

**BID SPECIFICATIONS  
FOR  
(1) EA HEAVY DUTY DIESEL POWERED HORIZONTAL  
GRINDER**



**BID #: PW 15-14**

**BID OPENS: DECEMBER 11, 2013 @ 3:00 P.M.**

## NOTICE TO BIDDERS

Notice is hereby given that the Board of County Commissioners of Okaloosa County, FL, will accept sealed bids until **3:00 p.m.** (local time) **December 11, 2013**, for **(1) ea New Heavy Duty Diesel Powered Horizontal Grinder**. Pursuant to copies of bid provisions, bid forms, and specifications may be obtained from the Okaloosa County Purchasing Department, 602-C North Pearl Street, Crestview, FL 32536; 850-689-5960 or they may be downloaded from our website at [www.co.okaloosa.fl.us](http://www.co.okaloosa.fl.us) (Departments, Purchasing, Vendor Registration & Opportunities).

At **3:00 p.m.** p.m. (local time), **December 11, 2013**, the bids will be opened and read aloud. All bids must be in sealed envelopes reflecting on the outside thereof the bidder's name and **"Bid on (1) ea New Heavy Duty Diesel Powered Horizontal Grinder to be opened at 3:00 p.m., December 11, 2013"**. The Board of County Commissioners will consider all bids properly submitted at its scheduled Bid Opening in the Conference & Training Room #305 located at 302 N. Wilson St, Crestview, FL 32536. Bids may be submitted in the Conference & Training Room #305, prior to Bid Opening or delivered to the Clerk of Circuit Court, 302 N. Wilson St., #203, Crestview, FL 32536.

There is no obligation on the part of the County to award the bid to the lowest bidder, and the County reserves the right to award the bid to the bidder submitting a responsive bid with a resulting negotiated agreement which is most advantageous and in the best interest of Okaloosa County, and to waive any irregularity or technicality in bids received. Okaloosa County shall be the sole judge of the bid and the resulting negotiating agreement that is in its best interest and its decision shall be final.

Any bidder failing to mark outside of envelope as set forth herein may not be entitled to have their bid considered.

All bids should be addressed as follows:

Clerk of Circuit Court  
Attn: Gary Stanford  
Newman C. Brackin Bldg.  
302 N. Wilson St. #203  
Crestview FL 32536

\_\_\_\_\_  
Richard L Brannon  
Purchasing Director

\_\_\_\_\_  
Date

BOARD OF COUNTY COMMISSIONERS  
OKALOOSA COUNTY

Don Amunds  
Chairman

# SPECIFICATIONS

**BID #:** PW 15-14

**BID ITEM:** (1) EA NEW, HEAVY DUTY DIESEL POWERED HORIZONTAL GRINDER.

Okaloosa County, Florida will accept bids for One (1) diesel powered heavy duty industrial horizontal grinder consisting of a hammermill, hopper and Infeed Roller integrated into one complete and towable unit. Horizontal Grinder must have been specifically designed as a wood waste grinder. It shall be new and unused.

The units required and covered by these specifications shall be the manufacturer’s latest production model and shall be equipped with all standard equipment in accordance with the manufacturer’s latest literature; copies of which must accompany the bid along with any and all specifications necessary to verify that the unit meets or exceeds each and every one of the following specifications.

Bidder is required to complete blank spaces as provided by each line item of equipment. To show compliance plainly list item of equipment offered on bid.

Check YES or NO meeting specifications and list any exceptions.

## ENGINE SPECIFICATIONS

1.	<b>Power Unit:</b> Caterpillar C- 27 Diesel Engine with a minimum intermittent flywheel horsepower of 1,050 HP	_____ Yes	_____ No
2.	<b>Engine Rating:</b> Engine shall be rated by OEM for wood chipping and grinding operations.	_____ Yes	_____ No
3.	<b>Clutch:</b> PT Tech Wet Clutch	_____ Yes	_____ No
4.	<b>Air Cleaner:</b> Dry type air cleaner with centrifugal pre-cleaner and a plastic shield.	_____ Yes	_____ No
5.	<b>Oil Filter:</b> Full flow oil filter – spin on type	_____ Yes	_____ No
6.	<b>Shut-Down:</b> Engine equipped with automatic emergency shutdown to protect against high coolant temperature and low engine oil pressure.	_____ Yes	_____ No
7.	<b>Anti-Freeze:</b> Minimum anti-freeze protection -20° Fahrenheit.	_____ Yes	_____ No
8.	<b>Gauges:</b> To include hour meter, ammeter, and water temperature and low engine oil pressure. Site gauges for fuel and hydraulic fluid levels acceptable.	_____ Yes	_____ No
9.	<b>Cooling System:</b> Heavy duty cooling system with a coolant capacity of 41 gallons.	_____ Yes	_____ No
10.	<b>Electrical System:</b> Minimum 24 volts.	_____ Yes	_____ No

11.	<b>Alternator</b> : Minimum of 95 amps, 24 volts.	_____ Yes	_____ No
12.	<b>Batteries:</b> (2) 1400 C.C.A., 12 volt batteries.	_____ Yes	_____ No
13.	<b>Reversing Fan:</b> Engine shall be equipped with a hydraulic reversing fan capable of being programmed to automatically reverse.	_____ Yes	_____ No

