



**LEE COUNTY**  
SOUTHWEST FLORIDA

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TAG 51,85

**COPY**

PROJECT NO.: Q-060251

OPEN DATE: MARCH 7, 2006

AND TIME: 2:30 P.M.

PRE-BID DATE: FEBRUARY 23, 2006

AND TIME: 10:00 A.M.

LOCATION: LEE COUNTY PURCHASING  
1825 HENDRY ST., 3<sup>RD</sup> FL  
FT. MYERS, FL 33901

*Sam  
Galloway*

# REQUEST FOR QUOTATIONS

## TITLE:

FORD AUTOMOBILES, SPORT UTILITY  
VEHICLES, PASSENGER & LIGHT DUTY VANS,  
LIGHT & MEDIUM DUTY TRUCKS, AND CAB  
& CHASSIS

REQUESTER: LEE COUNTY BOARD OF COUNTY COMMISSIONERS  
DIVISION OF PURCHASING

**MAILING ADDRESS**

P.O. BOX 398  
FORT MYERS, FL 33902-0398

**PHYSICAL ADDRESS**

1825 Hendry St 3<sup>rd</sup> Floor  
FORT MYERS, FL 33901

BUYER: BOB FRANCESCHINI, C.P.M., CPPB  
PURCHASING AGENT  
PHONE NO.: (239) 344-5450

**LEE COUNTY, FLORIDA  
PROPOSAL QUOTE FORM  
FOR THE PURCHASE OF FORD AUTOMOBILES, SPORT UTILITY  
VEHICLES, PASSENGER & LIGHT DUTY VANS, LIGHT & MEDIUM DUTY  
TRUCKS, AND CAB & CHASSIS**

DATE SUBMITTED: February 27, 2006  
VENDOR NAME: Sam Galloway Ford, Inc.

TO: The Board of County Commissioners  
Lee County  
Fort Myers, Florida

Having carefully examined the "General Conditions", and the "Detailed Specifications", all of which are contained herein, the Undersigned proposes to furnish the following which meet these specifications:

The undersigned acknowledges receipt of Addenda numbers:

N/A

**BASIS OF AWARD:**

PERCENTAGE FIGURE BELOW "INVOICE" COLUMN OF THE KELLEY BLUE BOOK'S POWERSYSTEM NEW CAR PRICING SOFTWARE:

2.536 %

**OPTION A: DEALER INSTALLED OPTIONS:**

**NOTE: In order to be considered for award, Option A must be completed.**

Percentage Figure Above "Actual Invoice" Of Dealer Installed Options Performed By A Sub-Contractor:

0 %

TO BE STARTED WITHIN 1 (one) CALENDAR DAYS AFTER RECEIPT OF AWARD AND PURCHASE ORDER.

WILL YOU DELIVER WITH YOUR OWN VEHICLE AS OPPOSED TO COMMON CARRIER?

YES X NO \_\_\_\_\_

Is your firm interested in being considered for the Local Vendor Preference?

Yes X No \_\_\_\_\_

If yes, then read the paragraph entitled "Local Vendor Preference" included in these specifications. Also complete the Local Vendor Preference Questionnaire and return with your quotation.

Quoters should carefully read all the terms and conditions of the specifications. Any representation of deviation or modification to the quote may be grounds to reject the quote.

Are there any modifications to the quote or specifications:

Yes \_\_\_\_\_ No X \_\_\_\_\_

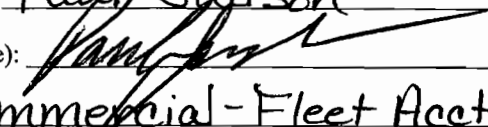
Failure to clearly identify any modifications in the space below or on a separate page may be grounds for the quoter being declared nonresponsive or to have the award of the quote rescinded by the County.

MODIFICATIONS:

Quoter shall submit his/her quote on the County's Proposal Quote Form, including the firm name and authorized signature. Any blank spaces on the Proposal Quote Form, qualifying notes or exceptions, counter offers, lack of required submittals, or signatures, on County's Form may result in the Quoter/Quote being declared non-responsive by the County.

