

NOTICE TO BIDDERS

Sealed bids will be received by the Minnehaha County Board of Commissioners, at the Office of Minnehaha County Auditor, Minnehaha County Administration Building, 415 North Dakota Avenue, Sioux Falls, South Dakota 57104, until 2:00 p.m., on September 2, 2009. The bids will then be opened and read aloud in the Minnehaha County Auditor's Office. An award of the bids may be made at the next regular meeting of the Minnehaha County Board of Commissioners.

This request for bids will cover the purchase of the following:

Minnehaha County Emergency Management

Enclosed Trailer Bids

Up to Four (4) Trailers

Bids must be submitted on the prescribed bid form included in the Instruction to Bidders and Bid Specifications. Bid specifications are available and may be obtained at the Office of Minnehaha County Auditor.

Bids must be accompanied by a bid guaranty either in the form of a certified check, cashier's check, or a bank draft issued upon a national or state bank in the amount equal to 5% of the amount bid and payable to the Minnehaha County Treasurer, or a bid bond in the amount of 10%.

By virtue of statutory authority, preference will be given to products found or procured within the State of South Dakota. A resident bidder is allowed a preference as against the bid of any bidder from any other state enforcing or having a preference.

The Board of County Commissioners reserves the right to waive any irregularities deemed advantageous to Minnehaha County and to reject any or all bids.

Sue Roust, Minnehaha County Auditor

Published _____ at the total approximate cost of \$_____

Please Publish: Argus Leader – August 17 & 24, 2009
 Dell Rapids Tribune – August 19, 2009
 Brandon Valley Challenger – August 19, 2009

BID INFORMATION PACKET

FOR THE

**MINNEHAHA COUNTY EMERGENCY MANAGEMENT
ENCLOSED TRAILER BIDS**

**C/O MINNEHAHA COUNTY AUDITOR
MINNEHAHA COUNTY ADMINISTRATION BUILDING
415 NORTH DAKOTA AVENUE
SIOUX FALLS, SOUTH DAKOTA 57104**

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Sue Roust, Auditor
Minnehaha County

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INSTRUCTIONS TO BIDDERS

1. Sealed bids will be received by the Minnehaha County Board of Commissioners, at the Office of the Minnehaha County Auditor, Minnehaha County Administration Building, 415 North Dakota Avenue, Sioux Falls, South Dakota 57104, until 2:00 p.m., September 2, 2009. The bids will then be opened and read aloud in the Minnehaha County Auditor's Office. An award of the bids may be made at the next regular meeting of the Minnehaha County Board of Commissioners.
2. This request for bids will cover the purchase of Enclosed Trailers for Minnehaha Emergency Management.
3. Bids must be submitted on the prescribed bid form included in the Instruction to Bidders and Bid Specifications. The Bid Form must be filled out in its entirety and must be signed. Bid specifications are available and may be obtained at the Office of the Minnehaha County Auditor.
4. Bidders may submit more than one bid. However, a separate bid form must be used and submitted for each bid.
5. Bids must be accompanied by a bid guaranty either in the form of a certified check, cashier's check, or a bank draft issued upon a national or state bank in the amount equal to 5% of the amount bid and payable to the Minnehaha County Treasurer, or a bid bond in the amount of 10%.
6. The bid form and bid guaranty must be in a sealed opaque envelope with the words "Minnehaha County Emergency Management Enclosed Trailer Bid" written or typed on the outside of the envelope.
7. Sealed proposals are desired from reputable equipment distributors and manufacturers in accordance with these specifications and with the advertisement, a copy of which is attached, for the purchase of Enclosed Trailers in accordance with the information and specifications filed in the offices of the Minnehaha County Auditor's Office.
8. By virtue of statutory authority, preference will be given to products found or procured within the State of South Dakota. A resident bidder is allowed a preference as against the bid of any bidder from any other state enforcing or having a preference.
9. The Board of County Commissioners reserves the right to waive any irregularities deemed advantageous to Minnehaha County and to reject any or all bids.

10. Bidders may contact the Minnehaha County Director of Emergency Management at (605) 367-4290 for additional clarification of these specifications.
 11. Prior to submission of the bids, any ambiguities in the specifications shall be brought to the attention of the Minnehaha County Emergency Management Director. If necessary, an addendum will be issued to give effect to such clarification.
 12. Where specific specifications or components are called for, functional equivalents will be considered, as long as they meet the objectives of the bid specifications for the use of the equipment.
 13. A proto type trailer may be viewed at the Sioux Empire Red Cross. To view please call 336-2448.
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INTENTIONS:

These specifications are not intended to include any propriety items, components, circuits or devices, which would preclude any manufacturer from producing equipment to meet these specifications. All ratings, power outputs and other specific criteria are currently being met by commercially available equipment. The fact that a manufacturer chooses not to produce equipment to meet these specifications, providing the above criteria is met, will not be sufficient cause to adjudge these specifications as restrictive.

The specifications set forth herein are intended to serve as minimal requirements.

DELIVERY:

Each bidder shall include in their bid documents the number of days that will be required to deliver the unit as listed.

