

City of Kingsland



Request for Proposal
RFP #COK 22-004
Purchase of Garbage Cans

DUE: Tuesday, January 18, 2022 at 2:00 PM

City of Kingsland



Request for Proposal

RFP #COK 22-004

Purchase of Garbage Cans

DESCRIPTION:

The City of Kingsland is requesting proposals for the purchase of City Garbage Cans. The specifications provided herein are not intended to be restrictive and are presented as representative of the type, quality, and quantity of goods sought. Vendors are encouraged to respond with equivalent products that meet the intent of the specifications.

AWARD:

The contract to purchase will be awarded to the most responsible, responsive bidder whose submission, conforming to the solicitation, will be most advantageous to the City of Kingsland price and other factors considered, such as quality of equipment conformity of the specifications and warranty. Any proposer who is in default to the City of Kingsland at the time of submittal of the proposal shall have that proposal rejected. The City of Kingsland reserves the right to clarify any terms with the concurrence of the Vendor; however, any substantial non conformity in the offer, as determined by the City of Kingsland, shall be deemed non-responsive and the offer rejected.

HOLD HARMLESS:

The Vendor will, indemnify, defend, and hold harmless the City of Kingsland from loss for all suits, actions, or claims of any kind brought as a consequence of any negligent act or omission by the Vendor. The Vendor agrees that this clause shall include claims involving infringement of patent or copyright. For purposes of this document, "City" and "Vendor" includes their employees, officials, agents and representatives.

PAYMENT:

Unless otherwise stated, payment will be made within thirty (30) days of the completion of delivery of all items or service, in acceptable condition, to the City of Kingsland and receipt of invoice. Total on bidder's proposal sheet must include all items listed in these specifications. Bidder shall compute pricing less sales tax; the City of Kingsland's tax exempt certificate will be provided upon request.

PROPOSAL SUBMISSION PROCESS

All proposals shall be submitted in a sealed envelope. The Request for Proposal (RFP) number, title, opening date and name of bidder shall be clearly displayed on the outside of the sealed envelope. The delivery of said proposal to the prescribed delivery point on or before the specified opening date and time is solely and strictly the responsibility of the Proposer. Any proposal received at the prescribed delivery point after the specified date and time will **NOT** be accepted. Proposals must be submitted in writing and as prescribed by the City. No other forms will be accepted. Electronic, telephone, telefax, and telegraph proposals will **NOT** be considered. **NO** Proposal may be modified after opening.

All Responders shall submit one (1) original and one (1) copy of their documents in a **SEALED** envelope or package. Responders must submit their proposal no later than **Tuesday, January 18, 2022 at 2:00 PM.** Any proposal received after the time and date specified will NOT be considered.

GENERAL INSTRUCTIONS

Proposal must contain a manual signature of an authorized representative. Proposals must be typed or printed in ink. Use of erasable ink is not permitted. All corrections by Proposer to any Proposal entry must be initialed.

Questions shall be directed as follows:

Specification Questions

Sandi Brown, Dispatcher/Inventory Clerk
PH: (912) 576-5035
Email: sbrown@kingslandgeorgia.com

Request for Proposal Questions

Linda Johnson, Purchasing Agent
PH: (912) 729-8113
ljohnson@kingslandgeorgia.com

Delivery Instructions

U.S. Postal Service:

City of Kingsland
Linda Johnson, Purchasing Agent
P.O. Box 250
Kingsland, GA 31548

FEDEX/UPS Deliveries:

City of Kingsland
Linda Johnson, Purchasing Agent
105 West William Ave.
Kingsland, GA 31548

PENALTY FOR LATE DELIVERY:

If the equipment is not delivered by the Estimated Time of Arrival date stated in the submitted Proposal the Vendor will be charged One Half Percent of bid amount for each business day the equipment is late.

LOCAL VENDOR PREFERENCE:

For purchases, bids, proposals or contracts less than \$100,000 the local vendor may be given an opportunity to match the lowest price proposal, if the quotation or bid of the local vendor is within 5% of the lowest price proposal by a non-local vendor. In the event a local vendor matches the lowest price proposal, including all other terms, quality, service and conditions, then the local vendor shall be awarded the contract.

