



M E M O R A N D U M

DATE: 3 April 2024
TO: Florida Equipment/Vehicle Vendors
FROM: Greg Scott, County Administrator
SUBJECT: Motor Grader Acquisition

Suwannee County is soliciting proposals from equipment suppliers to lease eight (8) motor graders. The proposed units must include equipment specifications, all safety equipment, a warranty statement and comply with the following requirements. The successful preparer shall be responsible for taking possession of the motor graders after the 2-year lease period and assume responsibility of the lease balance or exercise a repurchase option. The County reserves the right to waive compliance by any applicant with any provision contained in this request whenever the County in its sole discretion believes such waiver is in the County’s best interests. The County reserves the right to award multiple Bidders or award to a single Bidder if such a decision is deemed by the County Administrator to better serve County interests. The County Administrator will be the final authority on acceptable alternatives. If interested, please submit one (1) original proposal and three (3) copies to:

ATTENTION: CLERK TO THE BOARD
200 SOUTH OHIO AVENUE
LIVE OAK, FL 32064

The deadline for receipt of proposals is May 3, 2024, at 4:00 p.m. Envelopes should be marked **“SEALED RFP NO. 2024-12 MOTOR GRADERS”**

If you have any questions concerning this matter, please do not hesitate to contact Shannon Roberts at 386-590-0732 before Friday, April 26, 2024, at 5:00 pm.

**BID SOLICITATION
RFP NO. 2024-12**

The Suwannee County Board of County Commissioners, Suwannee County, Florida will receive sealed bids at the Clerk of Court Cashier Window, located inside the Courthouse, addressed to the attention of **Clerk to the Board, 200 South Ohio Avenue, Live Oak, FL 32064** until **Friday, May 3, 2024, at 4:00 P.M.** Bids will be publicly opened and read aloud at the Suwannee County Airport, Conference Room, 13302 80th Ter, Live Oak, FL 32060 on **Tuesday, May 7, 2024, at 10:00 a.m.** for the following:

**MOTOR GRADERS
SUWANNEE COUNTY, FLORIDA**

Suwannee County is soliciting proposals from equipment suppliers to lease eight (8) motor graders. The proposed units must include equipment specifications, all safety equipment, a warranty statement and comply with the following requirements. The successful preparer shall be responsible for taking possession of the motor graders after the 2-year lease period and assume responsibility of the lease balance or exercise a repurchase option.

The Board of County Commissioners may accept all or part of any bid. Any bid received after **Friday, May 3, 2024, at 4:00 p.m.**, will be retained at the Clerk of Court Office unopened and will not be considered. The Board of County Commissioners reserves the right to reject any and all bids, waive formalities and re-advertise and award the bid in the best interest of Suwannee County.

The Board of County Commissioners does not discriminate because of race, color, religion, sex, sexual orientation, gender identity, national origin, genetics, handicap status, income status, or family status.

The Board of County Commissioners requires a Sworn Statement under section 287.133(3)(a), F.S., on Public Entity Crimes.

The following condition will be a part of the contract as required by Suwannee County:
Contractor shall utilize the U.S. Department of Homeland Security's E-Verify system, in accordance with the terms governing use of the system, to confirm the employment eligibility of:

1. all persons employed by the Vendor/Contractor during the term of the Contract to perform employment duties within Florida; and
2. all persons, including subcontractors, assigned by the Vendor/Contractor to perform work pursuant to the contract with Suwannee County.

Electronic copies of bid documents, plans, specifications, and addenda are available in pdf format on www.demandstar.com or www.suwanneecountyfl.gov.

Due to the possibility of technical glitches, it will be the sole responsibility of the vendor to check DemandStar.com and suwanneecountyfl.gov for all bid documents and addenda prior to submitting their subsequent bid response package.

Any questions concerning the bid specifications should be directed to Shannon Roberts, shannonr@suwcountyfl.gov, (386) 590-0732 before Friday, April 26, 2024, at 5:00 pm. Any, and all, such interpretations and any supplemental instructions will be in the form of a written addendum which, if issued, will be posted on DemandStar.com and on suwanneecountyfl.gov. All addenda so issued shall become part of the bid documents.

