

# *Leif Johnson Ford*

**www.buyford.com**

4-25-11

Williamson County Purchasing Department  
Attn: Kerstin Hancock  
301 SE Inner Loop – Suite 106  
Georgetown, TX 78626

RE: Renewal – OEM Ford Replacement Parts–10WCA040

Ms. Hancock:

This letter is to inform Williamson County that Leif Johnson Ford wishes to renew our current contract for OEM Ford Replacement Parts at the same pricing, terms and conditions as the existing contract for the next fiscal year.

The renewal period will be October 1, 2011 through September 30, 2012.

Sincerely,



Scott Webb  
Parts Mgr.  
Leif Johnson Ford  
(512) 697-0689



**WILLIAMSON COUNTY  
PURCHASING DEPARTMENT  
301 SE INNER LOOP – SUITE 106  
GEORGETOWN, TEXAS 78626**

<http://www.wilco.org/purchasing>

September 18, 2009

Leif Johnson Ford  
Scott Webb  
501 East Koenig  
Austin, TX 78751

RE: Bid/Contract # 10WCA040- OEM Ford Vehicle Parts

Dear Mr. Webb,

The bid process for Williamson County has been completed, and I would like to personally thank you for the valuable time you put into submitting your bid.

The Williamson County Commissioners Court has approved awarding the contract for OEM Ford Vehicle Parts to your company for the contract period October 1, 2009 through September 30, 2010. Your contract number is 10WCA040.

The bid tabulation is attached and is also located on our County web site at the following link: <http://www.wilco.org/purchasing>. Click "All Past Bids" to locate the bid you are interested in.

If you have any questions or if I can be of additional assistance, please contact me at (512) 943-1546 or email me at [khancock@wilco.org](mailto:khancock@wilco.org).

Thank you again for your participation.

Sincerely,

*Kerstin Hancock*

Kerstin Hancock  
Purchasing Specialist  
Williamson County

WILLIAMSON COUNTY BID FORM  
OEM (ORIGINAL EQUIPMENT MANUFACTURER)  
FORD REPLACEMENT PARTS

BID NUMBER: 10WCA040

NAME OF BIDDER: Leif Johnson Ford

Mailing Address: 501 E. Roening

City: Austin State: Tx Zip: 78757

Email Address: swebb@leifjohnsonford.com

Telephone: ( 512 ) 697-0689 Fax: ( 512 ) 454-1355

Mobile Phone: (        )                     

Provided below is a list of sample items encountered in daily shop operations. The bid includes, but is not limited to these items. The purpose of this section is to establish an accurate pricing structure per bidder on parts sold over the counter.

<u>SAMPLE LIST -</u>	<u>OEM FORD REPLACEMENT PARTS:</u>	<u>PRICE:</u>
<u>3W1Z1125AA</u>	BRAKE ROTOR	<u>67.88</u>
<u>8C3Z2001C</u>	BRAKE PAD	<u>96.29</u>
<u>3C3Z9N184CA</u>	FUEL FILTER	<u>46.42</u>
<u>6W1Z10346AARM</u>	ALTERNATOR	<u>156.59</u>
<u>F2VY7A248A</u>	TRANSMISSION SEAL	<u>7.46</u>
<u>3C3Z2B120AA</u>	BRAKE CALIPER	<u>79.93</u>
<u>6W7Z5423209AA</u>	WINDOW REGULATOR	<u>61.72</u>
<u>YC2Z9448CA</u>	EXHAUST GASKET	<u>21.39</u>
<u>2L3Z7A248AA</u>	TRANSMISSION O RING	<u>4.48</u>
<u>3U2Z1S177AA</u>	SEAL, AXLE	<u>4.71</u>
	TOTAL:	<u>546.87</u>

PLEASE MAKE A STATEMENT OF CALCULATIONS USED TO ARRIVE AT THE ABOVE PRICING.

Ford dealer price (cost) plus 7%

STATE MINIMUM ORDER AMOUNT, IF ANY, FOR DELIVERIES

PLEASE MAKE A STATEMENT AS TO YOUR DELIVERY CAPABILITIES.

Deliver to Georgetown 4-5 times/day

By signing this form:

- The bidder confirms that he/she has read the entire document and agrees to the terms herein.
- The bidder is acknowledging the Conflict of Interest Clause and agrees to follow necessary requirements

The undersigned, by his/her signature, represents that he/she is authorized to bind the bidder to fully comply with the terms and conditions of the attached Invitation for Bid, Specifications, and Special Provisions for the amount(s) shown on the accompanying bid sheet(s).

Scott Webb

Date of Bid: 7-22-09

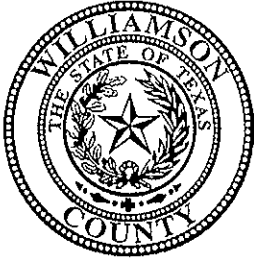
Signature of Person Authorized to Sign Bid

Printed Name and Title of  
Signer:

Scott Webb Park mgr

**DO NOT SIGN OR SUBMIT WITHOUT READING ENTIRE DOCUMENT**

**THIS FORM MUST BE COMPLETED, SIGNED, AND RETURNED WITH BID**



WILLIAMSON COUNTY  
PURCHASING DEPARTMENT  
301 SE INNER LOOP - SUITE 106  
GEORGETOWN, TEXAS 78626

<http://www.williamson-county.org/Procurement>

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## INVITATION FOR BIDS

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### OEM (ORIGINAL EQUIPMENT MANUFACTURER) FORD REPLACEMENT PARTS

**BID NUMBER: 10WCA040**

**BIDS MUST BE RECEIVED ON OR BEFORE: AUGUST 04, 2009, 9:30AM**

**BIDS WILL BE PUBLICLY OPENED: AUGUST 04, 2009, 10:00PM**

### BID SUBMISSION

**DEADLINE:** Bids must be received in the Williamson County Purchasing Department on or before **9:30 am on Tuesday, August 04, 2009**. Bids will be publicly opened at 10:00 am or soon thereafter in the Williamson County Purchasing Department, Williamson County Inner Loop Annex, 301 SE Inner Loop – Suite 106, Georgetown, Texas.

**METHODS:** Sealed bids may be hand-delivered or mailed to the *Williamson County Purchasing Department, Attn: Barry Becker, Williamson County Inner Loop Annex, 301 SE Inner Loop – Suite 106, Georgetown, Texas 78626*.

**FAX/EMAIL:** Facsimile and electronic mail transmittals are acceptable. For instructions regarding electronic submissions, please visit: <http://www.wilco.org/vendorinfo>. Failure to follow these instructions may cause your bid to be rejected.

### BID REQUIREMENTS

**SUBMITTAL:** DUPLICATE: Bids are to be submitted in duplicate (1 original complete bid set and 1 copy of the bid set). The bid sets should be marked "original" or "copy". A "bid set" consists of the COMPLETED AND SIGNED Bid Form and any other required documentation. All copies should have the same attachments as the original.

**SEALED:** All bids must be returned in a sealed envelope with the bidder's name, address, bid name, number, opening date and time clearly marked on the outside. **If an overnight delivery service is used**, the bidder's name, address, bid name, number, opening date and time should be clearly marked on the outside of the delivery service envelope.

**REFERENCES:** Williamson County requires bidder to supply with this bid, a list of at least three (3) references where like services have been supplied by their firm. Include name of firm, address, telephone number and name of representative.

**LEGIBILITY:** Bids must be legible and of a quality that can be reproduced.

**FORMS:** All bids should be submitted on the forms provided in this bid document. Changes to bid forms made by bidders may disqualify the bid. Bids cannot be altered or amended after submission deadline.

**LATE BID:** Bids received after submission deadline will not be opened and will be considered void and unacceptable. Williamson County is not responsible for lateness of mail, courier service, etc.

**RESPONSIBILITY:** A prospective bidder must affirmatively demonstrate bidder's responsibility. A prospective bidder must meet the following requirements:

- a) have adequate financial resources, or the ability to obtain such resources as required;
- b) be able to comply with the required or proposed delivery schedule;
- c) have a satisfactory record of performance;
- d) be otherwise qualified and eligible to receive an award.

Williamson County may request representation and other information sufficient to determine bidder's ability to meet these minimum standards listed above.

## **AWARD**

**THIRTY DAYS:** Awards should be made approximately thirty (30) days after the bid opening date. Results may be obtained by contacting the Purchasing Contact.

