

MEMORANDUM

TO: JIM SCHOLL, CITY MANAGER
FR: S. SNIDER, PURCHASING AGENT
DA: 8/10/11
RE: BID 11-019 Surplus Vehicle Disposal

Please find attached BID NO. 11-019 – Surplus Vehicle Disposal. Bids will be advertised in the Key West Citizen, posted on the CKW website and DemandStar at least ten (10) days prior to bid opening.

Specifications have been provided by the requesting department.

Please initial below indicating your approval, disapproval or comments.

VELIZ	<input checked="" type="checkbox"/>	APPROVED	<input type="checkbox"/>	DISAPPROVED	<input type="checkbox"/>	SEE COMMENTS
WALKER	<input checked="" type="checkbox"/>	APPROVED	<input type="checkbox"/>	DISAPPROVED	<input type="checkbox"/>	SEE COMMENTS
FERNANDEZ	<input checked="" type="checkbox"/>	APPROVED	<input type="checkbox"/>	DISAPPROVED	<input type="checkbox"/>	SEE COMMENTS
FINIGAN	<input checked="" type="checkbox"/>	APPROVED	<input type="checkbox"/>	DISAPPROVED	<input type="checkbox"/>	SEE COMMENTS
SMITH	<input checked="" type="checkbox"/>	APPROVED	<input type="checkbox"/>	DISAPPROVED	<input type="checkbox"/>	SEE COMMENTS
SCHOLL	<input checked="" type="checkbox"/>	APPROVED	<input type="checkbox"/>	DISAPPROVED	<input type="checkbox"/>	SEE COMMENTS

no license required

/ses

August 10th, 2011

To: All Prospective Bidders

City of Key West Bid No. 11 – 019 – Surplus Vehicle Disposals contains the following documents:

- a. Cover letter one (1) page in length
- b. General Conditions of Invitation to Bid four (4) pages in length
- c. Statement of No Bid one (1) page in length
- d. Specifications two (2) pages in length
- e. Bid Response Form one (1) page in length
- f. Required permit/license one (1) page in length
- g. Anti-Kickback Affidavit one (1) page in length
- h. Public Entity Crimes Certification three (3) pages in length
- i. Local Preference Certification one (1) page in length
- i. Call for Bids one (1) page in length

Please review your bid package to ensure it contains all of these documents. If not, contact Sue Snider, City of Key West Purchasing Agent at (305) 809-3815, immediately, to obtain copies of any missing document(s).

If your firm determines that a "No Bid" response is required, please complete and return the "Statement of No Bid". Firms/corporations submitting to bid should ensure that the following documents are completed, certified, and returned as instructed: Bid Response Forms, Anti-Kickback Affidavit, Public Entity Crimes Certification, copy of current Occupational License.

SUBJECT: BID NO. 11-019 Surplus Vehicle Disposal

ISSUE DATE: 8/10/11

PRE BID
CONFERENCE: N/A

MAIL BIDS TO: CITY CLERK
CITYOF KEY WEST
525 ANGELA STREET
KEY WEST, FL 33040

DELIVER
BIDS TO: SAME AS ABOVE

BIDS MUST BE
RECEIVED:
NOT LATER
THAN: 8/24/11

SUE SNIDER
PURCHASING AGENT
CITY OF KEY WEST

ses

Enclosures

GENERAL CONDITIONS
CITY OF KEY WEST

1. PREPARATION OF BIDS:

Bids will be prepared in accordance with the following:

- (a) The enclosed Bid Response Form is to be used, other forms may be rejected.
- (b) All information required by the BID form shall be furnished. The bidder shall print or type his/her name and manually sign the Bid Response Form plus each continuation sheet on which an entry is made.
- (c) Proposed delivery time must be shown and shall include Sundays and holidays.
- (d) Bidder shall thoroughly examine the specifications, drawings, schedule, instructions, and all other contract documents.
- (e) All proposals shall be submitted in original plus four (4) copies.
- (f) Bidders are advised that all City contracts are subject to all legal requirements provided for in City ordinances and/or State and Federal Statutes.

2. DESCRIPTION OF SUPPLIES:

- (a) Any manufacturer's name trade name, brand name, or catalog number used in the specifications is for the purpose of describing and establishing general quality levels. SUCH REFERENCES ARE NOT INTENDED TO BE RESTRICTIVE. Bids will be considered for any brand, which meets the quality of the specifications for any item.

