

# INVITATION FOR BID # 23-04

COUNTY OF MONTGOMERY  
PURCHASING DEPARTMENT  
755 ROANOKE STREET, SUITE 2C  
CHRISTIANSBURG, VA 24073-3179

DATE		BID OPENING DATE AND HOUR	SEALED BID
September 9, 2022		September 14, 2022 3 pm	NO

ADDRESS ALL INQUIRES AND CORRESPONDENCE TO:  
Montgomery County Purchasing Department  
755 Roanoke Street, Suite 2C  
Christiansburg, VA 24073-3179  
Jeff Groseclose.  
Telephone Number: (540) 382-5784  
Fax Number: (540) 382-5783  
e-mail address:  
[mcpurchasing@montgomerycountyva.gov](mailto:mcpurchasing@montgomerycountyva.gov)

### SPECIAL INSTRUCTIONS

1. **Unsealed Bid** responses should be returned in an envelope with the bid number and opening date indicated on the outside of the envelope. Responses may also be emailed to [mcpurchasing@montgomerycountyva.gov](mailto:mcpurchasing@montgomerycountyva.gov) or faxed to 540-382-5783.
2. The bidder is responsible to confirm emailed or faxed responses are received.
3. Responses must be submitted on this form and the attachment provided.
4. Responses should be signed below.
5. Responses will be received in the Montgomery County Purchasing Department, at the address listed above, until the bid opening date and hour or, if specified, the bid return date and hour shown above.
6. Written questions may be submitted to [mcpurchasing@montgomerycountyva.gov](mailto:mcpurchasing@montgomerycountyva.gov) until 5:00 pm on September 13, 2022
7. Contact the Purchasing Department for bid award information.
8. DELIVERY IS F.O.B. DESTINATION UNLESS OTHERWISE NOTED BY MONTGOMERY COUNTY IN THE BODY OF THE BID.
9. Attachments A & B are incorporated by reference into this invitation for bid and any resulting contract.

### COMMODITY: Sport Utility Vehicle

Line Item	Description	Quantity	Unit	Unit Price	Extended Price
1.	2022 or newer Ford Explorer or approved equivalent. See Scope of Work for specification details  Title is to be made out to <b>Montgomery County Board of Supervisors.</b>	1	ea.	Use Attachment B to provide pricing	Use Attachment B to provide pricing

IN ACCORDANCE WITH THIS INVITATION FOR BID AND SUBJECT OF ALL TERMS AND CONDITIONS IMPOSED HERIN AND IN ATTACHMENTS, THE UNDERSIGNED OFFERS AND AGREES TO FURNISH THE ITEM(S) FOR THE PRICES OFFERED.

FULL LEGAL NAME (PRINT)		FEDERAL TAXPAYER NUMBER (ID#)		DELIVERY DATE	
PURCHASE ORDER ADDRESS		PAYMENT ADDRESS		<b>TERMS NET 30</b>	
CONTACT NAME/TITLE (PRINT)		SIGNATURE (INK)		DATE	
E-MAIL ADDRESS	TELEPHONE NUMBER	TOLL FREE NUMBER		FAX NUMBER	

## **I. PURPOSE**

The intent and purpose of this Invitation for Unsealed Bids from qualified sources is to establish pricing in order for Montgomery County to issue purchase order to a qualified dealer to provide the specified vehicle herein to the County.

## **II. SCOPE OF WORK**

The contractor shall provide and deliver vehicle to the County as stated in the Scope of Work.

### **A. GENERAL REQUIREMENTS**

- a. All vehicles bid shall be new and unused
- b. Pricing for vehicles shall include delivery to Montgomery County Government Center in Christiansburg, Virginia
- c. Bid shall include manufacturer's product literature for vehicle quoted to include model, specifications, options, features, warranty, etc.
- d. Owner's manuals shall be included with all vehicles
- e. In stock vehicles for immediate delivery are preferred. Vehicles with extended lead time may be considered.