**REJECTION OR ACCEPTANCE:** No more than one bid will be awarded for any item, single department or area. Bids may be rejected for some items, departments or areas, even though awards are made for others. The convenience of having a single source for similar items will be taken into consideration together with price in determining the lowest and best bid.

It is understood that the Commissioners Court of Williamson County, Texas, reserves the right to accept or reject any and/or all bids for any or all materials and/or services covered in this bid request, and to waive informalities or defects in the bid or to accept such bid it shall deem to be in the best interest of Williamson County.

**CONTRACT:** This Bid, when properly accepted by Williamson County, shall constitute a contract equally binding between the successful bidder and Williamson County.

The successful bidder may be required to sign an additional agreement containing terms necessary to ensure compliance with the bid.

**CONTRACT ADMINISTRATION:** Under this contract, Mike Fox, Fleet Services Manager, Williamson County, shall be the contract administrator with designated responsibility to ensure compliance with contract requirements, such as but not limited to, acceptance, inspection and delivery. The contract administrator will serve as liaison between Williamson County Commissioner's Court and the successful bidder.

**CONTRACT PERIOD(S):** The Initial Contract Period is October 1, 2009 through September 30, 2010. Possible extensions include:

October 1, 2010 through September 30, 2011  
October 1, 2011 through September 30, 2012

**CONTRACT EXTENSIONS:** At the end of the current fiscal year, the Commissioners Court reserves the right to extend this contract, by mutual agreement of both parties, as it deems to be in the best interest of the county. This extension will be in twelve (12) month increments for up to an additional twenty-four (24) months, with the terms and conditions remaining the same; and with a price escalation at renewal time each year of no more than the consumer price index for that year. The total period of this contract, including all extensions will not exceed a maximum combined period of thirty-six (36) months. The extension of this contract is contingent on the appropriation of necessary funds by Commissioner's Court for the fiscal year in question. Upon the failure of Commissioner's Court to so

appropriate in any year, the Vendor may elect to terminate this agreement, with no additional liability to the County. The County and the Vendor agree that termination shall be the Vendor's sole remedy under this circumstance.

## **BID CONTACTS**

### **PURCHASING CONTACT:**

Barry Becker  
301 SE Inner Loop – Suite 106  
Georgetown, TX 78626  
(512) 943-1607  
wmsncntybids@wilco.org

### **TECHNICAL CONTACT:**

Ed Pospisil  
3151 SE Inner Loop  
Georgetown, TX 78626  
(512) 943-3343  
epospisil@willamson-county.org

## **MISCELLANEOUS**

**FOB DESTINATION:** All of the items listed are to be Free On Board to final destination (FOB Destination) with all transportation charges if applicable to be included in the price, unless otherwise specified in the Invitation for Bids. The title and risk of loss of the goods shall not pass to the County until receipt and acceptance takes place at the FOB point.

**FIRM PRICING:** All of the items listed are to be on a "per unit" basis, stating a firm price per unit or unit quantity of each item. This price must be good from the date of bid opening for a fixed period of time. Unless the Bid expressly states otherwise, this period shall be until the end of the current fiscal year on September 30, 2010. Bids which do not state a fixed price, or which are subject to change without notice, will not be considered. The Court may award a contract for the period implied or expressly stated in the lowest and best bid, but for no longer than the current fiscal year.

**ESTIMATED QUANTITIES:** The estimated quantity of each item listed in the notice is only an estimate -- the actual quantity to be purchased may be more or less. The County is not obligated to purchase any minimum amount, and the County may purchase any reasonable amount greater than the estimate for the same unit price. Any limit on quantities available must be stated expressly in the bid.

**FUNDING:** Funds for payment have been provided through the Williamson County budget approved by Commissioners Court for the October 1, 2009 thru September 30, 2010 fiscal year.

**SALES TAX:** Williamson County is by statute, exempt from the State Sales Tax and Federal Excise Tax.

**STATEMENTS:** No oral statement of any person shall modify or otherwise change, or affect the terms, conditions, plans and/or specifications stated in the various Bid Packages and/or Bid Instructions/Requirements.

**DELIVERY:** The delivery time and location for the commodity and/or service covered by this bid shall be as stated in the various bid packages.

**PURCHASE ORDER:** If required by the Williamson County Purchasing Department a purchase order(s) may be generated to the successful bidder for products and/or services. If a purchase order is issued the purchase order number must appear on all itemized invoices and/or requests for payment.

**PAYMENT:** Payment shall be made by check from the County upon satisfactory completion and acceptance of items and submission of the Invoice to the ordering department for work specified by this Contract Document. All payments owed will be paid no later than thirty (30) days after the goods or services are received OR the date that the invoice is received by the Auditor's Office whichever is later. As a minimum, invoices shall include:

- (1) Name, address, and telephone number of Vendor and similar information in the event the payment is to be made to a different address
- (2) County contract, Purchase Order, and/or delivery order number
- (3) Identification of items or service as outlined in the contract
- (4) Quantity or quantities, applicable unit prices, total prices, and total amount
- (5) Any additional payment information which may be called for by the contract

Payment inquiries should be directed to the Auditor's Office, Accounts Payable Department: Donna Baker, 943-1558.

**CONFLICT OF INTEREST:** No public official shall have interest in a contract, in accordance with Vernon's Texas Codes Annotated, Local Government Code Title 5, Subtitle C, Chapter 171.

As of January 1, 2006 Vendors are responsible for complying with Local Government Code Title 5, Subtitle C, Chapter 176. Additional information may be obtained from the County website at the following link: [http://wcportals.wilco.org/Interest\\_Conflict/index.html](http://wcportals.wilco.org/Interest_Conflict/index.html)

**ETHICS:** The bidder shall not accept or offer gifts or anything of value nor enter into any business arrangement with any employee, official or agent of Williamson County.

**DOCUMENTATION:** Bidder shall provide with this bid response, all documentation required by this bid. Failure to provide this information may result in rejection of the bid.

**TERMINATION FOR DEFAULT:** Williamson County reserves the right to enforce the performance of this contract in any manner prescribed by law or deemed to be in the best interest of the County in the event of breach or default of this contract. Non-Performance of the bidder in terms of specifications shall be a basis for the termination of the contract by the County. The County shall not pay for commodities/services which are unsatisfactory. Vendors will be given a reasonable opportunity before termination to correct the deficiencies. This, however, shall in no way be construed as negating the basis for termination for non-performance.

**SILENCE OF SPECIFICATIONS:** The apparent silence of these specifications as to any detail or to the apparent omission from it of a detailed description concerning any point, shall be regarded as meaning that only the best practices are to prevail. All interpretations of these specifications shall be made on the basis of this statement.

**COMPLIANCE WITH LAWS:** The successful bidder shall comply with all applicable federal, state and local laws and regulations pertaining to the practice of the profession and the execution of duties under this bid including the TEXAS HAZARD COMMUNICATION ACT and THE WILLIAMSON COUNTY HAZARD COMMUNICATION PROGRAM POLICY.

## **WORKERS' COMPENSATION**

This contract contemplates services that do not require worker's compensation insurance coverage. However, if it becomes necessary that the bidder provide services related to the project such as delivering equipment or materials, an amended contract will be executed which fully complies with the Texas Labor Code and the Division of Workers' Compensation requirements.

# BID SPECIFICATIONS

## **General**

This bid is for OEM (Original Equipment Manufacturer) Ford Replacement Parts for the Williamson County Fleet Vehicles. Approximately 85 percent of the County's wheeled vehicles are Ford Motor Company vehicles, ranging from Crown Victoria's to F800 trucks.

The total estimated contract value based on recent historical parts use is approximately \$61,000.00 per year.

## **Specifications**

**Only Ford certified OEM parts and repair facilities will be considered.**

Parts furnished by the awarded bidder shall meet or exceed the quality of the part furnished on the original piece of equipment. However, if the original manufacturer has updated the quality of the parts for current production, parts supplied under this contract shall equal or exceed the updated quality. Failure to provide items of such quality will be cause for rejection and/or return of said item. The burden of proof and cost of analysis rests with the vendor.

Awarded bidder will have an assigned account representative to ensure customer satisfaction and assist with any problems

Bidder's employees shall be knowledgeable in the product lines and be able to assist purchasers with transactions.

## **Deliveries**

Since the majority of Williamson County's fleet vehicles are emergency response, law enforcement, and construction, it is necessary that the awarded bidder be in a position to render prompt service to ensure their continuous operation and prompt return to service.

Bidder shall be currently operating out of a commercial facility which is open and accessible to County personnel, without prior notice, during normal business hours. This facility shall be open a minimum of eight consecutive hours, anytime between 7:00 am and 6:00 pm.

The awarded bidder shall maintain and/or have access to parts inventory within a 50 mile radius of Georgetown, Texas. Said parts inventory shall be of sufficient size and variety to offer a level of parts availability of 95% to include current year models within 24 hours. Availability of normal maintenance item stock orders shall not exceed 24 hours.

All items will be ordered on an "As Needed" basis.

Williamson County prefers to have its hot shot parts delivered within 1 hour. If unable to meet this schedule, please make a statement as to your delivery capabilities. FOB (Freight on Board) point for all deliveries to Fleet Services Department, 3151 SE Inner Loop, Georgetown, Texas.

## **Pricing**

Unit prices quoted shall remain firm for the period of the contract and shall include the cost of shipping and delivery of all items to the designated FOB point but shall not include federal or state sales, excise, and use taxes. On OEM items which are not normally stocked and for which shipping charges are required for delivery, the shipping charges shall be prepaid and added to each invoice.

Invoices must accompany all incoming orders and must reflect invoice number, purchase order number, part number, product description, quantity and pricing.

## **Returns**

Williamson County Fleet Services reserves the right to return items as needed. Awarded bidders will be responsible for issuing all return credits, to include any freight charges if necessary, for returns due to incorrect orders, damaged items, or obsolescence. Awarded bidder must have a return policy that will assist in preventing obsolescence.

Bidder shall buy back, at fair market value, all unused items purchased under this contract that are declared surplus or that are no longer required by Williamson County Fleet Services.

Restocking charges are not acceptable and will not be authorized for payment.



**WILLIAMSON COUNTY BID FORM**  
**OEM (ORIGINAL EQUIPMENT MANUFACTURER)**  
**FORD REPLACEMENT PARTS**  
**BID NUMBER: 10WCA040**

NAME OF BIDDER: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone: (\_\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_

Mobile Phone: (\_\_\_\_\_) \_\_\_\_\_

Provided below is a list of sample items encountered in daily shop operations. The bid includes, but is not limited to these items. The purpose of this section is to establish an accurate pricing structure per bidder on parts sold over the counter.

<u>SAMPLE LIST -</u>	<u>OEM FORD REPLACEMENT PARTS:</u>	<u>PRICE:</u>
<u>3W1Z1125AA</u>	BRAKE ROTOR	_____
<u>8C3Z2001C</u>	BRAKE PAD	_____
<u>3C3Z9N184CA</u>	FUEL FILTER	_____
<u>6W1Z10346AARM</u>	ALTERNATOR	_____
F2VY7A248A	TRANSMISSION SEAL	_____
3C3Z2B120AA	BRAKE CALIPER	_____
<u>6W7Z5423209AA</u>	WINDOW REGULATOR	_____
YC2Z9448CA	EXHAUST GASKET	_____
2L3Z7A248AA	TRANSMISSION O RING	_____
<u>3U2Z1S177AA</u>	SEAL, AXLE	_____
	TOTAL:	_____

PLEASE MAKE A STATEMENT OF CALCULATIONS USED TO ARRIVE AT THE ABOVE PRICING.

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STATE MINIMUM ORDER AMOUNT, IF ANY, FOR DELIVERIES \_\_\_\_\_

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PLEASE MAKE A STATEMENT AS TO YOUR DELIVERY CAPABILITIES.

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By signing this form:

- The bidder confirms that he/she has read the entire document and agrees to the terms herein.
- The bidder is acknowledging the Conflict of Interest Clause and agrees to follow necessary requirements

The undersigned, by his/her signature, represents that he/she is authorized to bind the bidder to fully comply with the terms and conditions of the attached Invitation for Bid, Specifications, and Special Provisions for the amount(s) shown on the accompanying bid sheet(s).

\_\_\_\_\_  
Signature of Person Authorized to Sign Bid

Date of Bid: \_\_\_\_\_

Printed Name and Title of  
Signer: \_\_\_\_\_

**DO NOT SIGN OR SUBMIT WITHOUT READING ENTIRE DOCUMENT**

**THIS FORM MUST BE COMPLETED, SIGNED, AND RETURNED WITH BID**