



**BULLOCH COUNTY BOARD OF COMMISSIONERS  
115 NORTH MAIN STREET  
STATESBORO, GEORGIA 30458**

**REQUEST FOR PROPOSAL**

The Bulloch County Board of Commissioners is soliciting competitive sealed proposals from qualified suppliers for the purchase of one (1) John Deere 6110M Standard Cab MFWD with one (1) Tiger Bengal Series BB-22 Mid-Mount Boom Mower to be used by the Bulloch County Transportation Department, with the possibility of purchasing two of each piece of equipment. It shall be solely within the discretion of Bulloch County to determine whether another make and/or model are “substantially equivalent.”

**The outside of the sealed envelope shall include the wording: Tractor with Boom Mower RFP; Due Date: September 29, 2022 @ 3:00 P. M.; Attn: Faye Bragg, Purchasing Manager.**

Proposals will be received until 3:00 P.M. local time on September 29, 2022, at the Bulloch County Board of Commissioners, North Main Annex, 115 North Main Street, Statesboro, Georgia 30458. The original proposal along with two (2) copies and supporting documents must be submitted in a sealed clearly marked envelope. It is the sole responsibility of the proposer to make sure the submittal package is received by due date and time. Any proposal received after due date and time shall not be accepted. The proposal handling process will take place in Conference Room 102 at 115 N Main Street, Statesboro, GA 30458 @ 3:00 pm on September 29, 2022. Anyone may attend the proposal handling process. A public opening of proposals will not occur at the time and date indicated above. Proposals received will be officially recorded. All proposals received will be turned over to the evaluation committee for opening, review, deliberation, and recommendation. After award is made, a tabulation of pricing will be available to the public.

The written proposal documents supersede any verbal or written prior communications between the parties.

There is a **checklist on page 14** that has items listed that must be completed and returned with the RFP submittal package. All forms must be completed, signed, and notarized where indicated. Failure to submit any items listed on this page will be justification for not accepting the submitted RFP package for this project.

A proposal package may be requested by contacting Faye Bragg, Purchasing Manager, at

fbragg@bullochcounty.net or <http://bullochcounty.net/procurement/>. Any addenda to this solicitation will be issued through the purchasing office, and it will be the sole responsibility of the proposer to periodically check the County's website for any addenda for this project. Failure to include a signed copy of any addenda issued for this project in the submitted package will result in the submission not being considered for this project.

**Local Buying Preference:** Departments are encouraged to use local vendors whenever possible. However, the County cannot pay a much higher price to do so because there is an obligation to the taxpayers to use our financial resources wisely.

For all purchases of \$15,000 or more, if the quality, service, price, and other factors are substantially equal, then a local vendor whose offer is within 5% of the lowest offer may be given an opportunity to match the lowest offer. This policy shall be stated in all applicable solicitations but does not apply to public works construction projects or road projects.

For purposes of this provision, a "local vendor" is one that 1) has a principal business location within the boundaries of Bulloch County; 2) has a valid occupational tax certificate issued by a jurisdiction located in Bulloch County; and 3) owns the property where the principal business location is located, or has a lease for a term of no less than one year for the principal business location which in effect requires the local vendor to pay the ad valorem taxes on the leased property.

A "principal business location" is further defined as a permanent facility with a physical location in Bulloch County where it can be demonstrated 1) that the goods or services are either made, stored, processed, sold, or rendered at the facility; and 2) that substantial administrative or management activities are performed by one or more employees, principals, representatives, or agents for the purpose of transacting business.

To request the local vendor preference, a vendor must include a completed local vendor form with its submitted proposal. It is the vendor's responsibility to provide clear and convincing evidence that it meets the requirements for being considered a local vendor pursuant to this provision. The determination of whether a vendor has submitted sufficient evidence to support being deemed a local vendor shall be solely within the discretion of the Board of Commissioners and shall not be subject to challenge.

