

**AGREEMENT FOR FORD AUTOMOBILES, SPORT UTILITY  
VEHICLES, PASSENGER & LIGHT DUTY VANS**

**THIS AGREEMENT** ("Agreement") is made and entered into by and between Lee County, a political subdivision of the State of Florida, hereinafter referred to as the "County" and Sam Galloway Ford, Inc., a Florida corporation, whose address is 1800 Boy Scout Dr., Ft. Myers, Florida 33907, and whose federal tax identification number is 59-0329880, hereinafter referred to as "Vendor."

**WITNESSETH**

**WHEREAS**, the County intends to purchase Ford automobiles, sport utility vehicles, passenger & light duty vans from the Vendor in connection with "Ford Automobiles, Sport Utility Vehicles, Passenger & Light Duty Vans" (the "Purchase"); and,

**WHEREAS**, the County issued Solicitation No. B200417BAG on October 2, 2020 (the "Solicitation"); and,

**WHEREAS**, the County evaluated the responses received and found the Vendor qualified to provide the necessary products and services; and,

**WHEREAS**, the County posted a Notice of Intended Decision on December 1, 2020; and,

**WHEREAS**, the Vendor has reviewed the products and services to be supplied pursuant to this Agreement and is qualified, willing and able to provide all such products and services in accordance with its terms.

**NOW, THEREFORE**, the County and the Vendor, in consideration of the mutual covenants contained herein, do agree as follows:

**I. PRODUCTS AND SERVICES**

The Vendor agrees to diligently provide all products and services for the Purchase, a more specific description of the Project Scope of Services is set forth in Sections 1-9, Scope of Work and Specifications of B200417BAG, a photocopy of said sections being attached hereto and incorporated by reference as Exhibit A. Vendor shall comply strictly with all of the terms and conditions of Solicitation No. B200417BAG, as modified by its Addendum, copies of which are on file with the County's Department of Procurement Management and are deemed incorporated into this Agreement.

**II. TERM AND DELIVERY**

A. This Agreement shall commence immediately upon the effective date and shall continue services on an "as needed basis" for one (1), three (3) year

period. Upon mutual written agreement of both parties, the parties may renew the Agreement, in whole or in part, for a renewal term or terms not to exceed the initial Agreement term of three (3) years. The increments of renewal shall be at the sole discretion of the County as deemed in its best interest. The effective date shall be the date the Lee County Board of County Commissioners awarded the Solicitation to the Vendor.

- B. A purchase order must be issued by the County before commencement of any work or purchase of any goods related to this Agreement.

### **III. COMPENSATION AND PAYMENT**

- A. The County shall pay the Vendor in accordance with the terms and conditions of this Agreement for providing all products and services as set forth in Exhibit A, and further described in Exhibit B, Fee Schedule, attached hereto and incorporated herein. Said total amount to be all inclusive of costs necessary to provide all products and services as outlined in this Agreement, and as supported by the Vendor's submittal in response to the Solicitation, a copy of which is on file with the County's Department of Procurement Management and is deemed incorporated into this Agreement.
- B. Notwithstanding the preceding, Vendor shall not make any deliveries or perform any services under this Agreement until receipt of written authorization from the County. Vendor acknowledges and agrees that no minimum order or amount of product or service is guaranteed under this Agreement and County may elect to request no products or services. If the County authorizes delivery of products or performance of services, the County reserves the right to amend, reduce, or cancel the authorization in its sole discretion.
- C. All funds for payment by the County under this Agreement are subject to the availability of an annual appropriation for this purpose by the County. In the event of non-appropriation of funds by the County for the services provided under this Agreement, the County will terminate the contract, without termination charge or other liability, on the last day of the then current fiscal year or when the appropriation made for the then-current year for the services covered by this Agreement is spent, whichever event occurs first. If at any time funds are not appropriated for the continuance of this Agreement, cancellation shall be accepted by the Vendor on thirty (30) days' prior written notice, but failure to give such notice shall be of no effect and the County shall not be obligated under this Agreement beyond the date of termination.

### **IV. METHOD OF PAYMENT**

- A. The County shall pay the Vendor in accordance with the Local Government Prompt Payment Act, Section 218.70, Florida Statutes, upon receipt of the Vendor's invoice and written approval of same by the County indicating that the products and services have been provided in conformity with this Agreement.
- B. The Vendor shall submit an invoice for payment to the County on a monthly basis for those specific products and services as described in Exhibit A (and the corresponding fees as described in Exhibit B), that were provided during that invoicing period.
- C. For partial shipments or deliveries, progress payments shall be paid monthly in proportion to the percentage of products and services delivered on those specific line items as approved in writing by the County.

