



**CITY OF SKY VALLEY, GEORGIA
INVITATION TO BID – BUCKET TRUCK**

INTRODUCTION

The City of Sky Valley is accepting sealed bids for a bucket truck with specifications stated herein. Each bid shall be submitted on the bid form, signed in ink, and sealed in an envelope conspicuously marked:

"BUCKET TRUCK BID - Open June 15, 2018 @ 12:00 PM"

Bidder shall return bids in **SEALED** envelope to:

**City of Sky Valley
Clerk's Office
3444 Highway 246
Sky Valley, GA 30537**

Public opening of sealed bids will be held at the above address at the deadline date and time listed below.

DATE ISSUED:	Friday, May 25, 2018
BID TITLE:	Bucket Truck Bid
BID DEADLINE DATE & TIME:	Friday, June 15, 2018; 12:00 p.m. Eastern Time (local prevailing time)
BID OPENING LOCATION:	City Hall, 3444 Highway 246, Sky Valley, GA 30537
BID CONTACT:	Linda Lapeyrouse, City Manager
CONTACT PHONE:	706-746-2204
CONTACT EMAIL:	citymanager@skyvalleyga.com

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TERMS AND CONDITIONS

- 1. REQUIREMENTS FOR SEALED BID SUBMISSION.**
 - a. COMPLETE, UNBOUND, ORIGINAL, sealed bid.
 - b. Complete and original invitation to bid with “Bidder Initial” completed by authorized representative.
 - c. All bids shall be submitted SEALED, envelope clearly marked with the bid name, date, and time ON THE OUTSIDE OF THE SEALED ENVELOPE.
 - d. Copy of IRS W-9 Form.

- 2. BIDS RECEIVED ON TIME.** Bids and amendments thereto, if received by the City of Sky Valley Clerk's Office after the date and time specified for opening, will not be considered. It will be the responsibility of the BIDDER to see that the bid is received by the City of Sky Valley Clerk's Office by the specified time and date. There will be no exceptions. Date of postmark will not be considered. Telephone, facsimile, electronic, and verbal bids will not be accepted. Any bid received after the opening date and time will remain unopened and on file. The City of Sky Valley will not be responsible for bids received late because of delays by a third party delivery service, i.e., U.S. Mail, UPS, Federal Express, etc.

- 3. TAX EXEMPT.** The City of Sky Valley is a tax exempt entity. The successful vendor will be provided with an executed copy of tax exempt form.

- 4. ANTI-COLLUSION.** The bidder certifies by signing this document that the bid is made without prior understanding, agreement, or accord with any person submitting a bid for the same services and that this bid is in all respects bona fide, fair, and not the result of any act of fraud or collusion with another person engaged in the same line of business or commerce. Any false statement hereunder constitutes a felony and can result in a fine and imprisonment, as well as civil damages.

- 5. AWARD IN WHOLE OR IN PART.** The City of Sky Valley reserves the right to: award by item, groups of items, or total bid; to reject any and/or all bids in whole or in part, and to waive any informality if it is determined to be in the best interest of City of Sky Valley.

- 6. OPEN RECORDS ACT.** Once the bid document is submitted to the City of Sky Valley and is opened, it constitutes a public record and is subject to open records requests pursuant to the Georgia Open Records Act.

- 7. PAYMENT TERMS.** The City of Sky Valley pays from monthly statements for services rendered. Payments are made within 15 days of the previous month's statement being received in the Sky Valley's Finance Office.

- 8. RECEIPT DOES NOT CONSTITUTE AWARD.** Receipt of your bid by the City of Sky Valley is not to be construed as an award for services.

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9. **AVAILABILITY OF FUNDS.** Obligations on those contracts that envision extended funding through successive fiscal periods shall be contingent upon actual appropriations for the following years.
10. **AUTHORIZED SIGNATURE.** All bids must be signed by an authorized, responsible officer or employee having the authority to enter into contracts. Obligations assumed by such signature must be fulfilled.
11. **NO SUBMISSION.** If you choose to not respond to this sealed bid request, advise City of Sky Valley of your intent and state the reason. Failure to do so may risk removal of your name from our mailing list/e-mail list.
12. **KNOWLEDGE OF LAWS AND REGULATIONS.** The bidder agrees that all applicable Federal, State and Local laws, municipal ordinances, and the rules and regulations of all authorities having jurisdiction over construction of the project shall apply to the contract throughout and they will be deemed to be included in the contract the same as though written in full. The bidder shall observe and comply with all such laws, ordinances, and regulations and shall protect and indemnify the City of Sky Valley and its representatives against any claim or liability arising from or based on any violations of the same, whether by the bidder, the bidder's subcontractors, suppliers, or others by the bidder or the employee of any of them.
13. **DRUG-FREE WORKPLACE.** The bidder understands that the City of Sky Valley operates a drug-free workplace program. Any good or service provided to the City of Sky Valley by the bidder must comply with all State and Federal drug-free workplace laws, rules and regulations.
14. **DIRECT CONTACT PROHIBITED.** Direct contact with City Departments other than the City of Sky Valley Clerk's Office representatives on the subject of this bid is expressly forbidden except with the foreknowledge and permission of the City of Sky Valley City Manager.
15. **NON-DISCRIMINATION.** During the performance of this contract, the bidder agrees as follows: he/she will not discriminate against any employees or applicants for employment because of race, religion, color, sex, national origin, age, disability or any other basis prohibited by federal or state law relating to discrimination in employment, except where one or more of these are a bona fide occupational qualification reasonably necessary to the normal operations of the bidder. The bidder agrees to post in conspicuous places available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.
16. **RIGHT TO WITHDRAWAL.** Bidders have the right to request withdrawal of their bid from consideration due to error by giving notice at any time before and not later than two (2) days after bids are publicly opened.
17. **ORIGINAL BID DOCUMENT.** The original bid document maintained by the City of Sky Valley Clerk's Office shall be considered the official copy document.

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18. **CLOSED FOR BUSINESS.** If the City of Sky Valley is closed for business at the time scheduled for the bid opening, for whatever reason, sealed bids will be accepted and opened on the next business day of the City, at the originally scheduled hour.
19. **BID APPROVAL BY LEGISLATIVE BODY.** The bid awarding must be approved by the City of Sky Valley, City Council.
20. **REFERENCE TO BRAND NAMES.** Any reference to brand names, trade names, model numbers, catalog numbers or other descriptions peculiar to any item is made to establish a required level of quality and functional capabilities and is for reference only; it is not intended to exclude other products of that level. Please include with bid any specifications, brochures, catalogs, etc., or other data as will provide adequate basis of determining the quality and functional capabilities of the product offered if applicable.
21. **VENDOR POOR PERFORMANCE.** The City of Sky Valley may cancel the contract with the vendor at any time for vendor poor performance. Cancellation shall not release the vendor from legal remedies available to the City of Sky Valley.
22. **FORCE MAJEURE.** The City of Sky Valley or bidder shall not be liable for any failure of or delay in the performance of this contract for the period that such delay or failure is due to causes beyond reasonable control, including but not limited to acts of God, labor disputes, government orders or any other force majeure event.
23. **PAST PERFORMANCE.** If it is determined to be in the best interest of the City of Sky Valley, the City reserves the right to reject any proposal based on unsatisfactory past performance.
24. **PURCHASE ORDERS.** The City of Sky Valley utilizes purchase orders for ordering goods and/or services. An order may not be fulfilled without a purchase order number from the City of Sky Valley.
25. **ADDENDA.** In the event that it becomes necessary to revise any part of this bid, written addenda will be issued. Any and all addenda will be numbered in sequence, dated as of the date of issue, and sent via fax or email to all prospective proposers. The proposer shall acknowledge receipt of each addendum by signing in the space provided on the issued addendum and by submitting all addenda with their bid.
26. **QUESTIONS.** All questions shall be directed to the bid contact listed on the first page of this document unless otherwise stated. All communication shall be received by email to citymanager@skyvalleyga.com.

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Equipment Requirements

All vendors are expected to bid upon a manufacturer's latest standard model, new and unused. It shall be provided with all standard equipment in accordance with the manufacturer's latest literature, plus any optional or special equipment required to meet specifications. The accessories not specifically mentioned herein, but necessary to furnish a complete unit ready for use, shall also be included. The unit shall conform to the best practice known to the body trade in design, quality of material and workmanship. Assemblies, sub-assemblies and component parts shall be standard. Truck must meet all federal, state, ICC and OSHA regulations at the time of manufacture.

The successful bidder shall be responsible for delivering equipment properly serviced and in first class operating condition. It shall be the responsibility of the successful bidder to inspect the completed unit for specification compliance prior to delivery to The City of Sky Valley. The awarded bidder shall be ultimately responsible for any and all warranty issues. Pre-delivery service, at a minimum, shall include the following:

1. Complete lubrication
2. Check of all fluid levels to insure proper fill, fuel tank must be a minimum of ¼ full upon delivery
3. Adjustment of engine to proper operating condition
4. Inflate tires to proper pressure
5. Check to assure proper operation of all accessories, gauges, lights, mechanical and hydraulic features
6. Cleaning of equipment, as necessary, and removal of all unnecessary tags, stickers, and papers, etc.
7. Overall check for safe operating conditions

The following is required with the equipment:

1. Factory shop repair manual
2. Parts manual
3. Electric Schematics
4. Owner's Manual
5. Warranty Papers
6. Spare Key
7. Spare Tire
8. Invoice that lists the machine and engine serial numbers
9. Manufacturer's statement of origin, executed in the name of the City of Sky Valley, 3444 Highway 246, Sky Valley, GA 30537.

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All bidders must indicate if they are meeting the specifications or taking exception by marking one of the boxes below:

Complies

Does NOT Comply

Any alternates must be explained in written detail. All bids include delivery and putting the equipment into service. The successful bidder shall be responsible for the delivery of a complete unit.

Item	Description of Unit being Bid	Price
Bucket Truck Unit/Body/Chassis		\$

Bucket Truck Specifications

Bidder shall initial in the areas of specification agreement. Variances must be clearly identified. Failure to comply with specifications will not remove that bid from consideration but will indicate a variance on which the City of Sky Valley will determine the importance to the overall performance of the item and the suitability for the intended purpose. Bidder will also be responsible for supplying the City of Sky Valley with service manuals for equipment.

- Diesel or V10
- Automatic Transmission
- PTO
- Working Height-40 - 50'
- Boom Type-Articulating/Telescopic
- Bucket Type-Man 1
- Platform Capacity- 400 lbs. min.
- Bucket Features-Rotate 180 Degree
- Bucket Controls-Control panel
- Upper Start/Stop
- Upper D/C Pump
- Upper Throttle Control
- Upper Hydraulic Tool Circuit
- Full Utility Body Cabinet
- Lower Start/Stop
- Lower D/C Pump
- Lower Platform Leveling Control
- Rear Mount Throttle Control
- Rear Mount Tool Circuit
- Rear Mount 110v Power
- Two Front Body Mount Hydraulic Outriggers

Bucket Truck Specifications Continued:

- Hydraulic Brakes
- AM/FM Radio
- A/C
- Adjustable Steering Wheel
- Strobe Package
- Class V
GVWR-16,001-19,500 lbs.
- Chassis Color - White
- 4 x 4
- Park Brake in Rear Wheels
- Metal Cab Protector

Warranty

Manufacturer's standard warranty shall apply to complete machine. Warranty will begin on date vehicle is placed in service, which is approximately 30 days, more or less, from receipt of meeting specifications. The successful vendor is required to furnish a printed itemized listing in layman's terms of the warranty.

Note: Engine failure caused by remote mounted components such as engine oil filter installation, installed either by OEM or manufacturer's dealer's representative, that is beyond the purchaser's control, will be covered under the engine warranty.

**Office of the City Clerk
3444 Highway 246, Sky Valley, Georgia 30537**

Phone: 706-746-2204

Fax: 706-746-5893

INVITATION TO BID

Bids to be opened: June 15, 2018 @ 12:00 PM

Equipment: One Bucket Truck

Bidder:

Address:

City/State/Zip Code:

Phone #:

Fax #:

E-Mail Address:

Representative:

Title:

Bids should include the total for all necessary equipment and training. Minimum specifications should include the following: One Bucket Truck

Package Total: \$ _____

Approximate Delivery Date: _____

Signature of Bidder _____

Date _____

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VENDOR INFORMATION and ANTI-COLLUSION STATEMENT

Please print or type clearly. Complete each section entirely and verify for accuracy.

By signing this form the proposer agrees that he/she has not divulged to, discussed, or compared his/her bid with other proposers and has not colluded with any other proposer or parties regarding the bid whatsoever. Note: no premiums, rebates or gratuities to any employee or agent are permitted with, prior to, or after any delivery of service and or materials. Any such violation will result in the cancellation and/or return of material (as applicable) and the removal from the bid list and could constitute a felony and result in a fine, imprisonment, as well as civil damages.

In compliance with this sealed bid invitation, and subject to all the conditions thereof, the undersigned offers, if this bid is accepted, to furnish any or all of the items and/or services as described herein. The undersigned certifies that he/she has read, understands, and agrees to all terms, conditions, and requirements of this bid, and is authorized to contract on behalf of the firm named below. This form must be signed personally by the proposer or the proposer’s authorized agent. All signatures must be original and not photocopies.

COMPANY NAME:	
CONTACT PERSON:	
CONTACT PERSON TITLE:	
SIGNATURE OF AUTHORIZED REPRESENTATIVE:	
FEDERAL TAX ID # (or Social Security #, if applicable)	
LICENSE #	
STREET ADDRESS:	
CITY, STATE, ZIP:	
TELEPHONE NUMBER:	
FAX NUMBER:	
EMAIL:	
DATE:	

****By signing this form, the proposer signifies understanding and agreement with the City of Sky Valley’s Terms and Conditions.**

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EXCEPTIONS

Proposer MUST sign the appropriate statement below, as applicable.

Proposer understands and agrees to all terms, conditions, requirements and specifications stated herein. **NO EXCEPTIONS ARE TAKEN.**

FIRM NAME:	
AUTHORIZED REPRESENTATIVE: (printed)	
AUTHORIZED REPRESENTATIVE: (signature)	
DATE:	

Proposer takes exception to the following terms, conditions, requirements and specifications stated herein.

FIRM NAME:	
AUTHORIZED REPRESENTATIVE: (printed)	
AUTHORIZED REPRESENTATIVE: (signature)	
DATE:	
EXCEPTIONS TO NOTE:	

Vendors should note that any exceptions taken from the stated terms and/or specifications may be cause for their submittal to be deemed “Non-Responsive”, risking the rejection of their submittal.

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THE CITY OF SKY VALLEY, GEORGIA
COMPANY/CONTRACTOR AFFIDAVIT FORM
Conflict of Interest Statement

THE AFFIANT STATES TO CITY OF SKY VALLEY, GEORGIA:

I (WE) HEREBY CERTIFY THAT IF THE CONTRACT IS AWARDED TO OUR FIRM THAT NO MEMBER OR MEMBERS OF THE GOVERNING BODY, ELECTED OFFICIAL OR OFFICIALS, EMPLOYEE OR EMPLOYEES OF SAID CITY OF SKY VALLEY, GEORGIA, OR ANY PERSON REPRESENTING OR PURPORTING TO REPRESENT CITY OF SKY VALLEY, GEORGIA, OR ANY FAMILY MEMBER INCLUDING SPOUSE, PARENTS, CHILDREN OF SAID GROUP, HAS RECEIVED OR HAS BEEN PROMISED, DIRECTLY, OR INDIRECTLY, ANY FINANCIAL BENEFIT, BY WAY OF FEE, COMMISSION, FINDER'S FEES OR ANY OTHER FINANCIAL BENEFIT ON ACCOUNT OF THE ACT OF AWARDED AND/OR EXECUTING THE CONTRACT.

THE UNDERSIGNED HEREBY CERTIFIES THAT HE/SHE HAS FULL AUTHORITY TO BIND THE COMPANY AND THAT HE/SHE HAS PERSONALLY REVIEWED THE INFORMATION CONTAINED IN THIS SEALED BID, INCLUDING ALL ATTACHMENTS, ENCLOSURES, APPENDICES, ETC. AND DO HEREBY ATTEST TO THE ACCURACY OF ALL INFORMATION CONTAINED IN THIS BID, INCLUDING ALL ATTACHMENTS, ENCLOSURES, EXHIBITS, ETC.

THE UNDERSIGNED ACKNOWLEDGES THAT ANY MISREPRESENTATION WILL RESULT IN IMMEDIATE DISQUALIFICATION FROM ANY CONTRACT CONSIDERATION.

THE UNDERSIGNED FURTHER RECOGNIZES THAT THE CITY OF SKY VALLEY CITY COUNCIL HAS THE RIGHT TO MAKE THE CONTRACT AWARD FOR ANY REASON CONSIDERED IN THE BEST INTEREST OF CITY OF SKY VALLEY.

This certification shall be included with the bid. Failure of this properly executed document to be included with the bid shall render the bid as incomplete and void.

COMPANY NAME _____

NAME (PRINT) _____ PHONE _____

TITLE _____ FAX _____

SIGNATURE _____ DATE _____

.....
(TO BE COMPLETED BY NOTARY)

STATE OF: _____

COUNTY OF: _____

Before me personally appeared _____, with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who acknowledged that such person executed the foregoing for the purposes therein contained.

Witness my hand and seal at office this day of _____, 20__

Notary Public

My commission expires: _____