

Jefferson County
Board of Commissioners
Agenda Request

To: Board of Commissioners
Philip Morley, County Administrator

From: Frank Gifford, Central Services Director *FG*

Agenda Date: March 24, 2014

Subject: Call for Bids - JCSO Vehicle Upfitting

Statement of Issue:

Call for bids for the upfitting (preparation with emergency lighting and other equipment) of new vehicles for the Jefferson County Sheriff's Office.

Analysis/Strategic Goals/Pros & Cons:

The use of state contracts for JCSO vehicle purchases results in nearly simultaneous delivery of each year's order. Fleet Services staff cannot simultaneously upfit several vehicles, so to speed time to vehicle issuance it is necessary to utilize contracted upfitting services this year. Preparation is being made to revise the delivery schedule for future years' orders so upfitting can efficiently be done in-house.

Fiscal Impact/Cost Benefit Analysis:

Cost to utilize competitively bid contract for the upfitting of JCSO vehicles is expected to be similar to in-house cost to perform similar upfitting, but new vehicles will be upfitted and issued more quickly, preserving the factory warranty and reducing vehicle depreciation during upfitting.

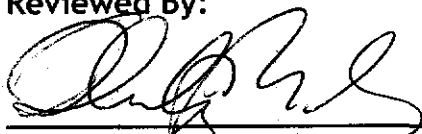
Recommendation:

Approve the attached Call for Bids.

Department Contact:

Matt Stewart, Manager of Fleet Services, 344-9713

Reviewed By:



Philip Morley, County Administrator



Date

NOTICE TO VENDORS
CALL FOR BIDS
TO PROVIDE JCSO VEHICLE UPFITTING

Notice is hereby given that the Board of County Commissioners of Jefferson County, State of Washington, will receive sealed bids up until the hour of 9:30 A.M. on Monday, April 14, 2014, at the Office of the County Commissioners, basement level of the Jefferson County Courthouse, 1820 Jefferson Street, Port Townsend, Washington, 98368, for the Supply of JCSO Vehicle Upfitting for the Jefferson County Sheriff's Office (JCSO). Bids may be mailed to the office of the Board of County Commissioners, P.O. Box 1220, Port Townsend, WA, 98368, but must be received by the previously stated date and time. Sealed bids will be opened and read publicly at 10:00 A.M. or shortly thereafter on Monday, April 14, 2014, at the Jefferson County Commissioners Chambers, basement level of the Jefferson County Courthouse.

The awarded contract will provide for the upfitting of JCSO vehicles, as is needed from time to time, for a period of twelve months from date of award.

Execute and submit one complete original bid package. Bids shall be submitted in accordance with the provisions on file at the office of the Jefferson County Department of Central Services, Fleet Services Division, located at the Port Hadlock Shop, 371 Chimacum Road in Port Hadlock, Washington, where copies may be obtained.

The Board of County Commissioners reserves the right to reject any and all proposals and to accept the proposals deemed most advantageous to Jefferson County and to waive all informalities in the bidding. No facsimile bid documents or telephone quotations will be accepted.

Dated this ____ day of _____, 2014.

BOARD OF JEFFERSON COUNTY COMMISSIONERS

John Austin, Chair