#### **V. ADDITIONAL PURCHASES**

- A. No changes to this Agreement or the performance contemplated hereunder shall be made unless the same are in writing and signed by both the Vendor and the County.
- B. If the County requires the Vendor to perform additional services or provide additional product(s) related to this Agreement, then the Vendor shall be entitled to additional compensation based on the Fee Schedule as amended to the extent necessary to accommodate such additional work or product(s). The additional compensation shall be agreed upon before commencement of any additional services or provision of additional product(s) and shall be incorporated into this Agreement by written amendment. The County shall not pay for any additional service, work performed or product provided before a written amendment to this Agreement.

Notwithstanding the preceding, in the event additional services are required as a result of error, omission or negligence of the Vendor, the Vendor shall not be entitled to additional compensation.

#### **VI. LIABILITY OF VENDOR**

- A. The Vendor shall save, defend, indemnify and hold harmless the County from and against any and all claims, actions, damages, fees, fines, penalties, defense costs, suits or liabilities which may arise out of any act, neglect, error, omission or default of the Vendor arising out of or in any way connected with the Vendor or subcontractor's performance or failure to perform under the terms of this Agreement.
- B. This section shall survive the termination or expiration of this Agreement.

## **VII. VENDOR'S INSURANCE**

- A. Vendor shall procure and maintain insurance as specified in Exhibit C, Insurance Requirements, attached hereto and made a part of this Agreement.
- B. Vendor shall, on a primary basis and at its sole expense, maintain in full force and effect, at all times during the life of this Agreement, insurance coverage (including endorsements) and limits as described in Exhibit C. These requirements, as well as the County's review or acceptance of insurance maintained by Vendor, are not intended to and shall not in any manner limit or qualify the liabilities or obligations assumed by Vendor under this Agreement. Insurance carriers providing coverage required herein must be licensed to conduct business in the State of Florida and must possess a current A.M. Best's Financial Strength Rating of "B or better." No changes are to be made to these specifications without prior written specific approval by County Risk Management. To the extent multiple insurance coverages and/or County's self-insured retention may apply, any and all insurance coverage purchased by Vendor and its subcontractors identifying the County as an additional named insured shall be primary.

## **VIII. RESPONSIBILITIES OF THE VENDOR**

- A. The Vendor shall be responsible for the quality and functionality of all products supplied and services performed by or at the behest of the Vendor under this Agreement. The Vendor shall, without additional compensation, correct any errors or deficiencies in its products, or if directed by County, supply a comparable replacement product or service.
- B. The Vendor warrants that it has not employed or retained any company or person (other than a bona fide employee working solely for the Vendor), to solicit or secure this Agreement and that it has not paid or agreed to pay any person, company, corporation, individual, or firm other than a bona fide employee working solely for the Vendor, any fee, commission, percentage, gift, or any other consideration, contingent upon or resulting from the award of this Agreement.
- C. The Vendor shall comply with all federal, state, and local laws, regulations and ordinances applicable to the work or payment for work thereof, and shall not discriminate on the grounds of race, color, religion, sex, or national origin in the performance of work under this Agreement.
- D. Vendor specifically acknowledges its obligations to comply with Section 119.0701, Florida Statutes, with regard to public records, and shall:

- 1) keep and maintain public records that ordinarily and necessarily would be required by the County in order to perform the services required under this Agreement;
- 2) upon request from the County, 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; and
- 4) meet all requirements for retaining public records and transfer, at no cost to the County, all public records in possession of Vendor upon termination of this Agreement and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the County in a format that is compatible with the information technology system of the County.

**IF THE VENDOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE VENDOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THE CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 239-533-2221, 2115 SECOND STREET, FORT MYERS, FL 33901, [PRRCustodian@leegov.com](mailto:PRRCustodian@leegov.com); <http://www.leegov.com/publicrecords>.**

- E. The Vendor is, and shall be, in the performance of all work, services and activities under this Agreement, an independent contractor. Vendor is not an employee, agent or servant of the County and shall not represent itself as such. All persons engaged in any work or services performed pursuant to this Agreement shall at all times, and in all places, be subject to the Vendor's sole direction, supervision and control. The Vendor shall exercise control over the means and manner in which it and its employees perform the work, and in all respects the Vendor's relationship and the relationship of its employees to the County shall be that of an independent contractor and not as employees of the County. The Vendor shall be solely responsible for providing benefits and insurance to its employees.
- F. The Vendor shall comply with the Vendor Background Screening Affidavit attached hereto and incorporated herein as Exhibit D.

