

**Lee County Board Of County Commissioners
Agenda Item Summary**

Blue Sheet No. 20050054

1. REQUESTED MOTION:

ACTION REQUESTED: Approve award of Formal Quotation #Q-040690, the purchase of a Mobile Sterilization and Adoption Vehicle for Animal Services, to the low quoter meeting specifications, LaBoit, Inc.; for the price of \$ 227,550. Also approve an additional \$10,000 for the possible purchases of extended warranties if it is deemed to be in the best interest of Lee County at a later date.

WHY ACTION IS NECESSARY: Purchases over \$50,000. must be approved by the Board.

WHAT ACTION ACCOMPLISHES: Allows Animal Services to institute a progressive program of mobile sterilization of domestic cats and dogs. This vehicle will also be used to promote education and adoption on a mobile basis.

**2. DEPARTMENTAL CATEGORY:
COMMISSION DISTRICT #**

C6A

3. MEETING DATE:

03-15-2005

4. AGENDA:

- CONSENT
- ADMINISTRATIVE
- APPEALS
- PUBLIC
- WALK ON
- TIME REQUIRED:

**5. REQUIREMENT/PURPOSE:
(Specify)**

- STATUTE
- ORDINANCE
- ADMIN. CODE
- OTHER

AC-4-1

6. REQUESTOR OF INFORMATION:

- A. COMMISSIONER _____
- B. DEPARTMENT _____
- C. DIVISION ANIMAL SERVICES

BY: Scott Trebatoski, Director

BACKGROUND: Sealed two-step quotes were received by the Division of Purchasing on Dec 14, 2004. On that date, eight responses were received; of which five were "no bids". The three quotes – received from General Truck & Body, K & D Custom Coach, and Laboit, Inc. – were evaluated on December 17, 2004 by a committee consisting of Fleet, Animal Services and Purchasing. The only company deemed qualified to proceed to step two and have their pricing revealed – on January 11, 2005 - was LaBoit Inc.
Funds are available: Acct String KL5620315500.506530

ATTACHMENTS:

- (1) Step One Tabulation Sheet
- (2) Step Two Tabulation Sheet
- (3) Step One Specifications
- (4) Step Two Specifications
- (5) LaBoit's Quotation
- (6) Subcommittee's Recommendation

8. MANAGEMENT RECOMMENDATIONS:

9. RECOMMENDED APPROVAL:

A Department Director	B Purchasing or Contracts	C Human Resources	D Other	E County Attorney	F Budget Services				G County Manager
<i>[Signature]</i>	<i>Janet Sheehan 1-14-05 YA 1-14-05</i>	<i>N/A</i>		<i>[Signature]</i>	OA <i>[Signature]</i>	OM <i>[Signature]</i>	Risk <i>[Signature]</i>	GC <i>[Signature]</i>	<i>[Signature]</i> 2-14-05

10. COMMISSION ACTION:

- _____ APPROVED
- _____ DENIED
- _____ DEFERRED
- _____ OTHER

Rec. by CoAtty

Date: *1/15/05*

Time: *1:45*

Forwarded To:

Admin Vis

ATTACHMENT 3



PROJECT NO.: Q-040690

OPEN DATE: DECEMBER 14, 2004

AND TIME: 2:30 P.M.

PRE-BID DATE: NOVEMBER 30, 2004

AND TIME: 2:00 P.M.

LOCATION: 1825 HENDRY STREET, 3RD FL
FORT MYERS, FL 33901

REQUEST FOR QUOTATIONS

(STEP ONE – QUALIFICATIONS)

TITLE:

MOBILE STERILIZATION & ADOPTION
VEHICLE FOR LEE COUNTY ANIMAL
SERVICES

REQUESTER: LEE COUNTY BOARD OF COUNTY COMMISSIONERS
DIVISION OF PURCHASING

MAILING ADDRESS

P.O. BOX 398
FORT MYERS, FL 33902-0398

PHYSICAL ADDRESS

1825 Hendry St 3rd Floor
FORT MYERS, FL 33901

BUYER: PATTI ARMBRUSTER, CPPB
BUYER
PHONE NO.: (239) 344-5450



LEE COUNTY
SOUTHWEST FLORIDA

BOARD OF COUNTY COMMISSIONERS

Writer's Direct Dial Number: _____

Bob Janas
District One

December 1, 2004

Douglas R. St. Cemy
District Two

Quotation No.: Q-040690

Ray Judah
District Three

**LEE COUNTY ADDENDUM NUMBER ONE
TO THE SPECIFICATIONS FOR
MOBILE VETERINARIAN CLINIC**

Andrew W. Coy
District Four

John E. Albion
District Five

Donald D. Stilwell
County Manager

**QUOTERS MUST ACKNOWLEDGE RECEIPT OF THIS ADDENDUM ON THE
PROPOSAL QUOTE FORM PAGE 12 (Step One) and PAGE 13 (Step Two).**

James G. Yaeger
County Attorney

The original specifications and other contract documents are amended as noted below:

Diana M. Parker
County Hearing
Examiner

Step one, on page 27, *Sink: please delete. Sink is not needed when we are asking for tub table.

Step one, on page 29, Cabinets and Counter tops:, Please add that the cabinets could be made of aluminum. This needs specified in step one. (Replacement page 29a attached)

Step one, on page 30, Surgical Blind: Please change this to read Retractable Surgical Curtain. A metal mini blind is not needed.

Step one, on page 37, please correct the spelling of veterinary in both places on item #VI.

Step two, pages 15 and 19, We are adding option E for underbody storage. We would be interested in lockable and keyed-alike. We will need this clarified as to what you could propose for this option along with drawings submitted with your price. (Replacement pages 15a, 16a and 19a attached).

If there are any questions regarding this addendum, please contact Bob Franceschini or Patti Armbruster at 239-344-5450.

DIVISION OF PURCHASING

Patti Armbruster

Patti Armbruster, CPPB
Buyer

cc: Scott Trebatowski
David Fancher
Lauren Keene
Danny Brashear
Minutes

appropriate filtration system; and be designed for animal hair use.

Please provide a picture and specs with your quote.

Please explain how the vehicle offered complies with these specifications.

*Sound System: Sound system throughout working area
Separate sound systems in veterinary & prep areas allowed

Please provide a picture and specs with your quote.

Please explain how the vehicle offered complies with these specifications.

*Cabinets and Countertops: All countertops and work surfaces must be stainless steel.

High-impact laminated wood cabinets – must use plywood (no fiberboard products for cabinetry) All edges and surfaces must be laminated

Cabinet cabinets could be made of aluminum.

Cabinet construction must be humidity/moisture resistant consistent with SW Florida conditions

Specify Cabinet material type: _____
Please provide a picture and specs with your quote.

Please explain how the vehicle offered complies with these specifications.

*Safety/Security: Fire Extinguisher
Smoke Detector
Carbon Monoxide Detector
First Aid Kit
(3) Safety Cones – minimum thirty-six (36”) inches in height
Triangle Flares
Back-up Alarm – This audible alarm shall be rated at a min. 112 dba in accordance with SAE-J-994b.
Backing Camera with Monitor

Please explain how the vehicle offered complies with these specifications.

*Exterior Door: Minimum Thirty (30”) Inch Exterior Grade Door with one window and a deadbolt lock; to open outward. No other windows are required. This door must be located on the curb-side behind the front passenger’s door.

Please explain how the vehicle offered complies with these specifications.

*Exterior Steps: A set of exterior grade steps shall be provided outside of the exterior door (specified above). These steps shall be sufficient in number to provide ease of ingress and egress to and from the vehicle (from ground to floor level). The steps must be either

LENGTH OF TIME: _____

OPTION D-5 ITEM COVERED: _____

ADDITIONAL COST OF OPTION D-5 \$ _____

LENGTH OF TIME: _____

OPTION D-6 ITEM COVERED: _____

ADDITIONAL COST OF OPTION D-6 _____

LENGTH OF TIME: _____

OPTION D-7 ITEM COVERED _____

ADDITIONAL COST OF OPTION D-7: _____

LENGTH OF TIME: _____

ITEM COVERED OPTION D-8: _____

ADDITIONAL COST OF OPTION D-8: \$ _____

LENGTH OF TIME: _____

ITEM COVERED OPTION D-9: _____

ADDITIONAL COST OF D-9: \$ _____

LENGTH OF TIME: _____

OPTION E – UNDERBODY STORAGE

ADDITIONAL COST OF OPTION E: \$ _____

PLEASE EXPLAIN WHAT THIS CONSISTS OF: _____

Is your firm interested in being considered for the Local Vendor Preference?

Yes _____ No _____

If yes, then read the paragraph entitled "Local Vendor Preference" included in these specifications. Also complete the Local Vendor Preference Questionnaire and return with your quotation.

Quoters should carefully read all the terms and conditions of the specifications. Any representation of deviation or modification to the quote may be grounds to reject the quote.

Are there any modifications to the quote or specifications:

Yes _____ No _____

Failure to clearly identify any modifications in the space below or on a separate page may be grounds for the quoter being declared nonresponsive or to have the award of the quote rescinded by the County.

MODIFICATIONS:

Quoter shall submit his/her quote on the County's Proposal Quote Form, including the firm name and authorized signature. Any blank spaces on the Proposal Quote Form, qualifying notes or exceptions, counter offers, lack of required submittals, or signatures, on County's Form may result in the Quoter/Quote being declared non-responsive by the County.

OPTION D – ALL OTHER EXTENDED WARRANTIES OFFERED ON THIS VEHICLE – INCLUDING SYSTEMS, SURGICAL EQUIPMENT, ETC.

Please state the additional cost of this/these option(s) in the space provided on the Proposal Quote Form.

NOTE: The intent under Option D is to obtain pricing on ALL of the extended warranties offered on this vehicle. Lee County reserves the right, at its sole discretion, to pick, choose, and award only those that may meet its needs from those warranties offered under this Option.

OPTION E – UNDERBODY STORAGE

Please explain how many compartments, how they lock, dimensions, and a specification of this.

Please state the additional cost of this option in the space provided on the Proposal Quote Form.

LOCAL BIDDER'S PREFERENCE

Note: In order for your firm to be considered for the local vendor preference, you must complete and return the attached "Local Vendor Preference Questionnaire" with your quotation.

The Lee County Local Bidder's Preference Ordinance No. 00-10 is being included as part of the award process for this project. As such, Lee County at its sole discretion, may choose to award a preference to any qualified "Local Contractor/Vendor" in an amount not to exceed 3 % of the total amount quoted by that firm.

"Local Contractor / Vendor" shall mean: a) any person, firm, partnership, company or corporation whose principal place of business in the sole opinion of the County, is located within the boundaries of Lee County, Florida; or b) any person, firm, partnership, company or corporation that has provided goods or services to Lee County on a regular basis for the preceding consecutive five (5) years, and that has the personnel, equipment and materials located within the boundaries of Lee County sufficient to constitute a present ability to perform the service or provide the goods.

The County reserves the exclusive right to compare, contrast and otherwise evaluate the qualifications, character, responsibility and fitness of all persons, firms, partnerships, companies or corporations submitting formal bids or formal quotes in any procurement for goods or services when making an award in the best interests of the County.

INTRODUCTION

OVERVIEW

The Lee County Board of County Commissioners is accepting qualifications from companies interested in providing a mobile sterilization and adoption vehicle to Lee County Animal Services.

TWO-STEP QUOTE PROCESS

NOTE: PLEASE SUBMIT STEPS 1 AND 2 TOGETHER ON THE PROJECT OPENING DATE.

PLEASE USE SEPARATE SEALED ENVELOPES MARKED “STEP 1” & “STEP 2”

Lee County is utilizing a two-step process to evaluate the qualifications of quoters and allow only qualified companies to have their pricing opened and considered under Step Two.

*Step One will require interested vendors to submit the qualifications of their company.

*In Step Two, only those companies qualified in Step One will be eligible to have their pricing opened and considered.

STEP ONE – REQUEST FOR QUALIFICATIONS

In Step One, please submit all requested information to Lee County Purchasing Services, 1825 Hendry Street, 3rd Floor, Fort Myers, FL 33901, before the deadline given on the cover of this solicitation. Qualifications received after this date and time will not be accepted.

All of the qualifications received will then be reviewed and evaluated by County staff, and a decision made as to which companies are qualified and which are not. Each company submitting qualifications will receive a letter stating whether they are qualified or not. Only those companies found to be qualified will be allowed to proceed to Step Two.

In order for a company to be considered responsive in Step One, it should submit all information requested, including appropriate signatures. Failure to meet these requirements may cause your company to be declared non-responsive.

STEP TWO – REQUEST FOR QUOTATIONS – PRICES

Firms found to be qualified in Step One will be eligible to have their pricing opened and considered. This information must be completed and returned to Lee County Purchasing Services, 1825 Hendry Street, 3rd Floor, Fort Myers, FL 33901, before the given deadline. Pricing information received after this date and time will not be accepted.

GENERAL CONDITIONS

Sealed Quotations will be received by the DIVISION OF PURCHASING, until 2:30pm on the date specified on the cover sheet of this "Request for Quotations", and opened immediately thereafter by the Purchasing Director or designee.

Any question regarding this solicitation should be directed to the Buyer listed on the cover page of this solicitation, or by calling the Division of Purchasing at (239) 344-5450.

1. **SUBMISSION OF QUOTE:**

- a. Quotations shall be sealed in an envelope, and the outside of the envelope should be marked with the following information:
 - 1. Marked with the words "Sealed Quote"
 - 2. Name of the firm submitting the quotation
 - 3. Title of the quotation
 - 4. Quotation number

- b. The Quotation shall be submitted in triplicate as follows:
 - 1. The original consisting of the Lee County quotes forms completed and signed.
 - 2. A copy of the original quote forms for the Purchasing Director.
 - 3. A second copy of the original quote forms for use by the requesting department.

- c. The following should be submitted along with the quotation in a separate envelope. This envelope should be marked as described above, but instead of marking the envelope as "Sealed Quote", please indicate the contents; i.e., literature, drawings, submittals, etc. This information should be submitted in duplicate.
 - 1. Any information (either required or in addition to that asked for by the specifications) necessary to analyze your quotation; i.e., required submittals, literature, technical data, financial statements.
 - 2. Warranties and guarantees against defective materials and workmanship.

- d. **ALTERNATE QUOTE:** If the vendor elects to submit more than one quote, then the quotes should be submitted in separate envelopes and marked as indicated above. The second, or alternate quote should be marked as "Alternate".

- e. **QUOTES RECEIVED LATE:** It is the quoter's responsibility to ensure that his quote is received by the Division of Purchasing prior to the opening date and time specified. Any quote received after the opening date and time will be promptly returned to the quoter unopened. Lee County will not be responsible for quotes received late because of delays by a third party delivery service; i.e., U.S. Mail, UPS, Federal Express, etc.

- f. **QUOTE CALCULATION ERRORS:** In the event there is a discrepancy between the total quoted amount or the extended amounts and the unit prices quoted, the unit prices will prevail and the corrected sum will be considered the quoted price.
- g. **PAST PERFORMANCE:** All vendors will be evaluated on their past performance and prior dealings with Lee County (i.e., failure to meet specifications, poor workmanship, late delivery, etc.).
- h. **WITHDRAWAL OF QUOTE:** No quote may be withdrawn for a period of 90 days after the scheduled time for receiving quotes. A quote may be withdrawn prior to the quote-opening date and time. Such a request to withdraw should be made in writing to the Purchasing Director, who will approve or disapprove of the request.
- i. **COUNTY RESERVES THE RIGHT:** The County reserves the right to waive minor informalities in any quote; to reject any or all quotes with or without cause; and/or to accept the quote that in its judgment will be in the best interest of the County of Lee.
- j. **EXECUTION OF QUOTE:** All quotes shall contain the signature of an authorized representative of the quoter in the space provided on the quote proposal form. All quotes shall be typed or printed in ink. The bidder may not use erasable ink. All corrections made to the quote shall be initialed.

2. **ACCEPTANCE**

The materials and/or services delivered under the quote **shall** remain the property of the seller until a physical inspection and actual usage of these materials and/or services is accepted by the County and is to be in compliance with the terms herein, fully in accord with the specifications and of the highest quality. In the event the materials and/or services supplied to the County are found to be defective or do not conform to specifications, the County reserves the right to cancel the order upon written notice to the seller and return such product to the seller at the seller's expense.

3. **SUBSTITUTIONS**

Whenever in these specifications a brand name or make is mentioned, it is the intention of the County only to establish a grade or quality of materials and not to rule out other brands or makes of equality. However, if a product other than that specified is quote, it is the vendor's responsibility to name such product with his quote and to prove to the County that said product is equal to the product specified. Lee County **shall** be the sole judge as to whether a product being offered by the quoter is actually equivalent to the one being specified by the detailed specifications. (Note: This paragraph does not apply when it is determined that the technical requirements of this solicitation require only a specific product as stated in the detailed specifications.)

4. **RULES, REGULATIONS, LAWS, ORDINANCES & LICENSES**

The awarded vendor shall observe and obey all laws, ordinances, rules, and regulations, of the federal, state, and local government, which may be applicable to the supply of this product or service.

- a. Occupational License – Vendor shall submit within 10 calendar days after request.
- b. Specialty License(s) – Vendor shall possess at the time of the opening of the quote all necessary permits and/or license required for the sale of this product and/or service and upon the request of the County provide copies of licenses and/or permits within 10 calendar days after request.

5. **RECYCLED PRODUCTS**

It is the Lee County Board of County Commissioners' stated policy objective to "Ensure all departments are aware of the availability of recycled products..." (Administrative Code #AC-10-4). In an effort to provide the utmost opportunity for the use of recycled products by Lee County, vendors should list on their letterhead, all necessary information regarding any applicable recycled products they have available. Recycled products should meet all other specifications listed and have a minimum of 50%-recycled content. Whenever fiscally feasible, available recycled products will be purchased.

6. **WARRANTY/GUARANTY** (unless otherwise specified)

All materials and/or services furnished under this quote shall be warranted by the vendor to be free from defects and fit for the intended use.

7. **PRE-BID CONFERENCE**

A pre-bid conference will be held at the location, date, and time specified on the cover of this solicitation. Pre-bid conferences are generally non-mandatory, but it is highly recommended that everyone planning to submit a quote attend.

In the event a pre-bid conference is classified as mandatory, it will be so specified on the cover of this solicitation and it will be the responsibility of the quoter to ensure that they are represented at the pre-bid. Only those quoters who attend the pre-bid conference will be allowed to quote on this project.

8. **BIDDERS LIST MAINTENANCE**

A bidder should respond to "Request for Quotations" in order to be kept on the Bidder's List. Failure to respond to three different "request for quotations" may result in the vendor being removed from the Bidder's List. A bidder may do one of the following, in order to respond properly to the request:

- a. Submission of a quotation prior to the quote receipt deadline.
- b. Submission of a "no bid" notice prior to the quote receipt deadline.

9. **LEE COUNTY PAYMENT PROCEDURES**

All vendors are requested to mail one original invoice and one invoice copy to:

Lee County Finance Department
Post Office Box 2238
Fort Myers, FL 33902-2238

All invoices will be paid as directed by the Lee County payment procedure unless otherwise differently stated in the detailed specification portion of this quote.

Lee county will not be liable for request of payment deriving from aid, assistance, or help by any individual, vendor, quoter, or bidder for the preparation of these specifications.

Lee County is generally a tax-exempt entity subject to the provisions of the 1987 legislation regarding sales tax on services. Lee County will pay those taxes for which it is obligated, or it will provide a Certificate of Exemption furnished by the Department of Revenue. All contractors or quoters should include in their quote all sales or use taxes, which they will pay when making purchases of material or subcontractor's services.

10. **LEE COUNTY BID PROTEST PROCEDURE**

Any contractor/vendor/firm that has submitted a formal bid/quote/proposal to Lee County, and who is adversely affected by an intended decision with respect to the award of the formal bid/quote/proposal, shall file with the County's Purchasing Director or Public Works Director a written "Notice of Intent to File a Protest" not later than seventy-two (72) hours (excluding Saturdays, Sundays and Legal Holidays) after receipt of a "Notice of Intended Decision" from the County with respect to the proposed award of the formal bid/quote/proposal.

The "Notice of Intent to File a Protest" is one of two documents necessary to perfect Protest. The second document is the "Formal Written Protest", both documents are described below.

The "Notice of Intent to File a Protest" document shall state all grounds claimed for the Protest, and clearly indicate it as the "Notice of Intent to File a Protest". Failure to clearly indicate the Intent to file the Protest shall constitute a waiver of all rights to seek any further remedies provided for under this Protest Procedure.

The "Notice of Intent to File a Protest" shall be received ("stamped in") by the Purchasing Director or Public Works Director not later than Four o'clock (4:00) PM on the third working day following the day of receipt of the County's Notice of Intended Decision.

The affected party shall then file its Formal Written Protest within ten (10) calendar days after the time for the filing of the Notice of Intent to File a Protest has expired. Except as provided for in the paragraph below, upon filing of the Formal Written Protest, the contractor/vendor/firm shall post a bond, payable to the Lee County Board of County Commissioners in an amount equal to five percent (5%) of the total bid/quote/proposal, or Ten Thousand Dollars (\$10,000.00), whichever is less. Said bond shall be designated and held for payment of any costs that may be levied against the protesting

contractor/vendor/firm by the Board of County Commissioners, as the result of a frivolous Protest.

A clean, Irrevocable Letter of Credit or other form of approved security, payable to the County, may be accepted. Failure to submit a bond, letter of credit, or other approved security simultaneously with the Formal Written Protest shall invalidate the protest, at which time the County may continue its procurement process as if the original "Notice of Intent to File a Protest" had never been filed.

Any contractor/vendor/firm submitting the County's standard bond form (CSD: 514), along with the bid/quote/proposal, shall not be required to submit an additional bond with the filing of the Formal Written Protest.

The Formal Written Protest shall contain the following:

- County bid/quote/proposal identification number and title.
- Name and address of the affected party, and the title or position of the person submitting the Protest.
- A statement of disputed issues of material fact. If there are no disputed material facts, the Formal Protest must so indicate.
- A concise statement of the facts alleged, and of the rules, regulations, statues, or constitutional provisions, which entitle the affected party to relief.
- All information, documents, other materials, calculations, and any statutory or case law authority in support of the grounds for the Protest.
- A statement indicating the relief sought by the affected (protesting) party.
- Any other relevant information that the affected party deems to be material to Protest.

Upon receipt of a timely filed "Notice of Intent to File a Protest", the Purchasing Director or Public Works Director (as appropriate) may abate the award of the formal bid/quote/proposal as appropriate, until the Protest is heard pursuant to the informal hearing process as further outlined below, except and unless the County Manager shall find and set forth in writing, particular facts and circumstances that would require an immediate award of the formal bid/quote/proposal for the purpose of avoiding a danger to the public health, safety, or welfare. Upon such written finding by the County Manager, the County Manager may authorize an expedited Protest hearing procedure. The expedited Protest hearing shall be held within ninety-six (96) hours of the action giving rise to the contractor/vendor/firm's Protest, or as soon as may be practicable for all parties. The "Notice of Intent to File a Protest" shall serve as the grounds for the affected party's presentation and the requirements for the submittal of a formal, written Protest under these procedures, to include the requirement for a bond, shall not apply.

The Dispute Committee shall conduct an informal hearing with the protesting contractor/vendor/firm to attempt to resolve the Protest, within seven working days (excluding Saturdays, Sundays and legal holidays) from receipt of the Formal Written Protest. The Chairman of the Dispute Committee shall ensure that all affected parties may make presentations and rebuttals, subject to reasonable time limitations, as appropriate. The purpose of the informal hearing by the Dispute Committee, the protestor and other affected parties is to provide and opportunity: (1) to review the basis of the Protest; (2) to evaluate the facts and merits of the Protest; and (3) to make a determination whether to accept or reject the Protest.

Once a determination is made by the Dispute Committee with respect to the merits of the Protest, the Dispute Committee shall forward to the Board of County Commissioners its recommendations, which shall include relevant background information related to the procurement.

Upon receiving the recommendation from the Dispute Committee, the Board of County Commissioners shall conduct a hearing on the matter at a regularly scheduled meeting. Following presentations by the affected parties, the Board shall render its decision on the merits of the Protest.

If the Board's decision upholds the recommendation by the Dispute Committee regarding the award, and further finds that the Protest was either frivolous and/or lacked merit, the Board, at its discretion, may assess costs, charges, or damages associated with any delay of the award, or any costs incurred with regard to the protest. These costs, charges or damages may be deducted from the security (bond or letter of credit) provided by the contractor/vendor/firm. Any costs, charges or damages assessed by the Board in excess of the security shall be paid by the protesting contractor/vendor/firm within thirty (30) calendar days of the Board's final determination concerning the award.

All formal bid/quote/proposal solicitations shall set forth the following statement:

“FAILURE TO FOLLOW THE BID PROTEST PROCEDURE REQUIREMENTS WITHIN THE TIMEFRAMES AS PRESCRIBED HEREIN AND ESTABLISHED BY LEE COUNTY BOARD OF COUNTY COMMISSIONERS, FLORIDA, SHALL CONSTITUTE A WAIVER OF YOUR PROTEST AND ANY RESULTING CLAIMS.”

11. **PUBLIC ENTITY CRIME**

Any person or affiliate as defined by statute who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid or a contract to provide any goods or services to the County; may not submit a bid on a contract with the County for the construction or repair of a public building or a public work; may not submit bids or leases of real property to the County; may not be awarded or perform works as a contractor, supplier, subcontractor, or consultant under a contract with the County, and may not transact business with the County in excess of \$25,000.00 for a period of 36 months from the date of being placed on the convicted vendor list.

12. **QUALIFICATION OF QUOTERS** (unless otherwise noted)

Quotes will be considered only from firms normally engaged in the sale and distribution or provision of the services as specified herein. Quoters shall have adequate organization, facilities, equipment, and personnel to ensure prompt and efficient service to Lee County. The County reserves the right before recommending any award to inspect the facilities and organization; or to take any other action necessary to determine ability to perform is satisfactory, and reserves the right to reject quotes where evidence submitted or investigation and evaluation indicates an inability of the quoter to perform.

13. **MATERIAL SAFETY DATA SHEETS**

In accordance with Chapter 443 of the Florida Statutes, it is the vendor's responsibility to provide Lee County with Materials Safety Data Sheets on quoted materials, as may apply to this procurement.

14. **MISCELLANEOUS**

If a conflict exists between the General Conditions and the detailed specifications, then the detailed specifications shall prevail.

15. **WAIVER OF CLAIMS**

Once this contract expires, or final payment has been requested and made, the awarded contractor shall have no more than 30 days to present or file any claims against the County concerning this contract. After that period, the County will consider the Contractor to have waived any right to claims against the County concerning this agreement.

16. **AUTHORITY TO PIGGYBACK**

It is hereby made a precondition of any quote and a part of these specifications that the submission of any quote in response to this request constitutes a quote made under the same conditions, for the same price, and for the same effective period as this quote, to any other governmental entity.

17. **COUNTY RESERVES THE RIGHT**

a) **State Contract**

If applicable, the County reserves the right to purchase any of the items in this quote from State Contract Vendors if the prices are deemed lower on State Contract than the prices we receive in this quotation.

b) **Any Single Large Project**

The County, in its sole discretion, reserves the right to separately quote any project that is outside the scope of this quote, whether through size, complexity, or dollar value.

c) Disadvantaged Business Enterprises

The County, in its sole discretion, reserves the right to purchase any of the items in this quote from Disadvantage Business Enterprise vendor if the prices are determined to be in the best interest of the County, to assist the County in the fulfillment of any of the County's grant commitments to federal or state agencies.

The County further reserves the right to purchase any of the items in this quote from DBE's to fulfill the County's state policy toward DBE's as outlined in County Ordinance 88-45 and 90-04, as amended.

d) Anti-Discrimination

The vendor for itself, its successors in interest, and assignees, as part of the consideration there of covenant and agree that:

In the furnishing of services to the County hereunder, no person on the grounds of race, religion, color, age, sex, national origin, handicap or marital status shall be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination.

The vendor will not discriminate against any employee or applicant for employment because of race, religion, color, age, sex, national origin, handicap or marital status. The vendor will make affirmative efforts to insure that applicants are employed and that employees are treated during employment without regard to their race, religion, color, age, sex, national origin, handicap or marital status. Such action shall include, but not be limited to, acts of employment, upgrading, demotion or transfer; recruitment advertising; layoff or termination, rates of pay or other forms of compensation and selection for training, including apprenticeship.

Vendor agrees to post in a conspicuous place, available to employees and applicants for employment, notices setting forth the provisions of this anti-discrimination clause.

Vendor will provide all information and reports required by relevant regulations and/or applicable directives. In addition, the vendor shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the County to be pertinent to ascertain compliance. The vendor shall maintain and make available relevant data showing the extent to which members of minority groups are beneficiaries under these contracts.

Where any information required of the vendor is in the exclusive possession of another who fails or refuses to furnish this information, the vendor shall so certify to the County its effort made toward obtaining said information. The vendor shall remain obligated under this paragraph until the expiration of three (3) years after the termination of this contract.

In the event of breach of any of the above anti-discrimination covenants, the County shall have the right to impose sanctions as it may determine to be

appropriate, including withholding payment to the vendor or canceling, terminating, or suspending this contract, in whole or in part.

Additionally, the vendor may be declared ineligible for further County contracts by rule, regulation or order of the Board of County Commissioners of Lee County, or as otherwise provided by law.

The vendor will send to each union, or representative of workers with which the vendor has a collective bargaining agreement or other contract of understanding, a notice informing the labor union of worker's representative of the vendor's commitments under this assurance, and shall post copies of the notice in conspicuous places available to the employees and the applicants for employment.

The vendor will include the provisions of this section in every subcontract under this contract to insure its provisions will be binding upon each subcontractor. The vendor will take such actions with respect to any subcontractor, as the contracting agency may direct, as a means of enforcing such provisions, including sanctions for non-compliance.

18. **AUDITABLE RECORDS**

The awarded vendor shall maintain auditable records concerning the procurement adequate to account for all receipts and expenditures, and to document compliance with the specifications. These records shall be kept in accordance with generally accepted accounting methods, and Lee County reserves the right to determine the record-keeping method required in the event of non-conformity. These records shall be maintained for two years after completion of the project and shall be readily available to County personnel with reasonable notice, and to other persons in accordance with the Florida Public Disclosure Statutes.

19. **DRUG FREE WORKPLACE**

Whenever two or more quotes/proposals, which are equal with respect to price, quality and service, are received for the procurement of commodities or contractual services, a quote/proposal received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. In order to have a drug-free workplace program, a business shall comply with the requirements of Florida Statutes 287.087.

20. **REQUIRED SUBMITTALS**

Any submittals requested should be returned with the quote response. This information may be accepted after opening, but no later than 10 calendar days after request.

21. **TERMINATION**

Any agreement as a result of this quote may be terminated by either party giving thirty (30) calendar days advance written notice. The County reserves the right to accept or not accept a termination notice submitted by the vendor, and no such termination notice

submitted by the vendor shall become effective unless and until the vendor is notified in writing by the County of its acceptance.

The Purchasing Director may immediately terminate any agreement as a result of this quote for emergency purposes, as defined by the Lee County Purchasing and Payment Procedure Manual.

Any vendor who has voluntarily withdrawn from a formal quote/proposal without the County's mutual consent during the contract period shall be barred from further County procurement for a period of 180 days. The vendor may apply to the Board of Lee County Commissioners for waiver of this debarment. Such application for waiver of debarment must be coordinated with and processed by Purchasing.

22. **CONFIDENTIALITY**

Vendors should be aware that all submittals (including financial statements) provided with a quote/proposal are subject to public disclosure and will **not** be afforded confidentiality.

23. **ANTI-LOBBYING CLAUSE**

All firms are hereby placed on formal notice that neither the County Commissioners nor candidates for County Commission, nor any employees from the Lee County Government, Lee County staff members, nor any members of the Qualification/Evaluation Review Committee are to be lobbied, either individually or collectively, concerning this project. Firms and their agents who intend to submit qualifications, or have submitted qualifications, for this project are hereby placed on *formal notice* that they are ***not*** to contact County personnel for such purposes as holding meetings of introduction, meals, or meetings relating to the selection process outside of those specifically scheduled by the County for negotiations. Any such lobbying activities may cause immediate disqualification for this project.

24. **INSURANCE (AS APPLICABLE)**

Insurance shall be provided, per the attached insurance guide. Upon request, an insurance certificate complying with the attached guide may be required prior to award.

**LEE COUNTY, FLORIDA
PROPOSAL QUOTE FORM
FOR THE PURCHASE OF ONE (1)
MOBILE STERILIZATION AND ADOPTION VEHICLE**

DATE SUBMITTED: _____

VENDOR NAME: _____

TO: The Board of County Commissioners
 Lee County
 Fort Myers, Florida

Having carefully examined the "General Conditions", and the "Detailed Specifications", all of which are contained herein, the Undersigned proposes to furnish the following which meet these specifications:

The undersigned acknowledges receipt of Addenda numbers: _____

WILL YOU DELIVER WITH YOUR OWN VEHICLES AS OPPOSED TO COMMON CARRIER?

YES _____ NO _____

ANTI-COLLUSION STATEMENT

THE BELOW SIGNED QUOTER HAS NOT DIVULGED TO, DISCUSSED OR COMPARED HIS QUOTE WITH OTHER QUOTERS AND HAS NOT COLLUDED WITH ANY OTHER QUOTER OR PARTIES TO A QUOTE WHATSOEVER. NOTE: NO PREMIUMS, REBATES OR GRATUITIES TO ANY EMPLOYEE OR AGENT ARE 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 THE MASTER BIDDERS LIST.

FIRM NAME _____

BY (Printed): _____

BY (Signature): _____

TITLE: _____

FEDERAL ID # OR S.S.# _____

ADDRESS: _____

PHONE NO.: _____

FAX NO.: _____

CELLULAR PHONE/PAGER NO.: _____

LEE COUNTY OCCUPATIONAL LICENSE NUMBER: _____

E-MAIL ADDRESS: _____

REVISED: 7/28/00

PROJECT OVERVIEW

General Description: Lee County Animal Services is seeking to purchase a Class 6/Class C style vehicle for use primarily in a progressive program of mobile sterilization of domestic cats and dogs. The vehicle shall also be used to promote education and adoption on a mobile basis, and will serve as a post-emergency triage and treatment unit. Therefore, the vehicle must be properly equipped to function successfully in all of the specified functions.

THE AWARDED QUOTER SHALL DELIVER A TURN-KEY VEHICLE READY FOR USE.

NOTE: THESE SPECIFICATIONS ARE INTENDED TO ASSIST THE AWARDED QUOTER – IN PROVIDING A PRODUCT TO MEET THE NEEDS OF THE LEE COUNTY GOVERNMENT ANIMAL SERVICES DIVISION. THEY DO NOT RELINQUISH NOR EXCUSE THE AWARDED QUOTER FROM COMPLYING WITH ANY AND ALL APPLICABLE REGULATORY, GOVERNMENTAL, OR SAFETY ITEMS/ISSUES/DESIGN FEATURES THAT HE/SHE IS, OR SHOULD BE, AWARE OF; AND THAT WOULD NORMALLY BE CONSIDERED IN THE PRODUCTION OF A VEHICLE OF THE TYPE SPECIFIED HEREIN. THE ULTIMATE RESPONSIBILITY FOR THE ROADWORTHINESS, SAFETY, FUNCTIONALITY, AND REGULATORY CONFORMITY OF THE VEHICLE DESCRIBED HEREIN REST SOLELY WITH THE AWARDED QUOTER.

Certain minimum specifications are listed and required in order to qualify individual potential vendors. Each vendor should provide the exact specification or detailed explanation and supporting evidence as to how the vehicle they propose meets the intent and operational needs of Lee County Animal Services.

Each potential vendor should provide detailed specifications beyond the minimums herein defined. The following items are required and should be submitted with Step One of your quote package:

*A sample layout drawing.

