



REQUEST FOR BID

One (1) New Self-Propelled Articulating Boom Lift

MARCH 2016

**CLAYTON COUNTY WATER AUTHORITY
1600 Battle Creek Road, Morrow, Georgia 30260**

**Bid Opening: Tuesday, May 3, 2016 at 2:00 p.m. (local time)
1600 Battle Creek Road, Morrow, GA 30260**

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Addenda (None Issued at This Time)

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Division 1

General Overview

Section 1: Request for Bids

Clayton County Water Authority
1600 Battle Creek Road
Morrow, Georgia 30260

Name of Project: **One (1) New Self-Propelled Articulating Boom Lift**

The Clayton County Water Authority will open sealed bids from vendors at its office located at 1600 Battle Creek Road, Morrow, Georgia 30260, on **Tuesday, May 3, 2016 at 2:00 p.m. (local time)** for **One (1) New Self-Propelled Articulating Boom Lift**. Any bids received after the specified time will not be considered.

In an effort to promote responsible environmental practices this bid package is available in electronic (Adobe PDF) format and can be requested by calling 770-960-5223, Monday through Friday, from 8:00 a.m. to 5:00 p.m., or by e-mail to **ccwa_procurement@ccwa.us**. Bidders will need to provide contact information and an email address, and any file size transfer limits to insure email transmittals can be made.

Clayton County Water Authority

Mr. John Chafin, Chairman

END OF SECTION

Division 1

General Overview

Section 2: General Information

2.1 Bid Overview

This is an invitation to your firm to submit a sealed bid for supplying One (1) New Self-Propelled Articulating Boom Lift in accordance with the specifications outlined herein.

The bids shall be delivered or mailed to the Clayton County Water Authority (CCWA), located at 1600 Battle Creek Road, Morrow, Georgia, 30260, in a sealed envelope, on or before **Tuesday, March 3, 2016 at 2:00 p.m. (local time)**. The envelope shall be marked "Sealed Bid" and carry the bid title, date, and time of bid opening (refer to General Instructions to Bidders). Any and all bids received after this date and time will be considered unresponsive.

2.2 Bid Evaluation

The bid will be awarded to the lowest responsive responsible bidder whose bid conforms to the RFB specifications, and will be the most advantageous to the Clayton County Water Authority. Determination of best responsive responsible bidder will be the sole judgment of the CCWA.

2.3 Addendum

Bidders may ask questions regarding this bid prior to the bid opening. To be considered, all questions must be received in writing via email at CCWA_Procurement@ccwa.us by **2:00 p.m. (local time) on Friday, April 22, 2016**. Any and all responses to bidders' questions will be issued in the form of an Addendum by fax or email. All Addenda issued shall become part of the Bid Documents.

END OF SECTION

Division 2

Bid Requirements

Section 1: Instructions to Bidders

These instructions are to be followed by every entity bidding to provide the Clayton County Water Authority (CCWA) with goods and/or services. These instructions constitute an integral part of the bid, and any bidder agrees that tender of a bid constitutes acknowledgment and acceptance of its obligation to adhere to these instructions, which are to be incorporated into, and considered part of any contract the bidder ultimately executes with the CCWA.