## **IX. OWNERSHIP OF PRODUCTS**

It is understood and agreed that all products provided under this Agreement shall become the property of the County upon acceptance by the County.

## **X. TIMELY DELIVERY OF PRODUCTS AND PERFORMANCE OF SERVICES**

- A. The Vendor shall ensure that all of its staff, contractors and suppliers involved in the production or delivery of the products are fully qualified and capable to perform their assigned tasks.
- B. The personnel assigned by the Vendor to perform the services pursuant to this Agreement shall comply with the terms set forth in this Agreement. If the services provided require use of specific key personnel, the personnel shall be agreed to by the County and Vendor. If the Vendor's key personnel have been predetermined and approved, through the Solicitation process or otherwise, any subsequent change or substitution to the personnel must receive the County's written approval before said changes or substitution can become effective.
- C. The Vendor specifically agrees that all products shall be delivered within the time limits as set forth in this Agreement, subject only to delays caused by force majeure, or as otherwise defined herein. "Force majeure" shall be deemed to be any unforeseeable and unavoidable cause affecting the performance of this Agreement arising from or attributable to acts, events, omissions or accidents beyond the control of the parties.

## **XI. COMPLIANCE WITH APPLICABLE LAW**

This Agreement shall be governed by the laws of the State of Florida. Vendor shall promptly comply with all applicable federal, state, county and municipal laws, ordinances, regulations, and rules relating to the services to be performed hereunder and in effect at the time of performance. Vendor shall conduct no activity or provide any service that is unlawful or offensive.

## **XII. TERMINATION**

- A. The County shall have the right at any time upon thirty (30) days' written notice to the Vendor to terminate this Agreement in whole or in part for any reason whatsoever. In the event of such termination, the County shall be responsible to Vendor only for fees and compensation earned by the Vendor, in accordance with Section III, prior to the effective date of said termination. In no event shall the County be responsible for lost profits of Vendor or any other elements of breach of contract.
- B. After receipt of a notice of termination, except as otherwise directed, the Vendor shall stop work on the date of receipt of the notice of termination or other date specified in the notice; place no further orders or sub-

contracts for materials, services, or facilities except as necessary for completion of such portion of the work not terminated; terminate all vendors and subcontracts; and settle all outstanding liabilities and claims.

- C. The County's rights under this Agreement shall survive the termination or expiration of this Agreement and are not waived by final payment or acceptance and are in addition to the Vendor's obligations under this Agreement.

### **XIII. DISPUTE RESOLUTION**

- A. In the event of a dispute or claim arising out of this Agreement, the parties agree first to try in good faith to settle the dispute by direct discussion. If this is unsuccessful, the parties may enter into mediation in Lee County, Florida, with the parties sharing equally in the cost of such mediation.
- B. In the event mediation, if attempted, is unsuccessful in resolving a dispute, the parties may proceed to litigation as set forth below.
- C. Any dispute, action or proceeding arising out of or related to this Agreement will be exclusively commenced in the state courts of Lee County, Florida, or where proper subject matter jurisdiction exists, in the United States District Court for the Middle District of Florida. Each party irrevocably submits and waives any objections to the exclusive personal jurisdiction and venue of such courts, including any objection based on forum non conveniens.
- D. This Agreement and the rights and obligations of the parties shall be governed by the laws of the State of Florida without regard to its conflict of laws principles.
- E. Unless otherwise agreed in writing, the Vendor shall be required to continue all obligations under this Agreement during the pendency of a claim or dispute including, but not limited to, actual periods of mediation or judicial proceedings.

### **XIV. VENDOR WARRANTY**

- A. All products provided under this Agreement shall be new (unless specifically identified otherwise in Exhibit B) and of the most suitable grade for the purpose intended.
- B. If any product delivered does not meet performance representations or other quality assurance representations as published by manufacturers, producers or distributors of the products or the specifications listed in this Agreement, the Vendor shall pick up the product from the County at no expense to the County. The County reserves the right to reject any or all materials if, in its judgment, the item reflects unsatisfactory workmanship

or manufacturing or shipping damage. In such case, the Vendor shall refund to the County any money which has been paid for same.

- C. Vendor shall secure from the applicable third party manufacturers, and assign and pass through to the County, at no additional cost to the County, such warranties as may be available with respect to the equipment, parts and systems provided through the Purchase.

