

December 8, 2025

Phil Long Ford  
Attn: Cole Green  
7887 West Tufts Ave.  
Littleton, CO 80123

Dear Mr. Green,

Douglas County Facilities, Fleet, and Emergency Support Services (FFESS) is pleased to inform you that we have selected Phil Long Ford's bid response to IFB #027-25, dated November 7, 2025, as one of our preferred vendors for the Douglas County Fleet Vehicles.

We are excited to partner with Phil Long Ford. As specific vehicles are identified, we will process purchase orders as needed for your review and approval.

We look forward to a successful collaboration with you and your team.

Sincerely,

Luanne Lee  
Business Services & Operations Manager

Cc: Tim Hallmark, FFESS Director  
Brian Franklin, Assistant Director, Fleet Services  
Dean Grafft, Fleet Services Manager  
Carolyn Riggs, Purchasing Supervisor

## DOUGLAS COUNTY INVITATION FOR BID (IFB) #027-25

## DOUGLAS COUNTY FLEET VEHICLES

<b>BIDDER - DEALER</b>	<b>PHIL LONG FORD</b>	
<b>DEALER ADDRESS</b>	7887 WEST TUFTS AVE. LITTLETON, CO. 80123	
<b>DEALER CONTACT</b>	COLE GREEN	
<b>CONTACT PHONE NUMBER</b>	(303) 904-5403	
<b>CONTACT EMAIL ADDRESS</b>	<a href="mailto:chgreen@phillong.com">chgreen@phillong.com</a>	
<b>CLASS / MODEL</b>		
<b>Passenger Utility - Electric 4x4</b>		
Ford Mustang Mach-E	\$	39,108.00
<b>Passenger Utility - Extra Small 4x4</b>		
Ford Bronco	\$	39,888.00
<b>Passenger Utility Small 4x4</b>		
Ford Bronco Sport	\$	30,782.00
<b>Passenger Utility Medium, 4x4 5+Pass</b>		
Ford Explorer	\$	37,427.00
<b>Passenger Utility Medium, 4x4 Patrol</b>		
Ford Explorer PIU	\$	45,513.50
<b>Passenger Utility Large, 4x4 5+ Pass</b>		
Ford Expedition	\$	51,666.00
<b>Passenger Utility Large, 4x4 8+Pass</b>		
Ford Expedition Max	\$	59,144.00
<b>Passenger utility Large 4x4 Patrol</b>		
Ford Expedition - Patrol	\$	51,666.00
<b>Pickup small 4x4</b>		
Ford Ranger	\$	33,400.00
<b>Pickup 1500 Electric 4x4</b>		
Ford F150 Lightning - EV	\$	48,878.00
<b>1/2 Ton 4x4 PU</b>		
Ford F150 PU	\$	40,257.00
<b>1/2 Ton 4x4 PU - Patrol</b>		
Ford F150 SSV	\$	48,342.00
<b>3/4 Ton 4x4 PU</b>		
Ford Super Duty PU F-250 - Gas	\$	47,130.00
<b>1 Ton 4x4 PU</b>		
Ford Super Duty PU F-350 - Gas	\$	48,430.00
<b>Cab/Chassis - 1 Ton 4x4 (DRW )</b>		
Ford Super Duty F-350 - Gas	\$	53,564.00
<b>Cab/Chassis - 1.5 Ton 4x4 (DRW)</b>		
Ford Super Duty F-450 - Gas	\$	55,606.00
<b>Cab/Chassis - 2 Ton 4x4 (DRW)</b>		
Ford Super Duty F-550	\$	57,480.00
<b>Passenger Van - 8 Passenger</b>		
Ford Transit 350 - 8 Pass	\$	57,636.00
<b>Passenger Van - 12 Passenger</b>		
Ford Transit 350 - 12 Pass	\$	56,700.00
<b>Passenger Van - 15 Passenger</b>		
Ford Transit 350 - 15 Pass	\$	57,989.00
<b>Cargo Van - 1/2 Ton</b>		
Ford Transit 150 Cargo	\$	47,085.00
<b>Cargo Van - 3/4 Ton</b>		
Ford Transit 250 Cargo	\$	48,035.00
<b>Cargo Van Maxi - 1 Ton</b>		
Ford Transit 350 Cargo	\$	47,000.00

# DOUGLAS COUNTY GOVERNMENT

Finance Department ~ Purchasing Division

100 Third Street, Suite 130

Castle Rock, Colorado 80104

Telephone: 303-660-7434

[www.douglas.co.us](http://www.douglas.co.us)

## INVITATION FOR BID (IFB)

NO. 027-25

## DOUGLAS COUNTY FLEET VEHICLES

**YOUR BID RESPONSE MUST BE RECEIVED NO LATER THAN  
NOVEMBER 7, 2025 @ 3:00PM**

### BIDDER'S CERTIFICATION

We offer to provide to Douglas County the materials, supplies, products and/or services requested in accordance with the specifications and subject to the terms and conditions of the purchase(s) described herein:

**BIDDER:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**TELEPHONE NUMBER:** \_\_\_\_\_ **FAX NUMBER:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**BY:** \_\_\_\_\_  
(Printed or Typed Name)

(Signature)

**TAXPAYER I.D. NUMBER:** \_\_\_\_\_

**Signature constitutes acceptance of all terms and conditions listed on this form and all documents attached.**

Bids shall be received **ELECTRONICALLY ONLY** through the Rocky Mountain E-Purchasing/BidNet System website at ([www.bidnetdirect.com/colorado/douglas-county-government](http://www.bidnetdirect.com/colorado/douglas-county-government)). All bid responses should consist of one (1) PDF document, without password protection. It is the sole responsibility of the bidder to ensure that their bid response is received on time. Bids will not be considered which are received after the time stated.

