

The Procurement Division of Knox County, Tennessee will receive sealed bids for the provision of **CARGO VANS** as specified herein. Bids must be received by 2:00 p.m. local time on **October 22, 2019**. Late bids will be neither considered nor returned.

**Deliver Bids to:**  
**Bid Number 2897**

**Knox County Procurement Division  
Suite 100, 1000 North Central Street  
Knoxville, Tennessee 37917**

**The Bid Envelope must show the Bid Number, Bid Name and the Bid Opening Date.**

## **SECTION I GENERAL TERMS AND CONDITIONS**

- 1.1 ADDITIONAL INFORMATION:** Knox County wants requests for additional information routed to Donnie Fawver, CPPB, Senior Buyer, Construction and Contract Specialist at 865.215.5756. Questions may be faxed to 865.215.5778 or emailed to [donnie.fawver@knoxcounty.org](mailto:donnie.fawver@knoxcounty.org). Information about the Knox County Procurement Division and current solicitations may be obtained on the Internet at [www.knoxcounty.org/procurement](http://www.knoxcounty.org/procurement).
- 1.2 ACCEPTANCE:** Vendors shall hold their price firm and subject to acceptance by Knox County for a period of sixty (60) business days from the date of the bid opening, unless otherwise indicated in their bid.
- 1.3 ALTERNATIVE BIDS:** Knox County will not accept alternate bids (those not equal to specifications) unless authorized by the Invitation for Bids.
- 1.4 AUDIT HOTLINE:** Knox County has established an Audit Hotline to report potential fraud and waste. To report potential fraud, waste or abuse, please call or 1.866.858.4443 (toll-free). You can also file a report online by accessing <http://www.knoxcounty.org/hotline/index.php>. **Vendors are hereby cautioned that this Audit Hotline does not replace the Award Protest Procedures found in Section VI, Item M of the Knox County Procurement Regulations.**
- 1.5 AWARD:** Award will be made to the most responsive, responsible bidder(s) meeting specifications, which presents the product that is in the best interest of Knox County. Knox County reserves the right to award this bid on an item-by-item basis, schedule basis, an all-or-none basis or by a multiple award. The evaluation criteria is listed herein. Knox County also reserves the right to not award this bid.
- 1.6 BID DELIVERY:** Knox County requires bidders, when hand delivering bids, to time and date stamp the envelope before depositing it in the bid box. Knox County will not be responsible for any lost or misdirected mail. The time clock in the Procurement Division shall serve as the official record of time. Electronic submissions are recorded electronically. Knox County shall not be responsible for technical difficulties experienced by vendors trying to register or submit their bid electronically less than twenty-four (24) hours prior to the bid opening time.
- Bids must be in a sealed envelope/box prior to entering the Procurement Division. Procurement Division personnel are not permitted to view the submittal nor assist in placing document in an envelope/box. Additionally, the Procurement Division is not responsible for providing materials for submittals (e.g.: envelopes, boxes, tape).**
- 1.7 BIDS REQUESTED ON BRANDS OR EQUAL:** Unit price bids are requested on products that equal or exceed the quality and performance of the brands and model numbers listed. References to brand names, trade names, model numbers or other descriptions particular to specific brand products are made to establish a required level of quality and functional capabilities, and are not intended to exclude other products of that level. Comparable products of other manufacturers will be considered if proof of comparability is contained in the bid. It shall be the responsibility of the bidders, including bidders whose product is referenced, to furnish with the bid such specifications, catalog pages, brochures or other data as will provide an adequate basis for determining the quality and functional capabilities of the product offered. Failure to provide this data may be considered valid justification for rejection of bid.

- 1.8 BUSINESS OUTREACH PROGRAM:** Knox County has established a Business Outreach Program, which has the responsibility of increasing opportunity for small, minority and women owned businesses. This is being accomplished through community education programs, policy edification, active recruitment of interested businesses and process re-engineering.

Knox County is committed to ensuring full and equitable participation for all disadvantaged businesses. Knox County welcomes submittals from those disadvantaged businesses that have an interest in providing goods and/or services listed herein. In addition, Knox County strongly encourages the inclusion of disadvantaged businesses by non-disadvantaged contractors who may wish to partner or subcontract portions of this agreement in order to accomplish the successful delivery of goods and/or services. If you are a disadvantaged business and would like additional information about our Business Outreach Program, please contact:

Knox County Procurement Division  
Diane Woods, Business Outreach Administrator  
Telephone: 865.215.5760  
Fax: 865.215.5778  
Email: [diane.woods@knoxcounty.org](mailto:diane.woods@knoxcounty.org)