*Photographs or computer generated dimensional representations of the vehicle proposed.

Specific final layout and placement of particular features within the vehicle shall be subject to final approval by Lee County Animal Services, any custom design fees must be built into the grand total price quoted in Step Two.

Vehicle design, safety, and compatible use are essential qualities to be considered in the process of awarding the quote for this specialty vehicle. The vehicle must comply with all US Federal Motor Vehicle Safety Standards (FMVSS), Florida state regulations and requirements, and any other applicable federal, state or local rule, law, code, or restriction in effect on the date of the award of the quotation and/or date of manufacture of the vehicle. All components, parts and accessories must be new, original equipment furnished to the OEM by outside vendors or suppliers and shall be properly engineered, assembled and installed onto the completed vehicle following all instructions and requirements of the various items. The vendor awarded the final contract shall warrant to the County that all original warranties remain in effect as specified by the manufacturer of the component or the same terms and conditions shall be the responsibility of the vendor.

The quality of workmanship, compliance to standards and requirements set forth, and overall construction and assembly are important factors. Lee County reserves the right to inspect the vehicle at various stages of construction (to be specified). A County representative shall travel to the location of assembly to inspect the process at Lee County's expense.

WHERE BRAND NAMES OR SPECIFIC MODEL NUMBERS ARE SPECIFIED HEREIN ONLY THOSE SPECIFIC MANUFACTURERS OR ITEMS MAY BE INCLUDED IN THE BID – NO SUBSTITUTIONS WILL BE ALLOWED FOR THOSE SPECIFIC ITEMS. WHERE SPECIFICATIONS ARE PROVIDED ONLY, MANUFACTURERS MAY BE CHOSEN BY THE VENDOR BUT MUST BE SPECIFIED IN THE QUOTE DOCUMENT – SUCH MANUFACTURERS SHOULD BE RECOGNIZED WITH AN ESTABLISHED REPUTATION IN THE INDUSTRY/FIELD. LEE COUNTY RESERVES THE RIGHT TO APPROVE OR DISAPPROVE MANUFACTURERS.

All final designs, equipment, layouts and other specifications are subject to the final approval of Lee County Animal Services and Lee County Fleet prior to construction of the vehicle.

PLEASE USE ADDITIONAL SHEETS OF PAPER AS NECESSARY TO RESPOND IN FULL TO THE FOLLOWING QUESTIONS/REQUIREMENTS.

PLEASE SUBMIT ALL REQUIRED SUBMITTALS IN TRIPPLICATE.

SITE VISITS

Lee County reserves the right to make site visits to vendor facilities (at its expense) as part of the evaluation procedure.

PRE-CONSTRUCTION BLUEPRINTS/LAYOUT APPROVAL

Lee County Animal Services will require the awarded vendor to supply detailed/final blueprints and layout drawings showing placement of all items prior to the commencement of vehicle construction. An actual sign-off from Animal Services on these final documents must be obtained by the awarded vendor before construction begins.

CONTRACTS/AGREEMENTS

If your firm will require Lee County to sign any type of contract and/or agreement as part of this purchase; please include a copy of these documents with Step One of the quotation.

CAD DRAWINGS

Detailed CAD drawings are included as part of step 1 for quoter's convenience. These drawings are detailed to be a representation of what Lee County would ideally like to see as a finished layout. Dimensions etc, unless otherwise noted, are approximate.

Quoters shall submit their own drawings, which illustrate a floorplan that is as close as possible to that shown in the supplied drawings. Major deviations from this "ideal" floorplan will not be accepted or considered.

Should quoters have a question as to if their changes would constitute a “major deviation” to the floorplan, it will be the quoters responsibility to get a clarification preferably at the prebid, or at the latest by noon EST on 12-3-04 via email to parnbruster@leegov.com.

NOTE: Examples of major deviations below are unacceptable:

- Cage configurations, dimensions, placement of cages cannot change.
- Relocation of surgery tables would be an unacceptable major deviation.
- Tub table must be a fixed structure nearest the surgery tables.

(This is not a complete list. It is only examples of unacceptable major deviation)

Any allowable deviations will be at the sole discretion of Lee County.

VENDOR QUALIFICATIONS

To qualify for consideration for selection as a qualified vendor, a vendor must meet certain designated minimum experience and qualifications. These minimum qualifications are outlined in the following sections. A vendor must also demonstrate that he/she is financially qualified.

NOTE: IN ORDER TO QUALIFY TO PROCEED TO STEP TWO AS A QUALIFIED VENDOR; A "PASS" MUST BE OBTAINED FOR ALL OF THE EVALUATION CRITERIA – SEE "SAMPLE A – EVALUATION SHEETS FOR REQUEST FOR QUALIFICATIONS".

REQUIRED SUBMITTALS FOR THIS RFQ ARE AS FOLLOWS:

I. EXPERIENCE

Companies submitting this prequalification request shall have demonstrable, professional experience and background in the development, construction and sales of vehicles such as that specified in this quotation. Further, all companies submitting a prequalification request shall provide a minimum of three (3) references listing customer names, addresses, telephone numbers, and contact person, for whom a vehicle, similar to that detailed in this quotation, has been built and is currently in use.

Describe experience in narrative form, no longer than two (2) 8-1/2" x 11" pages and include references.

II. FINANCIAL QUALIFICATIONS (MINIMUM)

Your certificate of insurance must meet the following requirements	
Requirement #1:	<u>The Lee County Board of County Commissioners shall be added as an additional insured on the comprehensive general liability policy.</u>
Requirement #2:	<u>Certificate holder shall be listed as follows:</u>
	<u>Lee County Board of County Commissioners</u> <u>C/O Lee County Purchasing</u> <u>P.O. Box 398</u> <u>Fort Myers, FL 33902</u>
Requirement #3:	<u>Each policy shall provide a 30 day notification clause in the event of cancellation, non-renewal or adverse change.</u>

STANDARD CONTRACT - Contracts that will not exceed three hundred and sixty five (365) calendar days; or where costs will not exceed \$500,000; and/or there are no unusual hazards present.

1. Insurance Requirements: *These are minimum requirements, which are subject to modification in response to operations involving a higher level of loss exposure.*

- a. Workers' Compensation - Statutory benefits as defined by FS 440 encompassing all operations contemplated by this contract or agreement to apply to all owners, officers, and employees regardless of the number of employees. Individual employees may be exempted per State Law. Employers' liability will have minimum limits of:

\$500,000 per accident
\$500,000 disease limit
\$500,000 disease limit per employee

- b. Commercial General Liability - Coverage shall apply to premises and/or operations, products and/or completed operations, independent contractors, contractual liability, and broad form property damage exposures with minimum limits of:

\$500,000 bodily injury per person (BI)
\$1,000,000 bodily injury per occurrence (BI)
\$500,000 property damage (PD) or
\$1,000,000 combined single limit (CSL) of BI and PD

- c. Business Auto Liability - The following Automobile Liability will be required and coverage shall apply to all owned, hired and non-owned vehicles use with minimum limits of:

\$500,000 bodily injury per person (BI)
\$1,000,000 bodily injury per occurrence (BI)
\$100,000 property damage (PD) or
\$1,000,000 combined single limit (CSL) of BI and PD

**The required limit of liability shown in Standard Contract: 1.a; 1.b; 1.c; may be provided in the form of "Excess Insurance" or "Commercial Umbrella Policies." In which case, a "Following Form Endorsement" will be required on the "Excess Insurance Policy" or "Commercial Umbrella Policy."*

2. Verification of Coverage:

- a. Ten (10) days prior to the commencement of any work under this contract a certificate of insurance will be provided to the Risk Manager for review and approval. The certificate shall provide for the following:

1. ***"Lee County, a political subdivision and Charter County of the State of Florida, its agents, employees, and public officials@ will be named as an "Additional Insured" on the General Liability policy.***
2. Lee County will be given thirty (30) days notice prior to cancellation or modification of any stipulated insurance. Such

notification will be in writing by registered mail, return receipt requested and addressed to the Risk Manager (P.O. BOX 398 Ft. Myers, FL 33902).

3. Special Requirements:

- a. An appropriate "Indemnification" clause shall be made a provision of the contract.
- b. It is the responsibility of the general contractor to insure that all subcontractors comply with all insurance requirements.

Please include copies of current Certificates of Insurance or a letter from your insurance company evidencing the ability of your company to be insured for the amounts required under this RFQ.

III. BASIC DIMENSIONS

NOTE: THE VEHICLE YOU ARE QUOTING MUST COMPLY WITH THE FOLLOWING BASIC DIMENSIONS.

Does your quoted vehicle meet all of the following dimensions?

Yes _____ No _____

*Minimum Interior Floor Length: Two Hundred eighty eight (288") inches (behind cab area)

Please specify exact dimension of proposed unit: _____

*Minimum Interior Width: Ninety-Five (95") Inches

Please specify exact dimension of proposed unit: _____

*Minimum Interior Height: Eighty (80") Inches minimum clearance at all points including any drop downs such as lights, A/C units, etc.

Please specify exact dimension of proposed unit: _____

*Maximum Exterior Height: One Hundred Fourty-Four (144") Inches

Please specify exact dimension of proposed unit: _____

*Maximum Exterior Width: One Hundred Two (102") Inches

Please specify exact dimension of proposed unit: _____

Exterior back panel to remain un-obstructed for our advertising use.

Please explain how the vehicle offered complies with these specifications.

IV. CHASSIS SPECIFICATIONS:

NOTE: THE VEHICLE YOU ARE QUOTING MUST COMPLY WITH THE FOLLOWING CHASSIS SPECIFICATIONS.

Does your quoted vehicle meet all of the following specifications?

Yes _____ No _____

*Chassis Type: Class "6"/Class "C"

Please specify: _____

*GVWR: Total GVWR Not to exceed 25,999 lbs.
(No CDL license requirement for this chassis)

Please specify: _____

*Engine: Diesel – Minimum 6.0 Liter

Please specify: _____

*Axles: Standard – to match the GVWR

Please specify: _____

*Transmission: Five (5) Speed Automatic with Overdrive

Please specify: _____

*Brakes: Power disc brakes on all wheels with Anti-Lock Braking system

Please specify: _____

*Alternator: Heavy duty 12 volt, minimum of 150 amps

Please specify: _____

*Battery: Heavy duty 12-volt

Please specify: _____

*Gauges: Standard gauges to include hour meter

Please specify: _____

*Climate Control: Factory installed air conditioning, defroster and heater

Please specify: _____

*Fuel Tank: Minimum of 50 gallons – no exceptions

Please specify number of gallons: _____

*Shocks: Heavy duty gas filled shocks

Please specify: _____

*Steering: Power Steering

Please specify: _____

*Cooling system: Heavy duty radiator with silicone hoses

Please specify: _____

*Tires: Standard radial

Please specify: _____

*Wheels: Standard steel wheels with stainless steel covers

Please specify: _____

*Front bumper: Chrome plated steel

Please specify: _____

*Interior: Cloth seats - neutral colors (gray or tan ONLY)

Please specify color: _____

*Exterior: Standard white

Please specify color: _____

*Accessories: AM/FM stereo with CD and clock
Tilt steering wheel
Cruise control
Power windows
Power door locks
All windows tinted
Intermittent windshield wipers
Dual heavy duty mirrors with convex
Dual air bags

Please specify: _____

Please explain how the vehicle offered complies with these specifications.

V. CONVERSION SPECIFICATIONS

NOTE: THE VEHICLE YOU ARE QUOTING MUST COMPLY WITH THE FOLLOWING CONVERSION SPECIFICATIONS.

Does your quoted vehicle meet all of the following specifications?

Yes _____ No _____

***Diesel Generator:**

Make/model: Onan – Model 10KW – with Quiet Pack

Please specify: _____

Starting system: Electric start with conversion “box” mounted controls to start and stop the generator. There shall also be a set of controls at the generator to start and stop the unit.

Please specify: _____

Gauges: The following gauges shall be included:

1. A monitor system to show the status of the generator shall be mounted within the conversion “box” – **NOT** in the cab of the vehicle (so that it may be viewed by personnel working in the unit while the vehicle is parked). This monitor system shall also have lights to indicate the status.
2. A safety device shall be installed to shut the generator down in case of loss of oil pressure; overheating, or loss of coolant.
3. An hour meter shall be located on the generator.

Please specify: _____

Battery: 12-volt battery with minimum of 750 CCA. Battery shall have an isolator in place to keep it from draining the chassis battery.

Please specify: _____

Mounting: Generator shall be mounted on a roll-out tray for maintenance. This tray shall have a locking mechanism to hold the tray in place. The generator shall have solid rubber mounts to the tray.

Please specify: _____

Compartment: The generator compartment will be insulated to keep the noise level down to a minimum. The exhaust system will be deflected to the outside of the compartment.

Please specify: _____

Electrical: The generator shall be protected by reset able breakers and/or fuses.

Please specify: _____

Please explain how the vehicle offered complies with these specifications.

*Shoreline Controls: Minimum Fifty foot (50') 30 amp Marine Grade shore power cord with 30 amp marine grade service outlets.

Please specify length of cord: _____

Please explain how the vehicle offered complies with these specifications.

*Electric Outlets: Minimum Ten (10) interior dual socket electrical outlets

Number of outlets: _____

Please explain how the vehicle offered complies with these specifications.

*Lighting: Minimum Eight (8) 12 volt dual bulb fluorescent light fixtures with an additional exterior light by door

Number of fixtures: _____

Please provide a picture and specs with your quote.

Please explain how the vehicle offered complies with these specifications.

*Floor Plans: Customized floor plan with final approval by Animal Services. As stated under "Project Overview", the following will be required and should be included with Step One of your quote package:

1. A sample layout drawing.
2. Photographs or computer generated dimensional representations of the vehicle proposed.

Please explain how the vehicle offered complies with these specifications.

*Cage Construction: All stainless steel only, no exceptions.

Please explain how the vehicle offered complies with these specifications.

*Cage Configuration:

NOTE: Floor plans and drawings for the following cage configuration should be submitted with Step One of your quote package.

All corners, seams and/ or joints shall be soldered to make unit impervious, to leakage and or accumulation of any material. All cages shall be wrapped or insulated provide for sound-proofing or noise reduction from weight of animal causing metal to bend or warp. This material shall be of such material to be impervious to insects or pest accumulation. All cage doors/gates shall be heavy duty, stainless steel, two- piece construction, and self- locking latches and shall be made in such a manner to retain any material placed in the bottom of the cage. All cages shall have a fluid retaining lip. All double door doors/gates shall have spring-loaded easy close easy open latches of stainless steel material and no center bar. There shall be provision for all double door/gate cage/kennels to have stainless steel removable divider to allow for dividing space into two equal spaces.

RIGHT (Curb side/Passenger side) cage layout. All cage/kennel backs shall be of Plexiglas or tempered glass of no less than ½ inch in thickness. This material shall allow for unimpeded viewing of interior of each of these spaces from exterior of vehicle when roll-up shutter doors are rolled up out of the way. Maximum 4-inch kick plate and appropriate spacing of spaces to assure solid long-term construction. Space above top row shall accommodate roll shutter mechanism for protection of viewing back material and removal when viewing is desired

Cages/kennels shall be placed as described.

Bottom row:

- 3 (Three) 48 inch wide X 30 inch tall with double doors of 24 inches wide and 30 inches tall and appropriate locking mechanism and removable cage/kennel divider

Middle row:

- 3 (Three) 48 inch wide X 24 inch tall with double doors of 24 inches wide and 30 inches tall and appropriate locking mechanism and removable cage/kennel divider

Top row:

- 6 (six) 24 inch wide X 18 inch tall with appropriate door/gate and locking mechanism. Upper back edge, plexiglas side, of cage space could be utilized as housing for roll-up outside shutters for this bank of cages if necessary 6 inches X 6 inches

This makes 12 cages/kennel or spaces with the possible expansion of bottom and middle rows to add 6 additional cage/kennels. (Max 18 spaces)

LEFT (driver's side)

Bottom Row:

- 2 (two) 48 inch wide X 30 inch tall with stainless steel double doors/gates and appropriate latches and removable stainless steel divider panels

Middle Row:

- **5 (five) 18 inch wide X 18 inch tall with stainless steel doors/gates and appropriate latches**

Top Row:

- **4 (four) 24 inch wide X 24 inch tall with stainless steel doors/gates with appropriate latches**

This makes 11 cages/kennel or spaces with the possible expansion of bottom row to add 2 additional cage/kennels. (Max 13 spaces)

There shall be a minimum of two (2) cages/kennels in the location of the overhang of the conversion over the top of the chassis cab. These cages shall be of the same material, construction and insulation of all other cage/kennels.

OVER HANG:

- 2 (two) 24 inch wide X 24 inch tall with stainless steel doors/gates with appropriate latches

Maximum cages possible with this layout is minimum of 25 cages, maximum of 33 cages

Desired element would be all cages/kennels 24 inches wide, would be constructed to have double doors/gates with removable divider panel to be able to divide the 24 inch wide cages/kennels into two (2) 12 wide X 24 inch tall spaces.

NOTE: All cages to have a minimum depth of twenty (20)" (May be deeper if there is an acceptable aisle). Maximum depth of twenty four (24)"

Please explain how the vehicle offered complies with these specifications.

*Exterior Cage Viewing: Three (3) exterior rolling doors to expose the cages for outside viewing. Must be electrically/automatically operated from inside the vehicle. Manual operation shall be possible in the event of power failure. The windows must be made out of Plexiglas or tempered safety glass.

Please explain how the vehicle offered complies with these specifications.

*Awning: Minimum 16' awning of sufficient size to cover viewing area. Awning must be electric/automatic with operation from inside. Manual operation shall be possible in the event of power failure. The awning shall be placed on the curbside positioned to provide shade/coverage of the exposed viewing area.

Please specify awning size: _____

Please provide a picture and specs with your quote.

Please explain how the vehicle offered complies with these specifications.

*Leveling System: A leveling system utilizing electric or air over hydraulic powered jacks will be used to level the unit. This system should consist of and include the following features:

1. A jack shall be mounted on all four corners under the chassis.
2. Controls shall be mounted on the dash with an indicator to show the jacks are down; and a second indicator to show that the vehicle is level. A warning light to let the operator know the jacks are down shall also be included.

3. A safety lock shall be in place to keep the transmission from going into gear while the jacks are down.
4. The blocks which will be necessary to be used with the jacks to adjust the height shall be included.
5. A manual override hand pump – in case of electrical problems – located at the pump; shall be included.

Please explain how the vehicle offered complies with these specifications.

*Roof Mounted Air Conditioners: Minimum three (3) 13,500 BTU with heat strips

Please specify number: _____

Please provide a picture and specs with your quote.

Please explain how the vehicle offered complies with these specifications.

*Heaters: Three (3) 1500 watt electric heaters

Please specify number: _____

Please provide a picture and specs with your quote.

Please explain how the vehicle offered complies with these specifications.

*Narcotics Safe: Stainless steel double-locking, double door narcotic safe
To be concealed by cabinetry or other features.

Safe dimensions: ***Minimum-*** six (6)" deep by sixteen (16)" wide by twenty (20)" tall.
Maximum- eight (8)" deep by eighteen (18)" wide by twenty four (24)" tall.

Please provide a picture and specs with your quote.

Please explain how the vehicle offered complies with these specifications.

*Safe: Anchored key & combination safe for cash (concealed by cabinet or other features)

Please provide a picture and specs with your quote.

Please explain how the vehicle offered complies with these specifications.

*Refrigerator: Minimum 2.7 cu ft

Please specify size: _____

Please provide a picture and specs with your quote.

Please explain how the vehicle offered complies with these specifications.

*Microwave: Minimum 1.2 cu ft and 1500 watts

Please specify size: _____

Please provide a picture and specs with your quote.

Please explain how the vehicle offered complies with these specifications.

*Sink: Stainless Steel with stainless steel faucet

Please provide a picture and specs with your quote.

Please explain how the vehicle offered complies with these specifications.

*Computer Accommodations: Laptop Computer & Scanner/Copier/Printer to be provided by Lee County but vehicle must be designed appropriately for placement of secured computer components.

Please provide a picture and specs with your quote.

Please explain how the vehicle offered complies with these specifications.

*Floor Covering: Hospital Grade Vinyl Flooring
Slip Resistant, Fire Resistant
All joints, seams, edges to be sealed or caulked

Please explain how the vehicle offered complies with these specifications.

*Plumbing/Tanks:

Fresh water tank: Minimum Eighteen (18) gallon fresh water tank & fill
Demand water pump, water pump isolator Surflo or equivalent,
2.8 GPM
Gray water tank: Minimum Twenty (20) gallon gray water holding tanks

Please specify sizes of tanks & brand of isolator: _____

Please explain how the vehicle offered complies with these specifications.

*Water Heater: Minimum 4.5 gallon fast recovery electric water heater with water heater relief valve plumbed to outside of the vehicle.
Propane powered heater is not acceptable.

Please specify size of tank: _____

Please explain how the vehicle offered complies with these specifications. Please provide proof of compliance with required specification through photos, brochures or other means adequate to determine specific items are being provided.

Tub Table: Wet/Prep tub table, 24 inches wide and overall 48 inches long, in a fixed position, 5 inch to 6 inch deep with slope to drain which, shall be mounted to gray water holding tank of conversion. This tub table shall be constructed of stainless steel and shall be a drop-in style; an appropriately sized cabinet with a knee cut away with rounded edges at the aisle end of the cabinet shall be constructed to hold tub table with remaining space under tub table to be made available for storage. Tub table shall have end location for single lever faucet, which can be operated by wrist, arm or elbow to keep hands sanitary and sprayer with hose of minimally 72 inches in length. The location of the water supply shall also be the end in which the position for the drain is located. There shall be a recessed stainless steel or PVC coated grate or rack, which can be placed on a lip edge to allow water to drain away from the subject on the grate. There shall be a stainless steel exam solid metal cover, which can be fitted on top of the recessed stainless steel grate/rack to provide a solid covering for this apparatus. Approval of location shall be made at time of floor plan and cage layout approval.

VSSI 105-1320-00 5-inch deep drop in tub (wet/prep) 48 inches long with PVC coated recessed rack

VSSI 205-1323-01 Stainless steel exam table top insert for 48 inch tub fitting over recessed PVC covered rack

VSSI 107-0112-00 Single lever faucet with 72 inch sprayer hose

Please provide a picture and specs with your quote.

Please explain how the vehicle offered complies with these specifications.

***Exam Light:** Two (2), Surgery dual head, lights, swing arms, ceiling mounted with locks to protect lights when vehicle is moving. Location centered right and left side surgical suite, position to be approved by purchaser at time of floor plan and cage layout approval.

Centurion by Medical Illumination Model # 021515

One (1) Examination/Diagnostic light with Halogen bulb(s), Ceiling mounted, swing arm, with lock to protect light when vehicle is moving, positioned centrally over the position of the fixed tub table location to be approved by purchaser at the time of floor plan and cage layout approval
Centurion by Medical Illumination Model #021513 (ceiling) or 021512 (wall)

Please provide a picture and specs with your quote.

Please explain how the vehicle offered complies with these specifications.

***Clippers:** Wall Mounted Electric Pet Grooming Clippers Double K Power Clipper

Please specify brand of clippers: _____

Please provide a picture and specs with your quote.

Please explain how the vehicle offered complies with these specifications.

***Central Vacuum:** Vacuum must be of sufficient power to remove animal hair from prep area regardless of placement of vacuum unit; shall have

appropriate filtration system; and be designed for animal hair use.

Please provide a picture and specs with your quote.

Please explain how the vehicle offered complies with these specifications.

*Sound System: Sound system throughout working area
 Separate sound systems in veterinary & prep areas allowed

Please provide a picture and specs with your quote.

Please explain how the vehicle offered complies with these specifications.

*Cabinets and Countertops: All countertops and work surfaces must be stainless steel.

 High-impact laminated wood cabinets – must use plywood (no fiberboard products for cabinetry)

 All edges and surfaces must be laminated

 Cabinet construction must be humidity/moisture resistant consistent with SW Florida conditions

Please provide a picture and specs with your quote.

Please explain how the vehicle offered complies with these specifications.

*Safety/Security: Fire Extinguisher
 Smoke Detector
 Carbon Monoxide Detector
 First Aid Kit
 (3) Safety Cones – minimum thirty-six (36”) inches in height
 Triangle Flares
 Back-up Alarm – This audible alarm shall be rated at a minimum 112 dba in accordance with SAE-J-994b.
 Backing Camera with Monitor

Please explain how the vehicle offered complies with these specifications.

*Exterior Door: Minimum Thirty (30”) Inch Exterior Grade Door with one window and a deadbolt lock; to open outward. No other windows are required. This door must be located on the curb-side behind the front passenger’s door.

Please explain how the vehicle offered complies with these specifications.

*Exterior Steps: A set of exterior grade steps shall be provided outside of the exterior door (specified above). These steps shall be sufficient in number to provide ease of ingress and egress to and from the vehicle (from ground to floor level). The steps must be either

electrically, hydraulically, or electric over hydraulically operated (please specify below). An indicator showing when the steps are down shall be included on the dash of the vehicle.

Please specify operating methodology of the steps: _____

Please explain how the vehicle offered complies with these specifications.

*** Body Construction:** Shall have tubular metal frame structure welded on sixteen (16)" centers.

Walls and Ceiling: The interior and exterior walls and interior roof shall be seamless, one (1) piece, fiberglass panels bonded directly to the shell structure. The use of other panel material or designs which are not seamless are **not acceptable**. Mechanical attachment of any panels is **not acceptable**. The exterior roof shall be a seamless, one-piece flexible fiberglass panel.

Insulation: In walls and ceiling the minimum requirement is R-11.

Please explain how the vehicle offered complies with these specifications.

VI. VETERINARY EQUIPMENT/SUITE

NOTE: THE VEHICLE YOU ARE QUOTING MUST COMPLY WITH THE FOLLOWING VETERINARY EQUIPMENT SUITE SPECIFICATIONS.

Does your quoted vehicle meet all of the following specifications?

Yes _____ No _____

*There shall be a wall separating Prep Area from Surgical Suite with sliding pocket door.

*The suite shall include the following equipment:

Two (2) Surgery Tables: V-top, heated, stainless steel, surgical tables with trough to collect fluids. Each table shall have a hydraulic base with rotating cylinder. Collection bucket to be able to be hung at end of trough for fluid collection.

Two (2) VSSI # 100-4041-21

Two (2) VSSI # 200-3041-03 (2 quart)

Surgical Blind: A retractable and adjustable metal mini blind shall be mounted on the gate side of the cages that have plexiglass opening to conceal the interior of the vehicle and still have the animals for viewing when desired. Blind to be one piece and operate via drawstring. Blind to be recessed into the opening to keep bleed thru at a minimum. When retracted the blinds shall be as compact as possible to not interfere with the headroom. The blinds are to be white in color.

Anesthesia: Oxygen Tank storage four (4) "H" tanks and holders connected to manifold with four (4) intake positions with medical grade oxygen regulators and three (3) output positions with fail-safes. Location of these out put positions to be located and approved at floor plan and cage layout approval by purchaser:

- 1 position adjacent to fixed tub table position with quick disconnect fittings
- 1 position at dividing wall on left (drivers side) of vehicle with quick disconnect fittings
- 1 position on back wall on right side (passenger side) with quick disconnect fittings

Oxygen Manifold System by SurgiVet/Anesco 4 tank intake with and 3 position output by SurgiVet/Anesco appropriate mounting with High (V7320) and Low (V7321) pressure alarms and gauges with in wall piping and wall mounted with quick disconnect wall mounted fixtures at approved sites

Anesthesia machines; three (3) SurgiVet/Anesco, Table Top/Wall mount models (Three (3) wall mount brackets with lock downs #32350B5) each with dual oxygen flowmeter, SurgiVet/Anesco Model # V701001, each with Tech 3 vaporizer for Isoflurane with key fill #V720301 with fill adapter for key fill Isoflurane (32343B12), each machine shall be equipped with Universal F-Circuit (rebreathing); two (2) of 60 inches (#32359B4), one (1) of 40 inches (32359B3) with appropriate connections to oxygen supply with quick disconnects

Anesthesia Active Evacuation System by SurgiVet/Anesco: 2 (two) AES V7300 evacuations systems can be hardwired into electrical circuitry of conversion with 2 inlet ports and one exhaust port which, shall be connected to appropriate connection to outside location on vehicle. Active canister may be wall mounted or ceiling mounted on right (driver's side) to capture exhaust gases from these two anesthesia machines, and one can be wall or ceiling mounted to capture gases from left side (passenger's side with appropriate pop off valves (3) V7307 for each anesthesia machine, tubing (32086B1) Male adapters (V7313)

Autoclave: Mid-Mark M-9 Ultraclave with dedicated 20 am circuit with lockdown to bracketing to prevent movement when vehicle in motion

Stool: One (1) Gas column chair with safety lock, to prevent movement when vehicle in motion. VSSI 102-4920-11

Please provide a picture and specs with your quote.

Please explain how the vehicle offered complies with these specifications.

Scale: Walk on scale with digital readout. LCD, large display with ON, LB/KG, and ZERO settings and scale display to be mounted in appropriate position for easy reading and use to be approved by purchaser at floor plan and cage layout approval. Scale shall be mounted such that the scale can be push under cabinetry to be out of the way when not in use and be easily pulled into position when needed. Scale shall be 22 inches wide by 44 inches long and less than 2 inches tall, scale shall have auto lock feature to prevent being able to weigh animal which doesn't sit still, 3 way shock protection to protect load cells from damage, platform shall be of Stainless Steel with raised anti drip lip, heavy duty vinyl mat.

Technidyne # Vet Tech 300

Please provide a picture and specs with your quote.

Please explain how the vehicle offered complies with these specifications.

VII. MISCELLANEOUS, DELIVERY & WARRANTY REQUIREMENTS

NOTE: THE VEHICLE YOU ARE QUOTING MUST COMPLY WITH THE FOLLOWING MISCELLANEOUS AND WARRANTY REQUIREMENTS.

Does your quoted vehicle meet all of the following specifications?

Yes _____ No _____

*All electrical fixtures shall be GFI protected and reset able. A breaker panel shall be installed with all breakers labeled.

Please explain how the vehicle offered complies with these specifications.

*The finished vehicle must comply with all applicable Florida Veterinary Inspection requirements for a mobile clinic operation. All applicable permits, licenses, etc. will be obtained by Lee County. However, vehicles delivered which do not qualify for the necessary permits, etc. will not be approved for payment; and it will be the awarded vendor's responsibility – and at his cost – to rectify any and all issues. Exhibit #1 is included as a guideline to these requirements.

Please explain how the vehicle offered complies with these specifications.

*Manuals. Two (2) complete sets of manuals shall be supplied with the completed vehicle. These shall include/cover, at a minimum, parts, repairs, electrical, maintenance, and troubleshooting. They must also cover the chassis, generator, and all accessories within the vehicle. The manuals may be furnished via either CD or standard books.

Please explain how the vehicle offered complies with these specifications.

*Spare keys. Three (3) complete sets of keys shall be supplied with the completed vehicle.

Please explain how the vehicle offered complies with these specifications.

*Delivery Conditions: The grand total cost quoted (see Step Two) shall include delivery, F.O.B. Ft. Myers, FL, of the vehicle as directed to Lee County.

The following delivery conditions shall apply (as applicable):

In addition to the equipment specified, vehicle shall be equipped with all standard equipment as specified by the manufacturer for this model, and shall comply with the EPA Emission Standards, and all Motor Vehicle Safety Standards as established by the U.S. Department of Transportation regarding the manufacture of motor vehicles, and OSHA standards CFR 29 1910/1926 (or latest version(s) of these standards and requirements). Further, the vehicle shall comply with any and all applicable Local (Lee County/Fort Myers, FL), State (Florida), and Federal requirements.

The successful quoter shall be responsible for delivering vehicles that are new and unused, properly serviced, clean, and in first class operating condition. Pre-delivery service, at a minimum, shall include the following:

- a. complete lubrication
- b. check all fluid levels to assure proper fill
- 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, mechanical and hydraulic features.
- f. front end alignment and all wheels balanced
- g. cleaning of vehicle, if necessary, and removal of all unnecessary tags, stickers, papers, etc. DO NOT REMOVE WINDOW PRICE STICKER.
- h. overall check for safe operating condition

Furnish a completed copy of the manufacturer's standard retail sale pre-delivery service form, noted and signed.

All units must contain no less than 1/4 tank of fuel as indicated by the vehicles fuel gauge at the time of delivery.

Delivery does not constitute acceptance. Final acceptance and authorization of payment will be given only after a thorough inspection indicates that the vehicle meets specifications and conditions listed herein. Vehicles shall be delivered with each of the following documents satisfactorily completed:

- a. Statement of Origin
- b. Owner/Operator Manual, one copy
- c. Warranty Certifications
- d. Copy of Pre-delivery Service Report
- e. Window price sticker (fixed)
- f. DHSMV-V-40, Application for Title
- g. Sales Tax Exemption Form DR-41.A
- h. Temporary Tag
- i. Rustproofing warranty certificate (if applicable)

***NOTE: A certified weight slip will be required upon delivery.**

All documents must be properly filled out, signed and notarized, as necessary. Date of purchase is date of final delivery and shall be correct on all forms.

It shall be understood by the quoter that the quote covers a complete, fully operative unit as specified, including the mounting and all attachments/connections to the chassis.

NOTE: THE TOTAL MILEAGE ON THE VEHICLE AT TIME OF DELIVERY TO:
LEE COUNTY FLEET MANAGEMENT
2955 VAN BUREN STREET
FT. MYERS, FL 33916

List below the location of the manufacturer's nearest service facility and parts depot to Lee County's location (2955 Van Buren Street, Fort Myers, FL).

Name: _____

Address: _____

Phone: (_____) _____

NOTE: IN THE EVENT THAT A LOCAL VENDOR IS UNAVAILABLE OR CANNOT KEEP THE EQUIPMENT IN OPERATION WITH A MINIMUM OF DELAY; THE AWARDED QUOTER AGREES TO PAY LEE COUNTY FLEET MANAGEMENT ITS NORMAL REPAIR RATE OF \$55 PER HOUR FOR WARRANTY WORK (WITH THE AWARDED QUOTER'S PRIOR APPROVAL).

Additional warranty or logistical services may be listed below.

Please explain below how all warranty repairs not provided by one of the above vendors will be reimbursed to Lee County.

NOTE: A DELAYED WARRANTY START UP SHALL BE COMPLETED BY THE AWARDED VENDOR FOR THE CHASSIS.

Please explain how the vehicle offered complies with these specifications.

SAMPLE A

**EVALUATION SHEETS FOR
REQUEST FOR QUALIFICATIONS**

Project Name: Mobile Sterilization and Adoption Vehicle for Lee County Animal Services

Quotation No.:Q-040690

Committee Evaluation Date/Time: _____

I. EXPERIENCE

Companies submitting this prequalification request shall have demonstrable, professional experience and background in the development, construction and sales of vehicles such as that specified in this quotation. Was the narrative describing this provided and are the qualifications acceptable?

_____ PASS _____ FAIL

All companies submitting a prequalification request shall provide a minimum of three (3) references listing customer names, addresses, telephone numbers, and contact person, for whom a vehicle, similar to that detailed in this quotation, has been built and is currently in use. Were the references and accompanying information provided? Were all the reference checks acceptable?

_____ PASS _____ FAIL

II. FINANCIAL QUALIFICATIONS

Were current Certificates of Insurance or letter from insurance company evidencing the Vendor's ability to obtain insurance provided and acceptable?

_____ PASS _____ FAIL

III. BASIC DIMENSIONS

Was this firm able to answer "Yes" to all of the questions under "Basic Dimensions"? Did it adequately prove that its vehicle complies with the requirements under this section?

_____ PASS _____ FAIL

IV. CHASSIS SPECIFICATIONS

Was this firm able to answer "Yes" to all of the questions under "Chassis Specifications"? Did it adequately prove that its vehicle complies with the requirements under this section?