ANTI-COLLUSION STATEMENT

**THE BELOW SIGNED QUOTER HAS NOT DIVULGED TO, DISCUSSED OR COMPARED HIS QUOTE WITH OTHER QUOTERS AND HAS NOT COLLUDED WITH ANY OTHER QUOTER OR PARTIES TO A QUOTE WHATSOEVER. NOTE: NO PREMIUMS, REBATES OR GRATUITIES TO ANY EMPLOYEE OR AGENT ARE 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 THE MASTER BIDDERS LIST.**

FIRM NAME Sam Galloway Ford, Inc.  
BY (Printed): Paul Judson  
BY (Signature):   
TITLE: Commercial - Fleet Acct. Mgr.  
FEDERAL ID # OR S.S.# 59-0329880  
ADDRESS: 1800 Boy Scout Dr.  
Fort Myers, FL 33912  
PHONE NO.: (239) 274-2321  
FAX NO.: (239) 274-2391  
CELLULAR PHONE/PAGER NO.: (239) 633-4990

LEE COUNTY OCCUPATIONAL LICENSE NUMBER: 041114  
E-MAIL ADDRESS: Paul.Judson@gallowayfamily.com  
REVISED: 7/28/00

**LEE COUNTY, FLORIDA  
DETAILED SPECIFICATIONS FOR  
THE PURCHASE OF FORD AUTOMOBILES,  
SPORT UTILITY VEHICLES, PASSENGER & LIGHT DUTY VANS,  
LIGHT & MEDIUM DUTY TRUCKS, AND CAB & CHASSIS**

SCOPE

The Lee County Board of County Commissioners, Division of Fleet Management, is seeking sealed quotes for the purchase of vehicles for Lee County Government use from Ford Motor Company Division dealers. The vehicles to be purchased under this quote are automobiles, sport utility vehicles, passenger and light duty vans, light and medium duty trucks, and cab/chassis. The County estimates the purchase of approximately one hundred (100) vehicles each year, at an estimated annual cost of \$2,500,000 for each of the five years covered by this contract. While the County makes no guarantees to the actual quantities of any vehicle type, we can predict the majority of purchases will be trucks.

These specifications are intended to provide the information by which prospective quoters may understand the requirements of Lee County relative to furnishing and delivering fleet vehicles.

BASIS OF AWARD

1. **Quoters must complete the attached proposal form.** New vehicle prices will be given as a percentage figure below the "Invoice" column, as shown in the Kelley Blue Book's POWERSYSTEM New Car Pricing Software. This percentage figure below the "Invoice" column shall apply to the base price, freight, and all factory production options. Lee County shall participate in all fleet or price incentives or rebates available to the vendor in addition to the percentage figure below the "Invoice" column, as shown in the Kelley Blue Book's POWERSYSTEM New Car Pricing Software.

All vehicles purchased under this contract include as part of the base vehicle price: vehicle preparation costs, delivery, three complete sets of keys, vehicle title, vehicle registration, and a new County license plate. The percentage figure below "Invoice" that you submit should take these factors into account.

2. One vendor from all responsive Ford Motor Company dealers and shall be awarded the quote. Since fleet incentives or rebates will be consistent from dealer to dealer (same manufacturer), **the award will be based on the response with the greatest percentage figure below the "Invoice" column of the Kelley Blue Book's POWERSYSTEM New Car Pricing Software.**

OPTION A: DEALER INSTALLED OPTIONS

**NOTE: In order to be considered for award; Option A must be completed.**

1. Dealer installed options may include but are not limited to strobe lights, bedliners, utility bodies, cranes, service manuals, and parts manuals. See Attachment "A" for the approved list of dealer installed option manufacturers (only manufacturers on this list will be accepted). The Division of Fleet Management will provide the awarded vendors with updated lists of approved manufacturers for dealer installed options as needed throughout the contract period. The awarded vendor will also handle any and all warranty claims for the dealer installed items and any accessories added to the vehicle(s). These warranty claims will be handled as quickly as possible to minimize downtime to Lee County. It will be the responsibility of the awarded vendor to pick up and deliver the equipment for all warranty repairs and issues.

All prospective quoters must provide a percentage figure above "actual invoice" for any dealer installed options performed by a sub-contractor (copies of actual invoices must be provided as backup).