- 1.9 CONFLICT OF INTEREST:** Vendors must have read and complied with the “Non-Conflict of Interest” statement provided in the vendor registration process prior to the opening of this solicitation.
- 1.10 DESCRIPTIVE LITERATURE:** Vendors may be asked to identify the manufacturer and the specifications to which they are submitting.
- 1.11 DECLARATIVE STATEMENTS:** Any statement or words (e.g.: must, shall, will) are declarative statements and the vendor must comply with the condition. Failure to comply with any such condition may result in the bid being non-responsive and disqualified.
- 1.12 DELIVERY:** Vendors must state the delivery time in their bid. Knox County requires that vendors deliver all products “Free on Board” to final destination.
- 1.13 DUPLICATE COPIES:** Knox County requires that bids be submitted as one (1) marked original and one (1) exact copy. No additional copies are required when submitting electronically.
- 1.14 ELECTRONIC TRANSMISSION OF BIDS:** Knox County's Procurement Division will accept electronically transmitted bids when responding through the county's online Procurement system. Email or Facsimile submission is strictly prohibited.
- 1.15 HOW TO DO BUSINESS:** Knox County utilizes a web-based Procurement software system, “Knox Purchasing On-Line.” The system provides our clients (vendors, county departments and the citizens of Knox County) with a more enhanced and end-user friendly means of accessing our services. The system allows for on-line vendor registration and maintenance, electronic receipt of Purchase Orders, on-line retrieval and submittal of quotes, bids and proposals for our vendor-clients and on-line requisitioning and receiving for our county departments. In order for the County to maximize its investment and minimize the cost associated with office operations we need your help. When doing business with Knox County we are urging you to please go to our website [www.knoxcounty.org/procurement](http://www.knoxcounty.org/procurement), register as a vendor in our on-line Procurement system, “Knox Purchasing On-Line,” if you have not done so and whenever possible to conduct your business with the County through this site. If you have any questions please contact the Procurement Division Representative listed in Section 1.1 of this document.
- 1.16 INCURRED COSTS:** Knox County will not be responsible for any costs incurred by the bidder in the preparation of their bid.
- 1.17 MULTIPLE BIDS:** Knox County will consider multiple bids that meet specifications.
- 1.18 NEW MATERIAL:** Unless specified otherwise in the bid package, the Contractor must provide new supplies. New, as used in this clause, means previously unused materials. Material includes but is not limited to, raw material, parts, items, components and end products. Contractor submission of other than new materials may be cause for the rejection of their bid. Knox County will not allow remanufactured or refurbished parts/equipment allowed under this Contract.

- 1.19 NON-COLLUSION:** Vendors, by submitting a signed bid or proposal, certify that the accompanying bid or proposal is not the result of, or affected by, any unlawful act of collusion with any other person or company engaged in the same line of business or commerce, or any other fraudulent act punishable under Tennessee or United States law.
- 1.20 PAYMENT METHOD:** Knox County utilizes two (2) methods of placing orders for products. The first is the use of Purchase Orders. These Purchase Orders will be issued from Knox County Procurement Division via email. The Purchase Order will detail the quantity, specific item(s) and the contracted price for each item.
- The second method is the use of the Knox County E-Commerce Card (VISA). Orders placed with the credit card will list the same information as the Purchase Order. Vendors will be given the card information and approval to process the transactions by the requesting department. Vendors must indicate in their bid response if the vendor will accept the Knox County E-Commerce Card (VISA) as a form of payment. Bidders are prohibited to charge Knox County any type of merchant fee from their financial institution to accept this type of payment.
- 1.21 POSSESSION OF WEAPONS:** All vendors and their employees and their agents are prohibited from possessing any weapons on Knox County property without prior written consent from the County. In the case of a vendor whose contract requires possession of firearms or other weapons to successfully complete their contract, vendor must provide personnel who are bonded to bear said weaponry.
- 1.22 PROCESSING TIME FOR PAYMENT:** Vendors are advised that a minimum of thirty (30) days is required to process invoices for payment.
- 1.23 PROOF OF FINANCIAL AND BUSINESS CAPABILITY:** Vendors must, upon request, furnish satisfactory evidence of their ability to furnish products or services in accordance with the terms and conditions of these specifications. Knox County will make the final determination as to the vendor's ability.
- 1.24 RECYCLING:** Knox County, in its continuing efforts to lessen the amount of landfill waste and to further recycling efforts, request that bids be sent electronically. Bids being submitted on paper shall:
- Be submitted on recycled paper
  - Not include pages of unnecessary advertising
  - Be made on both sides of each sheet of paper
- 1.25 RESTRICTIVE OR AMBIGUOUS SPECIFICATIONS:** It is the responsibility of the prospective bidder to review the entire Invitation for Bids (IFB) packet and to notify the Procurement Division if the specifications are formulated in a manner that would unnecessarily restrict competition. Any such protest or question regarding the specifications or bidding procedures must be received in the Procurement Division before **October 11, 2019 at 12:00 p.m.** local time. These requirements also apply to specifications that are ambiguous.
- 1.26 SIGNING OF BIDS:** In order to be considered all bids must be signed. Please sign the original in blue ink. By signing the bid document, the vendor acknowledges and accepts the terms and conditions stated in the bid document. The submission of your electronic bid will be the acknowledgement of signature.
- 1.27 TAXES:** Knox County purchases are not subject to taxation. Tax exemption certificates will be provided upon request.
- 1.28 TERM BID AGREEMENTS:** If this bid results in a term bid Contract with the vendor, Knox County must receive all general price decreases that other similar customers receive.
- 1.29 TITLE VI OF THE 1964 CIVIL RIGHTS ACT:** "Nondiscrimination in Federally Assisted Programs"—"No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance." 42 U.S.C. Section 2000 et seq.
- It is the policy of Knox County Government that all its services and activities be administered in conformance with the requirements of Title VI.
- 1.30 USE OF BID FORMS:** Vendors must complete the bid forms contained in the bid package. Failure to complete the bid forms may result in bid rejection.