1. If there is any question whatsoever regarding any portion of the specifications, it shall be the bidder's responsibility to seek clarification immediately from the CCWA, as early as possible, prior to the bid opening. All requests for interpretations of specifications must be made in writing as instructed in this document not later than five (5) business days prior to receipt of bids.
2. Any changes to this solicitation will be issued via a written addendum. Such addendum will be issued no later than 72 business hours prior to the bid opening. The CCWA will take reasonable steps to ensure that known perspective Bidders have all applicable addenda, however, it is ultimate responsibility of the Bidder to ensure they have all applicable addenda to the bid submission. An addendum may be issued via the CCWA website, email, fax or regular mail. The CCWA assumes no responsibility for the Bidder's failure to receive any addenda issued.
3. The Bidders must acknowledge any issued addenda. Bidders who fail to acknowledge the receipt of any addendum will result the rejection of the bid if the addendum contained information which substantively changed the CCWA's requirements. This determination will be at the sole discretion of CCWA. The CCWA assumes no responsibility for the Bidder's failure to acknowledge any addenda issued.
4. Unless it is otherwise stated in the bid documents, it shall be the responsibility of the bidder to inform itself as to all conditions of the work site and to make and take account thereof in calculating and submitting its bid. Documents may be made available by the CCWA during the bid process; no warranty of accuracy is made in regard to these documents, and it is the responsibility of the bidder to make its own investigations as to the nature of the work and the conditions under which it shall be performed, and to make its own independent assumptions as to these matters. The burden of anticipating unforeseen circumstances, either hidden or latent, and the conditions of the work site and all related circumstances, and the cost of accommodating therefore should unanticipated circumstances be later encountered shall rest upon the bidder.

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Bid Requirements

Section 1: Instructions to Bidders

5. Pre-bid meeting or any other information session will be held at the location as indicated in the solicitation. Unless indicated otherwise, attendance is not mandatory; although vendors are strongly encouraged to attend. However, in the event the meeting is mandatory, then a representative of the vendor must attend the meeting in its entirety to be considered eligible for solicitation award. Late entry to the meeting will not be allowed.
6. In the event that, after the acceptance of a bid by the Board of Directors of the CCWA, any unsuccessful bidder wishes to contest such action, a written "Notice of Contest" must be filed with the General Manager no later than close of business on the 5th business day after the selection of successful bidder by the Board. Failure to timely file such notice shall forever preclude the filing of a contest of the award, or any civil action in the courts of the State of Georgia or of the United States.
7. Information submitted by the Bidder in the bid process shall be subject to disclosure after bid award in accordance with the Georgia Open Records Act. Proprietary information must be identified and be accompanied by a signed affidavit outlining the redacted information. Entire bids may not be deemed proprietary.
8. Bids must be made on the enclosed Bid Form. Unless otherwise requested, one (1) original and at least two (2) copies of the Bid Form need to be submitted, and these copies must be **typewritten or printed in ink**. All copies of any Bid Forms must be signed in ink by the person or persons authorized to sign the Bid Form. The person signing the Bid Form must initial any changes or corrections.
9. The name of the person, firm, or corporation making the bid must be printed in ink, along with the bidder's signature, on all separate sheets of the Bid Form. If a bid is made by an individual, his name and post office address must be shown. If made by a firm, or partnership, the name and the post office address of each member of the firm or partnership must be shown. If made by a Corporation, the person or persons signing the bid must show the name of the State under the laws of which the Corporation is chartered and his, or their authority for signing same. The names, titles and addresses of the President, Secretary and the Treasurer and the corporate authority for doing business in this state shall be listed and returned with the Bid Form.
10. All bids must be hand delivered, delivered by courier service, or mailed via the United States Postal Service. No facsimiles will be accepted. The person, firm, or corporation making the bid shall submit it in a sealed envelope on or before the

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date and time specified in the bid package. The envelope shall be marked “**Sealed Bid**” and carry the bid title, and date and time of opening as set forth in the bid package. The envelope shall also bear the name of the party making the bid and the party’s address. Unless otherwise instructed, address bids to *Clayton County Water Authority, 1600 Battle Creek Road, Morrow, Georgia, 30260*. Even if a bid is not submitted, the Bid Form should be returned signed and with an explanation, otherwise the result will be deletion from the mailing list.