PRE-DELIVERY

1. The vendor shall be responsible for delivering vehicles that are new and unused, properly serviced, clean, and in first class operating condition. Pre-delivery service, at a minimum, shall include the following:
  - a. Complete lubrication and check all fluid levels to assure proper fill
  - b. Adjustment of engine to proper operating condition
  - c. Inflate tires to proper pressure
  - d. Check for proper operation of all accessories, gauges, lights, mechanical and hydraulic features.
  - e. Cleaning of vehicle, if necessary, and removal of all unnecessary tags, stickers, papers, etc. Remove window sticker and turn in with the delivery paperwork.
  - f. Overall check for safe operating condition
  - g. All fuel tanks on each new vehicle will come with a full tank of fuel.
  - h. All new vehicles will come with three (3) complete sets of keys, including keys for any accessories such as: tool boxes, utility boxes, etc.
2. The vendor understands that the quote covers a complete, fully operative unit, as specified by the purchase order and enclosures, including the mounting of all attachments and connections to the chassis.

CONDITIONS & DELIVERY

1. From the date of the purchase order, the vendor shall have ninety (90) days to deliver (including acceptance) normal production vehicles and one hundred twenty (120) days to deliver (including acceptance) vehicles with dealer installed options. The vendor shall be assessed ten (\$10.00) dollars per day for each day over the stated delivery times, except in such cases where the delivery will be delayed due to a natural disaster. Natural disasters are defined as hurricanes or other acts of God. In these cases the quoter shall notify Lee County's Division of Fleet Management in writing of the delays 30 days prior, when possible, to the original contract delivery date. Should a manufacturer experience production delays or a shutdown, Lee County reserves the right to cancel any outstanding orders and obtain the vehicle(s) elsewhere.
2. All units must contain a full tank of fuel as indicated by the vehicle's fuel gauge at the time of delivery.
3. If a vehicle is delivered with more than 250 miles but less than 500 miles as indicated by the vehicle's odometer, the vendor shall be assessed \$0.415 cents per mile for all miles over 250. Vehicles with 500 miles or more as indicated by the vehicle's odometer may not be accepted.
4. All vehicles shall be delivered with three complete sets of keys – including three sets of keys for any and all accessories including tool boxes and utility boxes.. If a vehicle is delivered without three complete sets of keys, the vendor shall be assessed seventy-five (\$75.00) dollars.
5. All vehicles shall be delivered to the Lee County's Division of Fleet Management located at 2955 Van Buren Street, Fort Myers, Florida 33916. Vendors must contact the Shop Superintendent or designee at (239) 338-3239 at least twenty-four hours prior to delivery. Deliveries can be made Monday - Thursday between the hours of 8:00 AM and 4:00 PM.
6. The awarded vendor will supply at least two (2) copies of manuals or CDs for each model year change. These manuals or CDs will include: Parts, repairs, electrical diagrams, trouble shooting, etc. These manuals or CDs will be delivered to Lee County Fleet Management as soon as they are available.
7. Delivery does not constitute acceptance. **Acceptance** and authorization of payment will be given only after a thorough inspection indicates that the vehicle meets specifications and conditions listed herein.

8. Vehicles shall be delivered with each of the following documents satisfactorily completed:
  - a. Temporary license plate.
  - b. Owner and/or operator manual(s).
  - c. Warranty certifications, including rustproofing, if applicable.
  - d. Copy of pre-delivery service report.
  - e. Window price sticker.
  
9. All vehicles shall be equipped with all standard equipment as specified by the manufacturer for this model. All vehicles shall comply with the EPA Emission Standards, and all Motor Vehicle Safety Standards as established by the U.S. Department of Transportation regarding the manufacture of motor vehicles, and OSHA standards CFR 29 1910/1926.

TITLE, REGISTRATION, AND PLATES

1. All vehicles delivered under this contract shall be titled and registered by the vendor (quoter) in accordance with Florida Statutes Chapters 319 and 320. Vendor shall send any necessary form(s), which must be signed by an authorized representative of the Lee County Board of County Commissioners, with the vehicle upon delivery. Vendor shall obtain necessary signature(s) and complete the titling and registration process for the County and return a county plate within twenty-five days of delivery of vehicle. **Vendor shall include all fees involved in the title application, registration, and obtaining new plates in the base price for each vehicle.**

NOTE: The Lee County Board of County Commission is self-insured, therefore, a "Proof of Insurance" form is not required.

