

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

INVITATION TO BID

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 March 26, 2019; for the lease/rental of **refurbished equipment** to be used by the Statesboro/Bulloch County Parks & Recreation Department. 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; March 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.

Bidders will be fully responsible for the delivery of their bids in a timely manner. Reliance upon U.S. Mail other carriers is at the bidder's risk. Late bids shall not be considered. No e-mails or faxes are accepted for sealed bids.

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

Bid Identification: The outside of the sealed envelope shall include the wording: Refurbished Equipment Bid; Bid Opening: March 26, 2019 @ 3:00 PM; Attn: Purchasing Manager

No bid may be withdrawn for a period of 60 (sixty) calendar days after time has been called on the date of opening.

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/).

The County reserves the right to reject any or all bids and to waive technicalities and informalities associated with the bid, and to make the award that it deems in the best interest of the County. The County reserves the right to use or not use any alternate bid associated with this solicitation.

There is a **check list on page 11** that has items listed that must be included in the sealed bid package. Failure to include any of the listed items will be just cause for not accepting the submitted bid package.

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

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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 that responsive and responsible bidder with the best offer for Bulloch County, price and other factors considered.

Units offered under this advertisement shall be **refurbished equipment** that meets the bid specifications provided below.

The successful bidder shall have a qualified service facility and have access to a parts inventory.

The price or prices quoted shall include all transportation charges fully prepaid to the Statesboro/Bulloch County Millcreek Park 1388 Hwy 24 East, Statesboro, GA 30461.

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DELIVERY DATE MUST BE STATED ON BID.

If requested to do so by Bulloch County, the bidder must submit at least three references for sales made of the units being bid. References are to include company or entity name, phone number, and the name of a contact person.

SHIPPING COSTS, IF ANY SHALL BE INCLUDED IN BID PRICES

Bid must be submitted to the following address by USPS mail, hand or service delivery. Faxed or e-mailed bids will not be accepted for sealed bids:

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

TERMS & CONDITIONS

Late Model Refurbished Equipment Bid

Scope of Agreement: Furnish on an operating lease/rental agreement of the turf equipment listed below to be used by the Statesboro-Bulloch County Parks and Recreation Department. This is an operating lease/rental only and the County does not wish an option to purchase.

Period of Lease/Rental: The Lease/Rental contract shall begin upon signing and receipt of equipment and continue until the end of the contract period. The county shall be entitled to one year option or up to 3 year option. The actual lease shall begin July 15, 2019.

Brand Names/Models: Any reference to a brand name or model is intended only for the purpose of establishing a minimum level of quality, technical or performance specification. Any make and model minimum specifications will be considered. Contractors, **including those offering specified brands, must furnish** catalog pages, cut sheets or other written technical and performance specifications sufficiently adequate for the County to evaluate the equipment. Failure to provide this information will result in the bid being determined to be non-responsive and not further evaluated. Specifications provided are nominal.

Used Equipment: Used equipment must be refurbished and must be clearly identified as to year, make, model, reconditioning done, engine hours, or other indicators as appropriate. Equipment shall be no older than 3 years old **and/or** contain 1800 hours or less.

Delivery/Return of Equipment: The Contractor is responsible for the delivery and pickup of all equipment furnished under the contract. All delivery and transportation cost shall be included in the lease/rental charges and not billed separately. All equipment shall be delivered to the county

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in “ready to use” condition.

Repairs and Maintenance: Unless otherwise indicated, the County shall maintain the equipment in good working order and will make all necessary adjustments and repairs. In the event of a major repair (engine, hydraulic, electrical problems, etc.) , that would require the equipment to be out of service for more than 2 business days, the contractor must provide another comparable piece of equipment **at no additional charge to the county** until all repairs are completed.

Warranty: All equipment provided must have Engine, Drivetrain, and Electrical Warranty for the duration of the contract.

Risk of Loss: The County shall assume all risk of loss of the equipment at all times during the term of the contract. The County shall maintain adequate insurance coverage to protect against loss or damage.

Payments: Payments will be made on a monthly basis. Other payment arrangements may be negotiated if both parties mutually agree.

Amortization Schedule: The successful Contractor will be required to submit an amortization schedule keyed to the individual contract years and specify total payments by principal and interest at the onset of the lease/rental.

Equipment to be furnished: Equipment to be furnished consists of items listed below.

1. FAIRWAY MOWER – 4 each

2 wheel drive

(5) 7” reel diameter with 8 blade cutting units with front and rear rollers

(5) rear roller scraper

Engine Type:

Minimum 35.5 hp

Diesel Fuel

Liquid Cooled diesel engine

Vehicle:

Traction type- servo controlled hydrostatic pump w/ wheel motors

Reel Drive – Direct coupled hydraulic gear motor

Backlapping – standard micro-lap valves

Steering – Power steering

Front drive tires – turf

Hard top canopy

Controls:

Throttle – hand

Forward/Reverse – foot pedal

Reel lift – single hand lever

Parking brake

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Seat – Standard with arm rest

Cutting Units:

22” cutting units

100” cutting width

Adjustable cutting units

QA7 Reels

Reference – John Deere 7700

Equipment shall be delivered July 15, 2019.

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Pricing Schedule: Contractors must complete the following section in its entirety. Pricing for each item shall be the **monthly cost** and the **annual cost** which is twelve months.

Line Item	1 st year	2 nd year	3 rd year
1. (4) Fairway Mowers			
Monthly	_____	_____	_____
Annual	_____	_____	_____
Make:	_____		
Model:	_____		

Estimated lead time for delivery: _____

Company Name: _____

Company Address: _____

Signature of Representative: _____

Printed Name of Representative: _____

Title: _____

Telephone Number: _____

Fax Number: _____

E-mail Address: _____

Date: _____

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**BULLOCH COUNTY, GEORGIA
NON-COLLUSION AFFIDAVIT**

The following affidavit is to accompany the bid:

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 _____

**BULLOCH COUNTY, GEORGIA
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 **March 26, 2019**, 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:

Name _____ Title _____

Name _____ Title _____

AFFIX CORPORATE SEAL (if applicable)

Subscribed and sworn to before me this _____ day of _____ 20____.

NOTARY PUBLIC _____

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**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.

CHECK LIST

The items listed below must be returned with the sealed bid. Failure to return any of the items listed will be just cause for not accepting the submitted bid.

- 1. Page 3 – Catalog Pages, cut sheets, other written or technical and performance specifications
- 2. Page 6 – Pricing Schedule
- 3. Page 7 – Exceptions to Specifications Sheet
- 4. Page 8 – Non-Collusion Affidavit
- 5. Page 9 – Vendor Declaration