

ONE (1) NEW 60 TON CRANE



BID #: RD 36-14

BID OPENS: May 21, 2014 @ 3:00 P.M.

NOTICE TO BIDDERS

Notice is hereby given that the Board of County Commissioners of Okaloosa County, FL, will accept sealed bids until **3:00 p.m.** (local time) **May 21, 2014**, for **One (1) New 60 Ton Crane**. Pursuant to Notice to Bidders, copies of 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 http://www.co.okaloosa.fl.us/dept_purchasing.html (View Current Solicitations).

At **3:00 p.m.** (local time) **May 21, 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 One (1) New 60 Ton Crane to be opened at 3:00 p.m., May 21, 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, on the day of the bid opening or delivered to the Clerk of Circuit Court, 302 N. Wilson St., #203, Crestview, FL 32536 prior to the bid opening.

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

Deputy Clerk

Date

BOARD OF COUNTY COMMISSIONERS
OKALOOSA COUNTY

Charles K. Windes, Jr.
Chairman

SPECIFICATIONS

BID #: RD 36-14

RD – 1 EA

BID ITEM: ONE (1) NEW 60 TON CRANE

Grove TMS700E or equal.

I. General Description

- A.** This specification describes a rubber tired, 8x4x4 drive, carrier mounted type full hydraulic, self-propelled mobile hydraulic crane with a 60 ton (120,000 lb.) capacity on outriggers, 360° rotation.

II. Dimensions

- A.** Machine shall not exceed 11 ft. 10 in. (3.6 m) overall height, 44 ft. 6 in. (13.6 m) overall length[46 ft. 1 in. (14.1 m) with the auxiliary boom nose] or 8 ft. 6 in. (2.6 m) width in travel configuration. Boom overhang shall not exceed 5 ft. 10 in. (1.8 m), 7 ft. 5 in. (2.3 m) with the auxiliary boom nose. With outriggers fully extended, outrigger spread shall not exceed 20 ft. (6.1 m) from side to side and 18 ft. 4 in. (5.6 m) from front to rear.

III. Superstructure

- A. Boom** - The boom shall be of steel construction and of the full power type having 4 sections consisting of a base section, 3 powered telescopic sections with an extended length not more than 110 ft. (33.5 m). The boom extension system shall be of the sequential/synchronized type with a fully hydraulic inner-mid and a hydraulically extended mechanically synchronized outer mid and fly section, all controlled by a single lever in the cab. All telescopic sections shall be adequately supported on friction type wear pads to prevent metal-to-metal contact between the sliding sections. An electronic in-cab display of boom length and angle shall be provided. The quick reeve type boom point shall be equipped with a suitable number of nylatron sheaves and quick removable type rope guards. Rope guards shall not be permanently affixed (i.e. welded) or require the use of tools to remove them.
- B. Boom Elevation** - Boom elevation shall be controlled by a double-acting hydraulic cylinder throughout the range of -3° below horizontal to +78° above horizontal. The boom elevation cylinder shall be equipped with integral type holding valve to prevent inadvertent retraction of the cylinder due to hydraulic system or engine failure. An electronic in-cab display for boom angle with high and low angle presets shall be provided.
- C. Boom Extension** - Supplied as standard shall be a swing around type bi-fold extension having a length not less than 33 ft. (10.1 m) and a minimum extended length of 56 ft. (17.1m). The extension shall be of an offsettable type with offset capabilities of 0°, 25° and 45°. This offset capability shall be achieved without the use of: backstay cables, pendant lines, turnbuckles or gantry. When not in use, the extension shall stow alongside the boom base section for travel. A swingaway alignment device shall be provided for easy pinning of the fourth pin.

- D. Swing System** - The swing system shall consist of a planetary drive gear box and single row ball bearing slew ring. Both top and bottom mounting surfaces for the slew ring shall be precision machined to ensure a uniform and level mounting surface. Swing shall be of the 360° continuous free swing type and equipped with a foot activated dynamic type multi-disc brake for precision stopping. Swing system shall incorporate a hydraulic swing parking brake, two position hand-operated houselock and a 360° positive type swing lock, all controlled from within the operator's cab. The swing parking brake shall automatically apply in the event of hydraulic system or engine failure, but not when the swing control is returned to the neutral position with the engine and pumps operating.
- E. Load Hoist** - Unit shall be equipped with main & auxiliary hoists with two-speed hydraulic powered planetary drive and grooved drum having equal speeds power up and down. A hoist with freefall or controlled freefall capability is strictly prohibited. The hoist drive and brake mechanism shall be so designed as to be capable of controlling 110% of rated capacity. The load hoist mechanism shall permit for automatic holding of the brakes in the applied position without the attention of the operator and the hoist control in the neutral position. Both the main and auxiliary hoist shall be equipped with electronic in-cab style drum rotation indicators, cable followers, mirrors and wire rope.
- F. Crane Operator's Compartment** - The upper structure shall be equipped with an all-weather type galvanealed steel enclosure to protect the operator from the elements. The interior shall be acoustically treated and shall be complete with: sliding left side door, sliding right side window, sliding rear window, tinted safety glass throughout, sliding skylight with wiper, sunscreen, electric windshield wiper and washer, swing horn, hot water heater and defroster, circular bubble outrigger level indicator, outrigger control panel, hand and foot controls for swing and engine throttle, complete engine instrumentation, deluxe seat with seatbelt, fire extinguisher, and hydraulic single axis controls for crane functions.

IV. Chassis

- A. Frame** - All steel triple box construction with integral welded outrigger boxes and decking with skid resistance. Frame shall incorporate front and rear towing and tie-down lugs.
- B. Outriggers** - Front and rear hydraulic double-box type, telescoping single stage beam outriggers with integral holding or check valves. Outrigger jack cylinders will be of the inverted type with cylinder rod protection. Outriggers shall retract to within the chassis width and when extended shall provide a firm and stable lifting base. Outrigger controls shall be of a type to permit selective extension of each individual jack to facilitate leveling on uneven surfaces. Controls shall also permit simultaneous operation of the front and rear outriggers. Outrigger controls shall be located in the crane cab and on each side of the carrier for ease of operation. Standard to the above system shall be a front mounted fifth hydraulic outrigger for 360° capacities with controls in the crane cab. Three-position setting is provided with 0%, 50% and fully extended.
- C. Operator's Compartment** - The unit shall be equipped with an all-weather type galvaneal steel enclosure to protect the operator from the elements. The interior shall be acoustically treated and shall be complete with a swing-out type door, sliding side and rear windows for ventilation, tinted safety glass throughout and a deluxe fabric seat with seat belt. Operator's seat shall incorporate multi-position adjustment of the suspension to suit the height of the operator and the seat back shall be adjustable throughout 5° tilt. All chassis driving controls

Instrumentation shall include the following:

- ◇ Engine oil pressure gauge
- ◇ Engine water temperature gauge
- ◇ Speedometer with odometer
- ◇ Fuel level gauge
- ◇ Voltmeter
- ◇ Tachometer
- ◇ Low air pressure audiovisual warning system
- ◇ Inter-axle differential lock control

- D. Drivetrain** – Offered as standard shall be a 6 cylinder turbo-charged after-cooled diesel engine having a minimum of 450 bhp at the governed RPM. The engine shall meet “**On Highway**” EPA emissions regulations and require fuel with a maximum of 15 ppm sulfur content. Engine shall have a compression brake and either ejection for cold starting as standard.
- E.** The transmission shall of a manual type having a minimum 11 speeds forward and 3 speeds reverse. Front axles shall be tubular-type mounted on an air over walking beam suspension with shock absorbers and a highway rated capacity of 49,200 lb. (22 317 kg). Rear axles shall be single reduction drive tandem with inter-axle differential (dash mounted control) mounted on an air over walking beam suspension with shock absorbers and a highway rated capacity of 60,000 lb. (27 216 kg). Front tires shall be 445/65R22.5 highway tread tubeless radial ply and the rear tires shall be 315/80R22.5 highway tread tubeless type radial ply. The machine shall be capable of maintaining not less than 65 mph (104.6 kph) on level paved roads. Wheels will be of aluminum disc type design with inner rear wheels steel.

V. Hydraulic System

- A. Hydraulic Cylinders** - All load bearing cylinders shall be of the double-acting type and equipped with suitable integral holding or check valves to prevent inadvertent retraction of the cylinder due to hydraulic system or engine failure. The rods of all cylinders exposed to the elements shall be chrome plated to minimize corrosion.
- B. Heat Exchanger** - The unit shall be equipped with suitable hydraulic oil cooler to maintain a safe operating temperature for the hydraulic oil, maximizing component service life and allowing for smooth, efficient operation of the hydraulic functions.
- C. Reservoir** - The reservoir shall be of all-steel construction complete with: internal baffles, exterior sight level window and air breather. The clean-out cover shall be provided on the top of the reservoir.
- D. Hydraulic Pumps** - Unit shall incorporate two gear-type hydraulic pumps with a total of four sections. One two section pump for crane hydraulics shall be driven off the PTO. The pump shall have air operated disconnect for highway travel.

- E. Hydraulic Filter** - Shall be of 5/12/16 filtration rating with replaceable element, and filter service indicator.

VI. Capacities

- A.** Rated capacities shall have been tested to and meet the minimum requirements of SAE J1063 November 1993 “Cantilever Boom Crane Structure - Method of Test” and shall not exceed 85% of tipping on-outriggers (75% on-rubber as per PCSA Standard #4) as determined by SAE J765 October 1990 “Crane Stability Test Code” and SAE J1289 April 1981 “Mobile Crane Stability Ratings”.

VII. Mandatory Operator Aids

- A. Load Moment and Anti-Two Block System** - Standard shall be a “Graphic Display” load-moment and anti-two-block system with audio-visual warning and control lever lockout to alert operator of impending two-block condition. Electronic display of boom angle, length, radius, tip height, relative load moment, maximum permissible load and load indication will be provided. Also, to be provided is the Work Area Definition System that allows the operator to pre-select and define safe working areas. If the crane approaches the pre-set limits, audio-visual warnings aid the operator in avoiding job site obstructions.
- B. Automatic Function Lockout** - Standard to the above system is a system of electrically operated solenoid valves in the hoist up, telescope out and boom lower hydraulic circuits that when activated prevent the flow of hydraulic oil to these functions in the event of an overload or two-block condition.. The automatic function lockout system shall be in addition to the audio-visual warning system and actuated simultaneously.

VIII. Miscellaneous Equipment

- ◇ Full length aluminum fenders
- ◇ Three-position outrigger settings
- ◇ Auxiliary hoist with cable, cable follower and rotation indicator
- ◇ Tire inflation kit
- ◇ S cam brakes
- ◇ Air dryer
- ◇ Engine A/V warning system
- ◇ Tachometer
- ◇ 360° positive swing lock
- ◇ Engine compression brake
- ◇ Ether cold start aid and immersion engine block heater (120 V, 1500 watt).
- ◇ Carrier mounted outrigger controls
- ◇ Backup alarm
- ◇ Air conditioning both cabs
- ◇ Air horn
- ◇ AUXILIARY LIGHTING & CONVENIENCE PACKAGE: Includes amber strobe for superstructure and carrier cabs, dual base boom mounted floodlights and LMI light bar (in s/s cab)
- ◇ Hookblocks
- ◇ Pintle hook (rear).
- ◇ Cross axle differential lock.

- ◇ Aluminum outrigger floats.
- ◇ Tow cable (front mounted)
- ◇ 40 ton hookblock
- ◇ 8.3 ton ball
- ◇ LMI calibration for future (2) 20 foot extensions
- ◇ Compu-Crane
- ◇ Owner's CD
- ◇ Crane STAR asset management system

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 vehicle standards 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 operating 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 unnecessary 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. Comparable model vehicles to the vehicles listed in the heading of the specifications that are produced by the same manufacturer, such as Ford Taurus and Mercury Sable or Chevrolet Blazer and GMC Jimmy, will be considered approved equivalents for the purpose of this contract. Bidders may bid any vehicle within a manufacturer's "family" of comparable vehicles as if the comparable vehicle were listed in the heading of the detailed specification as a representative model. The County shall be the sole judge in determining if models other than the models listed in the heading of the detailed specification are comparable and approved equivalent vehicles and meet the minimum requirements of the specifications.
 13. **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 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 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.

14. **Reorganization or Bankruptcy Proceedings** - Bids will not be considered from vendors who are currently involved in official financial reorganization or bankruptcy proceedings.
15. **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. The prices stipulated herein for articles delivered and accepted. Invoices must show Purchase Order Number.
16. **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.
17. **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.

18. **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.
19. 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.
20. “All units must contain no less than ¼ tank of fuel as indicated by fuel gauge at time of delivery.”
21. **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 guaranteed delivery location**" by delivery services.
22. **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.

23. **Conflict of Interest** - The award hereunder is subject to the provisions of Chapter 112, Florida Statutes. All respondents must disclose with their proposal 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 spouses 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.

24. **Identical Tie Proposal** - Preference shall be given to businesses with drug-free workplace programs. Whenever two or more proposals that are equal with respect to price, quality and service are received by the County for the procurement of commodities or contractual services, a proposal 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 proposals 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.

25. **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.

26. **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.

27. 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

28. **Right to Waive and 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 that made it impossible to determine the true amount of the proposal.

29. **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 that 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.

NO CONTACT CLAUSE

The 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 an appointed representative. It shall be the Purchasing Manager decision whether to consider this information in the decision process.

Any violation of this policy 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

On this _____ day of _____, 2014 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.

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 No.: _____

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), of 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. _____

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: _____

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: _____

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

BID SHEET

Date Submitted: _____

BID #: RD 36-14

BID # ITEM: ONE (1) NEW 60 TON CRANE

Make _____ **Model** _____ **Year** _____

Unit Price \$ _____

Total Price Delivered \$ _____

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