11. Alterations to the documents are strictly prohibited and shall result in automatic disqualification of the Bidder's bid. If there are "exceptions" to the specifications or comments to any of the solicitation requirements or other language, then the bidder may ask questions regarding those requirements or submit additional documentation as to the variation from the specifications, but may not alter any of the language contained in the solicitation.
12. In the case of goods, the person, firm or corporation making the bid may bid all items. All items may be considered separately, at the discretion of the CCWA.
13. In the case of equipment, these must be new and the most current model available. Determination of best bid response relies in part on the number of required specifications met.
14. In the event that no bidders meet specifications, the CCWA reserves the right to either reject all bids, or choose whichever equipment is most advantageous to the Authority.
15. No person shall prevent or attempt to prevent competition in such bid. Such bidders must make an oath filed with the officer who makes payments under the contract that they have not prevented or attempted to prevent competition in the bid process. Such oath must be signed by: if a partnership, all partners and any officer or agent or other person who acted on the partnership’s behalf during the bid process; if a corporation, all officers, agents, or other persons who acted for the corporation in the bid process.
16. Bids shall not be withdrawn or cancelled by the bidder past the bid opening date and time. The bidder may make modifications/corrections to the bid by submitting a corrected seal bid but only if the change is prior to the bid opening. The corrected document should be clearly marked that it supersedes the bid originally submitted. No modification or corrections will be allowed subsequent to the bid opening.

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Section 1: Instructions to Bidders

17. By tendering a bid, a Bidder agrees to leave the bid open for acceptance by the CCWA for ninety (90) days after the date set for the opening thereof.
18. By tendering a bid, the bidder certifies that the bidder has carefully examined these instructions and the terms and specifications applicable to and made a part of the bid. The bidder further certifies that the prices shown in any schedule of items on which the bidder is proposing are in accordance with the conditions, terms and specifications of the bid, and that they are aware that any exception taken thereto may disqualify the bid. Bidders are required to inform themselves fully as to the availability of materials and the conditions relating to construction and labor under which any work will be or is now being performed. No error or misjudgment nor any lack of information on local conditions, general laws or regulations on the part of the bidder shall merit withdrawal of the bid.
19. Copies of all communication pertaining to bids must be sent to the Contracts, Compliance and Risk Management Section.
20. The purpose of this bid is to establish contract prices. Unit price extension and net total must be shown if applicable. Cash discounts should be indicated separately. The CCWA is exempt from federal or state sales taxes; do not include such amounts in the bid. Exemption certificates are furnished upon request.
21. Bidders are hereby notified and agree by submission of a Bid Form that if additional items not listed in the Bid Form become necessary and require unit prices not established by the Bid Form, the unit prices of such items shall be negotiated and shall be directly proportional to the established unit prices of similar items in the Bid Form.
22. All prices on goods shall be for delivery, our destination, f.o.b. freight prepaid Jonesboro, Georgia, and/or Morrow, Georgia, unless otherwise shown. Any deliveries shall be made as needed and requested throughout the contract period. The Bidder shall retain title for the risk of transportation, including filing for loss or damage. In case of critical need, if the successful bidder cannot deliver the goods upon the Authority's urgent demands, the Authority reserves the right to pick up the goods from the bidder at a discount,
23. Quantities when shown are estimates only, based on anticipated needs. The CCWA does not guarantee any minimum or maximum quantities under this bid/contract. The CCWA reserves the right to purchase more or less based on actual need at contract price. If a bidder intends to offer minimum or maximum

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shipment quantities, such intent and such quantities should be specified on the Bid Form. Otherwise, none will be assumed.

