**CAROLE JONES**
**CHIEF**
**PURCHASING AGENT**

**COUNTY OF HENRY,VIRGINIA**
**PURCHASING DEPARTMENT**
**COLLINSVILLE, VIRGINIA 24078**
**http://www.henrycountyva.gov/**

**INVITATION FOR BIDS #15-05053-2954**

**APRIL 16, 2015**

---

SEALED BIDS, SUBJECT TO THE SPECIFICATIONS AND CONDITIONS CONTAINED HEREIN AND ATTACHED HERETO, WILL BE RECEIVED AT THE ABOVE OFFICE UNTIL, BUT NOT LATER THAN**, 3:00 P.M. ,** LOCAL PREVAILING TIME, **MAY 5, 2015**, AND THEN PUBLICLY OPENED AND READ IN ROOM 210 (BID ROOM) OF THE SAME OFFICE, **FOR VARIOUS MOWERS/TRACTORS FOR HENRY COUNTY ADMINISTRATION.**

IF UNABLE TO BID, PLEASE SIGN AND RETURN THIS FORM, ADVISING REASON FOR NOT SUBMITTING A BID. OTHERWISE, YOUR NAME SHALL BE REMOVED FROM OUR BIDDERS LIST AFTER THREE (3) NON-RESPONSES. **BIDDERS SHALL COMPLETE THIS FORM WITHOUT DETACHING FROM REST OF BID AND RETURN BID IN ITS ENTIRETY. BIDDERS MUST SIGN COLLUSION STATEMENT OR BID MAY BE REJECTED.**

ANY BID RECEIVED AFTER THE ANNOUNCED TIME AND DATE OF OPENING, WHETHER BY MAIL OR OTHERWISE, WILL NOT BE CONSIDERED AND WILL BE RETURNED UNOPENED.

NOTHING HEREIN IS INTENDED TO EXCLUDE ANY RESPONSIBLE FIRM OR IN ANY WAY RESTRAIN OR RESTRICT COMPETITION. ON THE CONTRARY, ALL RESPONSIBLE FIRMS, LOCAL, FAITH-BASED, MINORITY-OWNED AND FEMALE-OWNED ARE ENCOURAGED TO SUBMIT A BID. THE RIGHT IS RESERVED TO REJECT ANY OR ALL BIDS, TO WAIVE INFORMALITIES, AND ALSO, TO PLACE THE ORDER WITH THE LOWEST RESPONSIVE AND RESPONSIBLE BIDDER WHERE IT APPEARS IT WILL BE TO THE BEST INTEREST OF THE COUNTY.

ALL QUOTED PRICES SHALL REMAIN FIRM FOR A PERIOD OF SIXTY (60) DAYS FROM DATE OF BID OPENING. **UNIT PRICE/VENDOR WORK WRITE-UP SHALL PREVAIL IN CASE OF VENDOR ERROR. IF YOU HAVE ANY QUESTIONS, PLEASE CALL SEE BID SPECS FOR CONTACT INFO.**

**RETURN BIDS TO CAROLE JONES, CHIEF PURCHASING AGENT, HENRY COUNTY ADMINISTRATION BUILDING; PO BOX 7 (for postal) or 3300 KINGS MOUNTAIN RD (for Ups or FedEx): COLLINSVILLE, VIRGINIA 24078-0007.**
**EACH BIDDER SHALL SUBMIT HIS BID IN A SEALED ENVELOPE AND MARK OUTSIDE OF ENVELOPE WITH COMPANY NAME, SUBJECT, BID #15-05053-2954 AND CLOSING DATE OF BID. THE COUNTY SHALL NOT ACCEPT ANY MONETARY MODIFICATIONS TO THE BID, WHICH ARE WRITTEN ON THE OUTSIDE OF BID ENVELOPE. FACSIMILE AND/OR ELECTRONIC BIDS/PROPOSALS WILL NOT BE ACCEPTED.**

