

# CITY OF GAINESVILLE

## INVITATION TO BID



### Bid No. 22018

### **New GTH-636 Telehandler**

Bid Release: May 9, 2022

Bid Questions Deadline: May 16, 2022 @ 10:00am

Bid Due Date: May 25, 2022, 2:00pm

**Postal Return Address:**

City of Gainesville  
Dept of Water Resources  
757 Queen City Parkway, SW  
Gainesville, GA 30501-4358

**Courier Delivery Address:**

City of Gainesville  
Dept of Water Resources  
757 Queen City Parkway, SW  
Gainesville, GA 30501-4358

# City of Gainesville

## Invitation to Bid



BID No. 22018

### **New GTH-636 Telehandler**

Sealed Bids will be received by the **City of Gainesville, Dept of Water Resources, 757 Queen City Parkway, SW Gainesville, GA. 30501** until 2:00 PM., 05/25/22, for the **Purchase of a new GTH-636 Telehandler.**

#### **OVERVIEW**

The City of Gainesville, Georgia (Hereafter also referred to as “The City”) seeks Bids to provide a **new GTH-636 Telehandler** for its *Dept of Water Resources Department*.

The City desires to purchase a **new GTH-636 Telehandler** and it is expected to be available for use at the *Dept of Water Resources Department* not later than *June 30, 2022 (Estimated Date)* - If you are unable to deliver this **new GTH-636 Telehandler** by this date, please specify on your bid what date you will be able to deliver.

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#### **BID CORRESPONDENT**

Upon Release of this Bid, all vendor communications concerning this acquisition must be directed to the Administrative Services Department correspondent listed below:

**Amy J. Smith**

City of Gainesville

Dept of Water Resources

1006 S. Bradford St. Ext.

Gainesville, GA 30501

Phone: (770.297.2982)

FAX: (770.531.2672)

[asmith@gainesvillega.gov](mailto:asmith@gainesvillega.gov)

Unauthorized contact regarding the Bid with other Gainesville City employees may result in disqualification. Any oral communications will be considered unofficial and non-binding on the City of Gainesville. Vendor should rely only on written statements issued by the Bid correspondent.

## **BID QUESTIONS**

All questions must be submitted in writing to the Bid correspondent named above. Questions must be received by 10:00 a.m., 05/16/22. A list of questions and answers will be provided to all know Bidders and by request. Requests may be made to the Bid correspondent named above.

## **BID RESPONSE DATE AND LOCATION**

The Administrative Services department must receive the vendors' Bid in a sealed envelope, in its entirety, not later than 2:00 pm, Eastern Standard Time in Gainesville, Georgia on May 25, 2022. Bids arriving after the deadline will be returned unopened to their senders. All Bids and accompanying documentation will become the property of the City of Gainesville and may not be returned. One (1) original and (1) copy of this Bid must be submitted to allow for evaluation. Bids must be clearly marked on the outside of the package:

### **New GTH-636 Telehandler**

Vendors assume the risk of the method of dispatch chosen. The City of Gainesville assumes no responsibility for delays caused by any delivery service. Postmarking by the due date will not substitute for actual Bid receipt. Late Bids will not be accepted nor will additional time be granted to any vendor. Bids may not be delivered by facsimile transmission or other telecommunication or solely by electronic means.

### **Bid Schedule:**

Bid Release:	May 9, 2022
Bid Questions Deadline:	May 16, 2022, 10:00am
Bid Due Date:	May 25, 2022, 2:00pm
Anticipated Award Date:	May 25, 2022 (subject to final Bid review)

## **WAIVER OF TECHNICALITIES**

All items must meet or exceed specifications as stated by the City of Gainesville. The City of Gainesville reserves the right to waive any technicalities and to reject or accept any Bid in its entirety or to accept any portion thereof if it is determined that either method results in lower costs, better service, final satisfaction or is otherwise determined to be in the best interest of the City of Gainesville. Award may be made by item number or in total. Determination of best response to Bid will be the sole judgment of the City of Gainesville. Bids shall remain valid for ninety days for the date of Bid opening.

## **BID REJECTION**

The City of Gainesville reserves the right to reject any or all Bids at any time without penalty.

