

612 22nd Avenue S, 2nd Floor
Meridian, Mississippi 39301
601-482-9746
<https://lauderdalecounty.org>



**RFP NO. LC102-2024: FOUR (4) TOYOTA PICKUP TRUCKS
LAUDERDALE COUNTY TAX ASSESSOR**

PACKET INCLUDES THE FOLLOWING:

- Legal Advertisement
- Overview
 - Objective
 - Bid Submittal
 - Bid Options
 - Vendor Qualifications
 - Vendor Responsibilities/Information
- Warranty Requirements
- Bid Pricing
- F.O.B
- Payment & Invoicing
- Award
- Bid Questions/Inquiries
- Addenda
- Specifications Compliance
- Forms
 - Bid Specs Option #1 - Pg. 8
 - Bid Specs Option #2 - Pg. 9
 - Bid Form Option #1 - Pg. 10
 - Bid Form Option #2 - Pg. 11
 - References - Pg. 12
 - Addenda - Pg. 13
 - Bid Data/Certification Form - Pgs. 14-15

BIDS ARE DUE ON OR BEFORE MONDAY, FEBRUARY 26, 2024, NOT LATER THAN 9:00 A.M.

BID OPENING WILL BE AT 10:00 A.M. ON FEBRUARY 26, 2024

NO LATE RESPONSES WILL BE ACCEPTED

Firm Name

LEGAL NOTICE

ADVERTISEMENT FOR BIDS

NOTICE is hereby given that Lauderdale County Board of Supervisors will receive sealed bids until 9:00 a.m. CDT on Monday, February 26, 2024, for the following:

RFP NO. LC102-2024: FOUR (4) TOYOTA PICKUP TRUCKS LAUDERDALE COUNTY TAX ASSESSOR

The Board of Supervisors is soliciting proposals from qualified Vendors/Dealerships who can provide four (4) New/Unused 2023 or newer Toyota Pickup Trucks for the Tax Assessor in Lauderdale County, MS. The bid opening will be held in the boardroom located on the 1st floor.

Detailed specifications and forms/documents can either be downloaded from Lauderdale County Board of Supervisors website at <https://lauderdalecounty.org> or Central Bidding at www.centralbidding.com.

Electronic Bids can be submitted via Central Bidding at www.centralbidding.com.

Sealed Bids can be submitted by mail via USPS, by courier service i.e., FedEx or by hand to the Lauderdale County Purchasing Department, 612 22nd Avenue S, 2nd Floor – Suite 2013, Meridian, MS 39301, Monday thru Friday between the hours of 8:00 a.m. to 5:00 p.m. Envelopes must be received by the acceptance date and time listed above.

Each bid must be received in a sealed envelope which is clearly marked on the outside:
“RFP #LC102-2024 FOUR (4) TOYOTA PICKUP TRUCKS – LAUDERDALE COUNTY TAX ASSESSOR”

Adherence to the bid specifications is strongly recommended, as alternate bids may not be considered.

After the time and in a designated room and place, the names of the Companies submitting bids will be publicly read. No further information will be read, discussed, or provided until the evaluation of all submittals is completed. No extension of the bidding period will be made other than by a formal written addendum to this Bid. Any bids received after the date and time listed above will not be accepted.

From the bids submitted, the Board of Supervisors shall select the most qualified based on price, and other relevant factors, negotiate and enter into a contract, all pursuant to Section 31-7-13, Mississippi Code of 1972, as amended.

No Vendor may withdraw his/her bid within thirty (30) days after date of opening bids without the consent of Lauderdale County Board of Supervisors.

The County reserves the right to select the bid which best meets the needs of Lauderdale County.

The Lauderdale County Board of Supervisors reserves the right to accept or reject any and/or all bids and waive informalities in bidding.

**FOUR (4) TOYOTA PICKUP TRUCKS
LAUDERDALE COUNTY TAX ASSESSOR
612 22ND AVENUE S**

Bids due on or before 9:00 a.m. CDT on February 26, 2024.



OBJECTIVE

This bid has been issued to establish a contract in the form of a purchase order, for supplying Lauderdale County Tax Assessor with four (4) new/unused 2023 or newer pickup trucks as indicated in this bid invitation, in accordance with the requirements of this bid invitation and any resulting order. This shall be a one-time order with delivery required to the location indicated in the F.O.B. section of this bid invitation. ***THIS RFP WILL CONSIST OF TWO (2) OPTIONS, IN WHICH YOU CAN CHOOSE TO BID ON EITHER ONE OR BOTH OPTIONS OF THE PROPOSAL.***

This bid in no way commits Lauderdale County to award a contract, to pay any costs in preparation of a bid, or to contract for the goods and/or services offered. Although it is Lauderdale County's intent to contract with the person/company that best meets the qualifications to complete the scope of work, Lauderdale County may terminate the negotiations if they are unsuccessful in reaching an agreement on all matters including the delivery, assembly, and installation of said furnishings.

BID SUBMITTAL

Please submit one (1) original and one (1) copy of the proposal. **An executed copy of the Bid Data & Certification Form SIGNED AND NOTARIZED (Pages 14 & 15) must be included in each submission.** Please note that if no Bid Affidavit is included, the response will be rejected. Lauderdale County is exempt from all state and federal taxes. Tax exempt certificates are available upon request. All responses should be submitted in a sealed envelope, marked on the outside,

RFP #LC102-2024: FOUR (4) TOYOTA PICKUP TRUCKS – LAUDERDALE COUNTY TAX ASSESSOR

Company Name

Responses must be received by **9:00 a.m. Local Time on Monday February 26, 2024**. Late bids will be rejected and returned without being opened. ***The clock in the Purchasing office is the official time piece for this submission.*** If interested, Contractors may use mail or express systems to deliver their bid to the Purchasing Department; they should ensure that they are tendered to the carrier in plenty of time to reach the Purchasing Department by the time and date required. ***Facsimile transmitted bids shall not be accepted.***

SUBMISSION LOCATION: All bids which are mailed, shipped, delivered, etc. should be addressed as follows:

Lauderdale County Board of Supervisors
Purchasing Department
Attention: Stephanie Jackson
612 22nd Avenue S, 2nd Floor, Suite 2013
Meridian, MS 39301

BID OPTIONS:

Option One - is for three (3) 2023 or newer Toyota Tacoma Pickup Trucks

Option Two - is for one (1) 2023 or newer Toyota Tundra Pickup Truck

These options are being made available to offer a bid on a single item or the entire proposal.

Multiple bids can be selected based on delivery, quantity, and availability.

Initial Acknowledgement: _____

VENDOR QUALIFICATIONS

Bids will be considered only from vendors that are regularly engaged in the business of providing the goods as described in this Proposal; that have a record of performance for a reasonable period of time; and that have sufficient financial support, equipment, and organization to ensure that they can satisfactorily provide the vehicles if awarded the Bid under the terms and conditions herein stated.

Vendor shall:

- 1) Vendor(s) must have a Mississippi Dealer License Number per Mississippi Motor Vehicle Commission Code Section 63-17-55.
 - a. This number must be provided wherever indicated.
 - b. Bids will be considered non-responsive if this number is not provided.
- 2) Vendors must provide the name of the parent company, if applicable.
- 3) Be in good standing with the Mississippi Department of Revenue.

VENDOR RESPONSIBILITIES & INFORMATION

Read the entire bid invitation prior to filling it out.

The successful Vendor shall be solely responsible for meeting all terms and conditions specified in the proposal, and any resulting award.