**To request local vendor preference, you must contact the Purchasing Manager for the proper form to complete. The completed form must be included with the submitted package to be considered for the local vendor preference**

**Award And Reservations:** It is understood and agreed that in consideration of the sum of One Dollar and No/100 (\$1.00) cash in hand paid, receipt whereof is hereby acknowledged, the vendor agrees that this proposal shall be an option, which is hereby given to the Purchaser to accept or reject this proposal at any time within sixty (60) calendar days from the date on which it is recorded. It is expressly covenanted and agreed that this proposal is not subject to withdrawal by the supplier during the term of said option. The party submitting the proposal is solely responsible for delivering the proposal to the exact location and by the time stated. The

Purchaser reserves the right to reject any or all proposals and to waive technicalities and informalities in proposals, accepting the proposal deemed in the best interest of the purchaser. The County reserves the right to use or not use any alternate offer associated with this solicitation.

Award will be made to that responsive and responsible proposer with the best offer for Bulloch County, price and other factors considered.

Bulloch County has an Equal Opportunity Purchasing Policy. Bulloch County seeks to assure that all segments of the business community have access to supplying goods and services needed by the County. The County provides equal opportunity for all businesses and does not discriminate against any vendor regardless of race, color, religion, age, sex, or national origin.

A selection criterion is outlined in the request for proposal documents. Bulloch County reserves the right to reject any or all proposals, to waive technicalities and to make an award deemed in its best interest.

### **TERMS AND CONDITIONS**

**Changes:** No change shall be made to this invitation except by written modification by the Purchasing Department.

**FOB Destination Point:** Bid prices shall include shipping to the Public Works Department, 17301 Hwy. 301 North, Statesboro GA 30458. Title to remain with vendor until fully accepted by County. Goods damaged or not meeting specifications will be rejected.

**Compliance:** The County's failure to insist on compliance with any of the terms or conditions of this RFP shall not be deemed a waiver of the County's right to insist at any time on full compliance with any of the terms and conditions stated herein.

**Disqualification:** Proposals may be disqualified for: a) receipt of the proposal by the County past the stated deadline; b) any irregularities; c) unbalanced unit price or extensions; d) unbalanced value of any items; or e) failure to complete proposal information correctly. If in the opinion of the County, the supplier is not in a position to perform the contract, the proposal may be disqualified and rejected. The County reserves the right to waive any minor informalities or irregularities.

**Lawsuits/Bribery/Conflicts of Interest/Defaults:** Prospective suppliers shall disclose any record of pending lawsuits, criminal violations and/or convictions, conflicts of interest, or contract defaults.

**Liability:** The County is not liable for any cost incurred in the preparation of the proposal. Nor is the County bound by any information provided to suppliers prior to the proposal opening unless reduced to writing and distributed as a written addendum.

**Clarification of Submittals:** The County reserves the right to seek clarification of any point in a supplier's sealed proposal submission, or to obtain additional information.

**Exceptions:** Conditional proposals or those that take exception to the specifications will be considered only at the discretion of the Project Manager.

**Correction or Withdrawal of Proposals, Cancellation of Awards:** Correction or withdrawal of submissions after the deadline for submitting proposals has passed, or cancellation of awards or contracts may be permitted only to the extent that the supplier can show by clear and convincing evidence that a clerical mistake of non-judgmental character was made, or where the withdrawal or cancellation is in the best interest of the County.

**County Obligations:** The County has a standing policy to disqualify or withhold compensation to vendors, contractors, and professional consultants if there are existing obligations to the County for any liens, ad valorem taxes, licenses, or other financial remittances due to the County.

**Award:** If awarded, the award will be made to that responsive and responsible supplier or suppliers whose proposal is most advantageous to the County, price and other factors considered. The County specifically reserves the right to make an award to more than one supplier if the County determines that it is in the County's best interest to do so, and to reject any and all proposals. The supplier or suppliers to whom the award is made will be notified at the earliest possible date.