- 1.31 **VENDOR DEFAULT:** Knox County reserves the right, in case of vendor default, to procure the articles or services from other sources and hold the defaulting vendor responsible for any excess costs occasioned thereby. Should vendor default be due to a failure to perform or because of a request for a price increase, Knox County reserves the right to remove the vendor from the County's bidders list for twenty-four (24) months.
- 1.32 **VENDOR REGISTRATION:** Prior to the opening of this bid, **ALL BIDDERS** must be registered with the Procurement Division. Please register on-line at our website at [www.knoxcounty.org/procurement](http://www.knoxcounty.org/procurement) and click on "Online Vendor Registration." Vendors must be registered with the Procurement Division prior to submitting their bid. Knox County shall not be responsible for technical difficulties experienced by vendors trying to register or submit their bid electronically less than twenty-four (24) hours prior to the bid opening time.
- 1.33 **WAIVING OF INFORMALITIES:** Knox County reserves the right to waive minor informalities or technicalities when it is in the best interest of Knox County.

## **SECTION II OBLIGATIONS, RIGHTS AND REMEDIES**

These terms and conditions shall be part of the Contract. Knox County reserves the right to negotiate other terms and conditions it deems appropriate and necessary under the circumstances to protect the public's trust.

- 2.1 **ALTERATIONS OR AMENDMENTS:** No alterations, amendments, changes, modifications or additions to this Contract shall be binding on Knox County without the prior written approval of the County.
- 2.2 **ASSIGNMENT:** Contractor shall not assign or sub-contract this agreement, its obligations or rights hereunder to any party, company, partnership, incorporation or person without the prior written specific consent of Knox County.
- 2.3 **APPROPRIATION:** In the event no funds are appropriated by Knox County for the goods or services in any fiscal year or insufficient funds exist to purchase the goods or services, then the Contract shall expire upon the expenditure of previously appropriated funds or the end of the current fiscal year, whichever occurs first, with no further obligations owed to or by either party.
- 2.4 **BOOKS AND RECORDS:** Contractor shall maintain all books, documents, accounting records and other evidence pertaining to the goods and services provided under this Contract and make such materials available at its offices at all reasonable times during the contract period and for three (3) years from the date of the final payment under this agreement for inspection by County or by any other governmental entity or agency participating in the funding of this agreement, or any authorized agents thereof; copies of said records to be furnished if requested. Such records shall not include those books, documents and accounting records that represent the Contractor's costs of manufacturing, acquiring or delivering the products and services governed by this agreement.
- 2.5 **CHILD LABOR:** Contractor agrees that no products or services will be provided or performed under this Contract that have been manufactured or assembled by child labor.
- 2.6 **COMPLIANCE WITH ALL LAWS:** Contractor is assumed to be familiar with and agrees to observe and comply with all federal, state, and local laws, statutes, ordinances, and regulations in any manner affecting the provision of goods and/or services, and all instructions and prohibitive orders issued regarding this work and shall obtain all necessary permits.
- 2.7 **DEFAULT:** If Contractor fails to perform or comply with any provision of this Contract or the terms or conditions of any documents referenced and made a part hereof, Knox County may terminate this Contract, in whole or in part, and may consider such failure or noncompliance a breach of contract.
- Knox County expressly retains all its rights and remedies provided by law in case of such breach, and no action by Knox County shall constitute a waiver of any such rights or remedies. In the event of termination for default, Knox County reserves the right to purchase its requirements elsewhere, with or without competitive bidding.
- 2.8 **GOVERNING LAW:** The laws of the State of Tennessee shall govern this Contract, and all obligations of the parties are performable in Knox County, Tennessee. The Chancery Court and/or the Circuit Court of Knox County, Tennessee shall have exclusive and concurrent jurisdiction of any disputes which arise hereunder.

