

RFP NOTICE

Polk County, a political subdivision of the State of Florida, requests the submittal of proposals from vendors that are interested in providing *Ford Vehicle Acquisitions and Service for Classes 1-5* as described herein. Sealed proposals must be received in the Procurement Division, prior to the due date and time listed below.

RFP Number and Title: 26-208, Ford Vehicle Acquisitions and Services for Classes 1-5

Description: Provide Ford Vehicle Acquisitions and Service for Classes 1-5

Receiving Period: Prior to 2:00 p.m., Wednesday, May 20, 2026

Bid Opening: Wednesday, May 20, 2026, at 2:00 p.m. or as soon as possible thereafter.

This form is for RFP registration only. Please scroll down for additional information.

Special Instructions: The Cost Sheet for this RFP is available on the following FTP site: <https://ftp3.polk-county.net>, you will be prompted for a User ID and Password. The User ID is procurevendor and the password is solicitation. After you have logged in to the FTP site, double click on the file folder "RFP 26-208, Ford Vehicle.zip", select "Open" or "Save As" to download the Bid documents, drawings, and technical specifications. If you need assistance accessing this website due to ADA or any other reason, please email Brad Howard at bradhoward@polkfl.gov.

Questions regarding this RFP must be in writing and must be sent to Brad Howard, Sr. Procurement Analyst, via email at bradhoward@polkfl.gov or via fax at (863) 534-6789. All questions must be received by, Monday, May 11, 2026, 5:00 p.m..

RFP REGISTRATION

You must register using this form to receive notice of any addenda to these documents. Please fax the completed form to the Procurement Division as soon as possible. It is the vendor’s responsibility to verify if addenda have been issued.

RFP Number: 26-208

RFP Title: Ford Vehicle Acquisitions and Services for Classes 1-5

This form is for bid registration only. Please scroll down for additional information.

Carefully complete this form and return it to the Procurement Division via e-mail to procurement@polkfl.gov. You must submit one form for each solicitation that you are registering for.

Company Name: _____

Contact Name: _____

Mailing Address: _____

City: _____

State: _____

Zip Code: _____

Phone Number: _____

Email: _____

PROPOSAL SUBMITTAL INSTRUCTIONS

Proposers must submit their proposal prior to 2:00 p.m. on the receiving date. Proposals must be submitted in a “sealed” parcel or electronically through Polk County’s secure website, Kiteworks. Proposals will be publicly opened at 2:00 p.m. on the receiving date.

Sealed Parcel Submittal:

If you are submitting a sealed parcel proposal submit one (1) original marked ORIGINAL and five (5) copies marked COPY of the proposal in a sealed parcel to the Procurement Division. The parcel should be labeled “RFP 26-208, Vehicle Acquisitions and Services for Classes 1-5” and marked with the proposer’s name and address. The Proposals may be mailed or delivered to:

Polk County Procurement Division
330 West Church Street, Room 150
Bartow, FL 33830

To assist with labeling the sealed parcel, please cut along the outer border and affix this label. Be sure to include the name of the company submitting the proposal where requested.

Sealed Proposal. DO NOT OPEN	
RFP Number	26-208
RFP Title	Ford Vehicle Acquisitions and Services for Classes 1-5
Due Date/Time:	May 20, 2026, prior to 2:00 pm
Submitted by:	
Deliver To:	Polk County Procurement Division 330 West Church Street, Room 150, Bartow, Florida 33830

Proposals may be mailed, express mailed or hand delivered. It is the Proposers responsibility to ensure their package is delivered to the Procurement Division prior to 2:00 p.m. on the Receiving date and time referenced above. Proposals delivered at 2:00 p.m. or later will not be accepted.

Electronic Proposals Submittal:

All prospective Proposers that are interested in submitting their proposals electronically can do so via the County's secure electronic submittal website, Kiteworks. Proposers must email to bradhoward@polkfl.gov at least 48 hours prior to opening to receive a link to upload their submittal. Please only upload your documents as a PDF or Excel file for the Cost Tab, if applicable. Please use the name convention of your files as follow:

“RFP 26-208 Tab 1”

“RFP 26-208 Tab 2”

“RFP 26-208 Tab 3”

“RFP 26-208 Tab 4”

For more instructions, a video tutorial has been produced to further explain the electronic solicitation submittal process. It can be found by clicking here for RFP Submittals: https://youtu.be/vkn_7AHgioE. If you need assistance accessing this website due to ADA or any other reason, please email Brad Howard at bradhoward@polkfl.gov.

Procurement recommends that Proposers submitting electronically double check the documents submitted into Kiteworks to ensure all requested tab information has been uploaded. Failure to upload the requested tab information may result in the proposal being deemed nonresponsive.

POLK COUNTY

Procurement Division

Fran McAskill

Procurement Director

REQUEST FOR PROPOSAL 26-208

Ford Vehicle Acquisitions and Services for Classes 1-5

Sealed proposals will be received in the Procurement Division, Wednesday, May 20, 2026, prior to 2:00 p.m.

Attached are important instructions and specifications regarding responses to this Request for Proposal (the "RFP"). The failure of a responding proposer (a "Proposer") to follow these instructions could result in Proposer disqualification from consideration for a contract to be awarded pursuant to this RFP.

This document is issued by Polk County (the "County") which is the sole distributor of this RFP and all addenda and changes to the RFP documents. The County shall record its responses to inquiries and provide any supplemental instructions or additional documents pertaining to this RFP in the form of written addenda to the RFP. The County shall post all such addenda, together with any other information pertaining to this RFP, on the County's website at <https://www.polkfl.gov/business/procurement/>. It is the sole responsibility of each Proposer to review the website prior to submitting a responsive proposal (a "Proposal") to this RFP to ensure that that the Proposer has obtained all available instructions, addenda, changes, supporting documents, and any other information pertaining to this RFP.

The County is not responsible for any solicitations issued through subscriber, publications, or other sources not connected with the County and the Proposer should not rely on such sources for information regarding the RFP solicitation.

Questions regarding this RFP must be in writing and must be sent to Brad Howard, Sr. Procurement Analyst, via email to bradhoward@polkfl.gov. **All questions must be received by Monday, May 11, 2026, 5:00 p.m.**

Proposers and any prospective proposers shall not contact, communicate with or discuss any matter relating in any way to this RFP with any member of the Polk County Board of County Commissioners or any employee of Polk County other than the County Procurement Director or the individual designated above. This prohibition begins with the issuance of the Request for Proposal and ends upon execution of the final contract. Any such communication initiated by a Proposer or prospective proposer shall be grounds for disqualifying the offender from consideration for a contract to be awarded pursuant to this RFP and for contracts to be awarded pursuant to RFPs or Requests for Bid that the County may issue in the future.

A Proposer's responsive Proposal to this RFP may be mailed, express mailed, or hand delivered to:

**Polk County Procurement Division
330 West Church Street, Room 150
Bartow, Florida 33830
(863)534-6757**

Introduction/Background

Polk County, a political subdivision of the State of Florida, is soliciting proposals from qualified Ford Dealerships located within the boundaries of Polk County, Florida to provide Ford vehicle acquisitions and services for Classes 1-5. The county currently purchases approximately 115 vehicles of these types of vehicles annually. However, the County does not guarantee a minimum or maximum number of vehicles. The resulting contract with the successful Proposer may be used by other governmental agencies. The County currently contracts with the Cities of Lake Wales, Fort Meade and Auburndale to provide their fleet management services.

It is the intent of the County to enter into an agreement with one firm.

Qualifications:

1. Successful Proposer must be a Ford Dealership with both the dealership and service facility located within the boundaries of Polk County, Florida.

Scope of Services

1. New Vehicle Acquisitions by the County:

- a. Polk County Fleet Management (PCFM) will order and purchase standard Ford vehicles that range in size from Class 1 to Class 5 (Gross Vehicle Weight Rating) and automobiles. The Vendor agrees to specify, sell, deliver and otherwise supply Ford vehicles and attached equipment (e.g. truck bodies and other associated upfit equipment) ranging in vehicle size from Class 1 to Class 5 (19,500 lbs. Gross Vehicle Weight Rating (GVWR) plus automobiles. The Vendor must invoice all units sold to the County and other governmental agencies directly through their dealership.

The County reserves the right to make vehicle & equipment purchases or leases through alternate sources when deemed in the best interest of the County.