**Payment:** Payments will be made upon completion of all work and acceptance by the County on invoices submitted and approved by the proper County representative within thirty (30) days receipt of invoice. Itemize all invoices in full. Be sure our order number is on your invoice.

**Inquiries Regarding Payment:** All inquiries regarding payment of invoices are to be directed to Accounts Payable, (912) 764-6245.

**Anti-Discrimination Clause:** Bulloch County does not discriminate against any person because of race, color, gender, religion, national origin, or handicap in employment or services provided.

**Questions:** All questions concerning this RFP shall be directed to the Purchasing Manager in writing (email is preferable). Questions will be directed to the Purchasing Manager no later than September 20, 2022 @ 4:00 PM. Responses to questions will be addressed no later than September 22, 2022 @ 2:00 PM.

**Reservations:** The County reserves the right to reject any or all Proposals, to award in whole or in part and to waive minor immaterial defects in Proposals. Proposals shall be binding for a period of sixty (60) calendar days from the time proposals are recorded.

**Timely Delivery:** If indicated in the Price Schedule, vendor shall indicate time of delivery as the number of calendar days following receipt of order by the vendor to the receipt of goods or services by the County. Time of delivery will be considered in the award.

Time is of the essence, and the purchase order is subject to termination for failure to deliver on

time. The acceptance by buyer of later performance with or without objection or reservation shall not waive the right to claim damage for such breach nor constitute a waiver of the requirements for the timely performance of any obligation remaining to be performed by the vendor.

**Indemnification:** The vendor agrees to indemnify, hold harmless, and defend the County, its officials, and employees (hereinafter collectively “the indemnitees”) from and against any and all claims, damages, liabilities, suits, proceedings, costs, and expenses of litigation (including, without limitation, reasonable attorney’s fees) related to or arising in any way out of the performance of this Agreement, unless such is attributable to the sole negligence of the indemnitees. The indemnity obligation of the vendor will survive the expiration or termination of this Agreement.

Sealed packages must be mailed to the following address: no faxed or e-mailed submittals will be accepted for sealed RFPs.

Bulloch County Commissioners  
Attn: Purchasing Manager  
115 N Main Street  
Statesboro, GA 30458

Proposers will be fully responsible for the delivery of their proposal in a timely manner. Reliance upon U.S. Mail or other carriers is at the Proposer's risk. Late submissions will not be considered.

### **SCOPE OF WORK**

- A. Scope** - Bulloch County is soliciting proposals with the intent to purchase one (1) John Deere 6110M Standard Cab MFWD with one (1) Tiger Bengal Series BB-22 Mid-Mount Boom Mower. The attached document is Bulloch County’s minimum specifications for the tractor with boom mower. The specifications should be used by suppliers as a guideline for submitting proposals. Proposals should be performance oriented. Also, a fast or immediate delivery of this equipment is of the utmost importance. Both are major considerations in the evaluation and award of proposals.

Bulloch County understands that it is improbable that a supplier will have a Standard Cab Tractor with Boom Mower that will fully comply with the intent of the specifications. All suppliers are encouraged to submit proposals for any Standard Cab Tractor with Boom Mower at their disposal that may meet the intent of the specifications. Bulloch County will evaluate proposals to determine which is in the best interest of Bulloch County.

- B. Equipment and Vendor Requirements** - Since the continuous operation of the Standard Cab Tractor with Boom Mower is of the utmost importance and sometimes of an emergency nature, it is necessary that the successful proposer be in a position to render prompt parts and service. The successful supplier shall have a qualified service facility and have access to parts inventory within 100 miles of Statesboro Georgia. Said parts inventory shall be of sufficient size and variety to offer a level of parts availability of

95% within 48 hours from time of order placement by customer

Vendors must submit with their proposal, the latest printed specifications and advertising literature on the units they propose to furnish.

The RFP, if awarded, will be awarded to that proposer which, in the opinion of Bulloch County, is in the best interests of Bulloch County, price and all other factors being considered. Bulloch County reserves the right to reject any or all proposals and to waive any technicalities or informalities in the proposal process.

