

**FORT PIERCE POLICE DEPARTMENT  
2016 NEW VEHICLE PURCHASE**

**CHARLOTTE COUNTY CONTRACT  
WITH BARTOW FORD  
AND  
PIGGY BACK LETTER**



# Charlotte County Government

*"To exceed expectations in the delivery of public services."*

[www.CharlotteCountyFL.gov](http://www.CharlotteCountyFL.gov)

December 17, 2015

Sergeant John Schramm  
Patrol Support Services  
Fort Pierce Police Department

Dear Mr. Schramm:

Per your request, please accept this letter as authorization from Charlotte County for the Fort Pierce Police Department to "piggyback" Bid #15-418, Vehicles – Annual Contract. It is understood that Fort Pierce Police Department will establish its own contract with the successful bidder(s), place its own orders, be invoiced therefrom and make its own payments to the successful bidder in accordance with the terms of the contract established between the Fort Pierce Police Department and the successful bidder. It is also hereby mutually understood and agreed that Charlotte County is not a legally bound party to any contractual agreement made between a successful bidder and any local entity other than Charlotte County Board of County Commissioners.

If you have any questions, please feel free to contact the Charlotte County Purchasing Division at 941-743-1374.

Sincerely,

Kimberly A. Corbett, C.P.M., CPPB  
Senior Division Manager – Purchasing

**PURCHASING DIVISION**  
**BUDGET & ADMINISTRATIVE | SERVICE DEPARTMENT**  
18500 Murdock Circle, Suite 344 | Port Charlotte, FL 33948-1068  
Phone: 941.743.1378 | Fax: 941.743.1384



# Charlotte County Government

"To exceed expectations in the delivery of public services."

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11/12/2015

Richard Weissinger, Commerical Fleet Sales  
**BARTOW FORD**  
2800 US Hwy 98 North  
Bartow, FL 33830

**RE: NOTICE OF ACCEPTANCE**

Dear Mr. Weissinger:

This letter shall serve as notification of official acceptance by the Board of County Commissioners of your Bid No. 2015000418, Annual Contract - Vehicles, with your firm. The acceptance of your bid, properly executed by an authorized representative of the company, constitutes a binding contract.

Your signature below represents your concurrence with and acceptance of the terms set forth in this letter and bid submitted by your company on October 14, 2015. Please sign and fax back to this office at 941-743-1384. Purchase Orders will be issued on an "as required" basis, and payment shall be made in accordance with the Local Government Prompt Payment Act of the Florida State Statutes.

The contract shall become effective immediately and shall remain in full force and effect through and including September 30, 2016, with option to renew for two additional one-year terms, by mutual consent.

If you have any questions or concerns, please do not hesitate to contact Alisa L. True, CPPB, Contract Specialist, at 941-743-1549.

Yours truly,

Kimberly A. Corbett, C.P.M., CPPB  
Senior Division Manager - Purchasing

KAC/at

ACCEPTED:

  
Richard Weissinger, Commerical Fleet Sales

Date: \_\_\_\_\_

11/14/15

cc: File

**Charlotte County Board Of County Commissioners  
Agenda Item Summary**

**Item Number: F - 5.**

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**1 DEPARTMENT MAKING REQUEST**

Purchasing

**2 MEETING DATE**

11/10/2015

**3 REQUESTED MOTION/ACTION**

a) Approve award of Bid #15-418, Vehicles - Annual Contract, for a 3.05% discount off of Ford Factory invoice, and a 0% mark-up on dealer installed options, to Bartow Ford. Term of contract is from date of award through and including September 30, 2016; and  
b) Authorize the County Administrator to approve the renewal options for up to two additional one-year terms, at the same prices, terms, and conditions, by mutual consent.

This is an annual contract that allows for the purchase of Ford vehicles on an "as needed basis".

**4 AGENDA**

Consent

**5 IS THIS ITEM BUDGETED ( IF APPLICABLE ) - True**

**Budget Action**

No action needed. This item is budgeted in the vehicle replacement fund.

**Financial Impact Summary Statement**

Costs to be paid from the vehicle replacement fund and charged back to the departments receiving the vehicle

**Detailed Analysis Attached -**

**Budget Officer-**

**6 BACKGROUND ( Why is this Action Necessary, and What Action will be accomplished )**

This is an annual contract that allows for the purchase of Ford vehicles on an "as needed basis". Contractors bid a percentage discount off of the Ford Factory Invoice, and a percentage mark-up on dealer installed options. Bartow Ford was the lowest bidder (they gave the highest discount). Don Gasgarth's Charlotte County Ford, who claimed status as a local business, was within 5% of the bid submitted by Bartow Ford and was given the opportunity to submit a best and final offer. They declined to do so.



Charlotte County Purchasing Division  
18500 Murdock Circle, Suite 344  
Port Charlotte, Florida 33948-1094

Phone 941.743.1378  
Fax 941.743.1384

## NOTICE OF AVAILABILITY OF BID SPECIFICATIONS

REQUEST FOR BIDS  
CHARLOTTE COUNTY, FLORIDA

The County of Charlotte will be receiving sealed bids at the Purchasing Division, Suite 344, Charlotte County Administration Center, 18500 Murdock Circle, Port Charlotte, FL 33948-1094, for:

**BID NO. 2015000418**  
**VEHICLES – ANNUAL CONTRACT**

It is the intent of Charlotte County to purchase vehicles, on an “as required” basis, from a Ford Motor Company dealer.

**PRE-BID CONFERENCE: 10:00 a.m., OCTOBER 2, 2015**  
**PURCHASING DIVISION CONFERENCE ROOM**

**BID OPENING: 2:00 p.m., OCTOBER 14, 2015**  
**PURCHASING DIVISION CONFERENCE ROOM**

Bid Documents may be obtained by accessing the Charlotte County Purchasing Division’s website at [www.charlottecountyfl.com/purchasing](http://www.charlottecountyfl.com/purchasing) under “Purchasing Bids Online”, document number 154182. Any questions can be answered by contacting Alisa L. True, CPPB, Contract Specialist at 941.743.1549 or email: [alisa.true@charlottecountyfl.gov](mailto:alisa.true@charlottecountyfl.gov).

Notice of Availability  
[www.charlottecountyfl.com](http://www.charlottecountyfl.com)  
Posted: September 24, 2015

**TECHNICAL SPECIFICATIONS & CONDITIONS  
VEHICLES – ANNUAL CONTRACT  
BID NO. 2015000418**

**TS-01 PURPOSE:** It is the intent of Charlotte County to purchase vehicles, on an "as required" basis, from a Ford Motor Company dealer. It is the specific purpose of this bid to establish a conditional contract for the required materials and to secure the cost and availability of the requirements for procurement from a source of supply that will give prompt and convenient service.

**TS-02 BID PRICES/TERMS OF CONTRACT:** Bidders shall bid unit prices, F.O.B., to Charlotte County Fleet Management, 18000 Paulson Drive, Port Charlotte, FL 33954. The prices bid shall include all costs for all transportation, labor, materials and equipment used in supplying and delivering said materials.

Bid prices shall be considered firm from date of award through and including September 30, 2016. This bid may be extended/renewed for two (2) additional one (1) year periods, by mutual agreement, provided there are no changes in terms, conditions and prices.

Current contract prices can be obtained by accessing the Charlotte County Purchasing Division's website at [www.charlottecountyfl.com/purchasing](http://www.charlottecountyfl.com/purchasing) under "Purchasing Bids Online", Historical Catalog. Historical searches can only be executed by keying in all or part of the project title. The previous Contract number for this project is 12-420 and is entitled 'ANNUAL CONTRACT - VEHICLES'.

**TS-03 DELIVERY:** All bids will indicate the lead time required for the established quantities to be delivered. Successful bidder will be held to delivery dates. Failure to meet delivery or lead time necessitating Charlotte County to make purchases from other sources, shall cause successful bidder to be held liable for the difference of cost between awarded bid price and the cost of the required purchase from another source.

Successful bidder shall notify Rick Kolar, Fleet Manager, or Dave Menges, Maintenance Control Supervisor, at a number to be provided to the awarded Bidder at least 24 hours prior to delivery. All deliveries shall be made between the hours of 8:00 a.m. and 3:00 p.m., Monday through Friday, excluding legal holidays, unless otherwise agreed to by the receiving department.

**TS-04 ESTIMATED QUANTITIES:** The exact quantities for this bid cannot be determined at this time. No minimum amount is guaranteed or implied. Purchase orders will be issued on an 'as required' basis.

**TS-05 SCOPE:**

**A. GENERAL:** The vehicles to be purchased under this bid are automobiles, sport utility vehicles, passenger vans, light duty vans, light duty trucks, and light duty cab/chassis. Light duty vans, trucks, and cab/chassis cover all models up to and including Class 6 (19,501 to 37,000 lbs. GVW).

Contractors shall bid a percentage discount off of the Ford factory invoice, which shall include the vehicle base price, freight charges, and all factory production options. The invoice submitted will be verified by the County by using Kelley Blue Book's New Car Pricing. In the event of a discrepancy, the Kelley Blue Book New Car Pricing shall supersede the submitted invoice.

Charlotte County shall participate in all fleet incentives, price incentives, and/or rebates available to the bidder in addition to the percentage discount bid. Each vehicle purchased under this contract shall include as part of the base vehicle price:

- vehicle preparation costs
- delivery
- three (3) complete sets of keys

The percentage discount submitted by Bidder should take these factors into account.

From the date of the purchase order, the bidder 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 bidder shall be held to 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 bidder shall notify Charlotte County's Fleet Management Division 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, Charlotte County reserves the right to cancel any outstanding orders and purchase said vehicle from another source.

**B. DEALER INSTALLED OPTIONS:** Dealer installed options may include but are not limited to strobe lights, bedliners, utility bodies, and cranes. See TS-06, Criteria for Award, for the approved list of authorized manufacturers to be used for dealer installed options. Only manufacturers on this list will be accepted. The Fleet Management Division will provide the awarded bidder with updated lists of approved manufacturers for dealer installed options as needed throughout the contract period. All prospective bidders 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.

Charlotte County Fleet Management will provide the awarded bidder a list of dealer installed options required for each vehicle as they are ordered. Upon request of these items, the dealer shall provide Fleet Management pricing, excluding markup, within three (3) working days. Responses must be either faxed to 941-575-3671 or electronically mailed to [Richard.kolar@charlottecountyfl.gov](mailto:Richard.kolar@charlottecountyfl.gov) and [Kimberly.campbell@charlottecountyfl.gov](mailto:Kimberly.campbell@charlottecountyfl.gov).

**C. VEHICLE CONDITION:** The bidder 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:

1. Complete lubrication and check all fluid levels to assure proper fill
2. Adjustment of engine to proper operating condition
3. Inflate tires to proper pressure
4. Check for proper operation of all accessories, gauges, lights, mechanical and hydraulic features
5. Cleaning of vehicle, if necessary, and removal of all unnecessary items such as tags, stickers and papers. **DO NOT REMOVE WINDOW PRICE STICKER**
6. Overall check for safe operating condition
7. All units must contain no less than 1/2 tank of fuel as indicated by the vehicle's fuel gauge at the time of delivery. If a vehicle is delivered with less than 1/2 tank of fuel as indicated by the vehicle's fuel gauge, the bidder shall be assessed \$40.00 dollars.
8. If a vehicle is delivered with more than 250 miles but less than 500 miles as indicated by the vehicle's odometer, the bidder shall be assessed \$0.50 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.
9. All vehicles shall be delivered with three (3) complete sets of keys. If a vehicle is delivered without three (3) complete sets of keys, the bidder shall be assessed
10. 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.
11. Vehicles shall be delivered with each of the following documents satisfactorily completed:
  - Temporary license plate and/or county plate
  - Owner and/or operator manual(s).
  - Warranty certifications, including rustproofing, if applicable.
  - Copy of pre-delivery service report.
  - Window price sticker (still affixed).
12. 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.

The bidder understands that the bid 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.

**D. TITLE, REGISTRATION, AND PLATES:** All vehicles delivered under this contract shall be titled and registered by the successful bidder in accordance with Florida Statutes Chapters 319 and 320. Awarded bidder shall send any necessary form(s), which must be signed by an authorized representative of the Charlotte County Board of County Commissioners, with the vehicle upon delivery. Awarded bidder shall obtain necessary signature(s) and complete the title and registration process for the County, provide a 30 day temporary tag, and return a County license plate within twenty-five days of the delivery of each vehicle.