_____ PASS _____ FAIL

V. CONVERSION SPECIFICATIONS

Was this firm able to answer "Yes" to all of the questions under "Conversion Specifications"? Did it adequately prove that its vehicle complies with the requirements under this section?

_____ PASS _____ FAIL

VI. VETERINARY EQUIPMENT/SUITE

Was this firm able to answer "Yes" to all of the questions under "Veterinary Equipment/Suite"? Did it adequately prove that its vehicle complies with the requirements under this section?

_____ PASS _____ FAIL

VII. MISCELLANEOUS, DELIVERY & WARRANTY REQUIREMENTS

Was this firm able to answer "Yes" to all of the questions under "Miscellaneous & Warranty Requirements"? Did it adequately prove that its vehicle complies with the requirements under this section?

_____ PASS _____ FAIL

SAMPLE B

REFERENCE CHECK FORM

Project Name: Mobile Sterilization and Adoption Vehicle for Lee County Animal Services

Quotation No.: Q-040690

1. Has this company provided a vehicle similar to that being quoted to Lee County to your firm/entity?

Yes _____ No _____

2. During the construction of the vehicle, how was their response time to your requests?

Excellent _____ Satisfactory _____ Poor _____

3. Once the vehicle was completed, how would you rate the follow-up and availability of their managerial and support staff?

Excellent _____ Satisfactory _____ Poor _____

4. Would you recommend employment of this company?

Yes _____ No _____

If no, please explain: _____

OVERALL COMMENTS: _____

REFERENCE CALLED: _____

NAME: _____

DATE: _____

TIME: _____

CHECKER'S SIGNATURE: _____

LEE COUNTY PURCHASING - BIDDERS CHECK LIST

IMPORTANT: Please read carefully and return with your bid proposal.

Please check off each of the following items as the necessary action is completed:

- 1. The Quote has been signed.
- 2. The Quote prices offered have been reviewed.
- 3. The price extensions and totals have been checked.
- 4. The original (must be manually signed) and 2 copies of the quote have been submitted.
- 5. Three (3) identical sets of descriptive literature, brochures and/or data (if required) have been submitted under separate cover.
- 6. All modifications have been acknowledged in the space provided.
- 7. All addendums issued, if any, have been acknowledged in the space provided.
- 8. Erasures or other changes made to the quote document have been initialed by the person signing the quote.
- 9. Bid Bond and/or certified Check, (if required) have been submitted with the quote in amounts indicated.
- 10. Any Delivery information required is included.

11. The mailing envelope has been addressed to:

MAILING ADDRESS

Lee County Purchasing
P.O. Box 398 or
Ft. Myers, FL 33902-0398

PHYSICAL ADDRESS

Lee County Purchasing
1825 Hendry St 3rd Floor
Ft. Myers, FL 33901

12. The mailing envelope **MUST** be sealed and marked with:

Quote Number
Opening Date and/or Receiving Date

13. The quote will be mailed or delivered in time to be received no later than the specified opening date and time. (Otherwise quote cannot be considered or accepted.)

14. If submitting a "NO BID" please write quote number here _____

and check one of the following:

Do not offer this product Insufficient time to respond.

Unable to meet specifications (why)

Unable to meet bond or insurance requirement.

Other: _____

Company Name and Address:



LEE COUNTY
SOUTHWEST FLORIDA

PROJECT NO.: Q-040690

OPEN DATE: DECEMBER 14, 2004

AND TIME: 2:30 P.M.

PRE-BID DATE: NOVEMBER 30, 2004

AND TIME: 2:00 P.M.

LOCATION: 1825 HENDRY STREET, 3RD FL
FORT MYERS, FL 33901

REQUEST FOR QUOTATIONS

(STEP TWO – PRICING)

TITLE:

MOBILE STERILIZATION & ADOPTION
VEHICLE FOR LEE COUNTY ANIMAL
SERVICES

REQUESTER: LEE COUNTY BOARD OF COUNTY COMMISSIONERS
DIVISION OF PURCHASING

MAILING ADDRESS

P.O. BOX 398
FORT MYERS, FL 33902-0398

PHYSICAL ADDRESS

1825 Hendry St 3rd Floor
FORT MYERS, FL 33901

BUYER: PATTI ARMUSTER, CPPB
BUYER
PHONE NO.: (239) 344-5450

GENERAL CONDITIONS

Sealed Quotations will be received by the DIVISION OF PURCHASING, until 2:30pm on the date specified on the cover sheet of this "Request for Quotations", and opened immediately thereafter by the Purchasing Director or designee.

Any question regarding this solicitation should be directed to the Buyer listed on the cover page of this solicitation, or by calling the Division of Purchasing at (239) 344-5450.

1. **SUBMISSION OF QUOTE:**

- a. Quotations shall be sealed in an envelope, and the outside of the envelope should be marked with the following information:
 - 1. Marked with the words "Sealed Quote"
 - 2. Name of the firm submitting the quotation
 - 3. Title of the quotation
 - 4. Quotation number

- b. The Quotation shall be submitted in triplicate as follows:
 - 1. The original consisting of the Lee County quotes forms completed and signed.
 - 2. A copy of the original quote forms for the Purchasing Director.
 - 3. A second copy of the original quote forms for use by the requesting department.

- c. The following should be submitted along with the quotation in a separate envelope. This envelope should be marked as described above, but instead of marking the envelope as "Sealed Quote", please indicate the contents; i.e., literature, drawings, submittals, etc. This information should be submitted in duplicate.
 - 1. Any information (either required or in addition to that asked for by the specifications) necessary to analyze your quotation; i.e., required submittals, literature, technical data, financial statements.
 - 2. Warranties and guarantees against defective materials and workmanship.

- d. **ALTERNATE QUOTE:** If the vendor elects to submit more than one quote, then the quotes should be submitted in separate envelopes and marked as indicated above. The second, or alternate quote should be marked as "Alternate".

- e. **QUOTES RECEIVED LATE:** It is the quoter's responsibility to ensure that his quote is received by the Division of Purchasing prior to the opening date and time specified. Any quote received after the opening date and time will be promptly returned to the quoter unopened. Lee County will not be responsible for quotes received late because of delays by a third party delivery service; i.e., U.S. Mail, UPS, Federal Express, etc.
- f. **QUOTE CALCULATION ERRORS:** In the event there is a discrepancy between the total quoted amount or the extended amounts and the unit prices quoted, the unit prices will prevail and the corrected sum will be considered the quoted price.
- g. **PAST PERFORMANCE:** All vendors will be evaluated on their past performance and prior dealings with Lee County (i.e., failure to meet specifications, poor workmanship, late delivery, etc.).
- h. **WITHDRAWAL OF QUOTE:** No quote may be withdrawn for a period of 90 days after the scheduled time for receiving quotes. A quote may be withdrawn prior to the quote-opening date and time. Such a request to withdraw should be made in writing to the Purchasing Director, who will approve or disapprove of the request.
- i. **COUNTY RESERVES THE RIGHT:** The County reserves the right to waive minor informalities in any quote; to reject any or all quotes with or without cause; and/or to accept the quote that in its judgment will be in the best interest of the County of Lee.
- j. **EXECUTION OF QUOTE:** All quotes shall contain the signature of an authorized representative of the quoter in the space provided on the quote proposal form. All quotes shall be typed or printed in ink. The bidder may not use erasable ink. All corrections made to the quote shall be initialed.

2. **ACCEPTANCE**

The materials and/or services delivered under the quote **shall** remain the property of the seller until a physical inspection and actual usage of these materials and/or services is accepted by the County and is to be in compliance with the terms herein, fully in accord with the specifications and of the highest quality. In the event the materials and/or services supplied to the County are found to be defective or do not conform to specifications, the County reserves the right to cancel the order upon written notice to the seller and return such product to the seller at the seller's expense.

3. **SUBSTITUTIONS**

Whenever in these specifications a brand name or make is mentioned, it is the intention of the County only to establish a grade or quality of materials and not to rule out other brands or makes of equality. However, if a product other than that specified is quote, it is the vendor's responsibility to name such product with his quote and to prove to the County that said product is equal to the product specified. Lee County **shall** be the sole judge as to whether a product being offered by the quoter is actually equivalent to the one being specified by the detailed specifications. (Note: This paragraph does not apply when it is determined that the technical requirements of this solicitation require only a specific product as stated in the detailed specifications.)

4. **RULES, REGULATIONS, LAWS, ORDINANCES & LICENSES**

The awarded vendor shall observe and obey all laws, ordinances, rules, and regulations, of the federal, state, and local government, which may be applicable to the supply of this product or service.

- a. Occupational License – Vendor shall submit within 10 calendar days after request.
- b. Specialty License(s) – Vendor shall possess at the time of the opening of the quote all necessary permits and/or license required for the sale of this product and/or service and upon the request of the County provide copies of licenses and/or permits within 10 calendar days after request.

5. **RECYCLED PRODUCTS**

It is the Lee County Board of County Commissioners' stated policy objective to "Ensure all departments are aware of the availability of recycled products..." (Administrative Code #AC-10-4). In an effort to provide the utmost opportunity for the use of recycled products by Lee County, vendors should list on their letterhead, all necessary information regarding any applicable recycled products they have available. Recycled products should meet all other specifications listed and have a minimum of 50%-recycled content. Whenever fiscally feasible, available recycled products will be purchased.

6. **WARRANTY/GUARANTY** (unless otherwise specified)

All materials and/or services furnished under this quote shall be warranted by the vendor to be free from defects and fit for the intended use.

7. **PRE-BID CONFERENCE**

A pre-bid conference will be held at the location, date, and time specified on the cover of this solicitation. Pre-bid conferences are generally non-mandatory, but it is highly recommended that everyone planning to submit a quote attend.

In the event a pre-bid conference is classified as mandatory, it will be so specified on the cover of this solicitation and it will be the responsibility of the quoter to ensure that they are represented at the pre-bid. Only those quoters who attend the pre-bid conference will be allowed to quote on this project.

8. **BIDDERS LIST MAINTENANCE**

A bidder should respond to "Request for Quotations" in order to be kept on the Bidder's List. Failure to respond to three different "request for quotations" may result in the vendor being removed from the Bidder's List. A bidder may do one of the following, in order to respond properly to the request:

- a. Submission of a quotation prior to the quote receipt deadline.
- b. Submission of a "no bid" notice prior to the quote receipt deadline.

9. **LEE COUNTY PAYMENT PROCEDURES**

All vendors are requested to mail one original invoice and one invoice copy to:

Lee County Finance Department
Post Office Box 2238
Fort Myers, FL 33902-2238

All invoices will be paid as directed by the Lee County payment procedure unless otherwise differently stated in the detailed specification portion of this quote.

Lee county will not be liable for request of payment deriving from aid, assistance, or help by any individual, vendor, quoter, or bidder for the preparation of these specifications.

Lee County is generally a tax-exempt entity subject to the provisions of the 1987 legislation regarding sales tax on services. Lee County will pay those taxes for which it is obligated, or it will provide a Certificate of Exemption furnished by the Department of Revenue. All contractors or quoters should include in their quote all sales or use taxes, which they will pay when making purchases of material or subcontractor's services.

10. **LEE COUNTY BID PROTEST PROCEDURE**

Any contractor/vendor/firm that has submitted a formal bid/quote/proposal to Lee County, and who is adversely affected by an intended decision with respect to the award of the formal bid/quote/proposal, shall file with the County's Purchasing Director or Public Works Director a written "Notice of Intent to File a Protest" not later than seventy-two (72) hours (excluding Saturdays, Sundays and Legal Holidays) after receipt of a "Notice of Intended Decision" from the County with respect to the proposed award of the formal bid/quote/proposal.

The "Notice of Intent to File a Protest" is one of two documents necessary to perfect Protest. The second document is the "Formal Written Protest", both documents are described below.

The "Notice of Intent to File a Protest" document shall state all grounds claimed for the Protest, and clearly indicate it as the "Notice of Intent to File a Protest". Failure to clearly indicate the Intent to file the Protest shall constitute a waiver of all rights to seek any further remedies provided for under this Protest Procedure.

The "Notice of Intent to File a Protest" shall be received ("stamped in") by the Purchasing Director or Public Works Director not later than Four o'clock (4:00) PM on the third working day following the day of receipt of the County's Notice of Intended Decision.

The affected party shall then file its Formal Written Protest within ten (10) calendar days after the time for the filing of the Notice of Intent to File a Protest has expired. Except as provided for in the paragraph below, upon filing of the Formal Written Protest, the contractor/vendor/firm shall post a bond, payable to the Lee County Board of County Commissioners in an amount equal to five percent (5%) of the total bid/quote/proposal, or Ten Thousand Dollars (\$10,000.00), whichever is less. Said bond shall be designated and held for payment of any costs that may be levied against the protesting contractor/vendor/firm by the Board of County Commissioners, as the result of a frivolous Protest.

A clean, Irrevocable Letter of Credit or other form of approved security, payable to the County, may be accepted. Failure to submit a bond, letter of credit, or other approved security simultaneously with the Formal Written Protest shall invalidate the protest, at which time the County may continue its procurement process as if the original "Notice of Intent to File a Protest" had never been filed.

Any contractor/vendor/firm submitting the County's standard bond form (CSD: 514), along with the bid/quote/proposal, shall not be required to submit an additional bond with the filing of the Formal Written Protest.

The Formal Written Protest shall contain the following:

- County bid/quote/proposal identification number and title.
- Name and address of the affected party, and the title or position of the person submitting the Protest.
- A statement of disputed issues of material fact. If there are no disputed material facts, the Formal Protest must so indicate.
- A concise statement of the facts alleged, and of the rules, regulations, statutes, or constitutional provisions, which entitle the affected party to relief.
- All information, documents, other materials, calculations, and any statutory or case law authority in support of the grounds for the Protest.
- A statement indicating the relief sought by the affected (protesting) party.
- Any other relevant information that the affected party deems to be material to Protest.

Upon receipt of a timely filed "Notice of Intent to File a Protest", the Purchasing Director or Public Works Director (as appropriate) may abate the award of the formal bid/quote/proposal as appropriate, until the Protest is heard pursuant to the informal hearing process as further outlined below, except and unless the County Manager shall find and set forth in writing, particular facts and circumstances that would require an immediate award of the formal bid/quote/proposal for the purpose of avoiding a danger to the public health, safety, or welfare. Upon such written finding by the County Manager, the County Manager may authorize an expedited Protest hearing procedure. The expedited Protest hearing shall be held within ninety-six (96) hours of the action giving rise to the contractor/vendor/firm's Protest, or as soon as may be practicable for all parties. The "Notice of Intent to File a Protest" shall serve as the grounds for the affected party's presentation and the requirements for the submittal of a formal, written Protest under these procedures, to include the requirement for a bond, shall not apply.

The Dispute Committee shall conduct an informal hearing with the protesting contractor/vendor/firm to attempt to resolve the Protest, within seven working days (excluding Saturdays, Sundays and legal holidays) from receipt of the Formal Written Protest. The Chairman of the Dispute Committee shall ensure that all affected parties may make presentations and rebuttals, subject to reasonable time limitations, as appropriate. The purpose of the informal hearing by the Dispute Committee, the protestor and other affected parties is to provide and opportunity: (1) to review the basis of the Protest; (2) to evaluate the facts and merits of the Protest; and (3) to make a determination whether to accept or reject the Protest.

Once a determination is made by the Dispute Committee with respect to the merits of the Protest, the Dispute Committee shall forward to the Board of County Commissioners its recommendations, which shall include relevant background information related to the procurement.

Upon receiving the recommendation from the Dispute Committee, the Board of County Commissioners shall conduct a hearing on the matter at a regularly scheduled meeting. Following presentations by the affected parties, the Board shall render its decision on the merits of the Protest.

If the Board's decision upholds the recommendation by the Dispute Committee regarding the award, and further finds that the Protest was either frivolous and/or lacked merit, the Board, at its discretion, may assess costs, charges, or damages associated with any delay of the award, or any costs incurred with regard to the protest. These costs, charges or damages may be deducted from the security (bond or letter of credit) provided by the contractor/vendor/firm. Any costs, charges or damages assessed by the Board in excess of the security shall be paid by the protesting contractor/vendor/firm within thirty (30) calendar days of the Board's final determination concerning the award.

All formal bid/quote/proposal solicitations shall set forth the following statement:

“FAILURE TO FOLLOW THE BID PROTEST PROCEDURE REQUIREMENTS WITHIN THE TIMEFRAMES AS PRESCRIBED HEREIN AND ESTABLISHED BY LEE COUNTY BOARD OF COUNTY COMMISSIONERS, FLORIDA, SHALL CONSTITUTE A WAIVER OF YOUR PROTEST AND ANY RESULTING CLAIMS.”

11. **PUBLIC ENTITY CRIME**

Any person or affiliate as defined by statute who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid or a contract to provide any goods or services to the County; may not submit a bid on a contract with the County for the construction or repair of a public building or a public work; may not submit bids or leases of real property to the County; may not be awarded or perform works as a contractor, supplier, subcontractor, or consultant under a contract with the County, and may not transact business with the County in excess of \$25,000.00 for a period of 36 months from the date of being placed on the convicted vendor list.

12. **QUALIFICATION OF QUOTERS** (unless otherwise noted)

Quotes will be considered only from firms normally engaged in the sale and distribution or provision of the services as specified herein. Quoters shall have adequate organization, facilities, equipment, and personnel to ensure prompt and efficient service to Lee County. The County reserves the right before recommending any award to inspect the facilities and organization; or to take any other action necessary to determine ability to perform is satisfactory, and reserves the right to reject quotes where evidence submitted or investigation and evaluation indicates an inability of the quoter to perform.

13. **MATERIAL SAFETY DATA SHEETS**

In accordance with Chapter 443 of the Florida Statutes, it is the vendor's responsibility to provide Lee County with Materials Safety Data Sheets on quoted materials, as may apply to this procurement.

14. **MISCELLANEOUS**

If a conflict exists between the General Conditions and the detailed specifications, then the detailed specifications shall prevail.

15. **WAIVER OF CLAIMS**

Once this contract expires, or final payment has been requested and made, the awarded contractor shall have no more than 30 days to present or file any claims against the County concerning this contract. After that period, the County will consider the Contractor to have waived any right to claims against the County concerning this agreement.

16. **AUTHORITY TO PIGGYBACK**

It is hereby made a precondition of any quote and a part of these specifications that the submission of any quote in response to this request constitutes a quote made under the same conditions, for the same price, and for the same effective period as this quote, to any other governmental entity.

17. **COUNTY RESERVES THE RIGHT**

a) **State Contract**

If applicable, the County reserves the right to purchase any of the items in this quote from State Contract Vendors if the prices are deemed lower on State Contract than the prices we receive in this quotation.

b) Any Single Large Project

The County, in its sole discretion, reserves the right to separately quote any project that is outside the scope of this quote, whether through size, complexity, or dollar value.

c) Disadvantaged Business Enterprises

The County, in its sole discretion, reserves the right to purchase any of the items in this quote from Disadvantage Business Enterprise vendor if the prices are determined to be in the best interest of the County, to assist the County in the fulfillment of any of the County's grant commitments to federal or state agencies.

The County further reserves the right to purchase any of the items in this quote from DBE's to fulfill the County's state policy toward DBE's as outlined in County Ordinance 88-45 and 90-04, as amended.

d) Anti-Discrimination

The vendor for itself, its successors in interest, and assignees, as part of the consideration there of covenant and agree that:

In the furnishing of services to the County hereunder, no person on the grounds of race, religion, color, age, sex, national origin, handicap or marital status shall be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination.

The vendor will not discriminate against any employee or applicant for employment because of race, religion, color, age, sex, national origin, handicap or marital status. The vendor will make affirmative efforts to insure that applicants are employed and that employees are treated during employment without regard to their race, religion, color, age, sex, national origin, handicap or marital status. Such action shall include, but not be limited to, acts of employment, upgrading, demotion or transfer; recruitment advertising; layoff or termination, rates of pay or other forms of compensation and selection for training, including apprenticeship.

Vendor agrees to post in a conspicuous place, available to employees and applicants for employment, notices setting forth the provisions of this anti-discrimination clause.

Vendor will provide all information and reports required by relevant regulations and/or applicable directives. In addition, the vendor shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the County to be pertinent to

ascertain compliance. The vendor shall maintain and make available relevant data showing the extent to which members of minority groups are beneficiaries under these contracts.

Where any information required of the vendor is in the exclusive possession of another who fails or refuses to furnish this information, the vendor shall so certify to the County its effort made toward obtaining said information. The vendor shall remain obligated under this paragraph until the expiration of three (3) years after the termination of this contract.

In the event of breach of any of the above anti-discrimination covenants, the County shall have the right to impose sanctions as it may determine to be appropriate, including withholding payment to the vendor or canceling, terminating, or suspending this contract, in whole or in part.

Additionally, the vendor may be declared ineligible for further County contracts by rule, regulation or order of the Board of County Commissioners of Lee County, or as otherwise provided by law.

The vendor will send to each union, or representative of workers with which the vendor has a collective bargaining agreement or other contract of understanding, a notice informing the labor union of worker's representative of the vendor's commitments under this assurance, and shall post copies of the notice in conspicuous places available to the employees and the applicants for employment.

The vendor will include the provisions of this section in every subcontract under this contract to insure its provisions will be binding upon each subcontractor. The vendor will take such actions with respect to any subcontractor, as the contracting agency may direct, as a means of enforcing such provisions, including sanctions for non-compliance.

18. **AUDITABLE RECORDS**

The awarded vendor shall maintain auditable records concerning the procurement adequate to account for all receipts and expenditures, and to document compliance with the specifications. These records shall be kept in accordance with generally accepted accounting methods, and Lee County reserves the right to determine the record-keeping method required in the event of non-conformity. These records shall be maintained for two years after completion of the project and shall be readily available to County personnel with reasonable notice, and to other persons in accordance with the Florida Public Disclosure Statutes.

19. **DRUG FREE WORKPLACE**

Whenever two or more quotes/proposals, which are equal with respect to price, quality and service, are received for the procurement of commodities or contractual services, a quote/proposal received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. In order to have a drug-free workplace program, a business shall comply with the requirements of Florida Statutes 287.087.

20. **REQUIRED SUBMITTALS**

Any submittals requested should be returned with the quote response. This information may be accepted after opening, but no later than 10 calendar days after request.

21. **TERMINATION**

Any agreement as a result of this quote may be terminated by either party giving thirty (30) calendar days advance written notice. The County reserves the right to accept or not accept a termination notice submitted by the vendor, and no such termination notice submitted by the vendor shall become effective unless and until the vendor is notified in writing by the County of its acceptance.

The Purchasing Director may immediately terminate any agreement as a result of this quote for emergency purposes, as defined by the Lee County Purchasing and Payment Procedure Manual.

Any vendor who has voluntarily withdrawn from a formal quote/proposal without the County's mutual consent during the contract period shall be barred from further County procurement for a period of 180 days. The vendor may apply to the Board of Lee County Commissioners for waiver of this debarment. Such application for waiver of debarment must be coordinated with and processed by Purchasing.

22. **CONFIDENTIALITY**

Vendors should be aware that all submittals (including financial statements) provided with a quote/proposal are subject to public disclosure and will **not** be afforded confidentiality.

23. **ANTI-LOBBYING CLAUSE**

All firms are hereby placed on formal notice that neither the County Commissioners nor candidates for County Commission, nor any employees from the Lee County Government, Lee County staff members, nor any members of the Qualification/Evaluation Review Committee are to be lobbied, either individually

or collectively, concerning this project. Firms and their agents who intend to submit qualifications, or have submitted qualifications, for this project are hereby placed on *formal notice* that they are *not* to contact County personnel for such purposes as holding meetings of introduction, meals, or meetings relating to the selection process outside of those specifically scheduled by the County for negotiations. Any such lobbying activities may cause immediate disqualification for this project.

24. **INSURANCE (AS APPLICABLE)**

Insurance shall be provided, per the attached insurance guide. Upon request, an insurance certificate complying with the attached guide may be required prior to award.

**LEE COUNTY, FLORIDA
PROPOSAL QUOTE FORM
FOR THE PURCHASE OF ONE (1)
MOBILE STERILIZATION & ADOPTION VEHICLE**

DATE SUBMITTED: _____

VENDOR NAME: _____

TO: The Board of County Commissioners
Lee County
Fort Myers, Florida

Having carefully examined the "General Conditions", and the "Detailed Specifications", all of which are contained herein, the Undersigned proposes to furnish the following which meet these specifications:

The undersigned acknowledges receipt of Addenda numbers:

**GRAND TOTAL COST (in U.S. Dollars) FOR ONE (1)
MOBILE STERILIZATION & ADOPTION VEHICLE
AS SPECIFIED IN STEP ONE OF THIS QUOTATION:**

\$ _____

(NOTE: THIS SHALL BE A DELIVERED PRICE, F.O.B. FT. MYERS, FL)

TO BE DELIVERED WITHIN _____ CALENDAR DAYS AFTER RECEIPT OF AWARD AND PURCHASE ORDER.

WILL YOU DELIVER WITH YOUR OWN VEHICLE AS OPPOSED TO COMMON CARRIER?

YES _____ NO _____

OPTION A – EXTENDED WARRANTY ON CAB AND CHASSIS

ADDITIONAL COST OF OPTION A: \$ _____

LENGTH OF TIME: _____

OPTION B – EXTENDED WARRANTY ON ENGINE

ADDITIONAL COST OF OPTION B: \$ _____

LENGTH OF TIME: _____

OPTION C – EXTENDED WARRANTY ON TRANSMISSION

ADDITIONAL COST OF OPTION C: \$ _____

LENGTH OF TIME: _____

OPTION D – ALL OTHER EXTENDED WARRANTIES OFFERED ON THIS VEHICLE – INCLUDING SYSTEMS, SURGICAL EQUIPMENT, ETC.

OPTION D-1: ITEM COVERED: _____

ADDITIONAL COST OF OPTION D-1 \$ _____

LENGTH OF TIME: _____

OPTION D-2 ITEM COVERED: _____

ADDITIONAL COST OF OPTION D-2 \$ _____

LENGTH OF TIME: _____

OPTION D-3: ITEM COVERED: _____

ADDITIONAL COST OF OPTION D-3 _____

LENGTH OF TIME: _____

OPTION D-4 ITEM COVERED: _____

ADDITIONAL COST OF OPTION D-4 \$ _____

LENGTH OF TIME: _____

OPTION D-5 ITEM COVERED: _____

ADDITIONAL COST OF OPTION D-5 \$ _____

LENGTH OF TIME: _____

OPTION D-6 ITEM COVERED: _____

ADDITIONAL COST OF OPTION D-6 _____

LENGTH OF TIME: _____

OPTION D-7 ITEM COVERED _____

ADDITIONAL COST OF OPTION D-7: _____

LENGTH OF TIME: _____

ITEM COVERED OPTION D-8: _____

ADDITIONAL COST OF OPTION D-8: \$ _____

LENGTH OF TIME: _____

ITEM COVERED OPTION D-9: _____

ADDITIONAL COST OF D-9: \$ _____

LENGTH OF TIME: _____

Is your firm interested in being considered for the Local Vendor Preference?

Yes _____ No _____

If yes, then read the paragraph entitled "Local Vendor Preference" included in these specifications. Also complete the Local Vendor Preference Questionnaire and return with your quotation.

Quoters should carefully read all the terms and conditions of the specifications. Any representation of deviation or modification to the quote may be grounds to reject the quote.

Are there any modifications to the quote or specifications:

Yes _____ No _____

Failure to clearly identify any modifications in the space below or on a separate page may be grounds for the quoter being declared nonresponsive or to have the award of the quote rescinded by the County.

MODIFICATIONS:

Quoter shall submit his/her quote on the County's Proposal Quote Form, including the firm name and authorized signature. Any blank spaces on the Proposal Quote Form, qualifying notes or exceptions, counter offers, lack of required submittals, or signatures, on County's Form may result in the Quoter/Quote being declared non-responsive by the County.

ANTI-COLLUSION STATEMENT

THE BELOW SIGNED QUOTER HAS NOT DIVULGED TO, DISCUSSED OR COMPARED HIS QUOTE WITH OTHER QUOTERS AND HAS NOT COLLUDED WITH ANY OTHER QUOTER OR PARTIES TO A QUOTE WHATSOEVER. NOTE: NO PREMIUMS, REBATES OR GRATUITIES TO ANY EMPLOYEE OR AGENT ARE 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 THE MASTER BIDDERS LIST.

FIRM NAME _____

BY (Printed): _____

BY (Signature): _____

TITLE: _____

FEDERAL ID # OR S.S.# _____

ADDRESS: _____

PHONE NO.: _____

FAX NO.: _____

CELLULAR PHONE/PAGER NO.: _____

LEE COUNTY OCCUPATIONAL LICENSE NUMBER: _____

E-MAIL ADDRESS: _____

REVISED: 7/28/00

**LEE COUNTY, FLORIDA
DETAILED SPECIFICATIONS FOR
ONE (1) MOBILE STERILIZATION & ADOPTION VEHICLE**

SCOPE

This Request For Quotations (RFQ) is issued by Lee County, Florida to request sealed quotations from vendors interested in providing a mobile sterilization and adoption vehicle for use by Lee County Animal Services.

REQUIRED PRODUCTS

The specifications for the vehicle were detailed in Step One of this quotation.

Quantities are as follows:

*One (1) complete vehicle as specified in Step One.

DELIVERY REQUIREMENTS

The grand total cost quoted shall include delivery, F.O.B. Ft. Myers, FL, of the vehicle as directed to Lee County.

BASIS OF AWARD

The basis of award for this proposal will be the overall low quoter (lowest grand total cost) meeting specifications.

NOTE: The listed options may or may not be awarded at Lee County's discretion and will not be factored into the grand total cost as part of the basis of award.

OPTION A – EXTENDED WARRANTY ON CAB AND CHASSIS

Please state the additional cost of this option in the space provided on the Proposal Quote Form.

OPTION B – EXTENDED WARRANTY ON ENGINE

Please state the additional cost of this option in the space provided on the Proposal Quote Form.

OPTION C – EXTENDED WARRANTY ON TRANSMISSION

Please state the additional cost of this option in the space provided on the Proposal Quote Form.

OPTION D – ALL OTHER EXTENDED WARRANTIES OFFERED ON THIS VEHICLE – INCLUDING SYSTEMS, SURGICAL EQUIPMENT, ETC.

Please state the additional cost of this/these option(s) in the space provided on the Proposal Quote Form.

NOTE: The intent under Option D is to obtain pricing on ALL of the extended warranties offered on this vehicle. Lee County reserves the right, at its sole discretion, to pick, choose, and award only those that may meet its needs from those warranties offered under this Option.

LOCAL BIDDER’S PREFERENCE

Note: In order for your firm to be considered for the local vendor preference, you must complete and return the attached “Local Vendor Preference Questionnaire” with your quotation.

The Lee County Local Bidder’s Preference Ordinance No. 00-10 is being included as part of the award process for this project. As such, Lee County at its sole discretion, may choose to award a preference to any qualified “Local Contractor/Vendor” in an amount not to exceed 3 % of the total amount quoted by that firm.

“Local Contractor / Vendor” shall mean: a) any person, firm, partnership, company or corporation whose principal place of business in the sole opinion of the County, is located within the boundaries of Lee County, Florida; or b) any person, firm, partnership, company or corporation that has provided goods or services to Lee County on a regular basis for the preceding consecutive five (5) years, and that has the personnel, equipment and materials located within the boundaries of Lee County sufficient to constitute a present ability to perform the service or provide the goods.

The County reserves the exclusive right to compare, contrast and otherwise evaluate the qualifications, character, responsibility and fitness of all persons, firms, partnerships, companies or corporations submitting formal bids or formal quotes in any procurement for goods or services when making an award in the best interests of the County.

ATTACHMENT A
LOCAL VENDOR PREFERENCE QUESTIONNAIRE
(LEE COUNTY ORDINANCE NO. 00-10)

Instructions: Please complete either Part A or B whichever is applicable to your firm

PART A: VENDOR'S PRINCIPAL PLACE OF BUSINESS IS LOCATED WITHIN LEE COUNTY (Only complete Part A if your principal place of business is located within the boundaries of Lee County)

1. What is the physical location of your principal place of business that is located within the boundaries of Lee County, Florida?

2. What is the size of this facility (i.e. sales area size, warehouse, storage yard, etc.)

PART B: VENDOR'S PRINCIPAL PLACE OF BUSINESS IS NOT LOCATED WITHIN LEE COUNTY OR DOES NOT HAVE A PHYSICAL LOCATION WITHIN LEE COUNTY (Please complete this section.)

1. How many employees are available to service this contract? _____

2. Describe the types and amount of equipment you have available to service this contract.

LOCAL VENDOR PREFERENCE QUESTIONNAIRE CONTINUED

3. Describe the types and amount of material stock that you have available to service this contract.

4. Have you provided goods or services to Lee County on a regular basis for the preceding, consecutive five years?

Yes _____ No _____

If yes, please provide your contractual history with Lee County for the past five, consecutive years. Attach additional pages if necessary.

INSURANCE REQUIREMENTS

Your certificate of insurance must meet the following requirements

Requirement #1: The Lee County Board of County Commissioners shall be added as an additional insured on the comprehensive general liability policy.

Requirement #2: Certificate holder shall be listed as follows:

**Lee County Board of County Commissioners
C/O Lee County Purchasing
P.O. Box 398
Fort Myers, FL 33902**

Requirement #3: Each policy shall provide a 30 day notification clause in the event of cancellation, non-renewal or adverse change.

STANDARD CONTRACT - Contracts that will not exceed three hundred and sixty five (365) calendar days; or where costs will not exceed \$500,000; and/or there are no unusual hazards present.

1. **Insurance Requirements: *These are minimum requirements, which are subject to modification in response to operations involving a higher level of loss exposure.***

a. **Workers' Compensation** - Statutory benefits as defined by FS 440 encompassing all operations contemplated by this contract or agreement to apply to all owners, officers, and employees regardless of the number of employees. Individual employees may be exempted per State Law. Employers' liability will have minimum limits of:

\$500,000 per accident
\$500,000 disease limit
\$500,000 disease limit per employee

b. **Commercial General Liability** - Coverage shall apply to premises and/or operations, products and/or completed operations, independent contractors, contractual liability, and broad form property damage exposures with minimum limits of:

\$500,000 bodily injury per person (BI)
\$1,000,000 bodily injury per occurrence (BI)
\$500,000 property damage (PD) or
\$1,000,000 combined single limit (CSL) of BI and PD

- c. Business Auto Liability - The following Automobile Liability will be required and coverage shall apply to all owned, hired and non-owned vehicles use with minimum limits of:

\$500,000 bodily injury per person (BI)
\$1,000,000 bodily injury per occurrence (BI)
\$100,000 property damage (PD) or
\$1,000,000 combined single limit (CSL) of BI and PD

****The required limit of liability shown in Standard Contract: 1.a; 1.b; 1.c; may be provided in the form of "Excess Insurance" or "Commercial Umbrella Policies." In which case, a "Following Form Endorsement" will be required on the "Excess Insurance Policy" or "Commercial Umbrella Policy."***

2. Verification of Coverage:

a. Ten (10) days prior to the commencement of any work under this contract a certificate of insurance will be provided to the Risk Manager for review and approval. The certificate shall provide for the following:

1. ***"Lee County, a political subdivision and Charter County of the State of Florida, its agents, employees, and public officials@ will be named as an "Additional Insured" on the General Liability policy.***
2. Lee County will be given thirty (30) days notice prior to cancellation or modification of any stipulated insurance. Such notification will be in writing by registered mail, return receipt requested and addressed to the Risk Manager (P.O. BOX 398 Ft. Myers, FL 33902).

3. Special Requirements:

- a. An appropriate "Indemnification" clause shall be made a provision of the contract.
- b. It is the responsibility of the general contractor to insure that all subcontractors comply with all insurance requirements.