All bids must be submitted with **one (1) original and three (3) copies** and labeled on the outside of the envelope as:

**ATTN: CLERK TO THE BOARD
200 SOUTH OHIO AVENUE
LIVE OAK, FL 32064
SEALED BID NO. 2024-12 MOTOR GRADERS**

Travis Land, Chairman
Suwannee County Board of County Commissioners

RFP NO 2024-12 EIGHT (8) MOTOR GRADERS

Equipment Specifications Section 1

SPECIFICATIONS FOR EIGHT (8) UNITS

Standard specifications for representative models: units will be substantially similar to the representative model such as CAT 120, Deere 620 or a materially equivalent model graders for engine horsepower, weight, and construction design.

The following table lists the requirements for the equipment. Annotate the columns at the end with “Yes” or “No” to indicate if the required item is included or not included in the submitted proposal.

Item Required	Included	Not Included
1. Enclosed cab with ROPS, tinted glass at all locations		
a. Factory heater and AC systems		
b. Front and rear window defroster		
c. Windshield wiper and washer system, front and rear		
d. Front and rear sunshade		
e. Mirrors, outside mounted		
f. Maximum 70 DBA Cab		
g. AM/FM Radio and speakers		
h. Steering wheel with fingertip or antler rack controls		
2. Deluxe suspension seat		
3. Standard work light package		
a. Front and rear of unit		
b. Including stop, tail and turn signals		
c. Audible back-up alarm		
d. Front and rear LED warning strobe and bracket		
4. Locking toolbox		
5. Circle Drive Slip Clutch or a large circle drive design		
6. Drawbar with 6 shoes circle guides		
7. 14-foot moldboard		

Item Required	Included	Not Included
8. Radial type tires		
a. 17.5R25 Michelin XTLA or equivalent		
b. single-piece tire rims		
9. Rear Hitch		
10. 12-24 volt converter		
11. Rear day/night color backup camera with cab mounted LCD screen		
12. Transmission Guard		
13. Full machine warranty for 2-year lease term (1,500 hours per year for 3,000 hour total)		
14. Satellite link up for tracking at minimum of 1 minute intervals. Ex: Product Link, JDLINK, or equivalent, Mandatory for 2-years/ 3,000 hours with customer access		
15. Scarifier (on all graders)		
a. Front mounted, with shanks and teeth installed		

ADDITIONAL REQUIREMENTS

- Incorporate a repurchase agreement as a component part of the overall two-year lease agreement (i.e. County will use the equipment for two years then return the equipment)
- Units are to be delivered to the County Public Works Shop, 80th Terrace, Live Oak FL. 32060. Delivery will be made during normal business hours only from 7:00 AM to 4:30pm PM, Monday through Thursday, excluding holidays.
- The County desires to take possession of the equipment by December 1st, 2024.
- The bidder shall include oil sample bottles and mailers at regular intervals.
- The bidder agrees to stock or make available replacement parts during the two-year lease period
- A loaner grader of equal size will be provided by the successful bidder if a grader is out of service for more than two days for warranty work.
- Furnish two (2) operator’s instruction manuals per grader.
- Parts books and maintenance manuals or CD’s for motor graders to be furnished.
- The bidder is to provide 4 hours of operator training and 4 hours of mechanic training by factory personnel.

RFP NO 2024-12 EIGHT (8) MOTOR GRADERS

Equipment Specifications Section 2

SPECIFICATIONS FOR EIGHT (8) UNITS

Standard specifications for representative models: units will be substantially similar to the representative model such as CAT 140, Deere 670 and Komatsu GD-655 or a materially equivalent model graders for engine horsepower, weight, and construction design.

The following table lists the requirements for the equipment. Annotate the columns at the end with “Yes” or “No” to indicate if the required item is included or not included in the submitted proposal.

