

**SCOPE OF WORK****GENERAL**

The successful bidder must have the ability to supply the County with authorized parts.

Replacement parts shall be unconditionally guaranteed for a minimum of one (1) year.

**BIDDERS WHO BID ON THE LINE ITEMS FOR DIAGNOSTIC TOOLS AND SOFTWARE MUST ALSO HAVE THE ABILITY TO SUPPLY AND SUPPORT THE DIAGNOSTIC TOOLS AND SOFTWARE AND PROVIDE UPDATES WHICH SHALL BE USED BY THE COUNTY FOR THE REPAIR AND SERVICE OF COUNTY VEHICLES.**

**QUALITY**

The materials and supplies called for herein must be new, unused, of the latest design and technology and from most current product lines. They shall also be the best of their grade and types, prepared according to the best available standards or accepted formulas, and thoroughly tested and subjected to rigid examinations as standardization. Items not meeting these requirements shall be replaced at no cost to the County upon due notice of deficiency. The County of Ocean recognizes the need for quality products to ensure against premature wear and failure of the equipment and the need to comply with the warranty recommendations so as not to void the warranty.

**FAIR MARKET PRACTICES**

The Purchasing Agent reserves the right to check and inspect the books of all contractors to assure and make certain that the discounts offered to the County are the same or lower than those charged to other customers for like work.

**AVAILABILITY**

The bidder must deliver parts within four (4) working days, After Receipt of Order. Any extension of this time must have prior approval by the using department.

**DESIGN**

Replacement parts and materials shall be of good commercial quality, OEM or equal, for the intended service and shall be produced by use of current manufacturing processes and treated to resist rust, corrosion and wear. The design of mechanical members offered, shall be such that the stress imposed through normal shock loads at maximum engine torque, shall not cause rupture or permanent deformation or undue wear on any member.

**GUARANTY**

Replacement parts shall be unconditionally guaranteed for a minimum of one (1) year. The manufacturer's warranty shall apply, if greater.

**AWARD**

Awards will be by line to qualified bidders offering proposals deemed to be in the best interests of the County. The right to award multiple contracts is reserved.

**PARTS**

It will be understood that:

1. Placing a zero (0) in the field indicates that the vendor is offering a 0% discount.
2. Leaving a field blank indicates that the vendor is not bidding on this item, otherwise known as a "NO BID".

**PRICE QUOTES AND INVOICING**

The County will acquire at least three (3) price quotes for price comparison. The vendor must show current manufacturer's suggested retail list price, percentage (%) of discount and net price on all quotes and invoices.

**CORE CHARGES**

Core charges, where applicable, shall be factored into all pricing and indicated on all quotes and purchase orders. Once the core is returned to the vendor, a credit shall be issued for the core. If the core is deemed unacceptable, the vendor shall notify the County, in writing, explaining why the core is not acceptable.

**MODIFICATIONS & WITHDRAWALS**

Telegraphic or Electronic bids will not be considered. Bids may be withdrawn based on written request received from the bidder prior to the time fixed for opening. No right for withdrawal exists after the bid has been opened. Written request shall be signed by the bidder or proper corporate officers.

**TRANSITIONAL PERIOD**

In the event services are terminated by contract expiration or by voluntary termination by either the Contractor or The County of Ocean, the Contractor shall continue all terms and conditions of said contract for a period not to exceed one (1) month at the County's request.

**FOR ALL NEW ITEMS SHOWN please show the following:**

Provide the pricing for parts and accessories using a fixed percentage (%) discount from the Manufacturer's Suggested Retail Price List. **Multiple, series, range of discounts, volume discount, fixed price (firm dollar amount) or mark-ups on any parts line will not be acceptable.**

When parts and accessories are to be delivered, they are to be delivered to the County Location shown on the purchase orders.

**SALVAGED/INTERNET PARTS**

Due to the increasing age of the County's fleet, it is understandable that many parts may no longer be in production. Should there be an instance where this may arise, the County may authorize the purchase of salvaged or internet parts. Salvaged or internet parts are to be provided only at the County's request. No warranty will apply to salvaged or internet parts.

The successful bidder will be allowed to charge a mark-up on the cost of the part(s). For this section, the vendor will invoice the County at their cost plus the markup percentage bid. A copy of the invoice showing the vendor's cost shall be attached to the invoice.

**COMPLIANCE TO MINIMUM BID REQUIREMENTS**

It is the intent of these specifications to describe and govern the purchase of new and unused **PARTS AND ACCESSORIES FOR VEHICLES UNDER 15,000 GVWR**. The parts shall conform to the highest quality of manufacturing and design standards. Any item or items not specifically mentioned herein, but which would be required to produce a complete working unit, shall be supplied by the vendor.