



**INVITATION TO BID
2018-0118-001 AUTOMOTIVE FILTERS**

The Board of County Commissioners will receive sealed bids for Automotive Filters, until 9:00 a.m. MST, Thursday, January 18, 2018 at the office of the County Commissioners, 218 West Kiowa Ave, Fort Morgan, Colorado, at which time all bids will be publicly opened and read aloud. Location of bid opening will be at 231 Ensign, Fort Morgan, Colorado, assembly room, basement of the Administration Building.

The bid documents are on file in the office of the Administrative Services Manager in Fort Morgan from whom a copy may be obtained.

All bids shall be submitted in writing and signed by the bidder or an authorized agent, and must include the bidders address and phone number. All bids must be clearly marked “**2018-0118-001 Automotive Filters**” and submitted in a sealed envelope to:

Morgan County
Attn: Kristi Waite
Administrative Services Manager
218 W Kiowa Ave
Fort Morgan, CO 80701

The Board of County Commissioners reserves the right to reject any or all bids and waive any formalities.

Kristi Waite
Administrative Services Manager
Morgan County, Colorado

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Complete bid packet has 9 pages of documents

GENERAL INSTRUCTIONS TO BIDDERS

1. A "Bid" is a responsive, conforming, unconditional, complete, legible, and properly executed offer by a Bidder to provide the work specified in the Request for Bids for the compensation specified.
2. Bids shall be clearly marked with the work name, contact person, mailing address, and telephone number of the Bidder.
3. It shall be the responsibility of the Bidder to ensure that the Bid is in proper form and in the County's possession by or before the time and date designated in the Request for Bids. Bids will not be accepted after the designated time and date. Any Bid received late will be returned to the Bidder unopened, if possible.
4. All participating firms, by their signature hereunder, shall agree to comply with all conditions, requirements, and instructions of this bid as stated or implied herein. Should the County omit anything from this bid package which is necessary to a clear understanding of the items required, or should it appear that various instructions are in conflict, and then the companies shall secure instructions from Ms. Kristi Waite in the Morgan County Administrative Services Department.
5. Participating firms are expected to examine all documents contained herein. Failure to do so shall in no way relieve a participating firm from obligations with respect to his or her offer or to the resultant award. Non responsive and incomplete submittal may be deemed cause for rejection.
6. Any item which does not meet all of the terms, conditions, or specifications of this package must be clearly indicated on the exceptions to the bid section of this document or on a separate sheet of paper and returned with your bid.
7. Withdrawal of inadvertently erroneous bids before the award may be permitted if the Bidder submits proof which clearly and convincingly demonstrates, as determined by the County, that an error was made. **BIDS MAY NOT BE RE-SUBMITTED.**
8. The County shall not reimburse any Bidder for any cost incurred in preparing a Bid or attending equipment demonstrations, inspections, pre-bid conferences, or interviews.
9. Substitutions or modifications to any of the terms, conditions, or specifications of this bid which are made by Morgan County after the packages have been distributed to prospective firms, and prior to the due date and time, will be made in writing, and signed by the Administrative Services Manager. No employee of Morgan County is authorized to, in any way, modify any of the terms, conditions, or specifications of this package, without written approval of the Administrative Services Manager. This is not to imply that offers will not be accepted or considered on specifications which are different than those herein.

10. The County reserves the right to determine, in its sole reasonable discretion, whether any Bid meets the needs or purposes intended and is within the approved budget. The County does not base its award on prices alone. Also to be considered are: quality of product; past experience with the Bidder or any subcontractors, consultants, products or suppliers; qualifications of the Bidder and/or subcontractors or suppliers; services offered; warranties; maintenance considerations; long-range costs; delivery; and similar conditions
11. The final award shall be made by the Board of County Commissioners in the best interests of Morgan County. **Morgan County may grant a 5% preference to local businesses. A local business shall be a business which maintains a physical place of business in Morgan County.**
12. The County reserves the right to conduct such investigations as it deems necessary to assist in the evaluation of any Bid to establish the experience, responsibility, reliability, references, reputation, qualifications, or financial ability of any Bidder, manufacturer or supplier. The purpose of such investigation is to satisfy the County that the Bidder has the experience, resources, and commercial reputation necessary to supply the specified equipment and to perform the necessary warranty and product support in accordance with the Bid Documents in the prescribed manner and time.
13. The County reserves the right, if it deems such action to be in its best interests, to reject any and all Bids or to waive any irregularities or informalities therein. Any incomplete, false, or misleading information provided by any Bidder shall be grounds for rejection of the Bid. If Bids are rejected, the County further reserves the right to investigate and accept the next best Bid in order of ranking, or to reject all Bids and re-solicit for additional Bids.
14. No Bid shall include federal excise taxes or state or local sales or use taxes.
15. All parts not specifically mentioned which are necessary in order to provide a complete unit, shall be included in the Bid. Any item listed as "Standard" in the manufacturer's published specification, furnished by the Bidder, is assumed to be included in the Bid. Any variations shall be outlined in writing, noting cost factors where applicable.
16. Each Bid shall include a statement of standard warranty of the manufacturer.
17. Any Bid received as a result of this request is prepared at the Bidder's expense and becomes County property and is therefore a public record upon opening by the County.
18. If you consider any of the information being submitted to be trade secrets, privileged information, or confidential commercial, financial, geological, or geophysical data, it is your responsibility to label the information as such. Otherwise, all information submitted shall be available as a public record for public inspection.
19. COLLUSION by submitting a bid, the participating firm certifies that (a) the prices in the bid have been arrived at independently without collusion, consultation, communication or agreement for the purpose of restricting competition as to any matter relating to such prices with any other participating firm or with any competitor, (b) the prices quoted herein have not been and will not be knowingly disclosed, directly or indirectly, by the offerer to any other participating firms, competitors or the County's representatives prior to the final date for submission of such bid;

and (c) no attempt has been made and none will be made by the bidder to induce another person, partnership or corporation to submit a proposal or not to submit a proposal (complementary or otherwise) for the purpose of restricting competition.