LEE COUNTY PURCHASING - BIDDERS CHECK LIST

IMPORTANT: Please read carefully and return with your bid proposal.

Please check off each of the following items as the necessary action is completed:

- 1. The Quote has been signed.
- 2. The Quote prices offered have been reviewed.
- 3. The price extensions and totals have been checked.
- 4. The original (must be manually signed) and 2 copies of the quote have been submitted.
- 5. Three (3) identical sets of descriptive literature, brochures and/or data (if required) have been submitted under separate cover.
- 6. All modifications have been acknowledged in the space provided.
- 7. All addendums issued, if any, have been acknowledged in the space provided.
- 8. Erasures or other changes made to the quote document have been initialed by the person signing the quote.
- 9. Bid Bond and/or certified Check, (if required) have been submitted with the quote in amounts indicated.
- 10. Any Delivery information required is included.

11. The mailing envelope has been addressed to:

MAILING ADDRESS

Lee County Purchasing
P.O. Box 398 or
Ft. Myers, FL 33902-0398

PHYSICAL ADDRESS

Lee County Purchasing
1825 Hendry St 3rd Floor
Ft. Myers, FL 33901

12. The mailing envelope **MUST** be sealed and marked with:

Quote Number
Opening Date and/or Receiving Date

13. The quote will be mailed or delivered in time to be received no later than the specified opening date and time. (Otherwise quote cannot be considered or accepted.)

14. If submitting a "NO BID" please write quote number here _____

and check one of the following:

Do not offer this product Insufficient time to respond.

Unable to meet specifications (why)

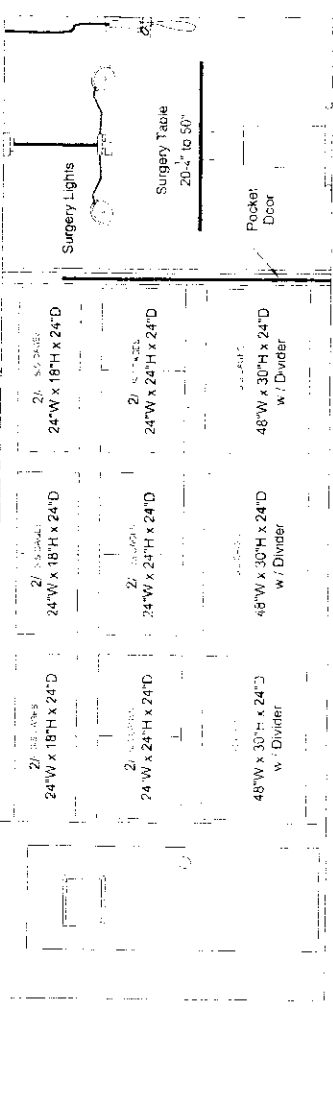
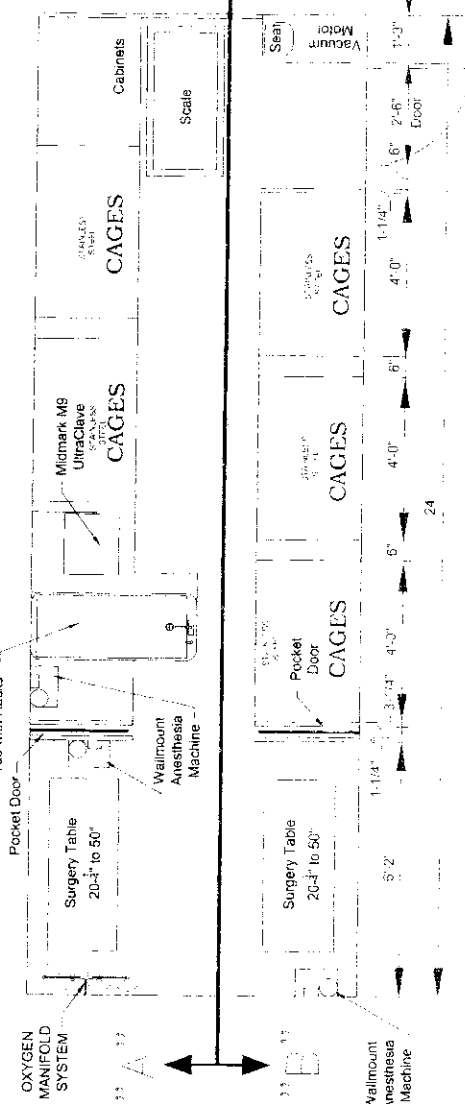
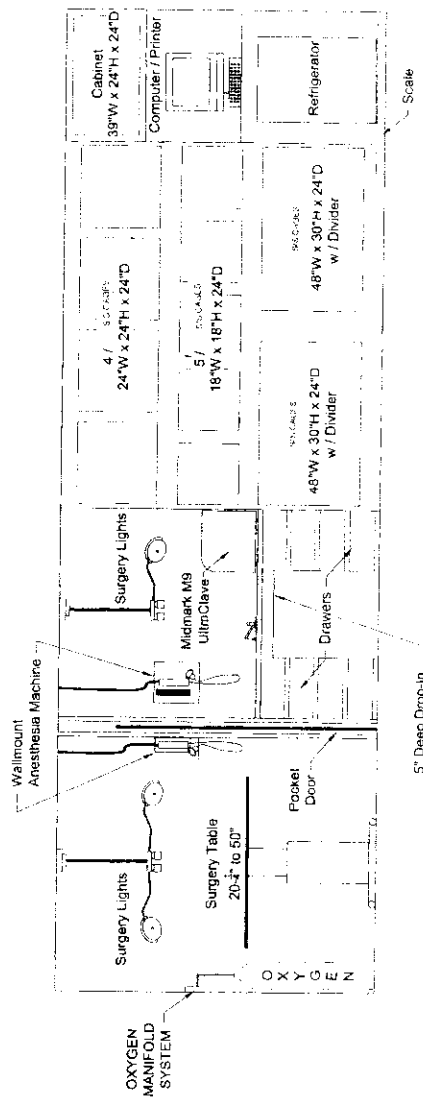
Unable to meet bond or insurance requirement.

Other: _____

Company Name and Address:

VIEW "A"

VIEW "B"



ANIMAL SERVICES

SCALE: 3/4" = 1' Drawing No. 040302801



LEE COUNTY
SOUTHWEST FLORIDA

PROJECT NO.: Q-040690

OPEN DATE: DECEMBER 14, 2004

AND TIME: 2:30 P.M.

PRE-BID DATE: NOVEMBER 30, 2004

AND TIME: 2:00 P.M.

LOCATION: 1825 HENDRY STREET, 3RD FL
FORT MYERS, FL 33901

REQUEST FOR QUOTATIONS

(STEP ONE – QUALIFICATIONS)

TITLE:

**MOBILE STERILIZATION & ADOPTION
VEHICLE FOR LEE COUNTY ANIMAL
SERVICES**

REQUESTER: LEE COUNTY BOARD OF COUNTY COMMISSIONERS
DIVISION OF PURCHASING

MAILING ADDRESS

P.O. BOX 398
FORT MYERS, FL 33902-0398

PHYSICAL ADDRESS

1825 Hendry St 3rd Floor
FORT MYERS, FL 33901

BUYER: PATTI ARMBRUSTER, CPPB
BUYER
PHONE NO.: (239) 344-5450

Patti Armbruster - Spay/Neuter Vehicle

From: <Koniwade@aol.com>
To: <parmbruster@leegov.com>
Date: 12/28/2004 1:21 PM
Subject: Spay/Neuter Vehicle

Patti,

Good morning. I wanted to get in touch with you regarding the contract that La Boit requires for the spay/neuter/adoption vehicle. We have done business with Florida state several times and have had no issues. With that being said, we will waive our requirements for a contract to be signed by your organization. If you have any questions, please contact me.

Thank you!

Happy New Year!
Koni :)

Koni Wade
Senior Sales Consultant
La Boit Inc.
800-776-9984 ext. 303
623-581-2922 (fax)
www.laboit.com

Patti Armbruster - Bid Q-040690

From: <Koniwade@aol.com>
To: <parmbruster@leegov.com>
Date: 12/17/2004 4:43 PM
Subject: Bid Q-040690

Patti,

Per our conversation, La Boit will waive our standard 50% deposit requirement if awarded this bid. We will need a legal binding Purchase Order before production begins. Feel free to contact me with any questions or concerns. Have a great weekend!

Happy Holidays!
Koni :)

Koni Wade
Senior Sales Consultant
La Boit Inc.
800-776-9984 ext. 303
623-581-2922 (fax)
www.laboit.com

INTRODUCTION

OVERVIEW

The Lee County Board of County Commissioners is accepting qualifications from companies interested in providing a mobile sterilization and adoption vehicle to Lee County Animal Services.

TWO-STEP QUOTE PROCESS

NOTE: PLEASE SUBMIT STEPS 1 AND 2 TOGETHER ON THE PROJECT OPENING DATE.

PLEASE USE SEPARATE SEALED ENVELOPES MARKED "STEP 1" & "STEP 2"

Lee County is utilizing a two-step process to evaluate the qualifications of quoters and allow only qualified companies to have their pricing opened and considered under Step Two.

*Step One will require interested vendors to submit the qualifications of their company.

*In Step Two, only those companies qualified in Step One will be eligible to have their pricing opened and considered.

STEP ONE – REQUEST FOR QUALIFICATIONS

In Step One, please submit all requested information to Lee County Purchasing Services, 1825 Hendry Street, 3rd Floor, Fort Myers, FL 33901, before the deadline given on the cover of this solicitation. Qualifications received after this date and time will not be accepted.

All of the qualifications received will then be reviewed and evaluated by County staff, and a decision made as to which companies are qualified and which are not. Each company submitting qualifications will receive a letter stating whether they are qualified or not. Only those companies found to be qualified will be allowed to proceed to Step Two.

In order for a company to be considered responsive in Step One, it should submit all information requested, including appropriate signatures. Failure to meet these requirements may cause your company to be declared non-responsive.

STEP TWO – REQUEST FOR QUOTATIONS – PRICES

Firms found to be qualified in Step One will be eligible to have their pricing opened and considered. This information must be completed and returned to Lee County Purchasing Services, 1825 Hendry Street, 3rd Floor, Fort Myers, FL 33901, before the given deadline. Pricing information received after this date and time will not be accepted.

GENERAL CONDITIONS

Sealed Quotations will be received by the DIVISION OF PURCHASING, until 2:30pm on the date specified on the cover sheet of this "Request for Quotations", and opened immediately thereafter by the Purchasing Director or designee.

Any question regarding this solicitation should be directed to the Buyer listed on the cover page of this solicitation, or by calling the Division of Purchasing at (239) 344-5450.

1. **SUBMISSION OF QUOTE:**

- a. Quotations shall be sealed in an envelope, and the outside of the envelope should be marked with the following information:
 1. Marked with the words "Sealed Quote"
 2. Name of the firm submitting the quotation
 3. Title of the quotation
 4. Quotation number
- b. The Quotation shall be submitted in triplicate as follows:
 1. The original consisting of the Lee County quotes forms completed and signed.
 2. A copy of the original quote forms for the Purchasing Director.
 3. A second copy of the original quote forms for use by the requesting department.
- c. The following should be submitted along with the quotation in a separate envelope. This envelope should be marked as described above, but instead of marking the envelope as "Sealed Quote", please indicate the contents; i.e., literature, drawings, submittals, etc. This information should be submitted in duplicate.
 1. Any information (either required or in addition to that asked for by the specifications) necessary to analyze your quotation; i.e., required submittals, literature, technical data, financial statements.
 2. Warranties and guarantees against defective materials and workmanship.
- d. **ALTERNATE QUOTE:** If the vendor elects to submit more than one quote, then the quotes should be submitted in separate envelopes and marked as indicated above. The second, or alternate quote should be marked as "Alternate".
- e. **QUOTES RECEIVED LATE:** It is the quoter's responsibility to ensure that his quote is received by the Division of Purchasing prior to the opening date and time specified. Any quote received after the opening date and time will be promptly returned to the quoter unopened. Lee County will not be responsible for quotes received late because of delays by a third party delivery service; i.e., U.S. Mail, UPS, Federal Express, etc.

- f. **QUOTE CALCULATION ERRORS:** In the event there is a discrepancy between the total quoted amount or the extended amounts and the unit prices quoted, the unit prices will prevail and the corrected sum will be considered the quoted price.
- g. **PAST PERFORMANCE:** All vendors will be evaluated on their past performance and prior dealings with Lee County (i.e., failure to meet specifications, poor workmanship, late delivery, etc.).
- h. **WITHDRAWAL OF QUOTE:** No quote may be withdrawn for a period of 90 days after the scheduled time for receiving quotes. A quote may be withdrawn prior to the quote-opening date and time. Such a request to withdraw should be made in writing to the Purchasing Director, who will approve or disapprove of the request.
- i. **COUNTY RESERVES THE RIGHT:** The County reserves the right to waive minor informalities in any quote; to reject any or all quotes with or without cause; and/or to accept the quote that in its judgment will be in the best interest of the County of Lee.
- j. **EXECUTION OF QUOTE:** All quotes shall contain the signature of an authorized representative of the quoter in the space provided on the quote proposal form. All quotes shall be typed or printed in ink. The bidder may not use erasable ink. All corrections made to the quote shall be initialed.

2. **ACCEPTANCE**

The materials and/or services delivered under the quote shall remain the property of the seller until a physical inspection and actual usage of these materials and/or services is accepted by the County and is to be in compliance with the terms herein, fully in accord with the specifications and of the highest quality. In the event the materials and/or services supplied to the County are found to be defective or do not conform to specifications, the County reserves the right to cancel the order upon written notice to the seller and return such product to the seller at the seller's expense.

3. **SUBSTITUTIONS**

Whenever in these specifications a brand name or make is mentioned, it is the intention of the County only to establish a grade or quality of materials and not to rule out other brands or makes of equality. However, if a product other than that specified is quote, it is the vendor's responsibility to name such product with his quote and to prove to the County that said product is equal to the product specified. Lee County shall be the sole judge as to whether a product being offered by the quoter is actually equivalent to the one being specified by the detailed specifications. (Note: This paragraph does not apply when it is determined that the technical requirements of this solicitation require only a specific product as stated in the detailed specifications.)

4. **RULES, REGULATIONS, LAWS, ORDINANCES & LICENSES**

The awarded vendor shall observe and obey all laws, ordinances, rules, and regulations, of the federal, state, and local government, which may be applicable to the supply of this product or service.

- a. Occupational License -- Vendor shall submit within 10 calendar days after request.
- b. Specialty License(s) -- Vendor shall possess at the time of the opening of the quote all necessary permits and/or license required for the sale of this product and/or service and upon the request of the County provide copies of licenses and/or permits within 10 calendar days after request.

5. **RECYCLED PRODUCTS**

It is the Lee County Board of County Commissioners' stated policy objective to "Ensure all departments are aware of the availability of recycled products..." (Administrative Code #AC-10-4). In an effort to provide the utmost opportunity for the use of recycled products by Lee County, vendors should list on their letterhead, all necessary information regarding any applicable recycled products they have available. Recycled products should meet all other specifications listed and have a minimum of 50%-recycled content. Whenever fiscally feasible, available recycled products will be purchased.

6. **WARRANTY/GUARANTY** (unless otherwise specified)

All materials and/or services furnished under this quote shall be warranted by the vendor to be free from defects and fit for the intended use.

7. **PRE-BID CONFERENCE**

A pre-bid conference will be held at the location, date, and time specified on the cover of this solicitation. Pre-bid conferences are generally non-mandatory, but it is highly recommended that everyone planning to submit a quote attend.

In the event a pre-bid conference is classified as mandatory, it will be so specified on the cover of this solicitation and it will be the responsibility of the quoter to ensure that they are represented at the pre-bid. Only those quoters who attend the pre-bid conference will be allowed to quote on this project.

8. **BIDDERS LIST MAINTENANCE**

A bidder should respond to "Request for Quotations" in order to be kept on the Bidder's List. Failure to respond to three different "request for quotations" may result in the vendor being removed from the Bidder's List. A bidder may do one of the following, in order to respond properly to the request:

- a. Submission of a quotation prior to the quote receipt deadline.
- b. Submission of a "no bid" notice prior to the quote receipt deadline.

9. **LEE COUNTY PAYMENT PROCEDURES**

All vendors are requested to mail one original invoice and one invoice copy to:

Lee County Finance Department
Post Office Box 2238
Fort Myers, FL 33902-2238

All invoices will be paid as directed by the Lee County payment procedure unless otherwise differently stated in the detailed specification portion of this quote.

Lee county will not be liable for request of payment deriving from aid, assistance, or help by any individual, vendor, quoter, or bidder for the preparation of these specifications.

Lee County is generally a tax-exempt entity subject to the provisions of the 1987 legislation regarding sales tax on services. Lee County will pay those taxes for which it is obligated, or it will provide a Certificate of Exemption furnished by the Department of Revenue. All contractors or quoters should include in their quote all sales or use taxes, which they will pay when making purchases of material or subcontractor's services.

10. **LEE COUNTY BID PROTEST PROCEDURE**

Any contractor/vendor/firm that has submitted a formal bid/quote/proposal to Lee County, and who is adversely affected by an intended decision with respect to the award of the formal bid/quote/proposal, shall file with the County's Purchasing Director or Public Works Director a written "Notice of Intent to File a Protest" not later than seventy-two (72) hours (excluding Saturdays, Sundays and Legal Holidays) after receipt of a "Notice of Intended Decision" from the County with respect to the proposed award of the formal bid/quote/proposal.

The "Notice of Intent to File a Protest" is one of two documents necessary to perfect Protest. The second document is the "Formal Written Protest", both documents are described below.

The "Notice of Intent to File a Protest" document shall state all grounds claimed for the Protest, and clearly indicate it as the "Notice of Intent to File a Protest". Failure to clearly indicate the Intent to file the Protest shall constitute a waiver of all rights to seek any further remedies provided for under this Protest Procedure.

The "Notice of Intent to File a Protest" shall be received ("stamped in") by the Purchasing Director or Public Works Director not later than Four o'clock (4:00) PM on the third working day following the day of receipt of the County's Notice of Intended Decision.

The affected party shall then file its Formal Written Protest within ten (10) calendar days after the time for the filing of the Notice of Intent to File a Protest has expired. Except as provided for in the paragraph below, upon filing of the Formal Written Protest, the contractor/vendor/firm shall post a bond, payable to the Lee County Board of County Commissioners in an amount equal to five percent (5%) of the total bid/quote/proposal, or Ten Thousand Dollars (\$10,000.00), whichever is less. Said bond shall be designated and held for payment of any costs that may be levied against the protesting

contractor/vendor/firm by the Board of County Commissioners, as the result of a frivolous Protest.

A clean, Irrevocable Letter of Credit or other form of approved security, payable to the County, may be accepted. Failure to submit a bond, letter of credit, or other approved security simultaneously with the Formal Written Protest shall invalidate the protest, at which time the County may continue its procurement process as if the original "Notice of Intent to File a Protest" had never been filed.

Any contractor/vendor/firm submitting the County's standard bond form (CSD: 514), along with the bid/quote/proposal, shall not be required to submit an additional bond with the filing of the Formal Written Protest.

The Formal Written Protest shall contain the following:

- County bid/quote/proposal identification number and title.
- Name and address of the affected party, and the title or position of the person submitting the Protest.
- A statement of disputed issues of material fact. If there are no disputed material facts, the Formal Protest must so indicate.
- A concise statement of the facts alleged, and of the rules, regulations, statutes, or constitutional provisions, which entitle the affected party to relief.
- All information, documents, other materials, calculations, and any statutory or case law authority in support of the grounds for the Protest.
- A statement indicating the relief sought by the affected (protesting) party.
- Any other relevant information that the affected party deems to be material to Protest.

Upon receipt of a timely filed "Notice of Intent to File a Protest", the Purchasing Director or Public Works Director (as appropriate) may abate the award of the formal bid/quote/proposal as appropriate, until the Protest is heard pursuant to the informal hearing process as further outlined below, except and unless the County Manager shall find and set forth in writing, particular facts and circumstances that would require an immediate award of the formal bid/quote/proposal for the purpose of avoiding a danger to the public health, safety, or welfare. Upon such written finding by the County Manager, the County Manager may authorize an expedited Protest hearing procedure. The expedited Protest hearing shall be held within ninety-six (96) hours of the action giving rise to the contractor/vendor/firm's Protest, or as soon as may be practicable for all parties. The "Notice of Intent to File a Protest" shall serve as the grounds for the affected party's presentation and the requirements for the submittal of a formal, written Protest under these procedures, to include the requirement for a bond, shall not apply.

The Dispute Committee shall conduct an informal hearing with the protesting contractor/vendor/firm to attempt to resolve the Protest, within seven working days (excluding Saturdays, Sundays and legal holidays) from receipt of the Formal Written Protest. The Chairman of the Dispute Committee shall ensure that all affected parties may make presentations and rebuttals, subject to reasonable time limitations, as appropriate. The purpose of the informal hearing by the Dispute Committee, the protestor and other affected parties is to provide and opportunity: (1) to review the basis of the Protest; (2) to evaluate the facts and merits of the Protest; and (3) to make a determination whether to accept or reject the Protest.

Once a determination is made by the Dispute Committee with respect to the merits of the Protest, the Dispute Committee shall forward to the Board of County Commissioners its recommendations, which shall include relevant background information related to the procurement.

Upon receiving the recommendation from the Dispute Committee, the Board of County Commissioners shall conduct a hearing on the matter at a regularly scheduled meeting. Following presentations by the affected parties, the Board shall render its decision on the merits of the Protest.

If the Board's decision upholds the recommendation by the Dispute Committee regarding the award, and further finds that the Protest was either frivolous and/or lacked merit, the Board, at its discretion, may assess costs, charges, or damages associated with any delay of the award, or any costs incurred with regard to the protest. These costs, charges or damages may be deducted from the security (bond or letter of credit) provided by the contractor/vendor/firm. Any costs, charges or damages assessed by the Board in excess of the security shall be paid by the protesting contractor/vendor/firm within thirty (30) calendar days of the Board's final determination concerning the award.

All formal bid/quote/proposal solicitations shall set forth the following statement:

"FAILURE TO FOLLOW THE BID PROTEST PROCEDURE REQUIREMENTS WITHIN THE TIMEFRAMES AS PRESCRIBED HEREIN AND ESTABLISHED BY LEE COUNTY BOARD OF COUNTY COMMISSIONERS, FLORIDA, SHALL CONSTITUTE A WAIVER OF YOUR PROTEST AND ANY RESULTING CLAIMS."

11. **PUBLIC ENTITY CRIME**

Any person or affiliate as defined by statute who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid or a contract to provide any goods or services to the County; may not submit a bid on a contract with the County for the construction or repair of a public building or a public work; may not submit bids or leases of real property to the County; may not be awarded or perform works as a contractor, supplier, subcontractor, or consultant under a contract with the County, and may not transact business with the County in excess of \$25,000.00 for a period of 36 months from the date of being placed on the convicted vendor list.

12. **QUALIFICATION OF QUOTERS** (unless otherwise noted)

Quotes will be considered only from firms normally engaged in the sale and distribution or provision of the services as specified herein. Quoters shall have adequate organization, facilities, equipment, and personnel to ensure prompt and efficient service to Lee County. The County reserves the right before recommending any award to inspect the facilities and organization; or to take any other action necessary to determine ability to perform is satisfactory, and reserves the right to reject quotes where evidence submitted or investigation and evaluation indicates an inability of the quoter to perform.

13. **MATERIAL SAFETY DATA SHEETS**

In accordance with Chapter 443 of the Florida Statutes, it is the vendor's responsibility to provide Lee County with Materials Safety Data Sheets on quoted materials, as may apply to this procurement.

14. **MISCELLANEOUS**

If a conflict exists between the General Conditions and the detailed specifications, then the detailed specifications shall prevail.

15. **WAIVER OF CLAIMS**

Once this contract expires, or final payment has been requested and made, the awarded contractor shall have no more than 30 days to present or file any claims against the County concerning this contract. After that period, the County will consider the Contractor to have waived any right to claims against the County concerning this agreement.

16. **AUTHORITY TO PIGGYBACK**

It is hereby made a precondition of any quote and a part of these specifications that the submission of any quote in response to this request constitutes a quote made under the same conditions, for the same price, and for the same effective period as this quote, to any other governmental entity.

17. **COUNTY RESERVES THE RIGHT**

a) **State Contract**

If applicable, the County reserves the right to purchase any of the items in this quote from State Contract Vendors if the prices are deemed lower on State Contract than the prices we receive in this quotation.

b) **Any Single Large Project**

The County, in its sole discretion, reserves the right to separately quote any project that is outside the scope of this quote, whether through size, complexity, or dollar value.

c) **Disadvantaged Business Enterprises**

The County, in its sole discretion, reserves the right to purchase any of the items in this quote from Disadvantage Business Enterprise vendor if the prices are determined to be in the best interest of the County, to assist the County in the fulfillment of any of the County's grant commitments to federal or state agencies.

The County further reserves the right to purchase any of the items in this quote from DBE's to fulfill the County's state policy toward DBE's as outlined in County Ordinance 88-45 and 90-04, as amended.

d) **Anti-Discrimination**

The vendor for itself, its successors in interest, and assignees, as part of the consideration there of covenant and agree that:

In the furnishing of services to the County hereunder, no person on the grounds of race, religion, color, age, sex, national origin, handicap or marital status shall be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination.

The vendor will not discriminate against any employee or applicant for employment because of race, religion, color, age, sex, national origin, handicap or marital status. The vendor will make affirmative efforts to insure that applicants are employed and that employees are treated during employment without regard to their race, religion, color, age, sex, national origin, handicap or marital status. Such action shall include, but not be limited to, acts of employment, upgrading, demotion or transfer; recruitment advertising; layoff or termination, rates of pay or other forms of compensation and selection for training, including apprenticeship.

Vendor agrees to post in a conspicuous place, available to employees and applicants for employment, notices setting forth the provisions of this anti-discrimination clause.

Vendor will provide all information and reports required by relevant regulations and/or applicable directives. In addition, the vendor shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the County to be pertinent to ascertain compliance. The vendor shall maintain and make available relevant data showing the extent to which members of minority groups are beneficiaries under these contracts.

Where any information required of the vendor is in the exclusive possession of another who fails or refuses to furnish this information, the vendor shall so certify to the County its effort made toward obtaining said information. The vendor shall remain obligated under this paragraph until the expiration of three (3) years after the termination of this contract.

In the event of breach of any of the above anti-discrimination covenants, the County shall have the right to impose sanctions as it may determine to be

appropriate, including withholding payment to the vendor or canceling, terminating, or suspending this contract, in whole or in part.

Additionally, the vendor may be declared ineligible for further County contracts by rule, regulation or order of the Board of County Commissioners of Lee County, or as otherwise provided by law.

The vendor will send to each union, or representative of workers with which the vendor has a collective bargaining agreement or other contract of understanding, a notice informing the labor union of worker's representative of the vendor's commitments under this assurance, and shall post copies of the notice in conspicuous places available to the employees and the applicants for employment.

The vendor will include the provisions of this section in every subcontract under this contract to insure its provisions will be binding upon each subcontractor. The vendor will take such actions with respect to any subcontractor, as the contracting agency may direct, as a means of enforcing such provisions, including sanctions for non-compliance.

18. **AUDITABLE RECORDS**

The awarded vendor shall maintain auditable records concerning the procurement adequate to account for all receipts and expenditures, and to document compliance with the specifications. These records shall be kept in accordance with generally accepted accounting methods, and Lee County reserves the right to determine the record-keeping method required in the event of non-conformity. These records shall be maintained for two years after completion of the project and shall be readily available to County personnel with reasonable notice, and to other persons in accordance with the Florida Public Disclosure Statutes.

19. **DRUG FREE WORKPLACE**

Whenever two or more quotes/proposals, which are equal with respect to price, quality and service, are received for the procurement of commodities or contractual services, a quote/proposal received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. In order to have a drug-free workplace program, a business shall comply with the requirements of Florida Statutes 287.087.

20. **REQUIRED SUBMITTALS**

Any submittals requested should be returned with the quote response. This information may be accepted after opening, but no later than 10 calendar days after request.

21. **TERMINATION**

Any agreement as a result of this quote may be terminated by either party giving thirty (30) calendar days advance written notice. The County reserves the right to accept or not accept a termination notice submitted by the vendor, and no such termination notice

submitted by the vendor shall become effective unless and until the vendor is notified in writing by the County of its acceptance.

The Purchasing Director may immediately terminate any agreement as a result of this quote for emergency purposes, as defined by the Lee County Purchasing and Payment Procedure Manual.

Any vendor who has voluntarily withdrawn from a formal quote/proposal without the County's mutual consent during the contract period shall be barred from further County procurement for a period of 180 days. The vendor may apply to the Board of Lee County Commissioners for waiver of this debarment. Such application for waiver of debarment must be coordinated with and processed by Purchasing.

22. **CONFIDENTIALITY**

Vendors should be aware that all submittals (including financial statements) provided with a quote/proposal are subject to public disclosure and will **not** be afforded confidentiality.

23. **ANTI-LOBBYING CLAUSE**

All firms are hereby placed on formal notice that neither the County Commissioners nor candidates for County Commission, nor any employees from the Lee County Government, Lee County staff members, nor any members of the Qualification/Evaluation Review Committee are to be lobbied, either individually or collectively, concerning this project. Firms and their agents who intend to submit qualifications, or have submitted qualifications, for this project are hereby placed on *formal notice* that they are *not* to contact County personnel for such purposes as holding meetings of introduction, meals, or meetings relating to the selection process outside of those specifically scheduled by the County for negotiations. Any such lobbying activities may cause immediate disqualification for this project.

24. **INSURANCE (AS APPLICABLE)**

Insurance shall be provided, per the attached insurance guide. Upon request, an insurance certificate complying with the attached guide may be required prior to award.

LEE COUNTY, FLORIDA
PROPOSAL QUOTE FORM
FOR THE PURCHASE OF ONE (1)
MOBILE STERILIZATION AND ADOPTION VEHICLE

DATE SUBMITTED: 12/9/04

VENDOR NAME: La Boit Inc.

TO: The Board of County Commissioners
Lee County
Fort Myers, Florida

Having carefully examined the "General Conditions", and the "Detailed Specifications", all of which are contained herein, the Undersigned proposes to furnish the following which meet these specifications:

The undersigned acknowledges receipt of Addenda numbers: Recd Addendum #1 - 12/1/04 - (K.W)

WILL YOU DELIVER WITH YOUR OWN VEHICLES AS OPPOSED TO COMMON CARRIER?

YES ✓ NO _____

ANTI-COLLUSION STATEMENT

THE BELOW SIGNED QUOTER HAS NOT DIVULGED TO, DISCUSSED OR COMPARED HIS QUOTE WITH OTHER QUOTERS AND HAS NOT COLLUDED WITH ANY OTHER QUOTER OR PARTIES TO A QUOTE WHATSOEVER. NOTE: NO PREMIUMS, REBATES OR GRATUITIES TO ANY EMPLOYEE OR AGENT ARE 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 THE MASTER BIDDERS LIST.

FIRM NAME La Boit Inc.
BY (Printed): Koni Wade
BY (Signature): Koni Wade
TITLE: Senior Sales Consultant
FEDERAL ID # OR S.S.# 31-1226815
ADDRESS: 4290 E. 5th ave.
Columbus OH 43219
PHONE NO.: 614-231-7640
FAX NO.: 614-231-7680
CELLULAR PHONE/PAGER NO.: 800-776-9984

LEE COUNTY OCCUPATIONAL LICENSE NUMBER: N/A
E-MAIL ADDRESS: Koniwade@aol.com
REVISED: 7/28/00

PROJECT OVERVIEW

General Description: Lee County Animal Services is seeking to purchase a Class 6/Class C style vehicle for use primarily in a progressive program of mobile sterilization of domestic cats and dogs. The vehicle shall also be used to promote education and adoption on a mobile basis, and will serve as a post-emergency triage and treatment unit. Therefore, the vehicle must be properly equipped to function successfully in all of the specified functions.

THE AWARDED QUOTER SHALL DELIVER A TURN-KEY VEHICLE READY FOR USE.

NOTE: THESE SPECIFICATIONS ARE INTENDED TO ASSIST THE AWARDED QUOTER – IN PROVIDING A PRODUCT TO MEET THE NEEDS OF THE LEE COUNTY GOVERNMENT ANIMAL SERVICES DIVISION. THEY DO NOT RELINQUISH NOR EXCUSE THE AWARDED QUOTER FROM COMPLYING WITH ANY AND ALL APPLICABLE REGULATORY, GOVERNMENTAL, OR SAFETY ITEMS/ISSUES/DESIGN FEATURES THAT HE/SHE IS, OR SHOULD BE, AWARE OF; AND THAT WOULD NORMALLY BE CONSIDERED IN THE PRODUCTION OF A VEHICLE OF THE TYPE SPECIFIED HEREIN. THE ULTIMATE RESPONSIBILITY FOR THE ROADWORTHINESS, SAFETY, FUNCTIONALITY, AND REGULATORY CONFORMITY OF THE VEHICLE DESCRIBED HEREIN REST SOLELY WITH THE AWARDED QUOTER.

Certain minimum specifications are listed and required in order to qualify individual potential vendors. Each vendor should provide the exact specification or detailed explanation and supporting evidence as to how the vehicle they propose meets the intent and operational needs of Lee County Animal Services.

Each potential vendor should provide detailed specifications beyond the minimums herein defined. The following items are required and should be submitted with Step One of your quote package:

*A sample layout drawing.

*Photographs or computer generated dimensional representations of the vehicle proposed.

Specific final layout and placement of particular features within the vehicle shall be subject to final approval by Lee County Animal Services, any custom design fees must be built into the grand total price quoted in Step Two.

Vehicle design, safety, and compatible use are essential qualities to be considered in the process of awarding the quote for this specialty vehicle. The vehicle must comply with all US Federal Motor Vehicle Safety Standards (FMVSS), Florida state regulations and requirements, and any other applicable federal, state or local rule, law, code, or restriction in effect on the date of the award of the quotation and/or date of manufacture of the vehicle. All components, parts and accessories must be new, original equipment furnished to the OEM by outside vendors or suppliers and shall be properly engineered, assembled and installed onto the completed vehicle following all instructions and requirements of the various items. The vendor awarded the final contract shall warrant to the County that all original warranties remain in effect as specified by the manufacturer of the component or the same terms and conditions shall be the responsibility of the vendor.

The quality of workmanship, compliance to standards and requirements set forth, and overall construction and assembly are important factors. Lee County reserves the right to inspect the vehicle at various stages of construction (to be specified). A County representative shall travel to the location of assembly to inspect the process at Lee County's expense.

WHERE BRAND NAMES OR SPECIFIC MODEL NUMBERS ARE SPECIFIED HEREIN ONLY THOSE SPECIFIC MANUFACTURERS OR ITEMS MAY BE INCLUDED IN THE BID – NO SUBSTITUTIONS WILL BE ALLOWED FOR THOSE SPECIFIC ITEMS. WHERE SPECIFICATIONS ARE PROVIDED ONLY, MANUFACTURERS MAY BE CHOSEN BY THE VENDOR BUT MUST BE SPECIFIED IN THE QUOTE DOCUMENT – SUCH MANUFACTURERS SHOULD BE RECOGNIZED WITH AN ESTABLISHED REPUTATION IN THE INDUSTRY/FIELD. LEE COUNTY RESERVES THE RIGHT TO APPROVE OR DISAPPROVE MANUFACTURERS.

All final designs, equipment, layouts and other specifications are subject to the final approval of Lee County Animal Services and Lee County Fleet prior to construction of the vehicle.

PLEASE USE ADDITIONAL SHEETS OF PAPER AS NECESSARY TO RESPOND IN FULL TO THE FOLLOWING QUESTIONS/REQUIREMENTS.

