

## NOTICE TO BIDDERS

Sealed bids will be received in the Office of the County Controller, Fayette County Courthouse, Uniontown, PA 15401 until 3:00 PM, Thursday, November 10, 2016, for the lease of one (1) 2017 Ford Explorer 4WD, or approved equivalent model, for Fayette County Behavioral Health Administration, 215 Jacob Murphy Lane, Uniontown, PA, 15401. Bid Number 16-07.

The bids will then be publicly opened and read aloud in the Fayette County Commissioners' Office Conference Room, 1<sup>st</sup> Floor, Courthouse, Uniontown, PA 15401 on Thursday, November 10, 2016 at 3:00 PM.

Bid forms and specifications may be obtained from the Chief Clerk of Fayette County, Courthouse, Uniontown, PA, 15401 by calling 724-430-1200 extension 213 or by emailing [arevak@fayettepa.org](mailto:arevak@fayettepa.org). Bid specifications can also be found on the County website at [www.co.fayette.pa.us](http://www.co.fayette.pa.us).

Bid prices should be entered in the spaces provided on the bid form. An award will be made to the lowest responsible bidder. If available, 36 and/or 39 month lease options with and without end of lease purchase options are to be included. Lease terms should be based on 16,500 and/or 18,000 miles per year allowances.

All bids in excess of \$1,000 must be accompanied by cash, certified check, or bond with corporate surety in an amount not less than ten percent (10%) of the amount bid.

Submit one (1) original (clearly marked) and five (5) copies of the completed bid forms to the Office of the County Controller, Fayette County Courthouse, 61 East Main Street, Uniontown, PA 15401, together with bid deposit. Retain one copy of the bid for your files. All bids submitted pursuant to this advertisement and delivered to the Controller's Office must be **SEALED WITH CLEAR TAPE** and **CLEARLY MARKED** on the outside of the envelope **BID NO. 16-07**.

The Fayette County Commissioners reserve the right to reject any or all bids or parts thereof.

**ALL PROPOSALS MUST BE SUBMITTED**

**AS ONE ORIGINAL AND FIVE COPIES**

**BY 3:00 P.M.**

**NOVEMBER 10, 2016**

**SEALED BIDS MUST BE MARKED**

**WITH BID NUMBER 16-07**

**AND SEALED WITH CLEAR TAPE**

The following documents must be completed and submitted with your proposal. If these forms are not signed and submitted, your proposal will not be considered.

1. Bid Security
2. Proposal Form (Page 3)

## PROPOSAL FORM

**RE:** BID NO. 16-07 ONE (1) 2017 FORD EXPLORER 4WD FOR FAYETTE COUNTY BEHAVIORAL HEALTH ADMINISTRATION

**TO:** COUNTY OF FAYETTE, FAYETTE COUNTY COURTHOUSE  
61 EAST MAIN STREET UNIONTOWN, PA 15401

In accordance with the advertisement of the Fayette County Commissioners, inviting proposals for the lease of one (1) 2017 Ford Explorer 4WD, or approved equivalent model, for the Behavioral Health Administration, 215 Jacob Murphy Lane, Uniontown, PA, having examined the attached specifications and understanding the same, the undersigned proposes to furnish and comply with all of said specifications for the proposed total cost inserted in **Column (g)** below:

Vehicle Make and Model Proposed \_\_\_\_\_ Model Year \_\_\_\_\_

OPTION (a)	M.S.R.P. (b)	LEASE TERM (c)	MONTHLY LEASE AMOUNT (d)	LEASE TERM AMOUNT (e)	DEPOSIT, FEES, MISC. (f)	TOTAL LEASE COST (g)	ANNUAL MILEAGE ALLOWANCE (h)	ADD'L EXCESS MILES (i)	LEASE END PURCHASE (j)
1									
2									
3									
4									
EXAMPLE	25,045	36	300.00	10,800.00	100.00	10,900.00	18,000	\$0.15/MI	13,300.00

**Column (g)** should reflect the total cost of the lease during its term, including any deposits required, dealer charges for lease paperwork, title, plates, and any miscellaneous fees associated with delivery. (BID BOND AMOUNT MUST BE 10% OF THIS TOTAL). Do not include first month's lease payment in **column (f) DEPOSIT, FEES, MISC.** if it is already included in LEASE TERM AMOUNT **column (e).**

Proposal must be accompanied by cash, certified check or bond with corporate surety in an amount not less than ten percent (10%) of the amount bid and made payable to the County of Fayette. Only the bid securities listed will be accepted.

Vehicle must be delivered no earlier than **December 19, 2016** and not later than **January 6, 2017**. Prices are to be effective through **December 31, 2016** if delivered in December, or **January 13, 2017** if delivered in January.

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

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Signature of Bidder (Must be an Officer or authorized)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name of Officer

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
E-Mail Address

\_\_\_\_\_  
Fax Number

**THIS FORM MUST BE COMPLETED AND RETURNED WITH PROPOSAL**

## SPECIFICATIONS FOR 2017 FORD EXPLORER 4WD

Specifications listed are the minimum required specifications, unless listed otherwise. Any exceptions to the required specifications must be listed on a separate sheet by the bidder. The vehicle shall be equipped with the following:

### 2017 Ford Explorer

3.5 Liter TI-VCT V-6 Engine  
6-Speed Automatic Transmission  
4-Wheel Drive System  
Wheelbase: 112.6"  
Head Airbags: Standard Equipment  
Side Airbags: Standard Equipment  
Air Conditioning  
4-Wheel Disc Brakes w/ABS  
Power Door Locks with Key Fobs  
Power Windows  
Electronic Power Assist Steering  
Cruise Control  
AM/FM Radio with Single-Disc CD  
6 Speakers  
P245/60R18 All Season Tires  
18" Painted Aluminum Wheels  
Mini Spare Tire/Wheel  
Intermittent Front Wiper/Washer  
Rear Window Wiper  
Rear Window Defroster  
\*Front & Rear All-Weather Floor Mats  
\*Soft Sided Cargo Organizer-Standard  
Full Tank of Gas