Units offered under this RFP shall be new, standard production models of the latest design in current production. The Standard Cab Tractor with Boom Mower shall be completely assembled, serviced, and work-ready when delivered to Bulloch County.

The design of the mechanical members shall be such that the stress imposed through normal shock loads at maximum engine torque shall not cause rupture or permanent deformation or undue wear on any member.

Suppliers shall be prepared to give a complete demonstration of the merits of the machines offered as directed by the purchaser. The machines so demonstrated shall be complete as offered by the supplier for this proposal.

The price or prices quoted shall include all transportation charges fully prepaid to Bulloch County Public Works Department, 17301 Highway 301 North, Statesboro, Georgia 30458. **Delivery Date Must Be Stated On Price Schedule.**

C. **Proposal Submission Instructions**

A. General Requirements

1. Proposer's Response - Suppliers are asked on the pricing schedule to state if their proposal complies with our specifications. If not, all "exceptions" shall be listed on the exceptions sheet.
2. Proposals shall include a manufacturer specification that details the equipment the supplier is offering.
3. Upon request, the proposed demonstrator Standard Cab Tractor with Boom Mower shall be made available for inspection by the evaluation team on-site in Bulloch County.
4. No supplier/contractor is to discuss any aspect of this Request for Proposal with any Bulloch County employee without approval of the Purchasing Departments representative. This is to ensure that all prospective respondents have the same level of knowledge relative to the project as well as ensuring the additional data is made available to all suppliers.

5. RFPs shall be submitted in a sealed envelope/package. Envelope/package shall be addressed and identified as stated above.
7. All submissions and supporting materials as well as correspondence relating to this RFP become property of Bulloch County when received. Any proprietary information contained in the submission should be so indicated. However, a general indication that the entire contents, or a major portion, of the submission is proprietary will not be honored.
8. Bulloch County reserves the right to reject any or all proposals, in whole or in part, to negotiate changes in the scope of services and to waive any technicalities as deemed in its best interest.
9. The supplier shall provide at least four (4) references of purchasers the supplier has sold this type of standard cab tractor with boom mower to within the last five years.

**Provide A Minimum of Four (4) Current Owners of This Design of Standard Cab Tractor with Boom Mower**

1  
Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

Contact Name \_\_\_\_\_

In Service Date \_\_\_\_\_

2  
Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

Contact Name \_\_\_\_\_

In Service Date \_\_\_\_\_

3  
Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

Contact Name \_\_\_\_\_

In Service Date \_\_\_\_\_

4  
Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

Contact Name \_\_\_\_\_

In Service Date \_\_\_\_\_

**D. Proposal Selection Procedures** - The proposal will be evaluated by a selection committee selected by Bulloch County. The Proposals will be evaluated in order to select the Supplier/Contractor that rate highest according to the criteria listed below. The

highest scoring Supplier/Contractor will be determined, and the selection committee will make a recommendation to the Board of Commissioners.

Proposals will be evaluated based on their relative responsiveness to the criteria described above and with those criteria’s values weighted as shown below:

<b>Criteria</b>	<b>Maximum Points</b>
Earliest Guaranteed Delivery	30 points
Compliance with Standard Specifications	30 points
Cost	25 points
References	10 points
Demonstration Assessment	5 points
Total	100 points

- E. Reservations** - Bulloch County reserves the right to reject all proposals, to negotiate changes in the Scope of Work or services to be provided, and to otherwise waive any technicalities.
- F. Pricing** – Pricing must be kept firm for a period of sixty (60) calendar days following the proposal due date and may be extended by mutual written agreement.
- G. General** - This is an engineer, design, construct and deliver type specification and it is not the intention of this agency to exclude vendors or manufacturers of similar or equal equipment of the types specified. It should be noted, however, that these specifications are written around specific needs of this agency. Other brands will only be considered providing the vendor provides documentation in the proposal that the brand offered meets or exceeds the quality of the actual brand called for in the specifications. It shall be solely within the discretion of Bulloch County to determine whether another make and/or model are “substantially equivalent.”
- H.** All proposal pricing shall be complete and include warranty and delivery of the completed apparatus to this agency.

