

**BULLOCH COUNTY BOARD OF COMMISSIONERS  
115 N MAIN ST.  
STATESBORO, GEORGIA 30458**

**INVITATION TO BID FOR  
THREE POND FOUNTAINS  
STATESBORO-BULLOCH COUNTY PARKS AND RECREATION DEPARTMENT**

Sealed bids from suppliers will be received by the Bulloch County Board of Commissioners (herein after referred to as the County), at the Bulloch County Commissioners North Main Annex, 115 North Main Street, Statesboro, Ga., 30458 until 3:00 pm legally prevailing time on June 26, 2019 for three pond fountains to be used by the Statesboro-Bulloch County Parks and Recreation Department Mill Creek Park. Actual bid opening will take place in Conference Room 102 located in the Bulloch County Commissioners North Main Annex, 115 North Main Street, Statesboro, GA 30458; June 26, 2019, at 3:00 pm.

At the time and in the room noted above, the bids for each commodity will be publicly opened and read. No extension of the bidding period will be made; late bids will not be accepted.

No bid may be withdrawn for a period of 60 (sixty) calendar days after time has been called on the date of opening.

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

Any addenda to this solicitation will be issued through the purchasing office, and it will be the sole responsibility of the vendor to periodically check the County's website for any addenda for this project ([www.bullochcounty.net/procurement/](http://www.bullochcounty.net/procurement/)).

There is a **checklist on page 10** that lists the items that must be included in the sealed bid package. Failure to complete and return any of the items on the check list will be just cause for non-acceptance of the submitted bid package.

The Commissioners reserve the right to reject any or all bids and to waive technicalities and informalities associated with the bid and to make the award deemed in the best interest of the County.

Local Buying Preference: For all purchases of \$15,000 or more, if the quality, service, price, and other factors are substantially equal, then a local vendor whose bid is within 5% of the lowest bid may be given an opportunity to match the lowest bid. 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 bid. 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 bidder agrees that this bid shall be an option, which is hereby given to the Purchaser to accept or reject this bid at any time within sixty (60) calendar days from the date on which it is opened and read. It is expressly covenanted and agreed that this proposal is not subject to withdrawal by the bidder during the term of said option. The party submitting the bid is solely responsible for delivering the bid to the exact location and by the time stated. The Purchaser reserves the right to reject any or all bids and to waive technicalities and informalities in bids, to accept in whole or in part, such bid or bids may be deemed in the best interest of the purchaser. The Purchaser reserves the right to use or not use any alternate bid associated with this solicitation.

Award, if made will be made to the lowest responsive and responsible bidder whose bid meets the requirements and criteria set forth herein; provided, however, that Bulloch County reserves the right to reject any and all bids and to waive any technicalities or informalities; price and other factors considered. Time is of the essence.

Bulloch County has an Equal Opportunity Purchasing Policy. Bulloch County seeks to ensure 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, national origin.

## **TERMS AND CONDITIONS**

**1. CHANGES:** No change shall be made to this invitation except by written modification by the purchasing department.

**2. FOB DESTINATION POINT:** Bid prices shall include shipping to Statesboro/Bulloch County Millcreek Park, 1388 Hwy. 24 East, Statesboro, GA 30461. Title to remain with vendor until fully accepted by County. Goods damaged or not meeting specifications will be rejected.

**3. Bid Identification:** The outside of the sealed envelope shall include the wording: Three Pond Fountains Bid; Bid Opening: June 26, 2019 @ 3:00pm; Attn: Purchasing Manager.

**4. WITHDRAWAL OF BIDS:** Bids may be withdrawn by written request only, if the request is received prior to the time and date set for the opening of bids. Negligence on the part of the bidder in preparing his bid confers no right of withdrawal or modification of his bid after bid has been opened. No bid may be withdrawn for a period of (60) sixty calendar days after time has been called on the date of opening.

**5. AWARD OF CONTRACT:** Award, if made will be made to that responsible bidder whose bid, conforming to the invitation for bid, will be most advantageous to the County, price and other factors considered. The County reserves the right to reject any and/or all bids submitted and to waive any technicalities or minor irregularities in bids received. A written award, mailed (or otherwise furnished) shall be deemed to result in a binding contract without further action by either party.

**6. EXCEPTIONS TO SPECIFICATIONS:** Any contract resulting from this invitation shall bind the bidder to all terms, conditions and specifications set forth in this invitation. Bidders whose bids do not conform should so note on the exceptions to specifications page (page 6). While the County reserves the right to make an award to a nonconforming bidder when in the best interest of the County, such awards will not be readily made, and bidders are urged to conform to the greatest extent possible. No exceptions will be considered to have been taken by a bidder unless it is properly set out as provided above, and no exception will be deemed to have been taken by the County unless incorporated in a contract resulting from this invitation and so stated.

**7. PAYMENT:** Payments will be made upon delivery and acceptance by County on invoices submitted and approved by the proper County representative within (30) thirty days receipt of invoice.

**7.1** Itemize all invoices in full. Be sure our order number is on your invoice.

**7.2** Vendor must furnish delivery receipt with invoice identifying that this order has been delivered in accordance with specifications, quantities, and price as set forth on the purchase order.

**7.3** Items on this order are exempt from Federal Excise Tax and Georgia Sales and Use Tax. Certification will be furnished if requested.

**8. INQUIRIES REGARDING PAYMENT:** All inquiries regarding payment of invoices are to be directed to Accounts Payable, (912) 764-6245.