## **MODIFICATION OF BIDS**

Any clerical mistake that is patently obvious on the face of the Bid may, subject to the limitations described below, be corrected upon written request and verification submitted by the Bidders. A nonmaterial omission in a Bid may be corrected if the Administrative Service Department determines that correction to be in the City's best interest. Omissions affecting or relating to any of the following shall be deemed material and shall not be corrected after Bid opening:

- (1) Price Information; and
- (2) Any required Insurance

## **WITHDRAWAL OF BIDS**

Bids may be withdrawn at any time prior to the Bid opening. After Bids have been publicly opened, withdrawal of a Bid shall be based upon the following:

The Bidders shall give notice in writing of his claim of right to withdraw his Bid due to an error within two business days after the conclusion of the Bid opening procedure. Bids may be withdrawn from consideration if the price is substantially lower than the other Bids due solely to a mistake therein, provided the Bid was submitted in good faith, and the mistake was a clerical mistake as opposed to a judgment mistake, and was actually due to an unintentional arithmetic error or an unintentional omission of a quantity of work, labor or material made directly in the compilation of the Bid, which unintentional arithmetical error or unintentional omission can be clearly shown by objective evidence drawn from inspection of original work papers, documents and materials used in the preparation of the Bid sought to be withdrawn. The Bidder's original work papers shall be the sole acceptable evidence of error and mistake if he elects to withdraw his Bid. If a Bid is withdrawn under the authority of this provision, the lowest remaining responsive Bid shall be deemed to be the low Bid.

## **BIDDERS RESPONSIBILITY**

When determining whether a Bidder is responsible, or when evaluating a Bid, the following factors may be considered, any one of which will suffice to determine whether a Bidders is responsible or the Bid is the most advantageous to the City:

- The ability, capacity and skill of the Bidders to perform the contract or provide the equipment and/or service required.
- The character, integrity, reputation, judgment, experience and efficiency of the Bidders.
- Whether the Bidders can perform the contract within the time specified.
- The quality of performance of previous public and private contracts or services, including, but not limited to, the Bidder's failure to perform satisfactorily or complete any written contract. The City's termination for default of a previous contract with a Bidder, within the past Four years, shall be deemed to be such a failure.
- The previous and existing compliance by the Bidders with laws relating to the contract or service.
- Evidence of collusion with any other Bidders, in which case colluding Bidders will be restricted from submitting further Bids on the subject project or future Bids, for a period not less than Four years.

- The Bidders has been convicted of a crime of moral turpitude or any felony, excepting convictions that have been pardoned, expunged or annulled, whether in this state, in any other state, by the United States, or in a foreign country, province or municipality. Bidders shall affirmatively disclose to the City all such convictions, especially of management personnel or the Bidders as an entity, prior to notice of award or execution of a contract, whichever comes first. Failure to make such affirmative disclosure shall be grounds, in the City's sole option and discretion, for termination for default subsequent to award or execution of the contract.
- If the Bidders will be unable, financially or otherwise, to perform the work.
- At the time of the Bid opening, the Bidder is not authorized to do business in the Georgia, or otherwise lacks a necessary license, registration or permit.
- Any other reason deemed proper by the City.

## **NON-ENDORSEMENT**

As a result of the selection of a vendor to supply products and/or services to the City of Gainesville, the City of Gainesville is neither endorsing nor suggesting that the vendor's product is the best or only solution. The vendor agrees to make no reference to the City of Gainesville in any literature, promotional material, brochures, sales presentation or the like without the express written consent of the City of Gainesville.

## **PROPRIETARY BID MATERIAL**

Any information contained in the Bid that is proprietary will be neither accepted nor honored. All information contained in this Bid is subject to public disclosure.

## **RESPONSE PROPERTY OF THE CITY OF GAINESVILLE**

All material submitted in response to this request become the property of the City of Gainesville. Selection or rejection of a response does not affect his right.

## **NO OBLIGATION TO BUY**

The City of Gainesville reserves the right to refrain from contracting with or purchasing from any vendor. The release of this Bid does not compel the City of Gainesville to purchase.

## **COST OF PREPARING BIDS**

The City of Gainesville is not liable for any cost incurred by vendors in the preparation and presentation of Bids and demonstrations submitted in response to this Bid.

## **NUMBER OF BID COPIES REQUIRED**

Vendors are to submit (1) original Bid and (1) copy.

## **ADDENDA**

Bidders are responsible to check the City of Gainesville's website for the issuance of any addenda prior to submitting a Bid. The address is <http://www.gainesville.org/purchasing>

## **BID AWARD AND EXECUTION**

The City will select the Bid that, in its sole discretion, is the most responsive and responsible Bid to the City. The City reserves the right to make any award without further discussion of the Bid submitted; there may be no best and final offer procedure. Therefore, the bid should be initially submitted on the most favorable terms the vendor can offer. The specification may be altered by the City of Gainesville based on the vendor's Bid and an increase or reduction of services with the manufacturer may be negotiated before Bid award and execution.