2. New Vehicle Pricing:

- a. The prevailing method for new vehicle pricing to be used is Net Invoice plus a percent markup. In this pricing method the term "Net Invoice" is defined as the manufacturer to dealer invoice minus holdback, Dealer Advertising Fund, finance, and fleet or Government Price Concession.-When fulfilling an order for any new vehicle the Vendor will obtain the lowest, most competitive new vehicle pricing available given prevailing market conditions. PCFM will make every effort to use all methods to lower costs obtained by the dealership, providing the methods fall within the budgetary guidelines and governmental regulations the County must follow. Vendor agrees to recommend methods that PCFM can utilize to secure the most advantageous new vehicle pricing available. The prevailing method for upfit vehicle needs is as follows:
- b. Upfit Price Documentation Requirement: Some of the new vehicles that the County will order and purchase from the Vendor must be equipped with specific equipment (the "Upfit Equipment") so that the requested vehicle (an "Upfitted Vehicle") will be properly configured for its intended use. An example of upfit equipment includes, but is not limited, to, a specific truck body that will be attached to a vehicle's chassis. Vendor represents to County that it will use its best efforts to obtain all equipment necessary so that it may have the requested upfitted vehicle configured, sold, and delivered to the County in accordance with the County's order and the terms and conditions that result from this RFP.

- c. Upfitted Vehicle Equipment Pricing. At the County's request, the Vendor shall obtain three (3) or more competitive quotations for chassis mounted truck bodies (e.g. service, aerial) and such other upfit equipment as may be requested to assure that the County is purchasing the upfit equipment at the lowest cost available. The quotes must only be secured from those entities or organizations (the "Qualified Upfitters") that are fully competent and qualified to provide the necessary upfit configuration services. The Vendor shall not be obligated to obtain at least three (3) competitive quotes if there are less than three qualified upfitters that can provide the requested upfit equipment. The Vendor shall include all the associated costs, including transportation with obtaining and installing the additional upfit equipment into the overall cost of the upfitted vehicle invoice. Cost for these services will be paid at the same percentage markup as the dealer percent markup for new vehicles.

3. County Service and Priority:

- a. Upon the County's request the Vendor shall service any fleet vehicles with vehicle manufacturers trained and certified maintenance technicians in accordance with the manufacturer's guidelines.
- b. Upon receipt of the County's request the Vendor shall negotiate directly with qualified upfitters to secure favorable service and parts for the upfitted vehicles, together with any training and support that PCFM staff may require to perform those repairs and services it typically undertakes for such vehicles. Costs for these services are included in the dealer's percentage markup for new vehicles.
- c. Upon delivery to the Vendor's service facilities, the Vendor shall give County vehicles and those vehicles that Fleet Management services for other government agencies, service work priority over other vehicles awaiting service from Vendor. Proposal must include the proposer's strategy to meet this requirement. Costs for these services are included in the dealer percent markup for new vehicles, not for the services performed. The work itself is defined within the Scope of Services Item 6, Service Pricing. Polk County vehicles will take precedence to be fixed.

4. Convoy Delivery:

- a. Vendor will assure new vehicles (not subject to upfit treatment) are delivered directly to PCFM's Bartow facility utilizing convoy/transport resources. PCFM will perform the new vehicle inspection process upon delivery. The Vendor will deliver all new vehicles that require upfit configuration services to the appropriate qualified upfitter, as defined in section 2, New Vehicle Pricing, that will provide the necessary upfit equipment and services. Vendor shall direct and ensure, where practical and possible, that the qualified upfitter delivers the finished vehicle directly to Fleet Management's Bartow facility without first being delivered to the Vendor. When delivered to Fleet Management all upfitted vehicles must be accompanied by the requisite weight verification for the purpose of securing the proper license tag. Upon receipt of the weight slip Fleet Management will supply that document to the Vendor who will obtain the proper license tag for the upfitted vehicle. Costs for these services are included in the dealer's percentage markup for new vehicles.

5. Technical Support:

- a. Vendor will, from time to time, be tasked with providing technical vehicle support to PCFM technical staff in matters related to vehicle repairs and maintenance. Proposal offer must include the Vendor's strategy and approach in handling such requests. Costs for these services are included in the dealer percentage markup for new vehicles.

6. Service Pricing:

- a. For repairs not warranty related or dealership upfit work which will be invoiced to PCFM: For those repairs and services that are not covered under any applicable warranty and for which the County must pay, the Vendor shall charge the County at the following rates:
- b. Labor Charge Rate: The hourly service rate will equal the Vendor's local prevailing manufacturers approved warranty labor rate at the time service is delivered to PCFM. No markup is permitted for the warranty labor rate time. These rates can be adjusted at the time of manufacturer's adjustments. Proposal offer should include the Vendor's current hourly warranty labor rate. Any warranty labor rate increase must include backup documentation from the manufacturer for verification.
- c. The repair time that will be charged for services rendered through the Vendor's service facility will equal the manufacturer's standard labor times for services as published from time to time in the manufacturer Labor Time Manual. For those operations not listed in the manufacturer's Labor Time Manual, the Vendor will charge the actual labor time expended on the repair unless the County and the Vendor have negotiated otherwise. No time and material work shall be performed until the Fleet Management Director, or their designee has approved the negotiated time.
- d. Dealer will charge parts used in the service or upfit process at dealership cost plus a percentage upcharge and will pay the warranty labor rate for installation. Proof of dealership costs will be required with invoices. The percentage upcharge cannot exceed 10%.
- e. Freight and surcharges will be reimbursed at cost. Backup documentation will need to be submitted as verification for payment by the successful vendor.

7. Warranty/Recall Support:

- a. The Vendor shall take all reasonable actions that will maximize the warranty benefits the County receives from its purchase of the new vehicles and equipment from the Vendor. The Vendor's actions must address both regular warranty adjustments and outside warranty adjustments (also known as policy adjustments). In taking such actions, the Vendor shall work diligently to assure that the County receives all available warranty credits and policy credits.
- b. If any vehicle or equipment item is recalled for any reason whatsoever, then the Vendor shall coordinate with Fleet Management to ensure that all affected vehicles and items of equipment are immediately serviced and repaired accordingly.

8. On-Line Technical Access:

- a. Technical Support. From time to time, the County shall request and the Vendor shall provide technical vehicle support to Fleet Management staff on matters related to vehicle repairs and maintenance. The Vendor's Service Manager shall respond to all the County's requests for technical support. Depending upon the County's support needs, the Vendor's Service Manager shall enlist the aid of all additional resources (e.g., Support Hotline) that may be required to address the County's technical support needs. Costs for these services are included in the dealer's percent markup for new vehicles.
- b. Access to Technical Information. Upon commencement of an agreement the Vendor shall provide unlimited, real-time, on-line technical access privileges to all Fleet Management facilities at no additional cost to the County. For purposes of this paragraph the term "technical access" is defined as the same technical access to vehicle information that Vendor's service and technical personnel receive at Vendor's service facilities. At a

minimum, Vendor shall provide Fleet Management on-line access to the following information: service manuals, wiring schematics, recall, warranty, and Technical Service Bulletin, Special Service Bulletin (SSB), and manufactures technical sites. The Vendor shall provide local support to ensure that access privileges are maintained for the duration of this Agreement and that Fleet Management staff are trained to access all such information. Costs for these services are included in the dealer percentage markup for new vehicles.

9. Service Tool Support:

- a. PCFM will utilize the manufacturer’s software based on a laptop as a diagnostic service tool for vehicle repair diagnostics and troubleshooting vehicles. PCFM will be afforded direct on-line access to updates and service advice to ensure this tool is up to date at all times. The Vendor will agree to support this program to ensure no service interruption in this access occurs except for interruptions beyond their control. Costs for these services are included in the dealer percentage markup for new vehicles.

10. Technical Training:

- a. The successful Vendor will be required to arrange technical training; on subjects PCFM needs additional information on or new technologies, utilizing manufacturers or other resources routinely available. Proposal offer must include the costs to PCFM for this training, if any. Training will be held centrally at the Bartow Facility or at the mutually agreed upon location by the PCFM Director or their designee. This training will be provided on an as needed basis and will be reimbursed at dealerships’ actual cost. Proof of dealership costs must be provided with invoices.
- b. The Vendor shall provide Fleet Management staff web-based technical training with respect to the vehicles and equipment that are the subject of this RFP utilizing resources routinely available the manufacture vehicle service and technical personnel at the Vendor’s service facilities. The successful Vendor will be required to arrange this training. This training will be provided on an as needed basis and will be reimbursed at dealerships actual cost. Proof of dealership cost must be provided with invoices.