TERM OF QUOTE

This quote shall be in effect for one (1) year, or until new quotes are taken and awarded. This quote has the option of being renewed for four (4) additional one-year periods, upon mutual agreement of both parties, under the same terms and conditions.

NOTE: All percentage figures quoted shall remain firm over the term of the quote.

SPECIFICATION BOOKS

The awarded shall, at no cost, supply Lee County Fleet Management with one (1) current set of specification books covering all models of Ford products at the beginning of each model year change. These specification books must include all specifications including, but not limited to, measurements, capacities, colors, types, model year changes, detailed specifications, etc.

ADDITIONAL DISCOUNTS AND/OR CONCESSIONS

Lee County shall receive any and all additional discounts and/or concessions available at the time of each purchase. These discounts/concessions will be in addition to the percentage quoted under the "Basis of Award" (therefore, they will not be factored into the award process of this quote). All paperwork associated with these discounts/concessions must be sent to Lee County Fleet Management at the beginning/change of each model year. In the space provided on Attachment B, please explain how you will pass these discounts/concessions on to Lee County Fleet Management on a per model basis.

STATE CONTRACT/SHERIFF'S ASSOCIATION/OTHER CONTRACTS

The County reserves the right to purchase any of the items in this quote from any of the contracts listed above if the prices are lower and/or it is deemed in the best interest of Lee County to do so.

DESIGNATED CONTACT

The awarded vendor shall appoint a person or persons to act as a primary contact with Lee County Fleet Management. This person or back-up shall be readily available during normal work hours by phone or in person, and shall be knowledgeable of the terms and procedures involved in this quote.

MAJOR BREAKDOWNS/NATURAL DISASTERS

Lee County requires that the awarded vendor provide the name of a contact person and phone number which will afford Lee County access twenty-four hours per day, 365 days per year, of this product or service in the event of major breakdowns or natural disasters.

Lee County reserves the right to purchase the product or service listed in this quotation elsewhere in an emergency situation.

LOCAL BIDDER'S PREFERENCE

Note: In order for your firm to be considered for the local vendor preference, you must complete and return the attached "Local Vendor Preference Questionnaire" with your quotation.

The Lee County Local Bidder's Preference Ordinance No. 00-10 is being included as part of the award process for this project. As such, Lee County at its sole discretion, may choose to award a preference to any qualified "Local Contractor/Vendor" in an amount not to exceed 3 % of the total amount quoted by that firm.

"Local Contractor / Vendor" shall mean: a) any person, firm, partnership, company or corporation whose principal place of business in the sole opinion of the County, is located within the boundaries of Lee County, Florida; or b) any person, firm, partnership, company

or corporation that has provided goods or services to Lee County on a regular basis for the preceding consecutive five (5) years, and that has the personnel, equipment and materials located within the boundaries of Lee County sufficient to constitute a present ability to perform the service or provide the goods.

The County reserves the exclusive right to compare, contrast and otherwise evaluate the qualifications, character, responsibility and fitness of all persons, firms, partnerships, companies or corporations submitting formal bids or formal quotes in any procurement for goods or services when making an award in the best interests of the County.

ATTACHMENT A

**LIST OF AUTHORIZED DEALER INSTALLED OPTION MANUFACTURERS  
EFFECTIVE 6/01/2006**

1. EMERGENCY AND WARNING LIGHTS:
  - A. STROBE - NORTH AMERICAN SIGNAL COMPANY
  - B. ROTATING BEACON – TARGET TECH (FEDERAL SIGNAL CORP)
  - C. CORNER INTERCEPT – NOVA ELECTRONICS
  