PLEASE SUBMIT ALL REQUIRED SUBMITTALS IN TRIPLICATE.

SITE VISITS

Lee County reserves the right to make site visits to vendor facilities (at its expense) as part of the evaluation procedure. *Complies*

PRE-CONSTRUCTION BLUEPRINTS/LAYOUT APPROVAL

Lee County Animal Services will require the awarded vendor to supply detailed/final blueprints and layout drawings showing placement of all items prior to the commencement of vehicle construction. An actual sign-off from Animal Services on these final documents must be obtained by the awarded vendor before construction begins. *Standard labor Procedure*

CONTRACTS/AGREEMENTS

If your firm will require Lee County to sign any type of contract and/or agreement as part of this purchase; please include a copy of these documents with Step One of the quotation.

Included w/ literature

CAD DRAWINGS

Detailed CAD drawings are included as part of step 1 for quoters convenience. These drawings are detailed to be a representation of what Lee County would ideally like to see as a finished layout. Dimensions etc, unless otherwise noted, are approximate.

Quoters shall submit their own drawings, which illustrate a floorplan that is as close as possible to that shown in the supplied drawings. Major deviations from this "ideal" floorplan will not be accepted or considered.

Should quoters have a question as to if their changes would constitute a "major deviation" to the floorplan, it will be the quoters responsibility to get a clarification preferably at the prebid, or at the latest by noon EST on 12-3-04 via email to parnbruster@leegov.com.

NOTE: Examples of major deviations below are unacceptable:

- Cage configurations, dimensions, placement of cages cannot change.
- Relocation of surgery tables would be an unacceptable major deviation.
- Tub table must be a fixed structure nearest the surgery tables.

(This is not a complete list. It is only examples of unacceptable major deviation)

Any allowable deviations will be at the sole discretion of Lee County.

VENDOR QUALIFICATIONS

To qualify for consideration for selection as a qualified vendor, a vendor must meet certain designated minimum experience and qualifications. These minimum qualifications are outlined in the following sections. A vendor must also demonstrate that he/she is financially qualified.

NOTE: IN ORDER TO QUALIFY TO PROCEED TO STEP TWO AS A QUALIFIED VENDOR; A "PASS" MUST BE OBTAINED FOR ALL OF THE EVALUATION CRITERIA - SEE "SAMPLE A - EVALUATION SHEETS FOR REQUEST FOR QUALIFICATIONS".

REQUIRED SUBMITTALS FOR THIS RFQ ARE AS FOLLOWS:

I. EXPERIENCE

Companies submitting this prequalification request shall have demonstrable, professional experience and background in the development, construction and sales of vehicles such as that specified in this quotation. Further, all companies submitting a prequalification request shall provide a minimum of three (3) references listing customer names, addresses, telephone numbers, and contact person, for whom a vehicle, similar to that detailed in this quotation, has been built and is currently in use. ✓

Describe experience in narrative form, no longer than two (2) 8-1/2" x 11" pages and include references. ✓

II. FINANCIAL QUALIFICATIONS (MINIMUM)

Your certificate of insurance must meet the following requirements

Requirement #1: The Lee County Board of County Commissioners shall be added as an additional insured on the comprehensive general liability policy.

Requirement #2: Certificate holder shall be listed as follows:

Lee County Board of County Commissioners

C/O Lee County Purchasing

P.O. Box 398

Fort Myers, FL 33902

Requirement #3: **Each policy shall provide a 30 day notification clause in the event of cancellation, non-renewal or adverse change.**

STANDARD CONTRACT - Contracts that will not exceed three hundred and sixty five (365) calendar days; or where costs will not exceed \$500,000; and/or there are no unusual hazards present.

1. Insurance Requirements: *These are minimum requirements, which are subject to modification in response to operations involving a higher level of loss exposure.*

- a. Workers' Compensation - Statutory benefits as defined by FS 440 encompassing all operations contemplated by this contract or agreement to apply to all owners, officers, and employees regardless of the number of employees. Individual employees may be exempted per State Law. Employers' liability will have minimum limits of:

\$500,000 per accident
\$500,000 disease limit
\$500,000 disease limit per employee

- b. Commercial General Liability - Coverage shall apply to premises and/or operations, products and/or completed operations, independent contractors, contractual liability, and broad form property damage exposures with minimum limits of:

\$500,000 bodily injury per person (BI)
\$1,000,000 bodily injury per occurrence (BI)
\$500,000 property damage (PD) or
\$1,000,000 combined single limit (CSL) of BI and PD

- c. Business Auto Liability - The following Automobile Liability will be required and coverage shall apply to all owned, hired and non-owned vehicles use with minimum limits of:

\$500,000 bodily injury per person (BI)
\$1,000,000 bodily injury per occurrence (BI)
\$100,000 property damage (PD) or
\$1,000,000 combined single limit (CSL) of BI and PD

**The required limit of liability shown in Standard Contract: 1.a; 1.b; 1.c; may be provided in the form of "Excess Insurance" or "Commercial Umbrella Policies." In which case, a "Following Form Endorsement" will be required on the "Excess Insurance Policy" or "Commercial Umbrella Policy."*

2. Verification of Coverage:

- a. Ten (10) days prior to the commencement of any work under this contract a certificate of insurance will be provided to the Risk Manager for review and approval. The certificate shall provide for the following:

1. *"Lee County, a political subdivision and Charter County of the State of Florida, its agents, employees, and public officials@ will be named as an "Additional Insured" on the General Liability policy.*

2. Lee County will be given thirty (30) days notice prior to cancellation or modification of any stipulated insurance. Such

notification will be in writing by registered mail, return receipt requested and addressed to the Risk Manager (P.O. BOX 398 Ft. Myers, FL 33902).

3. Special Requirements:

- a. An appropriate "Indemnification" clause shall be made a provision of the contract.
- b. It is the responsibility of the general contractor to insure that all subcontractors comply with all insurance requirements.

Please include copies of current Certificates of Insurance or a letter from your insurance company evidencing the ability of your company to be insured for the amounts required under this RFQ.

III. BASIC DIMENSIONS

NOTE: THE VEHICLE YOU ARE QUOTING MUST COMPLY WITH THE FOLLOWING BASIC DIMENSIONS.

Does your quoted vehicle meet all of the following dimensions?

Yes ✓ No _____

*Minimum Interior Floor Length: Two Hundred eighty eight (288") inches (behind cab area)

Please specify exact dimension of proposed unit: 24' floor length

*Minimum Interior Width: Ninety-Five (95") Inches

Please specify exact dimension of proposed unit: 95"

*Minimum Interior Height: Eighty (80") Inches minimum clearance at all points including any drop downs such as lights, A/C units, etc.

Please specify exact dimension of proposed unit: 82"

*Maximum Exterior Height: One Hundred Forty-Four (144") Inches

Please specify exact dimension of proposed unit: 11' 10" 1/2

*Maximum Exterior Width: One Hundred Two (102") Inches

Please specify exact dimension of proposed unit: 101"

Exterior back panel to remain un-obstructed for our advertising use.

Please explain how the vehicle offered complies with these specifications.

IV. CHASSIS SPECIFICATIONS:

NOTE: THE VEHICLE YOU ARE QUOTING MUST COMPLY WITH THE FOLLOWING CHASSIS SPECIFICATIONS.

Does your quoted vehicle meet all of the following specifications?

Yes ✓ No

*Chassis Type: Class "6"/Class "C"

Please specify: Class C

*GVWR: Total GVWR Not to exceed 25,999 lbs.
(No CDL license requirement for this chassis)

Please specify: 19,500 #s MIN. (Preferred 22,000 GVWR)

*Engine: Diesel - Minimum 6.0 Liter

Please specify: Duramax 6600 V8 - Turbo

*Axles: Standard - to match the GVWR

Please specify: Front Axle - 7000 #s min. - BACK AXLE - 13,500 MIN

*Transmission: Five (5) Speed Automatic with Overdrive

Please specify: 5 speed (no less) - sized + torqued rated adequately to be compatible w/ engine horsepower + torque

*Brakes: Power disc brakes on all wheels with Anti-Lock Braking system

Please specify: 4 wheel disc, power 4 wheel ABS

*Alternator: Heavy duty 12 volt, minimum of 150 amps

Please specify: 12V-150 Amp min.

*Battery: Heavy duty 12-volt

Please specify: 12V Maintenance Free

*Gauges: Standard gauges to include hour meter

Please specify: Std gauges, includes hour meter

*Climate Control: Factory installed air conditioning, defroster and heater

Please specify: Cab heating, defrost + A/C installed + warranted by chassis manufacturer

*Fuel Tank: Minimum of 50 gallons - no exceptions

Please specify number of gallons: 60 gallon min.

*Shocks: Heavy duty gas filled shocks

Please specify: Heavy duty gas filled shocks

*Steering: Power Steering

Please specify: Heavy duty w/ tilt, cruise control shall not be integrated into the steering wheel

*Cooling system: Heavy duty radiator with silicone hoses

Please specify: Factory Installed radiator, heavy duty

*Tires: Standard radial

Please specify: Radial - tube less with highway tread size - 225/75 R19.5

*Wheels: Standard steel wheels with stainless steel covers

Please specify: Complies w/ FMVSS 119 - S/S covers + valve extensions, Simulators will be mechanically secured to rim.

*Front bumper: Chrome plated steel

Please specify: Chassis manufactured, chromed steel

*Interior: Cloth seats - neutral colors (gray or tan ONLY)

Please specify color: Cloth seats w/ 3 point seat belt

*Exterior: Standard white

Please specify color: Std. white

*Accessories:
AM/FM stereo with CD and clock
Tilt steering wheel
Cruise control
Power windows
Power door locks
All windows tinted
Intermittent windshield wipers
Dual heavy duty mirrors with convex
Dual air bags

Please specify: All of the above is included

Please explain how the vehicle offered complies with these specifications.

V. CONVERSION SPECIFICATIONS

NOTE: THE VEHICLE YOU ARE QUOTING MUST COMPLY WITH THE FOLLOWING CONVERSION SPECIFICATIONS.

Does your quoted vehicle meet all of the following specifications?

Yes ✓ No _____

*Diesel Generator:

Make/model: Onan - Model 10KW - with Quiet Pack

Please specify: ONAN 10K - Quiet Pack (may go to 12k no additional change)

Starting system: Electric start with conversion "box" mounted controls to start and stop the generator. There shall also be a set of controls at the generator to start and stop the unit.

Please specify: Std w/ ONAN generator

Gauges: The following gauges shall be included:

1. A monitor system to show the status of the generator shall be mounted within the conversion "box" - NOT in the cab of the vehicle (so that it may be viewed by personnel working in the unit while the vehicle is parked). This monitor system shall also have lights to indicate the status.
2. A safety device shall be installed to shut the generator down in case of loss of oil pressure; overheating, or loss of coolant.
3. An hour meter shall be located on the generator.

Please specify: Std w/ ONAN generator - complies w/ all of the above

Battery: 12-volt battery with minimum of 750 CCA. Battery shall have an isolator in place to keep it from draining the chassis battery.

Please specify: Complies - 12V Battery w/ min. 750 CCA w/ isolator

Mounting: Generator shall be mounted on a roll-out tray for maintenance. This tray shall have a locking mechanism to hold the tray in place. The generator shall have solid rubber mounts to the tray.

Please specify: Complies but also includes access door for easy servicing.

Compartment: The generator compartment will be insulated to keep the noise level down to a minimum. The exhaust system will be deflected to the outside of the compartment.

Please specify: Complies

Electrical: The generator shall be protected by reset able breakers and/or fuses.

Please specify: Complies - Protected from over current by re-settable circuit breakers

Please explain how the vehicle offered complies with these specifications.

*Shoreline Controls: Minimum Fifty foot (50') 30 amp Marine Grade shore power cord with 30 amp marine grade service outlets.

Please specify length of cord: 50' - 30 Amp

Please explain how the vehicle offered complies with these specifications.

*Electric Outlets: Minimum Ten (10) interior dual socket electrical outlets

Number of outlets: min. of 10

Please explain how the vehicle offered complies with these specifications.

*Lighting: Minimum Eight (8) 12 volt dual bulb fluorescent light fixtures with an additional exterior light by door

Number of fixtures: min. of 8 - 12V w/ exterior light by door

Please provide a picture and specs with your quote.

Please explain how the vehicle offered complies with these specifications.

*Floor Plans: Customized floor plan with final approval by Animal Services. As stated under "Project Overview", the following will be required and should be included with Step One of your quote package:

1. A sample layout drawing.
2. Photographs or computer generated dimensional representations of the vehicle proposed.

Complies - included w/ bid package

Please explain how the vehicle offered complies with these specifications.

*Cage Construction: All stainless steel only, no exceptions. - complies

Please explain how the vehicle offered complies with these specifications.

*Cage Configuration:

NOTE: Floor plans and drawings for the following cage configuration should be submitted with Step One of your quote package.

All corners, seams and/ or joints shall be soldered to make unit impervious, to leakage and or accumulation of any material. All cages shall be wrapped or insulated provide for sound-proofing or noise reduction from weight of animal causing metal to bend or warp. This material shall be of such material to be impervious to insects or pest accumulation. All cage doors/gates shall be heavy duty, stainless steel, two- piece construction, and self- locking latches and shall be made in such a manner to retain any material placed in the bottom of the cage. All cages shall have a fluid retaining lip. All double door doors/gates shall have spring-loaded easy close easy open latches of stainless steel material and no center bar. There shall be provision for all double door/gate cage/kennels to have stainless steel removable divider to allow for dividing space into two equal spaces.

Complies

RIGHT (Curb side/Passenger side) cage layout. All cage/kennel backs shall be of Plexiglas or tempered glass of no less than ½ inch in thickness. This material shall allow for unimpeded viewing of interior of each of these spaces from exterior of vehicle when roll-up shutter doors are rolled up out of the way. Maximum 4-inch kick plate and appropriate spacing of spaces to assure solid long-term construction. Space above top row shall accommodate roll shutter mechanism for protection of viewing back material and removal when viewing is desired

Cages/kennels shall be placed as described.

Bottom row:

- 3 (Three) 48 inch wide X 30 inch tall with double doors of 24 inches wide and 30 inches tall and appropriate locking mechanism and removable cage/kennel divider

Middle row:

- 3 (Three) 48 inch wide X 24 inch tall with double doors of 24 inches wide and 30 inches tall and appropriate locking mechanism and removable cage/kennel divider

Top row:

- 6 (six) 24 inch wide X 18 inch tall with appropriate door/gate and locking mechanism. Upper back edge, plexiglas side, of cage space could be utilized as housing for roll-up outside shutters for this bank of cages if necessary 6 inches X 6 inches

This makes 12 cages/kennel or spaces with the possible expansion of bottom and middle rows to add 6 additional cage/kennels. (Max 18 spaces)

Complies

LEFT (driver's side)

Bottom Row:

- 2 (two) 48 inch wide X 30 inch tall with stainless steel double doors/gates and appropriate latches and removable stainless steel divider panels

Middle Row:

- 5 (five) 18 inch wide X 18 inch tall with stainless steel doors/gates and appropriate latches

Top Row:

- 4 (four) 24 inch wide X 24 inch tall with stainless steel doors/gates with appropriate latches

This makes 11 cages/kennel or spaces with the possible expansion of bottom row to add 2 additional cage/kennels. (Max 13 spaces)

There shall be a minimum of two (2) cages/kennels in the location of the overhang of the conversion over the top of the chassis cab. These cages shall be of the same material, construction and insulation of all other cage/kennels.

Complies

OVER HANG:

- 2 (two) 24 inch wide X 24 inch tall with stainless steel doors/gates with appropriate latches

Maximum cages possible with this layout is minimum of 25 cages, maximum of 33 cages

Desired element would be all cages/kennels 24 inches wide, would be constructed to have double doors/gates with removable divider panel to be able to divide the 24 inch wide cages/kennels into two (2) 12 wide X 24 inch tall spaces.

NOTE: All cages to have a minimum depth of twenty (20)" (May be deeper if there is an acceptable aisle). Maximum depth of twenty four (24)" *Min. 20" - all cages*

Please explain how the vehicle offered complies with these specifications.

*Exterior Cage Viewing: Three (3) exterior rolling doors to expose the cages for outside viewing. Must be electrically/automatically operated from inside the vehicle. Manual operation shall be possible in the event of power failure. The windows must be made out of Plexiglas or tempered safety glass.

** Only offered in manual.*

All other features are in compliance.

Please explain how the vehicle offered complies with these specifications.

*Awning: Minimum 16' awning of sufficient size to cover viewing area. Awning must be electric/automatic with operation from inside. Manual operation shall be possible in the event of power failure. The awning shall be placed on the curbside positioned to provide shade/coverage of the exposed viewing area.

Please specify awning size: 16' min. Automatic - Dometic (choice of color)

Please provide a picture and specs with your quote. *See brochure*

Please explain how the vehicle offered complies with these specifications.

*Leveling System: A leveling system utilizing electric or air over hydraulic powered jacks will be used to level the unit. This system should consist of and include the following features:

1. A jack shall be mounted on all four corners under the chassis.
2. Controls shall be mounted on the dash with an indicator to show the jacks are down; and a second indicator to show that the vehicle is level. A warning light to let the operator know the jacks are down shall also be included.

Complies w/complete specs.
model HWH

- 3. A safety lock shall be in place to keep the transmission from going into gear while the jacks are down.
- 4. The blocks which will be necessary to be used with the jacks to adjust the height shall be included.
- 5. A manual override hand pump – in case of electrical problems – located at the pump; shall be included.

Please explain how the vehicle offered complies with these specifications.

*Roof Mounted Air Conditioners: Minimum three (3) 13,500 BTU with heat strips

Please specify number: 3 - Dometic w/ heat strips

Please provide a picture and specs with your quote. - see brochure + video

Please explain how the vehicle offered complies with these specifications.

*Heaters: Three (3) 1500 watt electric heaters

Please specify number: 3 - 1500 watt, wall electric heaters

Please provide a picture and specs with your quote. - see brochure + video

Please explain how the vehicle offered complies with these specifications.

*Narcotics Safe: Stainless steel double-locking, double door narcotic safe
To be concealed by cabinetry or other features.

Safe dimensions: Complies Minimum- six (6)" deep by sixteen (16)" wide by twenty (20)" tall.

Maximum- eight (8)" deep by eighteen (18)" wide by twenty four (24)" tall.

Please provide a picture and specs with your quote. - see brochure + video

Please explain how the vehicle offered complies with these specifications.

*Safe: Complies Anchored key & combination safe for cash (concealed by cabinet or other features)

Please provide a picture and specs with your quote. - see brochure + video

Please explain how the vehicle offered complies with these specifications.

*Refrigerator: Minimum 2.7 cu ft

Please specify size: Complies - 115 V / 12V narcob 2.7 cu. ft.

Please provide a picture and specs with your quote. - see brochure

Please explain how the vehicle offered complies with these specifications.

*Microwave: Minimum 1.2 cu ft and 1500 watts

Please specify size: MIN. 1.2 cu. ft. - 1500 watts

Please provide a picture and specs with your quote. - see brochure

Please explain how the vehicle offered complies with these specifications.

*

*Sink: Stainless Steel with stainless steel faucet * Deleted per

addendum

Please provide a picture and specs with your quote. NA

Please explain how the vehicle offered complies with these specifications.

*Computer Accommodations: Laptop Computer & Scanner/Copier/Printer to be provided by Lee County but vehicle must be designed appropriately for placement of secured computer components.

Complies

Please provide a picture and specs with your quote. see brochure

Please explain how the vehicle offered complies with these specifications.

*Floor Covering: Hospital Grade Vinyl Flooring Slip Resistant, Fire Resistant All joints, seams, edges to be sealed or caulked

Complies - grey flecked color Jarkett brand

Please explain how the vehicle offered complies with these specifications.

*Plumbing/Tanks:

Fresh water tank: Minimum Eighteen (18) gallon fresh water tank & fill Demand water pump, water pump isolator Surflo or equivalent, 2.8 GPM

Gray water tank: Minimum Twenty (20) gallon gray water holding tanks

complies

Please specify sizes of tanks & brand of isolator: 18 gallon fresh, 22 gallon grey Surflo Pump with filter

Please explain how the vehicle offered complies with these specifications.

*Water Heater: Minimum 4.5 gallon fast recovery electric water heater with water heater relief valve plumbed to outside of the vehicle. Propane powered heater is not acceptable.

Complies

Please specify size of tank: 4.5 gallon - point of use (min.)

Please explain how the vehicle offered complies with these specifications. Please provide proof of compliance with required specification through photos, brochures or other means adequate to determine specific items are being provided.

Tub Table: Wet/Prep tub table, 24 inches wide and overall 48 inches long, in a fixed position, 5 inch to 6 inch deep with slope to drain which, shall be mounted to gray water holding tank of conversion. This tub table shall be constructed of stainless steel and shall be a drop-in style; an appropriately sized cabinet with a knee cut away with rounded edges at the aisle end of the cabinet shall be constructed to hold tub table with remaining space under tub table to be made available for storage. Tub table shall have end location for single lever faucet, which can be operated by wrist, arm or elbow to keep hands sanitary and sprayer with hose of minimally 72 inches in length. The location of the water supply shall also be the end in which the position for the drain is located. There shall be a recessed stainless steel or PVC coated grate or rack, which can be placed on a lip edge to allow water to drain away from the subject on the grate. There shall be a stainless steel exam solid metal cover, which can be fitted on top of the recessed stainless steel grate/rack to provide a solid covering for this apparatus. Approval of location shall be made at time of floor plan and cage layout approval.

VSSI 105-1320-00 5-inch deep drop in tub (wet/prep) 48 inches long with PVC coated recessed rack

VSSI 205-1323-01 Stainless steel exam table top insert for 48 inch tub fitting over recessed PVC covered rack

VSSI 107-0112-00 Single lever faucet with 72 inch sprayer hose

*Complies w/
all of the
above*

Please provide a picture and specs with your quote. *See brochure*

Please explain how the vehicle offered complies with these specifications.

***Exam Light:** Two (2), Surgery dual head, lights, swing arms, ceiling mounted with locks to protect lights when vehicle is moving. Location centered right and left side surgical suite, position to be approved by purchaser at time of floor plan and cage layout approval.

Centurion by Medical Illumination Model # 021515

One (1) Examination/Diagnostic light with Halogen bulb(s), Ceiling mounted, swing arm, with lock to protect light when vehicle is moving, positioned centrally over the position of the fixed tub table location to be approved by purchaser at the time of floor plan and cage layout approval **Centurion by Medical Illumination Model #021513 (ceiling) or 021512 (wall)**

Complies

Please provide a picture and specs with your quote. *See brochure*

Please explain how the vehicle offered complies with these specifications.

***Clippers:** Wall Mounted Electric Pet Grooming Clippers Double K Power Clipper

Please specify brand of clippers: Double K Power Clipper - wall mounted

Please provide a picture and specs with your quote. *See brochure*

Please explain how the vehicle offered complies with these specifications.

***Central Vacuum:** Vacuum must be of sufficient power to remove animal hair from prep area regardless of placement of vacuum unit; shall have

Replacement page

Addendum #1 Project No. Q-040690

appropriate filtration system; and be designed for animal hair use.

Complies

Please provide a picture and specs with your quote. *See brochure*

Please explain how the vehicle offered complies with these specifications.

*Sound System: Sound system throughout working area
Separate sound systems in veterinary & prep areas allowed

Complies

Please provide a picture and specs with your quote. *See brochure*

Please explain how the vehicle offered complies with these specifications.

*Cabinets and Countertops: All countertops and work surfaces must be stainless steel.

High-impact laminated wood cabinets – must use plywood (no fiberboard products for cabinetry) All edges and surfaces must be laminated

Cabinet cabinets could be made of aluminum.

Cabinet construction must be humidity/moisture resistant consistent with SW Florida conditions

Specify Cabinet material type: *7 ply birch with laminate - sealed + caulked*
Please provide a picture and specs with your quote. *- see brochure*

Please explain how the vehicle offered complies with these specifications.

*Safety/Security: Fire Extinguisher ✓
Smoke Detector ✓
Carbon Monoxide Detector ✓
First Aid Kit ✓
(3) Safety Cones – minimum thirty-six (36") inches in height ✓
Triangle Flares ✓
Back-up Alarm – This audible alarm shall be rated at a min. 112 dba in accordance with SAE-J-994b. ✓
Backing Camera with Monitor ✓

Complies

Please explain how the vehicle offered complies with these specifications.

*Exterior Door: Minimum Thirty (30") Inch Exterior Grade Door with one window and a deadbolt lock; to open outward. No other windows are required. This door must be located on the curb-side behind the front passenger's door.

Complies

Please explain how the vehicle offered complies with these specifications.

*Exterior Steps: A set of exterior grade steps shall be provided outside of the exterior door (specified above). These steps shall be sufficient in number to provide ease of ingress and egress to and from the vehicle (from ground to floor level). The steps must be either

Replaced w/
addendum

FORMAL QUOTE NO.: Q-040690

complies

appropriate filtration system; and be designed for animal hair use.

Please provide a picture and specs with your quote.

see brochure

Please explain how the vehicle offered complies with these specifications.

*Sound System: Sound system throughout working area
Separate sound systems in veterinary & prep areas allowed

Please provide a picture and specs with your quote.

Please explain how the vehicle offered complies with these specifications.

*Cabinets and Countertops: All countertops and work surfaces must be stainless steel.
High-impact laminated wood cabinets – must use plywood (no fiberboard products for cabinetry)
All edges and surfaces must be laminated
Cabinet construction must be humidity/moisture resistant consistent with SW Florida conditions

Please provide a picture and specs with your quote.

Please explain how the vehicle offered complies with these specifications.

*Safety/Security: Fire Extinguisher
Smoke Detector
Carbon Monoxide Detector
First Aid Kit
(3) Safety Cones – minimum thirty-six (36") inches in height
Triangle Flares
Back-up Alarm – This audible alarm shall be rated at a minimum 112 dba in accordance with SAE-J-994b.
Backing Camera with Monitor

Please explain how the vehicle offered complies with these specifications.

*Exterior Door: Minimum Thirty (30") Inch Exterior Grade Door with one window and a deadbolt lock; to open outward. No other windows are required. This door must be located on the curb-side behind the front passenger's door.

Please explain how the vehicle offered complies with these specifications.

*Exterior Steps: A set of exterior grade steps shall be provided outside of the exterior door (specified above). These steps shall be sufficient in number to provide ease of ingress and egress to and from the vehicle (from ground to floor level). The steps must be either

electrically, hydraulically, or electric over hydraulically operated (please specify below). An indicator showing when the steps are down shall be included on the dash of the vehicle.

Please specify operating methodology of the steps: Complies w/ all above

Please explain how the vehicle offered complies with these specifications.

*** Body Construction:** Shall have tubular metal frame structure welded on sixteen (16)" centers.

Walls and Ceiling: The interior and exterior walls and interior roof shall be seamless, one (1) piece, fiberglass panels bonded directly to the shell structure. The use of other panel material or designs which are not seamless are **not acceptable**. Mechanical attachment of any panels is **not acceptable**. The exterior roof shall be a seamless, one-piece flexible fiberglass panel.

Complies

Insulation: In walls and ceiling the minimum requirement is R-11.

Please explain how the vehicle offered complies with these specifications.

VI. VETERINARY EQUIPMENT/SUITE

NOTE: THE VEHICLE YOU ARE QUOTING MUST COMPLY WITH THE FOLLOWING VETERINARY EQUIPMENT SUITE SPECIFICATIONS.

Does your quoted vehicle meet all of the following specifications?

Yes ✓ No _____

*There shall be a wall separating Prep Area from Surgical Suite with sliding pocket door. *Complies*

*The suite shall include the following equipment:

Two (2) Surgery Tables: V-top, heated, stainless steel, surgical tables with trough to collect fluids. Each table shall have a hydraulic base with rotating cylinder. Collection bucket to be able to be hung at end of trough for fluid collection.

Two (2) VSSI # 100-4041-21

Two (2) VSSI # 200-3041-03 (2 quart)

Complies

Surgical Blind: A retractable and adjustable metal mini blind shall be mounted on the gate side of the cages that have plexiglass opening to conceal the interior of the vehicle and still have the animals for viewing when desired. Blind to be one piece and operate via drawstring. Blind to be recessed into the opening to keep bleed thru at a minimum. When retracted the blinds shall be as compact as possible to not interfere with the headroom. The blinds are to be white in color.

Complies per addendum non metal blind

Anesthesia: Oxygen Tank storage four (4) "H" tanks and holders connected to manifold with four (4) intake positions with medical grade oxygen regulators and three (3) output positions with fail-safes. Location of these out put positions to be located and approved at floor plan and cage layout approval by purchaser:

Complies

- 1 position adjacent to fixed tub table position with quick disconnect fittings
- 1 position at dividing wall on left (drivers side) of vehicle with quick disconnect fittings
- 1 position on back wall on right side (passenger side) with quick disconnect fittings

Oxygen Manifold System by SurgiVet/Anesco 4 tank intake with and 3 position output by SurgiVet/Anesco appropriate mounting with High (V7320) and Low (V7321) pressure alarms and gauges with in wall piping and wall mounted with quick disconnect wall mounted fixtures at approved sites

Anesthesia machines; three (3) SurgiVet/Anesco, Table Top/Wall mount models (Three (3) wall mount brackets with lock downs #32350B5) each with dual oxygen flowmeter, SurgiVet/Anesco Model # V701001, each with Tech 3 vaporizer for Isoflurane with key fill #V720301 with fill adapter for key fill Isoflurane (32343B12), each machine shall be equipped with Universal F-Circuit (rebreathing); two (2) of 60 inches (#32359B4), one (1) of 40 inches (32359B3) with appropriate connections to oxygen supply with quick disconnects

Complies

Anesthesia Active Evacuation System by SurgiVet/Anesco: 2 (two) AES V7300 evacuations systems can be hardwired into electrical circuitry of conversion with 2 inlet ports and one exhaust port which, shall be connected to appropriate connection to outside location on vehicle. Active canister may be wall mounted or ceiling mounted on right (driver's side) to capture exhaust gases from these two anesthesia machines, and one can be wall or ceiling mounted to capture gases from left side (passenger's side with appropriate pop off valves (3) V7307 for each anesthesia machine, tubing (32086B1) Male adapters (V7313)

Autoclave: Mid-Mark M-9 Ultraclave with dedicated 20 am circuit with lockdown to bracketing to prevent movement when vehicle in motion

Complies

Stool: One (1) Gas column chair with safety lock, to prevent movement when vehicle in motion. VSSI 102-4920-11

Complies

Please provide a picture and specs with your quote.

see brochure

Please explain how the vehicle offered complies with these specifications.

Scale: Walk on scale with digital readout. LCD, large display with ON, LB/KG, and ZERO settings and scale display to be mounted in appropriate position for easy reading and use to be approved by purchaser at floor plan and cage layout approval. Scale shall be mounted such that the scale can be push under cabinetry to be out of the way when not in use and be easily pulled into position when needed. Scale shall be 22 inches wide by 44 inches long and less than 2 inches tall, scale shall have auto lock feature to prevent being able to weigh animal which doesn't sit still, 3 way shock protection to protect load cells from damage, platform shall be of Stainless Steel with raised anti drip lip, heavy duty vinyl mat.

Technidyne # Vet Tech 300

Please provide a picture and specs with your quote.

see brochure

Complies

The successful quoter shall be responsible for delivering vehicles that are new and unused, properly serviced, clean, and in first class operating condition. Pre-delivery service, at a minimum, shall include the following:

- a. complete lubrication
- b. check all fluid levels to assure proper fill
- 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, mechanical and hydraulic features.
- f. front end alignment and all wheels balanced
- g. cleaning of vehicle, if necessary, and removal of all unnecessary tags, stickers, papers, etc. DO NOT REMOVE WINDOW PRICE STICKER.
- h. overall check for safe operating condition

Complies

Furnish a completed copy of the manufacturer's standard retail sale pre-delivery service form, noted and signed.

All units must contain no less than 1/4 tank of fuel as indicated by the vehicles fuel gauge at the time of delivery.

Delivery does not constitute acceptance. Final acceptance and authorization of payment will be given only after a thorough inspection indicates that the vehicle meets specifications and conditions listed herein. Vehicles shall be delivered with each of the following documents satisfactorily completed:

- a. Statement of Origin
- b. Owner/Operator Manual, one copy
- c. Warranty Certifications
- d. Copy of Pre-delivery Service Report
- e. Window price sticker (fixed)
- f. DHSMV-V-40, Application for Title
- g. Sales Tax Exemption Form DR-41.A
- h. Temporary Tag
- i. Rustproofing warranty certificate (if applicable)

Complies

***NOTE: A certified weight slip will be required upon delivery.**

All documents must be properly filled out, signed and notarized, as necessary. Date of purchase is date of final delivery and shall be correct on all forms.

It shall be understood by the quoter that the quote covers a complete, fully operative unit as specified, including the mounting and all attachments/connections to the chassis.

NOTE: THE TOTAL MILEAGE ON THE VEHICLE AT TIME OF DELIVERY TO:

LEE COUNTY FLEET MANAGEMENT
2955 VAN BUREN STREET
FT. MYERS, FL 33916

SHALL NOT EXCEED 250 MILES. A DELAYED WARRANTY START UP FOR THE MILEAGE SHALL BE COMPLETED BY THE AWARDED VENDOR FOR THE CHASSIS.

Complies - Vehicle will be trucked to Florida

NOTE: REGARDLESS OF DELIVERY METHODOLOGY USED, THE AWARDED VENDOR - OR HIS CARRIER - WILL BE RESPONSIBLE FOR THE OFF-LOADING OF THE VEHICLE. LEE COUNTY FLEET WILL NOT ASSIST IN THE OFF-LOADING OF THE VEHICLE.

Please explain how the vehicle offered complies with these specifications.

*Warranty: Lee County desires and would prefer a minimum of one (1) year of warranty coverage on the entire vehicle including its systems and surgical equipment. This warranty should include all parts, labor, and travel time to Lee County. In the space provided below, please detail the standard warranty coverage(s) offered on the vehicle and its equipment.

LaboIt warranty Included in packet
Gme warranty Included in packet

Structure - 12 years / 150000 miles

Fiber glass - 12 years / 150000 miles

Cabinetry - 5 years / unlimited miles

workman ship - 3 years / 45000 miles

Equipment - all equipment warranty is covered by specific manufacturer. All is 1 year or longer.

*Warranty Work: The quoter must maintain a normal supply of replacement parts and be equipped with personnel and facilities to provide such services as necessary to keep the equipment in operation with a minimum of delay.

Complies

List below the location of the manufacturer's nearest service facility and parts depot to Lee County's location (2955 Van Buren Street, Fort Myers, FL).

Name: 3980 Fowler Street

Address: Fort Myers, FL 33901-2604

Phone: (239) 936-8561

NOTE:

IN THE EVENT THAT A LOCAL VENDOR IS UNAVAILABLE OR CANNOT KEEP THE EQUIPMENT IN OPERATION WITH A MINIMUM OF DELAY; THE AWARDED QUOTER AGREES TO PAY LEE COUNTY FLEET MANAGEMENT ITS NORMAL REPAIR RATE OF \$55 PER HOUR FOR WARRANTY WORK (WITH THE AWARDED QUOTER'S PRIOR APPROVAL).

Additional warranty or logistical services may be listed below.

Gmc Duramax Diesel Engine - 3yrs
Emmission Control - 5years/100000 miles

Please explain below how all warranty repairs not provided by one of the above vendors will be reimbursed to Lee County.

Upon warranty approval, LA Boit
will pay certified repair
facility for repair work.

NOTE: A DELAYED WARRANTY START UP SHALL BE COMPLETED BY THE AWARDED VENDOR FOR THE CHASSIS.