- 9. ANTI-DISCRIMINATION CLAUSE:** Bulloch County does not discriminate against any person because of race, color, religion, national origin, or handicap in employment or services provided.
- 10. COMMODITY STATUS:** It is understood and agreed that equipment delivered shall be new, of latest design, and in first quality condition, that all bags, containers, etc., shall be new and suitable for storage, unless otherwise stated by Bulloch County.
- 11. DELIVERY:** Delivery shall be made to Statesboro/Bulloch County Parks and Recreation Department Millcreek Park, 1388 Hwy. 24 East, Statesboro, GA 30461.
- 12. COMPLIANCE:** The County's failure to insist on compliance with any of the terms or conditions of this Invitation to Bid 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 here in.
- 13. PRODUCT COMPLIANCE:** Bidders must submit with their bid, the latest printed specifications and/or advertising literature to prove compliance with our specifications on the units they propose to furnish.
- 14. QUESTIONS:** All questions concerning this invitation should be directed to the buyer whose name appears on the bottom of this page unless otherwise directed, no later than June 19, 2019.
- 15. QUALITY:** Any brand names or trade names used in the specifications are for the purpose of describing and establishing general quality levels.

For technical questions contact: Wyley Brannen, Assistant Parks Division Manager/Projects, wbrannen@bullochrec.com

For procurement questions contact: Faye Bragg, Purchasing Manager, fbragg@bullochcounty.net

**SHIPPING COSTS, IF ANY SHALL BE INCLUDED IN BID PRICES**

Submit bid by USPS mail, hand or service delivery (faxed or emailed bids are **not** accepted for sealed bids):

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

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

## Specifications for 3 Pond Fountains

These specifications are to establish quality, type, and size needed by Statesboro-Bulloch County Parks and Recreation Department. All models/brands bid that are considered equal in quality, type, and size by SBCPRD will be considered for award. Accessories not specifically mentioned herein but necessary to furnish a complete fountain system ready for use shall be included. Awarded vendor must be able to perform all warranty repairs/recalls and make all repairs to machine if or when needed.

### 1-Make/Model:

Quantity of one: Aqua-Control Fountain- Fleur De Lis Nozzle

Quantity of two: Aqua-Control Aerator Fountain – S2 Tornado Nozzle

**All Three Fountains shall have new control panels**

### 2-Motor Size:

All three fountains shall have 2 Horsepower motors

### 3-Electrical Size:

All three fountains shall be 230V 3 Phase

### 4-Light Requirements:

Aqua-Control Fountain- Fleur De Lis Nozzle shall have four stainless LED Cool White lights

Aqua-Control Aerator Fountain-S2 Tornado Nozzle shall have two stainless LED Cool White lights each

### 5-Power Cord Requirements:

Aqua-Control Aerator Fountain-S2 Tornado Nozzle (**Fountain 1**)

PUMP SOOW CORD 14G 250 FT

LIGHT SOOW CORD 14G 250 FT

Aqua-Control Fountain- Fleur De Lis Nozzle (**Fountain 2**)

PUMP SOOW CORD 12G 350 FT

LIGHT SOOW CORD 12 G 350 FT

Aqua-Control Aerator Fountain-S2 Tornado Nozzle (**Fountain 3**)

PUMP SOOW CORD 10G 550 FT

LIGHT SOOW CORD 10G 550 FT

### 6-Warranty:

Five year warranty on Fountains and motors shall be included

Two year warranty on LED lights shall be included



**Pond Fountain  
BID FORM**

Bid prices for the three pond fountains shall include all delivery charges to Statesboro-Bulloch County Millcreek Park, 1388 Hwy. 24 East, Statesboro, GA 30461. All equipment furnished under this contract shall be new and unused. If awarded, the award will be made to that responsive and responsible bidder whose bid is most advantageous to the County, price and other factors considered. The County specifically reserves the right to reject any and all bids. The bidder to whom the award is made will be notified at the earliest possible date.

Make and Model of Pond Fountains being bid:

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Total bid price for three pond fountains being bid: \$ \_\_\_\_\_

Shipping & Handling: \$ \_\_\_\_\_

Grand Total: \$ \_\_\_\_\_

Estimated time of delivery: \_\_\_\_\_

Does your proposal comply with our specifications for the three pond fountains?

Yes  No (If the answer is no, use the exceptions form)

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 bid for:

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

SIGNATURE \_\_\_\_\_

TITLE \_\_\_\_\_

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

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



**VENDOR DECLARATION**

The vendor understands, agrees and warrants:

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

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

That this bid shall be valid for 60 days.

That this bid may be withdrawn by requesting such withdrawal in writing at any time prior to June 26, 2019 @ 3:00pm, 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 bids and to accept that bid which will, in its opinion, best serve the public interest. Bulloch County reserves the right to waive any technicalities or informalities in the bidding.

That by submission of this bid the vendor 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.

VENDOR:

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Name \_\_\_\_\_ Title \_\_\_\_\_

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Name \_\_\_\_\_ Title \_\_\_\_\_

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 bid package. Failure to return any of the items listed will be just cause for not accepting the submitted bid.

- 1. Page 4 – Product Compliance as specified
- 2. Page 6 – Exceptions to Specifications Sheet
- 3. Page 7 – Bid Form
- 4. Page 8 – Non-Collusion Affidavit
- 5. Page 9 – Vendor Declaration

**ACCEPTANCE OF PROPOSAL - EXAMPLE  
TO BE COMPLETED BY AWARD WINNER ONLY**

Bulloch County hereby accepts the undersigned supplier's bid submitted in response to the attached Invitation for Bids 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 Invitation for Bids 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

SUCCESSFUL VENDOR

By: \_\_\_\_\_  
Thomas M. Couch, County Manager

By: \_\_\_\_\_

\_\_\_\_\_  
Print or type name of signatory

[FORM OF ACCEPTANCE OF PROPOSAL]

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