2. BEDLINERS:
  - A. DURALINER
  - B. RHINO LININGS
  - C. LINE-X
  
3. TOOL BOXES:
  - A. DELTA
  - B. DAYTON
  
4. TRAILER HITCHES:
  - A. DRAW-TITE
  - B. REESE
  
5. LIFT GATES:
  - A. TOMMY GATE
  
6. ALUMINUM DUMP BODY INSERTS:
  - A. TRUCK CRAFT
  - B. EZ DUMPER
  
7. UTILITY AND STAKE BODIES:
  - A. OMAHA
  - B. READING
  - C. RKI
  
8. CRANES:
  - A. AUTO-CRANE
  - B. LIFTMOORE
  - C. RKI
  
9. DUMP AND FLAT BED DUMP HOISTS:
  - A. VENCO CONVERSION HOISTS

10. TRUCK AND VAN ACCESSORIES:
  - A. SILVER SHIELD SYSTEMS
  - B. TAILGATERS
  - C. MASTERACK
  - D. AMERICAN VANS



ATTACHMENT C  
LOCAL VENDOR PREFERENCE QUESTIONNAIRE  
(LEE COUNTY ORDINANCE NO. 00-10)

Instructions: Please complete either Part A or B whichever is applicable to your firm

**PART A: VENDOR'S PRINCIPAL PLACE OF BUSINESS IS LOCATED WITHIN LEE COUNTY (Only complete Part A if your principal place of business is located within the boundaries of Lee County)**

**1. What is the physical location of your principal place of business that is located within the boundaries of Lee County, Florida?**

1800 Boy Scout Drive  
Fort Myers, FL 33907

**2. What is the size of this facility (i.e. sales area size, warehouse, storage yard, etc.)**

36 Acres

**PART B: VENDOR'S PRINCIPAL PLACE OF BUSINESS IS NOT LOCATED WITHIN LEE COUNTY OR DOES NOT HAVE A PHYSICAL LOCATION WITHIN LEE COUNTY (Please complete this section.)**

1. How many employees are available to service this contract? \_\_\_\_\_

2. Describe the types and amount of equipment you have available to service this contract.

LOCAL VENDOR PREFERENCE QUESTIONNAIRE CONTINUED

3. Describe the types and amount of material stock that you have available to service this contract.

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4. Have you provided goods or services to Lee County on a regular basis for the preceding, consecutive five years?

Yes   X   No       

If yes, please provide your contractual history with Lee County for the past five, consecutive years. Attach additional pages if necessary.

Per Formal Quote No. # Q-990287,  
Purchase of ~~Veh~~<sup>ff</sup> Automobiles on  
May 18, 1999, we have provided  
Lee County with vehicles on a  
continual basis since that time.

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**INSURANCE REQUIREMENTS**

**NOTE:** Your certificate of insurance must meet the following requirements:

**Requirement #1:**

**The Lee County Board of County Commissioners shall be added as an additional insured on the comprehensive general liability policy.**

**Requirement #2:**

Certificate holder shall be listed as follows:

Lee County Board of County Commissioners  
C/O Lee County Purchasing  
P.O. Box 398  
Fort Myers, FL 33902-0398

**Requirement #3:**

Each policy shall provide a 30-day notification clause in the event of cancellation, non-renewal or adverse change.

1. **Minimum Insurance Requirements:** *Risk Management in no way represents that the insurance required is sufficient or adequate to protect the vendor's interest or liabilities, but are merely minimums.*
  - a. **Workers' Compensation** - Statutory benefits as defined by FS 440 encompassing all operations contemplated by this contract or agreement to apply to all owners, officers, and employees regardless of the number of employees. Individual employees may be exempted per State Law. Employers' liability will have minimum limits of:
    - \$500,000 per accident
    - \$500,000 disease limit
    - \$500,000 disease limit per employee
  - b. **Commercial General Liability** - Coverage shall apply to premises and/or operations, products and/or completed operations, independent contractors, contractual liability, and exposures with minimum limits of:

\$500,000 bodily injury per person (BI)  
\$1,000,000 bodily injury per occurrence (BI)  
\$500,000 property damage (PD) or  
\$1,000,000 combined single limit (CSL) of BI and PD

- c. Business Auto Liability - The following Automobile Liability will be required and coverage shall apply to all owned, hired and non-owned vehicles use with minimum limits of:

\$500,000 bodily injury per person (BI)  
\$1,000,000 bodily injury per occurrence (BI)  
\$100,000 property damage (PD) or  
\$1,000,000 combined single limit (CSL) of BI and PD

