



**REQUEST FOR PROPOSAL – RFP # 17- 009
TO PROVIDE FOR PURCHASE TWO (2)
COMPACT SERVICE VANS WITHOUT SIDE WINDOWS
TO THE
BRUNSWICK-GLYNN COUNTY
JOINT WATER AND SEWER COMMISSION**

**Office of the Director of Procurement
Issued: Friday, May 20, 2016**

Proposals Due by 12:00 NOON, EST on Tuesday, June 7, 2016 to:

**Brunswick-Glynn County Joint Water and Sewer Commission
1703 Gloucester Street
Brunswick, Georgia 31520**

**Please Label Proposals with Firm's Name and Address
And
"Sealed Proposal – RFP # 17-009 – Compact Service Vans without Side
Windows"**



**BRUNSWICK-GLYNN COUNTY JOINT WATER & SEWER COMMISSION
REQUEST FOR PROPOSAL
RFP # 17 - 009
TO PROVIDE TWO (2)
COMPACT SERVICE VANS WITHOUT SIDE WINDOWS**

The Brunswick-Glynn County Joint Water & Sewer Commission is soliciting sealed Proposals for a quantity of Two (2) of Compact Service Vans without Side Windows. The Specifications, Instructions to Proposers and General Conditions are enclosed in this RFP package. All desired information must be completed for your Proposal to receive full consideration.

Sealed Proposals will be received until Tuesday, June 7, 2016 at 12:00 Noon, at which time they will be opened and read aloud. Proposal opening will be held in the Executive Conference Room, Brunswick-Glynn County Joint Water & Sewer Commission, 1703 Gloucester Street, Brunswick, Georgia. Proposals may be mailed or hand delivered, addressed and submitted as follows:

**Brunswick-Glynn County Joint Water & Sewer Commission
Attn: Director of Procurement
1703 Gloucester Street
Brunswick, GA 31520**

The "RFP # 17-009: Compact Service Vans without Side Windows" and Proposer's name must be clearly marked on the outside of the envelope. One (1) original and three (3) copies of the Proposal are to be included in the package. A digital copy of the Proposal is also desired, yet not required.

The BGJWSC is not responsible for Proposals that are not received in the Procurement Department by the due date and time. Late Proposals will not be considered in Proposal evaluation.

Any questions or clarifications should be directed to the attention of Pam Crosby, Director of Procurement at (912) 261-7127 or by e-mail to: pcrosby@bgjwsc.org (e-mail preferred).

The Proposal will be awarded to the responsible Proposer whose Proposal will be most advantageous to the BGJWSC, price, availability and other factors considered.

The BGJWSC reserves the right to accept none, all, or any part of the proposal, and to waive all formalities.

REVERSE SENSING SYSTEM: _____
BACK-UP ALARM: Exterior Audible _____
REVERSE CAMERA: _____
POWERPOINT: Rear, 12v _____
MAKE/MODEL PROPOSAL: _____
MINIMUM DELIVERY DATE: _____
MAXIMUM DELIVERY DATE: _____
DELIVERY OPTIONS: _____

- Complete Certificate of Origin
- Complete Tag & Title Applications, Including All Required Documentation
- Warranty & Owner’s Manual
- Service & Parts Manual

WARRANTY: Details (Please specify items covered, term, mileage, etc.)

1. The dealer delivering the vehicles shall guarantee that the automobiles meet the Specifications as defined in the proposal. A representative of the BGJWSC, along with the Fleet Manager shall inspect the vehicle in detail to assure they meet the requirements as specified. Proper certification will be made on each invoice that the vehicle meets all specifications. Any deficiencies noted shall be corrected at the Manufacturer’s expense. Any variations from specifications must be clearly defined and be attached to the official proposal sheet.
2. Where there is a minor difference in proposal price, the BGJWSC may take into consideration service, cost of replacement parts, superior items and performance of the vehicle offered.
3. The vehicles shall meet or equal all requirements of the Federal Government and State of Georgia for safety standards for 2016 model vehicles and shall cover all essential items not specifically covered in this proposal.
4. It is understood that this vehicle will be purchased in serviced condition.

I have read, understand and agree to comply with the above Specifications:

COMPANY NAME: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

E-MAIL ADDRESS: _____

TELEPHONE NUMBER: _____ FAX NUMBER: _____

SIGNATURE: _____ TITLE: _____

PLEASE PRINT NAME: _____

THIS FORM MUST BE RETURNED WITH PROPOSAL

INSTRUCTIONS TO PROPOSERS

1. These instructions will bind proposers to terms and conditions herein set forth, except as specifically qualified in special and contract terms with any individual proposal.
2. By submitting their proposal, all vendors certify that they are not currently debarred from submitting proposals on contracts by any agency of the State of Georgia and the federal government, nor are they an agent of any person or entity that is currently debarred from submitting proposals on contracts by any agency of the State of Georgia or the federal government.
3. The following criteria are used in determining the responsible proposer:
 - (a) The ability, capacity and skill of the proposer to perform the contract;
 - (b) Whether the proposer can perform the contract within specified time, without delay or interference;
 - (c) The character, integrity, reputation, judgement, experience and efficiency of the proposer;
 - (d) The quality of performance under previous contracts;
 - (e) The previous compliance by the proposer with laws and ordinances relating to the contract;
 - (f) Sufficiency of the financial resources and ability of the proposer to perform the contract and provide the service;
 - (g) The quality, availability, and adaptability of the supplies or contractual services to the particular use required;
 - (h) The ability of proposer to provide future maintenance and service for the use of the contract under consideration;
 - (i) The number and scope of conditions attached to the proposal; and
 - (j) Such other factors as appear to be pertinent to either the proposal or the contract under all of the circumstances involved.
4. The BGJWSC is exempt from all State Sales Tax and Federal Excise Tax. Tax ID Numbers are available upon request as necessary.
5. All proposals should be tabulated, totaled and checked for accuracy. The unit price will prevail in case of errors.
6. All requested information should be included in proposal for your proposal to receive full consideration. The proposal will be awarded to the responsible proposer whose proposal will be most advantageous to the BGJWSC, price, availability, and other factors considered. The BGJWSC reserves the right to accept none, all, or any part of the proposal and waive all formalities.
7. Any questions or clarifications should be directed to the Procurement Office via e-mail: pcrosby@bgjwsc.org.
8. Quote all prices F.O.B. Brunswick-Glynn County Joint Water & Sewer Commission, 1703 Gloucester Street, Brunswick, GA 31520. Deliveries will only be accepted 8:00 a.m. to 5:00 p.m., Monday through Friday.

9. It is the responsibility of the proposer to ensure their proposal is received in the Procurement Office by the time and date indicated on the Request For Proposal. Proposals received after the time and date indicated will be considered late and will not be opened.
10. Sealed proposals shall be addressed and submitted as follows: One (1) original and three (3) copies of the proposal should be either sent by parcel service or hand delivered to the Brunswick-Glynn County Joint Water & Sewer Commission, Office of Procurement, 1703 Gloucester Street, Brunswick, GA 31520. All proposals must be clearly marked with the RFP name and number on the outside of the envelope. A digital copy of the Proposal is desired, yet not required to be included.
11. All proposers must be recognized dealers in the materials or equipment specified and be qualified to advise in their application or use. A proposer, at any time requested must satisfy the Procurement Office that he/she has the requisite organization, capital, stock, ability and experience to satisfactorily execute the contract in accordance with the provisions of the contract in which he/she is interested.
12. Any alterations, erasures, additions, or omissions of required information or any change of specifications, or proposal schedule is done at the risk of the proposer. Any proposal will be rejected that has a substantial variation, which is a variation that affects the price, quality or delivery date.
13. The BGJWSC will reject any materials, supplies or equipment that do not meet specifications, even though proposer lists the trade name or names of such materials on the proposal or price quotation form. The unauthorized use of patented articles is done at the risk of the proposer.
14. All material, equipment, and supplies shall be subject to rigid inspection, under the immediate supervision of the Procurement Director to which they are delivered. If defective materials, equipment, or supplies are discovered, the vendor, upon being instructed by the Procurement Director shall remove, or make good such material, equipment, or supplies without extra compensation. It is expressly understood and agreed that the inspection of materials by the BGJWSC will no way lessen the responsibility of the vendor to release him/her from his/her obligation to perform and deliver to the BGJWSC sound and satisfactory materials, equipment, or supplies. The contractor agrees to pay the costs of all tests or defective equipment or allow the cost to be deducted from any monies due him/her from the BGJWSC.
15. Unless otherwise specified, the BGJWSC reserves the right to award each item separately or on a lump sum basis, whichever is in the best interest of the BGJWSC.
16. Any proposals may be withdrawn at any time before the time set for opening proposals. No proposal may be withdrawn for a period of thirty (30) days after opened. Any complaint relative to proposals should be made prior to proposal opening. **FAILURE TO COMPLY WITH THESE INSTRUCTIONS WILL BE GROUNDS FOR REJECTION OF PROPOSAL.**
17. The Proposal must be signed by a company officer who is legally authorized to enter into a contractual relationship in the name of the vendor.

GENERAL CONDITIONS

- A. PROCUREMENT POLICIES & PROCEDURES: This proposal is subject to the provisions of the Brunswick-Glynn County Purchasing Policies and Procedures and any revisions thereto, which are hereby incorporated into this contract in their entirety except as amended or suspended herein.
- B. CLARIFICATION OF TERMS: If any prospective proposer has questions about the specifications or other proposal documents, the prospective proposer should contact the Procurement Office via e-mail, pcrosby@bgjwsc.org) no later than Friday, May 27, 2016 at 12:00 Noon. Any revisions to the invitation will be made only by addendum issued by the Procurement Director.
- C. INSPECTION: All merchandise shall be subject to inspection after arrival at destination. In the case any items are found to be defective or otherwise not in conformity with specifications or statement of work, the BGJWSC has the right to reject such items and return them at the proposer's expense.
- D. DEFAULT: In case of failure to deliver goods in accordance with the terms and conditions, the BGJWSC, after due oral or written notice may procure substitute goods from other sources and hold the vendor responsible for any resulting additional purchasing and administrative costs. This remedy shall be in addition to any other remedies, which the BGJWSC may have.