Payment shall be made in accordance with these specifications and the Proposal submitted by the supplier. Payment will be made upon acceptance of the equipment specified under these specifications.

No proposal shall be withdrawn for a period of sixty (60) days after the date listed above for receiving proposals. Suppliers will be fully responsible for the delivery of their proposals in a timely manner. Reliance upon U. S. Mail or other carriers is at the supplier’s risk. Late proposals shall not be considered. Bulloch County reserves the right to reject any or all proposals in whole or in part and to waive technicalities and informalities.

Full payment will be made after the unit is received, inspected, and found to comply with procurement specifications, free of damage and properly invoiced.



## **SPECIFICATIONS**

Any accessories not specifically mentioned herein but necessary to furnish a complete unit ready for use shall also be included.

The unit shall be the manufacturer's latest model and design. The standard cab tractor with boom mower shall be completely assembled, serviced, and work-ready when delivered to Bulloch County.

The specifications below are Bulloch County's requirements for the standard cab tractor with boom mower. Make & Model of the standard cab tractor with boom mower shall be stated on the price schedule. Bulloch County will determine if equipment being offered meets our specification requirements. The specifications are approximate only, not definite. However, all equipment being offered shall comply with our "Additional Equipment Needs."

Any brand name or manufacturer's reference used in these specifications is for the purpose of describing a standard of quality, performance, and characteristics desired and not intended to limit or restrict competition. Proposers must state the brand name and model being offered and provide proof that the merchandise offered is equal or equivalent to the specifications. The County shall be the sole entity to determine acceptance or non-acceptance of equivalents.

The standard cab tractor must be compatible with the boom mower and the boom mower must be compatible with the standard cab tractor.

The following are the minimum specifications for the Standard Cab Tractor with Boom Mower:

### **Standard Cab Tractor**

John Deere 6110M Standard Cab MFWD 16X16 Power Quad (WB2400)

### **With**

Tiger Bengal Series

**BB-22** Mid-mount Boom Mower (1700 lb wheel weight).

Should include Boom arms, Mounting system, wheel weights, Mower Hydraulic Drive System, Operator Safety Screen, 3 Pt Open Stow System

RT60B 60" Rotary Head with Blade Bar/Brush Knives & Hydraulic Door

JSTK Joystick, Electrohydraulic and Valve Kit

Factory installation of complete boom mower system

AXSTAB HYO Cylinder Axle Stabilizer Kit - per tractor model

P/G Guard - Pump/Grille Guard

Dealer Set-Up and Delivery

## PRICING SCHEDULE

Time of delivery will be considered in the award. Time is of the essence, and the purchase order is subject to termination for failure to deliver on time. The unit shall be the manufacturer's latest model and design. The standard cab tractor with boom mower shall be completely assembled, serviced, and work-ready when delivered to Bulloch County.

State Make and Model of Standard Cab Tractor Being Offered:

\_\_\_\_\_

State Make and Model of Boom Mower Being Offered:

\_\_\_\_\_

Total Purchase Price for one (1) Tractor with Boom Mower:         \$ \_\_\_\_\_

Total Purchase Price for two (2) Tractors with Boom Mowers:         \$ \_\_\_\_\_

**Delivery:** If awarded, the tractor with boom mower will be delivered, complete and ready for operation within no more than \_\_\_\_\_ calendar days after the order is placed. Be specific, do not estimate on delivery days.

Does your submission comply with all sections of our RFP including the specifications? If your answer is no, use the exceptions sheet.

YES \_\_\_\_\_ NO \_\_\_\_\_

It is agreed by the undersigned supplier that the signature and submission of this package represents the supplier's acceptance of all terms, conditions, and requirements of the RFP and, if awarded, the submittal package will represent the agreement between the two parties when attached to a fully executed Acceptance of Proposal form of which an example is attached.