**GENERAL INFORMATION**

1.	<b>Maximum Length:</b> 50' transport length.	_____ Yes	_____ No
2.	<b>Maximum Height:</b> 13' 6" maximum transport height.	_____ Yes	_____ No
3.	<b>Maximum Width:</b> 12'.	_____ Yes	_____ No
4.	<b>Minimum Weight:</b> 90,000 pounds.	_____ Yes	_____ No
5.	<b>App. Tongue Weight:</b> 30,000 pounds.	_____ Yes	_____ No
6.	<b>Fuel Capacity:</b> Minimum 400 gallons	_____ Yes	_____ No
7.	<b>Hydraulic Capacity:</b> Minimum of 100 gallons.	_____ Yes	_____ No
8.	<b>Stabilizers:</b> Two (2) hydraulically operated stabilizers (hand-crank mechanical type unacceptable).	_____ Yes	_____ No
9.	<b>Axle Assembly:</b> Tri-Axle air ride suspension with a minimum weight rating of 20,700 pounds per axle. Approximate axle weight = 59,000 pounds.	_____ Yes	_____ No
10.	<b>Tires:</b> (12) 255-70 R x 22.5 Radials.	_____ Yes	_____ No
11.	<b>Brakes:</b> Air	_____ Yes	_____ No
12.	<b>Towing:</b> Sliding King hitch for highway towing.	_____ Yes	_____ No
13.	<b>Lighting:</b> Shall meet or exceed I.C.C. standards.	_____ Yes	_____ No
14.	<b>Remote Control:</b> (16) function radio and 50' tethered back-up system.	_____ Yes	_____ No
15.	<b>Anti-Theft:</b> Machine shall be equipped with lockable tool boxes, electrical boxes, fuel tanks and hydraulic tanks, ad come with two (2) sets of keys	_____ Yes	_____ No
16.	<b>Air Compressor:</b> A Saylor-Beall, 11 HP air compressor or a comparable industrial rated air compressor shall be counted on the machine An air wrench, hose and socket (for the inserts) shall be supplied.	_____ Yes	_____ No
17.	<b>Frame:</b> Uni-body constructed tubular steel frame with a minimum tensile strength of 58,000 pounds per square inch.	_____ Yes	_____ No

**HOPPER & FEED ASSEMBLY**

1.	<b>Minimum Length:</b> 17'6".	_____	_____
		Yes	No
2.	<b>Maximum Width:</b> 71.5" at floor level and 8'5" at the flare.	_____	_____
		Yes	No
3.	<b>Minimum Depth:</b> 36"	_____	_____
		Yes	No
4.	<b>Hopper Walls:</b> ¼" A 572 GR50 steel plate with a tensile strength rating of 65,000 pounds per square inch and ¼" AR400 wear plate strips under the drive chain.	_____	_____
		Yes	No
5.	<b>Hopper Floor:</b> 3/8" A572 GR50 Steel with a tensile strength rating of 65,000 pounds per square inch and ¼" AR400 wear plate strips under the drive chain.	_____	_____
		Yes	No
6.	<b>Load Height:</b> Maximum of 9'.	_____	_____
		Yes	No
7.	<b>Opening at Mill:</b> 50" high x 71.5" wide maximum	_____	_____
		Yes	No
8.	<b>Hopper Size:</b> Minimum Capacity of 10 cubic yard.	_____	_____
		Yes	No
9.	<b>Feed Wheel:</b> One (1) 34" diameter x 64" wide, top compression, pegged Feed wheel powered by (1) internal hydraulic motor maximum.	_____	_____
		Yes	No
10.	<b>Bed Chain:</b> 17' 6" hydraulically driven live floor equipped with (5) strands Of WDH-120 chain in a staggered configuration (welded flat slat chain acceptable)	_____	_____
		Yes	No
11.	<b>Auto Feed System:</b> M.I.C.S feed system which will automatically adjust, feed rates, feed wheel position and hydraulic pressures to optimize production.	_____	_____
		Yes	No

**Processed Material Discharge System**

1.	<b>Discharge System:</b> Processed material from beneath the hammermill shall be transferred to a stacking conveyor at the rear of the unit by a 48" wide (minimum) wide, horizontal, aggregate grade belt conveyor.	_____	_____
		Yes	No
2.	<b>Stacking Conveyor:</b> Describe the type of discharge conveyor system used on your equipment. The county reserves the right to heavily weight this when making a recommendation to purchase. Provide a descriptive brochure (if available) showing the system.	_____	_____
		Yes	No
3.	<b>Magnetic End Pulley:</b> Pulley shall be 14" diameter x 42" long. Belts driven from the bottom pulley will not be considered. The magnetic field must produce a rating of not less than 1.400 gauss at the surface and be mounted to the drum shaft with B-Loc Style mounting system. Hubs welded to the shaft are unacceptable.	_____	_____
		Yes	No

