

CITY OF ELBERTON, GEORGIA

REQUEST FOR BIDS

<b>BID TITLE</b>	<b>FLEET #2</b>
<b>ISSUE DATE</b>	Monday, October 14, 2024
<b>DUE DATE</b>	<b>Friday, October 25, 2024 at 2:00 p.m.</b>

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

**Important Notice:** 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; or
- 3) by electronic mail to [cchurney@cityofelberton.net](mailto:cchurney@cityofelberton.net). Any bid sent by electronic mail shall include a signature page in PDF format.

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No bid may be withdrawn for a period of forty-five (45) calendar days after the bid opening.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 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 bidding specifications to: Kris Burton, Public Works Director  
(706) 213-3194  
[kburton@cityofelberton.net](mailto:kburton@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 specific information requested.

<b>One (1) new full size 4x4 pickup truck with crew cab and short box/short bed. Comparable size models: Chevy 1500, Ford F150, and Ram 1500.</b>										
<b>1</b>	Factory Air Conditioning and Heat									
<b>2</b>	Automatic Transmission – 4x4									
<b>3</b>	Engine – V8 with 4.6 L minimum.									
<b>4</b>	FM radio with Clock									
<b>5</b>	Trailer Tow Package									
<b>6</b>	Power windows and Power door locks									
<b>7</b>	Exterior Color – White									
<b>8</b>	State warranty (mileage and months)									
<b>9</b>	Vinyl interior seats (no cloth).									
<b>10</b>	Vinyl flooring									
<b>11</b>	All weather floor mats included									
<b>12</b>	Delivery to: City of Elberton									
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%; padding: 5px;">Make and Model:</td> <td style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;">Anticipated delivery date:</td> <td style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;">Terms of sale:</td> <td style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;"><b>PRICE FOR ONE VEHICLE:</b></td> <td style="padding: 5px;"></td> </tr> </table>			Make and Model:		Anticipated delivery date:		Terms of sale:		<b>PRICE FOR ONE VEHICLE:</b>	
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<b>PRICE FOR ONE VEHICLE:</b>										

**\*\*\* Please note that Bid Award will be based on (1) meeting specifications, (2) availability, and (3) price. Current availability is equally as important as price. \*\*\***

*The City will consider bids based on price, availability, 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 3-5 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: \_\_\_\_\_

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