Company Name: \_\_\_\_\_

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

Signature of Representative: \_\_\_\_\_

Printed Name of Representative: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Date: \_\_\_\_\_



**NON-COLLUSION AFFIDAVIT**

The following affidavit is to accompany the proposal:

**STATE OF:**

**COUNTY OF:**

Owner, Partner, or Officer of Firm:

Company Name, Address, County and State:

The undersigned, being of lawful age, being first duly sworn, on oath says that he/she is the agent authorized by the vendor to submit the attached proposal. In making such representation, affiant further states for himself/herself and on behalf of vendor, that they have not been a party to any collusion among vendors in restraint of competition by agreement to submit a bid or proposal at a fixed price or to refrain from proposing; or with any office of Bulloch County or any of their employees as to quantity, quality or price in the prospective contract; or any discussion between vendors and any official of Bulloch County or any of their employees concerning exchange of money or other things of value for special consideration in submitting a sealed proposal for:

FIRM NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

TITLE \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

NOTARY PUBLIC \_\_\_\_\_

**BULLOCH COUNTY, GEORGIA  
BIDDER DECLARATION**

The bidder understands, agrees and warrants:

That the bidder has carefully read and fully understands the full scope of the specifications.

That the bidder has the capability to successfully undertake and complete the responsibilities and obligations in said specifications.

That this proposal shall be valid for 60 days.

That this proposal may be withdrawn by requesting such withdrawal in writing at any time prior to **September 29, 2022 @ 3:00 pm** but may not be withdrawn after such date and time for a period of 60 days.

That Bulloch County reserves the right to reject any or all proposals and to accept that offer which will, in its opinion, best serve the public interest. Bulloch County reserves the right to waive any technicalities or informalities in the proposal.

That by submission of this proposal the bidder acknowledges that Bulloch County has the right to make any inquiry or investigation it deems appropriate to substantiate or supplement information supplied by the vendor.

If a partnership, a general partner must sign.

If a corporation the authorized corporate officer(s) must sign, and the corporate seal must be affixed to this proposal.

BIDDER:

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Name	Title
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Name	Title
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AFFIX CORPORATE SEAL (if applicable)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

NOTARY PUBLIC \_\_\_\_\_

## CHECK LIST

The items listed below must be completed and returned in the sealed RFP submittal package. All forms must be completed, signed, and notarized where indicated. Failure to return the items listed below will be justification for not accepting a submittal package for this project.

- 1. Page 1 – One (1) original and two (2) copies of submitted proposal along with supporting documents
- 2. Page 6 – Manufacturer specifications that detail the equipment the supplier is offering
- 3. Page 7 – References
- 4. Page 8 – Warranty Statements
- 5. Page 10 – Pricing Schedule
- 6. Page 11 – Exceptions to Specifications Sheet
- 7. Page 12 – Non-Collusion Affidavit
- 8. Page 13 – Bidder Declaration

**TO BE COMPLETED BY AWARD WINNER ONLY**

**ACCEPTANCE OF PROPOSAL – EXAMPLE ONLY**

Bulloch County hereby accepts the undersigned supplier's offer submitted in response to the attached Request for Proposals for the following items: \_\_\_\_\_  
\_\_\_\_\_.

By executing this Acceptance of Proposal, Bulloch County and the undersigned supplier acknowledge and agree to be bound by all terms and conditions of the attached Request for Proposals and all specifications and pricing stated therein.

IN WITNESS WHEREOF, Bulloch County and the undersigned supplier have caused their authorized representatives to set their hands and seals this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

BULLOCH COUNTY, GEORGIA  
By: \_\_\_\_\_  
Thomas M. Couch, County Manager

[Name of Successful BIDDER]  
By: \_\_\_\_\_  
\_\_\_\_\_  
Print or type name of signatory

[FORM OF ACCEPTANCE OF PROPOSAL]

The successful vendor(s) will be required to execute this Acceptance of Proposal.