3. SUBMISSION OF BIDS:

- (a) Bids and changes thereto shall be enclosed in sealed envelopes addressed to the City Clerk, City of Key West. The name and address of the bidder, the date and hour of the bid opening and the bid number shall be placed on the outside of the envelope.
- (b) Bids must be submitted on the form furnished. Telecopier bids will not be considered.
- (c) Unless otherwise indicated, all City of Key West Bids may be awarded on a line-item basis.

4. REJECTION OF BIDS:

- (a) The City may reject bids:
 - 1. For budgetary reasons, or
 - 2. The bidder misstates or conceals a material fact in its bid, or

3. The bid does not strictly conform to the law or is non-responsive to proposal requirements, or
4. The bid is conditional, or
5. A change of circumstances occurs making the purpose of the bid unnecessary to the City.

(b) The City may also waive any minor informalities or irregularities in any bid.

5. WITHDRAWAL OF BIDS:

- (a) Bids may not be withdrawn after the time set for the bid opening for a period of time as specified in the Instruction to Bidders.
- (b) Bids may be withdrawn prior to the time set for bid opening. Such request must be in writing.

6. LATE BIDS OR MODIFICATION:

- (a) Bids and modifications received after the time set for the bid opening will not be considered.
- (b) Modifications in writing received prior to the time set for the bid opening will be accepted.

7. LOCAL, STATE, AND FEDERAL COMPLIANCE REQUIREMENTS:

- (a) Bidders shall comply with all local, state and federal directives, orders and laws as applicable to this bid and subsequent contract(s) including, but not limited to:
 1. Equal Employment Opportunity (EEO), in compliance with Executive Order 11246, as applicable to this contract.
 2. Minority Business Enterprises (MBE), as applicable to this contract.
 3. Occupational Safety and Health Act (OSHA), as applicable to this contract.

8. COLLUSION:

- (a) The bidder by affixing his signature to this Invitation to Bid, agrees to the following: "Bidder certifies that his/her bid is made without previous understanding, agreement, or connection with any person, firm, or corporation making a bid for the same items and is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action.

9. VARIANCE IN CONDITIONS:

- (a) Any and all special conditions and specifications attached hereto which vary from General Conditions shall have precedence.

10. APPROPRIATIONS CLAUSE:

- (a) If the contract or delivery extends beyond the current fiscal year, which ends on September 30, the contract shall be contingent upon the availability of funds appropriated for such purposes in the City's annual budget for the next succeeding fiscal year.

11. CLARIFICATION OR OBJECTION TO BID SPECIFICATIONS:

- (a) If any person contemplating submitting a bid for this contract is in doubt as to the true meaning of the specifications or other bid documents or any part thereof, he may submit to the Finance Director on or before five (5) days prior to scheduled opening a request for clarification. All such requests for information shall be made in writing and the person submitting the request will be responsible for prompt delivery. Any interpretation of the bid, if made, will be made only by Addendum duly issued. A copy of such Addendum will be mailed or delivered to each person receiving an Invitation to Bid. The City will not be responsible for any other explanation or interpretation of the proposed bid made or given prior to the award of the contract. Any objection to the specification and requirements as set forth in the bid must be filed in writing with the Finance Director on or before five (5) days prior to the scheduled opening.

12. AWARD OF CONTRACT:

- (a) The contract will be awarded to the highest responsive and responsible bidder whose bid, conforming to the Invitation to Bid, is most advantageous to the City, prices and other factors considered.
- (b) The City reserves the right to accept and award item by item, and/or by group or in the aggregate, unless the bidder qualifies his bid by specified limitations as provided in 4 (a) (3).
- (c) If two or more bids received are for the same total amount or unit price, quality and service being equal, the contract will be awarded to the bidder that maintains an office inside the city limits of Key West. Monroe County will be the determining factor. When neither of these conditions exists, bids for identical amounts will be determined by the drawing of lots in public by the Finance Director.

- (d) Prices quoted must include all transportation charges prepaid unless otherwise specified in the Invitation to Bid.

13. DAMAGE:

- (a) Successful bidder(s) will be responsible for making any and all claims against carriers for missing or damaged items.

14. TRAVEL AND REIMBURSABLE OUT OF POCKET EXPENSE:

- (a) Should there be travel and/or reimbursable out of pocket expenses relevant to this contract, Florida Statute 112.061 (Per diem and travel expenses of public officers, employees, and authorized persons) will be followed.

IF A TABULATION OF BIDS IS DESIRED, PLEASE ENCLOSE A SELF-ADDRESSED STAMPED ENVELOPE WHEN SUBMITTING YOUR PROPOSAL.

