

2700 WEST ASH, COLUMBIA MO 65203

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BOONE COUNTY  
**Family**  
RESOURCES

## REQUEST FOR BIDS

**Bid Title: Pre-Owned Truck Purchase**

### WRITTEN QUESTIONS AND CLARIFICATIONS DEADLINE

Day/Date: **Wednesday, August 2, 2023**  
Time: **5:00 pm Central Time.**  
Location/Address: **Julie Elsbury, Finance Director**  
**Boone County Family Resources**  
**2700 W. Ash**  
**Columbia, MO 65203**  
**[bids@bcfr.org](mailto:bids@bcfr.org)**

### SEALED BID SUBMISSION ADDRESS AND DEADLINE

Day/Date: **Tuesday, August 8, 2023**  
Time: **4:00 pm Central Time.**  
Location: **Boone County Family Resources**  
Address: **2700 W. Ash**  
**Columbia, MO 65203**

### BID OPENING

Day/Date: **Tuesday, August 8, 2023**  
Time: **4:01 pm Central Time.**  
Location/Address: **Boone County Family Resources**  
**2700 W. Ash**  
**Columbia, MO 65203**

Project Manager: **Julie Elsbury, Finance Director**  
Email: **[bids@bcfr.org](mailto:bids@bcfr.org)**  
Fax: **573-554-3049**

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# INSTRUCTIONS AND TERMS AND CONDITIONS OF BIDDING

## BID TITLE: Pre-Owned Truck Purchase

### SECTION I: INSTRUCTIONS AND TERMS AND CONDITIONS OF BIDDING

1. **Invitation** – The Agency invites responses that offer to provide goods and/or services identified on the title page and described in greater detail in Section II. Sealed bids will be received at the Reception Desk of Boone County Family Resources, 2700 W. Ash, Columbia, MO 65203, until the bid closing date and time indicated above for furnishing the goods and/or services.
2. **Definitions:**
  - a. Bidder – Any business entity submitting a response to this Bid.
  - b. Contractor – The Bidder or Bidders whose response to this bid is found by BCFR to meet the best interests of the Agency. The Contractor or Contractors will be selected for award, and will enter into Contract for provision of the goods and/or services described in the bid.
  - c. Supplier – All business/s entities that may provide the subject goods and/or services.
  - d. Request for Bid – This entire document, including attachments.
  - e. Response – The written, sealed document submitted according to the Bid instructions.
3. **Bid Forms** – Bidders must use the bid form provided in submitting a bid, must return the bid sheet with total price, and sign the bid. Bids shall include applicable shipping and handling charges. Return the bid in a sealed envelope with the Bid Title and Bid Opening Date clearly marked on the outside of the envelope.
4. **Bid Clarification** – Questions regarding this Request for Bid should be directed in writing, by e-mail or fax, prior to deadline noted at the top of this document, to Julie Elsbury, Finance Director, BCFR, 2700 W. Ash, Columbia, MO 65203; facsimile 573-554-3049; or [bids@bcfr.org](mailto:bids@bcfr.org). Answers, citing the question asked but not identifying the questioner, will be distributed simultaneously to all known prospective bidders if time permits. The Agency reserves the right to request additional written or oral information from Bidders in order to obtain clarifications of their Responses.

Note: Written requirements in the Request for Bid or its Amendments are binding, but any oral communications between Agency and Bidder/s are not considered binding.
5. **Bidder Responsibility** – The Bidder is expected to be thoroughly familiar with all specifications and requirements of this *Request for Bid*. Bidder's failure or omission to examine any relevant form will not relieve the Bidder from any obligation regarding this Bid. By submitting a Response, Bidder is presumed to concur with all terms, conditions, and specifications of this Bid. Failure to adhere to all requirements may result in the Bidder's response being disqualified as non-responsive. Manufacturer's published specification sheets for the vehicles request should be included with the response.
6. **Bid Amendment** – If it becomes evident that this Request for Bid must be amended, the Project Manager will issue a formal written Amendment to all known prospective Bidders. If necessary, a new due date will be established.
7. **Bid Opening** – On the date and time and at the location specified on the title page, all Responses will be opened in public. Brief summary information from each will be read aloud, and any person present will be allowed, under supervision, to review any bid response.