## **XV. MISCELLANEOUS**

- A. This Agreement constitutes the sole and complete understanding between the parties and supersedes all other contracts between them, whether oral or written, with respect to the subject matter. No amendment, change or addendum to this Agreement is enforceable unless agreed to in writing by both parties and incorporated into this Agreement.
- B. The provisions of this Agreement shall inure to the benefit of and be binding upon the respective successors and assignees of the parties hereto. A party to this Agreement shall not sell, transfer, assign, license, franchise, restructure, alter, or change its corporate structure or otherwise part with possession or mortgage, charge or encumber any right or obligation under this Agreement without the proposed assignee and/or party restructuring, altering or changing its corporate structure agreeing in writing with the non-assigning party to observe and perform the terms, conditions and restrictions on the part of the assigning party to this Agreement, whether express or implied, as if the proposed assignee and/or party restructuring, altering or changing its corporate structure was an original contracting party to this Agreement. Notwithstanding the foregoing provision, the Vendor may assign its rights if given written authorization by the County and claims for the money due or to become due to the Vendor from the County under this Agreement may be assigned to a financial institution or to a trustee in bankruptcy without such approval from the County. Notice of any such transfer or assignment due to bankruptcy shall be promptly given to the County.
- C. The exercise by either party of any rights or remedies provided herein shall not constitute a waiver of any other rights or remedies available under this Agreement or any applicable law.
- D. The failure of the County to enforce one or more of the provisions of the Agreement shall not be construed to be and shall not be a waiver of any such provision or provisions or of its right thereafter to enforce each and every such provision.
- E. The parties covenant and agree that each is duly authorized to enter into and perform this Agreement and those executing this Agreement have all requisite power and authority to bind the parties.



- F. Neither the County's review, approval or acceptance of, nor payment for, the products and services required under this Agreement shall be construed to operate as a waiver of any rights under this Agreement or of any cause of action arising out of the performance of this Agreement.
- G. If the Vendor is comprised of more than one legal entity, each entity shall be jointly and severally liable hereunder.
- H. When any period of time is referred to by days herein, it shall be computed to exclude the first day and include the last day of such period. When the period of time is fewer than three (3) days, it shall mean business days as defined by Lee County. If the period of time is greater than three (3) days, then it shall mean calendar days. For any period of time greater than seven (7) days, where the deadline falls on a Saturday, Sunday, or Lee County recognized holiday, the deadline will then fall to the next Monday or non-Lee County recognized holiday
- I. Any notices of default or termination shall be sufficient if sent by the parties via United States certified mail, postage paid, or via a nationally recognized delivery service, to the addresses listed below:

| Vendor's Representative: |                                                            | County's Representatives: |                                                    |                                           |
|--------------------------|------------------------------------------------------------|---------------------------|----------------------------------------------------|-------------------------------------------|
| Name:                    | <u>Robert Gran</u>                                         | Names:                    | <u>Roger Desjarlais</u>                            | <u>Mary Tucker</u>                        |
| Title:                   | <u>Fleet Manager</u>                                       | Titles:                   | <u>County Manager</u>                              | <u>Director of Procurement Management</u> |
| Address:                 | <u>1800 Boy Scout Drive</u><br><u>Fort Myers, FL 33907</u> | Address:                  | <u>P.O. Box 398</u><br><u>Fort Myers, FL 33902</u> |                                           |
| Telephone:               | <u>239-936-2193</u>                                        | Telephone:                | <u>239-533-2221</u>                                | <u>239-533-8881</u>                       |
| Facsimile:               | <u>239-274-2354</u>                                        | Facsimile:                | <u>239-485-2262</u>                                | <u>239-485-8383</u>                       |
| E-mail:                  | <u>rgran@gallowayauto.com</u>                              | E-Mail:                   | <u>rdesjarlais@leegov.com</u>                      | <u>mtucker@leegov.com</u>                 |

- J. Any change in the County's or the Vendor's Representative will be promptly communicated by the party making the change.
- K. Paragraph headings are for the convenience of the parties and for reference purposes only and shall be given no legal effect.
- L. In the event of conflicts or inconsistencies, the documents shall be given precedence in the following order:

1. Agreement
2. County's Purchase Order
3. Solicitation
4. Vendor's Submittal in Response to the Solicitation

[The remainder of this page intentionally left blank.]