STATEMENT OF NO BID # 11 – 019 Surplus Vehicle Disposal

NOTE:IF YOU DO NOT INTEND TO BID, PLEASE RETURN THIS FORM ONLY

CITY OF KEY WEST
FINANCE DEPARTMENT
P.O. BOX 1409
KEY WEST, FLORIDA 33040
ATTN: S. SNIDER

We, the undersigned have declined to bid on the above-noted Invitation to Bid for the following reason(s)

- Insufficient time to respond to Invitation to Bid
- Do not offer this product
- Our schedule will not permit us to perform
- Unable to meet specifications
- Specifications unclear (please explain below)
- Remove us from your "Bidder Mailing List"
- Other (Please specify below)

We understand that if a "No Bid" statement is not returned, our name may be removed from the Bidder's list of the City of Key West.

COMPANY NAME: _____

AUTHORIZED AGENT: _____

COMPANY
ADDRESS: _____

DATE: _____

TELEPHONE: _____

BID SPECIFICATIONS

The City of Key West is currently in possession of thirty eight (38) generally non-operational vehicles slated for disposal. The vehicles are in some varying conditions but generally immobile. The vehicle details are as follows:

VEHICLE #	VIN	YEAR	MAKE	MODEL
5078	2FTRX07L1XCB06723	1999	FORD	F150-B
524	2FALP71W8VX184669	1997	FORD	CROWN-V
530	2FAFP71W5XX109069	1999	FORD	CROWN-V
539	2FAFP71W9XX204623	1999	FORD	CROWN-V
542	2FAFP71W7XX204622	1999	FORD	CROWN-V
544	2FAFP71W2XX204625	1999	FORD	CROWN-V
545	2FAFP71W4XX204612	1999	FORD	CROWN-V
574	2G1WF55K7Y9279070	2000	CHEV	IMPALA
591	2G1WF55K919288746	2001	CHEV	IMPALA
118/775	3B7KC26W7XM575534	1999	DODGE	2500
711	3B7KC26Z21M283226	2001	DODGE	1500
5079	1FTRX07LXYKB24814	2000	FORD	F150-G
540	2FAFP71W8XX204614	1999	FORD	CROWN-V
548	2FAFP71W5XX204621	1999	FORD	CROWN-V
551	2G1WL52K7X9230138	1999	CHEV	LUMINA
566	2G1WL52K0X9235262	1999	CHEV	LUMINA
564	2G1WL52K5X9232664	1999	CHEV	LUMINA
569	2G1WL52K2X9237370	1999	CHEV	LUMINA
573	2G1WF55KXY9275238	2000	CHEV	IMPALA
576	2G1WF55K0Y9278732	2000	CHEV	IMPALA
589	2G1WF55KX19291641	2001	CHEV	IMPALA
590	2G1WF55K619292253	2001	CHEV	IMPALA
592	2G1WF55K519290459	2001	CHEV	IMPALA
SC2	2G1FP22G5Y2154556	1993	CHEV	CAMARO
5080	1FAFP42X0WF237591	1998	FORD	MUSTANG
732	1G1JC5245Y7457228	2000	CHEV	CAVALIER
782	3B7KC26W0XM575536	1999	DODGE	2500
442	1GNCS13W4WK192329	1998	CHEV	BLAZER
749	1GCFG25M5X1053083	1999	CHEV	VAN
16	2B7HB21Y2VK572660	1997	DODGE	VAN
550	2G1WL52K5X9228078	1999	CHEV	LUMINA
568	2G1WL52K8X9233176	1999	CHEV	LUMINA
563	2G1WL52K6X9230910	1999	CHEV	LUMINA

10	1FDKF37H5MNA79366	1991	FORD	350
597	2G1WF55K039398698	2003	CHEV	IMPALA
575	2G1WF55K1Y9278044	2000	CHEV	IMPALA
503	2G1WF55KX39396151	2003	CHEV	IMPALA
596	2G1WF55K639398981	2003	CHEV	IMPALA

The vehicles will be sold in one (1) single bulk sale, which will require all thirty eight (38) vehicles be purchased at once and removed within the designated time period specified below.

Vehicle titles will be “closed” to the awarded vendor and marked “junk” for a Certificate of Destruction status. Awarded vendor will be required to provide verification of title transfer to Certificate of Destruction status within 10 business days of “closed” title submittals.

Awarded vendor must comply with all state and county licensing requirements as it pertains to salvage vehicle disposals.

All of the thirty eight (38) vehicles must be removed within 5 business days of title transfer verification. Vehicles are currently located in Key West, FL 33040.