Item Required	Included	Not Included
16. Enclosed cab with ROPS, tinted glass at all locations		
a. Factory heater and AC systems		
b. Front and rear window defroster		
c. Windshield wiper and washer system, front and rear		
d. Front and rear sunshade		
e. Mirrors, outside mounted		
f. Maximum 70 DBA Cab		
g. AM/FM Radio and speakers		
h. Steering wheel with fingertip or antler rack controls		
17. Deluxe suspension seat		
18. Standard work light package		
a. Front and rear of unit		
b. Including stop, tail and turn signals		
c. Audible back-up alarm		
d. Front and rear LED warning strobe and bracket		
19. Locking toolbox		
20. Circle Drive Slip Clutch or a large circle drive design		
21. Drawbar with 6 shoes circle guides		

Item Required	Included	Not Included
22. 14-foot moldboard		
23. Grade control - an integrated digital blade slope meter		
24. Radial type tires		
a. 17.5R25 Michelin XTLA or equivalent		
b. single-piece tire rims		
25. Rear Hitch		
26. 12-24 volt converter		
27. Rear day/night color backup camera with cab mounted LCD screen		
28. Transmission Guard		
29. Full machine warranty for 2-year lease term (1,500 hours per year for 3,000 hour total)		
30. Satellite link up for tracking at minimum of 1 minute intervals. Ex: Product Link, JDLINK, or equivalent, Mandatory for 2-years/ 3,000 hours with customer access		
31. Scarifier (on all graders)		
a. Front mounted, with shanks and teeth installed		
Optional Equipment	Included	Not Included
Automated slope control capabilities that are integrated into the machine		

ADDITIONAL REQUIREMENTS

- Incorporate a repurchase agreement as a component part of the overall two-year lease agreement (i.e. County will use the equipment for two years then return the equipment)
- Units are to be delivered to the County Public Works Shop, 80th Terrace, Live Oak FL. 32060. Delivery will be made during normal business hours only from 7:00 AM to 4:30pm PM, Monday through Thursday, excluding holidays.
- The County desires to take possession of the equipment by December 1st, 2024.
- The bidder shall include oil sample bottles and mailers at regular intervals.
- The bidder agrees to stock or make available replacement parts during the two-year lease period
- A loaner grader of equal size will be provided by the successful bidder if a grader is out of service for more than two days for warranty work.
- Furnish two (2) operator’s instruction manuals per grader.
- Parts books and maintenance manuals or CD’s for motor graders to be furnished.
- The bidder is to provide 4 hours of operator training and 4 hours of mechanic training by factory personnel.

RFP NO 2024-12 EIGHT (8) MOTOR GRADERS

Pricing Sheet

Eight (8) Units per Equipment Specifications Section 1	
Company Name:	
Manufacturer Name:	
Current Year & Model	
Purchase price for single unit as specified	
Purchase price for eight (8) units as specified	
Total annual lease payment for single unit as specified	
Total annual lease payment for eight (2) units as specified	
Finance rate for 2-year lease	

Eight (8) Units per Equipment Specifications Section 2	
Company Name:	
Manufacturer Name:	
Current Year & Model	
Purchase price for single unit as specified	
Purchase price for eight (8) units as specified	
Total annual lease payment for single unit as specified	
Total annual lease payment for eight (8) units as specified	
Finance rate for 2-year lease	

RFP SUMMARY
(MUST PRECEDE ALL RFP DOCUMENTS)

RESPONDER NAME

ADDRESS

EMAIL ADDRESS AND PHONE NUMBER

RFP NUMBER: 2024-12

DESCRIPTION OF PROJECT: Motor Graders Acquisition

DATE & TIME OF RFP OPENING: May 7, 2024, at 10:00 a.m. or soon thereafter

LOCATION FOR RFQ OPENING: Suwannee County Airport
Conference Room
13302 80th Ter
Live Oak, FL 32060

RESPONDER COMPANY NAME (PRINT OR TYPE)

SIGNATURE OF AUTHORIZED COMPANY REPRESENTATIVE

AUTHORIZED COMPANY REPRESENTATIVE (PRINT OR TYPE)

DATE COMPLETED

IMPORTANT:
THIS RFP SUMMARY MUST BE COMPLETED AND MUST PRECEDE ALL
RESPONDER DOCUMENTS

**SWORN STATEMENT UNDER SECTION 287.133(3)(a),
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES**

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to _____
[print name of public entity]

by _____
[print individual's name and title]

for _____
[print name of entity submitting sworn statement]

whose business address is _____

and (if applicable) its Federal Employer Identification Number (FEIN) is _____ (If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: _____.)

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), **Florida Statutes**, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), **Florida Statutes**, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an "affiliate" as defined in Paragraph 287.133 (1)(a), **Florida Statutes**, means:
1. A predecessor or successor of a person convicted of a public entity crime; or
 2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. **[indicate which statement applies.]**

___ Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

___ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

___ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. **[attach a copy of the final order]**

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

[signature]

Sworn to and subscribed before me this _____ day of _____, 20_____.