**WITHDRAWAL OF BID DUE TO ERROR.**

**A BIDDER FOR A PUBLIC CONSTRUCTION CONTRACT, OTHER THAN A CONTRACT FOR CONSTRUCTION OR MAINTENANCE OF PUBLIC HIGHWAYS, MAY WITHDRAW HIS BID FROM CONSIDERATION IF THE BID PRICE WAS SUBSTANTIALLY LOWER THAN THE OTHER BIDS DUE SOLELY TO A MISTAKE THEREIN, PROVIDED THE BID WAS SUBMITTED IN GOOD FAITH, AND THE MISTAKE WAS A CLERICAL MISTAKE AS OPPOSED TO A JUDGMENT MISTAKE, AND WAS ACTUALLY DUE TO AN UNINTENTIONAL ARITHMETIC ERROR OR UNINTENTIONAL OMISSION OF A QUANTITY OF WORK, LABOR OR MATERIAL MADE DIRECTLY IN THE COMPILATION OF A BID, WHICH UNINTENTIONAL ARITHMETIC ERROR OR UNINTENTIONAL OMISSION CAN BE CLEARLY SHOWN BY OBJECTIVE EVIDENCE DRAWN FROM INSPECTION OF ORIGINAL WORK PAPERS, DOCUMENTS AND MATERIALS USED IN THE PREPARATION OF THE BID SOUGHT TO BE WITHDRAWN. THE BIDDER SHALL GIVE NOTICE IN WRITING OF HIS CLAIM OF RIGHT TO WITHDRAW HIS BID WITHIN TWO (2) BUSINESS DAYS AFTER THE CONCLUSION OF THE BID OPENING PROCEDURE, AND SHALL SUBMIT ORIGINAL WORK PAPERS WITH SUCH NOTICE.**

IN COMPLIANCE WITH INVITATION FOR **BIDS #15-05053-2954**, AND SUBJECT TO ALL CONDITIONS THEREOF, THE UNDERSIGNED OFFERS AND AGREES TO FURNISH ANY OR ALL OF THE ITEMS UPON WHICH PRICES ARE QUOTED, AT THE PRICE QUOTED FOR EACH ITEM AND DELIVERED AS SPECIFIED.

MY SIGNATURE CERTIFIES THAT THE ACCOMPANYING BID IS NOT THE RESULT OF OR AFFECTED BY, ANY ACT OF COLLUSION WITH ANOTHER PERSON OR COMPANY ENGAGED IN THE SAME LINE OF BUSINESS OR COMMERCE, OR ANY ACT OF FRAUD PUNISHABLE UNDER TITLE 18.2, CHAPTER 12, ARTICLE 1.1 of THE CODE OF VIRGINIA, 1950, AS AMENDED. FURTHERMORE, I UNDERSTAND THAT FRAUDULENT AND COLLUSIVE BIDDING IS A CRIME UNDER THE VIRGINIA GOVERNMENTAL FRAUDS ACT, THE VIRGINIA GOVERNMENT BID RIGGING ACT, THE VIRGINIA ANTITRUST ACT AND FEDERAL LAW AND CAN RESULT IN FINES, PRISON SENTENCES AND CIVIL DAMAGE AWARDS.

I AGREE TO ABIDE BY ALL CONDITIONS OF THIS BID AND CERTIFY THAT I AM AUTHORIZED TO SIGN THIS BID FOR THE BIDDER.

NAME OF BIDDER_____

ADDRESS _____

SIGNATURE _____

NAME (TYPE OR PRINT) _____

OFFICIAL TITLE_____

DATE _____

TELEPHONE NUMBER _____

FAX NUMBER _____

**IMPORTANT - READ CAREFULLY BEFORE SUBMITTING BID**
**COUNTY OF HENRY, VIRGINIA PURCHASING DEPARTMENT**
**GENERAL TERMS, CONDITIONS, AND INSTRUCTIONS**

**1. SUBMISSION AND RECEIPT OF BIDS:**

(a) BIDS, TO RECEIVE CONSIDERATION, MUST BE RECEIVED PRIOR TO THE SPECIFIED TIME AND DATE OF OPENING AS DESIGNATED IN THE INVITATION.

(b) UNLESS OTHERWISE SPECIFIED, BIDDERS MUST USE THE BID FORM FURNISHED BY THE COUNTY. FAILURE TO DO SO MAY CAUSE BID TO BE REJECTED. REMOVAL OF ANY PART OF THE BID FORM MAY INVALIDATE THE BID.

(c) ALL BIDS SHALL BE EITHER TYPEWRITEN OF FILLED IN WITH INK IN ORDER TO BE CONSIDERED. ALSO, ALL BIDS MUST BE SIGNED IN INK IN ORDER TO BE CONSIDERED. BIDS FILLED IN WITH PENCIL WILL BE REJECTED.

(d) BIDS CONCERNING SEPARATE BID INVITATIONS, MUST NOT BE COMBINED ON THE SAME FORM OR PLACED IN THE SAME ENVELOPE. BIDS SUBMITTED IN VIOLATION OF THIS PROVISION MAY NOT BE CONSIDERED.