The vehicles can be viewed by appointment only, to be coordinated with the Fleet Manager Eduardo Herrera. Contact details: email: eherrera@keywestcity.com phone: 305-809-3905 cell: 305-304-4030. Exact vehicle location details will be provided during appointment coordination.

The offered purchase price must be given as one single amount, representing all thirty eight (38) vehicles. Vendor shall submit a security deposit of exactly one thousand dollars (\$1,000) in the form of a certified cashier’s check, which shall be refunded after successful removal of the vehicles from City property.

**BID
RESPONSE**

Per Attached Specifications Total price \$ _____

Total price in words _____

PRICE FOB KEY WEST, FL

PAYMENT TERMS: Deposit – submitted with bid – payment in full due prior to vehicles being picked up

PICKUP 5 DAYS FORM COMMISSION APPROVAL

Contact Eduardo Herrera – eherrera@keywestcity.com – 305-809-3905 – 305-304-4030, with questions.

BIDDER REPRESENTATION

I represent that this bid is submitted in compliance with all terms, conditions and specifications of the Call for Bid and that I am authorized by the owners/principals to execute and submit this proposal on behalf of the business identified below:

BUSINESS NAME: _____

STREET ADDRESS: _____

CITY/STATE/ZIP: _____

PRINT NAME OF AUTHORIZED REPRESENTATIVE: _____

TITLE/POSITION OF AUTHORIZED REPRESENTATIVE: _____

DATE SUBMITTED: _____ TELEPHONE: _____

LICENSE REQUIRED
& COSTS

ANTI-KICKBACK AFFIDAVIT

STATE OF FLORIDA

SS:

COUNTY OF MONROE

I the undersigned hereby duly sworn, depose and say that no portion of the sum herein bid will be paid to any employee of the City of Key West as a commission, kickback, reward or gift, directly or indirectly by me or any member of my firm or by an officer of the corporation.

BY: _____

sworn and prescribed before me this _____ day of _____, 2011

NOTARY PUBLIC, State of Florida

My commission expires: _____

SWORN STATEMENT PURSUANT TO 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 OFFICIAL AUTHORIZED TO ADMINISTER OATHS,

1. This sworn statement is submitted to _____
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 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 "conviction" as defined in Paragraph 287.133(1)(g), 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 01, 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 agent 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 of 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 Statute 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, or any of its 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, 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 01, 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 01, 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 ONE (1) 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 THE CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

(SIGNATURE)

(DATE)

STATE OF _____

COUNTY OF _____

PERSONALLY APPEARED BEFORE ME, the undersigned authority
_____ who, after first being sworn by me,
(name of individual)
affixed his/her signature in the space provided above on this
_____ day of _____, 2011

NOTARY PUBLIC

My commission expires: _____

CALL FOR BIDS

NOTICE is hereby given to prospective bidders that sealed bids will be received by the CITY of KEY WEST, FLORIDA by the office of the City Clerk, 525 Angela Street, Key West, Florida 33040 until 3 P.M August 24th, 2011 for Bid 11-019 – Surplus Vehicle Disposal.

Bids will be opened in the Office of the City Clerk then and there and publicly read aloud. Any bid received after the time announced will not be considered.

SPECIFICATIONS AND BID DOCUMENTS may be obtained from DemandStar by Onvia at www.demandstar.com/supplier or call toll-free at 1-800-711-1712. One (1) original, one (1) copy,

and three (3) digital files on CD or Flash Drive.

Each bid must be submitted on the prescribed forms, accompanied by a bid and a certified cashier's

check in the amount of one thousand dollars (\$1,000) inside of the bid packet.

Copies of the bids are to be enclosed in two (2) sealed envelopes, one within the other, each

Clearly marked on the outside: BID # 11 – 019 Surplus Vehicle Disposal, addressed

and delivered to:

CITY CLERK, CITY OF KEY WEST, FLORIDA
CITY HALL, 525 ANGELA STREET
KEY WEST, FLORIDA 33040

At the time of the award, the successful Bidder must show satisfactory document of such State, County and City licenses as would be required. Any permit and/or license requirement and subsequent costs are located within the bid documents. The successful Bidder must also be able to satisfy the City Attorney as to such insurance coverage and legal requirements as may be demanded by the bid in question. The City may reject bids: (1) for budgetary reasons, (2) if the

bidder misstates or conceals a material fact in its bid, (3) if the bidder does not strictly conform to the law or is non-responsive to bid requirements, (4) if the bid is conditional, (5) if a change of circumstances occurs making the purpose of the bid unnecessary or (6) if such rejection is in the best interest of the City. The City may also waive any minor informalities or irregularities in any bid.

Publication Date August 11th, 2011