**Hammermill**

- |    |   |       |       |
|----|---|-------|-------|
| 1. | <b>Hammermill: 42" diameter x 68" wide mill.</b>  | _____ | _____ |
|    |   | Yes   | No    |
| 2. | <b>Holder &amp; Inserts:</b> There shall be (12) (minimum) thick balance 4140 forged steel fixed teeth insert holders equipped with (12) 3-3/4" forged wide double-edged replaceable carbide teeth inserts and (18) rakers. | _____ | _____ |
|    |   | Yes   | No    |
| 3. | <b>Hammermill RPM:</b> Minimum of 1000 RPM.   | _____ | _____ |
|    |   | Yes   | No    |
| 4. | <b>Hammermill Drive:</b> (10) 8V2800 Belts.   | _____ | _____ |
|    |   | Yes   | No    |
| 5. | <b>Hammerhill Shaft:</b> 9" diameter, 4340 HR-Q&T-SR-UT steel shaft with 5-3/16".   | _____ | _____ |
|    |   | Yes   | No    |
| 6. | <b>Cutting Anvil:</b> (1) 2-1/2" thick, two sided, cutting anvil. Anvil shall be removable using bolts from outside of machine.   | _____ | _____ |
|    |   | Yes   | No    |

**Sizing Screens**

- |    |   |       |       |
|----|---|-------|-------|
| 1. | <b>Screens:</b> One set of (2) 6" hexagon, AR450 steel screens shall be provided. Screens must be easily interchangeable without having to enter grinding chamber or use bolts to remove. | _____ | _____ |
|    |   | Yes   | No    |
| 2. | <b>Screen Area:</b> Minimum of 5,661 square inches.   | _____ | _____ |
|    |   | Yes   | No    |

**Engine & Hammermill Protection System**

- |    |  |  |  |
|----|--|--|--|
| 1. | <b>Protection System:</b> List any system available used to protect the engine, clutch and hammermill. |  |  |
|----|--|--|--|

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**Warranty**

- |    |   |       |       |
|----|---|-------|-------|
| 1. | <b>Horizontal Grinder:</b> One (1) year unlimited hours on the horizontal grinder assembly, trailer and hammermill assembly according to the terms specified in the Manufacturer's Warranty Policy. | _____ | _____ |
|    |   | Yes   | No    |
| 2. | <b>Clutch:</b> Limited (1) year factory warrant.  | _____ | _____ |
|    |   | Yes   | No    |
| 3. | <b>Engine:</b> Caterpillar Base Warranty is One (1) year or (2) two years/3,000 hours and extended service coverage to three (3) years on main components.  | _____ | _____ |
|    |   | Yes   | No    |
| 4. | <b>Extended Warranty:</b> List the coast and terms of any available extended warranty.  | _____ | _____ |
|    |   | Yes   | No    |

**Service & Training**

- 1. **Manuals: Two complete sets of Operators & Parts manuals will be provided.** \_\_\_\_\_  
(No payment will be made until manuals are delivered.) **Yes** **No**
  
- 2. **Training:** Upon delivery a representative of the manufacturer or local dealer will conduct a two (2) day training session on the operation and maintenance of the horizontal grinder. \_\_\_\_\_  
**Yes** **No**

**Bidder**

- 1. **Bidder Info:** Any and all exceptions to the specifications included in this request for bids must be fully detailed and explained on a separate sheet and attached to the bid package. Failure to document exceptions could result in your bid being considered non-responsive. \_\_\_\_\_  
**Yes** **No**
  
- 2. **Service Center:** Include information listing the location of the closest factory certified service center. \_\_\_\_\_  
**Yes** **No**
  
- 3. **Manufactures Literature:** (Per Specifications: Manufactures Literature (latest) must be provided with any and all bids to verify that the unit meets or exceeds the specifications **“must be submitted with the bid”**. \_\_\_\_\_  
**Yes** **No**

# SPECIAL BID CONDITIONS

1. In addition to equipment specified, shall be equipped with all standard equipment as specified by manufacturer for this model and shall comply with all EPA Emission Standards.
2. The successful bidder shall be responsible for delivering equipment that is properly serviced, cleaned and in first class operation condition; pre-delivery service at a minimum, shall include the following:
  - a. Complete lubrication
  - b. Check all fluid levels to assure properly filled
  - c. Adjustment of engine to proper operating condition
  - d. Inflate tires to proper pressure
  - e. Check to assure proper operation of all accessories, gauges, lights, and mechanical features.
  - f. Wheels balanced
  - g. Cleaning of equipment removal of all necessary tags, stickers, etc.
3. Vendor shall place order with the manufacturer within seven (7) calendar days after receipt of a purchase order. Vendor must mail a copy of the attached "**Equipment Order Acknowledgement**" form to Okaloosa County Purchasing within 14 days from the date of receiving a purchase order. A copy must be submitted for each bid number (equipment type).
4. Vendor shall furnish a copy of the **manufacturer's production line** sheet when delivered.
5. **Acceptance:**
  - A. The successful bidder must call at least **48 hours** in advance of delivery to Okaloosa County Fleet Operations; 850-689-5775 – John Vaughn), 2798 Goodwin Avenue, Crestview FL 32539.
  - B. Delivery of equipment to Okaloosa Board of County Commissioners does not constitute acceptance for the purpose of payment. Final acceptance and authorization of payment shall be given only after a thorough inspection indicates that the equipment meets contract specifications and conditions as listed. Should the delivered equipment differ in any respect from specifications, payment will be withheld until such time as the supplier takes necessary corrective action. The Purchasing Department shall be notified of the deviation in writing within 10 days and the provisions of the delivery paragraph shall prevail. If the proposed corrective action is not acceptable to Okaloosa County, the final acceptance of the equipment, in which case the equipment remain the property of the supplier and the County shall not be liable for payment for any portion thereof.