**2. DELIVERY POINT:**
ALL ITEMS SHALL BE DELIVERED F.O.B. DESTINATION, AND DELIVERY COSTS AND CHARGES INCLUDED IN THE BID PRICE.

**3. BRAND NAMES:**
IF AND WHEREVER IN THE SPECIFICATIONS A BRAND NAME, MAKE, NAME OF ANY MANUFACTURER, TRADE NAME, OR VENDOR CATALOG NUMBER IS MENTIONED, IT IS FOR THE SOLE PURPOSE OF ESTABLISHING A GRADE OR QUALITY AND CHARACTERISTICS OF GOODS THAT WILL BE ACCEPTED. SINCE THE COUNTY DOES NOT WISH TO RULE OUT OTHER COMPETITION AND EQUAL BRANDS OR MAKES, THE PHRASE OR APPROVED EQUAL IS ADDED.

**4. QUALITY:**
ALL MATERIALS USED FOR THE MANUFACTURE OR CONSTRUCTION OF ANY SUPPLIES, MATERIALS, OR EQUIPMENT COVERED BY THIS BID SHALL BE NEW. THE ITEMS BID MUST BE NEW, THE LATEST MODEL, THE BEST QUALITY, AND THE HIGHEST GRADE WORKMANSHIP.

**5. § 2.2-4311:** EMPLOYMENT DISCRIMINATION BY CONTRACTOR PROHIBITED; REQUIRED CONTRACT PROVISIONS. SEE VA CODE FOR DETAIL INFORMATION.

## GENERAL TERMS, CONDITIONS, AND INSTRUCTIONS

**6**. **BASIS FOR REJECTIONS AND AWARD:**
THE COUNTY OF HENRY RESERVES THE RIGHT TO ACCEPT OR REJECT ALL BIDS OR PARTS OF BIDS, TO WAIVE INFORMALITIES AND TECHNICALITIES, AND TO REQUEST REBIDS. THE COUNTY ALSO RESERVES THE RIGHT TO AWARD THE CONTRACT ON SUCH MATERIAL THE COUNTY DEEMS WILL BEST SERVE ITS INTEREST. THE AWARD WILL BE MADE AND POSTED BY THE COUNTY TO THE LOWEST RESPONSIBLE BIDDER WITH THE LOWEST RESPONSIVE BID WHICH IS IN ACCORDANCE WITH THE TERMS, CONDITIONS, AND SPECIFICATIONS OFTHE BID AND IS IN CONFORMANCE WITH THE CODE OF THE COUNTY OF HENRY AND THE CODE OF VIRGINIA.

**7**. **INTERPRETATION OF BID AND ADDENDUM:**
IF ANY PARTY CONTEMPLATING THE SUBMISSION OF A BID ON THIS INVITATION IS IN DOUBT AS THE TRUE MEANING OF ANY PART OF THE BID, HE SHOULD CONTACT **SEE BID SPECS FOR CONTACT INFO.** ANY RESULTING CHANGE TO THE BID INVITATION DOCUMENT WILL BE MADE ONLY BY WRITTEN ADDENDUM DULY ISSUED TO EACH PARTY RECEIVING A BID INVITATION. THE COUNTY WILL NOT BE RESPONSIBLE FOR ANY CHANGES EXCEPT AS NOTED THROUGH A WRITTEN ADDENDUM OR SO STATED BY CHIEF PURCHASING AGENT FOR HENRY COUNTY. ALL ADDENDUMS MUST BE SIGNED AND RETURNED WITH YOUR BID AND ANY ADDENDUM THAT AFFECTS PRICE, QUALITY, QUANTITY OR DELIVERY SCHEDULE, THAT IS NOT RETURNED, WILL BE REJECTED.

**8**. **RIGHT TO NEGOTIATION:**
IF A BID FROM THE LOWEST RESPONSIBLE BIDDER EXCEEDS THE FUNDS AVAILABLE FOR SERVICES AND/OR MATERIALS REQUESTED, THE COUNTY OF HENRY RESERVES THE RIGHT TO NEGOTIATE. SUCH NEGOTIATIONS WITH THE LOWEST RESPONSIBLE BIDDER MAY INVOLVE DISCUSSION OF REDUCTION OF QUALITY, QUANTITY OR OTHER COST SAVING MECHANISMS.