**IN WITNESS WHEREOF**, the parties have executed this Agreement as of the date last below written.

WITNESS:

Signed By: [Signature]

Print Name: Robert Galloway

**SAM GALLOWAY FORD, INC.**

Signed By: [Signature]

Print Name: Katherine G. Dougherty

Title: Vice President

Date: 12-07-2020

**LEE COUNTY**

BOARD OF COUNTY COMMISSIONERS  
OF LEE COUNTY, FLORIDA

BY: [Signature]

CHAIR

DATE: 1-14-21

ATTEST: **LINDA DOGGETT**  
CLERK OF THE CIRCUIT COURT  
Linda Doggett, Clerk

BY: [Signature]

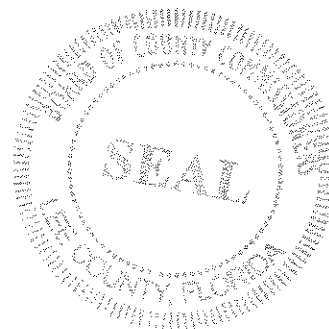
DEPUTY CLERK

Commissioner Cecil L. Pendergrass  
Lee County Board of County Commissioners  
District 2

APPROVED AS TO FORM FOR THE  
RELIANCE OF LEE COUNTY ONLY:

BY: [Signature]

OFFICE OF THE COUNTY ATTORNEY



## **EXHIBIT A**

### **SCOPE OF WORK AND SPECIFICATIONS**

#### **1. GENERAL SCOPE OF WORK**

- 1.1 The Lee County Board of County Commissioners seeks to contract with a qualified Vendor for the purchase of vehicles for County use from Ford Motor Company Division dealers. The vehicles to be purchased under this Agreement are automobiles, sport utility vehicles, passenger and light duty vans, light and medium duty trucks, and cab/chassis. While the County makes no guarantees to the actual quantities of any vehicle type, we can predict the majority of purchases are expected to be trucks.
- 1.2 These specifications are intended to provide the information by which the Vendor may understand the requirements of the County relative to furnishing and delivering fleet vehicles.

#### **2. SPECIFICATION BOOKS**

- 2.1 The Vendor shall, at no cost, supply Lee County Fleet Management with one (1) current set of specification books covering all models of Ford products at the beginning of each model year change. These specification books must include all specifications including, but not limited to, measurements, capacities, colors, types, model year changes, detailed specifications, etc.

#### **3. ADDITIONAL DISCOUNTS AND/OR CONCESSIONS**

- 3.1 The County shall receive any and all additional discounts and/or concessions available at the time of each purchase. These discounts/concessions will be in addition to the percentage quoted under the "Basis of Award" (therefore, they will not be factored into the award process of this bid). All paperwork associated with these discounts/concessions must be sent to Lee County Fleet Management at the beginning/change of each model year or as they become available to the Dealership. In the space provided on Attachment B, please explain how you will pass these discounts/concessions on to Lee County Fleet Management on a per model basis.

#### **4. STATE CONTRACT/SHERIFF'S ASSOCIATION/OTHER CONTRACTS**

- 4.1 The County reserves the right to purchase any of the items associated with this Agreement from other contracts offered to the County; if the prices are lower and/or it is deemed in the best interest of the County to do so. The Vendor, at the sole discretion and request of Lee County Fleet Management, may be allowed to match these contracted prices.

#### **5. PRE-DELIVERY**

- 5.1 The Vendor 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:
  - 5.1.1 Complete lubrication and check all fluid levels to assure proper fill.
  - 5.1.2 Adjustment of engine to proper operating condition.
  - 5.1.3 Inflate tires to proper pressure.
  - 5.1.4 Check for proper operation of all accessories, gauges, lights, mechanical and hydraulic features.
  - 5.1.5 Cleaning of vehicle, if necessary, and removal of all unnecessary tags, stickers, papers, etc. Remove window sticker and turn in with the delivery paperwork.
  - 5.1.6 Overall check for safe operating condition
  - 5.1.7 All fuel tanks on each new vehicle will come with a full tank of fuel.
  - 5.1.8 All new vehicles will come with three (3) complete sets of keys, including keys for any accessories such as: tool boxes, utility boxes, etc.
    - 5.1.8.1 The Vendor understands that the Agreement covers a complete, fully operative unit, as specified by the purchase order and enclosures, including the mounting of all attachments and connections to the chassis.

## 6. CONDITIONS & DELIVERY

- 6.1 All units must contain a full tank of fuel as indicated by the vehicle's fuel gauge at the time of delivery.
- 6.2 If a vehicle is delivered with more than 250 miles but less than 500 miles as indicated by the vehicle's odometer, the vendor shall be assessed \$0.575 (IRS rate) cents per mile for all miles over 250. Vehicles with 500 miles or more as indicated by the vehicle's odometer may not be accepted.
- 6.3 All vehicles shall be delivered to the Lee County's Division of Fleet Management located at 2955 Van Buren Street, Fort Myers, Florida 33916. Vendor must contact the Shop Superintendent or designee at (239) 533-5338 at least twenty-four (24) hours prior to delivery. Deliveries can be made Monday - Friday between the hours of 7:15 AM and 3:15 PM.
- 6.4 Delivery does not constitute acceptance. Acceptance and authorization of payment will be given only after a thorough inspection indicates that the vehicle meets specifications and conditions listed herein.
  - 6.4.1 Vehicles shall be delivered with each of the following documents satisfactorily completed:
    - 6.4.1.1 Temporary license plate.
    - 6.4.1.2 Owner and/or operator manual(s).
    - 6.4.1.3 Warranty certifications, including rust proofing, if applicable.
    - 6.4.1.4 Copy of pre-delivery service report.
    - 6.4.1.5 Window price sticker.
    - 6.4.1.6 All vehicles shall be equipped with all standard equipment as specified by the manufacturer for this model. All vehicles 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.

## 7. TITLE, REGISTRATION, AND PLATES

- 7.1 All vehicles delivered under this contract shall be titled and registered by the Vendor in accordance with Florida Statutes Chapters 319 and 320. Vendor shall send any necessary forms(s), which must be signed by an authorized representative of the Lee County Board of County Commissioners, with the vehicle upon delivery.
- 7.2 Vendor shall obtain necessary signature(s) and complete the titling and registration process for the County and return a county plate within twenty-five (25) calendar days of delivery of vehicle. Vendor shall include all fees involved in the title application, registration, and obtaining new plates in the "Dealer Invoice W/Holdback Price" for each vehicle.

NOTE: The Lee County Board of County Commission is self-insured, therefore, a "Proof of Insurance" form is not required.

## 8. INVOICING:

- 8.1 Vendor shall submit "Ford Proprietary PRICE LIST" documentation indicating all discount percentages including discount off Ford Proprietary PRICE LIST, any markup from Option A items, and any additional concessions.
  - 8.1.1 Documentation should be submitted prior to order being delivered and be included with all invoicing for completed/accepted deliveries.

## 9. INTRODUCTION OF NEW YEAR MODEL:

- 9.1 The Vendor shall notify the County Fleet Director of the order cutoff date for each year model and the anticipated release of a new, year model. Failure to do so shall result in the Vendor filling any and all orders against the resulting Agreement at pricing for the previous model year. The Vendor shall provide no less than thirty (30) calendar days' advance written notice to County Fleet Director.

**ATTACHMENT A****List of Authorized Dealer Installed Option Manufacturers**

1. **Bedliners:**
  - a. Duraliner
  - b. Rhino Linings
  - c. Line-X
2. **Tool Boxes:**
  - a. Delta
  - b. Dayton
  - c. United Welding
  - d. Jobox
3. **Trailer Hitches:**
  - a. Draw-Tite
  - b. Reese
4. **Lift Gates:**
  - a. Tommy Gate
5. **Aluminum Dump Body Inserts:**
  - a. Truck Craft
  - b. Ezdumper
6. **Utility And Stake Bodies:**
  - a. Omaha
  - b. Reading
  - c. Knapheide
7. **Cranes:**
  - a. Auto-Crane
  - b. Liftmoore
8. **Dump And Flat Bed Dump Hoists:**
  - a. Venco Conversion Hoists
9. **Truck And Van Accessories:**
  - a. Masterack
  - b. American Vans
  - c. Weatherguard

### SPECIAL CONDITIONS

These are conditions that are in relation to this solicitation only and have not been included in the County's standard Terms and Conditions or the Scope of Work.

#### 1. TERM

- 1.1 The Vendor shall be responsible for furnishing and delivering to the Lee County requesting Department(s) the commodity or services on an "as needed basis" for one (1) three-year (3) period. Upon mutual written agreement of both parties, the parties may renew the Agreement, in whole or in part, for a renewal term or terms not to exceed the initial Agreement term of three (3) years. The increments of renewal shall be at the sole discretion of the County as deemed in its best interest.

#### 2. BASIS OF AWARD

- 2.1 The basis of award shall be determined by the Highest Percentage Discount Below/Off "Dealer Invoice W/Holdback Price" (Item 1 of Bid Schedule) Column of the Ford Proprietary PRICE LIST of the most responsive, responsible, and qualified Vendor meeting all bid specifications.

- 2.1.1 Vendors should complete the attached forms as instructed herein. New vehicle prices will be given as a percentage discount below/off the "Dealer Invoice W/Holdback Price" column, as shown on the Ford Proprietary PRICE LIST. This percentage discount below/off the "Dealer Invoice W/Holdback Price" column shall apply to the base price, freight, and all factory production options. The County shall participate in all fleet or price incentives or rebates available to the Vendor in addition to the percentage discount below/off the "Dealer Invoice W/Holdback Price" column, as shown on the Ford Proprietary PRICE LIST.

- 2.1.2 All vehicles purchased under this contract shall include as part of the base vehicle price: vehicle preparation costs, delivery, three complete sets of keys, vehicle title, vehicle registration, and a new County license plate. The Vendor shall take these factors into consideration when submitting final contracted percentage discount below/off "Dealer Invoice W/Holdback".

- 2.1.3 One (1) Vendor from all responsive Ford Motor Company dealers shall be awarded this Contract. Since fleet incentives or rebates will be consistent from dealer to dealer (same manufacturer), the award will be based on the response with the greatest/highest percentage discount off the "Dealer Invoice W/Holdback Price" column of the Ford Proprietary PRICE LIST.

#### 2.1.4 OPTION A: DEALER INSTALLED OPTIONS

- 2.1.4.1 Vendor must provide a percentage markup above "actual invoice" for any dealer installed options to be performed by Vendor or Vendor selected sub-contractor. Although not part of Basis of Award determination, Vendor shall provide percentage for Option A in order to be considered for award and such shall become part of Vendor Contract.

- 2.1.4.2 Option A shall cover dealer installed options which may include, but are not limited: to strobe lights, bed liners, utility bodies, cranes, service manuals, and parts manuals. See Attachment "A" for the approved list of dealer installed option manufacturers (only manufacturers on this list will be accepted). The Division of Fleet Management will provide the Vendor with updated lists of approved manufacturers for dealer installed options as needed throughout the Contract period. The Vendor shall also handle any and all warranty claims for the dealer installed items and any accessories added to the vehicle(s). These warranty claims will be handled as quickly as possible to minimize downtime to the County. It will be the responsibility of the Vendor to pick up and deliver the equipment for all warranty repairs and issues.

- 2.1.4.3 Vendor shall provide copies of actual invoices as backup to invoicing. Failure to provide proper supporting documents (actual invoices) for Option A services may delay Vendor payment for services.

*End of Special Conditions Section*



Procurement Management Department  
2115 Second Floor, 1<sup>st</sup> Floor  
Fort Myers, FL 33901  
Main Line: (239) 533-8881  
Fax Line: (239) 485-8383  
[www.lee.gov.com/procurement](http://www.lee.gov.com/procurement)

Posted Date: October 22, 2020

Solicitation No.: B200417BAG

Solicitation Name: Ford Automobiles, Sport Utility Vehicles, Passenger & Light Duty Vans

Subject: Addendum Number 1

The following represents clarification, additions, deletions, and/or modifications to the above referenced bid. This addendum shall hereafter be regarded as part of the solicitation. Items not referenced herein remain unchanged, including the response date. Words, phrases or sentences with a strikethrough represent deletions to the original solicitation. Underlined words and bolded, phrases or sentences represent additions to the original solicitation.

1. QUESTIONS/ANSWERS

|        |                                                                                                                                                                                                                                                               |
|--------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.     | In reference to the Sub-Contractor/ Consultant list. We only use Lee County approved contractors and/or vendors since we have the current contract. Do I need to list each individually, or can I just write in "same contractors as approved by Lee County"? |
| Answer | Please list any subcontractors individually if known.                                                                                                                                                                                                         |

|        |                                                                                                                                                                                                                                                              |
|--------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2.     | On the Affidavit Principal Place of Business form, the question asks if we provided services/goods to Lee Co. within the past 3 consecutive years and if so, attach contractual history. What documentation is required considering we have the current bid? |
| Answer | A list of projects or the current contract would be sufficient documentation.                                                                                                                                                                                |

|        |                                                                                                                                                                                                                                                                                                                                             |
|--------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3.     | Finally, the basis of the bid award shall be determined by highest % discount below/off "Dealer Invoice W/holdback. Normally Government concession money is more than factory rebates and incentives. There is no mention of this in the contract, how does this factor in?                                                                 |
| Answer | The County is expecting to receive the fleet vehicle concession discount offered by Ford Motor Company. In addition to the fleet concession, the County is looking to receive an additional percentage discount below/off the Dealer Invoice W/holdback price. See article 3.1 of the Scope of Work and Specifications as found on page 16. |

BIDDER/PROPOSER IS ADVISED, YOU ARE REQUIRED TO ACKNOWLEDGE RECEIPT OF THIS ADDENDUM WHEN SUBMITTING A BID/PROPOSAL. FAILURE TO COMPLY WITH THIS REQUIREMENT MAY RESULT IN THE BIDDER/PROPOSER BEING CONSIDERED NON-RESPONSIVE.