Each Vendor must provide at least three (3) references, **not to include any past or present employees of Lauderdale County**, who can verify your performance as a Vendor. Performance includes, but is not limited to, sales and/or service, delivery, invoicing, and other items as may be required for Lauderdale County to determine Vendor's ability to provide the intended goods or service of the RFB. Lauderdale County **PREFERS** references to be from Government customers. References must be able to verify the quality of service Vendor's company provides, and that the Bidder has completed a project of similar size and scope of work in this response. Failure to provide this information may deem the bidder non-responsive.

The Vendor must specify in its bid response the guaranteed delivery time (in calendar days).

Include a copy of your Form W-9 with bid submission.

WARRANTY REQUIREMENTS

All vehicles shall have a minimum of three (3) year/36,000-mile, factory standard warranty and a Power Train Warranty of a minimum of five (5) years/60,000 miles.

BID PRICING

Bid prices shall be in US dollars and shall include delivery and all other costs required by this bid invitation. Special charges, surcharges, or fuel charges of any kind (by whatever name) may not be added later or at any other time. Any, and all charges **shall be built into your bid price** at the time of the submission of the bid.

FOB

The F.O.B. shall be destination to the following delivery point (included in the price bid), which means delivered to the receiving dock or other designated point as specified in this bid or subsequent purchase orders without additional charge:

Lauderdale County Board of Supervisors
Attn: Tax Assessor's Office
612 22nd Avenue S
Meridian, MS 39301

The hours of operation shall be between 8:00 a.m. and 4:30 p.m., Monday through Friday.

Delivery date is important to Lauderdale County and may be part of the bid and a factor in evaluation of each bid. Lauderdale County considers delivery time to be that period elapsing from the time the individual order is placed until that order is received by Lauderdale County at the specified delivery location. The delivery date indicates a guaranteed delivery to Lauderdale County, Mississippi. Failure of the Vendor to meet guaranteed delivery dates or service performance could affect future County business.

Lauderdale County reserves the right to demand bond or penalty to guarantee delivery by the date indicated. If an order is given and the Vendor fails to furnish the materials by the guaranteed date, Lauderdale County reserves the right to cancel the order without liability on its part.

PAYMENT & INVOICING

Payment will be made upon receipt and acceptance of goods ordered via Purchase Order. No down or partial down payment will be made.

County review, inspection, and processing procedures ordinarily require a minimum of thirty (30) days after receipt of invoice, materials, or service. Bids which call for payment before thirty (30) days from receipt of invoice, or cash discounts given on such payment, will be considered only if, in the opinion of the Lauderdale County Purchasing Director, the review, inspection, and processing procedures can be completed as specified.

Invoices shall be sent directly to the Lauderdale County Board of Supervisors, Attention: Purchasing, 612 22nd Avenue S, Suite 2013, Meridian, MS 39301, or emailed to purchasing@lauderdalecounty.org. In accordance with the Prompt Payment Act, it is the intention of Lauderdale County to make payment on completed orders within twenty-five (25) days after receipt of invoice or items; whichever is later, unless unusual circumstances arise. **Invoices must be fully documented as to labor, materials, discounts, and equipment provided and must reference the Lauderdale County Purchase Order Number to be processed for payment. No payments shall be made on invoices not listing a Purchase Order Number.**

AWARD

The County reserves the right to award the contract to the respondent(s) that the County deems to offer the best overall bid(s). The County is therefore not bound to accept a bid on the basis of lowest price. The County also reserves the right to make multiple awards, based on experience and qualifications if it is deemed to be in the County's best interest. The award will come in the form of a Purchase Order being issued to the selected vendor(s).

BID QUESTIONS & INQUIRIES

Any questions, clarifications, and/or requested changes shall be submitted by an individual authorized to commit their organization to the Terms and Conditions of this bid and shall be received in writing at the Lauderdale County Purchasing Department no later than **4:00 pm on Thursday February 15, 2024**.

Questions received after said date and time will not receive a response. Questions shall not be submitted to anyone other than the Purchasing Agent or his/her representative. Vendors that submit questions verbally or in writing to any other County entity or County personnel shall be found in violation of this part and may be found non-compliant.

