INVITATION TO BID (ITB-2012-18-002-CHEVELLE)

DATE: December 4, 2012
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 a 1971 Chevrolet Chevelle.

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 DECEMBER 4, 2012
- Bids due JANUARY 9, 2013 - 2:00 p.m. ET, MCSO Operations Center
- Opening of Bids JANUARY 9, 2013 - 2:30 p.m. ET, MCSO Operations Center
- Award TBD

Bids received after 2:00 p.m. Eastern Time on January 9, 2013 will be rejected.
Bids will be opened publicly and read aloud January 9, 2013 at 2:30 p.m. 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-2012-18-002-CHEVELLE
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.

AUTHORIZED FOR RELEASE: December 4, 2012
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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 Fiscal tab, 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 a carrier shall not be considered.

A.4 SEALED & MARKED
The bid shall be submitted in one sealed package clearly marked on the outside with “Sealed Bid – Invitation to Bid ITB-2012-18-002-CHEVELLE” 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 a 1971 Chevrolet Chevelle offered by Manatee County Sheriff’s Office.

A.12 DELIVERY
The vehicle must be removed within fifteen (15) calendar days after finalization of sale. The Sheriff shall have the right to impose storage charges if the vehicle is not removed in a timely manner.

A.13 PRICE
The 1971 Chevrolet Chevelle is offered on an “AS IS” basis. There is no minimum bid or reserve. 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 vehicle purchased.

A.14 WINNING BID
The winning bid shall be determined by the highest bid. The Sheriff’s Office reserves the right to sell the vehicle 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 the vehicle, the following criteria will be used to break the tie. First, the first bid received will have priority. If the bids are tied and received simultaneously, 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. The actual bidder will be notified of the outcome of the award. The successful bidder 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 1971 Chevrolet Chevelle can be seen by appointment. Appointments to inspect the vehicle December 17-20, 2012 may be made by contacting Ed Boyett at: 941-751-8181.
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 envelope must be marked as follows:

1) The Invitation to Bid number– ITB 2012-18-002-CHEVELLE
2) Name of Bidder
3) Envelopes must be labeled to 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 party submitting the bid. Bids not submitted in accordance with the terms, conditions, specifications, and other instructions contained herein may be subject to rejection.

B.2 BID SIGNATURE FORM

B.3 BID SUBMITTAL FORM

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 vehicle will be sold.

SECTION C: SCOPE OF SERVICES

C.1 GENERAL OVERVIEW

The Manatee County Sheriff’s Office is extending an invitation for bids on a 1971 Chevrolet Chevelle. The vehicle will be sold on an “AS IS” basis.

The 1971 Chevelle can be inspected December 17-20 by making an appointment with Ed Boyett. Technical questions should also be directed to Mr. Boyett. He can be reached at 941.751.8181 Monday through Friday from 9 am to 3 pm. Questions related to bid procedures should be directed to Deb Merrill the 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:
1971 Chevrolet Chevelle Convertible

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 respect 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.

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<th>Name of Company or Individual:</th>
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<tr>
<th>Bidding as: (Check one)</th>
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<th>Authorized Signature:</th>
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</table>
• 1971 Chevrolet Chevelle Convertible
• VIN# 136671R193382
• Green and White
• 502 V8 - Automatic
• Mileage Unknown
• AM/FM Radio with CD Player
• Factory A/C – not working
• Heater – not working
• Dash Electrics – not working

Total Bid in the amount of: ________________________________

is made on the 1971 Chevrolet Chevelle Convertible as described above. The bid is on an “AS IS” basis. It is understood that there are no warranties.

Signature of Person Placing the Bid: ________________________________