8. **Late Bids** – Late Responses will not be opened and will be rejected unopened. Bid responses MUST be received by the date and time noted on the title page under “Sealed Submission Address and Deadline.” NO EXCEPTIONS. The Agency is not responsible for late or incorrect deliveries from the US Postal Service or other mail carrier.
9. **Sole Bid** – Agency reserves the right, when only one response has been received by the bid closing date, to delay the opening of bids to another advertised date and time in order to revise specifications and/or establish further competition.
10. **Endurance of Bid** – Bid proposal and price must be firm and fixed for 10 calendar days after the Request for Bid closing date. If a contract is awarded, all pricing shall be considered binding for the duration of the contract period.
11. **Award** – Award will be made to the Bidder(s) whose bid(s) provide the greatest value to the Agency from the standpoint of suitability to purpose, quality, service, previous experience, price, lifecycle cost, ability to deliver, or any other reason deemed by the Agency to be in its best interest. The Agency will seek the least costly outcome that meets the Agency’s needs as interpreted by the Agency. The Agency will award this bid to one contractor unless the Agency determines it is more advantageous to purchase from multiple bidders. The Agency may purchase one or more vehicles from between one and two respondents. Any final evaluation of the Request for Bids does not imply that one Bidder is superior to another, but simply that in the Agency’s judgment, the selected Bidder appears to offer the best overall solution for the Agency’s current and anticipated needs at the lowest possible cost to the County. The Agency has the right to accept or reject any bid and to waive technicalities. The Agency also reserves the right to not award a contract(s) as a result of the Request for Bid and purchase off an Intergovernmental Cooperative contract if that option is deemed to be in the best interest of the Agency.
12. **Contract Execution** – This Request for Bid and the Contractor’s Response will be made part of the resultant Contract and will be incorporated in the Contract as set forth, verbatim. The successful Bidder (also the “Contractor”) shall be obligated to enter into a written contract with the County within thirty (30) calendar days of award on contract forms provided by Agency. If Bidders desire to contract under their own written agreement, any such proposed agreement shall be submitted in blank with the bid. The Agency reserves the right to modify any proposed form agreement or withdraw its award to a successful Bidder if any proposed agreement contains terms and conditions inconsistent with the Request for Bid or are unacceptable to Agency.
13. **Precedence** – In the event of contradictions or conflicts between the provisions of the documents comprising the resulting Contract, they will be resolved by giving precedence, in the following order, to the provisions of the Contract, the provisions of the Request for Bid, including any Addenda; the provisions of the Bidder’s Response.
14. **Taxes – Bidders shall not include sales or use taxes in their bid for materials incorporated or used in the work or for rentals subject to sales tax as the Agency is exempt from sales and use taxes.** Agency will provide the Contractor with a completed Missouri Project Exemption and Missouri Tax Exemption letter for Boone County Family Resources and the Contractor shall be responsible for furnishing the exemption certificate and tax exemption letter to all authorized sub-contractors and suppliers providing materials incorporated in the work. All invoices issued for purchases for such materials, supplies, and taxable rentals shall be in the name of Boone County Family Resources and contain the project name assigned by Boone County Family Resources for the contract awarded. It shall be the responsibility of the Contractor to ensure that no sales or use taxes are included in the invoices and that the Agency pays no sales/use taxes from which it is exempt.

15. **Billing and Payment** – Invoices shall be submitted to the Project Manager at BCFR, 2700 W. Ash, Columbia, MO 65203.
16. **Legal Requirements** – Contractor shall comply with all federal, state and local laws and regulations that may impact performance of this contract, and failure to do so, in Agency's sole discretion, shall give Agency the right to terminate this contract.