Questions may be submitted by e-mailed to purchasing@lauderdalecounty.org.

Submissions shall clearly identify the RFP Number, the Vendor's name and address and the name of the person submitting the question.

ADDENDA

Responses to all questions received will be sent to each Vendor known to have copies of the Proposal. Answers and clarifications which are considered to materially change the solicitation will be issued as written addenda to the original Proposal and will be posted to both the Lauderdale County website at <https://lauderdalecounty.org> and Central Bidding at www.centralbidding.com.

Before your submission and periodically prior to the RFP closing, check the site for any addenda or other materials that may have been issued affecting the bid.

It is the Bidder's sole responsibility to review this site and retrieve all related documents up to the RFP due date.

SPECIFICATIONS COMPLIANCE

The vendor's offer shall meet or exceed the required specifications as written. The Lauderdale County Purchasing Clerk shall be the sole determining factor of what meets or exceeds the required specifications.

Unless otherwise specified by the Purchaser in this bid invitation document, all equipment/items offered by the Vendor shall be new (and of the current model year, if applicable); shall not be used, rebuilt, refurbished; shall not have been used as demonstration equipment, and shall not have been placed anywhere for evaluation purposes.

The specifications indicated in this bid are equivalent to the type and quality required and are the minimum required performance specifications for this RFP. You may not bid on a different model. Items that do not meet the minimum standards shall not be accepted. Product literature may be included, while ***the vehicle(s) specification sheet must be enclosed.***

The purpose of this document is to create minimum specifications for purchase and delivery of four (4) new Toyota trucks. The specifications are not intended to limit competition nor specify any singular respondent, but to ensure that the County receives quality services.

The following pages must be completed, along with the Cover Page (pg. 1), and returned/submitted with bid. Failure to do so will result in the bid being deemed non-responsive.

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SPECIFICATIONS FOR TOYOTA TACOMA MID-SIZED TRUCK

BID OPTION ONE (1)

MAXIMUM QUANTITY NEEDED: Three (3)

DESCRIPTION: 2023 or Newer Crew Cab

REMINDER: THE TRUCKS SHALL BE NEW AND UNUSED CURRENT STANDARD PRODUCTION MODEL, COMPLETELY AND PROPERLY SERVICED AND READY FOR USE UPON DELIVERY. THE FOLLOWING SPECIFICATIONS ARE REQUIRED ON EACH TRUCK.

(Please indicate whether the vehicle you are proposing meets the specifications below by circling Yes or No next to each specification.)

Required Vehicle Features	Proposal Meets Specifications	
	Yes	No
Four Doors	Yes	No
Four-Wheel Drive	Yes	No
All Terrain Tires	Yes	No
Alloy Wheels	Yes	No
V6 Engine (gas fueled)	Yes	No
Automatic Transmission	Yes	No
Color Preference: Silver or Grey <i>(also acceptable are other basic dull colors)</i>	Yes	No
Air Conditioning	Yes	No
Cruise Control	Yes	No
AM/FM Radio with Bluetooth	Yes	No
Power Windows	Yes	No
Backup Camera System	Yes	No
Remote Entry	Yes	No
Rubber Floor Mats	Yes	No
Tow Hitch	Yes	No

Dealership Name: _____

Initial Acknowledgement of Specification Sheet: _____

If you are not going to bid on this option, please initial here: _____

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR BID

SPECIFICATIONS FOR TOYOTA TUNDRA FULL-SIZED TRUCK

BID OPTION TWO (2)

MAXIMUM QUANTITY NEEDED: One (1)

DESCRIPTION: 2023 or Newer ½ Ton Crew Cab

REMINDER: THE TRUCK SHALL BE NEW AND UNUSED CURRENT STANDARD PRODUCTION MODEL, COMPLETELY AND PROPERLY SERVICED AND READY FOR USE UPON DELIVERY. THE FOLLOWING SPECIFICATIONS ARE REQUIRED ON EACH TRUCK.