**9.** **REGISTERED SEX OFFENDER**:
THE CONTRACTOR SHALL NOT SEND ANY EMPLOYEE OR AGENT WHO IS A REGISTERED SEX OFFENDER TO ANY SCHOOL BUILDING OR SCHOOL PROPERTY. QUARTERLY, THE CONTRACTOR SHALL CHECK THE REGISTRY TO DETERMINE IF THE EMPLOYEE IS REGISTERED.

**10.** **PIGGY BACK CLAUSE**: ACCORDING TO THE STATE OF VA PUBLIC PROCUREMENT ACT ANY OTHER STATE, LOCAL OR GOVERNMENT AGENCY MAY USE THIS BID AS A BASIS FOR PROCURING SUCH ITEMS.

**11.** **ADDITIONAL PRODUCTS/SERVICES:** THE COUNTY/PSA RESERVES THE RIGHT TO BUY/HIRE FOR ADDITIONAL PRODUCTS/SERVICES OF SIMILARITY FROM AWARDED VENDOR OF THIS CONTRACT WITHOUT GOING THROUGH THE BIDDING PROCESS FOR ONE (1) CALENDAR YEAR FROM THE DATE OF THE NOTICE OF AWARD FROM THIS CONTRACT, UNLESS STATED OTHERWISE WITHIN THIS BID.

**12. BONDS:**

**BID BOND- (BID GUARANTEE)**

THIS PROJECT **SHALL NOT** REQUIRE A BID GUARANTEE.

**NOTE**
WHEN SUBMITTING A BID GUARANTEE TO THE COUNTY/PSA, VENDOR SHALL DO SO BY SUBMITTING A BOND FROM A SURETY COMPANY **OR** A CASHIERS/CERTIFIED CHECK. BOTH TYPES OF BID GUARANTEES SHALL BE WORTH 5% OF THE VENDORS OVERALL BID.

**13. LIQUIDATED DAMAGES:**

**SHALL NOT APPLY TO THIS BID. (SEE IN BID SPECIFICATIONS)**

**14. ILLEGAL ALIENS:**
**VENDOR PROMISES THEY WILL NOT HIRE ILLEGAL ALIENS. BY SIGNING THIS BID DOCUMENT THE VENDOR CONFIRMS THIS PROMISE**.

**15. PERMITS/LICENSES:**
VENDORS SHALL BE RESPONSIBLE FOR ACQUIRING ALL THE PROPER PERMITS/LICENSES REQUIRED BY LOCAL AND STATE AUTHORITIES IN CONJUNCTION WITH THIS BID. BID PRICES SHALL INCLUDE THESE FEES AND NO ADDITIONAL COST ARE TO BE ACCESSED TO THE COUNTY/PSA. BIDDER'S ATTENTION IS DIRECTED TO THE REQUIREMENTS OF TITLE 54, CHAPTER 11, OF THE CODE OF VIRGINIA PERTAINING TO REGISTRATION OF CONTRACTORS.

**BID #15-05053-2954**

THE 2007 SESSION OF THE VIRGINIA GENERAL ASSEMBLY, PASSED THE HB 1707/SB 1346 BILL, EFFECTIVE ON JULY 1, 2007. HENRY COUNTY IS REQUIRING ALL VENDORS TO ABIDE BY THE FOLLOWING NEW LEGISLATION.

> HB 1707/SB 1346
> PROVIDES THAT AS A CONDITION OF AWARDING A CONTRACT FOR THE PROVISION OF SERVICES THAT REQUIRE THE CONTRACTOR OR HIS EMPLOYEES TO HAVE DIRECT CONTACT WITH STUDENTS ON SCHOOL PROPERTY DURING REGULAR SCHOOL HOURS, THE SCHOOL BOARD MUST REQUIRE THE CONTRACTOR TO PROVIDE CERTIFICATION THAT ALL EMPLOYEES WHO WILL HAVE DIRECT CONTACT WITH STUDENTS HAVE NOT BEEN CONVICTED OF A FELONY OR ANY OFFENSE INVOLVING THE SEXUAL MOLESTATION OR PHYSICAL OR SEXUAL ABUSE OR RAPE OF A CHILD. THE BILL ALSO PROVIDES THAT THE REQUIREMENT BE WAIVED IN EMERGENCY SITUATIONS WHEN IT IS REASONABLY ANTICIPATED THAT THE CONTRACTOR OR HIS EMPLOYEES WILL HAVE NO DIRECT CONTACT WITH STUDENTS.