11. MSO & License Tag Support:

- a. The Vendor shall obtain vehicle registration and license tags for each new vehicle the County purchases from the successful Proposer. The County will reimburse the successful Proposer the actual cost of the registration and license tags. The Vendor will not charge, and the County will not pay any administration fee or any other fee for this service. If the County elects to use the electronic registration for a regular or temporary tag, then the County will pay the cost of the tag and the electronic fees.
- b. The Vendor is responsible for obtaining and delivering vehicle registration and license tags to the Fleet Management Division within 15 working days of receipt of payment for the vehicle.

12. Service Summary:

Vendor will ensure the following to the Polk County Fleet:

- Provide most cost-effective vehicles, in a timely manner, while maximizing quality and level of service
- Maximize advantage of manufacturer Programs
- Achievement of vehicle and option standardization

- Simplified billing and payment process
- On-line service manuals
- On-line access to manufacturers technical information system
- On-line access to recall, warranty, Technical Service Bulletin (TSB), Special Service Bulletin (SSB) and local support for same
- On-line access to wiring schematics for the manufacturer's chassis only
- Local technical assistance utilizing local service personnel

13. Primary Contact for PCFM:

- a. The primary contact for all matters related to vehicle orders, specifications, and vehicle recommendations must be a representative with the authority to bind the dealership.
- b. The primary contact for matters related to service, warranty, and technical matters must be the Service Manager.

14. Invoice and Payment:

- a. New Vehicles and Equipment. The Vendor will invoice all new vehicles and equipment sold to the County directly through its dealership. The County, acting through Fleet Management, will electronically remit payment to the Vendor for all vehicles and equipment obtained pursuant to an agreement.
- b. Repair Services. The County, through Fleet Management, will electronically remit payment to the Vendor for all vehicle repair services not covered under any applicable warranty.
- c. Other Agency Vehicles and Equipment. Vendor shall also directly invoice those other governmental entities and agencies who utilize Fleet Management's services for all new vehicles and equipment that Vendor sells to those entities and agencies.
- d. Truck Chassis delivered to an upfitter for completion will be paid upon providing proof of delivery by the receiving location.

15. Other Agency Use:

- a. Upon request, the Vendor shall extend the same rights and benefits accruing to the County under this RFP to other local entities or agencies operating within Polk County (e.g., Polk County Sheriff's Office) and to municipalities located within Polk County. The requesting entity, agency, or municipality must provide advance written notice to the Vendor of its intent and must comply with all the corresponding duties and obligations of the County and Fleet Management stated in this RFP. The Vendor may require that the requesting entity, agency, or municipality execute a separate agreement with the Vendor. The County and Fleet Management shall have no duty or obligation whatsoever to the Vendor with respect to the performance (or non-performance) of any other local entity, agency, or municipality who may engage Vendor's services.

16. Non-Compete Agreement:

During the term of this Agreement, the County's Fleet Management and the Vendor shall not recruit or hire each other's current employees without receipt of the other party's prior consent, which consent shall not be unreasonably withheld.

Example # 1

Specifications

1/2 TON 4-DOOR CREW CAB PICKUP TRUCK - 4X4

ALL ITEMS FACTORY INSTALLED UNLESS OTHERWISE INDICATED

INSTRUCTIONS: Please use specifications below to fill out Item number 1 on Attachment "A" Cost Sheet.

1. ENGINE:

- a. Manufacturer's minimum 6-cylinder gasoline engine, alternator, battery and cooling package.

2. TRANSMISSION/AXLES:

- a. Manufacturer's standard automatic transmission and axles.
- b. Four-wheel drive with automatic locking hubs, includes all required options.
- c. Limited slip differential on 4-wheel drive.

3. PERFORMANCE ITEMS:

- a. Manufacturer's standard power steering.
- b. Manufacturer's standard gauges.

4. COMFORT ITEMS:

- a. Manufacturer's standard air conditioning with R1234YF system.
- b. Manufacturer's standard tinted glass all around.
- c. AM/FM stereo.
- d. Heavy duty rubber floor covering instead of carpet.
- e. Manufacturer's standard production seats.
- f. Keys: two (2) per vehicle, single key locking system, (each vehicle keyed differently).

5. SAFETY ITEMS:

- a. Dual outside mirrors and inside rearview mirrors.
- b. Interior dome lights with left and right door activated switches.

c. Manufacturer's standard air bags.

6. BRAKES:

a. Four-wheel anti-lock brake ABS system.

7. TIRES AND WHEELS:

a. Manufacturer's standard tires and wheels.

b. Full size spare tire and rim, if available

Example # 2

Specifications

SMALL SIZE 4-DOOR UTILITY VEHICLES - 4X4 OR AWD

ALL ITEMS FACTORY INSTALLED UNLESS OTHERWISE INDICATED

INSTRUCTIONS: Please use specifications below to fill out Item number 2 on Attachment "A" Cost Sheet.

1. ENGINE:

- a. Manufacturer's standard gasoline engine, alternator, battery and cooling package.

2. TRANSMISSION/TRANSAXLE:

- a. Four-wheel drive to include automatic locking hubs, all required options included.
- b. Limited slip differential on 4-wheel drive, if available (except AWD).
- c. Manufacturer's standard automatic transmission/transaxle.

3. PERFORMANCE ITEMS:

- a. Manufacturer's standard power steering.
- b. Manufacturer's standard gauges.

4. COMFORT ITEMS:

- a. Manufacturer's standard air conditioning with R1234YF system.
- b. Manufacturer's standard tinted glass all around.
- c. AM/FM stereo.
- d. Power windows, power door locks, cruise control and tilt steering wheel.
- e. Manufacturer's standard floor covering.
- f. Manufacturer's standard production seats.
- g. Keys: two (2) per vehicle, single key locking system, (each vehicle keyed differently).

5. SAFETY ITEMS:

- a. Dual outside mirrors and inside rearview mirror.
- b. Interior dome lights with left and right door activated switches.

c. Manufacturer's standard air bags.

6. BRAKES:

a. Four-wheel anti-lock brake ABS system.

7. TIRES AND WHEELS:

a. Manufacturer's standard tires and wheels.

b. Manufacturer's spare tire and rim, if available.

c. Wheelbase must be between 103"-114"

8. CHASSIS. FRAME. CAB:

a. Manufacturer's standard colors, factory painted.

b. Manufacturer's standard fuel tank.

Example # 3

Specifications

17,501 LB. GVWR CAB & CHASSIS (DUAL REAR WHEEL) - 4X4

ALL ITEMS FACTORY INSTALLED UNLESS OTHERWISE INDICATED

INSTRUCTIONS: Please use specifications below to fill out Item number 3 on Attachment "A" Cost Sheet.

1. ENGINE:

- a. Diesel engine, minimum 190 HP
- b. Maintenance free heavy-duty battery
- c. Manufacturer's heavy duty engine cooling.
- d. Heavy duty alternator

2. TRANSMISSION/AXLES:

- a. Manufacturer's standard automatic transmission
- b. Manufacturer's standard drive axle ratio for engine and transmission combination.
- c. Manufacturer's standard transfer case
- d. Limited slip differential on rear axles

3. PERFORMANCE ITEMS:

- a. Manufacturer's standard power steering.
- b. Manufacturer's standard gauges.
- c. Heavy duty front and rear shocks.

4. COMFORT ITEMS:

- a. Air conditioning, factory installed.
- b. Manufacturer's standard tinted glass all around.
- c. AM/FM stereo.
- d. Heavy duty rubber floor covering instead of carpet.
- e. Vinyl seating with head rests to accommodate 3 passengers.

f. Keys: two (2) per vehicle, single key locking system, (each vehicle keyed differently).

5. SAFETY ITEMS:

a. Dual mount outside mirrors must provide a field of vision for vehicles to 96" width, and for towing.

b. Interior dome lights with left and right door activated switches.

c. Air bags for driver and right front passenger, if available.

6. BRAKES:

a. Rear anti-lock brakes, minimum.

The County shall request the services on an as-needed basis. There is no guarantee that any or all of the services described in the agreement will be assigned during the term of the agreement. Further, the vendor is providing these services on a nonexclusive basis. The County, at its option, may elect to have any of the services set forth herein performed by other vendors or County staff.

AGREEMENT

The term of the agreement will be approximately 5 years. The Actual term will be negotiated as part of Elevation Level 4, Contract Negotiations.

SUBMITTAL

Submittals should not contain information in excess of that requested, must be concise, and must specifically address the issues of this RFP. The responses should be in the same order as the selection and evaluation procedures. Proposals are to be printed double-sided.

Unnecessarily elaborate brochures or other presentations beyond those sufficient to present a complete and effective submittal to this solicitation are not desired and may be construed as an indication of the proposer's lack of cost consciousness. Elaborate artwork, expensive visual aids, and other presentation aids are neither necessary nor desired, unless specifically requested. The proposal submittals should be contained within a three (3) ring binder (original and each copy in separate binders). Each submittal should contain:

Tab 1, Introduction: *Please provide the following information within Tab 1 of your submittal.*

- Transmittal letter – include a transmittal letter showing the company name, name of person who can bind the dealership, address, telephone number, and email address.
- Please identify the names and positions of the primary contacts for new vehicle orders and services as described in the Scope of Services item number 13, Primary Contact for PCFM, part a. and b.
- Provide documentation verifying your Ford Dealership and service facility are located within the boundaries of Polk County, FL in accordance with Qualifications, Item #1.

Tab 2, Experience and Qualifications (45 Points)

Please demonstrate the Vendor's experience and qualifications for numbers 1-13 below. Please identify in your response the corresponding number for this tab.

1. Provide a minimum of one (1) and a maximum of five (5) projects that demonstrate your firm's experience providing similar size and scope work

services, as the prime vendor, within the past five (5) years. For each project identified please include: (2 pages for each project, single or doubled sided)

- Client name
 - Contact person
 - Contact phone number
 - Email address
 - Cost of the services
 - Start and end date of project
 - Brief description of the services provided
2. Provide information pertaining to the Vendor's ability to provide vehicles and attached equipment (e.g. truck bodies and other associated upfit equipment) ranging in vehicle size from Class 1 to Class 5 (19,500 lbs. GVWR) plus automobiles directly to PCFM as described in Scope of Services item number 1, New Vehicle Acquisitions by the County, part a. No exceptions will be allowed for this requirement. (If the Vendor cannot provide these services they will be deemed non-responsive to this RFP).
 3. Explain the Vendor's capabilities to meet the requirements of the Scope of Services item number 2, New Vehicle Pricing, part c. Provide means and methods to be used to competitively quote upfitter pricing when requested to do so by PCFM. Provide at least three (3) up fitters you are currently working with.
 4. Provide a list of manufacture trained and certified technicians as described in the Scope of Services item number 3, County Service and Priority, part a.
 5. Explain the Vendor's training strategy to meet the requirement in the Scope of Services item number 3, County Service and Priority, part b.
 6. Provide documentation that PCFM and other agencies utilizing this contract will receive vehicle service priority and attention when presented for service or repairs at the Vendor's service facility. Offer must include the strategy on how priority will be given to PCFM vehicles as described in the Scope of Services item number 3, County Service and Priority, part c.
 7. Explain the Vendor's ability to deliver new vehicles as described in the Scope of Services item number 4, Convoy and Delivery, part a.
 8. Provide the Vendor's strategy and approach in handling requests and support of PCFM requests for technical support on vehicle repair and maintenance matters/questions as described in the Scope of Services item number 5, Technical Support, part a.
 9. Provide means and methods of warranty/recall support as described in the Scope of Services item number 7, Warranty/Recall Support, part a. and b.
 10. Explain the Vendors strategy to provide technical support as described in the Scope of Services item number 8, On-Line Technical Access, part a.
 11. Provide documentation how the Vendor will provide on-line technical access to all manufacture technical sites at all PCFM facilities as described in the Scope of Services item number 8, On-Line Technical Access, part b.
 12. Explain strategy to support vehicle repair diagnostic tool provided to PCFM as described in Scope of Services item number 9, Service Tool Support, part a.
 13. Provide strategy for technical training as described in the Scope of Services item number 10, Technical Training, part a. and b.

Tab 3, Cost (45 Points)

Please use attachment “A” cost sheet to provide the following costs

- Cost sheet item 1: Provide net invoice pricing and percentage markup of Net Invoice for new vehicles per the Scope of Services item number 2. New Vehicle Pricing, part a, for the description attached labeled “Example 1”.

Please also provide a copy of the sample net invoice as backup for cost of net invoice with your submittal. The dealer percentage markup over invoice for New Vehicles submitted will be used in the contract with the successful proposer.

Please note the percentage markup of net invoice for new vehicles must be the same for items 1, 2 and 3 on the cost sheet.

- Cost sheet item 2: Provide net invoice pricing and percentage markup of Net Invoice for new vehicles per the Scope of Services item number 2. New Vehicle Pricing, part a, for the description attached labeled “Example 2”.

Please also provide a copy of the sample net invoice as backup for cost of net invoice with your submittal. The dealer percentage markup over invoice for New Vehicles submitted will be used in the contract with the successful proposer.

Please note the percentage markup of net invoice for new vehicles must be the same for items 1, 2 and 3 on the cost sheet.

- Cost Sheet Item 3: Provide net invoice pricing and percentage markup of Net Invoice for new vehicles per the Scope of Services item number 2. New Vehicle Pricing, part a, for the description attached labeled “Example 3” to include upfit equipment of \$15,000. Upfit equipment of \$15,000 is a random fixed cost for this example to demonstrate how the County will pay the vendor.

Please also provide a copy of the sample net invoice as backup for cost of net invoice with your submittal. The dealer percentage markup over invoice for New Vehicles submitted will be used in the contract with the successful proposer.

Please note the percentage markup of net invoice for new vehicles must be the same for items 1, 2 and 3 on the cost sheet.

- Cost sheet item 4: Provide dealer percent markup for parts and accessories used in the service or upfit process, as described in the Scope of Services item number 6, Service Pricing, part d. \$10,000 is a random number used on the cost sheet.

The percentage upcharge cannot exceed 10%.

The percentage mark up for parts and accessories used in the service or upfit process submitted will be used in the contract with the successful proposer.

- Cost sheet item 5: Provide standard warranty labor rate, for 6 hours of labor, as described in the Scope of Services item number 6. Service Pricing, part b. 6 hours of labor has been used for the purpose of this cost sheet only.

The hourly rate submitted will be the rate used in the contract with the successful proposer.

The Proposer with the lowest cost will receive the maximum 45 points.

Tab 4, Surveys of Past Performance (10 Points)

- Provide reference surveys from past clients for the projects identified under Tab 2.
- Completed surveys. (See Exhibit 1) Procurement will take the average of all surveys and score as follows:
 - Average Score between 9-10 (10 Points)
 - Average Score between 7-8 (8 Points)
 - Average Score between 5-6 (6 Points)
 - Average Score between 3-4 (4 Points)
 - Average Score between 1-2 (2 Points)
 - Average Score of 0 (0 Points)

EVALUATION CRITERIA AND SELECTION PROCESS

Proposals will be evaluated in accordance with this section and all applicable County procurement policies and procedures.

The County shall appoint a selection committee (the “Selection Committee”) that will be responsible for evaluating and scoring/ranking the Proposals in accordance with this Section.

The County will use a competitive selection process based on the Elevation Levels described in this Section. At Elevation Levels 2 and 3, the Selection Committee will score and/or rank the Proposals as applicable.

Selection of a final Proposal will be based upon the following steps and factors:

Elevation Level 1 (Procurement Requirements Assessment)

The County Procurement Division shall review all Proposals for conformance with RFP guidelines and detailed submittal requirements. At the County’s discretion, non-conforming Proposals may be eliminated from further consideration and conforming Proposals shall be elevated to Elevation Level 2.

Procurement will distribute Proposals and evaluation criteria to the Selection Committee.

The Selection Committee may convene to review questions that arise during individual member review of submitted Proposals before Elevation Level 2 to allow for questions,

clarifications, explanations, or other discussion to be held before the review of Proposals is completed.

Elevation Level 2 (Selection Committee Evaluation)

Procurement shall score each Proposal on the following evaluation criteria:

- Cost (Tab 3) 45 points
- Surveys of Past Performance (Tab 4) 10 points

Subtotal Points-55 Points

by the process stated under each corresponding Tab description

Each Selection Committee member shall score each Proposal on the following evaluation criteria:

- Experience and Qualifications (Tab 2) 45 points

by the following process:

Each Selection Committee member shall determine which of the following descriptions apply to each of the foregoing evaluation criteria:

EXCELLENT (1.0): Of the highest or finest quality; exceptional; superior; superb; exquisite; peerless. The Proposer provided information for a given criteria that satisfied the requirements and described specifically how and what will be accomplished in such a manner that exhibited an exceptional and superior degree of understanding, skill, and competency, both qualitatively and quantitatively. The facts included in the narrative (including all supporting documentation, diagrams, drawings, charts, and schedules, etc.) demonstrate the Proposer’s ability to perform and deliver far beyond expectation.