(Please indicate whether the vehicle you are proposing meets the specifications below by circling Yes or No next to each specification.)

Required Vehicle Features	Proposal Meets Specifications	
	Yes	No
Four Doors	Yes	No
Four-Wheel Drive	Yes	No
All Terrain Tires	Yes	No
Alloy Wheels	Yes	No
V6 Engine (gas fueled)	Yes	No
Automatic Transmission	Yes	No
Color Preference: Silver or Grey <i>(also acceptable are other basic dull colors)</i>	Yes	No
Air Conditioning	Yes	No
Cruise Control	Yes	No
AM/FM Radio with Bluetooth	Yes	No
Power Windows	Yes	No
Backup Camera System	Yes	No
Remote Entry	Yes	No
Rubber Floor Mats	Yes	No
Tow Hitch	Yes	No
Running Board	Yes	No

Dealership Name: _____

Initial Acknowledgement of Specification Sheet: _____

If you are not going to bid on this option, please initial here: _____

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR BID

RFP NO. LC102-2024: FOUR (4) TOYOTA PICKUP TRUCKS

LAUDERDALE COUNTY TAX ASSESSOR

BID PROPOSAL FORM – OPTION #1

THREE (3) TOYOTA TACAOMA PICKUP TRUCKS

ITEM NO.	DESCRIPTION	UNIT PRICE
#1. 2023/2024 Mid-Size; Crew Cab; Gasoline;		\$ _____

6 Cylinder; Truck Bed (5ft. or 6ft.); Four Wheel Drive

Year: _____ Make: _____ Model #: _____ Color: _____

Engine	Towing	Number of Delivery
Cylinder: _____	GVWR: _____ Capacity: _____	Days A.R.O: _____ Mileage: _____

#2. 2023/2024 Mid -Size; Crew Cab; Gasoline;	\$ _____
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6 Cylinder; Truck Bed (5ft. or 6ft.); Four Wheel Drive

Year: _____ Make: _____ Model #: _____ Color: _____

Engine	Towing	Number of Delivery
Cylinder: _____	GVWR: _____ Capacity: _____	Days A.R.O: _____ Mileage: _____

#3. 2023/2024 Mid -Size; Crew Cab; Gasoline;	\$ _____
---	----------

6 Cylinder; Truck Bed (5ft. or 6ft.); Four Wheel Drive

Year: _____ Make: _____ Model #: _____ Color: _____

Engine	Towing	Number of Delivery
Cylinder: _____	GVWR: _____ Capacity: _____	Days A.R.O: _____ Mileage: _____

TOTAL BID: PRICE FOR ALL ABOVE SPEC'D UNITS	\$ _____
LESS: DISCOUNTS DUE COUNTY GOVERNMENTS	\$ _____
LESS: MANUFACTURER REBATES/DISCOUNTS	\$ _____
TOTAL PRICE: DELIVERED TO LAUDERDALE COUNTY	\$ _____
TOTAL PRICE: IF PICKED UP BY COUNTY	\$ _____

Submitted by Authorized Signature:	Date:
Print Name and Title:	
Company Name:	
Company Address:	
Telephone:	Email Address:
Federal Tax Identification #:	MS Dealer License #:

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR BID

RFP NO. LC102-2024: FOUR (4) TOYOTA PICKUP TRUCKS

LAUDERDALE COUNTY TAX ASSESSOR

BID PROPOSAL FORM - OPTION #2

ONE (1) TOYOTA TUNDRA PICKUP TRUCK

ITEM NO.	DESCRIPTION	UNIT PRICE
#1.	2023/2024 Full-Size; 1/2-Ton; Crew Cab; Gasoline; _____ 8 Cylinder; Truck Bed (6.5ft.); Four Wheel Drive Year: _____ Make: _____ Model #: _____ Color: _____ Engine Towing Number of Delivery Cylinder: _____ GVWR: _____ Capacity: _____ Days A.R.O: _____ Mileage: _____	\$ _____