20. By submitting a bid, the offerer acknowledges that (a) the preparation of the bid, and other quotations herein contained, does not obligate the County in any way; (b) the County assumes no obligation to enter into an agreement for the Work; (c) all bid documents are understood; and (d) the offerer has the equipment, technical ability, personnel and facilities to complete the work as specified herein in accordance with the bid documents.
21. No Bid may be withdrawn for a period of sixty (60) days after the deadline for Bids

BID REQUIREMENTS

1. The Board of County Commissioners will receive sealed bids for Automotive Filters, until 9:00 a.m. MST, Thursday, January 18, 2018 at the office of the County Commissioners, 218 West Kiowa Ave, Fort Morgan, Colorado, at which time all bids will be publicly opened and read aloud. Location of bid opening will be at 231 Ensign, Fort Morgan, Colorado, assembly room, basement of the Administration Building.
2. Purchase Orders will be placed by the Morgan County Fleet Department specifying Quantity requirements as needed. Morgan County will order each item as many times as necessary throughout the year.
3. Filters will be purchased on an as needed basis. Successful bidder will be required to restock Morgan County's depleted inventory once a week; as well as provide timely delivery of out of stock filters as needed.
4. The term of this bid award shall be for one year from the date of bid award. Prices bid must be held firm for a period of 180 days after the date of the bid award. After this period, written notice, with proper documentation, must be submitted to the Morgan County Administrative Services Department at least 30 days prior to the effective date of any price increases. The only price increases which will be allowed are direct cost increases to the vendor from the supplier.
5. The vendor shall also be expected to extend any direct cost decreases to the County.
6. The bid prices will be changed only by the actual amount of the direct cost increases/decreases.
7. The successful bidder will make available to the County a copy of their current price list and the discount information used to calculate the cost. The same formula will be used to calculate the cost of all other filters to be purchased by the County.
8. The bid award will be based on the cross-section sample of filters listed below.
9. Vendors shall complete delivery within 24 hours of order by Morgan County Fleet Department.
10. Pricing shall include delivery to Morgan County Shop, 17303 County Road S, Fort Morgan, CO 80701
11. All invoices are to be sent to the Accounting Department, P.O. Box 189 Ft. Morgan, CO 80701
12. All items supplied shall be in accordance with the specifications contained herein. Any item supplied which does not meet the specifications will be returned at the vendor's expense. At the discretion of the County, the vendor may be required to make corrections or provide replacements, as necessary, at no additional cost to Morgan County. Price and qualifications will be the determining factors in the award of this bid.
13. Acknowledgement of delivery shall not constitute acceptance by Morgan County. Each order shall be subject to inspection by the requesting department prior to payment.

14. All Bids must be submitted on the attached "Bidder Reply Form". Fill in the price column for the appropriate item(s). BID ONLY THE TOTAL AMOUNT FOR EACH QUANTITY LISTED. DO NOT BID A COST PER THOUSAND OR PER HUNDRED.
15. Filters should meet or exceed automotive manufacturer's original specifications
16. Any variations to the specifications or bid requirements must be noted on the Exceptions to Bid Section.
17. Filter product numbers outlined in this bid packet are NAPA brand filters manufactured by Wix.
18. All Bids submitted must include Two (2) copies of the submitted documents.



**INVITATION TO BID
2018-0118-001 AUTOMOTIVE FILTERS
Bidder Reply Form**

Name and Address of Bidder:

Name of Company_____

Address of Company_____

City_____ State_____ Zip Code_____

Representative_____ Title_____

Signature_____

Phone Number_____ Fax Number_____

Email Address_____

Bid

Brand of Filter _____

Manufacturer of Filter _____

Total Bid for Filter Sample _____

Exception to Bid

If additional space is needed attach additional sheet

AUTOMOTIVE FILTERS 2018-0118-001
Cross-Section Filter Sample

***Return with Bidder Reply Form**

Product Number	Filter Type	Price Each
1042	Oil Filter	
1372	Oil Filter	
1522	Oil Filter	
1748	Oil Filter	
1759	Oil Filter	
1791	Oil Filter	
7060	Oil Filter	
7062	Oil Filter	
7502	Oil Filter	
7899	Oil Filter	
7909	Oil Filter	
100010	Oil Filter	
400107	Oil Filter	
2487	Air Filter	
2725	Air Filter	
2812	Air Filter	
4318	Air Filter	
4780	Air Filter	
6595	Air Filter	
6607	Air Filter	
6883	Air Filter	
6935	Air Filter	
9082	Air Filter	
9710	Air Filter	
9711	Air Filter	
9746	Air Filter	
9883	Air Filter	
9912	Air Filter	
230004	Air Filter	
500009	Air Filter	
3406	Fuel Filter	
3481	Fuel Filter	
3655	Fuel Filter	
3849	Fuel Filter	
3899	Fuel Filter	
600123	Fuel Filter	
4070	Water Filter	
4155	Water Filter	

	TOTAL BID	
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