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BID SPECIFICATION DOCUMENTS

FOR

REVERSE AUCTION

**BID NO: #3991-RA – TWO (2) SMALL EXCAVATORS W/ADDITIONAL
4' DITCHING BUCKET TO MATCH COUPLER
SPECIFICATIONS & INFORMATION**

***BID PROPOSAL SPECIFICATIONS (NOT PRICES) ARE DUE NOT LATER THAN
5:00 P.M. ON MONDAY, JULY 29, 2024***

AFTER THE EVALUATION OF SPECIFICATIONS, VENDORS WHO HAVE MET THE REQUIREMENTS WILL BE NOTIFIED BY 12 NOON ON AUGUST 01, 2024, AND EXTENDED AN INVITATION TO BID/PARTICIPATE IN THE REVERSE AUCTION VIA CENTRAL BIDDING.

***THE REVERSE AUCTION WILL BE HELD FROM 11:00 A.M. TO 11:15 A.M. ON TUESDAY,
AUGUST 6, 2024.***

VENDORS MUST BE ABLE TO MEET THE MINIMUM SPECIFICATIONS AS OUTLINED UNLESS OTHERWISE NOTED.

Initial: _____

Company Name: _____

Person Completing Specs: _____

LAUDERDALE COUNTY BOARD OF SUPERVISORS

REVERSE AUCTION

**BID NO: 3991-RA – TWO (2) SMALL EXCAVATOR W/ADDITIONAL 4' DITCHING
BUCKET TO MATCH COUPLER**

PACKET INCLUDES THE FOLLOWING:

- General Information
- Timeline
- Additional Information
- Spec Sheet
- Questionnaire
- Specification Exceptions
- Interval Scheduled Maintenance Sheet
- Professional Reference Sheet
- Vendor Data Form

WHEN BIDDING, YOU WILL BID THE PRICE/COST PER UNIT/EXCAVATOR

Lauderdale County Board of Supervisors
Lauderdale County, MS

**BID NO: #3991-RA – TWO (2) SMALL EXCAVATOR W/ADDITIONAL 4’ DITCHING
BUCKET TO MATCH COUPLER**

GENERAL:

The Lauderdale County Board of Supervisors is currently accepting bids to provide one (1) new or unused 2023 or newer model tandem axle tractors. It must be serviced and ready for operation upon delivery.

If equipment and/or material bid differs from specifications all differences must be listed by the bidder as a part of this bid. All equipment and/or material bid as an approved equal and/or different from the specifications must be approved and accepted by the County Road Manager & Road Coordinator.

We shall select the lowest and best bid submitted and Lauderdale County reserves the right to waive any informalities. The Board of Supervisors reserves the right to accept or reject any or all bids or portions thereof.

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

Initial Acknowledgement: _____

TIMELINE:

All times are Central Standard Time

Bid Posted/Advertised – Week 1	Thursday, July 11, 2024
Bid Posted/Advertised – Week 2	Thursday, July 18, 2024
Bid Proposal/Specifications Due (Not Prices)	Monday, July 29, 2024, by 5:00 p.m.
Bid Specifications Evaluated	Tuesday, July 30 th thru Wednesday, July 31 st
Notice of Invitation to Bid Sent	Thursday, August 01, 2024, by 12:00 p.m.
Reverse Auction to be Held	Tuesday, August 06, 2024, from 11:00 a.m. - 11:15 a.m.
Recommendation to the Board/Approval	Monday, August 19, 2024
Vendor Notified of Award	Wednesday, August 21, 2024

Lauderdale County Board of Supervisors
Lauderdale County, MS

ADDITIONAL INFORMATION:

Bidders must submit with their bid the latest printed specifications and advertising literature on the unit they propose to furnish.

Initial Acknowledgement: _____

Bidders shall supply one (1) parts book and one (1) service and repair manual, with each unit.

Initial Acknowledgement: _____

Bidders shall be prepared to give a complete demonstration of the merits of the machines offered as directed by the purchaser. The machine so demonstrated shall be complete as offered by the bidder for this bid.

Initial Acknowledgement: _____

The price or prices bid shall include all transportation charges to Meridian, Mississippi.

Initial Acknowledgement: _____

The purchaser requests delivery to be as soon as practical.

Initial Acknowledgement: _____

Funding for this purchase will be issued by a financial institution of the Boards choosing as a lease/purchase. Payment will be released as soon as the terms/or agreement has been signed and processed.

Signed Acknowledgement: _____

SELECTION CRITERIA:

The Basis of the Award shall be dependent on the most responsible bid submitted. Consideration will be given to cash flow, purchase price, delivery dates, equipment service guarantees, parts and service availability, parts and service location, analyses and comparison of equipment specification details, and any other items of concern to Lauderdale County.

