

Liberty County, Texas  
County Purchasing Agent  
1901 Cos Street  
Liberty, Texas 77575  
936/336-4607

**LIBERTY COUNTY  
INVITATION TO BID  
COVER SHEET**

The enclosed INVITATION TO BID and accompanying documents are for your convenience in submitting a bid for the following products for LIBERTY COUNTY:

**BID # 19-03 – 2018 CREW CAB TRUCK**

IMPORTANT BID DATES:

**DUE DATE: DECEMBER 21, 2018 at 10:00 am**

**OPENING DATE: DECEMBER 21, 2018 at 10:00 am**

Bidder shall sign and date the offer as requested on each page. Offers that are not signed and dated may be rejected.

SUBMIT BIDS IN A CLEARLY MARKED, SEALED ENVELOPE TO:

**COUNTY PURCHASING AGENT  
1901 COS STREET  
LIBERTY, TEXAS 77575**

All contracts entered into after January 1, 2016, require that a business entity contracting with Liberty County access the Texas Ethics Commission website and complete a Form 1295. **The completed Form 1295 must be filed with Liberty County at the time a signed contract is submitted for Commissioners Court approval.**

Please note that **all offers must be received at the designated location by the deadline shown.** Offers received after the deadline will be considered void. Liberty County is not responsible for lateness of mail carrier, delivery to wrong office, etc. The time/date clock in the Purchasing Office shall be the official time of receipt.

Liberty County reserves the right to accept or reject any and all bids and to waive formalities for the best interest of Liberty County.

Carefully read all instructions, requirements and specifications. Fill out all forms properly and completely. Liberty County will award the bids as promptly as possible consistent with the time required for a thorough analysis of the bids submitted.

Harold Seay  
Liberty County Purchasing Agent

**LIBERTY COUNTY, TEXAS  
BID FORM/BIDDER CERTIFICATION**

**BID # 19-03 – 2018 CREW CAB TRUCK**

We are pleased to submit for your consideration our bid for a **2018 CREW CAB TRUCK** based on the **attached Specifications and Terms and Conditions:**

Cash Price      \$ \_\_\_\_\_

Make: \_\_\_\_\_

Model: \_\_\_\_\_

Year: \_\_\_\_\_

**CERTIFICATION:**

By my signature hereon, I certify that the Goods and/or Services that I propose to furnish will meet or exceed every specification contained herein, and that I have read each and every page of the Specifications and the Terms and Conditions.

I understand that Liberty County reserves the right to accept or reject in part or in whole any bids submitted, and to waive any formalities in the best interest of Liberty County.

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

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

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

Phone #: \_\_\_\_\_

E-mail: \_\_\_\_\_

## **SPECIFICATIONS FOR USED VEHICLE WITH POLICE PACKAGE**

- 2018 “Crew Cab” Style, Short Bed
- V8 Motor
- Color: White
- Cruise Control, Power Locks and Windows, Power Mirrors
- Trailer Tow Package
- 4x4 Upgrade Package
- Skid Plate Package
- Vinyl Flooring
- **Vehicle must be on the lot and ready for immediate delivery**

## **TERMS AND CONDITIONS OF BID**

1. Bids must be submitted on the **BID FORM** only and must be delivered to the Purchasing Agent by the time and date specified. Late bids will be returned unopened. Submit one copy in a sealed, clearly marked envelope. Inquiries pertaining to this bid should be identified by title and date.

When sent by mail, Federal Express, Express Mail, or other delivery service the sealed bid shall be enclosed in an additional envelope clearly identified on the outside as a bid to Liberty County with the bidder's name and address, bid name and number, and bid date and time. It is the sole responsibility to ensure timely delivery of a bid. The bid is timely delivered when it is actually received by the Purchasing Department on or before the "DUE DATE". Liberty County will not be responsible for failure of service on the part of the U.S. Post Office, courier services, or any other form of delivery service chosen by the bidder. You may call the Purchasing Department at (936) 336-4607 to see if your bid has been received. You may also deliver the package in person to the County Purchasing Agent, 1901 Cos St, Liberty, TX 77575.

**NOTE: The Time-Date Stamp Clock located in the Purchasing Department will serve as the OFFICIAL CLOCK for the purpose of verifying the date and time of receipt of bids.**

2. Bids must give bidder's full name and address and shall bear the manually executed signature and the title of the authorized agent.
3. Bids may be withdrawn at any time prior to the official opening. After the official opening, bids may not be amended, altered, or withdrawn without the approval of Commissioners Court.
4. **Liberty County is exempt from Federal excise and State sales tax, therefore, applicable taxes must not be included in the bid.**
5. Liberty County makes no guarantee that any materials and/or services will be purchased as a result of this Invitation to Bid, and reserves the right to accept or reject any and all bids. All Bids and accompanying documentation will become the property of Liberty County.
6. The bid award shall be based on, but not necessarily limited to, the following factors:
  - a. Amount of Bid
  - b. Timeliness of delivery
  - c. Special needs and requirements of Liberty County
  - d. Liberty County's experience with products bid
  - e. Vendor's past performance record with Liberty County
  - f. Liberty County's evaluation of vendor's ability
  - g. Quality of products furnished
  - h. Compliance with attached specifications.

7. It is understood and agreed that the Bidder is solely responsible for all services provided and shall provide adequate insurance to cover against any and all losses incurred by the Bidder's employees and/or equipment during the course of the contract.

8. The Bidder is expected to examine all documents, forms, specifications and all instructions. Failure to do so will be at the Bidder's risk.

9. **ETHICAL CONDUCT**

The Bidder shall not offer or accept gifts or anything of value, not enter into any business arrangements with any employee, official, or director of Liberty County. No public official shall have an interest in this contract, in accordance with Texas Local Government Code, Chapter 171.

The Bidder affirms that the only person or parties interested in this bid/offer as principals are those named herein, and that this bid/offer is made without collusion with any other person, firm, or corporation.

10. The Bidder shall make himself familiar with and at all times shall observe and comply with all federal, state, and local laws, ordinances and regulations which in any manner affect the conduct of the work.

11. All insurance requirements, including workmen's compensation and liability, as outlined in Texas state statutes, shall be met prior to any services rendered and shall remain in effect during the term of this contract.

12. The Bidder shall indemnify and hold harmless the County and its duly appointed officers, agents and employees for all suits, actions, losses, damages, claims, or liability of any character, type, or description, including without limiting the generality of the foregoing all expenses of litigation, court costs, and attorney fees for injury or death to any person, or injury to any property, received or sustained by any person or persons or property, arising out of, or occasioned by, the acts of the Bidder's officers, agents, or employees.

13. No provision of this agreement shall affect or waive any sovereign or governmental immunity available to the County and/or its elected officials, employees and agents under Federal or Texas law, nor waive any defenses available to the County and/or its elected officials, employees and agents under Federal or Texas law.

14. **FORM W-9 and FORM CIQ:** No payments will be made for any invoices submitted by the successful Bidder until a Form W-9 – Request for Taxpayer Identification and Certification (attached) and a Form CIQ – Conflict of Interest Questionnaire (attached) are completed and filed with the Purchasing Agent at 1901 Cos St, Liberty, TX 77575.

For any additional information concerning the product being bid, please contact the following:

County Purchasing Office

936-336-4607