Douglas County distributes solicitation documents through the Rocky Mountain E-Purchasing/BidNet System only. Copies of solicitations obtained from other sources are not considered official copies and the County cannot attest to their accuracy. All BidNet System questions must be addressed with BidNet Vendor Support at 800-835-4603.

Douglas County Government reserves the right to reject any or all bids, to waive formalities, informalities, or irregularities contained in the said bid and furthermore, to award an agreement/contract for items herein, either in whole or in part, if it is deemed to be in the best interest of the County to do so. Additionally, the County reserves the right to negotiate optional items and/or services with the successful bidder.

## **OVERVIEW:**

Through this Invitation for Bid (IFB), the Department of Facilities, Fleet, and Emergency Support Services of Douglas County Government, hereinafter referred to as the County, respectfully requests bids from responsible and highly-qualified automotive dealerships capable of fulfilling the anticipated vehicle volume needs of Douglas County, as specified.

The initial agreement/contract, issued as a result of this IFB, will be for a period of one (1) year, beginning approximately January 1, 2026, to and including December 31, 2026. All pricing shall be firm and fixed for the initial agreement/contract period. The County shall have the option to renew the award for four (4) additional periods of one (1) year each, with the same terms and conditions. This agreement/contract and any extension to the original period of a subject agreement/contract shall be contingent upon annual funding being appropriated, budgeted, and otherwise made available for such purposes and subject to the County's unanimous satisfaction with the products and services received during the preceding agreement/contract period.

## **BID CONDITIONS AND PROVISIONS:**

All bids must be submitted on the forms provided and in accordance with all terms, conditions, specifications, and stipulations contained herein. Bidders shall carefully read and be familiar with all terms, conditions, specifications, and stipulations contained in this IFB, which shall become part of the final agreement/contract.

All bids must be signed by a duly-authorized official of the company. The completed and signed bidder certification page (together with all required attachments) must be uploaded to the Rocky Mountain E-Purchasing/BidNet System before the due date and time shown on page one (1).

All participating bidders, by their signature on the certification page, shall agree to comply with all terms, conditions, specifications, and stipulations of this IFB as stated or implied herein. Any alteration, erasure or interlineation by the bidder in this IFB shall constitute cause for rejection by the County. Exceptions or deviations to this IFB must not be added to the IFB pages and must be on company letterhead and accompany the bid response.

All bidders are required to complete all of the information requested in this IFB. Failure to do so may result in the disqualification of your bid response. When omitting a bid on an item, please insert the words "NO BID".

Prices stated must be in the units specified. In the case of a discrepancy between the unit price and extension price, the unit price shall be considered correct. Minor details omitted by oversight will not constitute an excuse for their omission.

Bid pricing shall be fixed and subject to acceptance or rejection within ninety (90) days of the bid due date.

The County will not be responsible for any goods delivered and/or services performed without its purchase order, signed by an authorized representative of the County's Purchasing Division.

The successful bidder will be required to provide proof of and the required limits of liability insurance, including Workers' Compensation. This proof of insurance must be in the form of a "Certificate of Insurance" and must show coverage in the amounts specified by the laws of the State of Colorado for the duration of any agreement/contract issued as a result of this IFB. Additionally, the County must be notified of any changes occurring in this coverage and the successful bidder must demonstrate to the County that such changes do not, in any way, affect the minimum liability insurance required for this bid.

All information submitted in response to this IFB may be subject to disclosure under the Colorado Open Records Act. Bidders are discouraged from providing information that they consider confidential and/or privileged as part of their response to this IFB. If any portion of your response is identified as proprietary and/or confidential, a redacted copy must be uploaded to the Rocky Mountain E-Purchasing/BidNet System with your original/complete response.

The successful bidder may be required, as a provision of this IFB, to submit proof of compliance with governmental health and safety codes, regulations and standards, as appropriate.

The successful bidder shall be in complete compliance with all terms, conditions, specifications, and stipulations of this IFB as outlined herein. The County shall have the right to inspect the facilities and equipment of the successful bidder to ensure such compliance.

No bid shall be accepted from, and no agreement/contract will be awarded to, any person, firm or corporation that is in arrears to the County, upon debt or contract, or that is a defaulter, as surety or otherwise, upon any obligation to the County, or that has failed to attain or demonstrate compliance with any law, ordinance, regulation, or agreement/contract term or condition as may be provided for or required in any County agreement/contract, or that may be deemed irresponsible or unreliable by the County. Bidders may be required to submit satisfactory evidence that they have a practical knowledge of the particular work bid upon and that they have the necessary financial resources to perform and complete the work outlined in this IFB.

All bidders agree to abide by all of the laws, regulations, and administrative rulings of the United States, the State of Colorado, and the County of Douglas, securing all necessary licenses/permits in connection with this IFB.

All materials furnished or services performed under the terms of this agreement/contract issued as a result of this IFB shall comply with the requirements and standards specified in the Williams-Steiger Occupational Safety and Health Act (OSHA) of 1970 (Public Law 91-596), as well as with other applicable federal, state, and local codes.

In the event that this IFB requires a formal contract to be prepared by the County, the successful bidder will properly sign and furnish any bonds, insurance, Workers' Compensation, etc. as may be required by the County within ten (10) days (unless a longer period is allowed by the County) from the date of receipt of the formal contract forms.

All bidders must take into consideration that only the County's documents will be used in the finalization of any contract issued as a result of this IFB. Bidders are responsible for reviewing such documents prior to submitting their bid response.

All bidders must submit written disclosure of any known potential conflicts of interest that may result during the purchase of goods and/or the performance of the services listed herein.

#### **BADGE ACCESS TO COUNTY FACILITIES:**

This agreement/contract may require access to multiple facilities within Douglas County, including law enforcement and judicial buildings that may contain Criminal Justice Information Services (CJIS) material. As such, Douglas County will perform prescreening background checks of successful bidders and associated personnel. In addition, successful bidders and associated personnel must pass state and federal fingerprint and background checks prior to the start of work and access to any Douglas County facility. To complete the fingerprinting and background checks, successful bidders and associated personnel must set up vendor accounts with the Colorado Bureau of Investigations (CBI): <https://cbi.colorado.gov/sections/biometric-identification-and-records-unit/new-accounts>. Depending on access requirements, the successful bidders and associated personnel may be required to sign an additional CJIS security addendum.

The successful bidder shall supply a complete list of associated personnel to Douglas County with at least two potential alternative workers who will be responsible for performing services under this agreement/contract. Only these individuals will be allowed on Douglas County premises to perform services once confirmed to have passed background checks and CJIS Training.

**ETHICAL STANDARDS:**

It shall be a breach of ethical standards for any person to offer, give, or agree to give any employee or former employee, or for any employee or former employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation of any part of a program requirement or purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other capacity in any proceeding of application, request for ruling, determination, claim or controversy, or other particular matter, pertaining to any program requirement or an agreement/contract or subcontract, or to any solicitation or IFB, therefore.

It shall be a breach of ethical standards for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under an agreement/contract to the prime contractor or higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order.

In the event that any gratuities or kickbacks are offered or tendered to any County employee or representative, the bid response shall be disqualified and shall not be reinstated.

**ETHICSPPOINT/NAVEX GLOBAL:**

Douglas County is committed to an environment where open, honest communication is the expectation, not the exception. Douglas County has implemented a phone and Internet-based reporting system called EthicsPoint/Navex Global. The reporting system allows employees to report issues or concerns that they may have in an anonymous and confidential manner. We consider it a critical component in providing a safe, secure, and ethical workplace.

An option within the system allows vendors to also report an issue. As a vendor, you are in a position to observe not only questionable or unethical behavior by our employees but also identify areas that you would like to make a suggestion for change. By calling 1-888-337-3094 or logging-in on the Internet to [www.ethicspoint.com](http://www.ethicspoint.com) and entering Douglas County Government, you can file a report, offer a suggestion or voice a concern. Online instructions are available on how to use the system. The EthicsPoint/Navex Global system also offers a follow-up/response mechanism. You can be assured that this is a fast, easy, and confidential system.

**NON-COLLUSIVE BIDDING CERTIFICATION:**

By the submission of your bid response, the bidder certifies that:

- 1) The bid has been arrived at by the bidder independently and has been submitted without collusion with any other bidder.
- 2) The contents of the bid have not been communicated by the bidder; nor, to the best of their knowledge and belief, by any of their employees or agents, to any person not an employee or agent of the bidder or the surety on any bond furnished herewith, and will not be communicated to any such person prior to the official opening of this bid.
- 3) No bidder shall submit more than one (1) bid for this purchase.

**NON-DISCRIMINATION IN EMPLOYMENT:**

In connection with the performance of the work under an agreement/contract issued as a result of this IFB, the successful bidder must agree not to refuse to hire, discharge, promote or demote, or to discriminate in matters of compensation against any person otherwise qualified, solely because of race, color, religion, national origin, gender, age, military status, sexual orientation, marital status, or physical or mental disability. The successful bidder must further agree to insert the foregoing provision into all subcontracts.

**INDEMNIFICATION:**

The County cannot and by this agreement/contract does not agree to indemnify, hold harmless, exonerate or assume the defense of the vendor/company/contractor or any other person or entity whatsoever, for any purpose whatsoever. The vendor/company/contractor shall defend, indemnify and hold harmless the County, its commissioners, officials, officers, directors, agents, and employees from any and all claims, demands, suits, actions or proceedings of any kind or nature whatsoever, including Workers' Compensation claims, in any way resulting from or arising from the services rendered under this agreement/contract; provided, however, that the vendor/company/contractor need not indemnify or save harmless the County, its officers, agents and employees from damages resulting from the sole negligence of the County's commissioners, officials, officers, directors, agents, and employees.

**INDEPENDENT CONTRACTOR:**

The vendor/company/contractor is an Independent Contractor and is free to perform services for other clients. Notwithstanding any provision of this agreement/contract, all personnel assigned by the vendor/company/contractor to perform work under this agreement/contract shall be, and remain at all times, employees of the vendor/company/contractor for all purposes. The County shall have no responsibility for any federal and state taxes and contributions for Social Security, unemployment insurance, income withholding tax, and other taxes measured by wages paid to employees of the vendor/company/contractor and/or its designated agents. The vendor/company/contractor acknowledges that it and its employees are not entitled to Workers' Compensation benefits or Unemployment Insurance benefits from the County, unless the vendor/company/contractor or a third party provides such coverage, and that the County does not pay for or otherwise provide such coverage. The vendor/company/contractor shall provide and keep in force Workers' Compensation (and provide proof of such insurance when requested by the County) and Unemployment Compensation insurance in the amounts required by law, and shall be solely responsible for its own actions, its employees and agents.

**ASSIGNMENT OF PURCHASE ORDER OR CONTRACT:**

The successful bidder may not assign or otherwise transfer any of its rights or obligations under any purchase order or agreement/contract made and entered into pursuant to the County IFB without the prior written approval of the County Purchasing Division.

**CANCELLATION:**

The County reserves the right to cancel the whole or any part of an agreement/contract issued as a result of this IFB due to the failure of the successful bidder to carry out any term, promise or condition of the agreement/contract. The County will issue a written notice of default to the successful bidder for failing to act in compliance with the terms and conditions of such an agreement/contract.

**EXAMINATION OF RECORDS:**

The successful bidder agrees that the County shall, until the expiration of three (3) years after the final payment under an agreement/contract issued as a result of this IFB, have access to and the right to examine any directly pertinent books, documents, papers, and records of the bidder involving transactions of such agreement/contract.

**PRICE, PAYMENT, AND DELIVERY:**

- 1) All prices shall be firm and fixed for the specified time frame.
- 2) All payment terms shall be “Net 30”; consideration will be given to any discounts offered for payments made earlier than “Net 30”, please explain.
- 3) In an effort to improve efficiency, Douglas County encourages the use of purchasing cards to make payments. Under this method, payments are made after the verification of the receipt of the goods and services and following the receipt of a proper invoice. Please confirm if this would be an acceptable payment option.
- 4) All deliveries will be “F.O.B. ~ Destination – Douglas County Fleet Services, 3030 North Industrial Way, Castle Rock, Colorado 80109”

**TAXES:**

All pricing shall reflect all applicable tax exemptions for Douglas County:

- 1) Federal Registration Number: 84-6000761
- 2) State Registration Number: 98-04428

**COOPERATIVE PURCHASING:**

Douglas County encourages cooperative purchasing in an effort to assist other agencies to reduce their cost of bidding and to make better use of taxpayer dollars through volume purchasing. Vendors may, at their discretion, agree to extend the prices and/or terms of the resulting award to other state or local government agencies, school districts, or political subdivisions in the event they would have a need for the same product/service. Usage by any entity shall not have a negative impact on Douglas County in the current term or in any future terms. The vendor must deal directly with any governmental agency concerning the placement of purchase orders/agreements, freight/delivery charges, contractual disputes, invoices, and payments. Douglas County shall not be liable for any costs or damages incurred by any other entity.

**REFERENCE LISTING:**

Bidders shall furnish a list of three (3) current government/fleet references to include name, title, address, telephone number, and email address for which they are currently furnishing/selling vehicles on a same or similar agreement/contract. The inability to contact references may be cause for the rejection of your bid response.

**QUESTIONS/INQUIRIES/ADDENDUMS:**

All questions related to this IFB must be submitted **ELECTRONICALLY ONLY** through the Rocky Mountain E-Purchasing/BidNet System website at ([www.bidnetdirect.com/colorado/douglas-county-government](http://www.bidnetdirect.com/colorado/douglas-county-government)). Please enter only one (1) question per line.

Questions will be received until 5:00pm on Monday, October 20, 2025. Responses to all questions will be posted on the Rocky Mountain E-Purchasing/BidNet System no-later-than Friday, October 24, 2025.

If it becomes necessary to revise any part of this IFB or if additional data is necessary to enable an exact interpretation of the provisions of this request, an addendum will be issued. It is the responsibility of the potential bidder to ensure that they have received all addendums prior to submitting their IFB response.

# **INVITATION FOR BID (IFB) #027-25 DOUGLAS COUNTY FLEET VEHICLES**

## **SCOPE OF SERVICES & SPECIFICATIONS**

### **SCOPE OF SERVICES:**

Douglas County (the County) is seeking responses from qualified automotive dealerships capable of fulfilling the anticipated vehicle volume needs of Douglas County. The respondents may elect to submit a bid on one or more vehicle body types. No decals or insignia identifying the dealer are to be affixed to any vehicles purchased utilizing this solicitation. The agreements/contracts that result from this Invitation for Bid (IFB) will primarily be used by Douglas County to purchase vehicles, although other agencies may piggyback off the award(s).

Douglas County currently maintains approximately 700 light-duty vehicles and has averaged around sixty (60) vehicle acquisitions per year in each of the past three years. The number of vehicles that Douglas County may purchase each year will vary.

### **SPECIFICATIONS:**

At a minimum, the respondent shall include manufacturer-standard new vehicle equipment for the current model year vehicles unless otherwise specified. Respondents shall indicate the least expensive Trim Level package that meets all listed Standard Specifications for the given vehicle description/class. Respondents shall provide Original Equipment Manufacturer (“OEM”) product designation codes, where applicable. Douglas County reserves the right to modify vehicle configurations (i.e., regular cab, crew cab, extended cab, etc.), trim levels, packages, and options, as needed for each vehicle order. Respondents are encouraged to identify, in a separate attachment, the options available for each model vehicle being bid.

Tires will be specified as All-Season/ Mud and Snow radials. When specified, All-Terrain tires with open side lugs and open side tread should be provided.

A color chart listing all available interior and exterior colors, with their correct factory names, will be provided with the available free colors noted.

All current model year vehicles ordered within the dealership and manufacturer’s ordering guidelines will be delivered and invoiced no later than the last business day of the third quarter of the year that the order is placed, unless declared and agreed upon in the quote/estimate. In the event the automotive dealership is not able to deliver the ordered vehicle(s) within the model year ordered, the County may choose to order, out of dealer stock, a unit(s) as close to original specifications as possible. Vehicles ordered within the OEM ordering and build periods are expected to be delivered through the dealership within six (6) to nine (9) months of the vehicle order date/purchase order issue date. Vehicles not built and delivered by OEM on a timely basis, except in such cases where the delivery will be delayed due to acts of God, strikes, or other causes beyond the control of the dealership, will be documented as delivery and performance issues that may jeopardize future orders/awards with Douglas County. Vehicles ordered by the County after the final order date has been announced by the OEM do not apply to this stipulation. If the current model year becomes unavailable due to manufacturer build-out dates, the dealership will be expected to work with the County to secure a current year model that meets the specifications from an alternative source or provide the next model-year vehicle at the current model year’s pricing.

### **OPTIONS:**

Options shall be bid and provided as factory-installed under the terms of the full, factory-backed, bumper-to-bumper warranty. Dealer-installed options will not be permitted unless pre-approved in writing by the County.

If a dealership substitutes an OEM option with a non-OEM option, the County may return the vehicle for a correctly equipped vehicle. The County may require the dealership to reimburse the County for all expenses and fees related to the repair of a non-OEM option that fails within the standard warranty period. If, at any time, the County discovers the dealership is substituting an OEM option with a non-OEM option, the County reserves the right to cancel the award in the best interest of the County.

The price and OEM Code for each option listed on the Vehicle Specification Sheet shall be specified. If an option is no charge (N/C) or included in the standard vehicle base price (STD or INC) write the appropriate designation. If an option is not available, write "N/A". The price for options will not exceed the Manufacturer's Suggested Retail Price (MSRP).

## **DELIVERY REQUIREMENTS:**

All vehicles shall be delivered complete with all manufacturers' standard new vehicle equipment and must comply with the Vehicle Specifications and requested optional items as listed in the quote/estimate. The County reserves the right to return any vehicle, after acceptance, that is found to be incomplete and/or in violation of the Vehicle Specifications for the body code and purchase order. The County shall have the discretion whether to accept the vehicle and be reimbursed for monies already paid or to choose to have the dealer bring the vehicle up to specifications.

Scheduling of a vehicle delivery appointment must be completed with a minimum of forty-eight (48) hours notice, prior to delivery with Douglas County Fleet Services. The dealership will be asked to provide the purchase order number and the number of vehicles to be delivered when calling to schedule an appointment. The dealership shall deliver all vehicles requested through the award of this IFB to Douglas County Fleet Services, which is located at 3030 North Industrial Way, Castle Rock, CO 80109. Official inspection and acceptance of the vehicles shall occur at this location. Vehicle deliveries are accepted between the hours of 8:00 AM and 12:00 PM and 1:00 PM and 5:00 PM, Monday through Friday, excluding County Holidays, which are as follows:

- 1) New Year's Day
- 2) Martin Luther King, Jr. Day
- 3) Presidents' Day
- 4) Memorial Day
- 5) Juneteenth
- 6) Independence Day
- 7) Labor Day
- 8) Veterans' Day
- 9) Thanksgiving Day
- 10) Friday after Thanksgiving
- 11) Christmas Eve Day
- 12) Christmas Day

**The following documentation/items must be included in the vehicle at the time of the scheduled delivery. No handwritten documents will be accepted.**

- 1) All titling documents are to be completed as:  
DOUGLAS COUNTY OF  
PO BOX 1390  
CASTLE ROCK, CO 80104
- 2) The dealerships invoice with a typed Vehicle Identification Number (VIN), the Douglas County Purchase Order number, and the Dealer Stock Number.
- 3) A copy of the Douglas County Purchase Order, signed by the Dealership Sales Representative, verifying Quality Control and dealer check.
- 4) The manufacturer's window sticker with price and option information (do not leave the sticker on the vehicle door glass).
- 5) The manufacturer's "Certificate of Origin".
- 6) The Application for Title and odometer statement.

- 7) Weight slip and VIN verification will be provided whenever a vehicle body has been modified (i.e., dump bodies, cube vans, box trucks, etc.)
- 8) A sixty (60) day permit attached to the license plate area on the rear of the vehicle.

All vehicles will be delivered washed, have license plate brackets and screws installed on the vehicle, serviced, and with a minimum of one-quarter (1/4) tank of fuel in the vehicle.

Douglas County Fleet Services will inspect the delivered vehicle's condition and options to expedite the delivery process. If any problems are discovered after delivery, the County will have four (4) weeks to inspect and reject the vehicle while it is still located at the Fleet Services location. If rejected, the dealership will retrieve the vehicle within three (3) business days of notification for correction/repairs and redeliver the vehicle as soon as the repairs are complete.

#### **VEHICLE VISIBILITY REPORTS:**

The County requires vehicle visibility reports to be provided monthly. Failure to provide these reports may result in the cancellation of said order/award. These reports must be submitted to Fleet Services and must contain the following information:

- 1) The solicitation number (IFB #027-25)
- 2) Douglas County Purchase Order Number
- 3) Vehicle Type
- 4) Status of the vehicle
- 5) Vehicle location
- 6) Anticipated delivery date

Additional mandatory factory options required by the ordering of any given option will be specified under the "Actual/Comments" section of the Vehicle Specification Sheet.

#### **LIMITED AGREEMENT/CONTRACT EXTENSION TO COMPLETE WORK:**

Any specific work assignment which commences prior to the termination date of this award, and which will extend beyond the termination date, shall, unless terminated by mutual agreement by both parties, continue until completion at the same prices, terms, and conditions as set forth herein.

#### **LOCAL DEALERSHIP SHALL BE REQUIRED:**

Due to the service level required in conjunction with this award, the awarded automotive dealerships shall maintain a primary location within the Metro Denver, Colorado, area. This location must be staffed by a competent company representative who can be contacted during normal working hours and who is authorized to discuss matters pertaining to this potential award. Metro Denver consists of those communities within a 100-mile radius of Castle Rock, CO. These communities may include, but will not be limited to, the City and County of Denver, City of Ft. Collins and surrounding counties, City of Colorado Springs and surrounding counties, Arapahoe County, Jefferson County, Adams County, Boulder County, Douglas County, City and County of Broomfield, Clear Creek County, and Gilpin County, Colorado.

#### **CURRENT MODEL/VERSION:**

This IFB states a specific model or version and an estimated number of items or units to be purchased. It is understood and agreed that the County may purchase additional vehicles from the dealerships, including subsequent product releases or replacement vehicles/products; provided that these additional items represent the same manufacturer and essential functionality.

**VEHICLES/EQUIPMENT SHALL BE THE MOST RECENT MODEL AVAILABLE:**

Vehicles/Equipment offered by the dealership shall be the most recent model available. Any optional components that are required in accordance with the specifications shall be considered standard equipment for purposes of this award. An omission of any essential detail from these specifications does not relieve the dealership from furnishing a complete vehicle. The vehicle shall conform to all applicable OSHA, State of Colorado, and Federal safety requirements. All components, including but not limited to, assists, wiring, accessory mounting, parts, connectors, and adjustments, are to be in accordance with current SAE standards and recommended practices. The engineering, materials, and workmanship shall exhibit a high level of quality and appearance consistent with, or exceeding, industry standards.

**DEFICIENCIES, DEFECTS, AND/OR DAMAGES TO VEHICLES SHALL BE CORRECTED BY THE DEALERSHIP:**

The dealership shall promptly correct all deficiencies, defects, and/or damages to vehicles delivered to the County in accordance with this potential award. All corrections shall be made within fifteen (15) calendar days after such deficiencies, defects, and/or damages are verbally reported to the dealership by Fleet Services. The dealership shall be responsible for filing, processing, and collecting all damage claims against the shipper, when applicable.

**PRICE DECREASE DURING AGREEMENT:**

If prices decrease during the term of this award agreement, the dealership must notify the County of the lower prices so that all subsequent orders will reflect accurate pricing.

**PURCHASE ORDERS PLACED WITH THE DEALERSHIP:**

All orders placed with the dealership during the term of this award shall be issued by the County's Purchasing Division through a purchase order bearing a unique purchase order number. The dealership shall not fill any orders until a purchase order has been received from the County. A verbal purchase order number or letter of intent, may be issued to the dealership by Fleet Services under emergency circumstances in advance of a written purchase order.

**PURCHASE OF OTHER VEHICLES NOT LISTED ON THE SOLICITATION BASED ON PERCENTAGE DISCOUNTS:**

While the County has listed all major vehicles within this solicitation, which are utilized by the County and/or departments in conjunction with their operations, there may be ancillary vehicles that must be purchased by the County during the term of this Agreement. For this reason, respondents are requested to quote a percentage discount from the dealerships price list that will be offered to the County for vehicles that did not appear in this IFB. The County reserves the right to award these ancillary vehicles to the said dealership or another dealership based on the lowest actual price offered.

**PRODUCT RECALL:**

The awarded dealerships shall notify Douglas County Fleet Services of any manufacturer's recalls regarding vehicles ordered under this Agreement. The dealership shall contact the County by email within one (1) week of notification by the manufacturer. Failure to comply with this requirement may be cause for termination of the award.

**BACK ORDERS MUST BE FILLED WITHIN A REASONABLE TIME:**

If the dealership experiences a back order of vehicles from its manufacturer or distributor, the dealership must ensure that such back orders are filled within a reasonable period of time. In these cases, the dealership must notify the County of these backorders in advance of the delivery date so appropriate steps can be taken by the County. The dealership shall not invoice the County for back-ordered vehicles until such back orders are delivered and accepted by the County's authorized representative. It is understood and agreed that the County shall be the sole judge of what constitutes a reasonable period of time and may, at its discretion, verbally cancel back orders and seek the vehicles from another dealership.

**DISCOUNTS OFFERED DURING THE TERM OF THE AGREEMENT/CONTRACT:**

During the term of this award, the dealership may offer the County discounts below the original prices quoted in their bid response. In addition, the dealerships are encouraged to offer additional discounts below the original prices quoted in their bid response for large single orders.

**DUPLICATE SHIPMENTS ARE NOT ALLOWED:**

The County will not accept duplicate vehicle shipments. If the dealership sends duplicate shipments to a County location, the dealership shall either retrieve the vehicles at no cost to the County or allow the County to retain the vehicles at no cost to the County.

**ADJUSTMENTS/SURCHARGES:**

The County will not accept adjustments or surcharges from the dealership unless a negotiated request for such adjustment/surcharge is agreed upon by both parties as to amount and a very specific timeframe. Such an adjustment/surcharge must be documented in writing. The County will not honor such adjustments/surcharges invoiced without the attachment, of such agreement, to the invoice.

**SHIPPING TERMS FOB DESTINATION:**

All deliveries are F.O.B. Destination – Douglas County Fleet Services, 3030 North Industrial Way, Castle Rock, Colorado 80109. The dealership will hold the title to the vehicle(s) until such time as they are delivered to, and accepted by, an authorized County representative.

**METHOD OF PAYMENT FOR VEHICLES DELIVERED:**

The County shall provide payment for the vehicles delivered. The dealership shall provide a fully documented invoice upon delivery of the vehicle to Douglas County Fleet Services. Payment terms are Net 30. The invoice shall identify critical, descriptive data, including, but not limited to, model numbers, serial numbers, VIN numbers, and purchase order numbers. It shall be understood that such invoices shall not be authorized for payment until such time as a County representative has inspected and approved the vehicles.

**LOGOS:**

The County logo is trademarked and property solely of the County. Bidders do not have permission to use our logo on any documentation or presentation materials, and to do so would be a violation of our trademark.

## **STANDARD EQUIPMENT REQUIREMENTS/SPECIFICATIONS:**

Below are the General Vehicle Specifications to be included, but not limited to, on all Douglas County vehicles. The 2026 Vehicle Specification sheets, attached and incorporated herein as Exhibit “A” – “V”, must be completed and returned with your bid response.

### **Standard Equipment Requirements (All Vehicles)**

- The primary color for Douglas County vehicles is white
- Power door locks
- Power windows
- Cruise control
- Automatic transmission
- Remote keyless entry
- 3x keys/fobs for non-law enforcement vehicles
- AM/FM radio with Bluetooth/Hands-Free cellular capabilities
- Spray in bedliners for pickups
- Backup camera/sensors
- Weather Tech or comparable floor liners (front and rear).
- Factory Warranties

### **Optional Equipment**

- Additional/higher trim levels or packages, as needed
- Additional color options, as needed
- Front windows tinted to match rear window tint
- 5x keys/fobs for law enforcement vehicles
- All law enforcement units are to be fleet-keyed

### **Additional upfitting options to be available through dealers, as needed**

- Toppers
- Amber lighting
- Law Enforcement lighting
- Snowplows
- Sanders
- Headache racks
- Tonneau covers
- Lift gates
- Cab/chassis - upfitting, including but not limited to dump, utility, box, service, crane, bucket, etc.
- Front bumper/grill guard combo with winch
- This list is not all-inclusive, and additional upfit requirements may be added at any time and per vehicle order.

### **All SUVs (Small, Mid, and Full-Sized)**

- Four (4) doors
- Push button 4-wheel drive or all-wheel drive
- Limited-slip differential
- Towing package
- Transmission cooler

### **Small Pickup Truck (Canyon, Colorado, Ranger)**

- Class 1 light truck
- 0 to 6,000 GVWR
- Gas engine
- Limited-slip differential
- Push button 4-wheel drive or all-wheel drive

**1/2 Ton Pickup Truck - 4x4 (F150 & 1500 Series Pickups)**

- Class 2A Light-Duty Truck
- 6,001 – 8,500 GVWR
- Gas or diesel engine
- Limited-slip differential
- Push button 4-wheel drive or all-wheel drive
- Heavy-duty towing package
- Transmission cooler

**3/4 Ton Pickup Truck - 4x4 (F250 & 2500 Series Pickups)**

- Class 2B Light-Duty Truck
- 8,501 - 10,000 GVWR
- Gas or Turbocharged Diesel Engine
- Limited-slip differential
- Heavy-duty towing package
- Transmission cooler
- Upfitter switches
- Snowplow prep package
- Factory Gooseneck prep

**1-Ton Pickup Truck - 4x4 (F350 & 3500 Series Pickups)**

- Class 3 Medium-Duty Truck
- 10,001 - 14,000 GVWR
- Gas or Turbocharged Diesel Engine
- Limited-slip differential
- Heavy-duty towing package w/ 2.5-inch receiver
- Transmission cooler
- Upfitter switches
- Snowplow prep package
- Factory Gooseneck prep

**1-Ton Cab & Chassis DRW - 4x4 (F350 & 3500 DRW Series Trucks)**

- Class 3 Medium-Duty Truck
- 10,001 - 14,000 GVW
- Gas or Turbocharged Diesel Engine
- Limited-slip differential
- Heavy-duty towing package
- Transmission cooler
- Upfitter switches
- Snowplow prep package
- 2.5-inch hitch receiver
- Factory Gooseneck prep

**1.5-Ton Cab & Chassis DRW - 4x4 (F450 & 4500 Series Trucks)**

- Class 4 Medium-Duty Truck
- 14,001 - 16,000 GVWR
- Gas or Turbocharged Diesel Engine
- Limited-slip differential
- Heavy-duty towing package
- Transmission cooler
- Upfitter switches
- Snowplow prep package

**2-Ton Cab & Chassis DRW - 4x4 (F550 & 5500 Series trucks)**

- Class 5 Medium-Duty Truck
- 16,001 -19,500 GVWR
- Gas or Turbocharged Diesel Engine

- Limited-slip differential
- Heavy-duty towing package
- Transmission cooler
- Upfitter switches
- Snowplow prep package

**All Cargo and Passenger Vans**

- Gas or Turbocharged Diesel Engine
- Front or All Wheel Drive
- Limited-slip differential

**EXHIBITS:**

**The 2026 Vehicle Specification sheets, attached and incorporated herein as Exhibit “A” – “V”, must be completed and returned with your bid response.**

- 1) Exhibit “A” ~ DC\_Pass Util Medium 4x4 5+ Pass – Base
- 2) Exhibit “B” ~ DC\_Pass Van 15 Passenger – Base
- 3) Exhibit “C” ~ DC\_PU BEV 1500 4x4 – Base
- 4) Exhibit “D” ~ DC\_Pass Util Large 4x4 Patrol – Base
- 5) Exhibit “E” ~ DC\_Pass Van 12 Passenger – Base
- 6) Exhibit “F” ~ DC\_PU 2500 4x4 – Base
- 7) Exhibit “G” ~ DC\_Pass Util Large 4x4 8+ Pass – Base
- 8) Exhibit “H” ~ DC\_Pass Util Small 4x4 - Base
- 9) Exhibit “I” ~ DC\_Police 1500 4X4 - Base
- 10) Exhibit “J” ~ DC\_Pass Util Large 4x4 5+ Pass - Base
- 11) Exhibit “K” ~ DC\_Pass Util Medium 4x4 Patrol - Base
- 12) Exhibit “L” ~ DC\_PU 3500 4x4 - Base
- 13) Exhibit “M” ~ DC\_Pass Util Ex Small 4x4 Util - Base
- 14) Exhibit “N” ~ DC\_Cargo Van Maxi 1 Ton - Base
- 15) Exhibit “O” ~ DC\_Pass Van 8 Passenger - Base
- 16) Exhibit “P” ~ DC\_Cargo Van 1500 - Base
- 17) Exhibit “Q” ~ DC\_Cab-Chassis 1.5 Ton DRW - Base
- 18) Exhibit “R” ~ DC\_Pass Util Electric 4x4 - Base
- 19) Exhibit “S” ~ DC\_PU 1500 4X4 - Base
- 20) Exhibit “T” ~ DC\_Cab-Chassis 1 Ton DRW - Base
- 21) Exhibit “U” ~ DC\_Cab-Chassis 2 Ton DRW – Base
- 22) Exhibit “V” ~ DC\_Cargo Van 2500 - Base