TOTAL BID: PRICE FOR ALL ABOVE SPEC'D UNITS \$ _____
LESS: DISCOUNTS DUE COUNTY GOVERNMENTS \$ _____
LESS: MANUFACTURER REBATES/DISCOUNTS \$ _____
TOTAL PRICE: DELIVERED TO LAUDERDALE COUNTY \$ _____
TOTAL PRICE: IF PICKED UP BY COUNTY \$ _____

Submitted by Authorized Signature:	Date:
Print Name and Title:	
Company Name:	
Company Address:	
Telephone:	Email Address:
Federal Tax Identification #:	MS Dealer License #:

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR BID

VENDOR REFERENCE SHEET

QUALIFICATIONS: Vendors shall have the capability and capacity in all respects to fulfill the contractual requirements to the satisfaction of the Lauderdale County Board of Supervisors.

Indicate the length of time you have been in business as a company providing the type of service(s) specified in this proposal. Year(s) _____ Month(s) _____

1. Business Name: _____

Address: _____

Contact Person/Title: _____

Phone Number: _____ Email: _____

Product Description: _____

2. Business Name: _____

Address: _____

Contact Person/Title: _____

Phone Number: _____ Email: _____

Product Description: _____

3. Business Name: _____

Address: _____

Contact Person/Title: _____

Phone Number: _____ Email: _____

Product Description: _____

Company Name of Bidder

Signature of Person Completing

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR BID

ADDENDA FORM

RFP NO. LC102-2024: FOUR (4) TOYOTA PICKUP TRUCKS LAUDERDALE COUNTY TAX ASSESSOR

The following Addenda have been received. The modifications to the Bid Documents noted below have been considered and all costs are included in the Bid Total.
(If no addenda, please indicate with N/A in space provided.)

1. Addendum # _____ Date: _____
2. Addendum # _____ Date: _____
3. Addendum # _____ Date: _____
4. Addendum # _____ Date: _____

Addendum Acknowledgement:

Signature of Bidder or Authorized Agent

Date

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR BID

VENDOR BID DATA & CERTIFICATION FORM

RFP NO. LC102-2024: FOUR (4) NEW PICKUP TRUCKS LAUDERDALE COUNTY TAX ASSESSOR

The affiant, _____ states with respect to this submission to County: I (we) hereby declare and warrant that no elected or appointed official, officer or employee of the County has been or shall be compensated, directly or indirectly, in connection with this bid. Should any agreement be approved in connection with this bid, vendor declares and warrants that no elected or appointed official, officer, or employee of the County, during the term of his/or her service with the County shall have any direct interest in that agreement, or obtain any present, anticipated or future material benefit arising therefrom.

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.

I hereby certify that I have full authority to bind the company and that I have personally reviewed the information contained in the Proposal and this submission, and all attachments and appendices, and do hereby attest to the accuracy of all information contained in this submission, including all attachments and exhibits.

Mississippi Dealer License #: _____ (*Issued by MMVC*)

Name of Dealership: _____

Legal Address: _____

Phone (_____) _____ Fax (_____) _____

Type of business organization (corporation, LLC, partnership, proprietorship)

Federal ID #: _____ (*Attached W-9*)

Email Address to Send Purchase Order: _____

Signature: _____ Date: _____

Printed Name & Official Title: _____

*******PLEASE PRINT THE INFORMATION PROVIDED BELOW*******

Owner #1: Name: _____ Phone Number: _____

Owner #2: Name: _____ Phone Number: _____

Parent Company Name: _____ Phone Number: _____

(if applicable)

(SEAL-Bidder's Notary)

ATTEST: Signed and sworn (or affirmed before me on _____ (date) by
_____ (name(s) of person(s) making statement).

Print Name: _____

Signature: _____

TITLE: _____

My Commission expires _____, 20____

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR BID