VERY GOOD (0.8): To a high degree; better than or above competent and/or skillful. The Proposer provided information for a given criteria that satisfied the requirements and described specifically how and what will be accomplished in such a manner that exhibited a very high degree of understanding, skill, and competency, both qualitatively and quantitatively. The facts included in the narrative (including all supporting documentation, diagrams, drawings, charts, and schedules, etc.) demonstrate the Proposer’s ability to perform and deliver beyond expectation.

GOOD (0.6): Having positive or desirable qualities; competent; skilled; above average. The Proposer provided information for a given criteria that satisfied the requirements and described specifically how and what will be accomplished in such a manner that

exhibited a skillful and above-average degree of understanding, skill, and competency, both qualitatively and quantitatively. The facts included in the narrative (including all supporting documentation, diagrams, drawings, charts, and schedules, etc.) demonstrate the Proposer's ability to perform and deliver at the expected level.

FAIR (0.4): Average; moderate; mediocre; adequate; sufficient; satisfactory; standard.

The Proposer provided information for a given criteria that satisfied the requirements and described sufficiently how and what will be accomplished in a manner that exhibited an adequate and average degree of understanding, skill, and competency, both qualitatively and quantitatively. The facts included in the narrative (including all supporting documentation, diagrams, drawings, charts, and schedules, etc.) demonstrate the Proposer's ability to perform and deliver at a level slightly below expectation.

POOR (0.2): Inadequate; lacking; inferior in quality; of little or less merit; substandard; marginal.

The Proposer provided information for a given criteria that did not satisfy the requirements and described in an inadequate manner how and what will be accomplished. The information provided simply reiterated a requirement, contained inaccurate statements or references, lacked adequate information, or was of inferior quality. The facts included in the narrative (including all supporting documentation, diagrams, drawings, charts, and schedules, etc.) demonstrate the Proposer's ability to perform and deliver at a substandard and inferior level.

UNACCEPTABLE (0.0):

The Proposer failed to provide any information for a given criterion, provided information that could not be understood, or did not provide the information for a given category as requested.

After a Selection Committee member has determined the description applicable for each evaluation criterion, the total points available for such criterion shall be multiplied by the factor associated with the applicable description to produce the number of points allocated for that evaluation criterion. For example, a Selection Committee member classifies the "Experience and Expertise" criterion (which shall be worth 25 points for the purpose of this example) as "Very Good" (which is a description factor multiplier of 0.8).

The points that Selection Committee member allocated for that evaluation criterion would be 20, calculated as follows: 25 available points x 0.8 applicable description factor multiplier = 20 points.

A Selection Committee member's total score for each Proposal shall equal the sum of the total points allocated for each evaluation criteria.

When all Selection Committee members have completed their Proposal evaluations, the individual Selection Committee member's total scores for each Proposal will be added together to produce a final score for each Proposal.

Procurement will confirm the calculations for the final score for each Proposal. Then, Procurement shall publish a rank-ordered listing of the Proposals to the Selection Committee with the Proposal receiving the highest point as the highest-ranked Proposal.

If the Selection Committee decides to interview Proposers based on the final scores, then at a minimum the Selection Committee shall elevate the two highest-ranked Proposers to Elevation Level 3 for interviews. If the Selection Committee decides not to interview Proposers, they will collectively decide if they would like to recommend the Board, or if applicable the County Manager authorize staff to enter into Contract Negotiations with all Proposers, starting with the highest scoring Proposer. After Board or County Manager approval, as applicable, to authorize staff to negotiate a contract, the Proposers will then be elevated to Elevation Level 4 for contract negotiations.

The determination of whether the County Manager may authorize negotiations, without further approval of the Board, is contingent upon whether the anticipated cost of the agreement exceeds \$100,000. The County Manager may authorize contract negotiations for contracts which are not anticipated to exceed \$100,000 in total.

Elevation Level 3 (Proposer Interviews)

The Selection Committee shall conduct interviews of the Proposers that it has elevated from Elevation Level 2 to Elevation Level 3. During an interview, elevated Proposers shall make a presentation describing the key elements of their Proposal and/or address any specific topics the Selection Committee may determine necessary. The Selection

Committee members will have an opportunity to inquire about any aspect of the RFP and the Proposer's Proposal. After all elevated Proposer interviews, each Selection Committee member shall evaluate each Proposer with emphasis on the following:

Proposer interview and presentation focusing on the key elements of their presentation and answers to questions of the Selection Committee.

After the interviews, each Selection Committee member will individually rank the Proposers in numerical order beginning at number 1 for the highest-ranked Proposer. Procurement shall receive and compile each Selection Committee member's ranking of each Proposer, and then publish a rank-ordered listing of Proposers to the Selection Committee, based on the combined average rankings given each Proposer. The Selection Committee members will then collectively decide if they would like to recommend the Board, or if applicable the County manager, authorize staff to enter into Contract Negotiations with all Proposers elevated to Proposer Interviews, starting with the highest-ranked Proposer. After Board or County Manager approval, as applicable, to authorize staff to negotiate a contract, the highest-ranked Proposer will then be elevated to Elevation Level 4, Contract Negotiations.

The determination of whether the County Manager may authorize negotiations, without further approval of the Board, is contingent upon whether the anticipated cost of the agreement exceeds \$100,000. The County Manager may authorize contract negotiations for contracts which are not anticipated to exceed \$100,000 in total.

Elevation Level 4 (Contract Negotiations)

If a Proposer is elevated to this level, the User division, with the assistance of the Procurement and the County Attorney's Office, shall negotiate an Agreement with the elevated Proposer.

If after negotiating for a reasonable time period the parties cannot agree on a contract, the County shall, in its sole discretion, terminate further contract negotiations with that Proposer. Procurement shall notify the Selection Committee that contract negotiations with the elevated Proposer have terminated. The Selection Committee shall then determine whether to enter into contract negotiations with the next-highest-ranked Proposer, and so on. If the Selection Committee decides not to recommend contract

negotiations with the next-highest-ranked Proposer, and so on, or if the County determines there is no other Proposer with whom the County can successfully negotiate a contract, then the RFP Selection Process shall terminate.

After contract negotiations with a Proposer are successfully completed pursuant to Elevation Level 4, the Selection Committee shall recommend to the Board of County Commissioners or County Manager, as applicable, that it selects such Proposer to provide the services as outlined in the Agreement. The Board of County Commissioners or County Manager, as applicable, shall make the final decision whether the County shall enter into an Agreement with a Proposer.

The determination of whether the County Manager may execute a contract, without further Board approval, is contingent upon whether the cost of the agreement exceeds \$100,000. The County Manager may execute contracts that do not exceed \$100,000 in total.

GENERAL CONDITIONS

BID OPENING

Proposers may attend the Bid Opening in person or via conference call by dialing (646) 558-8656 and enter Meeting ID: 327 647 2818. A listing of all proposers will be posted to Procurement's website as soon as possible after bid opening.

COMMUNICATIONS

After the issuance of any Request for Proposal, prospective proposers shall not contact, communicate with or discuss any matter relating in any way to the Request for Proposal with the Board of County Commissioners, the County Manager, or any employee of Polk County other than the Procurement Director or as directed in the cover page of the Request for Proposal. This prohibition begins with the issuance of any Request for Proposal and ends upon execution of the final contract. Such communications initiated by a proposer shall be grounds for disqualifying the offending proposer from consideration for award of the proposal and/or any future proposal.

INSURANCE REQUIREMENTS

The selected Consultant, if any, shall maintain, at all times, in force during the contract period the insurance as specified with an insurer licensed to do business in the State of Florida; rated "A VIII" or better by A.M. Best Rating Company for Class VIII financial size category. Polk County, a political subdivision of the State of Florida, must be named as an additional insured with respect to liability arising from all work being performed for Polk County, for Automobile and General Liability policies of insurance. The certificate holder must be Polk County, a political subdivision of the State of Florida, 330 W Church St, Rm 150, Bartow, Florida 33830. Workers' Compensation Insurance is required to provide statutory benefits, including those that may be required by any applicable federal statute. Any sole proprietor or partner actively engaged in the construction industry, and any corporate officer of a construction or non-construction industry corporation who elects to be exempt from the provisions of the workers' compensation law must provide either a workers' compensation exemption certificate (construction industry) or a letter stating the exemption status and number of employees (non-construction industry). For non-exempt vendors, Employers Liability in the amount

of \$1,000,000. Commercial General Liability Insurance \$1,000,000 combined single limit of liability for bodily injuries, death, and property damage, and personal injury resulting from any one occurrence, including the following coverages: Completed Operations, Broad Form CG. Comprehensive Automobile Liability Insurance \$1,000,000; combined single limit of liability for bodily injuries, death and property damage resulting from any one occurrence, including all owned, hired and non-owned vehicles. The general liability and worker's compensation policies shall contain a waiver of subrogation in favor of Polk County. An original certificate of insurance must be on file in the Procurement Division before a purchase order will be issued.