Please explain how the vehicle offered complies with these specifications.

complies

SAMPLE A

**EVALUATION SHEETS FOR
REQUEST FOR QUALIFICATIONS**

Project Name: Mobile Sterilization and Adoption Vehicle for Lee County Animal Services

Quotation No.: Q-040690

Committee Evaluation Date/Time: _____

I. EXPERIENCE

Companies submitting this prequalification request shall have demonstrable, professional experience and background in the development, construction and sales of vehicles such as that specified in this quotation. Was the narrative describing this provided and are the qualifications acceptable?

_____ **PASS** _____ **FAIL**

All companies submitting a prequalification request shall provide a minimum of three (3) references listing customer names, addresses, telephone numbers, and contact person, for whom a vehicle, similar to that detailed in this quotation, has been built and is currently in use. Were the references and accompanying information provided? Were all the reference checks acceptable?

_____ **PASS** _____ **FAIL**

II. FINANCIAL QUALIFICATIONS

Were current Certificates of Insurance or letter from insurance company evidencing the Vendor's ability to obtain insurance provided and acceptable?

_____ **PASS** _____ **FAIL**

III. BASIC DIMENSIONS

Was this firm able to answer "Yes" to all of the questions under "Basic Dimensions"? Did it adequately prove that its vehicle complies with the requirements under this section?

_____ **PASS** _____ **FAIL**

IV. CHASSIS SPECIFICATIONS

Was this firm able to answer "Yes" to all of the questions under "Chassis Specifications"? Did it adequately prove that its vehicle complies with the requirements under this section?

_____ PASS _____ FAIL

V. CONVERSION SPECIFICATIONS

Was this firm able to answer "Yes" to all of the questions under "Conversion Specifications"? Did it adequately prove that its vehicle complies with the requirements under this section?

_____ PASS _____ FAIL

Per addendum

veterinary

VI. VETERINARY EQUIPMENT/SUITE

Was this firm able to answer "Yes" to all of the questions under "Veterinary Equipment/Suite"? Did it adequately prove that its vehicle complies with the requirements under this section?

Veterinary

_____ PASS _____ FAIL

VII. MISCELLANEOUS, DELIVERY & WARRANTY REQUIREMENTS

Was this firm able to answer "Yes" to all of the questions under "Miscellaneous & Warranty Requirements"? Did it adequately prove that its vehicle complies with the requirements under this section?

_____ PASS _____ FAIL

SAMPLE B

REFERENCE CHECK FORM

Project Name: Mobile Sterilization and Adoption Vehicle for Lee County Animal Services

Quotation No.: Q-040690

1. Has this company provided a vehicle similar to that being quoted to Lee County to your firm/entity?

Yes _____ No _____

2. During the construction of the vehicle, how was their response time to your requests?

Excellent _____ Satisfactory _____ Poor _____

3. Once the vehicle was completed, how would you rate the follow-up and availability of their managerial and support staff?

Excellent _____ Satisfactory _____ Poor _____

4. Would you recommend employment of this company?

Yes _____ No _____

If no, please explain: _____

OVERALL COMMENTS: _____

REFERENCE CALLED: _____

NAME: _____

DATE: _____

TIME: _____

CHECKER'S SIGNATURE: _____

EXHIBIT #1

**INSTRUCTIONS FOR COMPLETING
BOARD OF VETERINARY MEDICINE
APPLICATION FOR REGISTRATION OF A VETERINARY PREMISE**

Application begins on page 2

If you have any questions or need assistance in completing this application, please contact the Department of Business and Professional Regulation, Customer Contact Center, at (850) 487-1395.

If this is an establishment, permanent or mobile, where a licensed veterinarian practices, you must have a permit issued by the Department of Business and Professional Regulation. Please be advised that practicing veterinary medicine at an unlicensed establishment is a violation of Section 474.215, Florida Statutes, and may result in disciplinary action being taken against your veterinary license.

Please read the following instructions carefully:

1. Complete all information. Incomplete applications will not be reviewed.
2. Your application cannot be processed until the \$250 application fee is received.
3. Return any premise permits that may have been awarded to a previous veterinarian responsible for the location. Details of where to submit your payment are at the bottom of this page.
4. Be sure to keep a copy of your application and check until you receive your temporary premise permit letter from the department. If you submit your application online, be sure to print a copy of your confirmation page.

APPLICATION CHECKLIST

Select the appropriate transaction below and comply with the corresponding application requirements.

Initial Licensure of a Clinic/Hospital	<input type="checkbox"/> Pay \$250 fee (make check payable to Department of Business and Professional Regulation) <input type="checkbox"/> Complete DBPR VM-4902 - Application for Registration of a Veterinary Premise form
Initial Licensure of a Mobile Unit	<input type="checkbox"/> Pay \$250 fee (make check payable to Department of Business and Professional Regulation) <input type="checkbox"/> Complete DBPR VM-4902 - Application for Registration of a Veterinary Premise form

Please send your completed application, documentation and required fee(s) to:

Department of Business and Professional Regulation
1940 North Monroe Street
Tallahassee, FL 32399-0783

www.MvFlorida.com

DBPR VM-4902 – Application for Registration of a Veterinary Premise



**STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL
REGULATION
1940 North Monroe Street
Tallahassee, FL 32399-0783**

NOTE – This form must be submitted as part of an application packet

If you have any questions or need assistance in completing this application, please contact the Department of Business and Professional Regulation, Customer Contact Center, at (850) 487-1395.

Transaction Type:	
<input type="checkbox"/>	Initial Licensure of a Clinic/Hospital
<input type="checkbox"/>	Initial Licensure of a Mobile Unit
<input type="checkbox"/>	New Clinic/Hospital
<input type="checkbox"/>	Existing clinic/hospital moving locations
<input type="checkbox"/>	A change in business ownership

Current Clinic Name		Previous Name of Clinic (if different from Current)	
Address (Street and Number)			
City		State	Zip Code (+4 optional)
Mailing Address (if different from Street Address)			
City		State	Zip Code (+4 optional)
County	Telephone Number		Fax Number
Opening Date (or date of change in location or ownership) _ / _ / _			
Name of Hospital (if any) that may provide services not performed on premise			
Address of Hospital (Street and Number)			
City		State	Zip Code (+4 optional)
County	Telephone Number		Fax Number

Additional Hospital Name (if any) that may provide services not performed on premise		
Address of Hospital (Street and Number)		
City	State	Zip Code (+4 optional)
County	Telephone Number	Fax Number
Additional Hospital Name (if any) that may provide services not performed on premise		
Address of Hospital (Street and Number)		
City	State	Zip Code (+4 optional)
County	Telephone Number	Fax Number

Name		
Address (Street and Number)		
City	State	Zip Code (+4 optional)
License Number	Social Security Number*	

*Under the Federal Privacy Act, disclosure of Social Security Numbers is voluntary unless specifically required by Federal Statute. In this instance, Social Security Numbers are mandatory pursuant to Title 42 United States Code, Sections 653 and 654; and Sections 455.203(9), 409.2577, and 409.2598, Florida Statutes. Social Security Numbers are used to allow efficient screening of applicants and licensees by a Title IV-D child support agency to assure compliance with child support obligations. Social Security Numbers must also be recorded on all professional and occupational license applications and will be used for license identification pursuant to the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (Welfare Reform Act), 104 Pub. L. 193, Sec. 317.

Name of Owner		
Address (Street and Number)		
City	State	Zip Code (+4 optional)
Social Security Number*		

NOTE: In accordance with Section 474.215(8), Florida Statutes, any person who is not a veterinarian licensed under this chapter, but who desires to own and operate a veterinary medical establishment, will have their name submitted by the department for a statewide criminal records correspondence check through the Department of Law Enforcement.

Please check "Yes" or "No" to answer the following questions.

1.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Does the exterior of the premise have a legible sign to identify its location?
2.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Is the exterior clean and in good repair?
3.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Are the grounds clean and well maintained?
4.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Is there a telephone number for emergency veterinary care posted where clients can view it from the exterior?

1.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Is the restroom(s) clean and orderly?
2.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Is the office clean and orderly?
3.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Are current licenses for all veterinarians working at the premise posted where clients can view them?
4.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Is there an emergency telephone answering service available 24 hours a day?

1.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Is the examination area clean and orderly?
2.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Are there lined waste receptacles available?
3.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Is there a sink with disposable towels? (This requirement cannot be satisfied by a restroom sink.)
4.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Is there an adequate examination table with a smooth, impervious surface?

1.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Is the pharmacy clean and orderly?
2.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Does the pharmacy have an identifiable area for drug storage and records?
3.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Is an adequate blood supply stored on the premises, or are blood donors available?
4.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Is there a controlled substance log?
5.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Are there accurate patient medical records?
6.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Is there a locking secure cabinet for storage of controlled substances?
7.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Is there a DEA certificate on the premises?
8.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Is there a segregated area for storage of expired drugs?
9.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Are there disposable needles and syringes?
10.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Are all drugs stored on premises properly labeled with drug name, strength, and expiration date?
11.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Are all drug containers properly labeled and dispensed in child-proof containers unless otherwise requested in writing?

1.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Is there an identifiable laboratory?
2.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Does the laboratory have a microscope?
3.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Does the laboratory have a centrifuge?
1.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Does the laboratory have urinalysis equipment, or are outside laboratory services available?
2.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Does the laboratory have hematology and blood chemistry facilities, or are outside services available?
3.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Does the laboratory have microbiological capacity or outside laboratory services available?
1.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Are there adequate facilities to render immediate resuscitative care?
2.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Is there an adequate examination table constructed of smooth, impervious material?
3.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Is there oxygen and equipment for its administration?
4.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Is there anesthesia equipment?
5.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Are there sterile instruments, drapes, caps and masks?
1.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Is the holding area capable of sanitation?
2.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Is there proper ventilation and sufficient lighting?
3.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Are carcasses disposed of in an adequate manner which conforms with the sanitary code of the area?
4.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Are there sanitary cans lined with disposable bags?
5.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Is there effective insect and rodent control?
6.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Is emergency lighting available, which includes a minimum of at least a functioning, rechargeable battery-operated light?
7.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Is there a fire extinguisher readily available with current annual inspection?
8.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Is there refrigeration adequate to store drugs, biologicals, lab samples, reagents and other perishable items?
9.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Is biohazardous waste handled and disposed of in compliance with Rule 10D-104, Florida Administrative Code?
10.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Are clients provided with a permanent address for obtaining medical records?

1.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Are radiology services available; 100 MA minimum?
2.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Are developing tanks available?
3.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Are personnel monitored for radiation exposure?
4.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If radiology services are not available in the establishment, have arrangements been made to provide this service outside the establishment?

1.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Is the surgery area clean and orderly?
2.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Is there sterilization of surgical equipment by autoclave or gas method?
3.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Is there an operating table appropriate for use and constructed of a smooth, impervious surface?
4.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Is the surgery area well lighted?
5.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Is there oxygen and equipment for its administration?
6.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If surgical services are not provided in the establishment, have arrangements been made to provide this service outside the establishment?

1.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Are the hospital wards clean and orderly?
2.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Are sanitary cages provided? (Size must be consistent with the welfare of the animal.)
3.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Is the area well lighted?
4.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Does the area have proper ventilation?

The following are not required services, but if offered, they must meet the following requirements:

1.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Reception area free from hazards?
2.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Grooming area clean and orderly?
3.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Is kitchen/food area sanitary?

The following are not required services, but if offered, they must meet the following requirements:

1.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Are they clean and secure?
2.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Are they free from hazards?

Note: All items (except those noted above) are required in order to operate a veterinary premise. If you answered "NO" to any question, the deficiency must be corrected prior to receiving your permanent establishment license. If you have contracts or agreements for outside services, please provide the contact information in the following spaces.

Outside Contracts or Agreement Name		Relationship	
City		State	Zip Code (+4 Optional)
County		Telephone Number	Fax Number
Outside Contracts or Agreement Name		Relationship	
City		State	Zip Code (+4 Optional)
County		Telephone Number	Fax Number

Please check "Yes" or "No" to answer the following questions.

1.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Are long-term hospitalization, surgery, or radiology services available at the clinic?
2.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Does the mobile clinic have a notice to clients conspicuously posted concerning where emergency services may be obtained?
3.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Do you furnish all clients with a permanent address at which you can be reached?

If you answered "No" to question 1 or 2, please provide the following information:

Name of Hospital (if any) that may provide services not performed on premise

Address of Hospital (Street and Number)

City		State	Zip Code (+4 optional)
County		Telephone Number	Fax Number

1. How is this permanent address furnished to clients?

I affirm that I have provided the above information completely and truthfully to the best of my knowledge.

Responsible Vet Signature: _____ Date: ___/___/___

GLOBAL MOBILE LLC/LA BOIT INC.
LIMITED COMMERCIAL WARRANTY FOR LIMO COACHES & MPV UNITS

Global Mobile, a subsidiary of La Boit Inc. (referred to hereafter as "we" or "us") warrants to the original retail purchaser (referred to hereafter as 'you') that your La Boit unit shall, under normal use and service, be free of substantial defects in materials or workmanship which are attributable to us and which you report to us within the warranty period.

The warranty period with respect to the main body structural components of your Global Mobile/La Boit unit extends 12 (twelve) years from the date when the unit is delivered to you or until it has been driven 150,000 miles, if sooner. The main body structural components are the structure, the perimeter wall structure and the floor foundation. The warranty period with respect to other materials or workmanship which are attributable to us extends 3 (three) years from the date of your purchase of the unit or until the unit has been driven 45,000 miles, if sooner. This warranty is non-transferable.

WHAT DOES THIS WARRANTY NOT COVER?

This warranty does not cover:

1. Defects in the aesthetics or physical appearance of the unit.
2. Deterioration due to normal use, wear and tear, and exposure to the elements.
3. Damages due to negligent use, misuse, abuse, accidents, acts of God or other contingencies beyond our control.
4. Defects in the products which have been repaired, altered or modified without our approval.
5. Defects in the chassis and other parts and accessories not manufactured by us unless the defects result from our installation of such parts and accessories.

We will not pay for or perform repairs made necessary by reason of failure to follow ordinary maintenance procedures.

HOW DO YOU GET WARRANTY SERVICE?

To obtain warranty service, you must report the problem to us within the warranty period. You must report directly to us, and you may do so by direct conversation, by telecommunication or in writing. Only our warranty manager at our factory has authority to approve warranty service. You must make the unit available for examination at our request. If our warranty manager approves warranty service, you must present the unit for service at our factory or at any service facility we designate, and you must leave the unit at our disposal for a sufficient time to effect service.

WHAT WILL WE DO TO CORRECT DEFECTS?

We will repair or replace, at our option, without charge for parts or labor, any defective part covered by this warranty.

WHAT WILL WE NOT DO?

Unless state law requires us to do so, we will not replace the unit or refund the purchase price. Laws in many states permit owners to obtain a replacement vehicle or a refund of the purchase price under certain circumstances. The provision of these laws vary from state to state. To the extent allowed by state law, we require that you first provide us with written notification of any nonconformity before you will be eligible for a refund or a replacement of the unit. Your written notification must be sent to the customer service department.

We will not provide or pay for transportation of the unit to or from our factory or the service facility designated by us. We will not pay for loss of time, loss of use, loss of revenues, salaries or commissions, towing charges, bus fares, car rentals, gasoline expense, telephone charges, inconvenience or other incidental damages. **REPAIR OR REPLACEMENT OF DEFECTIVE PARTS IS THE EXCLUSIVE REMEDY UNDER THIS WARRANTY OR ANY IMPLIED WARRANTY. WE WILL NOT BE LIABLE FOR INCIDENTAL OR CONSEQUENTIAL DAMAGES (FOR OTHER THAN INJURY TO THE PERSON) RESULTING FROM BREACH OF THIS WRITTEN WARRANTY OR ANY IMPLIED WARRANTY.** Some states do not allow the exclusion or limitation of incidental or consequential damages, so the above limitation or exclusion may not apply to you.

WHAT OTHER CONDITIONS OR LIMITATIONS AFFECT YOUR RIGHTS?

ANY IMPLIED WARRANTY OR MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE APPLICABLE TO YOUR UNIT IS LIMITED IN DURATION TO THE DURATION OF THIS WRITTEN WARRANTY. Some states do not allow limitations on how long an implied warranty lasts, so the above limitation may not apply to you.

This written warranty constitutes the entire agreement between you and us except to the extent that it may be modified by any promises implied by law. We do not authorize any person to create for us any other obligation or liability in connection with your Global Mobile/La Boit unit.

Unless state law prohibits such limitations, any action against us based on this warranty or any implied warranty limited hereby must be commenced within one year after the accrual thereof and must be prosecuted in a state or federal court which exists in Ohio. Unless state law mandates otherwise, this warranty shall be construed and enforced in accordance with the laws of the state of Ohio.

WHAT OTHER RIGHTS MAY YOU HAVE?

This warranty gives you specific legal rights, and you may also have other rights which vary from state to state.

WHAT DO YOU DO IF A SEPARATELY WARRANTED PART IS DEFECTIVE?

Our warranty does not cover defects in the chassis and other parts and accessories not manufactured by us unless the defects result from our installation of such parts and accessories. These items may be warranted by the manufacturers of said parts and accessories, and if a written warranty with respect to a particular item is available, a copy of that warranty has been included in your owner's packet. Refer to the applicable written warranty service. We do not adopt the warranties of other manufacturers or assume responsibility with respect to such warranties.

La Boit Mobile Unit

A copy of the Global Mobile L.L.C. /La Boit Inc. warranty is included in this book. It warrants the original purchaser of every unit that all parts of our manufacture are free from defects in material and workmanship under normal use and service as follows:

- Structure:** 12 years / 150,000 miles, whichever comes first
- Fiberglass:** 12 years / 150,000 miles, whichever comes first from hail or
Chemical penetration
- Cabinetry:** 5 years / unlimited miles
- Workmanship:** 3 years / 45,000 miles, whichever comes first
- Equipment:** All equipment, such as refrigeration, battery, generator, air conditioner and any other supplying manufacturer provide their own warranties, which are passed through to the purchaser. These applicable warranties will be included with your owner's packet.

Extended Coverage Plan



Protection Plan

Medium Duty
Revised November 2003
DIESEL Vehicle Coverage

MSRP/MSP

1-301 F.07/02 F-030

MILES	500	700	N/A	N/A	N/A	N/A	810	N/A	N/A	N/A
50,000	N/A	600	700	N/A	N/A	N/A	810	N/A	N/A	N/A
100,000	N/A	1,020	1,370	1,876	1,718	1,836	1,036	1,278	1,385	1,440
150,000	N/A	1,320	1,800	2,220	2,445	2,445	1,340	1,540	1,805	1,840
175,000	740	1,645	2,045	2,805	3,085	3,085	1,645	1,865	2,075	2,205
200,000	1,455	1,920	2,400	3,125	3,370	3,370	1,970	2,215	2,460	2,745

TRUM-TRAVELT FUM119C UNL

MILES	810	1,205	1,485	N/A	N/A	N/A	1,140	N/A	N/A	N/A
50,000	810	1,205	1,485	N/A	N/A	N/A	1,140	N/A	N/A	N/A
100,000	1,505	2,100	2,850	3,970	3,970	3,970	1,505	2,160	2,305	2,365
150,000	1,805	2,970	3,820	4,945	4,945	4,945	2,040	2,805	3,065	3,065
175,000	2,055	3,750	4,600	5,335	5,335	5,335	2,225	3,125	3,425	3,425
200,000	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

1U-10430012322

MILES	770	1,160	1,365	N/A	N/A	N/A	1,265	N/A	N/A	N/A
50,000	770	1,160	1,365	N/A	N/A	N/A	1,265	N/A	N/A	N/A
100,000	1,445	1,955	2,235	2,865	2,865	2,865	2,235	2,865	2,770	2,770
150,000	1,745	2,415	3,110	3,850	3,850	3,850	3,110	3,850	3,850	3,850
175,000	2,275	3,340	4,020	4,835	4,835	4,835	4,020	4,835	4,835	4,835
200,000	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

0CT V1 W4 14.10



Company Overview

Mission Statement

"To Build High Quality Mobile Clinics for Professional use."

History

1981 : La Boit started as a speciality manufacturer for large animal veterinarians.

1983 : La Boit made its first mobile veterinary unit for a station wagon.

1995 : La Boit made its first walk-in Mobile Clinic in a Ford Econoline Van. Since then, La Boit continued to advance by building on other RV and Bus manufacturers shells, but those products could not satisfy our clients with an end product that met the demands of their day to day commercial use.

2000 : La Boit set out to manufacture its own commercially built shell on the best chassis made by Ford, Chevrolet (Workhorse), and GMC.

"Since the change in 2000, La Boit and our clients have never looked back... Clients are much happier with a commercially built unit from the chassis up. Service and maintenance are easier than ever before."

Gil Blais, President La Boit Inc.

2002 : La Boit engineered and implemented "rolling view doors" for the spay/neuter and adoption vehicles. These doors enable the animals to be viewed from outside the unit, while keeping the animals in the safety and comfort of the vehicle.

2004 : To date, La Boit has over 200 professional vehicles on US highways as well as units in Mexico and Puerto Rico

**C. J. FETCHERO INSURANCE AGENCY
107 E. COLLEGE AVE. SUITE 202
WESTERVILLE, OHIO 43081
614-891-9311 FAX 614-891-9352**

August 31, 2004

Lee County Board of County Commissioners
P O Box 398
Fort Myers, Florida 33902

To Whom It May Concern:

If LaBoit Inc. is awarded this contract, Lee County Board of County Commissioners will be listed as additional insured on the comprehensive general liability policy.

Any questions, please feel free to call this office.

Sincerely yours,



C. J. Fetchero, President

ACORD CERTIFICATE OF INSURANCE

12500044

PRODUCER

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

C. J. FETCHERO

107 E. College Ave., Suite 202
Westerville, Ohio 43081
Ph. 891-9311
Fax 891-9352

COMPANIES AFFORDING COVERAGE

INSURED

La Boit Inc.
4290 E. Fifth Avenue
Columbus, Ohio 43219

- COMPANY A
LETTER
- COMPANY B
LETTER
- COMPANY C
LETTER
- COMPANY D
LETTER
- COMPANY E
LETTER

Westfield Insurance Companies

COVERAGES

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, CONDITIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

CO LYR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE	POLICY EXPIRATION DATE	LIMITS
	Gen Liability GENERAL LIABILITY	CWP 8384558	05/28/04	05/28/05	GENERAL AGGREGATE 3,000,00 PRODUCTS-COMPLIANCE 1,000,00 PERSONAL & AUTO INJURY 1,000,00 SALES OCCURRENCE 1,000,00 FIRE DAMAGE (Any one loss) 100,00 MED. EXPENSE (Any one person) 5,00
	COMMERCIAL GENERAL LIABILITY CLAIMS MADE OWNER'S & CONTRACTOR'S FINL.				
	AUTOMOBILE LIABILITY				COMBINED SINGLE LIMIT BODILY INJURY (Per accident) BODILY INJURY (Per employee) PROPERTY DAMAGE EACH OCCURRENCE AGGREGATE
	ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS HIRER AUTO NON-OWNED AUTO GARAGE LIABILITY				STATUTORY LIMITS EACH ACCIDENT DISEASE-POLICY LIMIT DISEASE-EACH EMPLOYEE
	EXCESS LIABILITY				
	UMBRELLA & FERM OTHER THAN UMBRELLA & FERM WORKER'S COMPENSATION EMPLOYERS LIABILITY				
	OTHER				

DESCRIPTION OF OPERATION, LOCATION, VEHICLES/SPECIAL ITEMS

Carpentry Builds Portable Vet. office (mobile)

CERTIFICATE HOLDER

Lee County Board of County
Commissioners
P O Box 398
Fort Myers, FL 33907

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OF LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES

AUTHORIZED REPRESENTATIVE

Spay & Neuter & Adoption Unit References

- Jim Dunn-
954-476-5595
Animal Rights Foundation of Florida
30' Spay & Neuter Clinic
Pompano Beach, FL
- David Williams
248-799-7464
Michigan Humane Society
36' GM Adoption Clinic
Southfield, MI
- Mrs. Donna Spencer-
304-523-7297
Help for Animals (T.R.A.C.S.)
24' Spay & Neuter Mobile Clinic
Huntington, WV
- Dr. Kathy Cunningham -
520-226-9312
Plateauland Vet Clinic
26' Spay & Neuter Mobile Clinic
Flagstaff, Arizona
- Dr. Ellen Jefferson -
512-587-7729
EmanciPet Mobile Spay & Neuter
30' Spay & Neuter Mobile Clinic (as shown in pictures)
Austin, TX
- Dr. Kelli Ferris -
919-513-3418
North Carolina State University
30' Instructional Spay & Neuter Medical Trailer
Raleigh, NC
- Hector Cazares-
916-264-7433
City of Sacramento
24' PetPac (for Adoptions and Spay/Neuter)
Sacramento, CA
- Jeannie Addoloria -
212-442-2071
Center for Animal Care & Control - New York, NY (2 total)
30' Spay & Neuter Mobile Clinic
New York, NY
- Nanci Suro/Dolly Hickman-
303-595-9481
Maxfund Animal Adoption Center
18' Spay & Neuter Medical Trailer
Denver, CO
- Bosmat Gal -
617-426-9170
Animal League of Boston
26' Spay & Neuter Mobile Clinic
Boston, MA
- Darris Hercs -
707-542-0882 ext.201
Humane Society of Sonoma County
12' Double Sided Plexiglas PetPAC- Adoptions
Santa Rosa, CA
- Anne Morrissey-
760-757-4357 ext. 1216
North County HS & SPCA
20' Pet Pac with Surgery Suite
Oceanside, CA
- Barbara Carr-
716-875-1361 ext. 219
Erie County SPCA of Buffalo
18' Spay & Neuter Medical Trailer
Tonawanda, NY



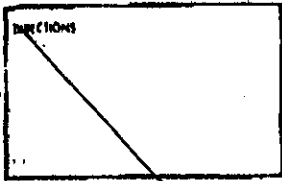
800-776-9984
www.laboit.com

The bold number in parentheses, e.g., (50), indicates the approximate number of 5 gr. aspirin-size tablets the container will hold.

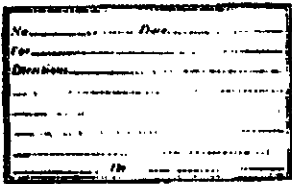
container accessories

for tablets

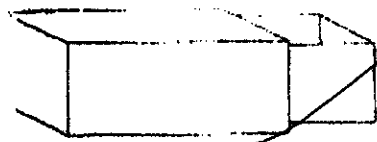
for liquids



Printing Container Envelopes
 3 1/2" x 5" (50)
 with "Directions"
 (1197) 1000/Box 27.99
 4 Boxes @ 25.99



Printing Labels #4
 med-2 1/2" x 1 1/4"
 (1455) 1000/Box 28.09



16 Boxes
 2 1/4" x 1 1/4" x 3/4"
 (14638) 72/Box
 2 1/4" x 1 1/4" x 1/4"
 (4785) 72/Box
 2 1/4" x 1 1/4" x 1 1/4"
 (10264) 72/Box

Push 'N Turn Amber Vials with Caps
 Child resistant closures.
 8 Dram (534-9600) 310/Case
 12 Dram (534-9989) 260/Case
 16 Dram (534-8406) 200/Case
 20 Dram (534-8186) 150/Case
 40 Dram (534-3345) 75/Case
 Each case contains: 100% child-resistant caps and 10% nonchild-resistant caps.



1-CLIC Reversible Cap Vials Owens Brockway
 10 Dram (107-6422) 200/Case
 13 Dram (107-7901) 175/Case
 16 Dram (107-2128) 150/Case
 20 Dram (107-2955) 120/Case
 30 Dram (107-3634) 80/Case
 40 Dram (107-0011) 70/Case
 60 Dram (107-1840) 45/Case

PHI Counter (103-8021) Ea.
PHI Splitter/Cutter (726-6131) Ea.

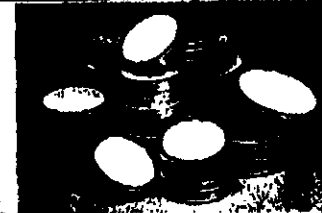
Menda Alcohol Dispensers
 Press down to release fluid.
 Labeled (100-3275) 8 oz. Push
 Unlabeled (407-1707) 8 oz. Push
 Labeled (407-1841) 8 oz. Pump
 Unlabeled (407-1516) 8 oz. Push
 Square (407-9877) 4 oz.

Amber Dropper Bottles With Plastic Droppers No Graduations
 4 oz. (100-0006) Doz.
 1 oz. (100-0019) Doz.
 2 oz. (100-0060) Doz.

Plastic Bottles with Child-resistant Closures Amber color. Not for preparations containing more than 25% alcohol.
 2 oz. (100-7902) 100/Case
 4 oz. (100-5014) 100/Case

Spray Bottle with Trigger
 16 oz. (432-4802) Ea.
 32 oz. (217-4533) Ea.

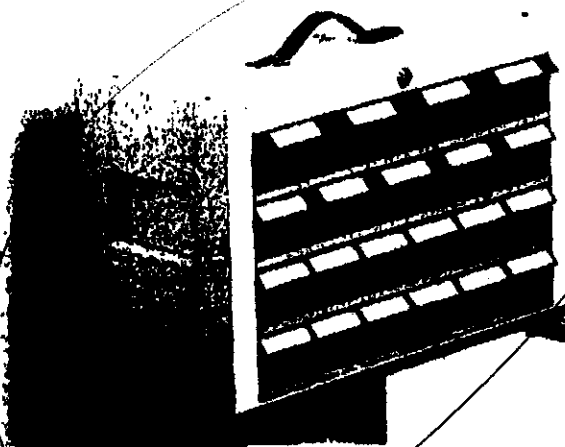
for ointments



Ointment Tins With Label Top
 1/2 oz. (100-4832) 144/Case
 1 oz. (100-5404) 144/Case

Ointment Jars-White Plastic
 1/2 oz. (102-5359) Doz.
 1 oz. (100-0936) Doz.
 2 oz. (100-2080) Doz.
 4 oz. (100-9489) Doz.

lockable metal dispensing cabinet



Lockable Metal Medication Dispensing Cabinet
 4-tier cassette cabinet with lock and 2 keys, without storage bins.
 (172-8931) Ea.
 Dimensions: 10" W x 21" H x 13 1/2" D.

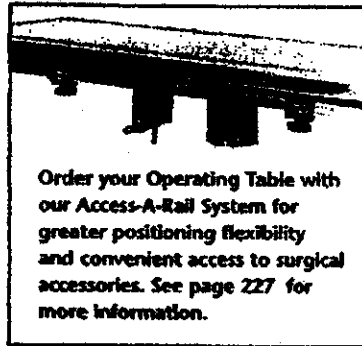
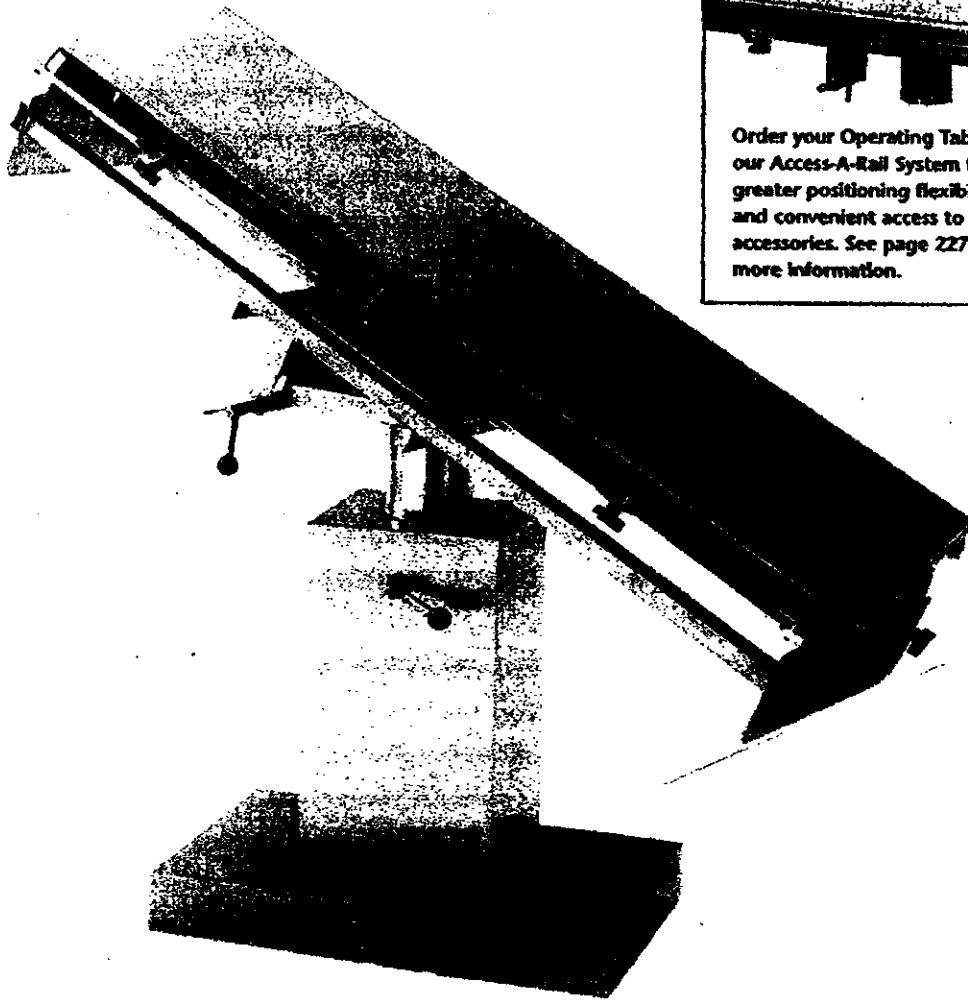
Accessories Dispensing Cabinet Storage Bins-Durable Plastic Burnt Orange
 (172-0196) 16/Case
 Dimensions: 4 1/2" W x 2 1/4" H x 8" D.

Bin Dividers (172-1151) 6 Doz.
 All above merchandise shipped directly from manufacturer.

or comparable

pharmaceuticals

Operating Tables

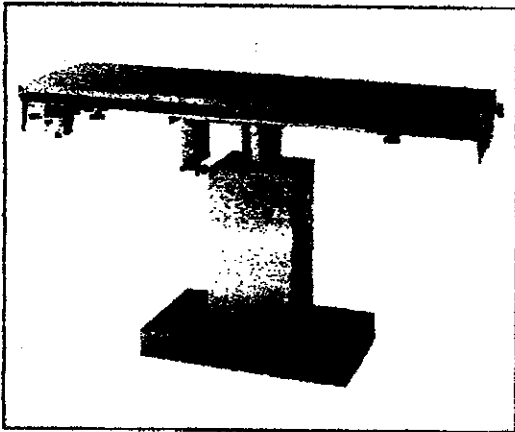


Order your Operating Table with our Access-A-Rail System for greater positioning flexibility and convenient access to surgical accessories. See page 227 for more information.

Imperial V-Top Operating Tables

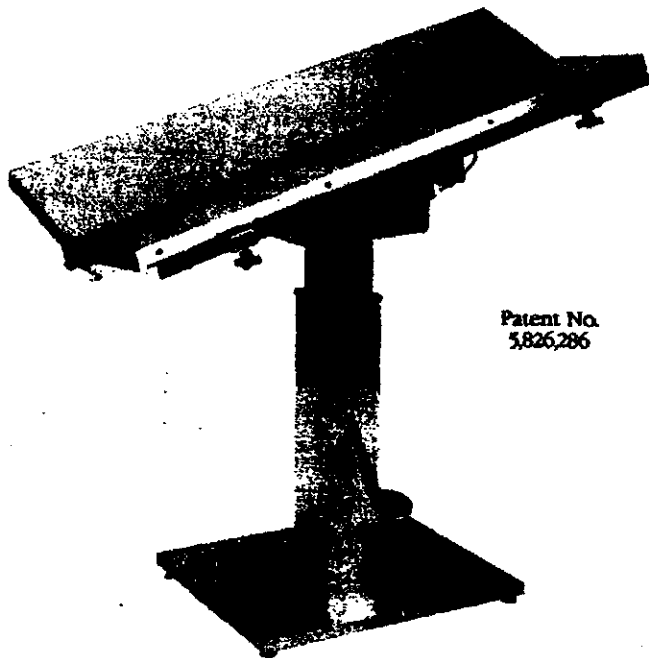
All tables measure 19-inches (48.26cm) wide overall and can be raised or lowered from 30.50-inches to 42.50-inches (77.47cm to 107.95cm) high.

P.N.	DESCRIPTION
46.375-in. (117.79cm) long Tables	
102784-00	Imperial V-Top Operating Table with Standard Rails ←
102784-01	Imperial V-Top Operating Table with Access-a-Rail System
102786-00	Imperial Heated V-Top Operating Table, 120V AC* with Standard Rails
102786-01	Imperial Heated V-Top Operating Table, 120V AC* with Access-a-Rail System
58.375-in. (148.27cm) long Tables	
102785-00	Imperial V-Top Operating Table with Standard Rails
102785-01	Imperial V-Top Operating Table with Access-a-Rail System
102787-00	Imperial Heated V-Top Operating Table, 120V AC* with Standard Rails
102787-01	Imperial Heated V-Top Operating Table, 120V AC* with Access-a-Rail System



*Voltage Adapters available. Please call for information.

Hydraulic column surgery tables offer full range of motion at a more economical price



Patent No.
5,826,286

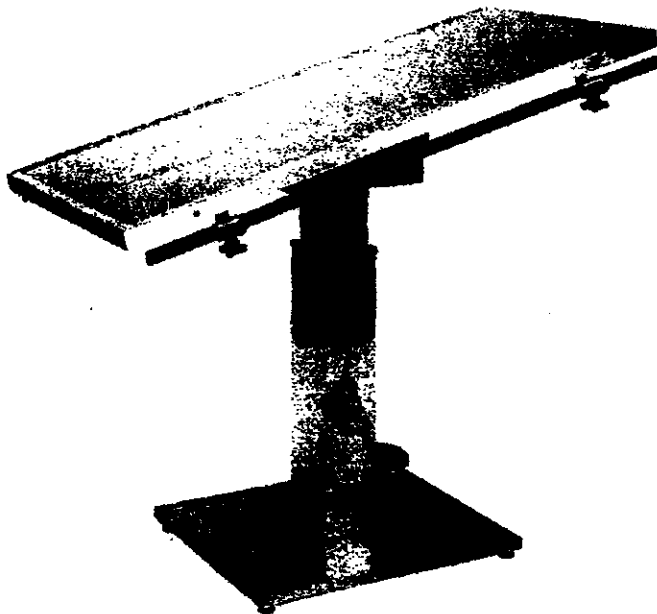
Height: Adjustable from 34 1/2" to 42 1/2"
Width: 20 1/4"
Length: 50"

V-Top Surgery Table with Adjustable Hydraulic Column

- All table top adjustments are made with one-handed finger-tip control levers which allow simple adjustment with no knobs to loosen and then tighten
- Two V-top panels move independently to a 95 degree V-top
- Table top tilts from 0 to 42 degrees
- Table top panels measure 50" long by 9 7/8" wide separated by a drain trough that removes easily for cleaning
- Top has 1 1/8" thick inner board which provides rigid stability and deadens noise for a solid, quiet working surface
- Built-in drainage and reservoir drainage system allows easy cleaning and assures more aseptic environment
- Optional heated top maintains thermal support to prevent hypothermia without the risk of overheating
- Convenient 8" up and down height adjustment
- Self-contained hydraulic column requires no maintenance
- "Hands-free" height adjustment has no release lever that has to be loosened then tightened when adjusting the height of the table - simply step on the hydraulic foot pedal to raise, depress pedal completely to lower
- Available accessories include the heated top, rail extensions to accommodate larger animals, and casters for easy mobility

No. 100-4041-21 V-Top Surgery Table with Hydraulic Column with Heated Top

No. 100-4041-00 V-Top Surgery Table with Hydraulic Column without Heated Top



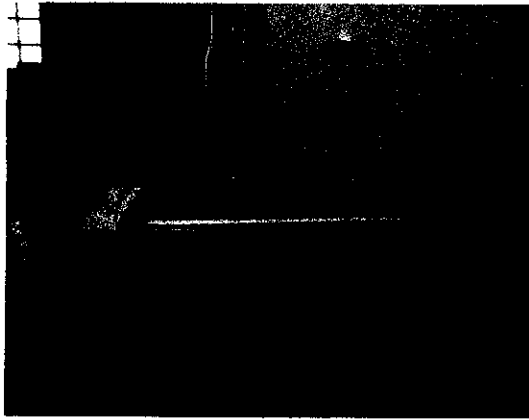
Height: Adjustable from 34 1/2" to 42 1/2"
Width: 22 1/8"
Length: 50"

Flat Top Surgery Table with Adjustable Hydraulic Column

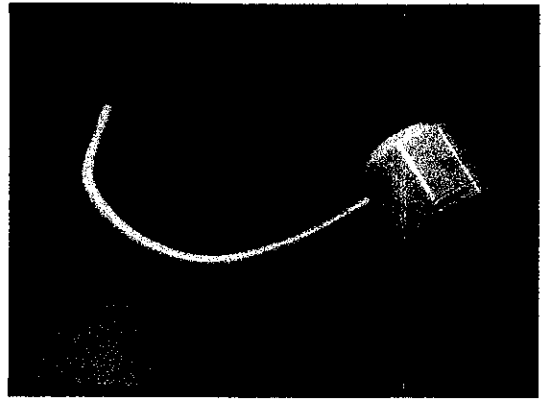
- All table top adjustments are made with one-handed finger-tip control touch levers which allow simple adjustment with no knobs to loosen and then tighten
- Table top tilts from 0 to 42 degrees
- Stainless steel top features raised anti-drip edges and drain hole to contain messes and make clean-up easy
- Top has 1 1/8" thick inner board which provides rigid stability and deadens noise for a solid, quiet working surface
- Includes hook for drain bucket. Bucket must be purchased separately - see accessories, page 48
- Optional heated top maintains thermal support to prevent hypothermia without the risk of overheating
- Convenient 8" up and down height adjustment
- Self-contained hydraulic column requires no maintenance
- "Hands-free" height adjustment has no release lever that has to be loosened then tightened when adjusting the height of the table - simply step on the hydraulic foot pedal to raise, depress pedal completely to lower
- Available accessories include the heated top, rail extensions to accommodate larger animals, drain bucket and casters for easy mobility

No. 100-4251-21 Flat Top Surgery Table with Hydraulic Column with Heated Top

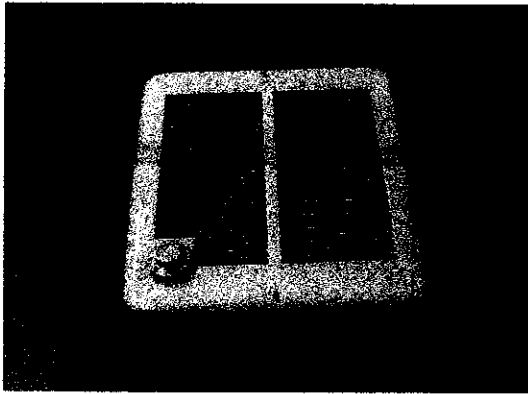
No. 100-4251-01 Flat Top Surgery Table with Hydraulic Column without Heated Top



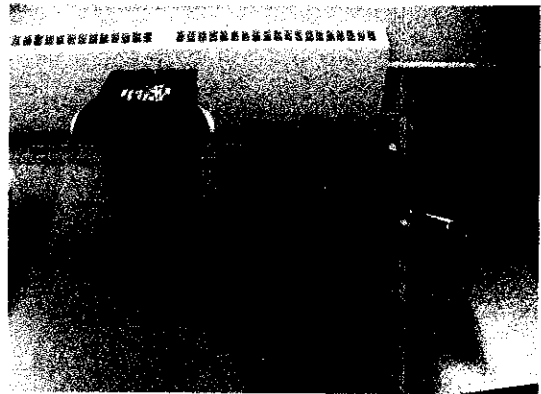
fub table



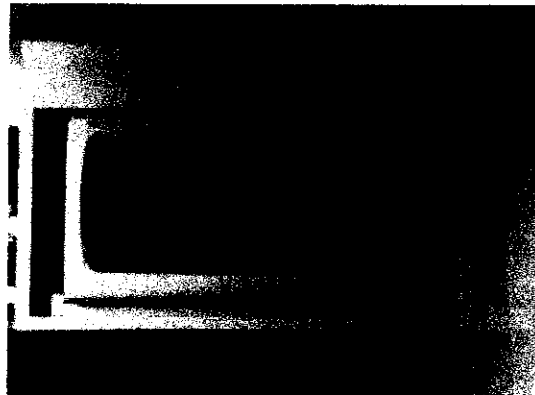
exam light



wall heater

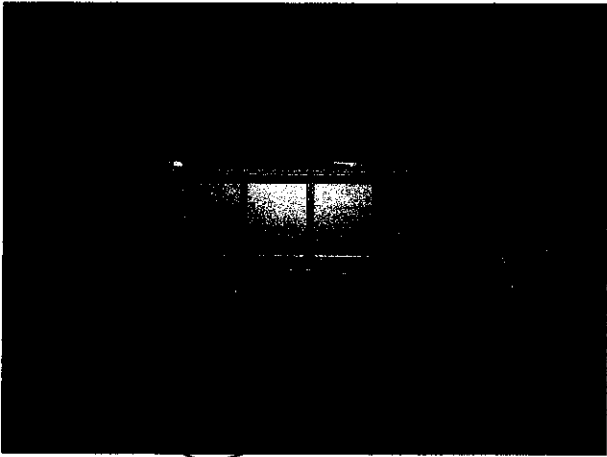


central vac
(enclosed in bench
seat)

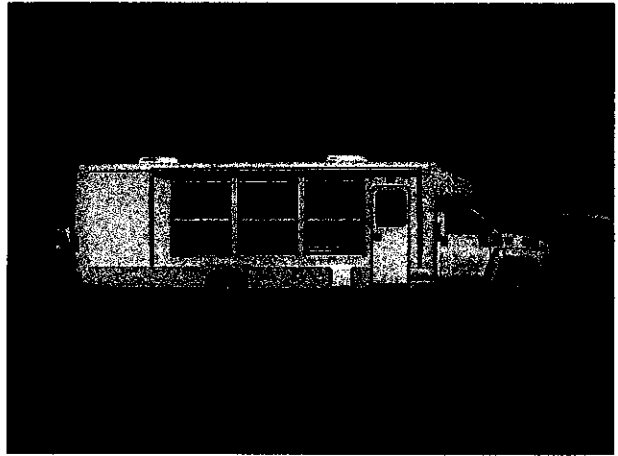


microwave

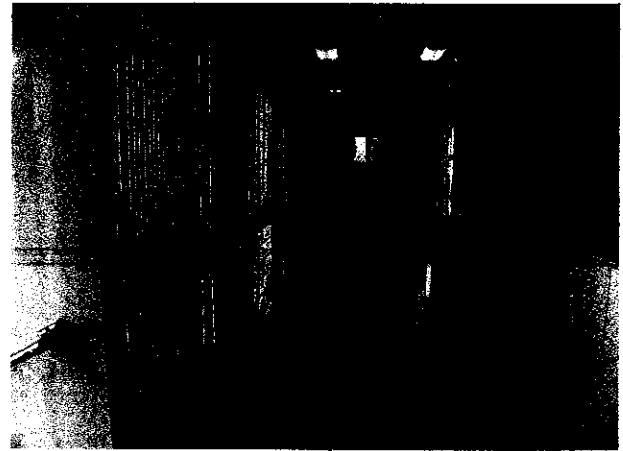
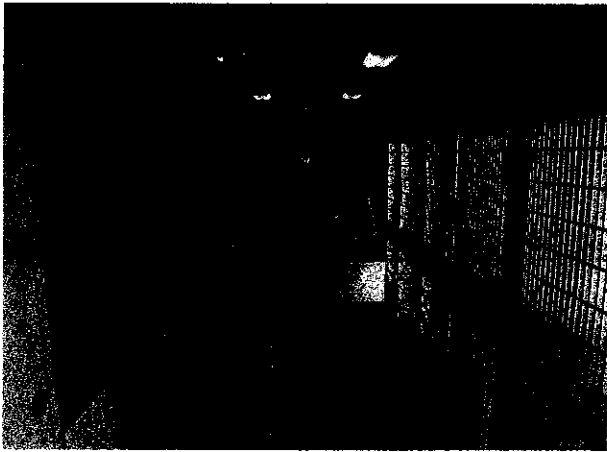
view doors closed



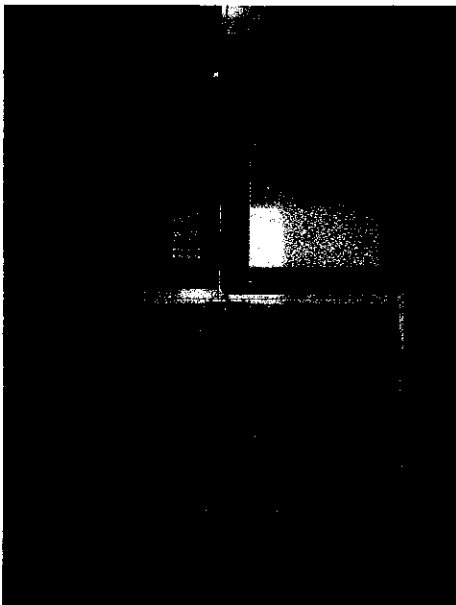
open



case view



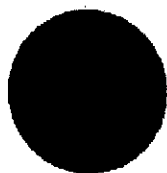
exam table



marco id fridge



exam table



PetfoodWarehouse.com

Double K clipper

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Model 401 Power Clipper

Petfood Warehouse
1-800-869-8225

[email us - click here](#)



The Most Effective Clipper Ever Built! Super Fast and Powerful! 4500 RPM Operation! Cuts easily through matted, soiled or wet hair! Handpiece std 5' . 1/8 horsepower motor . Uses all popular snap-on style blades! Portable

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[Terms & Conditions](#)

POWERED BY INTELIHOSTS.COM

Warranty Coverage at a Glance

The 2003 warranty coverages are summarized below. Please read pages 6 through 19 for complete details.

Gas -

New Vehicle Limited Warranty			
Coverage	2 YRS/ UNLIMITED MI.	3 YRS/ 150,000 MI/ 3,600 HRS.	5 YRS/ UNLIMITED MI.
Bumper-to-Bumper	■	■	■
6.6L Duramax Diesel Engine (3 YRS/36,000 MI, 5 YRS/100,000 MI)	■	■	▨
7.8L Duramax Diesel Engine (Unlimited Miles)	■	■	■
Caterpillar Engine	■	■	■
• On-highway vehicles	■	■	■
• School buses, emergency, and recreational vehicles	■	■	■
Frame Rails and cross members	■	■	■
Sheet Metal	■	■	■
• Corrosion	■	■	■
• Rust-Through	■	■	■

Tires and Allison Transmissions Information
Tires and Allison Transmissions are warranted separately. (see page 8 for additional information).

Emission Control Systems Warranty			
Coverage	5 YRS/ 50,000 MI.	5 YRS/ 100,000 MI	VEHICLE LIFE
Gasoline Engines	■	■	■
Caterpillar Engine (OR 3,000 HRS CA ONLY)	■	■	■
6.6L Duramax Diesel Engine	■	■	■
7.8L Duramax Diesel Engine	■	■	■
Noise Emissions	■	■	■

■ No Charge ▨ \$100 Deductible

2003 General Motors Corporation New Vehicle Limited Warranty

General Motors Corporation will provide for repairs to the vehicle during the warranty period in accordance with the following terms, conditions and limitations.

What Is Covered

Warranty Applies

This warranty is for GM vehicles registered in the United States and normally operated in the United States or Canada, and is provided to the original and any subsequent owners of the vehicle during the warranty period.

Repairs Covered

The warranty covers repairs to correct any vehicle defect related to materials or workmanship occurring during the warranty period. Needed repairs will be performed using new or remanufactured parts.

Warranty Period

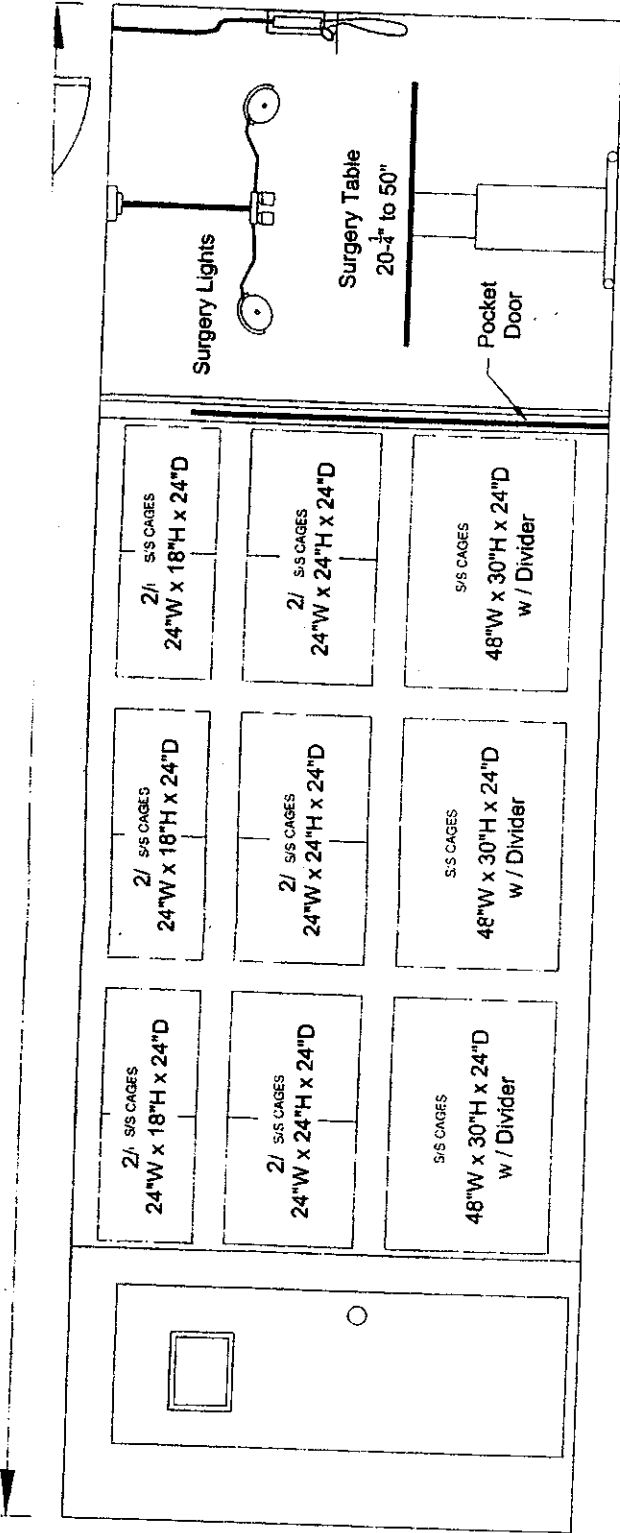
The warranty period for all coverages begins on the date the vehicle is first delivered or put in use and ends at the expiration of the coverage period.

Bumper-to-Bumper Coverage

The complete vehicle including diesel engine optional equipment, (except tires, Allison Transmissions, Caterpillar diesel engines, and those items listed under "What Is Not Covered" on pages 8, 9 and 10) is covered for 2 years, unlimited mileage.

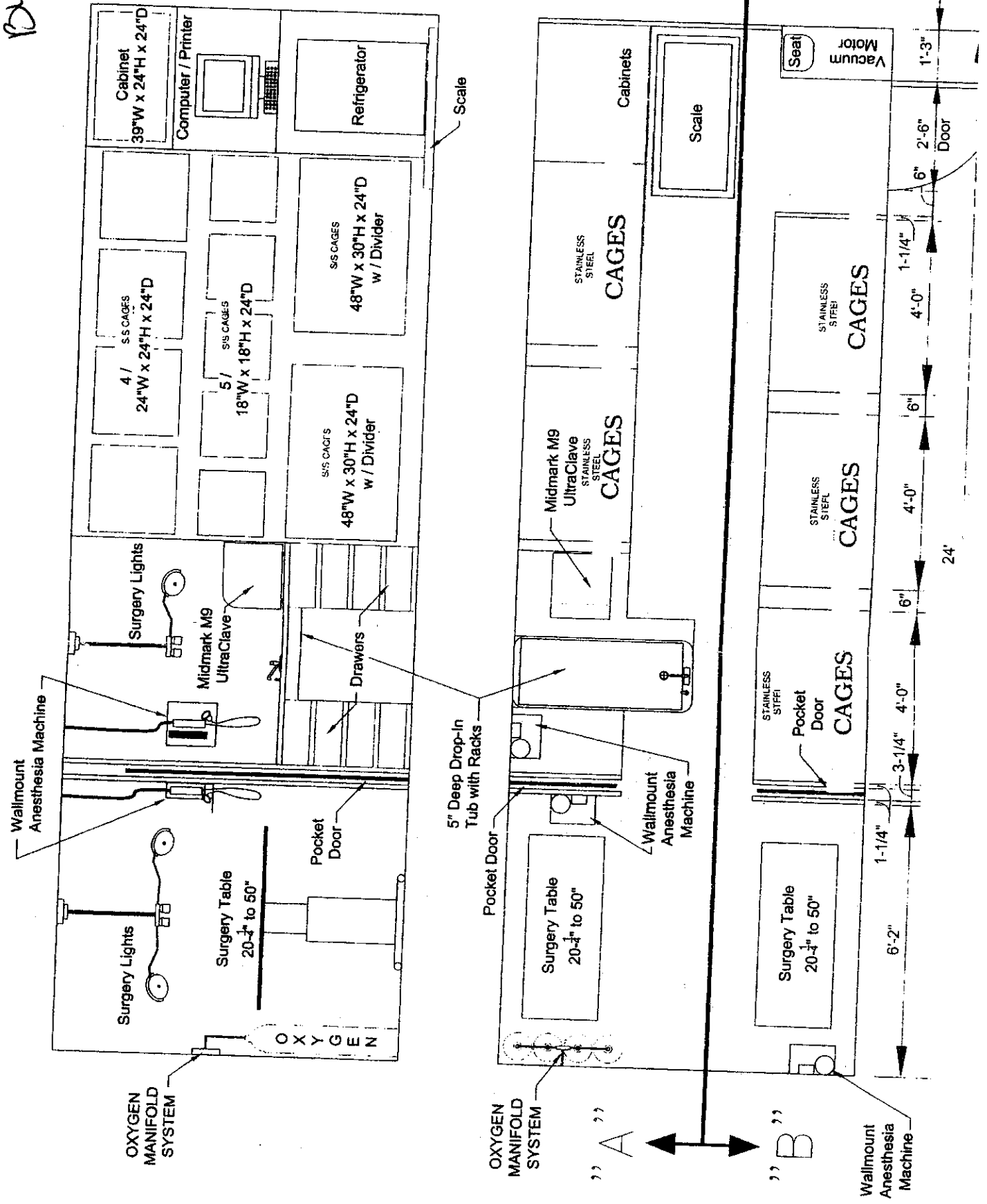
VIEW

*Build for four
Carpenter's boxes*



Build to your specs.

VIEW



” A ”
” B ”

” A ”
” B ”



La Boit

Effective Jan. 1, 2004

Mobile Spay/Neuter & Adoption Clinics



STANDARD VEHICLE EQUIPMENT

Ford E450 Chassis - 26' Vehicle

- Ford E450 Super Duty Chassis (14,050#GVWR)
- Triton V10 Gas Engine (Gas)
- Ford E40D Automatic Transmission with cooler
- Anti-lock Power Brakes (Front & Rear Disc Brakes)
- Power Steering with Tilt
- 55 gal. Fuel Tank (Less trips to the gas station)
- Intermittent Windshield Wipers
- Heavy Duty Alternator
- Air Conditioning & Heat- (Heat in Cab Area)
- Cruise Control
- Power Locks/Windows
- Stainless Steel Wheel Covers
- Exterior Color - Oxford White
- Cloth Seats (Driver & Passenger)
- AM/FM Radio with CD player
- Heavy Duty Gas Charged Shocks & Springs
- VELVAC Mirrors
- 3 year/36,000 mile Ford Bumper to Bumper Warranty

GMC 5500 Chassis - 33' Vehicle

- Chevy/GMC C5500 (19,500#GVWR)
- Vortec 8100 MD 8.1L - V8 (Gas)
- Allison 1000 Series 5 Speed Automatic
- Power 4 Wheel Disc Brakes - 4 Wheel ABS
- Power Steering with Tilt
- 60 gal. Fuel Tank (Less trips to the gas station)
- Intermittent Windshield Wipers
- Alternator - 150 Amp (Heavy Duty)
- Air Conditioning & Heat- (Heat in Cab Area)
- Cruise Control
- Power Locks/Windows
- Stainless Steel Wheel Simulators
- Exterior Color - Oxford White
- Cloth Seats (Driver & Passenger)
- AM/FM Radio with CD player
- Drivers & Passengers Air Bags
- GMC 2 year - Unlimited Mileage Warranty

STANDARD CLINIC FEATURES

- Battery Optimal Gel Cell Deep Cycle
 - Plywood Floor with non-slip Hospital Grade Flooring
 - 4,000 W. Gas Generator with Remote Start and Pull Out Tray
 - 50 ft. 30 Amp Power Cord
 - La Boit's Superior Cabinetry & Drawers (made for mobile use)
 - Upper Cabinets (see through Plexiglas)
 - Positive Chrome Slam Shut Latches on Cabinetry & Drawers
 - (1) Air Conditioner 13,500 BTU
 - 115 V/12V Norcold Refrigerator with Freezer (3 cu. Ft.)
 - Hot Water Tank (4.5 gal. - point of use)
 - 18 gal. Fresh/22 gal. Grey Water Tanks
 - (1) Pharmaceutical Lock Drawer
 - S/S Sink with Ceramic Mixer Valve Faucet
 - (1) 12V Shurflo Water Pump with Filter
 - Isolator (Allows Charging of Auxiliary Battery in Transit)
 - Two Way/3 Speed Ceiling Fan
 - Cages (See Floorplans)
 - Windows (3- Total with blinds, except door window)
 - (6) 12V Fluorescent Lights
 - Entrance Grab Handle
 - 110 Outlets (8-10) inside
 - Fire Extinguisher
 - Carbon Monoxide Detector
 - 1500 Watt Electric Wall Heater
 - 12 Year Limited Warranty on shell/5 Years on Cabinetry
 - 30" Entrance Door with 24" x 30" Window
 - Padded Bench Seat Near Entrance Door
 - Bathroom Included on 33' Units
- SPAY & NEUTER UNITS INCLUDE:
- S/S Flat Surgery Table - 48" in Separate Surgery Suite
 - Exam/Prep Table
 - Shelf on Drivers & Passengers Side in Surgery Suite

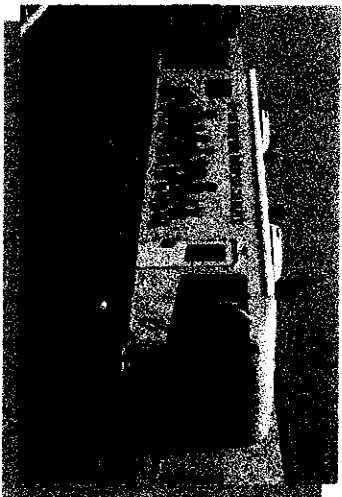
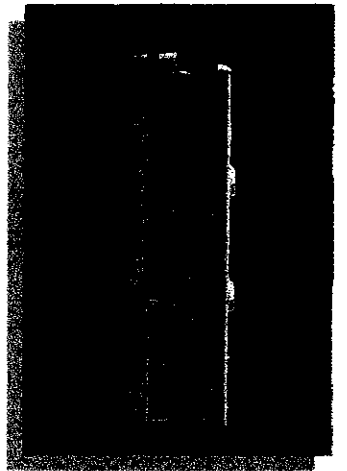
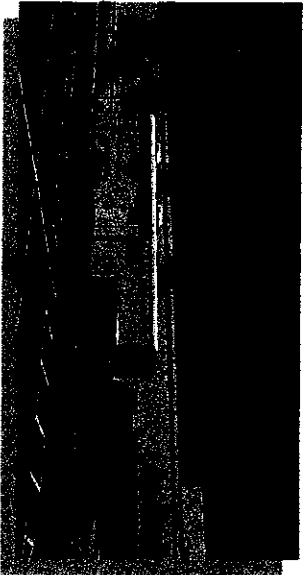
800-776-9984



www.laboit.com



LA BOTT INC.
800-776-9904
WWW.LABOTT.COM





12/9/2004

Payment Requirements for Bid #Q-040690

50% Deposit (\$113,775) shall be Fed Exed (or other traceable carrier) to La Boit Inc. before any production begins. Balance shall be paid to La Boit, in full, within 7 days of delivery. (Interest charges of .0005 x total invoice per day after 7 days).

In the case of La Boit being awarded the above bid, any additions to the specifications after award will incur charges to be approved in writing, before changes will be made.

**Koni Wade
Senior Sales Consultant
La Boit Inc.
800-776-9984
623-581-2922 (fax)
www.laboit.com
Koniwade@aol.com**

Sample Contract

AGREEMENT FOR SALE AND CONSTRUCTION OF A MOBILE CLINIC

This AGREEMENT is entered into on this ____ day of _____, 200_ between LABOIT, INC
("LaBoit") 4290 E.5th Ave Columbus, Ohio and _____ ("Buyer")

Buyer's address _____

1. DESCRIPTION OF MOBILE CLINIC TO BE FURNISHED BY LABOIT

LaBoit shall build a Mobile _____ Clinic on a chassis in accordance with the La Boit standard Price sheet.

The Mobile Clinic will be built on a _____ chassis. A description of the chassis, including the vehicle identification number and a statement describing the mileage of the chassis, will be provided when La Boit has specified the vehicle.

2. The total purchase price is \$ _____ The purchase price will be paid as follows:

A. The sum of \$ _____ payable on the signing of this contract. (Non-Refundable)

B The sum of \$ _____ payable on notification by LaBoit that the mobile

clinic has been completed. The mobile clinic will be completed on or about the _____.

The mobile clinic will be picked up by/be delivered to _____
(Terms of Delivery - Risk of Loss passes to buyer or agent when driven off La Boit's lot to be delivered.)

3. LIMITED WARRANTY

A Buyer has the right to have the mobile clinic serviced or repaired by a Ford/Chevrolet dealer. The new vehicle warranties supplied by the manufacturer of the chassis will be described in the warranty book, which will be delivered with the vehicle.

B The warranties supplied by LaBoit will be described in the warranty book, which will be delivered with the vehicle.

C LaBoit's warranty does not cover defects in equipment purchased by LaBoit for installation in the Unit, unless the defects result from the installation. Manufacturers of equipment purchased by LaBoit, such as refrigeration, battery, generator, air conditioner and any other supplying manufacturer provide their own warranties, which are passed through to the purchaser. These applicable warranties will be included with your owner's packet.

LaBoit's limited warranty shall not apply if the product is modified by BUYER, tampered with, misused, or subjected to abnormal working conditions, which include, but are not limited to, lightning and water damage.

LABOIT HEREBY DISCLAIMS ALL OTHER WARRANTIES, EXPRESS AND IMPLIED.

LABOIT SHALL HAVE NO LIABILITY WHATSOEVER FOR SPECIAL, INDIRECT, CONSEQUENTIAL, INCIDENTAL OR EXEMPLARY DAMAGES

UNDER ANY CIRCUMSTANCES, WHETHER BASED ON TORT OR BREACH OF CONTRACT CLAIMS OR ON ANY OTHER BASIS, EVEN IF IT HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

THIS LIMITED WARRANTY DOES NOT GUARANTEE BUYER UNINTERRUPTED SERVICE OR USE OF THE MOBILE CLINIC. THE REPAIR OR REPLACEMENT OF THE DEFECTIVE PART IS BUYER'S EXCLUSIVE REMEDY IN LIEU OF ALL OTHER WARRANTIES.

4. This Agreement and all addenda supersede in full all prior discussions and agreements, oral and written, between the parties relating to the clinic and constitute the entire agreement between the parties relating to the clinic. This Agreement may be modified or supplemented only in writing signed by an authorized representative of each party.
5. The seller shall not be liable for delays in any of its performance hereunder due to causes beyond its reasonable control, including, but not limited to, acts of God, strikes or inability to obtain labor or materials on time.
6. If any provision of this Agreement shall be deemed illegal or otherwise unenforceable, that provision shall be severed and the remainder of this Agreement shall remain in full force and effect. A waiver shall be effective only if made in writing and signed by an authorized representative of both parties. The waiver of any right or election of any remedy in one instance shall not affect any rights or remedies in another instance.
7. All required notices under this Agreement should be sent to the recipient party's address stated in this Agreement, unless otherwise changed in writing by the respective party. Certified mail, registered mail, or overnight mail carrier shall give all notices. Such notices shall be deemed given on the date of receipt (or refusal) of delivery of said notice.
8. BUYER shall not transfer or assign its rights or obligations under this Agreement to any other party, in whole or in part, without the prior written consent of LaBoit, which consent shall not unreasonably be withheld or delayed. Any such prohibited assignment shall be void.
9. This Agreement shall be governed by the laws of the State of Ohio. Any action regarding this contract shall be brought in Franklin County Ohio.

10. ACCEPTANCE

To accept this Agreement, please sign and return original. This Agreement is open for acceptance until the ____ day of _____, 200_

LABOIT, INC.

_____ (Buyers name)

By _____
Title _____
Date: _____

By: _____
Title _____
Date: _____



LEE COUNTY
SOUTHWEST FLORIDA

PROJECT NO.: Q-040690

OPEN DATE: DECEMBER 14, 2004

AND TIME: 2:30 P.M.

PRE-BID DATE: NOVEMBER 30, 2004

AND TIME: 2:00 P.M.

LOCATION: 1825 HENDRY STREET, 3RD FL
FORT MYERS, FL 33901

REQUEST FOR QUOTATIONS

(STEP TWO - PRICING)

TITLE:

**MOBILE STERILIZATION & ADOPTION
VEHICLE FOR LEE COUNTY ANIMAL
SERVICES**

**REQUESTER: LEE COUNTY BOARD OF COUNTY COMMISSIONERS
DIVISION OF PURCHASING**

MAILING ADDRESS

P.O. BOX 398
FORT MYERS, FL 33902-0398

PHYSICAL ADDRESS

1825 Hendry St 3rd Floor
FORT MYERS, FL 33901

**BUYER: PATTI ARMUSTER, CPPB
BUYER
PHONE NO.: (239) 344-5450**

GENERAL CONDITIONS

Sealed Quotations will be received by the DIVISION OF PURCHASING, until 2:30pm on the date specified on the cover sheet of this "Request for Quotations", and opened immediately thereafter by the Purchasing Director or designee.

Any question regarding this solicitation should be directed to the Buyer listed on the cover page of this solicitation, or by calling the Division of Purchasing at (239) 344-5450.

1. **SUBMISSION OF QUOTE:**

- a. Quotations shall be sealed in an envelope, and the outside of the envelope should be marked with the following information:
 1. Marked with the words "Sealed Quote"
 2. Name of the firm submitting the quotation
 3. Title of the quotation
 4. Quotation number
- b. The Quotation shall be submitted in triplicate as follows:
 1. The original consisting of the Lee County quotes forms completed and signed.
 2. A copy of the original quote forms for the Purchasing Director.
 3. A second copy of the original quote forms for use by the requesting department.
- c. The following should be submitted along with the quotation in a separate envelope. This envelope should be marked as described above, but instead of marking the envelope as "Sealed Quote", please indicate the contents; i.e., literature, drawings, submittals, etc. This information should be submitted in duplicate.
 1. Any information (either required or in addition to that asked for by the specifications) necessary to analyze your quotation; i.e., required submittals, literature, technical data, financial statements.
 2. Warranties and guarantees against defective materials and workmanship.
- d. **ALTERNATE QUOTE:** If the vendor elects to submit more than one quote, then the quotes should be submitted in separate envelopes and marked as indicated above. The second, or alternate quote should be marked as "Alternate".

