



CITY OF GRIFFIN, GEORGIA

QUOTE REQUEST

FY19-004

For

ZERO TURN MOWERS

Submitted by:

Name of Company:

Mailing Address:

City/State/Zip:

Phone (including area code):

E-mail:

Submittal Deadline:
BY Tuesday, August 7, 2018 at 2:00 P.M.
(may be submitted earlier)



QUOTE REQUEST FY19-004

ZERO TURN MOWERS

1.1. SCHEDULE

This Quote request must be submitted no later than Tuesday, August 7 at 2PM. They may be scanned and emailed to cfay@cityofgriffin.com, entered online using the link (<https://vrapp.vendorregistry.com/Bids/View/BidsList?BuyerId=52b8c206-866a-4ed2-b7b8-bef7db8a901b>) or delivered to City of Griffin, Procurement Department (3rd Floor), 100 S Hill Street, PO Box T, Griffin, GA 30223. Email is the preferred method of delivery and should have a subject of "Zero Turn Mowers". Deadline for submittals is the 7th, but quotes are encouraged and can be submitted any time prior to the deadline.

1.2. SCOPE OF WORK

GENERAL REQUIREMENTS: Various departments within the City have needs for zero turn mowers. The make and model of the mowers needed are listed. There is to be no substitutions for the models. In addition to your best price for the requested mower(s), we need the following information for each mower: discount off MSRP for accessory options, location of service center, warranty and time from PO to delivery. This is a line item request; you may quote as many of the mowers as are applicable.

All questions regarding this project must be in writing. Questions are to be directed to the Procurement department (cfay@cityofgriffin.com), who will serve as the administrative contact.

1.3. MOWERS

All mowers are to have puncture proof tires (mandatory) and premier suspension seating (preferred).

1.3.1. SCAG Turf Tiger II 61" deck, 26HP Kohler EFI

1.3.2. SCAG Turf Tiger II 72" deck, 26HP Kohler EFI

1.3.3. SCAG Cheetah 72" deck, Kohler EFI (*specify HP*)

1.3.4. Grasshopper 325D 61" deck, rear discharge (*specify engine*)

1.3.5. Grasshopper 900D 61" deck, side discharge (*specify engine*)

Marketing material may be included with submittal. If additional space is need for the submittal, use a second copy of the price submittal sheet.

FY19-004

PRICE SUBMITTAL: ZERO TURN MOWERS

Company Name _____ Bid Price Valid Through _____

PRICE STRUCTURE – Complete the following and include associated information specifics for the cost quoted.

Mower Year, Make & Model _____

Address of nearest Service Center to 30223 . . . _____

Base price of mower \$ _____

Percentage discount from MSRP for accessories and available options. \$ _____

Any other charges/fees not included above total \$ _____

Warranty period _____

ANTICIPATED DELIVERY timetable after receipt of the purchase order. _____

Mower Year, Make & Model _____

Address of nearest Service Center to 30223 . . . _____

Base price of mower \$ _____

Percentage discount from MSRP for accessories and available options. \$ _____

Any other charges/fees not included above total \$ _____

Warranty period _____

ANTICIPATED DELIVERY timetable after receipt of the purchase order. _____

Mower Year, Make & Model _____

Address of nearest Service Center to 30223 . . . _____

Base price of mower \$ _____

Percentage discount from MSRP for accessories and available options. \$ _____

Any other charges/fees not included above total \$ _____

Warranty period _____

ANTICIPATED DELIVERY timetable after receipt of the purchase order. _____

The City reserves the right to accept or reject any or all quotes and to waive any technicalities and formalities in the bidding. The City reserves the right to accept the BEST-EVALUATED submittal as deemed by the Evaluation Committee, which may or may not be the lowest monetary bid.

NOTE: *Once a quote has been accepted, the supplier **will** have to be a registered supplier with the City prior to PO issuance. Information on becoming a registered supplier with the City can be found on our website using the following link: <https://vrapp.vendorregistry.com/Vendor/Register/Index/griffin-city-ga-vendor-registration>. A registration packet has also been included as a separate document.*

COMPLETED BY:

Company Name: _____

Contact Person: _____

(Signature)

(Printed Name)



SUPPLIER REGISTRATION

Supplier Registration with the City Of Griffin consists of the following:

The City of Griffin now has online self-service registration, via Vendor Registry. In order to be registered as a City of Griffin supplier, you must access the registration via the City's site. This will give you the opportunity to keep your information accurate and current. It also permits unlimited NIGP commodity codes, allowing for notifications based on your specific business criteria and to link your website to your profile. In addition to the visibility to the City, this service will allow for other agencies in our area to have visibility of your company and it will allow you to have visibility of opportunities from other agencies in our area. There is no charge for this basic service, but you do have the option to expand your visibility to other areas for a small fee at any time.

TO REGISTER:

- ✓ Please visit our website at www.cityofgriffin.com
- ✓ Click on "Resources" at the top of the page
- ✓ Select "Register my business with the City"
- ✓ Complete your registration by following the instructions provided
 - Two documents (forms are available online under "Forms") will be required to be uploaded before your registration is complete. They are:
 - **Supplier Affidavit** – This document is also referred to as the E-Verify affidavit and has been updated to reflect new laws that have recently gone into effect. An E-Verify (EV) number is REQUIRED by the State of Georgia (OCGA § 13-10-91) if you provide labor or services to the City that is valued in excess of \$2,499.99. In addition to the EV number and signature, the affidavit must be notarized. If you are a sole proprietor or your company provides only products, simply initial the statement that applies to your situation and sign. There is no need to notarize the affidavit unless you provide your EV number.
 - **W-9** – This document supplies the Employer Identification Number (EIN) or the Social Security (SS) number of the supplier.

These two forms must be submitted online if you are not currently registered (and compliant).

Note: *If you are registered on Vendor Registry with another agency other than City of Griffin, you can 'piggyback' off of your existing profile to create a profile for Griffin. Contact our Procurement office or Vendor Registry for help in creating this new record.*