

**BID SPECIFICATIONS
FOR (1) EA NEW 2014 TRUCK MOUNTED CRANE**



BID #: WS 29-14

BID OPENS: April 9, 2014 @ 2:00 P.M.

NOTICE TO BIDDERS

Notice is hereby given that the Board of County Commissioners of Okaloosa County, FL, will accept sealed bids until **2:00 p.m.** (local time) **April 9, 2014**, for **(1) ea New 2014 Truck Mounted Crane**. Pursuant to copies of bid provisions, bid forms, and specifications may be obtained from the Okaloosa County Purchasing Department, 602-C North Pearl Street, Crestview, FL 32536; 850-689-5960 or they may be downloaded from our website at www.co.okaloosa.fl.us (Departments, Purchasing, Vendor Registration & Opportunities).

At **2:00 p.m.** (local time), **April 9, 2014**, the bids will be opened and read aloud. All bids must be in sealed envelopes reflecting on the outside thereof the bidder's name and **"Bid on (1) ea New 2014 Truck Mounted Crane to be opened at 2:00 p.m., April 9, 2014"**. The Board of County Commissioners will consider all bids properly submitted at its scheduled Bid Opening in the Conference & Training Room #305 located at 302 N. Wilson St, Crestview, FL 32536. Bids may be submitted in the Conference & Training Room #305, prior to Bid Opening or delivered to the Clerk of Circuit Court, 302 N. Wilson St., #203, Crestview, FL 32536.

There is no obligation on the part of the County to award the bid to the lowest bidder, and the County reserves the right to award the bid to the bidder submitting a responsive bid with a resulting negotiated agreement which is most advantageous and in the best interest of Okaloosa County, and to waive any irregularity or technicality in bids received. Okaloosa County shall be the sole judge of the bid and the resulting negotiating agreement that is in its best interest and its decision shall be final.

Any bidder failing to mark outside of envelope as set forth herein may not be entitled to have their bid considered.

All bids should be addressed as follows:

Clerk of Circuit Court
Attn: Gary Stanford
Newman C. Brackin Bldg.
302 N. Wilson St. #203
Crestview FL 32536

Zan Fedorak
Purchasing Manager

Date

BOARD OF COUNTY COMMISSIONERS
OKALOOSA COUNTY

Charles K. Windes, Jr.
Chairman

SPECIFICATIONS

BID #: WS 29-14

BID ITEM: (1) EA NEW 2014 TRUCK MOUNTED CRANE

The units required and covered by these specifications shall be the manufacturer's latest production model and shall be equipped with all standard equipment in accordance with the manufacturer's latest literature; copies of which must accompany the bid along with any and all specifications necessary to verify that the unit meets or exceeds each and every one of the following specifications.

The intent of these specifications is to procure a Diesel Powered, Truck Mounted Crane. Minimum specifications are as follows:

The crane bid shall meet or exceed the following minimum specifications:

A. Crane (General)

This crane is to be a hydraulically operated, telescoping crane. The crane shall be capable of meeting SAE J765 stability requirements with an 85% tipping factor at maximum rated capacities when mounted on a factory recommended truck chassis.

This crane shall be designed, manufactured and tested to comply with the applicable portions of ASME B30.5, OSHA 29CFR1910.180 and 29CFR1926 Subpart CC, AWS D14.3 and SAE J-1063. The manufacturer shall maintain appropriate test results to verify compliance to these regulations.

B. Dimensional Requirements

This crane shall have an overall height of not more than 114.53 inches above the truck frame. It shall not exceed 102 inches in width while in transport position and shall be constructed such that truck frame reinforcing is not required when mounted on a minimum chassis frame of 30 in³ section modulus, 110,000 psi steel.

C. Capacity

The crane shall have a minimum lift capacity of 66,000 lb at a 6 ft radius. Crane shall be 180° stable or 360° stable with an optional single front outrigger. The crane shall meet or exceed the following lifting capacities with outriggers fully extended, without a jib.

