

## CITY OF ELBERTON, GEORGIA

### REQUEST FOR BIDS

**BID TITLE** Commercial Grade Riding Lawn Mower  
**ISSUE DATE** Tuesday, May 14, 2019  
**DUE DATE** Tuesday, May 28, 2019 at 2 pm

The City of Elberton is seeking competitive bids for the purpose of purchasing a commercial grade riding lawn mower for the as specified on the enclosed bid summary sheet.

**Sealed bids** will be received by the City Clerk of the City of Elberton until 1:59 pm local time on the date 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 submission of his bid.

No bid may be withdrawn for a period of sixty (60) calendar days after the bid opening.

The City of Elberton reserves the right to evaluate bids, to reject any and all bids, 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 procedures to: Cindy Churney, City Clerk  
203 Elbert Street  
P. O. Box 70  
Elberton, Georgia 30635-0070  
(706) 213-3105  
[cchurney@cityofelberton.net](mailto:cchurney@cityofelberton.net)

Direct all questions on the project to: Kevin Eavenson, Public Works Director  
105 Gordon Street  
Elberton, Georgia 30635-0070  
(706) 213-3227  
[keavenson@cityofelberton.net](mailto:keavenson@cityofelberton.net)

## INSTRUCTIONS AND CONDITIONS

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

1. Bidder must bid on this form and as requested. Bidder should make a copy of bid for his/her file.
2. All cost (including shipping/delivery, handling, and all other costs) must be included in the total bid price as stated on the Bid Summary Sheet.
3. Delivery Date. The delivery time, 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. Enclose brochure(s), pictures, and technical specifications for bid.
5. The City of Elberton reserves the right to accept or reject any or all bids, reserves all rights granted to it by law, reserves the right to waive formalities and to take such action as it deems necessary in the best interest of the City of Elberton.
6. 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.
7. Each bidder must sign the bid with his/her signature and shall give his/her full business address on the form provided in this bid.
8. No late bids will be accepted.
9. Bids will be opened and read publicly in City Hall, 203 Elbert Street, Elberton, GA 30635 at specified date.
10. No bid award will be made at the time of the opening. Bidders who wish to know the result of the bid award may contact the City Clerk's Office at 706-213-3105.
11. 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.
12. 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.
13. Exceptions. The bidder 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.

**CITY OF ELBERTON**  
**BID SUMMERY SHEET**

The City of Elberton is seeking competitive bids for the purpose of purchasing one (1) commercial grade riding lawn mower as specified below:

<b>Quantity</b>	<b>Description</b>	<b>Total Cost</b>
1 commercial grade riding lawn mower	<ul style="list-style-type: none"> <li>• Model 329KU Grasshopper with 3 Cylinder Gas Kubota</li> <li>• Liquid cooled engine</li> <li>• Mid-mount 52 inch cutting deck with height adjustment</li> <li>• Zero turn ratio</li> </ul>	
<b>TOTAL BID</b>		

Anticipated delivery date: \_\_\_\_\_

Brochure(s), pictures, and technical specifications attached (please initial): \_\_\_\_\_

\*Bidders wishing to submit more than one make/model for consideration should do so using separately sealed bid forms.

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: \_\_\_\_\_

Company Address: \_\_\_\_\_

Taxpayer Identification Number (T.I.N.): \_\_\_\_\_

Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

Email Address: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

**CITY OF ELBERTON**  
**NO BID RESPONSE**

City of Elberton

City Clerk  
PO Box 70  
203 Elbert Street  
Elberton, GA 30635  
Fax No. 706.213.3125  
Email: [cchurney@cityofelberton.net](mailto:cchurney@cityofelberton.net)

Please complete this form if you do **NOT** intend to respond to this request. Failure to do this may result in your firm being removed from our bid list for this commodity.

NAME OF BID: \_\_\_\_\_ OPENING DATE: \_\_\_\_\_

- |    |   |       |
|----|---|-------|
| 1. | Specifications are unclear (explain below).                                 | _____ |
| 2. | We are unable to meet specifications.                                       | _____ |
| 3. | Insufficient time to respond.   | _____ |
| 4. | Our schedule would not permit us to perform within the required time.       | _____ |
| 5. | We do not offer this product or service.                                    | _____ |
| 6. | Remove us from your bidder's list for this particular commodity or service. | _____ |
| 7. | Keep our name on your bidder's list for future reference.                   | _____ |
| 8. | Other (specify below).  | _____ |

FURTHER REMARKS (e.g., name, address, phone or fax changes)

\_\_\_\_\_  
\_\_\_\_\_

COMPANY NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

NAME/TITLE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_