24. The time for completion of the work is stated in the Bid Form. Failure to complete the work within this period shall result in payment to the CCWA of liquidated damages in an amount provided for by contract for each calendar day in excess of the contract time.
25. The bidder must employ such methods and means in carrying out the work as will not cause any interruption of or interference with any other Contractor.
26. The successful bidder must comply with the applicable Risk Management Requirements prior to beginning performance, and during the contract period.
27. The Contract between the CCWA and the Contractor shall be executed on a form provided by CCWA, and will be subject to all requirements of the contract documents (which include but may not be limited to the Contract, these instructions, any Purchase Orders, and the Risk Management Requirements), and shall form a binding contract between the contracting parties.
28. Failure to execute the Contract, any required Surety Performance and Payment Bonds, or to furnish any required satisfactory proof of carriage of required insurance within ten (10) days from the date of notice of award of the Contract shall be just cause for the annulment of the award and for forfeiture of the bid guaranty to the CCWA, not as a penalty, but in liquidation of damages sustained. At the discretion of the CCWA, the award may then be made to the next lowest responsible vendor, or the work may be re-advertised or constructed by the CCWA.
29. Award of this bid shall be by action of the CCWA Board at its regular monthly meeting.
30. The CCWA reserves the right, with or without notice or cause, to accept any bid regardless of the cost thereof; to reject any bid, or any number of bids; to negotiate with any bidder for a reduction of or alterations in its bid; to reject all bids and to call for additional bids upon the same or different invitations to bid, plans or specifications; to be sole judge, in its discretion, on all questions as to whether or not a bid complies with the invitation to bid, the plans or the specifications, and as to the solvency and sufficiency of any and all sureties on all bonds.

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Section 1: Instructions to Bidders

31. The apparent low bid for goods shall be considered to be the lowest aggregate total price of specified products at their unit prices times the estimated required quantities of these specified products. All bids should be tabulated, totaled and checked for accuracy. The unit price will prevail in case of error(s).
32. Bids received from two (2) or more vendors that are identical in price, delivery and meet the requirements of the bid specifications, shall be awarded on the following basis:
 - a. The bid submitted by a vendor who does not have a documented negative vendor performance record.
 - b. The bid submitted by a vendor who is located within Clayton County.
 - c. The bid submitted by a vendor who is certified by our Small Local Business Enterprise Program.
 - d. If the tie bids meet all the above criteria, and it is not in the Authority's best interest (at its sole discretion) to split the award, the bid award is based on the toss of a coin by CCWA staff in a public session. The vendors involved will be invited to attend the coin toss at a stated date and time. One or more witnesses from both CCWA Procurement and the Requesting Department may be present. A simple coin toss (called by the vendor listed first in the alphabet) will break the tie and decide the award.
33. While price is the prime criteria, and the CCWA intends to purchase at the lowest responsible bid available, price shall not be the sole criteria utilized by the CCWA in evaluating the bid package submitted. The following criteria shall also be utilized by the CCWA in determining the lowest responsible bid:
 - a. Ability of bidder to perform in the time frame needed by the CCWA.
 - b. Reputation of the bidder in its industry.
 - c. Reasonableness of the bid in relation to anticipated costs.
 - d. Ongoing relationships with the CCWA based on above-average prior performance of work with the Authority.
 - e. Preference for local vendors where there is no significant variance in price or service.
34. Bidders are notified that the Authority reserves the right to include among the factors considered in awarding the contract the proximity of each bidder's place of business to any affected Authority facility. The Authority further reserves the right to award the contract to a bidder other than the bidder offering the lowest price

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where: (a) the difference in price between the low bidder and the preferred bidder is nominal; and (b) the Authority's Board determines that the preferred bid provides the most cost effective option due to the closer proximity of the preferred bidder's place of business to the affected Authority facility or facilities. In such a situation, by responding to this bid, the bidder waives any cause of action against the Authority for frustration of bid or under any similar legal theory; furthermore, the bidder agrees to pay all costs and expenses, including but not limited to, attorney fees, incurred by the Authority in defending against any such claim.

35. It is the policy of the Clayton County Water Authority (CCWA) to promote award of sub-agreements for goods and/or services to qualified minority and women-owned businesses. Bidders are encouraged to solicit minority and women-owned businesses whenever they are potential sources.
36. Bidders are encouraged to utilize the services and assistance of the U.S. Small Business Administration (SBA), and the office of the Department of Commerce Minority Business Development Agency (MBDA). These agencies can provide assistance in securing the names of qualified minority and women-owned businesses.