PLEASE INDICATE APPROPRIATE BOX BELOW.

_____ I AGREE TO ABIDE BY THIS LEGISLATION HB 1707/SB 1346.

_____ THIS LEGISLATION DOES NOT APPLY TO THIS SOLICITATION.

THE AWARDED VENDOR MAY BE REQUIRED TO PROVIDE ADDITIONAL PAPERWORK BUT ONLY A SIGNATURE IS NECESSARY AT THIS TIME.

_____ _____
AUTHORIZED VENDOR SIGNATURE DATE

_____
COMPANY NAME

_____
PRINTED NAME AND TITLE

**BID #15-05053-2954**

**Subcontractor Information**

**Must fill form out completely even if no subcontractors are being used.**

You must check appropriate box below and list any subcontractors that will be used for this **BID# 15-05053-2954 for VARIOUS MOWERS/TRACTORS FOR HENRY COUNTY ADMINISTRATION.**.

_____I will be using subcontractors. (See list below)

_____I may or may not be using subcontractors. Not sure at this time. If you are the awarded vendor, you are responsible for contacting Commissioner of Revenue's Office at (276-634-4691) with subcontractor information. Payment of invoices is contingent upon receiving required information.

_____I will not be using subcontractors.

1.) Subcontractors Company Name_____

Contact Person_____ Telephone #_____

2.) Subcontractors Company Name_____

Contact Person_____ Telephone #_____

3.) Subcontractors Company Name_____

Contact Person_____ Telephone #_____

4.) Subcontractors Company Name_____

Contact Person_____ Telephone #_____

5.) Subcontractors Company Name_____

Contact Person_____ Telephone #_____

6.) Subcontractors Company Name_____

Contact Person_____ Telephone #_____

**Bidders Company Name** _____

**Bidders Authorized Signature**_____ **Date:** _____

**Bidders Telephone #** _____ **Federal ID #** _____

***Note- Add a separate sheet if you need additional space for subcontractors**

The County of Henry is soliciting Bids from vendors for the following mowers listed below. Please see specifications listed below and provide bid that is equal or greater than specified.

## Mower #1:

Minimum SPECS FOR NEW COMMERCIAL FRONT DECK RIDING MOWER

1- Each New John Deere: 1570 Terrain Cut Commercial Front Mower and 72 in. 7-Iron V-Flex Commercial Side Discharge Mower Deck (equal or greater).

WARRANTY

Two years

Additional Specifications: Mower must be priced to include the following items:

1. Sun canopy mounted on a 4 post roll bar
2. Power train must be 4 wheel drive, on-demand or full-time. Driver must have the option to operate the mower in 2 wheel drive or 4 wheel drives.
3. 72" side discharge mowing deck
4. Air Ride Suspension seat with armrests
5. Specifications and owner's manual

**Contact:**
William Flippen at 276-340-8797 for questions.

## Mower #2:

Specifications:

1- Each New John Deere, SIGNATURE SERIES X730 TRACTOR WITH 60HC MOWER DECK X700 (equal or greater).

- Vendor must provide specifications of equipment and owner's manual

**Contact:**
Kevin Hughes at 276-634-4659

****NOTE** Henry County encourages bids from all vendors. However, if vendor chooses to bid on other than John Deere that has been specified within this bid then as a reminder your equipment must meet or exceed the specifications that we have listed and/or the standard equipment that is on the models we have specified.**

**Freight/Delivery/Setup Fees defined:**

The County will request within the bid sheet that you provide two prices for the equipment. One price to include freight/delivery and the other price will be for the County picking the item up. It shall be understood that the equipment shall be setup by vendor prior to delivery or pickup.

******NOTE******
Our delivery address will be:
Henry County Administration, 3300 Kings Mountain Road, Collinsville, VA 24078.

**BID SHEET**

**Mower #1:**

Total price for all equipment and delivery/freight: $_____

Total price for all equipment and County pick up from awarded vendor location:

$_____

Name of equipment specified: _____

Model #: _____

Are specifications & owner's manual included: Circle one please: **YES/NO**

Estimated delivery date: _____

**Mower #2:**

Total price for all equipment and delivery/freight: $_____

Total price for all equipment and County pick up from awarded vendor location:

$_____

Name of equipment specified: _____

Model #: _____

Are specifications & owner's manual included: Circle one please: **YES/NO**

Estimated delivery date: _____

---

Vendor Name: _____

Authorized Vendor Signature: _____

Date: _____