- e. **QUOTES RECEIVED LATE:** It is the quoter's responsibility to ensure that his quote is received by the Division of Purchasing prior to the opening date and time specified. Any quote received after the opening date and time will be promptly returned to the quoter unopened. Lee County will not be responsible for quotes received late because of delays by a third party delivery service; i.e., U.S. Mail, UPS, Federal Express, etc.
- f. **QUOTE CALCULATION ERRORS:** In the event there is a discrepancy between the total quoted amount or the extended amounts and the unit prices quoted, the unit prices will prevail and the corrected sum will be considered the quoted price.
- g. **PAST PERFORMANCE:** All vendors will be evaluated on their past performance and prior dealings with Lee County (i.e., failure to meet specifications, poor workmanship, late delivery, etc.).
- h. **WITHDRAWAL OF QUOTE:** No quote may be withdrawn for a period of 90 days after the scheduled time for receiving quotes. A quote may be withdrawn prior to the quote-opening date and time. Such a request to withdraw should be made in writing to the Purchasing Director, who will approve or disapprove of the request.
- i. **COUNTY RESERVES THE RIGHT:** The County reserves the right to waive minor informalities in any quote; to reject any or all quotes with or without cause; and/or to accept the quote that in its judgment will be in the best interest of the County of Lee.
- j. **EXECUTION OF QUOTE:** All quotes shall contain the signature of an authorized representative of the quoter in the space provided on the quote proposal form. All quotes shall be typed or printed in ink. The bidder may not use erasable ink. All corrections made to the quote shall be initialed.

2. **ACCEPTANCE**

The materials and/or services delivered under the quote shall remain the property of the seller until a physical inspection and actual usage of these materials and/or services is accepted by the County and is to be in compliance with the terms herein, fully in accord with the specifications and of the highest quality. In the event the materials and/or services supplied to the County are found to be defective or do not conform to specifications, the County reserves the right to cancel the order upon written notice to the seller and return such product to the seller at the seller's expense.

3. **SUBSTITUTIONS**

Whenever in these specifications a brand name or make is mentioned, it is the intention of the County only to establish a grade or quality of materials and not to rule out other brands or makes of equality. However, if a product other than that specified is quote, it is the vendor's responsibility to name such product with his quote and to prove to the County that said product is equal to the product specified. Lee County shall be the sole judge as to whether a product being offered by the quoter is actually equivalent to the one being specified by the detailed specifications. (Note: This paragraph does not apply when it is determined that the technical requirements of this solicitation require only a specific product as stated in the detailed specifications.)

4. **RULES, REGULATIONS, LAWS, ORDINANCES & LICENSES**

The awarded vendor shall observe and obey all laws, ordinances, rules, and regulations, of the federal, state, and local government, which may be applicable to the supply of this product or service.

- a. Occupational License – Vendor shall submit within 10 calendar days after request.
- b. Specialty License(s) – Vendor shall possess at the time of the opening of the quote all necessary permits and/or license required for the sale of this product and/or service and upon the request of the County provide copies of licenses and/or permits within 10 calendar days after request.

5. **RECYCLED PRODUCTS**

It is the Lee County Board of County Commissioners' stated policy objective to "Ensure all departments are aware of the availability of recycled products..." (Administrative Code #AC-10-4). In an effort to provide the utmost opportunity for the use of recycled products by Lee County, vendors should list on their letterhead, all necessary information regarding any applicable recycled products they have available. Recycled products should meet all other specifications listed and have a minimum of 50%-recycled content. Whenever fiscally feasible, available recycled products will be purchased.

6. **WARRANTY/GUARANTY** (unless otherwise specified)

All materials and/or services furnished under this quote shall be warranted by the vendor to be free from defects and fit for the intended use.

7. **PRE-BID CONFERENCE**

A pre-bid conference will be held at the location, date, and time specified on the cover of this solicitation. Pre-bid conferences are generally non-mandatory, but it is highly recommended that everyone planning to submit a quote attend.

In the event a pre-bid conference is classified as mandatory, it will be so specified on the cover of this solicitation and it will be the responsibility of the quoter to ensure that they are represented at the pre-bid. Only those quoters who attend the pre-bid conference will be allowed to quote on this project.

8. **BIDDERS LIST MAINTENANCE**

A bidder should respond to "Request for Quotations" in order to be kept on the Bidder's List. Failure to respond to three different "request for quotations" may result in the vendor being removed from the Bidder's List. A bidder may do one of the following, in order to respond properly to the request:

- a. Submission of a quotation prior to the quote receipt deadline.
- b. Submission of a "no bid" notice prior to the quote receipt deadline.

9. **LEE COUNTY PAYMENT PROCEDURES**

All vendors are requested to mail one original invoice and one invoice copy to:

Lee County Finance Department
Post Office Box 2238
Fort Myers, FL 33902-2238

All invoices will be paid as directed by the Lee County payment procedure unless otherwise differently stated in the detailed specification portion of this quote.

Lee county will not be liable for request of payment deriving from aid, assistance, or help by any individual, vendor, quoter, or bidder for the preparation of these specifications.

Lee County is generally a tax-exempt entity subject to the provisions of the 1987 legislation regarding sales tax on services. Lee County will pay those taxes for which it is obligated, or it will provide a Certificate of Exemption furnished by the Department of Revenue. All contractors or quoters should include in their quote all sales or use taxes, which they will pay when making purchases of material or subcontractor's services.

10. **LEE COUNTY BID PROTEST PROCEDURE**

Any contractor/vendor/firm that has submitted a formal bid/quote/proposal to Lee County, and who is adversely affected by an intended decision with respect to the award of the formal bid/quote/proposal, shall file with the County's Purchasing Director or Public Works Director a written "Notice of Intent to File a Protest" not later than seventy-two (72) hours (excluding Saturdays, Sundays and Legal Holidays) after receipt of a "Notice of Intended Decision" from the County with respect to the proposed award of the formal bid/quote/proposal.

The "Notice of Intent to File a Protest" is one of two documents necessary to perfect Protest. The second document is the "Formal Written Protest", both documents are described below.

The "Notice of Intent to File a Protest" document shall state all grounds claimed for the Protest, and clearly indicate it as the "Notice of Intent to File a Protest". Failure to clearly indicate the Intent to file the Protest shall constitute a waiver of all rights to seek any further remedies provided for under this Protest Procedure.

The "Notice of Intent to File a Protest" shall be received ("stamped in") by the Purchasing Director or Public Works Director not later than Four o'clock (4:00) PM on the third working day following the day of receipt of the County's Notice of Intended Decision.

The affected party shall then file its Formal Written Protest within ten (10) calendar days after the time for the filing of the Notice of Intent to File a Protest has expired. Except as provided for in the paragraph below, upon filing of the Formal Written Protest, the contractor/vendor/firm shall post a bond, payable to the Lee County Board of County Commissioners in an amount equal to five percent (5%) of the total bid/quote/proposal, or Ten Thousand Dollars (\$10,000.00), whichever is less. Said bond shall be designated and held for payment of any costs that may be levied against the protesting contractor/vendor/firm by the Board of County Commissioners, as the result of a frivolous Protest.

A clean, Irrevocable Letter of Credit or other form of approved security, payable to the County, may be accepted. Failure to submit a bond, letter of credit, or other approved security simultaneously with the Formal Written Protest shall invalidate the protest, at which time the County may continue its procurement process as if the original "Notice of Intent to File a Protest" had never been filed.

Any contractor/vendor/firm submitting the County's standard bond form (CSD: 514), along with the bid/quote/proposal, shall not be required to submit an additional bond with the filing of the Formal Written Protest.

The Formal Written Protest shall contain the following:

- County bid/quote/proposal identification number and title.
- Name and address of the affected party, and the title or position of the person submitting the Protest.
- A statement of disputed issues of material fact. If there are no disputed material facts, the Formal Protest must so indicate.
- A concise statement of the facts alleged, and of the rules, regulations, statues, or constitutional provisions, which entitle the affected party to relief.
- All information, documents, other materials, calculations, and any statutory or case law authority in support of the grounds for the Protest.
- A statement indicating the relief sought by the affected (protesting) party.
- Any other relevant information that the affected party deems to be material to Protest.

Upon receipt of a timely filed "Notice of Intent to File a Protest", the Purchasing Director or Public Works Director (as appropriate) may abate the award of the formal bid/quote/proposal as appropriate, until the Protest is heard pursuant to the informal hearing process as further outlined below, except and unless the County Manager shall find and set forth in writing, particular facts and circumstances that would require an immediate award of the formal bid/quote/proposal for the purpose of avoiding a danger to the public health, safety, or welfare. Upon such written finding by the County Manager, the County Manager may authorize an expedited Protest hearing procedure. The expedited Protest hearing shall be held within ninety-six (96) hours of the action giving rise to the contractor/vendor/firm's Protest, or as soon as may be practicable for all parties. The "Notice of Intent to File a Protest" shall serve as the grounds for the affected party's presentation and the requirements for the submittal of a formal, written Protest under these procedures, to include the requirement for a bond, shall not apply.

The Dispute Committee shall conduct an informal hearing with the protesting contractor/vendor/firm to attempt to resolve the Protest, within seven working days (excluding Saturdays, Sundays and legal holidays) from receipt of the Formal Written Protest. The Chairman of the Dispute Committee shall ensure that all affected parties may make presentations and rebuttals, subject to reasonable time limitations, as appropriate. The purpose of the informal hearing by the Dispute Committee, the protestor and other affected parties is to provide and opportunity: (1) to review the basis of the Protest; (2) to evaluate the facts and merits of the Protest; and (3) to make a determination whether to accept or reject the Protest.

Once a determination is made by the Dispute Committee with respect to the merits of the Protest, the Dispute Committee shall forward to the Board of County Commissioners its recommendations, which shall include relevant background information related to the procurement.

Upon receiving the recommendation from the Dispute Committee, the Board of County Commissioners shall conduct a hearing on the matter at a regularly scheduled meeting. Following presentations by the affected parties, the Board shall render its decision on the merits of the Protest.

If the Board's decision upholds the recommendation by the Dispute Committee regarding the award, and further finds that the Protest was either frivolous and/or lacked merit, the Board, at its discretion, may assess costs, charges, or damages associated with any delay of the award, or any costs incurred with regard to the protest. These costs, charges or damages may be deducted from the security (bond or letter of credit) provided by the contractor/vendor/firm. Any costs, charges or damages assessed by the Board in excess of the security shall be paid by the protesting contractor/vendor/firm within thirty (30) calendar days of the Board's final determination concerning the award.

All formal bid/quote/proposal solicitations shall set forth the following statement:

“FAILURE TO FOLLOW THE BID PROTEST PROCEDURE REQUIREMENTS WITHIN THE TIMEFRAMES AS PRESCRIBED HEREIN AND ESTABLISHED BY LEE COUNTY BOARD OF COUNTY COMMISSIONERS, FLORIDA, SHALL CONSTITUTE A WAIVER OF YOUR PROTEST AND ANY RESULTING CLAIMS.”

11. **PUBLIC ENTITY CRIME**

Any person or affiliate as defined by statute who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid or a contract to provide any goods or services to the County; may not submit a bid on a contract with the County for the construction or repair of a public building or a public work; may not submit bids or leases of real property to the County; may not be awarded or perform works as a contractor, supplier, subcontractor, or consultant under a contract with the County, and may not transact business with the County in excess of \$25,000.00 for a period of 36 months from the date of being placed on the convicted vendor list.

12. **QUALIFICATION OF QUOTERS** (unless otherwise noted)

Quotes will be considered only from firms normally engaged in the sale and distribution or provision of the services as specified herein. Quoters shall have adequate organization, facilities, equipment, and personnel to ensure prompt and efficient service to Lee County. The County reserves the right before recommending any award to inspect the facilities and organization; or to take any other action necessary to determine ability to perform is satisfactory, and reserves the right to reject quotes where evidence submitted or investigation and evaluation indicates an inability of the quoter to perform.

13. **MATERIAL SAFETY DATA SHEETS**

In accordance with Chapter 443 of the Florida Statutes, it is the vendor's responsibility to provide Lee County with Materials Safety Data Sheets on quoted materials, as may apply to this procurement.

14. **MISCELLANEOUS**

If a conflict exists between the General Conditions and the detailed specifications, then the detailed specifications shall prevail.

15. **WAIVER OF CLAIMS**

Once this contract expires, or final payment has been requested and made, the awarded contractor shall have no more than 30 days to present or file any claims against the County concerning this contract. After that period, the County will consider the Contractor to have waived any right to claims against the County concerning this agreement.

16. **AUTHORITY TO PIGGYBACK**

It is hereby made a precondition of any quote and a part of these specifications that the submission of any quote in response to this request constitutes a quote made under the same conditions, for the same price, and for the same effective period as this quote, to any other governmental entity.

17. **COUNTY RESERVES THE RIGHT**

a) **State Contract**

If applicable, the County reserves the right to purchase any of the items in this quote from State Contract Vendors if the prices are deemed lower on State Contract than the prices we receive in this quotation.

b) **Any Single Large Project**

The County, in its sole discretion, reserves the right to separately quote any project that is outside the scope of this quote, whether through size, complexity, or dollar value.

c) **Disadvantaged Business Enterprises**

The County, in its sole discretion, reserves the right to purchase any of the items in this quote from Disadvantage Business Enterprise vendor if the prices are determined to be in the best interest of the County, to assist the County in the fulfillment of any of the County's grant commitments to federal or state agencies.

The County further reserves the right to purchase any of the items in this quote from DBE's to fulfill the County's state policy toward DBE's as outlined in County Ordinance 88-45 and 90-04, as amended.

d) **Anti-Discrimination**

The vendor for itself, its successors in interest, and assignees, as part of the consideration there of covenant and agree that:

In the furnishing of services to the County hereunder, no person on the grounds of race, religion, color, age, sex, national origin, handicap or marital status shall be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination.

The vendor will not discriminate against any employee or applicant for employment because of race, religion, color, age, sex, national origin, handicap or marital status. The vendor will make affirmative efforts to insure that applicants are employed and that employees are treated during employment without regard to their race, religion, color, age, sex, national origin, handicap or marital status. Such action shall include, but not be limited to, acts of employment, upgrading, demotion or transfer; recruitment advertising; layoff or termination, rates of pay or other forms of compensation and selection for training, including apprenticeship.

Vendor agrees to post in a conspicuous place, available to employees and applicants for employment, notices setting forth the provisions of this anti-discrimination clause.

Vendor will provide all information and reports required by relevant regulations and/or applicable directives. In addition, the vendor shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the County to be pertinent to

ascertain compliance. The vendor shall maintain and make available relevant data showing the extent to which members of minority groups are beneficiaries under these contracts.

Where any information required of the vendor is in the exclusive possession of another who fails or refuses to furnish this information, the vendor shall so certify to the County its effort made toward obtaining said information. The vendor shall remain obligated under this paragraph until the expiration of three (3) years after the termination of this contract.

In the event of breach of any of the above anti-discrimination covenants, the County shall have the right to impose sanctions as it may determine to be appropriate, including withholding payment to the vendor or canceling, terminating, or suspending this contract, in whole or in part.

Additionally, the vendor may be declared ineligible for further County contracts by rule, regulation or order of the Board of County Commissioners of Lee County, or as otherwise provided by law.

The vendor will send to each union, or representative of workers with which the vendor has a collective bargaining agreement or other contract of understanding, a notice informing the labor union of worker's representative of the vendor's commitments under this assurance, and shall post copies of the notice in conspicuous places available to the employees and the applicants for employment.

The vendor will include the provisions of this section in every subcontract under this contract to insure its provisions will be binding upon each subcontractor. The vendor will take such actions with respect to any subcontractor, as the contracting agency may direct, as a means of enforcing such provisions, including sanctions for non-compliance.

18. **AUDITABLE RECORDS**

The awarded vendor shall maintain auditable records concerning the procurement adequate to account for all receipts and expenditures, and to document compliance with the specifications. These records shall be kept in accordance with generally accepted accounting methods, and Lee County reserves the right to determine the record-keeping method required in the event of non-conformity. These records shall be maintained for two years after completion of the project and shall be readily available to County personnel with reasonable notice, and to other persons in accordance with the Florida Public Disclosure Statues.

19. **DRUG FREE WORKPLACE**

Whenever two or more quotes/proposals, which are equal with respect to price, quality and service, are received for the procurement of commodities or contractual services, a quote/proposal received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. In order to have a drug-free workplace program, a business shall comply with the requirements of Florida Statutes 287.087.

20. **REQUIRED SUBMITTALS**

Any submittals requested should be returned with the quote response. This information may be accepted after opening, but no later than 10 calendar days after request.

21. **TERMINATION**

Any agreement as a result of this quote may be terminated by either party giving thirty (30) calendar days advance written notice. The County reserves the right to accept or not accept a termination notice submitted by the vendor, and no such termination notice submitted by the vendor shall become effective unless and until the vendor is notified in writing by the County of its acceptance.

The Purchasing Director may immediately terminate any agreement as a result of this quote for emergency purposes, as defined by the Lee County Purchasing and Payment Procedure Manual.

Any vendor who has voluntarily withdrawn from a formal quote/proposal without the County's mutual consent during the contract period shall be barred from further County procurement for a period of 180 days. The vendor may apply to the Board of Lee County Commissioners for waiver of this debarment. Such application for waiver of debarment must be coordinated with and processed by Purchasing.

22. **CONFIDENTIALITY**

Vendors should be aware that all submittals (including financial statements) provided with a quote/proposal are subject to public disclosure and will **not** be afforded confidentiality.

23. **ANTI-LOBBYING CLAUSE**

All firms are hereby placed on formal notice that neither the County Commissioners nor candidates for County Commission, nor any employees from the Lee County Government, Lee County staff members, nor any members of the Qualification/Evaluation Review Committee are to be lobbied, either individually

or collectively, concerning this project. Firms and their agents who intend to submit qualifications, or have submitted qualifications, for this project are hereby placed on *formal notice* that they are *not* to contact County personnel for such purposes as holding meetings of introduction, meals, or meetings relating to the selection process outside of those specifically scheduled by the County for negotiations. Any such lobbying activities may cause immediate disqualification for this project.

24. **INSURANCE (AS APPLICABLE)**

Insurance shall be provided, per the attached insurance guide. Upon request, an insurance certificate complying with the attached guide may be required prior to award.

**LEE COUNTY, FLORIDA
PROPOSAL QUOTE FORM
FOR THE PURCHASE OF ONE (1)
MOBILE STERILIZATION & ADOPTION VEHICLE**

DATE SUBMITTED: 12/9/04

VENDOR NAME: La Boit Inc.

TO: The Board of County Commissioners
Lee County
Fort Myers, Florida

Having carefully examined the "General Conditions", and the "Detailed Specifications", all of which are contained herein, the Undersigned proposes to furnish the following which meet these specifications:

The undersigned acknowledges receipt of Addenda numbers:

Recd Addenda #1 12/1/04

**GRAND TOTAL COST (in U.S. Dollars) FOR ONE (1)
MOBILE STERILIZATION & ADOPTION VEHICLE
AS SPECIFIED IN STEP ONE OF THIS QUOTATION:**

\$ 227,550

(NOTE: THIS SHALL BE A DELIVERED PRICE, F.O.B. FT. MYERS, FL)

TO BE DELIVERED WITHIN 180 CALENDAR DAYS AFTER
RECEIPT OF AWARD AND PURCHASE ORDER.

WILL YOU DELIVER WITH YOUR OWN VEHICLE AS OPPOSED TO COMMON
CARRIER?

YES ✓ NO _____

OPTION A – EXTENDED WARRANTY ON CAB AND CHASSIS

ADDITIONAL COST OF OPTION A: \$ _____

LENGTH OF TIME: _____

OPTION B – EXTENDED WARRANTY ON ENGINE

ADDITIONAL COST OF OPTION B: \$ _____

LENGTH OF TIME: _____

OPTION C – EXTENDED WARRANTY ON TRANSMISSION

ADDITIONAL COST OF OPTION C: \$ _____

LENGTH OF TIME: _____

OPTION D – ALL OTHER EXTENDED WARRANTIES OFFERED ON THIS VEHICLE – INCLUDING SYSTEMS, SURGICAL EQUIPMENT, ETC.

OPTION D-1: ITEM COVERED: _____

ADDITIONAL COST OF OPTION D-1 \$ _____

LENGTH OF TIME: _____

OPTION D-2 ITEM COVERED: _____

ADDITIONAL COST OF OPTION D-2 \$ _____

LENGTH OF TIME: _____

OPTION D-3: ITEM COVERED: _____

ADDITIONAL COST OF OPTION D-3 _____

LENGTH OF TIME: _____

OPTION D-4 ITEM COVERED: _____

ADDITIONAL COST OF OPTION D-4 \$ _____

*See Attached
extended
warranty
plan*



*See extended
warranty
coverage
plan*

LENGTH OF TIME: _____

OPTION D-5 ITEM COVERED: _____

ADDITIONAL COST OF OPTION D-5 \$ _____

LENGTH OF TIME: _____

OPTION D-6 ITEM COVERED: _____

ADDITIONAL COST OF OPTION D-6 _____

LENGTH OF TIME: _____

OPTION D-7 ITEM COVERED _____

ADDITIONAL COST OF OPTION D-7: _____

LENGTH OF TIME: _____

ITEM COVERED OPTION D-8: _____

ADDITIONAL COST OF OPTION D-8: \$ _____

LENGTH OF TIME: _____

ITEM COVERED OPTION D-9: _____

ADDITIONAL COST OF D-9: \$ _____

LENGTH OF TIME: _____

OPTION E - UNDERBODY STORAGE

ADDITIONAL COST OF OPTION E: \$ _____

PLEASE EXPLAIN WHAT THIS CONSISTS OF: _____

LENGTH OF TIME: _____

OPTION D-5 ITEM COVERED: _____

ADDITIONAL COST OF OPTION D-5 \$ _____

LENGTH OF TIME: _____

OPTION D-6 ITEM COVERED: _____

ADDITIONAL COST OF OPTION D-6 _____

LENGTH OF TIME: _____

OPTION D-7 ITEM COVERED _____

ADDITIONAL COST OF OPTION D-7: _____

LENGTH OF TIME: _____

ITEM COVERED OPTION D-8: _____

ADDITIONAL COST OF OPTION D-8: \$ _____

LENGTH OF TIME: _____

ITEM COVERED OPTION D-9: _____

ADDITIONAL COST OF D-9: \$ _____

LENGTH OF TIME: _____

Is your firm interested in being considered for the Local Vendor Preference?

Yes _____ No

If yes, then read the paragraph entitled "Local Vendor Preference" included in these specifications. Also complete the Local Vendor Preference Questionnaire and return with your quotation.

Addendum #1 Project No. Q-040690

Is your firm interested in being considered for the Local Vendor Preference?

Yes _____ No

If yes, then read the paragraph entitled "Local Vendor Preference" included in these specifications. Also complete the Local Vendor Preference Questionnaire and return with your quotation.

Quoters should carefully read all the terms and conditions of the specifications. Any representation of deviation or modification to the quote may be grounds to reject the quote.

Are there any modifications to the quote or specifications:

Yes _____ No

Failure to clearly identify any modifications in the space below or on a separate page may be grounds for the quoter being declared nonresponsive or to have the award of the quote rescinded by the County.

MODIFICATIONS:

Quoter shall submit his/her quote on the County's Proposal Quote Form, including the firm name and authorized signature. Any blank spaces on the Proposal Quote Form, qualifying notes or exceptions, counter offers, lack of required submittals, or signatures, on County's Form may result in the Quoter/Quote being declared non-responsive by the County.

Quoters should carefully read all the terms and conditions of the specifications. Any representation of deviation or modification to the quote may be grounds to reject the quote.

Are there any modifications to the quote or specifications:

Yes _____ No _____

Failure to clearly identify any modifications in the space below or on a separate page may be grounds for the quoter being declared nonresponsive or to have the award of the quote rescinded by the County.

MODIFICATIONS:

Quoter shall submit his/her quote on the County's Proposal Quote Form, including the firm name and authorized signature. Any blank spaces on the Proposal Quote Form, qualifying notes or exceptions, counter offers, lack of required submittals, or signatures, on County's Form may result in the Quoter/Quote being declared non-responsive by the County.

ANTI-COLLUSION STATEMENT

THE BELOW SIGNED QUOTER HAS NOT DIVULGED TO, DISCUSSED OR COMPARED HIS QUOTE WITH OTHER QUOTERS AND HAS NOT COLLUDED WITH ANY OTHER QUOTER OR PARTIES TO A QUOTE WHATSOEVER. NOTE: NO PREMIUMS, REBATES OR GRATUITIES TO ANY EMPLOYEE OR AGENT ARE 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 THE MASTER BIDDERS LIST.

FIRM NAME LaBoit Inc.
BY (Printed): Koni Wade
BY (Signature): Koni Wade
TITLE: Senior Sales Consultant
FEDERAL ID # OR S.S.# 31-1226815
ADDRESS: 4290 E. 5th Ave.
Columbus, OH 43219
PHONE NO.: 614-231-7640
FAX NO.: 614-231-7680
CELLULAR PHONE/PAGER NO.: 800-776-9984

LEE COUNTY OCCUPATIONAL LICENSE NUMBER: NA
E-MAIL ADDRESS: KoniWade@AOL.com

REVISED: 7/28/00

**LEE COUNTY, FLORIDA
DETAILED SPECIFICATIONS FOR
ONE (1) MOBILE STERILIZATION & ADOPTION VEHICLE**

SCOPE

This Request For Quotations (RFQ) is issued by Lee County, Florida to request sealed quotations from vendors interested in providing a mobile sterilization and adoption vehicle for use by Lee County Animal Services.

REQUIRED PRODUCTS

The specifications for the vehicle were detailed in Step One of this quotation.

Quantities are as follows:

*One (1) complete vehicle as specified in Step One.

DELIVERY REQUIREMENTS

The grand total cost quoted shall include delivery, F.O.B. Ft. Myers, FL, of the vehicle as directed to Lee County.

BASIS OF AWARD

The basis of award for this proposal will be the overall low quoter (lowest grand total cost) meeting specifications.

NOTE: The listed options may or may not be awarded at Lee County's discretion and will not be factored into the grand total cost as part of the basis of award.

OPTION A – EXTENDED WARRANTY ON CAB AND CHASSIS

Please state the additional cost of this option in the space provided on the Proposal Quote Form. *See extended warranty plan*

OPTION B – EXTENDED WARRANTY ON ENGINE

Please state the additional cost of this option in the space provided on the Proposal Quote Form. *See extended warranty plan*

OPTION C – EXTENDED WARRANTY ON TRANSMISSION

Please state the additional cost of this option in the space provided on the Proposal Quote Form. *See extended warranty plan*

Addendum #1 Project No. Q-040690

OPTION D - ALL OTHER EXTENDED WARRANTIES OFFERED ON THIS VEHICLE - INCLUDING SYSTEMS, SURGICAL EQUIPMENT, ETC.

See extended warranty plan

Please state the additional cost of this/these option(s) in the space provided on the Proposal Quote Form.

NOTE: The intent under Option D is to obtain pricing on ALL of the extended warranties offered on this vehicle. Lee County reserves the right, at its sole discretion, to pick, choose, and award only those that may meet its needs from those warranties offered under this Option.

OPTION E - UNDERBODY STORAGE

Please explain how many compartments, how they lock, dimensions, and a specification of this.

1 external box - (optional lock - yes) approx. 16" H x 36" W x 18" D

Please state the additional cost of this option in the space provided on the Proposal Quote Form.

included with vehicle

LOCAL BIDDER'S PREFERENCE

Note: In order for your firm to be considered for the local vendor preference, you must complete and return the attached "Local Vendor Preference Questionnaire" with your quotation.

The Lee County Local Bidder's Preference Ordinance No. 00-10 is being included as part of the award process for this project. As such, Lee County at its sole discretion, may choose to award a preference to any qualified "Local Contractor/Vendor" in an amount not to exceed 3 % of the total amount quoted by that firm.

"Local Contractor / Vendor" shall mean: a) any person, firm, partnership, company or corporation whose principal place of business in the sole opinion of the County, is located within the boundaries of Lee County, Florida; or b) any person, firm, partnership, company or corporation that has provided goods or services to Lee County on a regular basis for the preceding consecutive five (5) years, and that has the personnel, equipment and materials located within the boundaries of Lee County sufficient to constitute a present ability to perform the service or provide the goods.

The County reserves the exclusive right to compare, contrast and otherwise evaluate the qualifications, character, responsibility and fitness of all persons, firms, partnerships, companies or corporations submitting formal bids or formal quotes in any procurement for goods or services when making an award in the best interests of the County.

OPTION D – ALL OTHER EXTENDED WARRANTIES OFFERED ON THIS VEHICLE – INCLUDING SYSTEMS, SURGICAL EQUIPMENT, ETC.

Please state the additional cost of this/these option(s) in the space provided on the Proposal Quote Form.

NOTE: The intent under Option D is to obtain pricing on ALL of the extended warranties offered on this vehicle. Lee County reserves the right, at its sole discretion, to pick, choose, and award only those that may meet its needs from those warranties offered under this Option.

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Note: In order for your firm to be considered for the local vendor preference, you must complete and return the attached "Local Vendor Preference Questionnaire" with your quotation.

The Lee County Local Bidder's Preference Ordinance No. 00-10 is being included as part of the award process for this project. As such, Lee County at its sole discretion, may choose to award a preference to any qualified "Local Contractor/Vendor" in an amount not to exceed 3 % of the total amount quoted by that firm.

"Local Contractor / Vendor" shall mean: a) any person, firm, partnership, company or corporation whose principal place of business in the sole opinion of the County, is located within the boundaries of Lee County, Florida; or b) any person, firm, partnership, company or corporation that has provided goods or services to Lee County on a regular basis for the preceding consecutive five (5) years, and that has the personnel, equipment and materials located within the boundaries of Lee County sufficient to constitute a present ability to perform the service or provide the goods.

The County reserves the exclusive right to compare, contrast and otherwise evaluate the qualifications, character, responsibility and fitness of all persons, firms, partnerships, companies or corporations submitting formal bids or formal quotes in any procurement for goods or services when making an award in the best interests of the County.

ATTACHMENT A
LOCAL VENDOR PREFERENCE QUESTIONNAIRE
(LEE COUNTY ORDINANCE NO. 00-10)

Instructions: Please complete either Part A or B whichever is applicable to your firm

PART A: VENDOR'S PRINCIPAL PLACE OF BUSINESS IS LOCATED WITHIN LEE COUNTY (Only complete Part A if your principal place of business is located within the boundaries of Lee County)

1. **What is the physical location of your principal place of business that is located within the boundaries of Lee County, Florida?**

2. **What is the size of this facility (i.e. sales area size, warehouse, storage yard, etc.)**

PART B: VENDOR'S PRINCIPAL PLACE OF BUSINESS IS NOT LOCATED WITHIN LEE COUNTY OR DOES NOT HAVE A PHYSICAL LOCATION WITHIN LEE COUNTY (Please complete this section.)

1. **How many employees are available to service this contract?** _____

2. **Describe the types and amount of equipment you have available to service this contract.**

LOCAL VENDOR PREFERENCE QUESTIONNAIRE CONTINUED

3. Describe the types and amount of material stock that you have available to service this contract.

4. Have you provided goods or services to Lee County on a regular basis for the preceding, consecutive five years?

Yes _____ No _____

If yes, please provide your contractual history with Lee County for the past five, consecutive years. Attach additional pages if necessary.

INSURANCE REQUIREMENTS

Your certificate of insurance must meet the following requirements

Requirement #1: The Lee County Board of County Commissioners shall be added as an additional insured on the comprehensive general liability policy.

Requirement #2: Certificate holder shall be listed as follows:

Lee County Board of County Commissioners
C/O Lee County Purchasing
P.O. Box 398
Fort Myers, FL 33902

Requirement #3: Each policy shall provide a 30 day notification clause in the event of cancellation, non-renewal or adverse change.

STANDARD CONTRACT - Contracts that will not exceed three hundred and sixty five (365) calendar days; or where costs will not exceed \$500,000; and/or there are no unusual hazards present.

1. **Insurance Requirements:** *These are minimum requirements, which are subject to modification in response to operations involving a higher level of loss exposure.*

a. **Workers' Compensation** - Statutory benefits as defined by FS 440 encompassing all operations contemplated by this contract or agreement to apply to all owners, officers, and employees regardless of the number of employees. Individual employees may be exempted per State Law. Employers' liability will have minimum limits of:

\$500,000 per accident
\$500,000 disease limit
\$500,000 disease limit per employee

b. **Commercial General Liability** - Coverage shall apply to premises and/or operations, products and/or completed operations, independent contractors, contractual liability, and broad form property damage exposures with minimum limits of:

\$500,000 bodily injury per person (BI)
\$1,000,000 bodily injury per occurrence (BI)
\$500,000 property damage (PD) or
\$1,000,000 combined single limit (CSL) of BI and PD

- c. **Business Auto Liability** - The following Automobile Liability will be required and coverage shall apply to all owned, hired and non-owned vehicles use with minimum limits of:

\$500,000 bodily injury per person (BI)
\$1,000,000 bodily injury per occurrence (BI)
\$100,000 property damage (PD) or
\$1,000,000 combined single limit (CSL) of BI and PD

****The required limit of liability shown in Standard Contract: 1.a; 1.b; 1.c; may be provided in the form of "Excess Insurance" or "Commercial Umbrella Policies." In which case, a "Following Form Endorsement" will be required on the "Excess Insurance Policy" or "Commercial Umbrella Policy."***

2. **Verification of Coverage:**

- a. Ten (10) days prior to the commencement of any work under this contract a certificate of insurance will be provided to the Risk Manager for review and approval. The certificate shall provide for the following:

1. ***"Lee County, a political subdivision and Charter County of the State of Florida, its agents, employees, and public officials" will be named as an "Additional Insured" on the General Liability policy.***
2. Lee County will be given thirty (30) days notice prior to cancellation or modification of any stipulated insurance. Such notification will be in writing by registered mail, return receipt requested and addressed to the Risk Manager (P.O. BOX 398 Ft. Myers, FL 33902).

3. **Special Requirements:**

- a. An appropriate **"Indemnification"** clause shall be made a provision of the contract.
- b. It is the responsibility of the general contractor to insure that all subcontractors comply with all insurance requirements.

BOARD OF COUNTY COMMISSIONERS

Writer's Direct Dial Number: _____

Bob Janes
District One

Douglas R. St. Camy
District Two

Ray Judah
District Three

Andrew W. Coy
District Four

John E. Albion
District Five

Donald D. Stilwell
County Manager

James G. Yaeger
County Attorney

Diana M. Parker
County Hearing
Examiner

December 17, 2004


RE: Q-040690 Mobile Sterilization and Adoption Vehicle

The evaluation committee met today. The undersigned evaluation committee members agree that the following firm has passed the step one qualifications criteria and are recommended to proceed to step two.

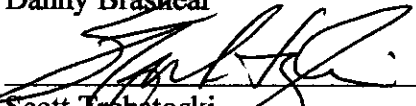
LaBoit Inc.

The following did NOT qualify:


**K&D Custom Coach
General Truck Body, Inc.**



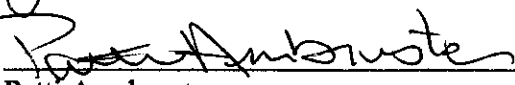
Danny Brashear




Scott Trebatoski



Lauren Keene



Patti Armbruster



Bob Franceschini