no warranties.