6. Units shall be delivered with each of the following documents completed:
  - a. State of Origin.
  - b. Owner's Manual.
  - c. Warranty Certifications.
  - d. Copy of Pre-delivery Service Report.
  - e. Window Price Sticker (affixed).
  - f. Two (2) sets of keys.
  
7. **Specification Exceptions** – Specifications are based on the most current literature available. Bidder shall clearly list any change in the manufacturer's specifications that conflict with the bid specifications. Bidder must also explain any deviation from the bid specification in writing, as a footnote on the applicable bid page and enclose a copy of the manufacturer's specifications data detailing the changed item(s) with their bid. Failure of the bidder to comply with these provisions will result in bidders being held responsible for all costs required to bring the equipment(s) in compliance with contract specifications.
  
8. **Addition/Deletion of Item** – The County reserves the right to add to or delete any item from this bid or resulting contract when deemed to be in the County's best interest.
  
9. **Factory Warranty** – Failure by any manufacturer's authorized dealer to render proper warranty service/adjustment, including providing a copy of the warranty work order to the County, shall subject that dealer and the contractor to suspension from the County's approved vendor listing until satisfactory evidence of correction is presented to the County Purchasing Department.
  
10. **Factory Authorized Sales & Service Dealer** – Bidders must be factory authorized sales and service dealer.
  
11. **Local Preference** - Okaloosa County reserves the right to grant a preference to in-county bidders **only** when bids are received from firms located in states, counties, municipalities or other political subdivisions which offer preference to bidders located in such political subdivisions. The amount of preference given to local bidders will be the same as that given by the state, county, municipality or other political subdivisions in which a bidder is located. If the political subdivision in which a bidder is located offers a preference to its local firms, that bidder must plainly state the extent of such preference to include the amount and type preference offers. Any bidder failing to indicate such preference will be removed from the County bid list and any and all bids from that firm will be rejected.  
  
**Note: For bidder's convenience, this certification form is enclosed and is made a part of the bid package.**
  
12. **Reorganization or Bankruptcy Proceedings** - Bids will not be considered from vendors who are currently involved in official financial reorganization or bankruptcy proceedings.
  
13. **Payments** – The contractor shall be paid upon submission of invoices, in duplicate to the Okaloosa County Board of Commissioners, Finance Office, 302 N. Wilson St. #203, Crestview FL 32536-3502. The prices stipulated herein for articles delivered and accepted. Invoices must show Purchase Order Number.

14. **Information** – Questions concerning bid requirements or specifications should be directed to the Okaloosa County Purchasing Department, 602-C North Pearl St, Crestview FL 32536; Phone: 850-689-5960; Attn: Jack Allen. Any changes by the County to specifications shall be in writing in the form of an addendum and furnished to all bidders. Verbal information obtained otherwise will not be considered in awarding of bids.

15. **Authority to Piggyback** - All bidders submitting a response to this Invitation to Bid agree that such response also constitutes a bid to all governmental agencies under the same conditions, for the same contract price, and for the same effective period as this bid, should the bidder feel it is in their best interest to do so.

Each governmental agency desiring to accept these bids and make an award thereof shall do so independently of any other governmental agency. Each agency shall be responsible for its own purchases and each shall be liable only for materials and/or services ordered and received by it, and no agency assumes any liability by virtue of this bid.

This agreement in no way restricts or interferes with the right of any governmental agency to bid any or all items.

16. The County reserves the right for any governmental agency located in Okaloosa County to be able to purchase under this bid contract if they so desire.

17. **“All units must contain no less than ¼ tank of fuel as indicated by fuel gauge at time of delivery.”**

18. **Bid Opening Information** – Bid Opening shall be public, on the date and time specified on the bid form. It is the bidder’s responsibility to assure that his bid is delivered at the proper time and place. Offers by telegram, facsimile, or telephone are **NOT** acceptable. **Note:** Crestview, Florida is **“not a next day delivery location”** by delivery services.

19. **Public Entity Crime Information** - A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for **CATEGORY TWO** for a period of 36 months from the date of being placed on the convicted vendor list.

20. **Conflict of Interest Disclosure Form** - The award hereunder is subject to the provisions of Chapter 112, Florida Statutes. All respondents must disclose with their proposals the name of any officer, director, or agent who is also a public officer or an employee of the Okaloosa Board of County Commissioners, or any of its agencies.

Furthermore, all respondents must disclose the name of any County officer or employee who owns, directly or indirectly, an interest of five percent (5%) or more in the firm or any of its branches.

Furthermore, the official, prior to or at the time of submission of the proposal, must file a statement with the Clerk of Circuit Court of Okaloosa County, if he is an officer or

employee of the County, disclosing his or spouse's or child's interest and the nature of the intended business.

**Note: For bidder's convenience, this certification form is enclosed and is made a part of the bid package.**

21. **Identical Tie Bids** - Preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids which are equal with respect to price, quality and service are received by the County for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process (see attached certification form).

Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program.

**Note: For bidder's convenience, this certification form is enclosed and is made a part of the bid package.**

22. **Recycled Content Information** - In support of the Florida Waste Management Law, bidders are encouraged to supply with their bid any information available regarding recycled material content in the products bid. The County is particularly interested in the type of recycled material used (such as paper, plastic, glass, metal, etc.) and the percentage of recycled material contained in the product. The County also requests information regarding any known or potential material content in the product that may be extracted and recycled after the product has served its intended purpose.

**Note: For bidder's convenience, this certification form is enclosed and is made a part of the bid package.**

23. The following documents are to be filled out and submitted with this bid:

- a. Specifications
- b. Conflict of Interest Disclosure Form
- c. Drug-Free Workplace Certification Form
- d. Local Preference Data Form
- e. Recycled Content Form
- f. Bid Sheet
- g. No Contact Form
- h. Bid Bond
- i. E-verify

24. **Right to Waive & Reject**

- A. The Board, in its absolute discretion, may reject any proposal of a proposer that has failed, in the opinion of the Board, to complete or perform an Okaloosa County contracted project in a timely fashion or has failed in any other way, in the opinion of the Board, to perform a prior contract in a satisfactory manner, and has directed the Okaloosa County Purchasing Director to emphasize this condition to potential proposers.

- B. There is no obligation on the part of the County to award the proposal to the lowest proposer, and the County reserves the right to award the proposal to proposer submitting a responsive proposal with a resulting negotiated agreement which is most advantageous and in the best interest of Okaloosa county, and to reject any and all proposals or to waive any irregularity or technicality in proposals received. Okaloosa County shall be the sole judge of the proposal and the resulting negotiated agreement that is in its best interest and its decision shall be final.
- C. The Board of County Commissioners reserves the right to waive any informalities or reject any and all proposals, in whole or part, to utilize any applicable state contracts in lieu of or in addition to this proposal and to accept the proposal that in its judgment will best serve the interest of the County.
- D. The Board of County Commissioners specifically reserves the right to reject any conditional proposal and will normally reject those which made it impossible to determine the true amount of the proposal.

**Disqualification of Proposers** - Any of the following reasons may be considered as sufficient for the disqualification of a proposer and the rejection of his proposal or proposals:

- A. More than one proposal for the same work from an individual, firm or corporation under the same or different name.
- B. Evidence that the proposer has a financial interest in the firm of another proposer for the same work.
- C. Evidence of collusion among proposers. Participants in such collusion will receive no recognition as proposers for any future work of the County until such participant shall have been reinstated as a qualified proposer.
- D. Uncompleted work which in the judgment of the County might hinder or prevent the prompt completion of additional work if awarded.
- E. Failure to pay or satisfactorily settle all bills due for labor and material on former contracts in force at the time of advertisement of proposals.
- F. Default under previous contract.

**Copies of Proposals** – Companies must submit one original and two copies of your bid.

# EQUIPMENT ORDER ACKNOWLEDGEMENT FORM

OKALOOSA COUNTY BOARD OF COUNTY COMMISSIONERS  
PURCHASING DEPARTMENT  
602-C NORTH PEARL STREET  
CRESTVIEW, FL 32536

YOUR PURCHASE ORDER NUMBER \_\_\_\_\_

WAS RECEIVED ON \_\_\_\_\_  
(DATE)

THE ORDER WAS PLACED WITH THE  
MANUFACTURER ON \_\_\_\_\_  
(DATE)

THE ORDER WAS ASSIGNED  
PRODUCTION NUMBER \_\_\_\_\_

WE ANTICIPATE DELIVERY TO YOU  
ON OR ABOUT \_\_\_\_\_  
(DATE)

VENDOR NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

AUTHORIZED  
REPRESENTATIVE \_\_\_\_\_

TITLE \_\_\_\_\_

E-MAIL \_\_\_\_\_

# ADDENDUM ACKNOWLEDGEMENT

The bidder acknowledges that he/she has received the following addendum:

ADDENDUM NO. \_\_\_\_\_ DATED \_\_\_\_\_

ADDENDUM NO. \_\_\_\_\_ DATED \_\_\_\_\_

ADDENDUM NO. \_\_\_\_\_ DATED \_\_\_\_\_

ADDENDUM NO. \_\_\_\_\_ DATED \_\_\_\_\_

ADDENDUM NO. \_\_\_\_\_ DATED \_\_\_\_\_

Bidder Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Title: \_\_\_\_\_

Phone #: \_\_\_\_\_

FAX No.: \_\_\_\_\_

# CONFLICT OF INTEREST DISCLOSURE FORM

For purposes of determining any possible conflict of interest, all bidders/proposers, must disclose if any Okaloosa Board of County Commissioner, employee(s), elected officials(s), or if any of its agencies is also an owner, corporate officer, agency, employee, etc., of their business.

Indicate either "yes" (a county employee, elected official, or agency is also associated with your business), or "no". If yes, give person(s) name(s) and position(s) with your business.

YES \_\_\_\_\_

NO \_\_\_\_\_

NAME(S)

POSITION(S)

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FIRM NAME: \_\_\_\_\_

BY (PRINTED): \_\_\_\_\_

BY (SIGNATURE): \_\_\_\_\_

TITLE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

PHONE NO. \_\_\_\_\_

E-MAIL \_\_\_\_\_

# DRUG-FREE WORKPLACE CERTIFICATION

THE BELOW SIGNED BIDDER CERTIFIES that it has implemented a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under quote a copy of the statement specified in subsection 1.
4. In the statement specified in subsection 1, notify the employees that, as a condition of working on the commodities or contractual services that are under quote, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in, drug abuse assistance or rehabilitation program if such is available in employee's community, by any employee who is convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign this statement, I certify that this firm complies fully with the above requirements.

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

COMPANY: \_\_\_\_\_

NAME: \_\_\_\_\_

(Typed or Printed)

ADDRESS: \_\_\_\_\_

TITLE: \_\_\_\_\_

\_\_\_\_\_

E-MAIL: \_\_\_\_\_

\_\_\_\_\_

PHONE NO.: \_\_\_\_\_



# RECYCLED CONTENT FORM

## RECYCLED CONTENT INFORMATION

1. Is the material in the above: Virgin\_\_\_\_\_ or Recycled\_\_\_\_\_ (Check the applicable blank). If recycled, what percentage \_\_\_\_\_%.

Product Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Is your product packaged and/or shipped in material containing recycled content?

Yes\_\_\_\_\_ No\_\_\_\_\_

Specify: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Is your product recyclable after it has reached its intended end use?

Yes\_\_\_\_\_ No\_\_\_\_\_

Specify: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The above is not applicable if there is only a personal service involved with no product involvement.

Name of Bidder: \_\_\_\_\_

E-Mail: \_\_\_\_\_

# REFERENCE DATA SHEET

NAME OF CUSTOMER \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
PHONE NUMBER \_\_\_\_\_  
PERSON TO CONTACT \_\_\_\_\_

NAME OF CUSTOMER \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
PHONE NUMBER \_\_\_\_\_  
PERSON TO CONTACT \_\_\_\_\_

NAME OF CUSTOMER \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
PHONE NUMBER \_\_\_\_\_  
PERSON TO CONTACT \_\_\_\_\_

NAME OF CUSTOMER \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
PHONE NUMBER \_\_\_\_\_  
PERSON TO CONTACT \_\_\_\_\_

NAME OF CUSTOMER \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
PHONE NUMBER \_\_\_\_\_  
PERSON TO CONTACT \_\_\_\_\_

# BID BOND

KNOW ALL MEN BY THESE PRESENTS, that we, the undersigned

---

as Principal, and \_\_\_\_\_

as Surety, are hereby held firmly bound unto \_\_\_\_\_

as Owner in the penal sum of \_\_\_\_\_

for the payment of which, well and truly to be made, we hereby jointly and severally bind ourselves our heirs, executors, administrators, successors and assigns.

SIGNED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

The condition of the above obligation is such that whereas the Principal has submitted to \_\_\_\_\_ a certain Bid attached hereto and hereby made part hereof to enter into a contract in writing, for the \_\_\_\_\_.

## Now, Therefore,

- (a) If said Bid shall be rejected, or in the alternate,
- (b) If said Bid shall be accepted and the Principal shall execute and deliver a contract in the form of Contract attached hereto (properly completed in accordance with said Bid) and shall a bond for his faithful performance of said contract, and for the payment of all persons performing labor or furnishing materials in connection therewith, and shall in all other respects perform the agreement created by the acceptance of said Bid, then this obligation shall be void, otherwise the same shall remain in force and effect; it being expressly understood and agreed that the liability of the Surety for any and all claims hereunder shall, in no event, exceed the penal amount of this obligation as herein stated.

**Bid Bond**

The Surety, for value received, hereby stipulates and agrees that the obligations of said Surety and its bond shall be in no way impaired or affected by an extension of the time within which the Owner may accept such Bid; and said Surety does hereby waive notice of any such extension. In Witness Whereof, the Principal and the Surety have hereunto set their hands and seals, and such of them as are corporations have caused their corporate seals to be hereto affixed and these presents to be signed by the proper officer, the day and year first set forth above.

\_\_\_\_\_ L.S.

Principal

\_\_\_\_\_

Surety

BY: \_\_\_\_\_

Seal:

**IMPORTANT:** Surety companies executing BONDS must appear on the Treasury Department's most current list (Circular 570 as amended) and be authorized to transact business in the state where the project is located.

# "NO CONTACT CLAUSE"

The Okaloosa County Board of County Commissioners have established a solicitation silence policy (**No Contact Clause**) that prohibits oral and written communication regarding all formal solicitations for goods and services (formal bids, Request for Proposals, Requests for Qualifications) issued by the Board through the County Purchasing Department.

The period commences when the procurement document is received and terminates when the Board of County Commissioners approves an award.

When the solicitation silence period is in effect, no oral or written communication is allowed regarding the solicitation between prospective bidders/proposers and members of the Board of County Commissioners, the County Administrator or members of the Board Approved Review Committee. All questions or requests for information regarding the solicitation **must** be directed to the designated Purchasing Representative listed in the solicitation.

Any information thought to affect the committee or staff recommendation submitted after bids are due, should be directed to the Purchasing Director or his appointed representative. It shall be the Purchasing Director's decision whether to consider this information in the decision process.

Any violation of this policy shall be grounds to disqualify the proposer from consideration during the selection process.

All proposers must agree to comply with this policy by signing the following statement and including it with their submittal.

I \_\_\_\_\_ representing \_\_\_\_\_  
Signature Company Name

Hereby agree to abide by the County's "**No Contact Clause**" and understand violation of this policy shall result in disqualification of my proposal/submittal.

# FEDERAL E-VERIFY COMPLIANCE CERTIFICATION

In accordance with Okaloosa County Policy and Executive Order Number 11-116 from the office of the Governor of the State of Florida, Proposer hereby certifies that the U.S. Department of Homeland Security's E-Verify system will be used to verify the employment eligibility of all new employees hired by the contractor during the contract term, and shall expressly require any subcontractors performing work or providing services pursuant to the contract to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the contract term; and shall provide documentation such verification to the COUNTY upon request.

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As the person authorized to sign this statement, I certify that this company complies/will comply fully with the above requirements.

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

COMPANY: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TITLE: \_\_\_\_\_

\_\_\_\_\_

E-MAIL: \_\_\_\_\_

PHONE NO.: \_\_\_\_\_

# COMPANY DATA

Physical Address & Phone #:

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Proposer's Company Name:

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Physical Address:

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Contact Person (Typed-Printed):

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Phone #:

---

Cell #:

---

Federal ID or SS #:

---

Proposer's License #:

---

Fax #:

---

Emergency #'s After Hours,  
Weekends & Holidays:

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## NOTICE OF AWARD

TO:

### PROJECT

DESCRIPTION: Bid # PW 15-14

The **OWNER** has considered the **BID** submitted by you for the above-described **WORK** in response to its Advertisement for Bids dated \_\_\_\_\_ and Information for Bidders.

You are hereby notified that your **BID** has been accepted for items in the amounts of Specified within your bid.

You are required by the Instructions to Bidders to execute the Agreement and furnish the required **CONTRACTOR'S** Certificates of Insurance within fifteen (15) calendar days from the date of this notice to you.

If you fail to execute said Agreement and to furnish said certificates within fifteen (15) calendar days from the date of this notice, said **OWNER** will be entitled to consider all your rights arising out of the **OWNER's** acceptance of your **BID** as abandoned.

You are required to return an acknowledged copy of this **NOTICE OF AWARD** and the signed contracts to the **OWNER**: Okaloosa County Purchasing, 602-C North Pearl St., Crestview, FL 32536. If you have any questions, please call Jack Allen at 850-689-5960.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2013

**OWNER – OKALOOSA COUNTY BOARD OF COUNTY COMMISSIONERS-**

BY: \_\_\_\_\_ TITLE \_\_\_\_\_ Purchasing Director  
Richard L Brannon

### ACCEPTANCE OF NOTICE

Receipt of the above **NOTICE OF AWARD** is hereby acknowledged.

BY: \_\_\_\_\_

This the \_\_\_\_\_ day of \_\_\_\_\_, 2013.

BY: \_\_\_\_\_

Title: \_\_\_\_\_



# NOTICE TO PROCEED

DATE: \_\_\_\_\_

TO:

PROJECT: Bid # PW 15-14,

You are hereby notified to commence WORK in accordance with the Agreement dated \_\_\_\_\_, 2013,

You are required to return an acknowledged copy of this **NOTICE TO PROCEED** to the **OWNER:** Okaloosa County Purchasing, 602-C North Pearl St, Crestview, FL 32536.

OKALOOSA COUNTY BOARD OF COUNTY COMMISSIONERS  
**OWNER**

BY: \_\_\_\_\_  
Richard L. Brannon

TITLE: Purchasing Director

## ACCEPTANCE OF NOTICE

Receipt of the above **NOTICE TO PROCEED** is hereby acknowledged.

\_\_\_\_\_  
Company Name

This the \_\_\_\_\_ day of \_\_\_\_\_, 2013

\_\_\_\_\_  
Signature

By: \_\_\_\_\_  
Type or Print Name

Title: \_\_\_\_\_

# BID SHEET

Date: \_\_\_\_\_

BID #: PW 15-14

BID ITEM: (1) EA NEW 2013 HEAVY DUTY DIESEL POWERED HORIZONTAL GRINDER.

Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_

Unit Price - \$ \_\_\_\_\_

DELIVERY TIME MAXIMUM: \_\_\_\_\_

BID PRICE DELIVERED: \_\_\_\_\_

Remarks:

-----  
**ANTI-COLLUSION STATEMENT:** The below signed bidder has not divulged to, discussed or compared his bid with other bidders and has not colluded with any other bidder or parties to bid whatever. (Note: No premiums, rebates, or gratuities permitted either with, prior to, or after any delivery of materials. Any such violation will result in the cancellation and/or return of material (as applicable) and the removal from bid list(s).

\_\_\_\_\_  
Bidder's Company Name

\_\_\_\_\_  
Authorized Signature - Manual

\_\_\_\_\_

\_\_\_\_\_  
Authorized Signature - Typed

\_\_\_\_\_  
Address

\_\_\_\_\_  
Title

\_\_\_\_\_  
Phone #

\_\_\_\_\_  
Fax #

\_\_\_\_\_  
Federal ID # or SS #

\_\_\_\_\_  
E-mail address

# ADDENDUM # 1

## Hammermill

- |    |  |              |             |
|----|--|--------------|-------------|
| 1. | Hammermill: <del>42" diameter x 68"</del> 42" diameter by 66" wide mill.   | _____<br>Yes | _____<br>No |
| 2. | Holder & Inserts: There shall be (12) (minimum) thick balance 4140 forged steel fixed teeth insert holders equipped with (12) 3-3/4" forged wide double-edged replaceable carbide teeth inserts and (18) rakers. | _____<br>Yes | _____<br>No |
| 3. | Hammermill RPM: Minimum of 1000 RPM.   | _____<br>Yes | _____<br>No |
| 4. | Hammermill Drive: (10) 8V2800 Belts.   | _____<br>Yes | _____<br>No |
| 5. | Hammerhill Shaft: 9" diameter, 4340 HR-Q&T-SR-UT steel shaft with 5-3/16".   | _____<br>Yes | _____<br>No |
| 6. | Cutting Anvil: (1) 2-1/2" thick, two sided, cutting anvil. Anvil shall be removable using bolts from outside of machine.   | _____<br>Yes | _____<br>No |

## Sizing Screens

- |    |  |              |             |
|----|--|--------------|-------------|
| 1. | Screens: One set of (2) 5" hexagon, AR450 steel screens shall be provided. Screens must be easily interchangeable without having to enter grinding chamber or use bolts to remove. | _____<br>Yes | _____<br>No |
| 2. | Screen Area: Minimum of 5,661 square inches.   | _____<br>Yes | _____<br>No |

## Engine & Hammermill Protection System

- |    |   |  |  |
|----|---|--|--|
| 1. | Protection System: List any system available used to protect the engine, clutch and hammermill. |  |  |
|----|---|--|--|

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## Warranty

- |    |  |              |             |
|----|--|--------------|-------------|
| 1. | Horizontal Grinder: One (1) year unlimited hours on the horizontal grinder assembly, trailer and hammermill assembly according to the terms specified in the Manufacturer's Warranty Policy. | _____<br>Yes | _____<br>No |
| 1. | Clutch: Limited (1) year factory warrant.  | _____<br>Yes | _____<br>No |
| 2. | Engine: Caterpillar Base Warranty is One (1) year or (2) two years/3,000 hours and extended service coverage to three (3) years on main components.  | _____<br>Yes | _____<br>No |
| 3. | Extended Warranty: List the coast and terms of any available extended warranty.  | _____<br>Yes | _____<br>No |

## ADDENDUM # 2

reject any and all proposals or to waive any irregularity or technicality in proposals received. Okaloosa County shall be the sole judge of the proposal and the resulting negotiated agreement that is in its best interest and its decision shall be final.

- C. The Board of County Commissioners reserves the right to waive any informalities or reject any and all proposals, in whole or part, to utilize any applicable state contracts in lieu of or in addition to this proposal and to accept the proposal that in its judgment will best serve the interest of the County.
- D. The Board of County Commissioners specifically reserves the right to reject any conditional proposal and will normally reject those which made it impossible to determine the true amount of the proposal.

**Disqualification of Proposers** - Any of the following reasons may be considered as sufficient for the disqualification of a proposer and the rejection of his proposal or proposals:

- A. More than one proposal for the same work from an individual, firm or corporation under the same or different name.
- B. Evidence that the proposer has a financial interest in the firm of another proposer for the same work.
- C. Evidence of collusion among proposers. Participants in such collusion will receive no recognition as proposers for any future work of the County until such participant shall have been reinstated as a qualified proposer.
- D. Uncompleted work which in the judgment of the County might hinder or prevent the prompt completion of additional work if awarded.
- E. Failure to pay or satisfactorily settle all bills due for labor and material on former contracts in force at the time of advertisement of proposals.
- F. Default under previous contract.

**Copies of Proposals** – Companies must submit one original and two copies of your bid.

25. **Bid Bond** – Bidders are required to submit a Bid Bond, Cashier's or Certified Check in the amount of 5% of their total bid and **the Bid Bond is to be attached to their bid.**

# LOCAL PREFERENCE DATA SHEET

Okaloosa County grants a preference to in-county bidders only when bids are received from firms located in states, municipalities or other political subdivisions which offer preference to bidders located in such political subdivisions. The amount of preference given to local bidders will be the same as that given by the state, county, municipality or other political subdivisions in which the out-of-county bidder is located. If the political subdivision in which a bidder is located offers a preference to its local firms, that bidder must plainly state the extent of such preference to include the amount and type preference offered. Any bidder failing to indicate such preference will be removed from the County bid list and any and all bids from that firm will be rejected.

Does the state, county, municipality or political subdivision in which your firm is located offer a preference to their local bidders? If "YES," list below the extend of such preference. (If your firm is located in Okaloosa County, you will check "YES"-reciprocal only.)

YES \_\_\_\_\_

NO \_\_\_\_\_

If yes, you must identify how you confirmed this information or who you spoke with within your area of business location below:

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\_\_\_\_\_  
Bidder's Company Name

\_\_\_\_\_  
Authorized Signature – Manual

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date