Personally known _____

OR Produced identification _____ Notary Public - State of _____

(Type of Identification) My commission expires _____

(Printed typed or stamped Commissioned name of Notary Public)



Board of County Commissioners

13150 80th Terrace Live Oak, FL 32060
Travis Land, Chairman

**E-Verify for
RFP No. 2024-12
MOTOR GRADERS
Suwannee County, Florida**

Company/Entity: _____

Authorized Signature: _____

The Company acknowledges and agrees to utilize the U. S. Department of Homeland Security's E-verify system in accordance with the terms governing use of the system, for the purpose of confirming the employment eligibility of all employees, subcontractors or persons utilized by the Company while undertaking work within Suwannee County.



**RFP No. 2024-12
MOTOR GRADERS
Suwannee County, FL**

FAILURE TO PERFORM QUESTIONNAIRE

Name of Company: _____

1. Has the company been involved in any litigation within the last (5) five years for failure to perform?

Yes _____ No _____

If yes, explain:

2. Has a bond company or other insurance been utilized to complete a project for the company within the last (5) five years?

Yes _____ No _____

If yes, explain:

REFERENCES

List three (3) local government entities the company has done business with during the past five (5) years.

1. Company name _____

Address _____

Contact Name _____

Contact Phone or e-mail _____

Short description of project _____

2. Company name _____

Address _____

Contact Name _____

Contact Phone or e-mail _____

Short description of project _____

3. Company name _____

Address _____

Contact Name _____

Contact Phone or e-mail _____

Short description of project _____



Suwannee County Nondiscrimination Policy

I. Policy Statement

Suwannee County Board of County Commissioners (hereinafter the Agency) does not tolerate discrimination in any of its programs, services or activities. Pursuant to Title VI of the Civil Rights Act of 1964 and other federal and state authorities, the Agency will not exclude from participation in, deny the benefits of, or subject to discrimination anyone on the grounds of race, color, religion, sex, sexual orientation, gender identity, national origin, genetics, handicap status, income status, or family status.

II. Complaint Procedures

The Agency has established a discrimination complaint procedure and will take prompt and reasonable action to investigate and eliminate discrimination when found. Any person who believes that he or she has been subjected to discrimination based upon race, color, religion, sex, sexual orientation, gender identity, national origin, genetics, handicap status, income status, or family status in any Agency program, service or activity may file a complaint with the Agency Title VI/Nondiscrimination Coordinator:

Name: Paula Pennington
Address: 13150 80th Ter
Live Oak, FL 32060
Email: paulap@suwcountyfl.gov
Phone: (386) 364-3400

If possible, the complaint should be submitted in writing and contain the identity of the complainant; the basis for the allegations (i.e., of race, color, religion, sex, sexual orientation, gender identity, national origin, genetics, handicap status, income status, or family status); and a description of the alleged discrimination with the date of occurrence. If the complaint cannot be submitted in writing, the complainant should contact the Title VI/Nondiscrimination Coordinator for assistance. The Title VI/Nondiscrimination Coordinator will respond to the complaint within thirty (30) calendar days and will take reasonable steps to resolve the matter.

Greg Scott, County Administrator
Policy approval/revision date: 3/1/2022



Board of County Commissioners

13150 80th Terrace Live Oak, FL 32060
Travis Land, Chairman

RFP 2024-12
MOTOR GRADERS
SUWANNEE COUNTY, FL

NONDISCRIMINATION POLICY ACKNOWLEDGEMENT

_____ (Company Name) is familiar with the Suwannee County Board of County Commissioners Nondiscrimination Policy and is hereby committed to complying with same.

Accepted By/Authorized Representative:

(Print Name)

(Signature)

(Date)

Please complete and submit this form with all of you RFP documents

**Checklist for
RFP No. 2024-12
MOTOR GRADERS
Suwannee County, Florida**

- RFP Summary Page
- Sworn Entity Statement
- Copies of Applicable Business & Professional Licenses
- Proof of Insurance
- E-Verify Form
- References
- Failure to Perform Questionnaire
- Nondiscrimination Policy Acknowledgement
- Any other documents in accordance with specifications
- Submission of one (1) original and three (3) copies of RFP