- 2.9 INCORPORATION:** All specifications, drawings, technical information, Invitation for Bids, Bid, Award and similar items referred to or attached or which are the basis for this Contract are deemed incorporated by reference as if set out fully herein.
- 2.10 INDEMNIFICATION/HOLD HARMLESS:** Contractor shall indemnify, defend, save and hold harmless Knox County, its officers, agents and employees from all suits, claims, actions or damages of any nature brought because of, arising out of, or due to breach of the agreement by Contractor, its subcontractors, suppliers, agents, or employees or due to any negligent act or occurrence or any omission or commission of Contractor, its subcontractors, suppliers, agents or employees.
- 2.11 INDEPENDENT CONTRACTOR:** Contractor shall acknowledge that it and its employees serve as independent contractors and that Knox County shall not be responsible for any payment, insurance or incurred liability.
- 2.12 INSPECTION AND ACCEPTANCE:** Warranty periods shall not commence until Knox County inspects and formally accepts the goods and/or services. The terms, conditions and timing of acceptance shall be determined by Knox County. Knox County reserves the right to reject any or all items or services not in conformance with applicable specifications, and Contractor assumes the costs associated with such nonconformance. Acceptance of goods or services does not constitute a waiver of latent or hidden defects or defects not readily detectable by a reasonable person under the circumstances.
- 2.13 IRAN DIVESTMENT ACT:** By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to Tennessee Code Annotated § 12-12-106.
- 2.14 LIMITATIONS OF LIABILITY:** In no event shall Knox County be liable for any indirect, incidental, consequential, special or exemplary damages or lost profits, even if Knox County has been advised of the possibility of such damages.
- 2.15 NON-DISCRIMINATION AND NON-CONFLICT STATEMENT:** Contractor agrees that no person on the grounds of handicap, age, race, color, religion, sex or national origin, shall be excluded from participation in, or be denied benefits of, or be otherwise subjected to discrimination in the performance of this agreement, or in the employment practices of vendor. Contractor shall upon request show proof of such non-discrimination, and shall post in conspicuous places available to all employees and applicants notices of non-discrimination. Contractor covenants that it complies with the Fair Wage and Hour Laws, the National Labor Relations Act, and other federal and state employment laws as applicable. Contractor covenants that it does not engage in any illegal employment practices.
- Contractor covenants that it has no public or private interest, and shall not acquire directly or indirectly any interest, which would conflict in any manner with the provision of its goods or performance of its services. Contractor warrants that no part of the total contract amount provided herein shall be paid directly or indirectly to any officer or employee of Knox County as wages, compensation, or gifts in exchange for acting as officer, agent, employee, subcontractor or consultant to Contractor in connection with any goods provided or work contemplated or performed relative to the agreement.
- 2.16 ORDER OF PRECEDENCE:** In the event of inconsistent or conflicting provision of this Contract and referenced documents, the following descending order of precedence shall prevail: (1) Item Description, (2) Invitation for Bids, (3) Bid, (4) Award, (5) Special Terms and Conditions, (6) General Terms and Conditions, (7) Specifications, (8) Drawings.
- 2.17 REMEDIES:** Knox County shall have all rights and remedies afforded under the U.C.C. and Tennessee law in contract and in tort, including but not limited to rejection of goods, rescission, right of offset, refund, incidental, consequential and compensatory damages and reasonable attorney's fees.
- 2.18 RIGHT TO INSPECT:** Knox County reserves the right to make periodic inspections of the manner and means the service is performed or the goods are supplied.
- 2.19 SEVERABILITY:** If any provision of this Contract is declared illegal, void or unenforceable, the remaining provisions shall not be affected but shall remain in force and in effect.