INDEMNIFICATION

Consultant, to the extent permitted by law, shall indemnify, defend (by counsel reasonably acceptable to County), protect and hold the County, and its officers, employees and agents, harmless from and against any and all, claims, actions, causes of action, liabilities, penalties, forfeitures, damages, losses, and expenses whatsoever (including, without limitation, attorneys' fees, costs, and expenses incurred during negotiation, through litigation and all appeals therefrom) including, without limitation, those pertaining to the death of or injury to any person, or damage to any property, arising out of or resulting from (i) the failure of Consultant to comply with applicable laws, rules or regulations, (ii) the breach by Consultant of its obligations under any Agreement with the County entered into pursuant to this solicitation, (iii) any claim for trademark, patent, or copyright infringement arising out of the scope of Consultant's performance or nonperformance of the Agreement, or (iv) the negligent acts, errors or omissions, or intentional or willful misconduct, of Consultant, its professional associates, subcontractors, agents, and employees; provided, however, that Consultant shall not be obligated to defend or indemnify the County with respect to any such claims or damages arising out of the County's sole negligence. The obligations imposed by this Section shall survive the expiration or earlier termination of the Agreement.

PUBLIC ENTITY CRIMES STATEMENT

The Consultant declares and warrants that neither the Consultant nor any of the Consultant's affiliates, as that term is defined in Section 287.133, Florida Statutes, are subject to the restrictions in Section 287.133, Florida Statutes, regarding the

commission of a public entity crime. If during the term of this Agreement, the Consultant or any affiliate is convicted of a public entity crime or is otherwise prohibited from performing work for or transacting business with the County pursuant to Section 287.133, Florida Statutes, then the Consultant shall be in material default of this Agreement, and in such case, the County shall have the rights and remedies as provided herein.

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION

The County is an equal opportunity/affirmative action employer. The County is committed to equal opportunity employment effort; and expects Consultants that do business with the County to have a vigorous affirmative action program.

WOMEN/MINORITY BUSINESS ENTERPRISE OUTREACH

The County hereby notifies all Proposers that W/MBE's are to be afforded a full opportunity to participate in any request for proposal by the County and will not be subject to discrimination on the basis of race, color, sex or national origin.

AFFIRMATION

By submitting their proposal, the Proposer affirms that the proposal is genuine and not made in the interest of or on behalf of any undisclosed person, Consultant or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; the Proposer has not directly or indirectly induced or solicited any other person to submit a false or sham proposal; the Proposer has not solicited or induced any person, Consultant or corporation to refrain from submitting a proposal; and the Proposer has not sought by collusion to obtain for him/herself any advantage over other persons or over the County.

DEVELOPMENT COSTS

Neither the County nor its representative(s) shall be liable for any expenses incurred in connection with preparation of a submittal to the RFP. Proposers should prepare their proposals simply and economically, providing a straightforward and concise description of the proposer's ability to meet the requirements of the RFP.

ADDENDA

The County may record its responses to inquiries and any supplemental instructions in the form of written addenda. The addenda will be posted on the County's website at <https://www.polkfl.org/business/procurement/>. It is the sole responsibility of the proposers to check the website to ensure that all available information has been received prior to submitting a proposal.

CODE OF ETHICS

If any proposer violates or is a party to a violation of the code of ethics of Polk County or the State of Florida, with respect to this proposal, such proposer may be disqualified from performing the work described in this proposal or from furnishing the goods or services for which the proposal is submitted and shall be further disqualified from bidding on any future proposals for work, goods, or services for the County.

DRUG FREE WORKPLACE

Preference shall be given to businesses with Drug Free Workplace (DFW) programs. Whenever two or more proposals, which are equal with respect to price, quality and service, are received by the County for the procurement of commodities or contractual services, a proposal received from a business that has provided a statement that it is a DFW shall be given preference in the award process.

APPLICABLE LAWS AND COURTS

This RFP and any resulting agreements shall be governed in all respects by the laws of the State of Florida and any litigation with respect thereto shall be brought only in the courts of Polk County, State of Florida or the Middle District of Florida, Hillsborough County, Florida. The proposer shall comply with all applicable federal, state and local laws and regulations.

CONTRACT

All contracts are subject to final approval of the Polk County Board of County Commissioners or County Manager, as applicable. Persons or Consultants which incur expenses or change position in anticipation of a contract prior to the Board's approval do so at their own risk.

PROPOSAL ACCEPTANCE PERIOD

A proposal shall be binding upon the offeror and irrevocable by it for one hundred and twenty (120) calendar days following the proposal opening date. Any proposal in which offeror shortens the acceptance period may be rejected.

ADDITION/DELETION

The County reserves the right to add to or delete any item from this proposal or resulting agreements when deemed to be in the best interest of the County.

INVOICING AND PAYMENT: The successful proposer shall submit a properly certified invoice to the County at the contract prices. **An original invoice shall be submitted to the appropriate User Division.** The proposer shall include the contract number and/or the purchase order number on all invoices. By submitting an invoice, the proposer's Project Manager or any authorized officer is attesting to the correctness and accuracy of all charges. Invoices will be processed for payment when approved by the appropriate Division's Project Manager or designee. The County's payment of an invoice shall not constitute evidence of the County's acceptance of the Proposers performance of the Service or the County's acceptance of any work.

PROPRIETARY INFORMATION

In accordance with Chapter 119 of the Florida Statutes (Public Records Law) and except as may be provided by other applicable State and Federal Law, all proposers should be aware that Request for Proposals and the submittals thereto are in the public domain. However, the proposers are required to identify specifically any information contained in their proposals which they consider confidential and/or proprietary and which they believe to be exempt from disclosure, citing specifically the applicable exempting law. Proposers should provide a redacted copy of proposal with submittal, or must provide within thirty (30) days from the Proposal due date.

All proposals received from proposers in response to this Request for Proposal will become the property of the County and will not be returned to the proposers. In the event of contract award, all documentation produced as part of the contract will become the exclusive property of the County.

REVIEW OF PROPOSAL FILES

In accordance with Chapter 119.071 of the Florida Statutes, the submittals received for this Request for Proposal are exempt from review for thirty (30) days after the Bid Opening Date or at Recommendation of Award, whichever event occurs first.

Should the RFP be cancelled and re-solicited for any reason, proposal submittals shall remain exempt from disclosure for a period not to exceed twelve (12) months or at Recommendation of Award of the subsequent solicitation.

RFP PROTEST: Any proposer desiring to file a protest, with respect to a recommended award of any RFP, shall do so by filing a written protest. The written protest must be in the possession of the Procurement Division within three (3) working days of the Notice of Recommended Award mailing date. All proposers who submitted a proposal will be sent a Notice of Recommended Award, unless only one proposal was received.

A copy of the protest procedures may be obtained from the Polk County Procurement Division or can be downloaded from the County's website at <https://www.polkfl.org/business/procurement/protest-procedures/>.

FAILURE TO FOLLOW PROTEST PROCEDURE REQUIREMENTS WITHIN THE TIME FRAMES PRESCRIBED HEREIN AS ESTABLISHED BY POLK COUNTY, FLORIDA, SHALL CONSTITUTE A WAIVER OF THE PROPOSER'S RIGHT TO PROTEST AND ANY RESULTING CLAIM.

UNAUTHORIZED ALIEN(S)

The vendor agrees that unauthorized aliens shall not be employed nor utilized in the performance of the requirements of this solicitation. The County shall consider the employment or utilization of unauthorized aliens a violation of Section 274A(e) of the Immigration and Naturalization Act (8 U.S.C. 1324a). Such violation shall be cause for unilateral termination of this Agreement by the County. As part of the response to this solicitation, the successful Consultant will complete and submit the attached form "AFFIDAVIT CERTIFICATION IMMIGRATION LAWS."

EMPLOYMENT ELIGIBILITY VERIFICATION (E-Verify)

A. Unless otherwise defined herein, terms used in this Section which are defined in Section 448.095, Florida Statutes, as may be amended from time to time, shall have the meaning ascribed in said statute.

B. Pursuant to Section 448.095(5), Florida Statutes, the contractor hereto, and any subcontractor thereof, must register with and use the E-Verify system to verify the work authorization status of all new employees of the contractor or subcontractor. The contractor acknowledges and agrees that (i) the County and the contractor may not enter into this Agreement, and the contractor may not enter into any subcontracts hereunder, unless each party to this Agreement, and each party to any subcontracts hereunder, registers with and uses the E-Verify system; and (ii) use of the U.S. Department of Homeland Security's E-Verify System and compliance with all other terms of this Certification and Section 448.095, Fla. Stat., is an express condition of this Agreement, and the County may treat a failure to comply as a material breach of this Agreement.

C. By entering into this Agreement, the contractor becomes obligated to comply with the provisions of Section 448.095, Fla. Stat., "Employment Eligibility," as amended from time to time. This includes but is not limited to utilization of the E-Verify System to verify the work authorization status of all newly hired employees, and requiring all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The contractor shall maintain a copy of such affidavit for the duration of this Agreement. Failure to comply will lead to termination of this Agreement, or if a subcontractor knowingly violates the statute or Section 448.09(1), Fla. Stat., the subcontract must be terminated immediately. If this Agreement is terminated pursuant to Section 448.095, Fla. Stat., such termination is not a breach of contract and may not be considered as such. Any challenge to termination under this provision must be filed in the Tenth Judicial Circuit Court of Florida no later than 20 calendar days after the date of termination. If this Agreement is terminated for a violation of Section 448.095, Fla. Stat., by the contractor, the contractor may not be awarded a public contract for a period of 1 year after the date of termination. The contractor shall be liable for any additional costs incurred by the County as a result of the termination of this Agreement. Nothing in this Section shall be construed to allow intentional discrimination of any class protected by law.

LIMITATIONS

The County reserves the right to revise, amend or withdraw this proposal at any time to protect its interest. Proposers will not be compensated by the County for costs incurred in preparation of responses to this RFP.

ATTORNEY'S FEES AND COSTS: Each party shall be responsible for its own legal and attorney's fees, costs and expenses incurred in connection with any dispute or any litigation arising out of, or relating to this Agreement, including attorney's fees, costs and expenses incurred for any appellate or bankruptcy proceedings.

Prohibition Against Considering Vendor Interests: In accordance with Section 287.05701, Florida Statutes, the County may not (i) request documentation of or consider a Vendor's social, political, or ideological interests when determining if the Vendor is a responsible vendor; or (ii) give preference to a Vendor based on the Vendor's social, political, or ideological interests.

PUBLIC RECORD LAWS

(a) The Consultant acknowledges the County's obligations under Article I, Section 24, of the Florida Constitution and under Chapter 119, Florida Statutes, to release public records to members of the public upon request and comply in the handling of the materials created under this Agreement. The Consultant further acknowledges that the constitutional and statutory provisions control over the terms of this Agreement. In association with its performance pursuant to this Agreement, the Consultant shall not release or otherwise disclose the content of any documents or information that is specifically exempt from disclosure pursuant to all applicable laws.

(b) Without in any manner limiting the generality of the foregoing, to the extent applicable, the Consultant acknowledges its obligations to comply with Section 119.0701, Florida Statutes, with regard to public records, and shall:

(1) keep and maintain public records required by the County to perform the services required under this Agreement;

(2) upon request from the County's Custodian of Public Records or his/her designee, provide the County with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law;

(3) ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the term of this Agreement and following completion of this Agreement if the Consultant does not transfer the records to the County; and

(4) upon completion of this Agreement, transfer, at no cost, to the County all public records in possession of the Consultant or keep and maintain public records required by the County to perform the service. If the Consultant transfers all public records to the County upon completion of this Agreement, the Consultant shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Consultant keeps and maintains public records upon completion of this Agreement, the Consultant shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the County, upon request from the County's Custodian of Public Records, in a format that is compatible with the information technology systems of the County.

(c) IF THE CONSULTANT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE

CONSULTANT’S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE COUNTY’S CUSTODIAN OF PUBLIC RECORDS AT:

**RECORDS MANAGEMENT LIAISON OFFICER
POLK COUNTY
330 WEST CHURCH ST
BARTOW, FL 33830
TELEPHONE: (863) 534-7670
EMAIL: RMLO@POLKFL.ORG.NET**

Scrutinized Companies and Business Operations Certification; Termination.

- Certification(s)
 - (I) By its execution of this Agreement, the Vendor hereby certifies to the County that the Vendor is not on the Scrutinized Companies that Boycott Israel List, created pursuant to Section 215.4725, Florida Statutes, nor is the Vendor engaged in a boycott of Israel, nor was the Vendor on such List or engaged in such a boycott at the time it submitted its bid, proposal, quote, or other form of offer, as applicable, to the County with respect to this Agreement.
 - (II) Additionally, if the value of the goods or services acquired under this Agreement are greater than or equal to One Million Dollars (\$1,000,000), then the Vendor further certifies to the County as follows:
 - (a) the Vendor is not on the Scrutinized Companies with Activities in Sudan List, created pursuant to Section 215.473, Florida Statutes; and
 - (b) the Vendor is not on the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, created pursuant to Section 215.473, Florida Statutes; and
 - (c) the Vendor is not engaged in business operations (as that term is defined in Florida Statutes, Section 287.135) in Cuba or Syria; and
 - (d) the Vendor was not on any of the Lists referenced in this subsection A(ii), nor engaged in business operations in Cuba or Syria when it submitted its proposal to the County concerning the subject of this Agreement.
 - (iii) The Vendor hereby acknowledges that it is fully aware of the penalties that may be imposed upon the Vendor for submitting a false certification to the County regarding the foregoing matters.
- Termination. In addition to any other termination rights stated herein, the County may immediately terminate this Agreement upon the occurrence of any of the following events:
 - (i) The Vendor is found to have submitted a false certification to the County with respect to any of the matters set forth in subsection A(i) above, or the

Vendor is found to have been placed on the Scrutinized Companies that Boycott Israel List or is engaged in a boycott of Israel.

(ii) The Vendor is found to have submitted a false certification to the County with respect to any of the matters set forth in subsection A(ii) above, or the Vendor is found to have been placed on the Scrutinized Companies with Activities in Sudan List, or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or has been engaged in business operations in Cuba or Syria, and the value of the goods or services acquired under this Agreement are greater than or equal to One Million Dollars (\$1,000,000).

Proposers Incorporation Information
(Submittal Page)

The following section should be completed by all bidders and submitted with their bid submittal:

Company Name: _____

DBA/Fictitious Name (if applicable): _____

TIN #: _____

Address: _____

City: _____

State: _____

Zip Code: _____

County: _____

Note: Company name must match legal name assigned to the TIN number. A current W9 should be submitted with your bid submittal.

Contact Person: _____

Phone Number: _____

Cell Phone Number: _____

Email Address: _____

Type of Organization (select one type)

- Sole Proprietorship
- Partnership
- Non-Profit
- Sub Chapter
- Joint Venture
- Corporation
- LLC
- LLP
- Publicly Traded
- Employee Owned

State of Incorporation: _____

The Successful vendor must complete and submit this form prior to award. The Successful vendor must invoice using the company name listed above.

Drug-Free Workplace Form

(Submittal Page)

The undersigned vendor in accordance with Florida Statue 287.087 hereby certifies that, (Name of the Business): _____ does:

- Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation programs, employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.
- Give each employee engaged in providing the commodities or contractual services that are under this RFP a copy of the statement specified in subsection (1).
- In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under this RFP, the employee will abide by the terms of the statement and will notify the employer of any conviction of, plea of guilty or nolo contendere to, any violation of Chapter 1893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
- Impose a sanction on or require the satisfactory participation in a drug abuse assistance or rehabilitation program, if such is available in the employee's community, by any employee who is so convicted.
- Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

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

Vendor Signature: _____

Date: _____

EXHIBIT 1

DETAILED INSTRUCTIONS ON HOW TO PREPARE AND SEND PERFORMANCE SURVEYS

The objective of this process is to identify the past performance of the Proposer submitting a proposal package. This is accomplished by sending survey forms to past clients/customers. The client/customer should return the forms directly to the Proposer. The Proposer is to include all surveys in their proposal package.

Sending the Survey

The surveys shall be sent to all clients/customers for whom the Proposer has identified under Tab 2. Surveys should correlate to all projects identified under Tab 2.

If more surveys are included, Procurement will only use those identified under Tab 2.