## **SECTION II: PRIMARY SPECIFICATIONS**

1. **Item to be Provided** – One Pre-Owned truck that meets specifications as further described below. Indicate on the Bid Response Form the vehicle proposed.
2. **Quantity** – One vehicle as described herein. The Contractor shall understand and agree that the quantity stated herein are estimates. The Agency does not guarantee a specific order quantity nor a minimum order quantity. The Agency reserves the right to increase or decrease quantities as deemed necessary.
3. **General Requirements** – The unit shall be designed and constructed for performance, quality of material, durability, dependability, and safety. Equipment shall be bid as complete package and prepared for turnkey operation prior to delivery. Equipment shall be pre-owned. Unit shall include all inspection coupons, certificates, and warranty cards furnished in accordance with standard warranty policy.
4. **Deviation** – It is the Bidder's responsibility to submit a bid that meets all the manufacturer's specifications stated here. Bidder must identify any deviation with product bid and required minimum specifications. Failure to properly identify deviations may render the Bidder's Response as non-responsive to the Request for Bid and not capable of consideration for award. Bidders shall note that a descriptive brochure of the model bid may not be acceptable as proper identification of deviations from the written specifications.
5. **Delivery Terms** – Unit shall be delivered with Bill of Sale and Title of Ownership no later than August 30, 2023. Dealer must use actual delivery date to Agency on all transfer documents, including Certificate of Origin, Manufacturer's Statement of Origin, Bill of Sale and Application for Title. FOB Destination at Boone County Family Resources, 2700 W. Ash, Columbia, MO.
6. **Inspection and Acceptance** – Inspection and acceptance will be at destination. Until delivery and acceptance, or after any rejection, risk or loss shall be the responsibility of Contractor unless loss results from negligence of the Agency.
7. **Title Address** – Boone County Family Resources, 2700 W. Ash, Columbia, Missouri 65203.
8. **Additional Terms and Conditions** – For all bid responses over \$25,000, if any manufactured goods or commodities proposed with Response/bid are manufactured or produced outside the United States, this MUST be noted on the Bidder Response Form or a Memo attached. Equipment shall be properly serviced at delivery, including all fluids to proper levels. All product literature, including but not limited to an owner's manual for each vehicle and other product literature for other equipment required pursuant to the specifications contained herein, shall be included with delivery. Equipment serial and model numbers shall be included on accounts invoiced to Agency.
9. **Warranty:** The Contractor shall provide the manufacturer's standard warranty on each vehicle including all features specified herein. The warranty shall commence upon the Agency's acceptance of the vehicle.

## MINIMUM REQUIRED FEATURES, EQUIPMENT AND SPECIFICATIONS

### TECHNICAL SPECIFICATIONS - PREOWNED TRUCK

**Bidder may propose any conforming make/model/manufacturer of vehicle and may submit more than one conforming vehicle for the Agency's consideration.**

#### **B. Minimum Vehicle Specifications:**

1. Truck with less than 50,000 miles
2. Half ton or  $\frac{3}{4}$  ton model (1500, 2500, 150, 250)
3. Automatic Transmission
4. Gasoline V6 or V8 (no diesel)
5. 4-Wheel Drive
6. Clean interior
7. Backup Camera (preferred but not required)
8. Floor Mats
9. Tires in good shape
10. Power Windows & Door Locks
11. No rust spots on body panels
12. Three (3) Sets of Keys
13. Long bed (preferred but not required)
14. Tow hitch (preferred but not required)
15. Mounted Tool boxes (preferred but not required)

**Bidder must include on the Bid Response Sheet the manufacturer, model year, model name, mileage, any deviations from the technical specifications, warranty coverage, delivery schedule and Car Fax report. Title must be readily available at time of purchase.**