## **LOCAL VENDOR PREFERENCE**

*Local Vendor* means a bidder or offeror which operates and maintains a brick and mortar business, i.e. a physical business address, within the city limits of the City of Gainesville, has a current business license, has paid in full all real and personal taxes owed the City, is considered a vendor in good standing with the City and can obtain an active vendor status.

A local vendor may receive an opportunity to match for purchases, bids, Bid or contracts over \$20,000 and less than \$150,000. The local vendor may be given an opportunity to match the lowest price Bid, if the quotation or bid of the local vendor is within 3% of the lowest price Bid by a non-local vendor. In the event a local vendor matches the lowest price Bid, including all other terms, quality, services and conditions, then the local vendor shall be awarded the contract.

In the event the price Bid of more than one local vendor is within 3% of the lowest overall price Bid of a non-local vendor, the local vendor with the lowest Bid will be given the first opportunity to match the lowest overall price Bid. If this local vendor declines to match the price Bid, then the local vendor with the next lowest bid within 3% will be given the opportunity to match the lowest Bid. This process will continue with all local vendors having Bid within 3% of the lowest overall bid by a non-local vendor.

*Policy to be stated.* This policy shall be so stated in all applicable solicitations.

*Exemptions.* This provision does not apply to public works construction projects or road projects pursuant to the laws of the State of Georgia (O.C.G.A §36-91 or §32-4).

## **BID REQUIREMENTS/EVALUATION CRITERIA**

The City will evaluate all written submittals. It is incumbent upon the Bidders to demonstrate within their Bids how each requirement will be satisfied. All Bids must meet the specification as outlined in this Bid. The City reserves the right to investigate the qualifications and experience of the Bidders, or to obtain new Bids. Bids not sufficiently detailed or in an unacceptable form may be rejected by the City. Dates and documentation included in the Bid become public information upon opening the Bids. Interested firms must follow the process outlined in the following pages in submitting their Bid.

The following criteria, not listed in order of importance, will be used to evaluate Bids.

- Terms, condition and pricing of purchase or lease agreement.
- Cost of amenities available for the product(s).

City of Gainesville  
**INVITATION TO BID**  
Bid No. 22018  
**New GTH-636 Telehandler**  
**Bid Certification**

Bidders must return the following certification with their Bids.

With my signature, I certify that I am authorized to commit my firm to the Bid and that the information herein is valid for 90 days from this date.

I further certify that all information presented herein is accurate and complete and that the scope of work can be performed as presented in this Bid upon the City's request.

Bidders Signature \_\_\_\_\_ Date \_\_\_\_\_

Name (printed) \_\_\_\_\_ Title \_\_\_\_\_

Unofficial Witness  
Signature \_\_\_\_\_ Date \_\_\_\_\_

Name (printed) \_\_\_\_\_ Title \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email Address \_\_\_\_\_

\_\_\_\_\_  
Notary Public

Commission Expires: \_\_\_\_\_

**City of Gainesville, Georgia**

**BID RESPONSE FORM**

This form must be completed and signed for proposal to be considered.

Postal Return Address:  
City of Gainesville  
Dept of Water Resources Admin  
757 Queen City Parkway  
Gainesville, GA 30501

Courier Delivery Address:  
City of Gainesville  
Dept of Water Resources Admin Building  
757 Queen City Parkway  
Gainesville, GA 30501

**Prices:**

**New GTH-636 Telehandler**

Each Price\$ \_\_\_\_\_

Signed, sealed, and delivered  
In the presence of:

\_\_\_\_\_  
(Name of Company)

\_\_\_\_\_  
Unofficial Witness

By: \_\_\_\_\_  
(Person authorized to sign binding contract)

Title: \_\_\_\_\_

\_\_\_\_\_  
Notary Public

Attest: \_\_\_\_\_

Commission Expires: \_\_\_\_\_

(Officer of Company if Corporation)

Title: \_\_\_\_\_

# City of Gainesville

## SPECIFICATIONS – Bid No. 22018



### MINIMUM SPECIFICATIONS SECTION PAGES

The following specifications are intended to describe **new GTH-636 Telehandler**, which meets or exceeds the following listed specifications.

- 74 hp
- Deutz TCD 2.9
- T4f
- Open Cab
- Fenders, set of four
- Foam filled Enduro A/T tires
- QA carriage 48" / 1.2m
- Pallet Forks 48" (2x4x48")
- Diesel