ALL OTHER TERMS AND CONDITIONS OF THE SOLICITATION DOCUMENTS ARE AND SHALL REMAIN THE SAME.

Brooke Green

Brooke Green  
Procurement Analyst Direct Line: 239-533-8848  
Lee County Procurement Management



**EXHIBIT B  
FEE SCHEDULE**

| <i>Ford Automobiles, Sport Utility Vehicles, Passenger &amp; Light Duty Vans</i> |                                                                                                                                                    |
|----------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Item</b>                                                                      | <b>Description</b>                                                                                                                                 |
| 1                                                                                | Percentage Figure Below "Dealer Invoice W/Holdback Price" Column of the Ford Proprietary PRICE LIST: <u>3.415</u> %                                |
| 2                                                                                | Option A: DEALER INSTALL OPTIONS<br>Percentage Figure Above "Actual Invoice" of Dealer Installed Options Performed by a Sub- Contractor <u>0</u> % |

## EXHIBIT C

### INSURANCE REQUIREMENTS



#### Lee County Insurance Requirements

**Minimum Insurance Requirements:** *Risk Management in no way represents that the insurance required is sufficient or adequate to protect the vendors' interest or liabilities. The following are the required minimums the vendor must maintain throughout the duration of this contract. The County reserves the right to request additional documentation regarding insurance provided*

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

\$1,000,000 per occurrence  
\$2,000,000 general aggregate  
\$1,000,000 products and completed operations  
\$1,000,000 personal and advertising injury

- b. **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:

\$1,000,000 combined single limit (CSL); or  
\$500,000 bodily injury per person  
\$1,000,000 bodily injury per accident  
\$500,000 property damage per accident

- c. **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. Workers Compensation exemptions may be accepted with written proof of the State of Florida's approval of such exemption. Employers' liability will have minimum limits of:

\$500,000 per accident  
\$500,000 disease limit  
\$500,000 disease - policy limit

*\*The required minimum limit of liability shown in a. and b. 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."*



# LEE COUNTY

SOUTHWEST FLORIDA

## Verification of Coverage:

1. Coverage shall be in place prior to the commencement of any work and throughout the duration of the contract. A certificate of insurance will be provided to the Risk Manager for review and approval. The certificate shall provide for the following:

- a. The certificate holder shall read as follows:

Lee County Board of County Commissioners  
P.O. Box 398  
Fort Myers, Florida 33902

- b. *"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, including Products and Completed Operations coverage.

## Special Requirements:

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

## EXHIBIT D

### VENDOR BACKGROUND SCREENING AFFIDAVIT



### VENDOR BACKGROUND SCREENING AFFIDAVIT

Florida Statutes Chapter 435 governs required background screenings for any employees, contractors, subcontractors, or agents of the Vendor who will have contact with any vulnerable person, as defined by statute, or who otherwise are required to undergo a Level 1 or Level 2 background screening in accordance with Florida law.

The Vendor is responsible for ensuring that such required background screenings are conducted in accordance with Florida Statutes Chapter 435. Documentation of such completed background screenings must be maintained for a period of no less than five (5) years and are subject to audit by Lee County at any time during such five (5) year period.

**Under penalty of perjury, I declare that I have read and understand the requirements stated above, and that all required background screenings shall be conducted in accordance with this affidavit.** I further understand that there may be additional local, state, and federal regulations that may require background screening, and that the Vendor will be solely responsible for complying with such legal requirements. Furthermore, the Vendor shall indemnify and hold Lee County harmless from any and all claims or actions resulting from failure to comply with this affidavit.

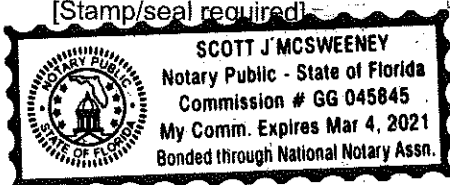
Date: 11-7-20

STATE OF FL  
COUNTY OF LEE

Signature  
Katherine G. Dougherty, V.P.  
Name/Title

The foregoing instrument was sworn to (or affirmed) and subscribed before me by means of ☒ physical presence or ☐ online notarization, this 7<sup>th</sup> day of December, 2020 by the above-named person and in their stated capacity, and is either personally known to me or who has produce the following as identification: \_\_\_\_\_

[Stamp/seal required]



Signature, Notary Public