In the event the price proposal of more than one local vendor is within 5% of the lowest overall price proposal of a non-local vendor, the local vendor with the lowest proposal will be given the first opportunity to match the lowest overall price proposal. If this local vendor declines to match the price proposal, then the local vendor with the next bid within 5% will be given the opportunity to match the lowest proposal. This process will continue with all local vendors having proposals within 5% of the lowest overall bid by a non-local vendor.

- i. *Local Vendor* means a bidder or offeror which operates and maintains a brick and mortar business, i.e. a physical business address, within the limits of the State of Georgia and has a current business license, has paid in full all real and personal taxes owed the City, County, and State; as applicable, is considered a vendor in good standing with the City and can obtain an active vendor status. First priority will be given to local vendors within the municipal boundaries of the City of Kingsland, second priority will extend to local vendors within Camden County, and third priority will extend to local vendors within the State of Georgia.

REQUIRED DOCUMENTS TO BE SUBMITTED

One (1) original and two (2) copies of documents which must include the following information:

- 1. Addenda (s) if applicable (page 7)
- 2. Bid Proposal Form (page 8)
- 3. Bid Proposal Signature Page (page 9)
- 4. Copy of signed W-9

Descriptive literature, brochures, catalogs, drawings, photos, references and other information which will be used to evaluate and award the bid may be submitted with the proposal and will become property of the City of Kingsland for the official records



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Specifications

1. 96 Gallon Cans
2. Body Color-(940) Green
3. Lid Color-(940) Green
4. Body Hot Stamp on Both Sides in White (City Seal-See Page 7)
5. Wheels-10 in.
6. Serial Number Hot Stamped on Front of Cart Body in White
7. 1/3 Assembled with Stop Bar and Axle Factory Installed
8. Warranty

*** Items listed are minimum requirements.**

WARRANTY

Submit printed information with proposal regarding standard manufacturer's warranty and extended warranty options, if available.





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Acknowledgement of Addenda

Proposer hereby acknowledges receipt of all Addenda.

Addendum No. _____, dated _____

Addendum No. _____, dated _____

Addendum No. _____, dated _____

Addendum No. _____, dated _____

Addendum No. _____, dated _____

Company _____

Authorized Signature _____

Print Name _____



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Bid Proposal Form

Cost of ½ Load (per unit for approx. 250-300 cans) \$ _____ Cost of Delivery \$ _____

Cost of Full Load (per unit approx. 500-600 cans) \$ _____ Cost of Delivery \$ _____

Number of days for delivery from issue date of Purchase Order: _____

The following statement must be signed and submitted with bid. Failure to sign this statement will render bid invalid.

“I certify that this bid is made without prior understanding, agreement or connection with any corporation, firm or person submitting a bid for the same materials, supplies, or equipment, and is in all respect fair and without collusion or fraud. I understand that collusive bidding is a violation of State and Federal law and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of this bid and certify that I am authorized to sign this bid for the bidder.

Company Name:

Person Authorized to Sign:

Name: _____

Name: _____

Address: _____

Title: _____

City: _____

Signature: _____

State: _____ Zip _____

Telephone Number: _____

Fax: _____

E-Mail: _____

This _____ Day of _____, 2022



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Bid Proposal Signature Page

“I certify that this bid is made without prior understanding, agreement or connection with any corporation, firm or person submitting a bid for the same materials, supplies, or equipment, and is in all respect fair and without collusion or fraud. I understand that collusive bidding is a violation of State and Federal law and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of this bid and certify that I am authorized to sign this bid for the bidder.

Name: _____
Company Name

Name: _____
Print Authorized Name

Address: _____

Title: _____

City: _____

Signature: _____
Authorized Signature

State: _____ Zip _____

Phone: _____

Fax: _____

E-Mail: _____

This _____ Day of _____, 2022

This proposal is valid for a period of not less than _____ calendar days from date of receipt.

OTHER EXCEPTIONS/VARIATIONS:
