



INVITATION TO BID

The Bainbridge Decatur County Recreation Authority will receive sealed bids for one **New Front Loader Compact Tractor**, as described in the attached Specifications until Wednesday, May 18, 2022, at 11:00 A.M. Eastern Standard Time and will be opened publicly and read aloud. Prices quoted must include all delivery charges to Bainbridge, Georgia.

Bids shall be addressed to the attention of Penny White, Office Administrator, Bainbridge, Georgia (US Postal Service) P.O Box 7520 (Zip Code 39817), (Courier Service/Hand Delivered) 401 E. Broughton Street, Bainbridge, GA 39817, and plainly marked on the outside of the envelope "SEALED BID FOR TRACTOR". We will not accept any bid unless it is plainly marked on the outside of the envelope as requested.

Bidders must complete all blanks on the enclosed Bid Form, or the bid may be subject to rejection. No bid will be entertained unless it is prepared upon the Bainbridge Decatur County Recreation Authority Bid Form and signed in ink by an official of the company submitting the proposal.

All prices quoted shall be firm for a period of 30 days from bid opening. The Bainbridge Decatur County Recreation Authority requires a minimum of 30 days to make payment to successful vendor after receipt of goods. However, cash discounts for early payment will be taken into consideration. If such a discount is available, please note this in your bid proposal.

The Bainbridge Decatur County Recreation Authority reserves the right to accept any part of or all bids, and to waive technicalities or formalities in bidding, and the right to negotiate with the low bidder to reach a final contract, and to accept the bid deemed to be in the best interest of the Authority.

Local Procurement Preference: A local preference of 2% for qualifying Decatur County Businesses will be permitted when evaluating bids for supplies, equipment, materials, and personal services that are not a part of a construction project.

We welcome your proposal.

Sincerely,

A handwritten signature in cursive script that reads "Penny White".

Penny White
Office Administrator

Enclosures: Bid Form (1 page)
Specifications (1 page)

BID FORM

Bainbridge Decatur County Recreation Authority

Bid for Tractor

Please quote lowest price at which you will furnish the following:

Bidders must complete all blanks on the Bid Form, or the Bid may be subject to rejection.

<u>QUALITY</u>	<u>ITEM DESCRIPTION</u>	<u>TOTAL BID PRICE</u>
1	New Front Loader Compact Tractor 4 Wheel Drive HST ALL ITEMS F.O.B. BAINBRIDGE, GEORGIA	\$ _____

If awarded bid, a cash discount of _____ will be allowed on Bid Price if paid within _____ after the Bainbridge Decatur County Recreation Authority is in receipt of the Tractor.

Make, Model, Year and Warranty of Bid: _____

Bidder shall state warranty period and all conditions of warranty: _____

If awarded bid, the Tractor will be delivered to the Bainbridge Decatur County Recreation Authority and ready for service within no more than _____ days after the order is placed.
(Be specific, do not estimate)

The above in accordance with Specifications and Invitation to bid dated April 28, 2022

The undersigned certifies that the Bid Invitation and Specifications have been reviewed; and understands that once the bid opening begins, a bid cannot be withdrawn for modifications.

FIRM NAME: _____

ADDRESS: _____

_____ ZIP _____

NAME AND TITLE OF PERSON SUBMITTING BID (Please Type or Print Legibly)

TELEPHONE: _____ DATE: _____

EMAIL: _____

AUTHORIZED SIGNATURE: _____

THIS IS NOT A PURCHASE ORDER

BIDDER: _____
(List Company Name)

Bainbridge Decatur County Recreation Authority
SPECIFICATIONS: 2021 OR NEWER FRONT LOADER COMPACT TRACTOR 4WD HST
(Each bidder is required to fill in every blank)

GENERAL INFORMATION

Each Bidder must indicate his/her compliance with these specifications by marking "YES" or "NO" in the appropriate column for each paragraph of these specifications, indicating "YES" to a paragraph will mean full compliance; indicating "NO" will mean an exception is being taken. All exceptions must be fully explained on a separate piece of paper, titled "Exceptions" giving reference to the page and paragraph where the exceptions are being taken. Failure to comply with the requirement can be used as a basis for rejection of bid.

These specifications are to be used as guidelines. We realize that Tractors are different and vary from one manufacturer to another; and that very few brands are exactly the same. Therefore, all bids will be evaluated taking this into consideration. Despite the differences in the unit offered, however the Bainbridge Decatur County Recreation Authority reserves the right to accept or reject any part of or all bids, and to waive technicalities in bidding, and the right to negotiate with the low bidder to reach a final contract, and to accept the bid deemed to be in the best interest of the Authority, and to purchase the Tractor that best meets the Authorities particular needs.

- | | | <u>Bidder Complies</u> | |
|----|--|----------------------------|----------------------------|
| 1. | 4 Wheel Drive | Y <input type="checkbox"/> | N <input type="checkbox"/> |
| 2. | HST Hydrostat (foot controlled) | Y <input type="checkbox"/> | N <input type="checkbox"/> |
| 3. | Minimum 25 HP Automatic
State What You Offer and State Horsepower:
_____ | Y <input type="checkbox"/> | N <input type="checkbox"/> |
| 4. | State What CCA You Offer: _____ | Y <input type="checkbox"/> | N <input type="checkbox"/> |
| 5. | Make of Engine: _____ | Y <input type="checkbox"/> | N <input type="checkbox"/> |
| 6. | Tires Specifications: _____ | Y <input type="checkbox"/> | N <input type="checkbox"/> |
| 7. | Loader Capacity: _____ | Y <input type="checkbox"/> | N <input type="checkbox"/> |

GENERAL:

The omission of any standard feature herein shall not void the bidder's responsibility to furnish one complete Tractor with all standard equipment of the manufacturer's latest model in current production. The bidder shall represent by his/her bid that the Tractor to be furnished and all equipment, standard and optional, shall be complete, new, and unused. The Tractor supplied under these specifications and all equipment, standard and optional, shall be completely assembled, adjusted, operational, and ready for use by the Bainbridge Decatur County Recreation Authority.

If the Tractor differs from the provisions contained herein, these differences must be explained in detail.

SUBMISSION REQUIREMENTS

The Bainbridge Decatur County Recreation Authority reserves the right to establish any and all elements or terms of this procurement process. All bids submitted shall be binding upon the bidder's team if accepted by the Bainbridge Decatur County Recreation Authority.

BIDS DELIVERED VERBALLY OR BY ELECTRONIC MEANS, SUCH AS FACSIMILE AND EMAIL, ARE NOT ALLOWED.

Except for otherwise provided in this bid, the Bainbridge Decatur County Recreation Authority reserves the right to retain all bid materials regardless of which bidder is selected. All bids and accompanying documents become the property of the Bainbridge Decatur County Recreation Authority.

REJECTION

The Bainbridge Decatur County Recreation Authority reserves the right to reject any and all bids, and to waive informalities in bids, received, to accept or reject any and all of the items bid, and to award the contract in whole or in part and/or negotiate any and or all items with individual Bidders if it is deemed in the Bainbridge Decatur County Recreation Authority's best interest. Moreover, the Bainbridge Decatur County Recreation Authority reserves the right to make no selection if bids are deemed to be outside the Bainbridge Decatur County Recreation Authority's fiscal constraint or not in the best interest of the Bainbridge Decatur County Recreation Authority

AWARD

The Bainbridge Decatur County Recreation Authority reserves the right to award a contract, based on initial offers received from Bidders, without discussion and without conducting further negotiations. Under such circumstances, the acceptance of a proposal by the Bainbridge Decatur County Recreation Authority shall be deemed to be an acceptance and will be binding upon both parties. A proposing offer should therefore be based on the most favorable terms available from a price, business requirements and technical standpoint. Contractual commitments are contingent upon the availability of funds, as evidenced by award of contract. Once awarded, the contract will be the final expression of the agreement between the parties and may not be altered, changed, or amended except by mutual agreement, in writing.

EXCEPTIONS TO THE BID

All requested information in the Bid must be supplied with the bid; any exceptions shall be clearly identified, referencing page number and category of bid. The written explanation shall include the scope of the exceptions, the ramifications for the Bainbridge Decatur County Recreation Authority, and the description of the advantages or disadvantages to the Bainbridge Decatur County Recreation Authority as a result of such exceptions, the Bainbridge Decatur County Recreation Authority, at its sole discretion, may reject any exceptions or specifications within the bid.

SILENCE OF SPECIFICATIONS

The apparent silence of these specifications as to any specific detail or omission of a detailed description concerning any point shall be regarded as meaning that only the best commercial practice is to prevail, and that only workmanship of first quality is to be used. All interpretations of these specifications shall be made on this basis.