**PLEASE PROVIDE THE FOLLOWING INFORMATION ON EACH VEHICLE(S)  
BEING PROPOSED IN THIS BID**

- **Make**
- **Year**
- **Model**
- **Statement of all equipment on the vehicle**
- **Detailed Vehicle Warranty Information**
- **Government Safety Ratings for frontal crash for the driver and for the passenger; side crash for the front seat and rear seat; rollover rating**
  - Specify source of rating, score and scale
- **Repair frequency rating**
  - Specify source of rating, score and scale
- **EPA fuel economy estimates for city, highway and combined**
- **Car Fax Report**
- **Delivery Schedule**
- **Detailed Price Quotation including cost to deliver to: 2700 W. Ash, Columbia, MO**

## BIDDER RESPONSE FORM

1. Company Name of Bidder: \_\_\_\_\_
2. Address: \_\_\_\_\_
3. City/Zip: \_\_\_\_\_
4. Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_
5. E-mail Address of Authorized Representative: \_\_\_\_\_
6. Federal Tax ID: \_\_\_\_\_
7.  Corporation  
 Partnership – Name \_\_\_\_\_  
 Individual/Proprietorship – Individual Name \_\_\_\_\_  
 Other (Specify) \_\_\_\_\_
8. **Vehicle Procurement:** We propose to furnish the equipment/material/services as indicated in this Bid Response including all labor, equipment, parts and material required to perform such work, provided to Boone County Family Resources for the price quoted below. All equipment/material/service shall be furnished in accordance with the specifications attached hereto.
9. **Service Location: 2700 W. Ash, Columbia, Missouri**

**10. Proposed Vehicle(s) and Bid(s)**

VEHICLE BID	
Make _____	Year _____
Model _____	
Quantity _____ <small style="text-align: center;">Number of Units</small>	at unit price of \$ _____ <small style="text-align: center;">Cost per unit</small>

VEHICLE BID #2 – if submitting more than one vehicle option	
Make _____	Year _____
Model _____	
Quantity _____ <small style="text-align: center;">Number of Units</small>	at unit price of \$ _____ <small style="text-align: center;">Cost per unit</small>

**Authorized Representative:** *In compliance with this Request for Bid and subject to all the conditions thereof, the Bidder agrees to furnish the services/equipment/supplies requested and proposed and certifies they have read, understands, and agrees to all terms, conditions, and requirements of this Request for Bid and is authorized to contract on behalf of the entity named above. The undersigned offers to furnish and deliver the vehicle/s as specified at the prices and terms stated and in strict accordance with the specifications, instructions and general conditions of bidding which have been read and understood, and all of which are made part hereof. By submission of this bid response, the Contractor certifies their compliance with Section 34.353 and, if applicable, Section 34.359 ("Missouri Domestic Products Procurement Act") of the Revised Statutes of Missouri.*

\_\_\_\_\_  
 Signature \_\_\_\_\_  
 Printed Name and Title of Authorized Representative Date

\_\_\_\_\_  
 Name \_\_\_\_\_  
 Title





**(Please complete and return with Contract)**

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion  
Lower Tier Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98 Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988, Federal Register (pages 19160-19211).

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS FOR CERTIFICATION)

- (1) The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this Certificate, the participant shall attach an explanation to this Proposal.

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Printed Name and Title of Authorized Representative

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Signature

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Date

### **Instructions for Certification**

1. By signing and submitting this Proposal, the prospective recipient of Federal assistance funds is providing the certification as set out below.
2. The certification in this class is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of Federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department of Labor (DOL) may pursue available remedies, including suspension and/or debarment.
3. The prospective recipient of Federal assistance funds shall provide immediate written notice to the person to whom this Proposal is submitted if at any time the prospective recipient of Federal assistance funds learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "Proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this Proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective recipient of Federal assistance funds agrees by submitting this Proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the DOL.
6. The prospective recipient of Federal assistance funds further agrees by submitting this Proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may but is not required to check the List of Parties Excluded from Procurement or Non-procurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the DOL may pursue available remedies, including suspension and/or debarment.