1. The Proposer shall complete the following information for each customer that a survey will be sent

CLIENT/CUSTOMER NAME	Name of the company that the work was performed for (i.e. Hillsborough County).
CONTACT FIRST NAME	First name of the person who will answer customer satisfaction questions.
CONTACT LAST NAME	Last name of the person who will answer customer satisfaction questions.
PHONE NUMBER	Current phone number for the reference contact person. (including area code).
EMAIL ADDRESS	Current email address for the reference contact person
PROJECT NAME	Name of the project (Vehicle Acquisition Services), Etc.
Avg. Annual Spend	Avg. annual spend (\$2,000,000)
DATE COMPLETE	Date when the services were completed. (i.e. 5/31/2025)

2. The Proposer is responsible for verifying that their information is accurate prior to submission for references.

3. The survey must contain different services/projects. You cannot have multiple people evaluating the same job. However, one person may evaluate several different jobs.

4. The past projects can be either completed or on-going.

5. The past client/customer must evaluate and complete the survey.

Preparing the Surveys

- The Proposer is responsible for sending out a performance survey to the clients/customers that have been identified under Tab 2. The survey can be found on the next page.
- The Proposer should enter the past clients/customer's contact information, and project information on each survey form for each reference. The Proposer should also enter their name as the Vendor being surveyed.
- The Proposer is responsible for ensuring all references/surveys are included in their submittal under Tab 4.
- Polk County Procurement may contact the reference for additional information or to clarify survey data. If the reference cannot be contacted, there will be no credit given for that reference.

Survey Questionnaire – Polk County

RFP 26-208, Vehicle Acquisitions and Services Classes 1-5

To: _____ (Name of Person completing survey)

_____ (Name of Client/Company)

Phone Number: _____ Email: _____

Subject: Past Performance Survey of Similar work:

Project name: _____

Name of Vendor being surveyed: _____

Average Annual Spend: _____

Contract Start Date: _____ Contract End Date: _____

Rate each of the criteria on a scale of 1 to 10, with 10 representing that you were very satisfied (and would hire the Consultant /individual again) and 1 representing that you were very unsatisfied (and would never hire the Consultant /individual again). Please rate each of the criteria to the best of your knowledge. If you do not have sufficient knowledge of past performance in a particular area, leave it blank.

NO	CRITERIA	UNIT	SCORE
1	Quality of workmanship	(1-10)	
2	Professionalism and ability to manage contract	(1-10)	
3	Promptness of obtaining license plates	(1-10)	
4	Ability to communicate with Client's staff	(1-10)	
5	Ability to resolve issues promptly	(1-10)	
6	Ability to follow protocol	(1-10)	
7	Ability to maintain proper documentation	(1-10)	
8	Appropriate application of technology	(1-10)	
9	Overall Client satisfaction and comfort level in hiring	(1-10)	
10	Ability to offer solid recommendations	(1-10)	
11	Ability to facilitate consensus and commitment to the plan of action among staff	(1-10)	

Printed Name of Evaluator _____

Signature of Evaluator: _____

Please fax or email the completed survey to: _____

AFFIDAVIT CERTIFICATION IMMIGRATION LAWS

SOLICITATION NO.: **RFP 26-208 Vehicle Acquisitions and Services Classes 1-5**

POLK COUNTY WILL NOT INTENTIONALLY AWARD COUNTY CONTRACTS TO ANY CONSULTANT WHO KNOWINGLY EMPLOYS UNAUTHORIZED ALIEN WORKERS, CONSTITUTING A VIOLATION OF THE EMPLOYMENT PROVISIONS CONTAINED IN 8 U.S.C. SECTION 1324 a(e) {SECTION 274A(e) OF THE IMMIGRATION AND NATIONALITY ACT ("INA").

POLK COUNTY MAY CONSIDER THE EMPLOYMENT BY ANY CONSULTANT OF UNAUTHORIZED ALIENS A VIOLATION OF SECTION 274A(e) OF THE INA. **SUCH VIOLATION BY THE RECIPIENT OF THE EMPLOYMENT PROVISIONS CONTAINED IN SECTION 274A(e) OF THE INA SHALL BE GROUNDS FOR UNILATERAL CANCELLATION OF THE CONTRACT BY POLK COUNTY.**

PROPOSER ATTESTS THAT THEY ARE FULLY COMPLIANT WITH ALL APPLICABLE IMMIGRATION LAWS (SPECIFICALLY TO THE 1986 IMMIGRATION ACT AND SUBSEQUENT AMENDMENTS).

Company Name: _____

Signature: _____

Title: _____

Date: _____

State of: _____

County of: _____

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this ____ day of _____, 20__, by _____ (*name*) as _____ (*title of officer*) of _____ (*entity name*), on behalf of the company, who is personally known to me or has produced _____ as identification.

Notary Public Signature: _____

Printed Name of Notary Public: _____

Notary Commission Number and Expiration: _____

(AFFIX NOTARY SEAL)

EMPLOYMENT ELIGIBILITY VERIFICATION (E-VERIFY) CERTIFICATION

(Florida Statutes, Section 448.095)

PROJECT NAME: RFP 26-208, Vehicle Acquisitions and Services Classes 1-5

The undersigned, as an authorized officer of the vendor identified below (the “Vendor”), having full knowledge of the statements contained herein, hereby certifies to Polk County, a political subdivision of the State of Florida (the “County”), by and on behalf of the Vendor in accordance with the requirements of Section 448.095, Florida Statutes, as related to the contract entered into by and between the Vendor and the County on or about the date hereof, whereby the Vendor will provide labor, supplies, or services to the County in exchange for salary, wages, or other remuneration (the “Contract”), as follows:

1. Unless otherwise defined herein, terms used in this Certification which are defined in Section 448.095, Florida Statutes, as may be amended from time to time, shall have the meaning ascribed in said statute.

2. Pursuant to Section 448.095(5), Florida Statutes, the Vendor, and any subcontractor under the Contract, must register with and use the E-Verify system to verify the work authorization status of all new employees of the Vendor or subcontractor. The Vendor acknowledges and agrees that (i) the County and the Vendor may not enter into the Contract, and the Vendor may not enter into any subcontracts thereunder, unless each party to the Contract, and each party to any subcontracts thereunder, registers with and uses the E-Verify system; and (ii) use of the U.S. Department of Homeland Security’s E-Verify System and compliance with all other terms of this Certification and Section 448.095, Fla. Stat., is an express condition of the Contract, and the County may treat a failure to comply as a material breach of the Contract.

3. By entering into the Contract, the Vendor becomes obligated to comply with the provisions of Section 448.095, Fla. Stat., "Employment Eligibility," as amended from time to time. This includes but is not limited to utilization of the E-Verify System to verify the work authorization status of all newly hired employees, and requiring all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The Vendor shall maintain a copy of such affidavit for the duration of the Contract. Failure to comply will lead to termination of the Contract, or if a subcontractor knowingly violates the statute or Section 448.09(1), Fla. Stat., the subcontract must be terminated immediately. If the Contract is terminated pursuant to Section 448.095, Fla. Stat., such termination is not a breach of contract and may not be considered as such. Any challenge to termination under this provision must be filed in the Tenth Judicial Circuit Court of Florida no later than 20 calendar days after the date of termination. If the Contract is terminated for a violation of Section 448.095, Fla. Stat., by the Vendor, the Vendor may not be awarded a public contract for a period of 1 year after the date of termination. The Vendor shall be liable for any additional costs incurred by the County as a result of the termination of the Contract. Nothing in this Certification shall be construed to allow intentional discrimination of any class protected by law.

Executed this _____ day of _____, 20__.

ATTEST:

By: _____

PRINTED NAME: _____

Its: _____

VENDOR:

By: _____

PRINTED NAME: _____

Its: _____

COST SHEET

The Attachment “A” Cost Sheet provided in the RFP documentation is for reference, Proposers should use the electronic version of the Cost Sheet to ensure the pricing is entered in accordance with the instructions provided under Tab 3, Cost.

The electronic version of Attachment “A” Cost Sheet is available on the following FTP site: <https://ftp3.polk-county.net>, you will be prompted for a User ID and Password. The User ID is procurevendor and the password is solicitation. After you have logged in to the FTP site, double click on the file folder “RFP 26-208 Ford Vehicles.zip”, select “Open” or “Save As” to download the Bid documents, drawings, and technical specifications. If you need assistance accessing this website due to ADA or any other reason, please email Brad Howard at bradhoward@polkfl.gov

All Cost Sheet is in Excel format and is to be submitted on a flash drive with your Proposal along with the hard copy. The flash drive must be labeled with the company name and RFP number.

Deviation from the Cost Sheet is strictly prohibited and will not be accepted. The Cost Sheet is locked and will automatically calculate the extension; therefore, you must enter the Cost and percentage per the instructions provided under Tab 3, Cost as requested on the Cost Sheet