

## PROPOSAL REQUEST GUIDELINES

Bids will be accepted until 5:00 pm on March 09, 2018. Bids will be opened on March 12, 2018 at 9:00 am at the Clay County Board of Commissioners meeting. Any bids submitted after March 09, 2018 at 5:00pm will not be accepted. Bidders' are required to furnish 2 copies of the bids to Clay County EMS.

1. This unit shall be a Type III modular ambulance built on a Ford 2018 E450, 158" wheelbase, cutaway chassis in accordance with specifications KKK-A-1822F.
2. This ambulance, and it's equipment shall be delivered to this agency in Clay Center, Kansas with all delivery fees to be paid by the supplier.
3. Each bidder is required, before submitting his proposal, to be thoroughly familiar with the specifications contained herein. It will be the responsibility of the bidder to determine whether the vehicle specified meets the requirements of applicable State law, and the requirements of applicable KKK-A-1822F specifications.
4. The following definitions shall apply to the specifications:
  - (A) The first stage manufacturer is the original equipment manufacturer that built the specified chassis and it's components.
  - (B) The second stage manufacturer is the company that will produce the ambulance conversion, and required modifications to the O.E.M. chassis for delivery to this agency.
5. Bid prices shall be valid for a minimum of 45 days from the date of the bid opening, or as otherwise specified on the bid proposal form.
6. Full payment will be made when the unit is received, inspected, found to comply with the procurement specifications, found to be free of damage, and properly invoiced.
7. Bids received shall be evaluated by the purchaser. This evaluation will be based on the following criteria:
  - (A) Completeness of the proposal;
    1. The degree to which it responds to all requirements, and requests for information herein.
    2. Exceptions will be judged by the purchaser.
  - (B) Bid proposals that do not comply with the prescribed specification response requirements will not be accepted.
  - (C) The bidder shall submit documentation that the second stage manufacturer is a current member of the Ford QVM (Qualified Vehicle Modifier) program even if an alternate chassis is bid.
8. The purchaser reserves the right to waive any informalities, irregularities, and technicalities in the evaluation procedure.
9. Warranty: Printed warranty statements for the ambulance body structure, the ambulance electrical system, the ambulance paint finish, and the general ambulance conversion must be submitted with the bid proposal.
10. All warranties shall begin at the acceptance of the vehicle by this agency.
11. Since it is the purpose of these specifications to provide a modular body that will provide many years of service, the manufacturer of the ambulance bid must be the manufacturer of the ambulance body, and the ambulance manufacturer shall warranty the structural integrity of the modular body for the life of vehicle ownership by this agency. This warranty shall be in writing, and shall be included with this bid proposal. Bidders who fail to meet this requirement shall not be considered as responsive.
12. Each bidder must be able to provide efficient response to ambulance service needs. Within one business day after the receipt of a verbal, or written notification that warranty service is required, the ambulance supplier shall respond with a verbal statement of the plan to accomplish the repair.

13. The bidder shall state below the location of the ambulance manufacturer's parts, and service facility nearest to the purchaser location.

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Telephone: \_\_\_\_\_

14. The bidder shall state below any additional repair, and logistical support that would be provided above the requirements of these specifications. These services may be used as additional basis for a contract award.

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15. Delivery: Since delivery proposals by the bidders will weigh heavily in the determination of the bid award, the delivery schedules that are submitted by the bidder and agreed upon by this agency shall automatically become binding upon the successful bidder.

16. By signing this bid, the bidder agrees that his bid is made without any understanding, agreement, or connection with any other person, firm, or corporation making a bid for the same purpose and that his bid is in all respects fair and without collusion or fraud.

17. Each bidder must furnish all information requested in this bid specifications. In addition, the bidders shall supply at least one complete set of drawings, descriptive literature, and complete manufacturer specifications covering the vehicle model offered. A copy of the purchaser specifications shall be returned with all sections responded to, and specifically indicating in detail all deviations from this bid specification. That specification response will form the contract between the bidder, and the purchaser.

18. Any area where these bid specifications are not met exactly must be identified in writing, and referenced by proposal paragraph number. Details concerning the deviations must be clearly explained so that an informed comparison decision can be made from this specification response. Each exception will be considered by the purchaser as the degree of impact by the proposed on the vehicle design requested, and will be evaluated on their merit at the discretion of the purchaser. Bid proposals not meeting this comparison requirement will be rejected.

19. Any proposal response to the request specification that includes an undefined, or "after bid award" adjustment for compliance to the specification will indicate an intentional effort to be deceptive and shall be cause for immediate rejection of the bid proposal.

20. In the event a clarification is requested on the contents of this specification, the question shall be sent in writing to:

Clay County EMS  
603 Fourth Street  
Clay Center, Kansas 67432  
(785) 632-2166

Clarification, or corrections to these specifications shall not be valid unless they are in written form and signed by the Director of this agency, or an assigned authority.

21. The bidder must be legally licensed to sell motor vehicles in the State of Kansas. The bidder must submit a copy of their dealer license provided by this State. This is a legal requirement of this State, and proposals submitted by bidders that do not comply with this requirement will be rejected.

BID FORM

(1) Ford 2018 E4500, 158" WHEELBASE, TYPE III MODULAR AMBULANCE

Total delivered price as listed herein \_\_\_\_\_

Any exceptions/variances to the bid specifications? \_\_\_\_\_ Yes \_\_\_\_\_ No

Delivery time: \_\_\_\_\_

F.O.B.: \_\_\_\_\_

Payment terms: \_\_\_\_\_

This purchase is tax exempt for Clay County. A tax exempt certificate will be furnished to the company awarded the bid.

Ambulance manufacturer: \_\_\_\_\_

Bidder company name: \_\_\_\_\_

Bidder company address: \_\_\_\_\_  
\_\_\_\_\_

Bidder company telephone: \_\_\_\_\_

I hereby certify that the bid submitted by this company is for an ambulance that will meet all of the requirements set forth in these specifications, including all equipment specified, except where exceptions are indicated on the form provided. Enclosed with our bid is an explanation of what we propose to furnish in lieu of the specified requirements where we have indicated any exceptions (if any) and this listing shall be considered to be the accurate contract vehicle description upon our award.

Name of bidder representative: \_\_\_\_\_

Signature of bidder: \_\_\_\_\_

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

Exceptions/variances to the bid specification – to be listed accurately by the applicable specification number, and section letter reference. If additional space is required, subsequent page(s) can, and must be attached to this page.