***\*The required limit of liability shown in Standard Contract: 1.a; 1.b; 1.c; may be provided in the form of "Excess Insurance" or "Commercial Umbrella Policies." In which case, a "Following Form Endorsement" will be required on the "Excess Insurance Policy" or "Commercial Umbrella Policy."***

2. Verification of Coverage:

- a. Ten (10) days prior to the commencement of any work under this contract a certificate of insurance will be provided to the Risk Manager for review and approval. The certificate shall provide for the following:

1. ***"Lee County, a political subdivision and Charter County of the State of Florida, its agents, employees, and public officials" will be named as an "Additional Insured" on the General Liability policy.***
2. Lee County will be given thirty (30) days notice prior to cancellation or modification of any stipulated insurance. Such notification will be in writing by registered mail, return receipt requested and addressed to the Risk Manager (P.O. BOX 398 Ft. Myers, FL 33902).

3. Special Requirements:

- a. It is the responsibility of the general contractor to insure that all subcontractors comply with all insurance requirements.

To the fullest extent permitted by applicable law, Contractor shall protect, defend, indemnify, save and hold the County, the Board of County Commissioners, its agents, officials, and employees harmless from and against any and all claims, demands, fines, loss or destruction of property, liabilities, damages, for claims based on the negligence, misconduct, or omissions of the Contractor resulting from the Contractor's work as further described in this contract, which may arise in favor of any person or persons resulting from the Contractor's performance or non-performance of its obligations under this contract except any damages arising out of personal injury or property claims from third parties caused solely by the negligence, omission(s) or willful misconduct of the County, its officials, commissions, employees or agents, subject to the limitations as set out in Florida general law, Section 768.28, Florida Statutes, as amended. Further, Contractor hereby agrees to indemnify the County for all reasonable expenses and attorney's fees incurred by or imposed upon the County in connection therewith for any loss, damage, injury or other casualty. Contractor additionally agrees that the County may employ an attorney of the County's own selection to appear and defend any such action, on behalf of the County, at the expense of the Contractor. The Contractor further agrees to pay all reasonable expenses and attorney's fees incurred by the County in establishing the right to indemnity.

LEE COUNTY PURCHASING - BIDDERS CHECK LIST

**IMPORTANT:** Please read carefully and return with your bid proposal.

Please check off each of the following items as the necessary action is completed:

- 1. The Quote has been signed.
- 2. The Quote prices offered have been reviewed.
- 3. The price extensions and totals have been checked.
- 4. The original (must be manually signed) and 2 copies of the quote have been submitted.
- 5. Three (3) identical sets of descriptive literature, brochures and/or data (if required) have been submitted under separate cover.
- 6. All modifications have been acknowledged in the space provided.
- 7. All addendums issued, if any, have been acknowledged in the space provided.
- 8. Erasures or other changes made to the quote document have been initialed by the person signing the quote.
- 9. Bid Bond and/or certified Check, (if required) have been submitted with the quote in amounts indicated.
- 10. Any Delivery information required is included.
- 11. The mailing envelope has been addressed to:
 

<b>MAILING ADDRESS</b>	or	<b>PHYSICAL ADDRESS</b>
Lee County Purchasing		Lee County Purchasing
P.O. Box 398		1825 Hendry St 3 <sup>rd</sup> Floor
Ft. Myers, FL 33902-0398		Ft. Myers, FL 33901
- 12. The mailing envelope **MUST** be sealed and marked with:
  - Quote Number
  - Opening Date and/or Receiving Date
- 13. The quote will be mailed or delivered in time to be received no later than the specified opening date and time. (Otherwise quote cannot be considered or accepted.)
- N/A  14. If submitting a "NO BID" please write quote number here \_\_\_\_\_ and check one of the following:
  - \_\_\_\_\_ Do not offer this product \_\_\_\_\_ Insufficient time to respond.
  - \_\_\_\_\_ Unable to meet specifications (why)
  - \_\_\_\_\_ Unable to meet bond or insurance requirement.
  - Other: \_\_\_\_\_

Company Name and Address:  
 Sam Galloway Ford, Inc.  
 1800 Bay Scout Drive  
 Fort Myers, FL 33907