The Georgia Department of Transportation (DOT) has established a list of qualified Disadvantaged Business Enterprises. Information is available online under the tab for "Directories", link for "UCP Directory - Excel" at:

<http://www.dot.ga.gov/PS/Business/DBE>.

The successful Bidder will be asked to provide, along with his Request for Payment each month a list of qualified MBE/WBE businesses utilized on this Project.

GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT OF 2006

37. Pursuant to the Georgia Security and Immigration Compliance Act of 2006, the successful Contractor understands and agrees that compliance with the requirements of O.C.G.A.13-10-91 and Georgia Department of Labor Rule 300-10-02 are conditions of this bid and contract document. The Contractor further agrees that such compliance shall be attested by the Contractor and any of his Subcontractors by execution of the appropriate Affidavit and Agreement included after the Agreement Form of these documents.

END OF SECTION

Division 2

Bid Requirements

Section 3: Bid Submittal Requirements

3.1 Required submittals

The following forms must be submitted with your bids:

- A) Bid Form
- B) Bidder Qualification Information
- C) Non-Collusion Certificate
- D) Specifications – pages 3.1-1 through 3.1-2 including a copy of the manufacturer's warranty statement as stipulated in item 23.

3.2 Special Provisions

All bids are required to be submitted with the following special provisions:

- A) Sales tax is not applicable to this bid.
- B) Federal Excise tax is not applicable to this bid.
- C) Payment terms should be clearly stated.
- D) All other terms and conditions as stated in the General Instructions to the Bidder.
- E) All forms must be completed and submitted with bids.
- F) CCWA reserves the right to demo the equipment prior to purchase. This demo must be free of charge.
- G) Determination of equivalent equipment is solely at the discretion of CCWA.
- H) All equipment must be new and the most current model available with no rebuilt or re-manufactured parts or components, where "new" is defined as follows:
 - 1. No mileage over 15 miles.
 - 2. No run time over 5 hours.
 - 3. Not have been classified as "demo" model.
- I) The price must include delivery to the site.
- J) Two (2) complete sets of hard copy Operation and Maintenance Manual(s) to be provided at delivery.
- K) Warranty must be one year for parts and labor, unlimited hours.
- L) Bidder must include a current brochure (or other documentation) outlining their specifications.

END OF SECTION

Division 2

Bid Requirements

Section 4: Bid Form

Bid of _____

(Hereinafter "Bidder"), organized and existing under the laws of the State of _____,

doing business as _____ (insert "a corporation," "a partnership," or "an individual" or such other business entity designation as is applicable).

To the Clayton County Water Authority (hereinafter "Owner").

In compliance with the Request for Bids, Bidder hereby proposes to provide: **One (1) New Self-Propelled Articulating Boom Lift** in strict accordance with the bid documents as enumerated in the Request for Bids, within the time set forth therein, and at the prices stated below.

By submission of this bid, Bidder certifies, and in the case of joint bid each party thereto certifies as to the party's own organization that this bid has been arrived at independently, without consultation, communication, or agreement as to any matter relating to this bid with any other Bidder or with any competitor. Bidder also certifies compliance with the Instructions to Bidders.

In submitting this bid, Bidder certifies Bidder is qualified to do business in the state of Georgia as required by laws, rules, and regulations or, if allowed by statute, covenants to obtain such qualification prior to contract award.

Bidder accepts the terms and conditions of the Bid Documents.

