

4x4 VEHICLES
FOR
HARRISON COUNTY ASSESSOR'S OFFICE
301 WEST MAIN STREET
CLARKSBURG, WEST VIRGINIA 26301

REQUEST FOR QUOTATIONS

FOR:

**HARRISON COUNTY ASSESSOR
301 WEST MAIN STREET
CLARKSBURG, WV 26301**

SECTION ONE

BID PREPARATION INSTRUCTIONS

- 1.0** Items offered must be in compliance with the specifications. Any deviations from the specifications must be clearly pointed out by the Bidder. Alternatives offered by the Bidder, as equal to the specifications, must be clearly defined. A Bidder offering an alternative must attach complete specifications and literature to the bid. Purchaser may waive minor deviations to specifications.
- 1.1** Complete all sections of the quotation forms.
- 1.2** Unit prices will prevail in case of discrepancy.
- 1.3** All prices are considered as FOB destination.
- 1.4** All quotations must be delivered by the Bidder to the office listed below prior to the date and time of the bid opening. Failure of the Bidder to deliver the quotation on time will result in bid disqualification.

**HARRISON COUNTY ASSESSOR
ATTENTION: VEHICLE BID
301 WEST MAIN STREET
CLARKSBURG, WV 26301**

SECTION TWO**STANDARD TERMS AND CONDITIONS OF CONTRACT**

- 2.0 ACCEPTANCE** - Seller shall be bound by this order and its terms and conditions upon receipt of this order.
- 2.1 APPLICABLE LAW** - The laws of the State of West Virginia and the rules and regulations of the Harrison County Assessor will govern all rights and duties under the contract, including without limitation the validity of the Contract.
- 2.2 COMPLIANCE** - Seller shall comply with all Federal, State, and Local laws, regulations and ordinances including, but not limited to, the prevailing wage rates of the West Virginia Department of Labor.
- 2.3 MODIFICATIONS** - This writing is the Party's final expression of intent. No modifications of this order shall be binding unless agreed to in writing by the Buyer.
- 2.4 ASSIGNMENT** - Neither this order nor any moneys due, or to become due hereunder, may be assigned by the Seller without the Buyer's consent.
- 2.5 WARRANTY** - The Seller expressly warrants that goods and/or services covered by this order will: (1) conform to the specifications, drawings, samples, or other description furnished or specified by the Buyer; (2) be merchantable and fit for the purpose intended; and (3) be free from defect in materials and workmanship.
- 2.6 CANCELLATION** - The Administrative Assistant with approval of the Harrison County Assessor may cancel any Contract or Purchase Order.
- 2.7 PRICES, SHIPPING, AND BILLING** - Prices are those stated in this order. No price increase will be accepted without written authority from the Buyer. All goods and services shall be shipped on or before the date specified in this order.
- 2.8 TAXES** - The county of Harrison is exempt from Federal and State sales taxes and will not pay or reimburse such taxes.
- 2.9 NON-FUNDING** - All services performed or goods delivered under Harrison County Purchase Orders/Contracts, are contingent upon funds being appropriated by the Harrison County Assessor or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods, the Purchase Order/Contract becomes void and of no effect after June 30, of the appropriate fiscal year.

SECTION THREE

ADMINISTRATIVE OVERVIEW

- 3.0 ORGANIZATION & RESPONSIBILITIES OF THE PURCHASE FOR THE HARRISON COUNTY COMMISSION** - The Harrison County Assessor is seeking qualified vendors to supply one or more 4x4 vehicles as defined in this RFQ.

SCOPE - The Harrison County Assessor views the purchase as consisting of the following:

Quotations – 4x4 Vehicle(s)
Acceptance of a Vendor
Delivery of 4x4 Vehicle(s)

PROJECT COORDINATOR - A Project Coordinator is designated to be the primary contact during the procurement process. The Project Coordinator is:

Harrison County Assessor
Betsy Copenhaver, Administrative Assistant
301 West Main Street
Clarksburg, WV 26301

- 3.1. ACQUIRING ORGANIZATION** - This RFQ is released by the Harrison County Assessor.

From the date of release of this RFQ and until a contract is awarded, all contacts with personnel employed by or contracted to Harrison County and associated with agencies of Harrison County except for those pursuant to any pre-existing obligations, must be approved in advance by the Project Coordinator.

All questions, concerns, clarifications, or requests for additional information or documents related to Harrison County and this RFQ must be submitted to the Project Coordinator. The Project Coordinator reserves the right to request any or all questions to be submitted in writing.

- 3.2. BIDDER'S RESPONSIBILITIES FOR RFQ** - All Bidders must comply with all Quotation submission requirements. If the Bidder fails to comply with any of the following requirements, Harrison County may consider the bid to be non-responsive.

- The Bidder must be the Prime Vendor(s) on this project, and will be responsible for any Sub-vendor(s) performance.
- Quotations must be submitted on or before the date and time specified in this RFQ.
- The Bidder's Quotation must be complete so that an evaluation of the Bidder's solution can be conducted solely from the Quotation contents.

- The Bidder's Quotation must address all specifications in each section of this RFQ, following the format and content outlined in this RFQ.

3.3 DEFINITIONS - Certain terminology and abbreviations that appear in this Request for Quotation document are identified as follows:

3.3.1 BIDDER - The person, firm, organization, or entity responding to this RFQ.

3.3.2 CONTRACTING AGENCY - Harrison County Assessor will negotiate this procurement.

3.3.3 REQUEST FOR QUOTATIONS (RFQ) - A formal, written request used in the procurement when the desired product will be provided competitively against specifications.

3.3.4 RESPONSE - Synonymous with contractor, proposer, vendor. Refers to the individual or company that offers a written response to this RFQ.

3.3.5 GOODS - All materials, hardware, software, and equipment to be purchased under the purchase order.

3.3.6 INQUIRIES OR INTERPRETATION - All clarifications for these specifications involving these bidding procedures and processes must be made in writing through the Project Coordinator.

3.3.7 PROCUREMENT PROCEDURES - Harrison County is conducting a competitive procurement process for the selection of a Vendor for this project. The specific procedures to be followed by the Bidders for this procurement are contained in this RFQ.

3.3.7.1 Harrison County, at its sole option during the procurement process, may require oral presentations prior to contract award.

3.3.7.2 Harrison County reserves the right to cancel this process in part or in whole if Harrison County deems it to be in its best interest.

3.4 BIDDER INCURRED COSTS

3.4.1 The Bidder will be responsible for all costs incurred in preparing or responding to this RFQ. All materials and documents submitted in response to this RFQ become the property of the Harrison County Assessor and will not be returned.

SECTION FOUR**INSTRUCTION TO BIDDERS****4.0 GENERAL****4.1 INSTRUCTIONS TO BIDDER**

- 4.1.1 The Bidder shall define the capability of this organization to purchase, supply and maintain the system and/or services requested. The response shall be specific and complete in every detail, prepared in a simple straightforward manner.
- 4.1.2 The Bidder is advised to read this RFQ in its entirety. Failure to read and/or understand any portion of the RFQ shall not be cause for waiver of any portion of this RFQ.
- 4.1.3 The Bidder recognizes that the purchase order and the contract comprise a system and assumes full responsibility for providing a functional vehicle.
- 4.1.4 The Harrison County Assessor reserves the right to reject any and all bids.

4.2 PREPARATION AND FORMAT OF BID

- 4.2.1 The Bidder is required to submit both Cost Quotation and Product Lists.
- 4.2.2 Quotations must be typewritten for ease of evaluation.
- 4.2.3 The Bidder is required to use 8½ x 11-inch paper in a binder, or equivalent, to contain all necessary information for the Quotation.
- 4.2.4 Quotations must be prepared and delivered in a sealed package.

4.3 SUBMITTAL DATE OF RESPONSES

- 4.3.1 Three (3)-signed copies of the Quotation shall be submitted and received by the Harrison County Assessor not later than NOON on Friday, May 19, 2017.

- 4.3.2 Bid Quotations are to be sealed and marked: **VEHICLE BID**

4.3.3 WITHDRAWAL OF QUOTATION

- 4.3.3.1 Quotations may be withdrawn altered and/or resubmitted at any time prior to the submittal date, by appearing in person at the above location.

SECTION FIVE

PROJECT OVERVIEW

Automobile(s): **2017** Mid-size utility, 4-Wheel Drive, 4-Door
 Quantity: 1-3

Engine.....	Fuel injected; minimum 4.0-liter/6-cylinder
Transmission.....	Automatic
Brakes.....	Power/ABS
Steering.....	Power
Radio.....	AM/FM
Glass.....	All tinted
Mirrors.....	Left & right outside
License Plate Mounts.....	Rear
Fuel Tank.....	Minimum 15 gallon; prefer 20 gallon
Rear Seat.....	Bench
Tires.....	All season
Skid Plate.....	Skid plate group
Spare Tire.....	Full-size inside vehicle with jack
Differential.....	Locking
Color.....	White
Options (Installed).....	Hands free phone system (SYNC/Bluetooth, etc)
	Rear window Defrost
	Rear window washer/wiper
	Air conditioning
	Tilt wheel
	Cruise control
	Cloth seating surface

SECTION SIX

CONTRACT AWARD

6.0 TERMS AND CONDITIONS OF AWARD

6.1 The terms and conditions imposed herein shall govern in all cases. Conflicting terms and conditions submitted by Bidder may constitute sufficient grounds for rejection of the bid.

6.1.1 It is anticipated that the successful Bidder shall, for the basis of the negotiated contracts, enter into this RFQ.

6.2 CONTRACT AWARD

6.2.1 Only one contractor shall be responsible for the vehicle covered by this project. It shall encompass equipment specified by this RFQ. Therefore, partial bids will not be considered.

6.3 RESERVED RIGHTS TO PURCHASE

6.3.1 The Harrison County Assessor may award a contract, based on Quotations received, without further discussion of such a Quotation. Accordingly, each Quotation shall state the most favorable terms, from a price and technical standpoint, the Bidder can submit.

6.4 RESERVED RIGHTS TO ACCEPT OR REJECT

6.4.1 The Harrison County Assessor reserves the right to waive informalities and minor irregularities in Quotations received and to accept the most responsible, qualified offer.

6.5 CONTRACTUAL OBLIGATION

6.5.1 The contents of the submission of the successful Bidder shall be considered as contractual obligations. Failure to meet these obligations may void the contract.

SECTION SEVEN**EVALUATION PROCEDURES****7.0 GENERAL**

7.1 The Evaluation of all responses received will consist of any initial and final (detailed) review as follows:

7.1.1 The Initial review will evaluate all submissions for conformance to stated guidelines, to eliminate all responses that would deviate substantially from the basic intent of the request.

7.1.2 The final review will consist of the following:

- Price quoted for the vehicle.
- The Bidder's performance and service record with similar vehicles

7.1.3 The Bid Evaluation Committee may make such investigations as deemed necessary to determine the ability of the Bidder to perform the work. The Bid Evaluation Committee reserves the right to recommend or reject any bid if, in the judgment of the Committee, the Bidder is found to be deficient in any of the evaluation criteria.

7.2 BIDDER QUALIFICATIONS

7.2.1 Each Bidder shall submit a list of (3) users of the vehicle proposed for the Harrison County Assessor.

7.3 PRICE ANALYSIS

7.3.1 The low dollar Quotation shall not necessarily be selected for award of the contract. The Harrison County Assessor will evaluate each Quotation based upon an overall effectiveness and utility of serving the public.