### Preferred Seating:

Front: Bucket (sport) seats (cloth)  
Second Row: 60/40 Split-Folding Bench (cloth)  
Third Row: 50/50 Split-Folding Bench (cloth)  
Total Seating Capacity: Seven (7)

### Preferred Colors:

Exterior: Oxford White  
Interior: Medium Light Camel

### Minimum Requirement \*\*

3.3 Liter to 3.6 Liter V6  
6-8 Speed Automatic Transmission  
4WD or AWD  
110.2" to 119.8"  
Head Airbags: Standard Equipment  
Side Airbags: Standard Equipment  
Air Conditioning  
4-Wheel Disc Brakes w/ABS  
Power Door Locks with Key Fobs  
Power Windows  
Power Steering  
Cruise Control  
AM/FM Radio with Single CD  
4 or more Speakers  
16" to 18" All Season Tires  
16" to 18" Alloy Wheels  
  
Intermittent Front Wiper/Washer  
Rear Window Wiper  
Rear Window Defroster  
\*F & R All-Weather Floor Mats  
\*Cargo Area Organizer, Collapsible  
Full Tank of Gas

### Preferred Seating:

Front: Bucket seats (cloth)  
Second Row: Split-Folding Bench  
Third Row: Split-Folding Bench  
**Minimum Seven (7) or Eight (8)**

\* Please note Optional equipment

THE EXTERIOR AND INTERIOR COLORS WILL BE SELECTED BY THE FAYETTE COUNTY BEHAVIORAL HEALTH ADMINISTRATION UPON AWARD OF THE BID.

**\*\* Any substitute vehicle submitted for consideration must meet the minimum requirement listed.**

ALL BIDDERS ARE REQUIRED TO SUBMIT ALONG WITH THEIR BID, LITERATURE, LEASING TERMS FOR 16,500 AND/OR 18,000 MILES PER YEAR, AND WARRANTY INFORMATION ON THE VEHICLES THEY ARE BIDDING.

GENERAL REQUIREMENTS FOR ALL PROPOSALS  
2017 FORD EXPLORER 4WD

The vehicle(s) shall include a copy of the manufacturer's warranty, or authorize a qualified dealer in the locality in which the vehicle is assigned to do whatever is required to comply with the manufacturer's warranty.

The successful bidder shall comply with the manufacturer's recommended pre-delivery service.

All components, parts and equipment shall be balanced to provide maximum performance.

Unless otherwise specified, the vehicle(s) shall include all specified accessories, parts, equipment, and options made available for the indicated model by the vehicle manufacturer. Specified items not available through the vehicle manufacturer shall conform to the best quality standards known to the particular industry.

The vehicle(s) shall be complete with accessories, equipment, parts, and options properly installed and operative.

The vehicle(s) shall be cleaned, lubricated, and serviced ready for immediate service.

The vehicle(s) shall be protected to 20 degrees Fahrenheit below zero with permanent type antifreeze.

The vehicle(s) shall include completely filled fuel tank or tanks.

The vehicle(s) shall conform to the requirements of the Pennsylvania Motor Vehicle Code.

**The vehicle(s) shall be free of dealer signs and emblems.**

The(s) vehicle shall bear the latest applicable Pennsylvania Official Inspection Sticker.

All optional equipment specified shall be factory installed by the manufacturer.

The vehicle price shall include all title work, **municipal license plate** fee, and miscellaneous fees including dealer preparation charges and delivery charges to Fayette County Behavioral Health Administration, 215 Jacob Murphy Lane, Uniontown, PA 15401.

The bid contract will be awarded in total if Fayette County considers the award to be in its best interest. Award will be made to the lowest responsive and responsible bidder. Fayette County may also consider other factors, which it feels have bearing on the proposal. Fayette County reserves the right to reject any or all bids or parts thereof.

Fayette County reserves the right to make the determination as to the equivalency of any substitution from the specifications supplied in this proposal.

## GENERAL REQUIREMENTS (Continued)

Before submitting a bid, each bidder shall carefully examine the bid documents. No allowance will be made to any bidder because of lack of such examination or knowledge. The submission of a bid will be construed as conclusive evidence that the bidder has made such an examination.

No interpretation of the meaning of the specifications or other bid documents will be made available to any bidder orally. Every request for such interpretation should be in writing addressed to Robert Calisti, Director of Operations, Fayette County Behavioral Health Administration, 215 Jacob Murphy Lane, Uniontown, PA 15401 or faxed to (724) 430-1386 no later than five (5) days prior to bid opening. Questions may also be sent by email to Robert Calisti, Director of Operations, at [BobCalisti@fcbha.org](mailto:BobCalisti@fcbha.org). Any and all such interpretations, and any supplemental specifications will be in the form of written addenda to the specifications which, if issued, will be faxed or mailed to vendors who have obtained bid forms and supplied a fax number and/or mailing address. All addenda so issued shall become part of the bid documents.

Vehicle must be delivered no earlier than **December 19, 2016** and not later than **January 6, 2017**. Prices are to be effective through **December 31, 2016** if delivered in December, or **January 13, 2017** if delivered in January.

All proposals must be submitted as one (1) original and five (5) copies. Retain one copy of the proposal for your files. All proposals submitted pursuant to this advertisement and delivered to the Controller's Office must be **SEALED WITH CLEAR TAPE** and clearly marked on the outside of the envelope **BID NO. 16-07**.