### **B. VEHICLE SPECIFICATIONS**

#### **1. LINE ITEM 1 – FORD EXPLORER**

- a. 2022 or newer Ford Explorer or approved equivalent
- b. 4x4 or AWD
- c. 3.5L V6 or approved equivalent is preferred
- d. Tire size P245-65R17 or approved equivalent is preferred
- e. Exterior Color: White is preferred. Other colors may be considered
- f. Interior Color: Gray is preferred. Other colors may be considered
- g. Air Conditioning and heat
- h. AMFM/MP3/hands free cell phone use capability is preferred
- i. Equipped with spare tire, wheel, and jack
- j. Factory Warranty

## **III. BID CLARIFICATION**

- a. It is the responsibility of the bidder to request clarification concerning questions pertaining to the scope of work, specifications, terms and conditions, and definitions contained within prior to submitting a bid. Questions should be submitted by email to [mcpurchasing@montgomerycountyva.gov](mailto:mcpurchasing@montgomerycountyva.gov) prior to 5:00 pm on September 13, 2022

## **IV. ATTACHMENTS**

Attachment A – Terms and Conditions

Attachment B – Pricing Table

## ATTACHMENT A TERMS AND CONDITIONS

**GENERAL TERMS AND CONDITIONS:** [https://montgomerycountyva.gov/docs/default-source/purchasing-solicitations/ifb\\_terms\\_and\\_conditions.pdf?sfvrsn=97ffdc9c\\_2](https://montgomerycountyva.gov/docs/default-source/purchasing-solicitations/ifb_terms_and_conditions.pdf?sfvrsn=97ffdc9c_2)

**SPECIAL TERMS AND CONDITIONS:**

1. **AWARD OF CONTRACT:** Award will be made to the lowest responsive and responsible Bidder. Evaluation will be based on the Unit Price. In case of arithmetic errors, the unit price will govern. If cash discount for prompt payment is offered, it must be clearly shown in the space provided. Discounts for prompt payment will not be considered in making awards. Delivery time may be considered as a factor of award. Montgomery County reserves the right to reject any and all bids in whole or in part, to waive any informality, and to delete items prior to making an award.
2. **AVAILABILITY OF FUNDS:** It is understood and agreed between the parties herein that Montgomery County shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.
3. **NEGOTIATION WITH THE LOWEST BIDDER:** Unless all bids are cancelled or rejected, Montgomery County reserves the right granted by Section 2.2-4318 of the Code of Virginia to negotiate with the lowest responsive, responsible bidder to obtain a contract price within the funds available to Montgomery County whenever such low bid exceeds Montgomery County's available funds. For the purpose of determining when such negotiations may take place, the term "available funds" shall mean those funds which were budgeted by Montgomery County for this contract prior to the issuance of the written Invitation for Bids. Negotiations with the low bidder may include both modifications of the bid price and the Scope of Work/Specifications to be performed. Montgomery County shall initiate such negotiations by written notice to the lowest responsive, responsible bidder that its bid exceeds the available funds and that Montgomery County wishes to negotiate a lower contract price. The times, places, and manner of negotiating shall be agreed to by Montgomery County and the lowest responsive, responsible bidder.
4. **EXTRA CHARGES NOT ALLOWED:** The bid price shall be all inclusive and delivered to Montgomery County ready for Montgomery County use, and shall include all applicable freight and delivery; extra charges will not be allowed.
5. **WARRANTY (COMMERCIAL):** The Contractor agrees that the supplies or services furnished under any award resulting from this solicitation shall be covered by the most favorable commercial warranties the contractor gives any customer for such supplies or services and that the rights and remedies provided therein are in addition to and do not limit those available to Montgomery County by any other clause of this solicitation. A copy of this warranty must be furnished with the bid.

**Attachment B  
Pricing Table**

Attachment B is to be completed and submitted by the Bidder as part of a complete Bid. Bidder shall identify all costs associated with providing the goods/services as specified in this document and should submit firm fixed pricing for each item below. Bidders may include quotes, worksheets, or other information with their bid, but the official pricing must be included in the pricing table provided.

<b>Line Item</b>	<b>Description</b>	<b>Qty.</b>	<b>Unit</b>	<b>Unit Price</b>	<b>In stock Yes or No</b>	<b>Estimated Delivery Date</b>
2	2022 or newer Ford Explorer per specifications, or approved equivalent	1	ea.	\$		

Bidders shall include below any exceptions to the bid specifications/requirements and/or any items excluded from the bid price

Exceptions and/or exclusions:

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