- 2.20 TAX COMPLIANCE:** Pursuant to Resolution R-07-1-903 passed by the Commission of Knox County, Tennessee, Contractor hereby acknowledges by submission of its bid or proposal and signature that it is current in its respective Federal, State, County and City taxes of whatever kind or nature and is not delinquent in any way. Delinquent status must be disclosed or risk debarment by the Knox County Procurement Division.
- 2.21 TERMINATION:** County may terminate this agreement with or without cause at anytime. In the event of termination by either party, fees due for services satisfactorily performed or goods accepted prior to the termination date shall be paid.
- 2.22 WARRANTY:** Contractor warrants to Knox County that all items delivered and all services rendered shall conform to the specifications, drawings, bid and/or other descriptions furnished and/or incorporated by reference, and will be fit for the particular purpose purchased, of merchantable quality, good workmanship, and free from defects. Contractor extends to Knox County all warranties allowed under the U.C.C. Contractor shall provide copies of warranties to the County. Return of merchandise not meeting warranties shall be at contractor's expense.

### **SECTION III SPECIAL TERMS AND CONDITIONS**

- 3.1 INTENT:** The intent of these specifications is to set forth and convey to prospective bidders the general type, character and quality of cargo vans desired by Knox County and the Knox County Sheriff's Office. Award will be based on Best Value. Best Value means more than low cost. It includes the initial cost, service quality and other factors detailed herein.
- 3.2 BID EVALUATION:** In evaluating the bids, Knox County reserves the right to use any or all of the ideas from the bids submitted without limitation and to accept any part or the entire successful bid in selecting an operation which is judged to be in the best interest of Knox County. All material submitted becomes the property of Knox County.
- 3.3 CONTACT PERSONNEL:** It shall be essential to the success of this term contract to develop a good working relationship with the successful bidder(s). It is imperative that the Knox County account be handled efficiently and professionally. Knox County should be assigned no more than two vendor contacts to handle billing inquiries and service related issues. In the event one or both contacts leave the Knox County account, the successful bidder shall formally introduce the new contacts to Knox County personnel. These contacts must be knowledgeable of Knox County so as to avoid any interruption of service.
- 3.4 COOPERATIVE PURCHASING:** Bidders are to indicate whether it is permissible for other governments in Tennessee to purchase these items or services at the same price. Freight charges can be adjusted to reflect differences in delivery costs. Indicate any additional delivery charges or minimum orders for purchases by other entities.
- 3.5 DELIVERY:** All orders are to be shipped FOB Destination. There shall be no additional charges for shipping. All orders placed with the successful vendor(s) will have a single delivery address that all orders must be delivered. Knox County does not accept backorders. All orders must ship complete and within the guaranteed time frame stated by the successful vendor(s). The guaranteed delivery time frame will be used for evaluation purposes in bid and the special order guaranteed delivery time frame will be used for information only and each successful vendor(s) will be responsible to meet that time for orders.
- 3.6 DELIVERY CONDITION OF CARGO VANS:** The condition of the cargo vans must be clean and rid of any trash and odors (i.e.: cigarette smoke) that are determined by Knox County to be an offense. If in the event Knox County determines the cargo vans must be washed or treated by a professional to rid the cargo vans of odors, Knox County will deduct the expenses from the bidder's invoice. Additionally, Knox County will place in the vendor's performance file a note referencing the unsatisfactory delivery.
- 3.7 DESTINATION AND DELIVERY:** Bidders are to include all destination and delivery charges in their price. **There will be no extra hidden charges.**
- 3.8 DISCONTINUED ITEMS:** The successful bidder shall notify the Knox County Procurement Division of any items that have been discontinued and recommend an appropriate substitution. Knox County Sheriff's Office will be the sole judge if the substitution is appropriate.

**3.9 EVALUATION CRITERIA:** This bid will be evaluated using the following criteria:

<b>Price</b>	<b>90 points</b>
<b>Delivery</b>	<b>10 points</b>

**3.10 EVALUATION REVIEW:** Knox County reserves the right to use all pertinent information that might affect the County's judgment as to the appropriateness of an award to the best evaluated bidder. This information may be appended to the bid evaluation process results. Information on a service provider from reliable sources, and not within the service provider's bid, may also be noted and made part of the evaluation file. Knox County shall have sole responsibility for determining a reliable source. Knox County reserves the right to conduct written and/or oral discussions/interviews after the bid opening. The purpose of such discussions/interviews is to provide clarification and/or additional information to make an award that is in the best interest of Knox County.

**3.11 INCLEMENT WEATHER:** During periods of inclement weather in Knox County, the Procurement Division will enact the following procedures in regards to solicitations and weather delays.

- If the Mayor closes the Administrative offices prior to the time set for solicitation opening of any business day, all solicitations due that same day will be moved to the next operational business day.
- Other weather issues shall be at the sole discretion of the Procurement Director or their designee.
- Knox County shall not be liable for any commercial carrier's decision regarding deliveries during inclement weather.

**3.12 INTERPRETATION:** No oral interpretation will be made to any bidder regarding the meaning of specifications. All questions are to be submitted in writing or electronically (email) and will be answered in the form of an amendment to the solicitation by the Knox County Procurement Division.

**3.13 INVOICING:** All invoices shall be mailed in duplicate to the Knox County Sheriff's Office, 400 Main Street, Suite L-149, Knoxville, TN 37902. All invoices must show the purchase order number or contract number. Without this information, the invoice may be rejected for payment.

**3.14 MANUFACTURER AND ITEM NUMBER:** Bidder must indicate in their bid response the manufacturer/brand and item number of the product being bid. The phrases "As specified" and "As requested" will not be an appropriate response.

**3.15 NEWS RELEASES BY VENDORS:** As a matter of policy, Knox County does not endorse the services of a Contractor. A Contractor will not make news releases concerning any resultant Contract from this solicitation without the prior written approval of Knox County.

**3.16 NO CONTACT POLICY:** After the date the vendor receives this bid, any contact initiated by any bidder with any Knox County representative, other than the Procurement Division representative listed herein, concerning this solicitation is prohibited. Any such unauthorized contact may cause the disqualification of the bidder from this procurement transaction.

**3.17 PRICING:** The bidder(s) warrants that the unit price stated shall remain firm for a period of twelve (12) months from the first day of the contract period. If the contractor's price is increased after the second year, Knox County must be given a written notice to consider. Such a request shall include as a minimum, (1) the cause for the adjustment; (2) the amount of the change requested with documentation to support the requested adjustment.

Price increases will only be considered at the renewal period(s). If the price increase is rejected the contractor may:

- 3.17.1** Continue with the existing prices
- 3.17.2** Request a lower price increase
- 3.17.3** Not accept the renewal offer

If a price increase is approved by Knox County and the Knox County Sheriff's Office, the approval notification will be done in writing and the contractor will be notified of the new price schedule and effective date of increase. This documentation will become part of the bid file. No approvals will be authorized verbally.

- 3.18 QUANTITIES:** Knox County does not guarantee any quantities to be ordered at any one particular time. There shall be no minimum order requirements from the vendors as this agreement is on an “as needed” basis. Knox County will make every effort to order even quantities but no guarantee is given or implied. For informational purposes Knox County has purchased from its current contract since July 1, 2010 a total of \$75,002.13.
- 3.19 RETURN POLICY:** Bidders are to state their return policy regarding the cargo vans.
- 3.20 SUBMIT QUESTIONS:** Prospective bidders may submit questions concerning this solicitation until **October 11, 2019 at 12:00 p.m.** local time. Submit questions as noted in Section 1.1.
- 3.21 VENDOR’S CONTRACT:** The Knox County Procurement Division will not accept any vendor’s contract. If these types of Master Agreements, Service Agreements, Terms of Agreements, Terms and Conditions or other submitted contract agreements are submitted, they will not be accepted.
- 3.22 VENDOR DECALS:** No vendor decals or emblems are to be attached to the cargo vans.



## SECTION IV SPECIFICATIONS FOR INVITATION FOR BID #2897, CARGO VANS

- 4.1 CARGO VANS:** The following list the minimum specifications required for cargo vans. Bidders must bid as specified or an approved equal. Knox County requests that vendors bid from current inventory to expedite the acquisition of the vehicle, if possible. Knox County understands the cargo vans may have to be ordered if not available from current inventory.

<b>2020 Cargo Van Vortec 6.0L, SFI Flex Fuel Engine</b>
6-speed automatic heavy-duty transmission, electronically controlled
3.42 rear axle
Heavy duty locking rear differential
Body, standard (STD)
External transmission oil cooler, externally mounted
Rear wheel drive
Battery, 770 cold cranking amps, maintenance free with rundown protection and retained accessor power
Alternator, 220-amp
Frame, full-length box ladder type
GVWR, 9600 lbs.
Suspension, front independent with coil springs and stabilizer bar
Suspension, rear hypoid drive axle with multi-leaf springs
Power Steering
Brakes, 4-wheel antilock, 4-wheel disc
Fuel tank capacity, mid-frame and approximately 31 gallons
Exhaust, aluminized stainless-steel muffler and tailpipe
AM/FM stereo with MP3 player, seek-and-scan, digital clock and 2 front door speakers
Front bucket seats with vinyl trim
Air conditioning
Console, engine cover with open storage bin
Full length rubberized vinyl floor, covers entire length of floor
Steering wheel, steel sleeve column with theft-deterrent locking features, black
Instrumentation, analog with speedometer, odometer with trip odometer, fuel level, voltmeter, engine temperature and oil pressure
Oil life monitor
Driver information center includes fuel range, average speed, oil life, tire pressure monitoring, fuel used, ice warning, engine hours, average fuel economy, tachometer, and maintenance reminders
Power door locks
Windows, power, included with convenience package
Tow/Haul mode selector with mode selector mounted on instrument panel
Theft deterrent system, vehicle, PASS-Key III
Defogger, side windows
Cup holders, three (3) on the engine console cover
Power outlets, 12-volt located on engine console cover
Power outlet, 120-volt
Trim panels, hinged near side doors and hinged rear doors
Headliner, cloth, over driver and passenger
Visors, driver and front passenger, cloth, padded
Assist handles, driver and right-front passenger
Lighting
Cargo tie-downs with six (6) D-rings attached to floor of cargo area
Swing-out passenger-side door, opens wide, doors open in 60/40 split
16" x 6.5" steel wheels, includes gray center caps and steel spare
Tires, 16" all-season front and rear, blackwall, LT245/75R16E
Bumpers, front and rear painted Black with step-up pad
Grille, black composite with single rectangular halogen headlamps
Headlamps, single halogen
Outside mirrors, power adjustable, black
Glass, Solar-Ray light tinted, all windows