Company Name: _____

Lauderdale County Board of Supervisors
 SPECIFICATIONS SMALL EXCAVATORS

BID NUMBER 3991-RA

SMALL EXCAVATOR W/ADDITIONAL 4' DITCHING BUCKET TO MATCH COUPLER

TOTAL QUANTITY: TWO (2)

**This sheet must accompany your submitted bid. Please check the appropriate box/column next to each spec listed.*

		YES	NO	
1. DRIVELINE	Engine	56 HP – 74 HP		
	Overall Width	7 ft. or Greater		
	Undercarriage Length	9 ft. or Greater		
	Track Width	18 Inches or Greater		
	Track Gauge	5 ft. or Greater		
	Track Type	Rubber		
2. CAPACITIES	Fuel Tank	25 gallons or Greater		
	Hydraulic Tank	15 gallons or Greater		
	Voltage	12 Volts		
3. DIMENSIONS	Ground Clearance	14 Inches or Greater		
	Dig Height	24 ft. or Greater		
	Dig Depth	14 ft. or Greater		
	Dig Reach	23 ft. or Greater		
	Tail Swing Radius	4 ft. or Greater		
	Blade Height	18 Inches or Greater		
4. PERFORMANCE	Ground Bearing Pressure	5.00 PSI or Greater		
	Travel Speed	2.5 MPH or Greater		
	Swing Boom	YES		
	Bucket Breakout Force	10,000 Ft. Lbs. or Greater		
	Auxiliary Hydraulic Flow	27 Gal. p/m or Greater		
5. WEIGHT	Operating Weight	16,000 lbs. – 20,000 lbs.		
				YES
6. ADDITIONAL REQUIREMENTS	1.	Needs to be equipped with a Hydraulic Live Thumb - No Fleco Attachments		
	2.	Needs to include Manual Quick Attach Adapter for changing buckets or attachments		
	3.	Needs to include an additional 4' Ditching Bucket to match coupler		
	4.	Needs to include 30" Standard Digging Bucket		
	5.	Needs to have working lights for nighttime operation		
	6.	Needs to be delivered within thirty (30) days		
	7.	Needs to have a 4-Year/or 4,000 Warranty		
	8.	For quality serviceability, maintenance and lack of disruption to normal Lauderdale County business. All bidders must be/or have a service facility within a 30 Mile Radius of Lauderdale County's Central Garage in Meridian, MS.		

Company Name: _____

Lauderdale County Board of Supervisors
SPECIFICATIONS SMALL EXCAVATORS

BID NUMBER 3991-RA

SMALL EXCAVATOR – QUESTIONNAIRE

1. Does your bid meet the specifications as described in 1 - 6 of the data sheet?
_____ Yes (**or**) _____ No

2. Please list/provide the cost of the items listed in the Specifications for **Additional Requirements** for the following:
 6. #3 - 4' Ditching Bucket cost: \$ _____
 6. #4 – 30" Standard Digging Bucket cost: \$ _____
 6. #7 – Warranty Cost, if any: \$ _____

3. Is the price you are going to bid for the equipment: _____ Sale Price (**or**) _____ Lease Price
We prefer to purchase the equipment. However, if the bid is a lease price, please include/submit a copy of the terms of the lease agreement for review.
(Whatever terms submitted will be the terms of the agreement if the bid is awarded.)

4. How many of the Small Excavators do you currently have on hand/in stock? _____

5. If you cannot deliver this equipment in the 30 days required in the Specifications for **Additional Requirements**, Item #6, what is the time frame you expect to be able to deliver this equipment? Select from below:
_____ 0 – 3 Months
_____ 4 – 6 Months
_____ 7 – 9 Months
_____ 10 – 12 Months

Is there an additional cost for delivery? _____ Yes (or) _____ No
If so, what is the per unit cost? \$ _____

6. Should the equipment purchased become disabled, will you provide a loaner excavator for use?
_____ Yes (**or**) _____ No

If so, what are the terms?
_____ (Days) @ No Charge
_____ (Days) @ \$ _____ Per Day _____ Per Week _____ Per Month _____

Other Terms (if applicable):

7. Is this equipment a part of a buy-back program? _____ Yes (**or**) _____ No

If so, state the buy-back prices as follows:

Buy-Back At 4 Years: \$ _____

Buy-Back At 4,000 Hours: \$ _____

Optional buy-back program (if above is not applicable):

Please be advised that while we are requesting this information, this does not obligate Lauderdale County to choose this option.

Initial Acknowledgement: _____

8. **County desires that the entire machine, including optional equipment and all attachments, shall be warranted by the vendor/manufacturer against defects in materials and workmanship for a period of five (5) years or 7,500 engine hours, whichever comes first. Warranty shall cover the full cost of repairs including parts, labor (including overtime charges), transportation and travel, miscellaneous and environmental charges, taxes, incidentals and any other charges incurred in order to return the machine to full and timely service.** Vendor shall serve as the agent and/or servicing dealer for all warranties including warranties for auxiliary equipment and attachments. The Vendor shall bear responsibility for registration of warranties, compliance with installation procedures, investigation of claims, obtaining authorization for repairs, return of parts for credit, etc. Vendor shall include the full text of all warranties in the bid package.

Initial Acknowledgement: _____

9. **Training:** after delivery, and prior to acceptance and payment by the county, vendor shall provide manufacturer approved comprehensive and detailed training for up to eight (8) county employees. Instruction shall be geared to experienced operators and shall provide in-depth coverage of the following topics: safety, maintenance and inspection, machine controls and systems, operating procedures and techniques, and waste handling applications. Training shall include printed reference materials, visual aids, demonstrations, hands-on instruction, testing/evaluation/feedback. Complete printed versions of training materials shall be provided to each participant and an additional copy shall be supplied to the road manager/civil engineer. This training shall be conducted at the delivery location and coordinated with the road manager/civil engineer, prior to the actual date of instruction. There shall be no additional charge(s) to the county for this instruction.

Initial Acknowledgement: _____

10. **Maintenance:** vendor shall provide a schedule of costs for each scheduled maintenance service occurring at intervals/multiples of 250 hours for the first 5,000 hours of operation (*i.e., 250 hour, 500 hour, 750 hour, 1000 hour, 2000 hour, etc.; a template for 250 hour service intervals is attached*). The cost schedule would not include normal daily or weekly services (i.e., 10, 50 or 100 hour intervals) since these occur at less than 250 hour intervals. **However, the vendor will be expected to perform all lower interval services (i.e., 10, 50 or 100 hour intervals) each time a 250 hour interval service is performed and these costs should be included.** The cost schedule shall include all costs for each scheduled maintenance service including parts, filters, refill oils and fluids, labor, freight, transportation, travel to and from the vendor’s facility, mileage, sample collection and analysis for all fluids, miscellaneous and environmental charges, taxes, incidentals and any other charges incurred to fully accomplish the maintenance services to the manufacturer’s specifications. Engine oil and filter shall be changed at every 250-hour interval, regardless of whether manufacturer recommends a longer oil change interval. At the county’s sole option, vendors may be required to enter into an agreement to provide the stated maintenance services, at the stated prices, for two (2) years from the date of delivery. Therefore, vendor shall include a completed and signed agreement for the above services, ready for execution by the county.

Initial Acknowledgement: _____

YOUR BID WILL BE BASED UPON THE FOLLOWING EQUIPMENT:

MAKE: _____

MODEL: _____

YEAR: _____

QUANTITY: _____

Company Name: _____

Lauderdale County Board of Supervisors
SPECIFICATIONS SMALL EXCAVATORS

BID NUMBER 3991-RA

SMALL EXCAVATOR W/ADDITIONAL 4' DITCHING BUCKET TO MATCH COUPLER

EXCEPTIONS TO BID CONDITIONS & SPECIFICATIONS

(If applicable)

SPECIFICATION

EXPLANATION

SPECIFICATION

EXPLANATION

SPECIFICATION

EXPLANATION

SPECIFICATION

EXPLANATION

SPECIFICATION

EXPLANATION

Company Name: _____

INTERVAL SCHEDULED MAINTENANCE SHEET

**SCHEDULE OF
HOUR SERVICE**

Interval	Cost
250	
500	
750	
1000	
1250	
1500	
1750	
2000	
2250	
2500	
2750	
3000	
3250	
3500	
3750	
4000	
4250	
4500	
4750	
5000	

**COST FOR 250
INTERVALS**

Company Name: _____

VENDOR PROFESSIONAL REFERENCE SHEET

TO BE COMPLETED AND SUBMITTED WITH PROPOSAL

QUALIFICATIONS: Firms 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 required for this agreement. Year(s) _____ Month(s) _____

Please provide a minimum of three (3) references, which may substantiate past work performance and experience in the type of work required for this contract. This should include the following: Business Name, Address, Phone Number, Contact Person, and their email address.

1. Business Name: _____

Address: _____

Contact Person: _____

Phone Number: _____ Email: _____

2. Business Name: _____

Address: _____

Contact Person: _____

Phone Number: _____ Email: _____

3. Business Name: _____

Address: _____

Contact Person: _____

Phone Number: _____ Email: _____

Company Name of Bidder/Vendor

Signature of Person Completing

**BID NO: #3991-RA – TWO (2) SMALL EXCAVATORS
W/ADDITIONAL 4' DITCHING BUCKET TO MATCH COUPLER**

VENDOR DATA FORM

TO BE COMPLETED AND SUBMITTED WITH PROPOSAL

By signing the Vendor Data Form, the vendor declares and warrants 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 am authorized to sign this proposal for/or on behalf of the company.

NAME OF COMPANY: _____

LEGAL ADDRESS: _____

PHONE (____) _____ FAX (____) _____

FEDERAL ID #: _____ (Attached W-9)

SIGNATURE: _____ DATE: _____

PRINTED NAME & OFFICIAL TITLE: _____

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

OWNER #1: NAME: _____ PHONE NUMBER: _____

OWNER #2: NAME: _____ PHONE NUMBER: _____

OWNER #3: NAME: _____ PHONE NUMBER: _____