

WAKULLA COUNTY BOARD OF COUNTY COMMISSIONERS



PURCHASE OF MOTOR GRADERS UNDER FIVE YEAR GUARANTEED BUY BACK PROGRAM FOR PUBLIC WORKS DEPARTMENT

Invitation to Bid Number:
2009-022

RESPONSES ARE DUE BY:

JANUARY 27, 2010

BY 10:00 A.M., EST

MAIL OR DELIVER RESPONSES TO:

Wakulla County Board of County Commissioners
3093 Crawfordville Highway
Crawfordville, FL 32327

Contact:

Deborah DuBose
Purchasing Office

850.926.9500

850.926.9006 FAX

ddubose@mywakulla.com

SECTION 00110

INSTRUCTIONS TO BIDDERS

Section 1. Definitions.

1.1 The term "COUNTY" used herein refers to WAKULLA COUNTY, FLORIDA, or its duly authorized representative.

1.2 The term "Bidder" used herein means one who submits a bid directly to the COUNTY in response to this solicitation.

1.3 The term "Successful Bidder" means the lowest qualified, responsible and responsive Bidder who is awarded the contract by the COUNTY, on the basis of the COUNTY's evaluation.

1.4 The term "Bidding Documents" includes the Legal Advertisement, these Instructions to Bidders, the Bid Schedule and the Contract Documents as defined in the Agreement.

1.5 The term "Bid" shall mean a completed Bid Proposal (Section 00400), Bid Schedule (Section 00410), and Bidder's Qualifications Statement (Section 00420), bound in the Bidding Documents, properly signed, providing the COUNTY a proposed cost for providing the services required in the Bidding Documents.

1.6 The term "Work" includes all work required in connection with the Project specified in the Legal Advertisement for this solicitation as set forth in the Bidding Documents for this Project.

Section 2. Preparation of Bids

2.1 The Bids must be submitted on the standard form herein furnished by the COUNTY as bound in these Bidding Documents. The Bidder shall complete the Bid in ink or by type, and the original Bid shall be manually signed by the Bidder. An original and one (1) copy of the Bid fastened by clip (please, NO staples) must be received by the COUNTY no later than January 22, 2010 at 10:00 a.m. local time in the offices of the COUNTY in Crawfordville, Florida. The Bid may be rejected if it contains any omission, alteration of form, conditional bid or irregularities of any kind. Bids must be submitted in sealed envelopes, marked with the Bid Number, Project Name, Bid Opening Date and Time, and shall be addressed to:

Wakulla County Purchasing Office
Wakulla County Board of County Commissioners
3093 Crawfordville Highway
Crawfordville, Florida 32327
(850) 926-9500

SECTION 00400
BID PROPOSAL
WAKULLA COUNTY, FLORIDA

Full Company Name of Bidder: _____

Main Business Address: _____
(including city, state and zip)

Place of Business: _____
(including city, state and zip)

Business Telephone and Fax Numbers: _____

Contact Name: _____

State Contractor's License# _____

To: BOARD OF COUNTY COMMISSIONERS OF WAKULLA COUNTY, FLORIDA
(hereinafter called the "COUNTY")

The undersigned, as Bidder declares that the only person or parties interested in this Proposal as principals are those named herein, that this Proposal is made without collusion with any other person, firm or corporation; that he has carefully examined the location of the proposed work, the proposed forms of Agreement and Bonds, and the Contract Drawings and Specifications, including Addenda issued thereto and acknowledges receipt below:

Contractor's Addendum:

Number	Date Issued	Initials
-----	-----	-----
-----	-----	-----
-----	-----	-----

Bidder proposes, and agrees if this Proposal is accepted, Bidder will contract with the COUNTY in the form of the copy of the Agreement included in these Contract Documents, to provide all necessary machinery, tools, apparatus and other means of construction, including utility and transportation services necessary to do all the Work, and furnish all the materials and equipment specified or referred to in the Contract Documents in the manner and time herein prescribed and according to the requirements of the COUNTY as therein set forth, furnish the Contractor's Bonds

OVERVIEW

Wakulla County, Florida is accepting written proposals from interested companies to provide five (5) motor graders on a total cost program for the Public Works Department. The buy back program is based on maximum cost for maintenance, repairs and a guaranteed cash value to buy back the graders at the end of the five year program.

Parties interested in preparing a response to this ITB must complete the requirements set forth in the attached documents. Under the bid process of Wakulla County, the conditions set forth herein are accepted and bound to the signature of contractor, by an officer, on the cover letter.

Wakulla County welcomes your response. The County reserves the right to reject any bid response found to be non-responsive, vague or non-conforming. The County reserves the right at any time to withdraw all or part of this bid request in order to protect its best interests. The County is not liable for any costs incurred by the party in preparing its response, nor is a response an offer to contract with your company. Pursuant to Chapter 119, Florida Statutes, all bid responses are subject to open records laws.

CALENDAR OF EVENTS

All times listed in the Calendar of Events are Eastern Standard Time.

Release of Invitation to Bid	January 15, 2010
Technical Questions Due	January 22, 2010
Responses Due to Vendors	January 25, 2010
Bids due and opened (FAX NOT ACCEPTABLE)	January 27, 2010 at 10:00 a.m.
Posting of Intended Award	February 1, 2010
Anticipation of graders being delivered	Sixty days from date of award

MANDATORY REQUIREMENTS

The Board of County Commissioners (BoCC) has established certain mandatory requirements that must be included as part of any response. The use of the terms “shall”, “must” or “will” (except to indicate simple futurity) in this Invitation to Bid (ITB) indicate a mandatory requirement or condition. The words “should” or “may” in this ITB indicate desirable attributes or conditions, but are permissive in nature. Deviation from, or omissions of, such a desirable feature will not by itself cause rejection of a bid.

Replies which do not meet all material requirements of this bid or which fail to provide all required information, documents, or materials will be rejected as non-responsive. Material requirements of the bid are those set forth as mandatory, or without which an adequate analysis and comparison of replies is impossible, or those which affect the competitiveness of replies or the cost to the Board. Respondents whose replies, past performance or current status do not reflect the capability, integrity or reliability to perform fully and in good faith the requirements of the contract may be rejected as non-responsible.

The Board reserves the right to determine which replies meet the material requirements of the ITB, and which Respondents are responsible and/or responsive.

SPECIFICATIONS

Articulated Motor Grader Minimum 135 Horsepower @ Rated RPM

Diesel powered motor grader with a minimum of 135 HP, SAE rated; Variable horsepower engines must have 170 HP minimum peak horsepower. Horsepower shall be at least 150 HP in 1st through 4th gears. Grader shall be a tandem drive with positive four-wheel driving action and must be an articulated frame type. The engine shall be mounted behind the operator and directly over the drive wheels.

A. Engine:

1. Diesel engine, minimum 6.5 Liter, 135 net horsepower diesel.
2. Electrical starting system including battery, alternator and starter.
3. Water filter -- Perry or equal.
4. Air system will be equipped with Bendix air dryer or equivalent.
5. Engine hour meter.
6. Vertical exhaust with rain cap.

B. Transmission -- Full range power shift, eight speeds forward, four reverse minimum. Upgraded transmission may be bid as an option separately.

C. Wheels and Tires:

1. 15.5 - 25, 12-ply L-3 tread type tires all around (Goodyear only).
2. Minimum 9" rims (width).
3. Leaning front wheels.
4. Differential lock.
5. Rims will be one piece

D. Steering and Controls:

1. Power steering or equivalent.
2. Provide a steering control that allows for safe operation on public roads and meets all FDOT and DOT standards.
3. Rear frame articulation 20 degrees left or right minimum.
4. Turning radius not to exceed 24.5 feet.

E. Brakes -- Four-wheel hydraulic brakes with power booster or equivalent.

F. Blade Assembly:

1. 14-foot blade, hydraulically operated sliding type.
2. Power operated for both raising and lowering.
3. Full 360 degrees turn circle mechanism.
4. Hydraulically adjustable pitch position.
5. 90 degrees bank cutting angle, left or right, all hydraulically operated.
6. Hydraulic tilt moldboard.

G. Cab:

1. All steel enclosed cab with safety glass all around and two doors.
2. Windshield wipers front and rear.
3. Foam padded individual type seat with backrest, additionally the seat shall be suspension type with adjustable height and seat belt equipped.
4. Cab to meet roll-over protective structure (ROPS) requirement for motor graders.
5. Heater, defroster and A/C.
6. Mirrors, dual, outside mounted.
7. Two cab mounted fresh air fans
8. Fire extinguisher, 10 lb. general purpose, must be mounted.
9. Emergency monitoring system or gages for alternator, fuel, engine temperature, oil pressure.
10. Hydraulics, circuits shall be a closed system with sight glass, lock valves in all implements.
11. AM/FM Radio
12. Provide rear mounted pintle hook hitch for towing pick-up truck. Hitch shall be located no higher than 24" from ground level, and centered in rear of grader.
13. On 24 volt machines a 12 volt power point in the cab to facilitate two way radio mounting shall be provided.

H. Lights -- Headlights, rear taillights and directional lights, blade lights (for night and emergency repairs), back-up light and one amber warning beacon visible 360 degrees above is required and one amber warning beacon at or forward of the front axle. Additionally, the amber beacon shall be protected by an appropriate, permanently mounted, brush guard to prevent damage from limbs, branches, etc; front working lights to be mounted on cab.

I. Vandalism Protection Group -- Shall include lockable cab doors, side panels, battery covers, instrument panel cover, and all exposed fuel, oil, coolant and hydraulic fluid caps. A master switch (battery disconnect relay switch) shall also be provided. All locks to be keyed alike and at least two keys shall be furnished.

J. Paint -- Manufacturer's standard color.

K. Weight -- Minimum weight of 32,250 pounds.

L. Manuals -- The successful bidder shall supply two sets of operator's manuals and one set each of parts books, wiring diagrams, lubrication charts and all other applicable technical information to Neil Watts, DIRECTOR FLEET MANAGEMENT, 340 TRICE LANE, ROOM 201, CRAWFORDVILLE, FLORIDA, for each unit purchased. These may be printed manuals or CD ROM type.

M. Spare Parts -- Two tires of the specified type and size to be mounted on spare rims.

N. Warranty -- The warranty coverage WILL BE 7500 HOURS OR 5 YEARS. A copy of the warranty, a list of recommended fast-moving, returnable replacement parts, and a Manufacturer Certificate of Origin are to be delivered with each unit to NEIL WATTS, DIRECTOR FLEET MANAGEMENT, 340 TRICE LANE, ROOM 201, CRAWFORDVILLE, FLORIDA 32327. In the event there is a warranted part or component failure, the successful bidder will provide transportation for the unit as required to perform the repairs at no charge to WAKULLA COUNTY. In lieu of transportation repairs may be performed on site at no charge to WAKULLA COUNTY at the bidders discretion.

O. Conditions:

1. In addition to equipment specified, machine shall be equipped with all standard equipment as specified by the machine for commercial equipment of this model.
2. The successful bidder shall be responsible for delivering machines that are properly serviced, clean 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 proper fill.
 - c. Adjustment of engine to proper operating condition.
 - d. Adjust tires to proper inflation.
 - e. Check to assure proper operation of all accessories, gauges, lights, and mechanical features.
 - f. Cleaning, if necessary, and removal of all unnecessary tags, stickers, and paper, etc.
3. All safety requirements of the latest issue of OSHA standards and all other required Federal and State of Florida safety standards must be met.
4. Unit to be completely assembled (unless otherwise noted in this specification), including options and attachments; shall have been thoroughly tested; and shall be ready for operation upon delivery.
5. An experienced technician shall accompany delivery of the machine, and shall be available for service, operating, maintenance, and safety instructions for a period of not less than two days.
6. Two CIMA Operator Safety Manuals No. CT-10, two manufacturer's operator manuals, and (if not included in operator's manual) two each lubrication instructions and maintenance instructions to be delivered with each unit. Also, one each shop manual, parts catalog and (if any) miscellaneous instructions shall be furnished for each delivery point specified. Two complete sets of technical publications for each model purchased shall also be furnished to WAKULLA COUNTY FLEET MANAGEMENT DIVISION, ATTN: NEIL WATTS, 340 TRICE LANE, ROOM 201, CRAWFORDVILLE, FLORIDA 32327.
7. Bid and equipment to be accompanied by manufacturer's standard warranty for commercial machines. The certificate of origin must accompany equipment.
- 7a. A Dealership with a full service center must be located within 60 miles of Crawfordville Florida, in order to expedite any warranty or repairs that may be needed.
8. All on site preventative maintenance is to be done on equipment after 4:00 PM on weekdays or at any time on weekends.

TIMELINE AND DELIVERABLES

Graders are to be delivered within 60 days of bid award.

EXTENSION OF DELIVERABLE SCHEDULE

The graders may be submitted earlier than the due date described in the above section. However, if the Contractor fails to deliver the graders within the specified time schedule, or if the Contractor delivers graders that do not conform to all of the provisions of the contract, the BoCC may, by written notice of default to the Contractor, terminate the whole or any part of the contract.

The Project Manager may extend this schedule upon written request of the Contractor with sufficient justification. The BoCC reserves the right of approval for requests to extend the delivery schedule. Failure to obtain approval for all exception requests will result in the bid rejection. |

METHOD OF PAYMENT – |

The current Guaranteed Buy Back value for the fleet of existing graders will be applied as a down payment toward the cost of New Graders being supplied by the successful bidder. The remaining balance will be paid in 4 annual payments with the first annual payment being due in October 1, 2010 and the final payment being due October 1, 2014.

Submission of Deliverables

As described in this ITB, Timelines and Deliverables, the Contractor shall provide a timely submission of the deliverables listed as outlined under the terms and conditions of this bid. The Contractor must report all extenuating circumstances and request exceptions in writing to the Project Manager for consideration immediately upon discovering that the terms of services will not be met in a particular area. Any exceptions not submitted and approved in writing, as specified herein, will be assessed the applicable liquidated damages as described in this ITB. |

WAKULLA COUNTY BOARD OF COUNTY COMMISSIONERS RESPONSIBILITIES

The Wakulla County Board of County Commissioner will agree to operate and maintain the New Graders in accordance with the manufacturing specifications and the terms of the Total Cost Buy Back agreement; ensure that sufficient and proper insurance is secured for each Grader; ensure annual installment payment is made in a timely manner.

HOW TO RESPOND TO THIS ITB

BID RESPONSE FORMAT

In responding to this ITB, each Respondent should review and account for all the requirements contained within this ITB.

The Respondent's bid response will consist of the following and follow the format listed:

Tab 1 - Title Page

The title page must include, at a minimum:

- The title and number of the ITB;
- The Respondent's name (person, organization and firm);
- The name of the organization to which the bid is submitted (Wakulla County Board of County Commissioners);
- The name, title, phone number and address of the person who can respond to inquiries regarding the bid; and
- The signature of the Respondent's authorized signatory.

Tab 2 - Attachments

Bid responses must include the following documents and certifications:

- **Response Transmittal Form (Attachment 1):** Respondents are required to complete, sign, and return the "Response Transmittal Form" with their response submittal. This form must be completed and signed by a representative who is authorized to contractually bind the Respondent.
- **Reference Form (Attachment 2).** A representative who is authorized to contractually bind the Respondent must complete, sign and attach this form.
- **Bid Cost Sheet (Attachment 3).** A representative who is authorized to contractually bind the Respondent must complete, sign and attach this form.
- **Drug Free Workplace Certification (Attachment 4).** Completed, signed and attached by authorized individual for Respondent.
- **Disclosure Statement/Conflict of Interest (Attachment 5).** Completed, signed, and attached by authorized individual for Respondent.

Bid Submission

All bids must be submitted in a sealed envelope and shall be clearly marked on the outside with the solicitation number, date and time of bid opening for which the bid is intended. The BoCC is not responsible for the opening of any envelope which is not properly marked.

Respondents shall submit all data in the formats specified in this ITB. The forms furnished must be used when submitting the bid. Forms are to be filled out in pen and ink or typewritten with alterations, with changes or amendments initialed. All forms must be signed and dated.

BIDS MUST BE RECEIVED AT OR BEFORE THE TIME AND DATE reflected on the timeline in the Calendar of Events of this ITB.

It is the Respondent’s responsibility to assure their bid submittal is delivered at the proper place and time as required in this. **The official date and time of receipt is the date and time the bid is stamped by Wakulla County.** Late replies will not be accepted.

Respondent’s bids must state that their bid constitutes an offer that remains valid for at least 120 days after receipt of the bid.

Bids must be sent by U.S. Mail, Courier, or Hand Delivered to the location indicated below:

**Wakulla County Purchasing Office
Attn: Deborah DuBose
3093 Crawfordville Highway
Crawfordville, FL 32327**

The face of the envelope shall clearly state the solicitation number and title and also reflect the bid opening date and time. (If a courier service is used, the bid document must be in a sealed marked envelope inside the shipping envelope.) It is suggested that the bid is hand delivered or sent “Certified Mail”, to ensure receipt by the date and time indicated.

Inquiries

Questions related to this must be received in writing by the contact person listed below by the time indicated in the Calendar of Events. The questions may be sent US mail, courier, e-mail, fax, or hand-delivered to the sole point of contact, listed below. No telephone calls will be accepted. Inquiries submitted after the period specified in the Calendar of Events will not be addressed. Answers to written questions received by the

time and date listed in the Calendar of Events will be posted on the county's website at: www.mywakulla.com

NOTE – Submit questions in writing to:

Wakulla County Purchasing Office
Attention: Deborah DuBose
3093 Crawfordville Highway
Crawfordville, FL 32327
Fax: 850-926.9006
Email: ddubose@mywakulla.com

It is the responsibility of all potential Respondents to monitor this site for any changing information prior to submitting a response.

AWARD

This solicitation will be awarded on an **all or none basis to the responsive, responsible respondent providing the lowest total overall cost for the original contract period.** The final contract price will be the original response price, if an award is made. The Board reserves the right to make all awards pursuant to the Invitation to Bid.

Responses that do not meet the requirements specified in this ITB will be considered non-responsive or not responsible as applicable. In the best interest of the Wakulla County, the Board reserves the right to reject any and all responses or waive any minor irregularity or technicality in responses received. Respondents are cautioned to make no assumptions unless their response has been deemed responsive.

A printed copy of the Response tabulation will be posted in the Purchasing Office and at the Board's Administrative Offices and on the county's website (www.mywakulla.com). A copy will also be available upon written request to the Public Works Department. Each written request must contain a self-addressed, stamped envelope and must reference the solicitation title and number.

Identical Tie Bids

In accordance with Section 287.087, Florida Statutes, preference shall be given to businesses with drug-free workplace programs. If two or more responses which are equal with respect to price, quality and service are received for the procurement of commodities or contractual services, a response received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Vendor/Contractors must complete the Drug Free Workplace form provided and return it with their response.

EXECUTING A CONTRACT

The construction, interpretation, and performance of this solicitation, and all transactions under it shall be governed by the laws of the State of Florida and Wakulla County. The contract documents shall include all terms and conditions of this solicitation, any addenda, response, and the BoCC's contract issued as a result of this solicitation.

OTHER IMPORTANT INFORMATION

SPECIAL ACCOMODATIONS

Any person requiring special accommodations at the BoCC because of a disability should call the Board Purchasing Office at least five (5) working days prior to any pre-response conference, response opening, or meeting. If you are hearing or speech impaired, please contact the Board's Purchasing Office by using the Florida Relay Service, which can be reached at 1-800-955-8771 (TDD).

RESPONDENT'S RESPONSIBILITY

It is understood and the Respondent hereby agrees to be solely responsible for obtaining all materials and determining the best methods that will be utilized to meet the intent of the specifications of this solicitation.

Any failure by the Contractor to acquaint themselves with the available information will not relieve them from responsibility for estimating properly the difficulty or cost of successfully performing the work.

Respondents are expected to examine the specifications and all instructions pertaining to the required commodities/services. Failure to do so will be at Respondent's risk.

ADDITIONAL LEGAL REQUIREMENT

All corporations seeking to do business with the BoCC shall, at the time of submitting a response, be on file with the Department of State in accordance with provisions of Chapter 607, Florida Statutes; similarly, partnerships seeking to do business with the BoCC shall, at the time of submitting such response, have complied with the applicable provision of Chapter 620, Florida Statutes. For further information on required filing and forms, please go to the following sites: <http://sunbiz.org/index.html> or <http://www.dos.state.fl.us/doc/index.html>.

PRODUCT/SERVICE REQUIREMENTS

Any deviation from the scope of service/specifications indicated herein must be clearly pointed out; otherwise, it will be considered that items offered are in strict compliance with the scope of work/specifications, and the successful vendor will be held responsible therefore. Deviations must be explained in detail on separate attached sheet(s).

ATTACHMENT 1

**Wakulla County Purchasing Office
3093 Crawfordville Highway
PO Box 309
Crawfordville, FL 32327**

BID TRANSMITTAL

.....
**COMPLETE AND RETURN THIS FORM
WITH THE ORIGINAL BID**
.....

Invitation to Bid Number: [2009-022]

Title: Purchase of Motor Graders for Public Works Department

Date & Time of Bid Opening: January 27, 2010 @ 10:00 a.m.

Company Name: _____

Contact Person: _____

Address: _____

City, State, Zip: _____

Federal Employer ID Number: _____

Telephone: () _____ Fax Number () _____

Internet E-Mail Address: _____

Authorized Signature (Manual): _____ Date: _____

Authorized Signature (Typed) and Title: _____

**ATTACHMENT 2
REFERENCE FORM**

Respondent's Name: _____

Vendors are required to submit with their response three (3) references with which they have provided similar services as requested in this solicitation. Vendors shall use this attachment to provide the required reference information. The Board reserves the right to contact any and all references in the course of this solicitation and make a responsibility determination, not subject to review or challenge. (Please provide at least 2 Contact Names.)

FORMER CLIENTS-Provide Three (3)	
Company Name:	
Address:	
Contact Name:	
Alternate Contact Name:	
Phone:	
Email:	
Description of Work:	
Service Dates:	

Company Name:	
Address:	
Contact Name:	
Alternate Contact Name:	
Phone:	
Email:	
Description of Work:	
Service Dates:	

Company Name:	
Address:	
Contact Name:	
Alternate Contact Name:	
Phone:	
Email:	
Description of Work:	
Service Dates:	

Authorized Signature: _____

Title: _____

**ATTACHMENT 3
PRICE BID PAGE**

FIVE (5) MOTOR GRADERS

BRAND & MODEL: _____

- | | |
|---|------------|
| 1. CASH PURCHASE PRICE | \$ _____ * |
| 2. TOTAL COST TO PROVIDE ON-SITE SCHEDULED MAINTENANCE FOR 7500 HOURS. (ANY UNUSED MAINTENANCE BUDGET SHALL BE 100% REIMBURSED TO WAKULLA COUNTY AT THE CONCLUSION OF THE CONTRACT.) | \$ _____ * |
| 3. GUARANTEED MAXIMUM TOTAL COST FOR REPAIRS FOR 7500 HOURS OR FIVE YEARS, WHICHEVER COMES FIRST. | \$ _____ * |
| 4. TOTAL COST WITH PURCHASE, REPAIR GUARANTEE AND MAINTENANCE | \$ _____ * |
| 5. GUARANTEED BUY BACK PRICE (NOT TRADE IN VALUE AT END OF 7500 HOURS OR FIVE YEARS, WHICHEVER COMES FIRST) | \$ _____ * |
| 6. TOTAL COST WITH PURCHASE, REPAIR GUARANTEE AND MAINTENANCE | \$ _____ * |

*Prices should indicate the price for all five (5) graders |

Printed Name of Authorized Representative

Signature of Authorized Representative

Title

Company

ATTACHMENT 4
DRUG FREE WORKPLACE CERTIFICATION

Preference shall be given to businesses with drug-free workplace programs. Whenever two or more response which are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a response received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie responses will be followed if none of the tied vendors have 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, available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees from drug abuse violations.
- 3) Give each employee engaged in providing the commodities or contractual services that are under this solicitation a copy of the statement specified in subsection (1) above.
- 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 this solicitation, the employee will abide by the terms of the statement and will notify the employee 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 work place no later than five (5) days after such conviction.
- 5) Impose a sanction, on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so 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 the statement, I certify that this firm complies fully with the above requirements.

VENDOR _____ TITLE _____

AUTHORIZED SIGNATURE _____ DATE _____

**ATTACHMENT 5
DISCLOSURE STATEMENT
CONFLICT OF INTEREST DISCLOSURE**

The award hereunder is subject to the provisions of Chapter 112, Florida Statutes. Respondents must disclose with their bids whether any officer, director, employee or agent is also an officer or an employee of the Board of County Commissioners. All firms must disclose the name of any state officer or employee who owns, directly or indirectly, an interest of five percent (5%) or more in the Respondent's firm or any of its branches or affiliates. All Respondents must also disclose the name of any employee, agent, lobbyist, previous employee of the Board, or other person, who has received or will receive compensation of any kind, or who has registered or is required to register under Section 112.3215, Florida Statutes, in seeking to influence the actions of the Board in Connection with this procurement.

Names of Officer, Director, Employee or Agent that is also an Employee of the Board:

_____	_____
_____	_____

Name of a County Employee that owns 5% or more in Respondent's firm:

_____	_____
_____	_____

Not applicable: _____

Name

Company

Date

ATTACHMENT 6

BID CHECKLIST

(THIS PAGE DOES NOT NEED TO BE RETURNED WITH YOUR RESPONSE)

This Checklist is provided as a guideline, only, to assist Respondents in preparation of their response. Included are some important matters that the Respondent should check. This checklist is just a guideline, and is not intended to include all matters required by the ITB. Respondents are responsible to read and comply with the ITB in its entirety.

Check off each of the following:

- ___ 1. The Response Transmittal Form has been completed, manually signed, and enclosed in the original response.
- ___ 2. The Reference Form (Attachment 2) has been completed with three references as required in solicitation.
- ___ 3. The Cost Sheet (Attachment 3) has been completed, reviewed for accuracy and signed by authorized representative who is authorized to contractually bind the Respondent.
- ___ 4. The Drug Free Workplace Certification (Attachment 4) and Disclosure Form (Attachment 5).
- ___ 5. The original response must be received, at the location specified, prior to the Bid Opening Date and Time designated in the Invitation to Bid Document.
- ___ 6. On the lower left hand corner of the envelope transmitting your original response, write in the following information:

Solicitation Number: 2009-022

Title: Purchase of Motor Graders for Public Works Department

Bid Opening Date & Time: January 27, 2010 @ 10 a.m.