Wipers, front intermittent wet-arm with pulse washers
License plate kit
StabiliTrak
Door beams, steel-side
Daytime running lamps
Air bags, frontal driver and right-front passenger air bags
Tire pressure monitoring system
Brake warning indicator
Remote keyless entry with a total of two (2) key fobs and four (4) additional keys for single key system
Havis prisoner insert, PT-CO2-120-3
Havis vent kit for rear air and heat, PT-A-501
Havis rear load light, PT-A-916
7"monitor with three (3) cameras, one per compartment
Rear air (C69) and heat (36) must be factory installed.
USB port
Rear park assist
Rear vision camera with rear vision camera display mirror, must be factory installed
Dual note high and low horn
No side or rear glass
Rear locking differential

**Note:** These are the minimum specifications for the cargo and passenger vans, or equal. This is not a comprehensive list of all specifications available. Bidders must submit accordingly.

- 4.2 DETAILED SUBMITTAL:** Vendors **must** submit a factory detailed sheet with their bid listing all standard equipment and the optional equipment listed above for the vehicle as specified above. Vendors are to include all costs associated with each detailed item on this sheet. This is to ensure cargo vans are bid as specified.

**Note: Failure to respond to Section 4.3 may be just cause for rejection of bid.**

- 4.3 WARRANTY:** All vendors must submit the manufacturer's standard new vehicle warranty and shall promptly replace or repair defective material, parts, workmanship and/or inadequate design at no cost to Knox County.

- 4.4 MANUALS:** The successful vendor shall furnish all owner's and operator's manuals for the vans.

**Note:** Bidders need not return pages 1-10 with their response. Pages 11-13 must be returned as your official bid response along with any other information requested. If bidding electronically, you must attach required documents to your response. If you have any questions please contact the Buyer referenced in Section 1.1 of this document before you submit your bid response.

**SECTION V VENDOR'S INFORMATION FOR INVITATION FOR BID #2897, CARGO VANS**

- 5.1 Vendor Name \_\_\_\_\_
- 5.2 Knox County Vendor Number \_\_\_\_\_
- 5.3 Vendor Address \_\_\_\_\_
- 5.4 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_
- 5.5 Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_
- 5.6 Contact Person \_\_\_\_\_
- 5.7 E-Mail Address \_\_\_\_\_

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to Tennessee Code Annotated § 12-12-106.

- 5.8 Authorizing Signature \_\_\_\_\_  
(Original should be signed in BLUE ink)

- 5.9 Knox County Business License Number (If applicable). Please enclose a copy of license with bid.  
\_\_\_\_\_

- 5.10 I acknowledge the receipt of: (Please write "Yes" if you received one)

ADDENDA 1 \_\_\_\_\_ ADDENDA 2 \_\_\_\_\_ ADDENDA 3 \_\_\_\_\_ ADDENDA 4 \_\_\_\_\_

- 5.11 Number of business delivery days after receipt of purchase order? \_\_\_\_\_ days
- 5.12 Did you include the detailed submittal as per Section 4.2? \_\_\_\_\_ Yes \_\_\_\_\_ No
- 5.13 Did you include warranty information as per Section 4.3? \_\_\_\_\_ Yes \_\_\_\_\_ No
- 5.14 Cost of one (1) Cargo Van per bid Section 4.1? \$ \_\_\_\_\_ EACH
- 5.15 Cost of two (2) Cargo Vans per bid Section 4.1? \$ \_\_\_\_\_ EACH
- 5.16 Year, Manufacturer and Model Number of Cargo Vans: \_\_\_\_\_
- 5.17 Did you include the Specification Checklist in Section VI? \_\_\_\_\_ Yes \_\_\_\_\_ No

- 5.18 Do you accept the terms and conditions of the bid? \_\_\_\_ YES \_\_\_\_ NO \_\_\_\_ YES WITH EXCEPTION

If you do not fully accept the terms and conditions, please note the exceptions below:

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- 5.19 Will you accept Knox County's VISA Card as a form of payment without additional fees? \_\_\_\_\_ Yes \_\_\_\_\_ No

Failure to include any item above or any item listed in this bid may result in the bid deemed non-responsive.

## SECTION VI SPECIFICATIONS CHECKLIST BID 2897, CARGO VANS

VENDOR \_\_\_\_\_

Bidders must complete the Specifications Checklist and return with their bid. If submitting electronically, bidders must attach the Specifications Checklist with their response. Bidders are to indicate if the vehicle being bid meets the minimum specifications by marking the "Yes" or "No" box. If the minimum specification is not met, bidder must explain in the "Comment" section of the checklist. Bidders may include additional sheets if needed.

### 6.1 TECHNICAL SPECIFICATIONS FOR CARGO VANS

	YES	NO	COMMENT
<b>2020 Cargo Van Vortec 6.0L, SFI Flex Fuel Engine</b>			
6-speed automatic heavy-duty transmission, electronically controlled			
3.42 rear axle			
Heavy duty locking rear differential			
Body, standard (STD)			
External transmission oil cooler, externally mounted			
Rear wheel drive			
Battery, 770 cold cranking amps, maintenance free with rundown protection and retained accessory power			
Alternator, 220-amp			
Frame, full-length box ladder type			
GVWR, 9600 lbs.			
Suspension, front independent with coil springs and stabilizer bar			
Suspension, rear hypoid drive axle with multi-leaf springs			
Power Steering			
Brakes, 4-wheel antilock, 4-wheel disc			
Fuel tank capacity, mid-frame and approximately 31 gallons			
Exhaust, aluminized stainless-steel muffler and tailpipe			
AM/FM stereo with MP3 player, seek-and-scan, digital clock and 2 front door speakers			
Front bucket seats with vinyl trim			
Air conditioning			
Console, engine cover with open storage bin			
Full length rubberized vinyl floor, covers entire length of floor			
Steering wheel, steel sleeve column with theft-deterrent locking features, black			
Instrumentation, analog with speedometer, odometer with trip odometer, fuel level, voltmeter, engine temperature and oil pressure			
Oil life monitor			
Driver information center includes fuel range, average speed, oil life, tire pressure monitoring, fuel used, ice warning, engine hours, average fuel economy, tachometer, and maintenance reminders			
Power door locks			
Windows, power, included with convenience package			
Tow/Haul mode selector with mode selector mounted on instrument panel			
Theft deterrent system, vehicle, PASS-Key III			
Defogger, side windows			
Cup holders, three (3) on the engine console cover			
Power outlets, 12-volt located on engine console cover			
Power outlet, 120-volt			
Trim panels, hinged near side doors and hinged rear doors			
Headliner, cloth, over driver and passenger			
Visors, driver and front passenger, cloth, padded			

	YES	NO	COMMENT
Assist handles, driver and right-front passenger			
Lighting			
Cargo tie-downs with six (6) D-rings attached to floor of cargo area			
Swing-out passenger-side door, opens wide, doors open in 60/40 split			
16" x 6.5" steel wheels, includes gray center caps and steel spare			
Tires, 16" all-season front and rear, blackwall, LT245/75R16E			
Bumpers, front and rear painted Black with step-up pad			
Grille, black composite with single rectangular halogen headlamps			
Headlamps, single halogen			
Outside mirrors, power adjustable, black			
Glass, Solar-Ray light tinted, all windows			
Wipers, front intermittent wet-arm with pulse washers			
License plate kit			
StabiliTrak			
Door beams, steel-side			
Daytime running lamps			
Air bags, frontal driver and right-front passenger air bags			
Tire pressure monitoring system			
Brake warning indicator			
Remote keyless entry with a total of two (2) key fobs and four (4) additional keys for single key system			
Havis prisoner insert, PT-CO2-120-3			
Havis vent kit for rear air and heat, PT-A-916			
Havis rear load light, PT-A-916			
7" monitor with three (3) cameras, one per compartment			
Rear air (C69) and heat (C36) must be factory installed.			
USB port			
Rear park assist			
Rear vision camera with rear vision camera display mirror, must be factory installed			
Dual note high and low horn			
No side or rear glass			
Rear locking differential			