ADDENDA: Bidder acknowledges receipt of the following Addenda:

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Bid Requirements

Section 4: Bid Form

EQUIPMENT MAKE AND MODEL: _____

PRICE F.O.B. JONESBORO, GA: \$ _____

PAYMENT TERMS (Including discounts): _____

ESTIMATED DELIVERY TIME (Days): _____

Submitted by:

COMPANY NAME OF BIDDER: _____

By: (OFFICER NAME) _____

SIGNATURE: _____

TITLE: _____

COMPANY ADDRESS: _____

CITY, STATE, ZIP CODE: _____

PHONE NUMBER: _____

FAX NUMBER: _____

EMAIL ADDRESS: _____

LICENSE NUMBER (If applicable): _____

DATE: _____

END OF SECTION

Division 2

Bid Requirements

Section 6: Bidder Qualification Information

COMPANY NAME OF BIDDER: _____

NUMBER OF YEARS IN BUSINESS _____

BUSINESS ADDRESS OF COMPANY: _____

TELEPHONE NUMBER: _____

FAX NUMBER: _____

POINT OF CONTACT NAME: _____

POINT OF CONTACT EMAIL ADDRESS: _____

COMPANY TAX ID NUMBER: _____

COMPANY WEBSITE: _____

- ENTITY TYPE: Individual/Sole Proprietor Employee Owned Company
 Privately Held Corporation/LLC Partnership
 Publicly Owned Company Attorney
 Other (specify): _____

NAME OF PRINCIPAL OFFICERS: _____

END OF SECTION

Division 2

Bid Requirements

Section 7: Non-Collusion Certificate

STATE OF _____, COUNTY OF _____

Personally appeared before the undersigned officer duly authorized by law to administer oaths

who, after being first duly sworn, depose and say that they are all the officers, agents, persons or employees who have acted for or represented _____ in procuring the Contract with the Clayton County Water Authority on the following Project: **One (1) New Self-Propelled Articulating Boom Lift**, and that said _____

_____ has not by (himself, themselves) or through any persons, officers, agents or employees prevented or attempted to prevent by any means whatsoever competition in such bidding; or by any means whatsoever prevented or endeavored to prevent anyone from making a proposal therefore, or induced or attempted to induce another to withdraw a bid for said work.

ATTEST:

By: _____
Bidder

By: _____
Name

By: _____
Name

Title: _____

Title: _____

Sworn to and subscribed before me this _____ day of _____ 20____.

Notary Public: _____ My Commission expires: _____

END OF SECTION

Division 3

Specifications

Section 1: General Requirements – *Indicate by checking the boxes under YES or NO whether your proposed equipment meets or not the specification requirements. Include comments as needed.*

	SPECIFICATIONS	MEET SPECS		COMMENTS (If specifications are NOT met, enter your comments here)
		YES	NO	
1	Working height maximum 51 feet 11 in			
2	Platform height maximum 45 feet 11 in			
3	Horizontal reach maximum 25 feet			
4	Up and over clearance maximum 23 feet 6 in			
5	Platform length 2 feet 6 in			
6	Platform width 6 feet			
7	Height - stowed 6 feet 11 in			
8	Length - stowed 18 feet 3 in			
9	Width 7 feet 6 in			
10	Wheelbase 6 feet 8 in			
11	Ground clearance - center 1 feet 3.5 in			
12	Lift capacity 500 lbs			
13	Platform rotation 180°			

Division 3

Specifications

Section 1: General Requirements – *Indicate by checking the boxes under YES or NO whether your proposed equipment meets or not the specification requirements. Include comments as needed.*

	SPECIFICATIONS	MEET SPECS		COMMENTS (If specifications are NOT met, enter your comments here)
		YES	NO	
14	Vertical Jib rotation 135°			
15	4 Wheel Drive			
16	Rough terrain tires			
17	Turning radius - inside 5 feet 6 in			
18	Turning radius - outside 14 feet 9 in			
19	Controls 12 V DC			
20	Diesel Powered engine			
21	Auxiliary power unit 12 V DC			
22	Two (2) copies of the Owner Manuals as well as a Factory Service Manual will be provided at time of delivery.			
23	A copy of the manufacturer's warranty statements are to be provided with bid.			

SUBMITTED BY: _____
 COMPANY NAME OF BIDDER

END OF SECTION