Radius	Capacity
6 ft	66,000 lb
12	46,000
20	28,950
30	15,900
40	9,700

50	6,600
60	4,650
65	3,950

D. Boom

The boom telescoping section shall be of the 4-plate type with perpendicular welded corners. The boom shall be of 4-section design and telescope hydraulically on nylon pads impregnated with molybdenum disulfide and teflon plugs. Extension and retraction of the boom shall be proportional. Holding valves shall be used on all cylinders to prevent retraction except when under power. The boom shall have the ability of being hydraulically extended to a maximum sheave height of 76 ft. The retracted length of the boom shall not exceed 23 ft. The boom shall be provided with an angle indicator mounted near the operator station. A suitable boom rest shall be provided for use during transport.

The capacities of the boom shall meet the following minimum requirements, at each boom section, while meeting all SAE J-765 stability test requirements, SAE J1063 stress requirements and complying with ANSI B30.5.

E. Winch

The crane shall be equipped with a boom mounted planetary type winch. A hydraulic motor with planetary rear reduction will provide "power down" load lowering. The load line shall be of no less than 375 ft of 5/8" rotation resistant 22.7 ton breaking strength wire rope. The standard winch and cable combination shall have the following minimum performance ratings based on a 5 to 1 safety factor.

Layer	Winch Pull	Cable Limit	Speed
1	12,100 lb	9,000 lb	128 fpm
2	10,800 lb	9,000 lb	141 fpm
3	9,900 lb	9,000 lb	156 fpm
4	9,000 lb	9,000 lb	170 fpm

This crane shall be equipped with a device to help prevent sheave case and or cable damage by sensing the position of the winch cable end attachments with respect to the sheave case. This system shall interrupt and shut down the "winch up" and/or "telescope out" functions that can cause "two-blocking". Audible warning systems are unacceptable. The anti-two block cable shall be routed internally inside of the boom to the main boom sheave case.

F. Cylinders

All cylinders on the crane shall be double acting with shaft packings of polyurethane U-cup type. Shafts shall be high yield, stress relieved and chrome plated. Piston sets shall be of polyurethane U-cup type with glass reinforced nylon bearings. Cylinder barrels shall be

constructed of micro-honed tubing. Holding valves shall be provided to prevent cylinder from retracting unless under power.

G. Rotation

The boom shall be capable of being rotated a minimum of 375°. The rotation speed will be adjustable and provide 375° of rotation in a minimum of not more than 35 seconds. The rotation system shall consist of a planetary gear box with a spring applied hydraulically released brake. The brake shall have the ability to slip through to reduce impact loads on the rotation system. The drive gear shall maintain full tooth contact with the rotation gear without the necessity of adjustment. The turret and main frame mounting surface for the bearing shall be machined after welding. The rotation gear is to be attached to the crane frame by use of high strength bolts for ease of service. A full circle bolt pattern between the main frame, rotation bearing and turret shall be used for equal load distribution. The rotational system shall be capable of rotating, holding and restarting capacity loads up a 5° slope. Rotation shall be 375° non-continuous with cushioned rotation stop to prevent shock loading of rotational components.

H. Controls

The crane shall be equipped with dual operation control stations. The winch and boom control lever orientation is to be identical on each side of the crane for easy control identification. Each station is to consist of a foot operated throttle, engine start/stop switch, horn, control levers, and load charts. The control levers shall be installed 40 inches to 50 inches in height above the platform. The non-skid steel control platform shall be provided with a step for easy access. A glycerin filled pressure gage to monitor all hydraulic pressure shall be installed at one operation station. A level bubble shall be installed at both operator stations on a surface parallel to the swing bearing. Each operator station shall be provided with durable weatherproof capacity, instruction and safety placards appropriately describing the crane function.

I. Outriggers

The crane shall be equipped with "H" style out and down outriggers located on each side of the crane frame. Outriggers shall be beam and box style and can be deployed to fully retracted, mid-span (18.5') and full span (24.5'). Full, mid and zero span lifting capacity charts will be provided. The main outrigger assembly at the crane frame shall be hydraulically operated in both horizontal and vertical planes through double acting hydraulic cylinders. The horizontal outrigger housing shall be an integral weldment of the crane frame. Hand held outrigger controls shall be located in the control console. Independent out and down movement of the outriggers shall be provided. Each outrigger control shall be individually marked for proper identification and direction of movement. The crane shall be equipped with an outrigger monitoring system and outrigger motion alarms.