The specific month, day and year of delivery based on successful bidders allotted time frame in days shall be stated on and made a part of the final contract agreement between the bidder and Minnehaha County.

Delivery must be made in accordance to the bid document.

LIABILITY:

The bidder, if their bid is accepted, shall be liable for all claims for damages to the apparatus/equipment during shipping to the delivery point stated in these specifications.

WARRANTY:

The successful bidder will be responsible for warranty service and administration. The manufacturer will provide a copy of available warranty documents for the unit and related components with the bid.

COMPLIANCE WITH APPLICABLE LAWS, REGULATIONS AND STANDARDS:

The equipment shall comply with all current applicable laws and regulations of the United States of America, the State of South Dakota and local ordinances that are in place at the time of delivery.

DOCUMENTATION:

All manuals and other documentation will be furnished at time of delivery.

DEALER SERVICE:

All bidders will provide information in the bid packet regarding the method of providing warranty service for the equipment provided.

EXCEPTIONS:

All bidders must note any exceptions to these specifications and indicate those specific exceptions to the bid in a letter accompanying the bid at the time of the bid opening. Failure of the bidder to list exceptions to the specifications will be cause for rejection of the bid.

RESERVATION OF RIGHTS:

The County reserves the right to reject any or all bids and to waive any formalities or technicalities in any bid received without explanation.

The County reserves the right to accept the bid which is determined to be in the best interest of the County. The County also reserves the right to consider such factors as time of delivery or performance, experience, responsibility of the bidder, past performance or similar factors that may determine to be in the best interest of the County.

PAYMENT:

Payment shall be cash upon the delivery and acceptance of the product by the County Commission of Minnehaha County in accordance with the following policy:

It is the policy of Minnehaha County to approve all bills each Tuesday, and mail checks on the following Thursday.

TAXATION:

Minnehaha County shall be exempt from all Federal or State and local taxation. Minnehaha County shall not be liable for additional payment to defer the cost of any tax or other imposition that might be made by Federal or State taxing authorities.

All taxes must be included within the final bid price. This includes use tax, excise tax, and all other taxes that the county is not specifically exempt from.

Trailer Specifications

Dimensions

23' 10" overall length
8'6" X 20'7" interior length
8'6" height

Exterior Color

.030 white smooth aluminum sealed sidewalls
24" ATP stone guard
Standard license plate holder with build-in light

Doors

Rear ramp door with spring assist and flap full size
Side ramp door with spring assists and flap size 48" X 66"

Lights

12 volt interior dome light, 1 in rear half of trailer
12 volt interior dome light, 1 in front half of trailer
12 volt interior wall switch for dome light located in rear half of trailer

Partition Wall

2X3 partition wall to be constructed approximately 99" from the front of the trailer. Wall to be covered with ½ inch CDX plywood material and then covered with 3 / 16" white vinyl to match the trailer walls, E-track attached to the walls at 30" and 60"

Wall Mounted E-Track

E-track to be mounted on inside side walls and partition wall at approximately 30" and 60" from floor
Eight (8) ratchet type E-track 2" X 12' foot web straps (loose)

Recessed Floor Mounts

2000 lb D-ring tie downs mounted at 1', 3', 5', 7', 9', 11', 13', 15', 17', 19'
One ring flush mounted down the center line (10)
One ring flush mounted at 12" from each side wall (20)
Rings mounted similar to drawings as attached

Interior Wall Material

1 / 2 inch CDX plywood 16" on center covered by 3 / 16 white vinyl wall covering

Hitch

Standard 2 5/16 inch ball
Standard screw down type hitch jack
Standard safety chains

Axle

Dual axle's torsion style 5200 lb rating
E-z Lube hubs with grease caps
4" exterior ATP fenders

Breaks

Standard electric break system

Tires

Standard radial St 205 / 75 R15 / C
Spare tire of same size mounted and stored on front of trailer tongue
5 bolt lug nuts

Frame

6" I beam construction
Floor 24" on center 3 / 4" plywood AC grade or better
Protective undercoated frame

Lighting Package

Standard DOT LED lights

Delivery

Delivery at no additional charge made to Sioux Falls, South Dakota.

**BID FORM
MINNEHAHA COUNTY
FOR
MINNEHAHA COUNTY EMERGENCY MANAGEMENT**

Enclosed Trailer Bids

TO: The Board of County Commissioners
C/O Minnehaha County Auditor
Minnehaha County Administration Building
415 North Dakota Avenue
Sioux Falls, South Dakota 57104

The undersigned vendor being familiar with the Minnehaha County Instruction to Bidders and Bid Specifications, and all of the details and conditions therein, hereby propose to furnish the following equipment as advertised in the Notice to Bidders.

Make _____ Model _____

Delivery Days from Award of Contract _____

Trailer Price per Unit

\$ _____

The undersigned submits herewith this bid quote and in submitting this bid, it is understood that the Minnehaha County Commission may reject any or all bids and reserves the right to waive any irregularities deemed advantageous to Minnehaha County. It is further understood that this bid may not be withdrawn for a period of thirty days.

Dated this _____ day of _____, 2009.

(Name of Company)

(Officer of Company)

(Signature)

Official Address:

