CITY OF ELBERTON, GEORGIA

REQUEST FOR BIDS

BID TITLE	**FLEET #2**
ISSUE DATE	March 20, 2017
DUE DATE	March 27, 2017 at 2:00 PM

IMPORTANT NOTE: Indicate company name and bid title on the front of the bid. Bids may be delivered:
1) in person prior to the bid opening;
2) by U. S. Mail or other delivery service to P. O. Box 70, 203 Elbert Street, Elberton, GA 30635-0070; 3) by fax to 706-213-3125; or
4) by electronic mail to cchurney@ciytofelberton.net. Any bid sent by electronic mail shall include a signature page in PDF format.

The City of Elberton is seeking competitive bids for addition to the City's Fleet. A set of conditions, specifications, and requirements is enclosed.

Bids will be received by the City Clerk of the City of Elberton until 1:59 PM local time on the date specified above at which time they will be publicly opened and read aloud. The bid opening will begin promptly at the appointed time at City Hall located at 203 Elbert Street. No bids may be submitted after the bid opening begins. The bidder is solely responsible for the timely submission of his bid. Bidders should contact the City Clerk prior to the deadline to make sure his/her bid is received.

No bid may be withdrawn for a period of forty-five (45) calendar days after the bid opening.

The City of Elberton reserves the right to evaluate bids, to reject any and all proposals, to waive formalities within the scope of authority, and further specifically, the city reserves the right to make award in the best interest of the City of Elberton.

Direct all questions on bidding procedure to: Cindy Churney, City Clerk
(706) 213-3105
cchurney@cityofelberton.net

Direct all questions on bid specifications to: Grant Jones, Purchasing Agent
(706) 213-3173
gjones@cityofelberton.net

INSTRUCTIONS AND CONDITIONS

These conditions are an integral part of this bid, and the vendor must comply with them.

1. Company must bid on the form provided. Make sure to certify bid before submitting. Place alternative bids on a separate sheet, and file as a separate bid package. Company should make a copy of bid for his/her file.
2. All costs (including shipping/delivery, handling, and all other costs) must be included in the total bid price as stated.
3. Delivery Date. The delivery time or completion date, as stated in the bid form, shall be the time required to deliver completely the items after the receipt of the order or award of the contract.
4. State manufacturer name and number where requested. Enclose brochure(s), pictures, and technical specifications for each vehicle with bid.
5. The City of Elberton reserves the right to evaluate bids, to reject any and all proposals, to waive formalities within the scope of authority, and further specifically, the city reserves the right to make award in the best interest of the City of Elberton.
6. No portion of this bid may be subcontracted without the prior written approval of the City. It may be in the best interest of the awardee to subcontract some parts of any job; however, the contractor will be held responsible by the City for the quality, delivery and all terms and conditions of this bid.
7. The City of Elberton operates on an equal opportunity basis in its bidding policy. Bidding is open to all interested parties, in compliance with national, state and local laws.
8. No late bids will be accepted.
9. No bid award will be made at the time of the opening. The successful bidder will be contacted immediately following bid approval by the Elberton City Council. Vendors who wish to know the result of the bid award may contact the City Clerk's Office at 706-213-3105.
10. Discounts. Discounts should be stated on the bid form. If quick pay discounts are offered, the City reserves the right to include that discount as part of the award criteria. Prices bid must, however, be based upon payment in thirty (30) days after receipt, inspection and acceptance. In all cases, quick pay discounts will be calculated from the date of the invoice or the date of acceptance, whichever is later.

11. The City of Elberton is exempt from all federal excise tax and state sales and use taxes. However, depending upon the situation, the vendor or contractor may not be exempt from said taxes and the City of Elberton is making no representation as to any such exemption.
12. Exceptions. The company shall furnish a statement on company letterhead giving a complete description of all exceptions to the terms, conditions and specifications. Failure to furnish the statement will mean that the bidder agrees to meet all requirements of the terms, conditions and specifications.

BID SPECIFICATIONS SHEET

State one of the following responses after each line specification:

A. "Yes", if you can meet the specifications exactly as stated.
B. "No", if you cannot meet the specifications exactly as stated.
C. The modifying or additional information needed to enable you to meet the specifications.
D. The specific information requested.

Two (2) new ¾ ton full size pickup trucks with extended or super cab, with long wheel base/long bed. Four-wheel drive transmission. *Comparable size models: Chevy 2500, Ford F250, and Dodge Ram 2500.*

Specifications:

1. Air conditioning/Heat _____
2. Transmission – automatic. _____
3. Four-wheel drive transmission _____
4. Engine – V8 with 4.6 L minimum. _____
5. Long wheel base/long bed _____
6. FM radio with clock. _____
7. Trailer Tow Package. _____
8. Power windows and door locks _____
9. Color – White _____
10. State warranty (mileage and months) _____
11. Vinyl interior seats (no cloth). _____
12. Vinyl flooring _____
13. All weather floor mats included _____
14. Delivery to: City of Elberton _____

Make and Model: _____

Anticipated delivery date _____

Terms of sale _____

PRICE PER VEHICLE: _____

One (1) new ½ ton full size pickup truck with extended or super cab. Four-wheel drive transmission. *Comparable size models: Chevy 1500, Ford F150, and Dodge Ram 1500.*

Specifications:

1. Air conditioning/Heat _____
2. Transmission – automatic. _____
3. Four-wheel drive transmission _____
4. Engine – V8 with 4.6 L minimum. _____
5. FM radio with clock. _____
6. Trailer Tow Package. _____
7. Power windows and door locks _____
8. Color – White _____
9. State warranty (mileage and months) _____
10. Vinyl interior seats (no cloth). _____
11. Vinyl flooring. _____
12. All weather floor mats included _____
13. Delivery to: City of Elberton _____

Make and Model: _____

Anticipated delivery date _____

Terms of sale _____

PRICE OF VEHICLE: _____

TOTAL PRICE FOR ALL 3 VEHICLES: _____

The City will consider bids based on price, meeting specifications of the bid, and other qualities of the bidder in determining the bid that is in the best interest of the City. This includes evaluating the proximity of the vendor to Elberton for service calls, etc., and includes the anticipated delivery date of the product. The City of Elberton reserves the right to weigh each specification as to its importance to the needs of the department. Vendors may submit alternative bids using Pages 4-5 submitted separately from each bid alternative.

BID CERTIFICATION

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a bid for the same materials, supplies, equipment or service, that it meets or exceeds all the specifications contained herein, and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of state and federal law, and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of this bid, all specifications as stated, all bid prices, and certify that I am authorized to sign for the bidder.

Company Name: _____

Street Address: _____

City/State/Zip: _____

Phone No.: _____ Fax No.: _____

E-mail: _____

Print Name: _____ Signature: _____

Title: _____ Date Certified: _____