J. Stabilizers

The crane will be provided with stabilizers mounted behind the rear tires. They shall be of double box type construction. The cylinders shall be fully enclosed to prevent debris from entering cylinders. They shall hydraulically extend out and down. The controls for this stabilizer shall provide for independent operation of both out and down movements. The stabilizers shall have a minimum span of 18.5 ft.

K. Hydraulic System

The hydraulic system shall be open center type consisting of a fixed displacement 3 section high pressure pump which supplies oil to a two inlet main control valve and a one inlet turn/outrigger/stabilizer control valve. The pump shall be driven by the truck chassis transmission power take-off with truck cab PTO controls. The pump shall provide 32 GPM to the winch system, 32 GPM to the boom and telescope system and 16 GPM to the turn and outrigger system.

An all steel welded construction 107 gallon reservoir shall be supplied with a sight gauge, breather, return line diffuser, suction strainer, cleanout access, magnetic drain plug, and suction line shut off valve.

Minimum filtration requirements for the hydraulic system shall include a full flow oil filtration system with by pass protection. A 10 micron replaceable cartridge return line filter shall be provided.

L. Load Moment Indicator

Standard shall be an electronic display load-moment and anti-two-block system with audio-visual warning and control lever lockout to alert operator of impending two-block condition. The LMI console displays information on length and angle of boom, working radius, rated load, and total weight being lifted.

M. Minimum Truck Requirements

The truck chassis for the crane shall be commercially available with the following minimum chassis requirements:

20,000 lb Front gross axle weight rating

40,000 lb Rear gross axle weight rating

Clear cab to axle/ trunnion (CA) 204 inches

After frame (AF) 120 inches

Frame section modulus (SM), front axle to end of afterframe, with 758 MPa 110,000 PSI 30in³.

Cummins or International diesel engine with equipped with automatic shutdown system activated by low engine oil pressure, low engine coolant level, or high engine coolant temperature. Shutdown system to include brief override not to exceed 30 seconds in duration.

Allison Automatic transmission
Air conditioning
High back driver's seat with matching companion seat both with vinyl seat covers
Four sets of keys must be delivered with truck
Air brakes
Sun visors
AM/FM radio
All wheels to be one piece steel disc, 10 hole seat mount. 22.5 inch diameter
Two sets each of master shop manuals on engine and drive train and 2 sets each operators and shop manuals to be delivered with truck. No payment until manuals are delivered.

N. Other

Center mounted single front stabilizer
Boom attached personnel basket
Steel 30 inch solid bulkhead
Radio remote control

O. Warranty

Warranty must be at least 12 months on hoist, pumps, cylinders, tanks and the complete bodies including all welding, parts and labor.

List to right manufacturer's standard warranty on cab chassis.

P. Factory Authorized Sales & Service Dealer

Bids will not be considered except from a Factory Authorized Sales, Parts & Service dealer with factory trained mechanics to work on these make, model or series of trucks as specified in these specifications.

Q. Manufacturer's Literature (Per Specifications)

Manufacturer's literature (latest) must be provided with any and all manufacturer's literature required to verify that the unit meets or exceeds the specifications. "Must be submitted with bid".

SPECIAL BID CONDITIONS

1. In addition to equipment specified, vehicles shall be equipped with all standard equipment as specified by manufacturer for this model and shall comply with all EPA Emission Standards and all motor vehicles as established by the U. S. Department of Transportation regarding manufacturing of motor vehicles.
2. The successful bidder shall be responsible for delivering vehicles that are properly serviced, cleaned and in first class operation condition; pre-delivery service at a minimum, shall include the following:
 - a. Complete lubrication
 - b. Check all fluid levels to assure properly filled
 - c. Adjustment of engine to proper operating condition
 - d. Inflate tires to proper pressure
 - e. Check to assure proper operation of all accessories, gauges, lights, and mechanical features.
 - f. Front end alignment and wheels balanced
 - g. Cleaning of vehicles and removal of all necessary tags, stickers, etc. Do not remove window price sticker.
3. Vendor shall place order with the manufacturer within seven (7) calendar days after receipt of a purchase order. Vendor must mail a copy of the attached "Vehicle Order Acknowledgement" form to Okaloosa County Purchasing within 14 days from the date of receiving a purchase order. A copy must be submitted for each bid number (vehicle type).
4. Vendor shall furnish a copy of the manufacturer's production line sheet with each vehicle delivered.
5. Bidders are required to bid the smallest available engine meeting or exceeding the CID and net HP minimums as specified in Paragraph A. Bidder shall list the actual CID liter and net HP in space provided.
6. Acceptance:
 - A. The successful bidder must call at least **48 hours** in advance of delivery to Okaloosa County Fleet Operations; 850-689-5775 – John Vaughn), 2798 Goodwin Avenue, Crestview FL 32539.
 - B. Delivery of vehicle to Okaloosa Board of County Commissioners does not constitute acceptance for the purpose of payment. Final acceptance and authorization of payment shall be given only after a thorough inspection indicates that the vehicle meets contract specifications and conditions as listed. Should the delivered vehicle differ in any respect from specifications, payment will be withheld until such time as the supplier takes necessary corrective action. The Purchasing Department shall be notified of the deviation in writing within 10 days and the provisions of the delivery paragraph shall prevail. If the proposed corrective action is not acceptable to Okaloosa County, the final acceptance of the vehicle(s), in which case the vehicle(s) remain the property of the supplier and the County shall not be liable for payment for any portion thereof.

7. Units shall be delivered with each of the following documents completed:
 - a. State of Origin.
 - b. Owner's Manual.
 - c. Warranty Certifications.
 - d. Copy of Pre-delivery Service Report.
 - e. Window Price Sticker (affixed).
 - f. DHSMV-V-40, Application for Certificate of Title and/or Vehicle Registration.
 - g. Temporary Tag.
 - h. Four (4) sets of keys for each vehicle.

8. **Specification Exceptions** – Specifications are based on the most current literature available. Bidder shall clearly list any change in the manufacturer's specifications that conflict with the bid specifications. Bidder must also explain any deviation from the bid specification in writing, as a footnote on the applicable bid page and enclose a copy of the manufacturer's specifications data detailing the changed item(s) with their bid. Failure of the bidder to comply with these provisions will result in bidders being held responsible for all costs required to bring the vehicle(s) in compliance with contract specifications.

9. **Addition/Deletion of Item** – The County reserves the right to add to or delete any item from this bid or resulting contract when deemed to be in the County's best interest.

10. **Factory Warranty** – Failure by any manufacturer's authorized dealer to render proper warranty service/adjustment, including providing a copy of the warranty work order to the County, shall subject that dealer and the contractor to suspension from the County's approved vendor listing until satisfactory evidence of correction is presented to the County Purchasing Department.

11. **Factory Authorized Sales & Service Dealer** – Bidders must be factory authorized sales and service dealer.

12. **Local Preference** - Okaloosa County reserves the right to grant a preference to in-county bidders **only** when bids are received from firms located in states, counties, municipalities or other political subdivisions which offer preference to bidders located in such political subdivisions. The amount of preference given to local bidders will be the same as that given by the state, county, municipality or other political subdivisions in which a bidder is located. If the political subdivision in which a bidder is located offers a preference to its local firms, that bidder must plainly state the extent of such preference to include the amount and type preference offers. Any bidder failing to indicate such preference will be removed from the County bid list and any and all bids from that firm will be rejected.

Note: For bidder's convenience, this certification form is enclosed and is made a part of the bid package.

13. **Reorganization or Bankruptcy Proceedings** - Bids will not be considered from vendors who are currently involved in official financial reorganization or bankruptcy proceedings.

14. **Payments** – The contractor shall be paid upon submission of invoices, in duplicate to the Okaloosa County Board of Commissioners, Finance Office, 302 N. Wilson St. #203, Crestview FL 32536-3502. The prices stipulated herein for articles delivered and accepted. Invoices must show Purchase Order Number.

15. **Information** – Questions concerning bid requirements or specifications should be directed to the Okaloosa County Purchasing Department, 602-C North Pearl St, Crestview FL 32536; Phone: 850-689-5960; Attn: Jack Allen. Any changes by the County to specifications shall be in writing in the form of an addendum and furnished to all bidders. Verbal information obtained otherwise will not be considered in awarding of bids.

16. **Authority to Piggyback** - All bidders submitting a response to this Invitation to Bid agree that such response also constitutes a bid to all governmental agencies under the same conditions, for the same contract price, and for the same effective period as this bid, should the bidder feel it is in their best interest to do so.

Each governmental agency desiring to accept these bids and make an award thereof shall do so independently of any other governmental agency. Each agency shall be responsible for its own purchases and each shall be liable only for materials and/or services ordered and received by it, and no agency assumes any liability by virtue of this bid.

This agreement in no way restricts or interferes with the right of any governmental agency to bid any or all items.

17. **Additional Quantities and/or Options** – The Board reserves the right to purchase all or more than or part of the listed vehicle(s) and to delete or add any option item(s) of equipment as may be in the best interest of the County.

18. The County reserves the right for any governmental agency located in Okaloosa County to be able to purchase under this bid contract if they so desire.

19. **“All units must contain no less than ¼ tank of fuel as indicated by fuel gauge at time of delivery.”**

20. **Bid Opening Information** – Bid Opening shall be public, on the date and time specified on the bid form. It is the bidder’s responsibility to assure that his bid is delivered at the proper time and place. Offers by telegram, facsimile, or telephone are **NOT** acceptable. **Note:** Crestview, Florida is **“not a next day delivery location”** by delivery services.

21. **Public Entity Crime Information** - A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for **CATEGORY TWO** for a period of 36 months from the date of being placed on the convicted vendor list.

22. **Conflict of Interest Disclosure Form** - The award hereunder is subject to the provisions of Chapter 112, Florida Statutes. All respondents must disclose with their proposals the name of any officer, director, or agent who is also a public officer or an employee of the Okaloosa Board of County Commissioners, or any of its agencies.

Furthermore, all respondents must disclose the name of any County officer or employee who owns, directly or indirectly, an interest of five percent (5%) or more in the firm or any of its branches.

Furthermore, the official, prior to or at the time of submission of the proposal, must file a statement with the Clerk of Circuit Court of Okaloosa County, if he is an officer or employee of the County, disclosing his or spouse's or child's interest and the nature of the intended business.

Note: For bidder's convenience, this certification form is enclosed and is made a part of the bid package.

23. **Identical Tie Bids** - Preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids which are equal with respect to price, quality and service are received by the County for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process (see attached certification form).

Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program.

Note: For bidder's convenience, this certification form is enclosed and is made a part of the bid package.

24. **Recycled Content Information** - In support of the Florida Waste Management Law, bidders are encouraged to supply with their bid any information available regarding recycled material content in the products bid. The County is particularly interested in the type of recycled material used (such as paper, plastic, glass, metal, etc.) and the percentage of recycled material contained in the product. The County also requests information regarding any known or potential material content in the product that may be extracted and recycled after the product has served its intended purpose.

Note: For bidder's convenience, this certification form is enclosed and is made a part of the bid package.

25. **No Contact Clause** - The Okaloosa County Board of County Commissioners have established a solicitation silence policy (No Contact Clause) that prohibits oral and written communication regarding all formal solicitations for goods and services (Formal Bids, Requests for Proposals, Requests for Qualifications) issued by the Board through the County Purchasing Department. The Period commences when the procurement document is received and terminates when the Board of County Commissioners approves the award.

Note: For proposer's convenience, the certificate form is enclosed and is made part of the bid package.

26. The following documents are to be filled out and submitted with this bid:

- a. Specifications
- b. Conflict of Interest Disclosure Form
- c. Drug-Free Workplace Certification Form
- d. Local Preference Data Form
- e. Recycled Content Form
- f. Bid Sheet

27. **Right to Waive & Reject**

- A. The Board, in its absolute discretion, may reject any proposal of a proposer that has failed, in the opinion of the Board, to complete or perform an Okaloosa County contracted project in a timely fashion or has failed in any other way, in the opinion of the Board, to perform a prior contract in a satisfactory manner, and has directed the Okaloosa County Purchasing Manager to emphasize this condition to potential proposers.
- B. There is no obligation on the part of the County to award the proposal to the lowest proposer, and the County reserves the right to award the proposal to proposer submitting a responsive proposal with a resulting negotiated agreement which is most advantageous and in the best interest of Okaloosa county, and to reject any and all proposals or to waive any irregularity or technicality in proposals received. Okaloosa County shall be the sole judge of the proposal and the resulting negotiated agreement that is in its best interest and its decision shall be final.
- C. The Board of County Commissioners reserves the right to waive any informalities or reject any and all proposals, in whole or part, to utilize any applicable state contracts in lieu of or in addition to this proposal and to accept the proposal that in its judgment will best serve the interest of the County.
- D. The Board of County Commissioners specifically reserves the right to reject any conditional proposal and will normally reject those which made it impossible to determine the true amount of the proposal.

28. **Disqualification of Proposers** - Any of the following reasons may be considered as sufficient for the disqualification of a proposer and the rejection of his proposal or proposals:

- A. More than one proposal for the same work from an individual, firm or corporation under the same or different name.
- B. Evidence that the proposer has a financial interest in the firm of another proposer for the same work.
- C. Evidence of collusion among proposers. Participants in such collusion will receive no recognition as proposers for any future work of the County until such participant shall have been reinstated as a qualified proposer.
- D. Uncompleted work which in the judgment of the County might hinder or prevent the prompt completion of additional work if awarded.
- E. Failure to pay or satisfactorily settle all bills due for labor and material on former contracts in force at the time of advertisement of proposals.
- F. Default under previous contract.
- G. The Board, in its absolute discretion, may reject any proposal of a proposer that has failed, in the opinion of the Board, to complete or perform an Okaloosa

County contracted project in a timely fashion or has failed in any other way, in the opinion of the Board, to perform a prior contract in a satisfactory manner, and has directed the Okaloosa County Purchasing Manager to emphasize this condition to potential proposers.

VEHICLE ORDER ACKNOWLEDGEMENT FORM

OKALOOSA COUNTY BOARD OF COUNTY COMMISSIONERS
PURCHASING DEPARTMENT
602-C NORTH PEARL STREET
CRESTVIEW, FL 32536

YOUR PURCHASE ORDER NUMBER _____

WAS RECEIVED ON _____
(DATE)

THE ORDER WAS PLACED WITH THE
MANUFACTURER ON _____
(DATE)

THE ORDER WAS ASSIGNED
PRODUCTION NUMBER _____

WE ANTICIPATE DELIVERY TO YOU
ON OR ABOUT _____
(DATE)

VENDOR NAME _____

ADDRESS _____

AUTHORIZED
REPRESENTATIVE _____

TITLE _____

E-MAIL _____

ADDENDUM ACKNOWLEDGEMENT

The bidder acknowledges that he/she has received the following addendum:

ADDENDUM NO. _____ DATED _____

ADDENDUM NO. _____ DATED _____

ADDENDUM NO. _____ DATED _____

ADDENDUM NO. _____ DATED _____

ADDENDUM NO. _____ DATED _____

Bidder Firm Name: _____

Address: _____

Title: _____

Phone #: _____

FAX No.: _____

CONFLICT OF INTEREST DISCLOSURE FORM

For purposes of determining any possible conflict of interest, all bidders/proposers, must disclose if any Okaloosa Board of County Commissioner, employee(s), elected officials(s), or if any of its agencies is also an owner, corporate officer, agency, employee, etc., of their business.

Indicate either "yes" (a county employee, elected official, or agency is also associated with your business), or "no". If yes, give person(s) name(s) and position(s) with your business.

YES _____

NO _____

NAME(S)

POSITION(S)

FIRM NAME: _____

BY (PRINTED): _____

BY (SIGNATURE): _____

TITLE: _____

ADDRESS: _____

PHONE NO. _____

E-MAIL _____

DRUG-FREE WORKPLACE CERTIFICATION

THE BELOW SIGNED BIDDER CERTIFIES that it has implemented a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under quote a copy of the statement specified in subsection 1.
4. In the statement specified in subsection 1, notify the employees that, as a condition of working on the commodities or contractual services that are under quote, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in, drug abuse assistance or rehabilitation program if such is available in employee's community, by any employee who is convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign this statement, I certify that this firm complies fully with the above requirements.

DATE: _____

SIGNATURE: _____

COMPANY: _____

NAME: _____

(Typed or Printed)

ADDRESS: _____

TITLE: _____

E-MAIL: _____

PHONE NO.: _____

RECYCLED CONTENT FORM

RECYCLED CONTENT INFORMATION

1. Is the material in the above: Virgin_____ or Recycled_____ (Check the applicable blank). If recycled, what percentage _____%.

Product Description: _____

2. Is your product packaged and/or shipped in material containing recycled content?

Yes_____ No_____

Specify: _____

3. Is your product recyclable after it has reached its intended end use?

Yes_____ No_____

Specify: _____

The above is not applicable if there is only a personal service involved with no product involvement.

Name of Bidder: _____

E-Mail: _____

LOCAL PREFERENCE DATA SHEET

Okaloosa County grants a preference to in-county bidders only when bids are received from firms located in states, municipalities or other political subdivisions which offer preference to bidders located in such political subdivisions. The amount of preference given to local bidders will be the same as that given by the state, county, municipality or other political subdivisions in which the out-of-county bidder is located. If the political subdivision in which a bidder is located offers a preference to its local firms, that bidder must plainly state the extent of such preference to include the amount and type preference offered. Any bidder failing to indicate such preference will be removed from the County bid list and any and all bids from that firm will be rejected.

Does the state, county, municipality or political subdivision in which your firm is located offer a preference to their local bidders? If "YES," list below the extent of such preference. (If your firm is located in Okaloosa County, you will check "YES"-reciprocal only.)

YES _____

NO _____

If yes, you must identify how you confirmed this information or who you spoke with within your area of business location below:

Bidder's Company Name

Authorized Signature – Manual

Printed Name

Date

BOARD POLICY ON “NO CONTACT CLAUSE”

The Okaloosa County Board of County Commissioners have established a solicitation silence policy (**No Contact Clause**) that prohibits oral and written communication regarding all formal solicitations for goods and services (formal bids, Request for Proposals, Requests for Qualifications) issued by the Board through the County Purchasing Department.

The period commences when the procurement document is received and terminates when the Board of County Commissioners approves an award.

When the solicitation silence period is in effect, no oral or written communication is allowed regarding the solicitation between prospective bidders/proposers and members of the Board of County Commissioners, the County Administrator or members of the Board Approved Review Committee. All questions or requests for information regarding the solicitation **must** be directed to the designated Purchasing Representative listed in the solicitation.

Any information thought to affect the committee or staff recommendation submitted after bids are due, should be directed to the Purchasing Manager or his appointed representative. It shall be the Purchasing Manager’s decision whether to consider this information in the decision process.

Any attempt by a vendor/proposer to influence a member or members of the aforementioned shall be grounds to disqualify the proposer from consideration during the selection process.

All proposers must agree to comply with this policy by signing the following statement and including it with their submittal.

I _____ representing _____
Signature Company Name

Hereby agree to abide by the County’s “No Contact Clause” and understand violation of this policy shall result in disqualification of my proposal/submittal.

BID SHEET

Date: _____

BID #: WS 29-14

BID ITEM: (1) EA NEW 2014 TRUCK MOUNTED CRANE

Make _____ Model _____ Year _____

Total Price - \$ _____

DELIVERY TIME MAXIMUM: _____

BID PRICE DELIVERED: _____

Remarks:

ANTI-COLLUSION STATEMENT: The below signed bidder has not divulged to, discussed or compared his bid with other bidders and has not colluded with any other bidder or parties to bid whatever. (Note: No premiums, rebates, or gratuities permitted either with, prior to, or after any delivery of materials. Any such violation will result in the cancellation and/or return of material (as applicable) and the removal from bid list(s).

Bidder's Company Name

Authorized Signature - Manual

Authorized Signature - Typed

Address

Title

Phone #

Fax #

Federal ID # or SS #

E-mail address