

INVITATION TO BID  
Solicitation No. 09-A024

**PRE-OWNED CONSTRUCTION EQUIPMENT FOR THE CARROLL COUNTY  
PUBLIC WORKS DEPARTMENT**

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**I. Overview, General Submission Information and Pre-Bid Conference**

Overview:

The Carroll County Board of Commissioners requests bids from interested and qualified firms to provide PRE-OWNED CONSTRUCTION EQUIPMENT, on a one-time basis, to the Carroll County Public Works Department. The County is seeking late model Caterpillar equipment with low hourly usage. This equipment will replace older, high hour equipment currently in the department's inventory.

Instructions to Bid

A. How to Prepare Bid Proposals: All bid proposals shall be:

1. Bidders should prepare an itemized quote for PRE-OWNED CONSTRUCTION EQUIPMENT they are willing to provide the County from the list provided in Section III. Each line should include the Caterpillar make and model, model year, unit price, extended price, estimated delivery date, hours of usage, condition, warranty, additional options/accessories and other information contained within. All prices should be FOB Destination to the Public Works address provided in Section II. II. Also, bidders should quote a two (2) year buy-back price which can be exercised by the County.
2. Typewritten or completed with pen and ink, signed by the vendor or their authorized representative, with all erasures or corrections initialed and dated by the official signing the proposal. Bidders are encouraged to review carefully all provisions and attachments of this document prior to completion. Each bid constitutes an offer and may not be withdrawn except as provided herein. Also, prices are to remain firm for the period stated herein.

B. How to Submit Bid Proposals: All bid proposals shall be:

1. Submitted in a sealed envelope, plainly marked with **“Sealed Proposal - PRE-OWNED CONSTRUCTION EQUIPMENT FOR CARROLL COUNTY PUBLIC WORKS DEPARTMENT (SOLICITATION 09-A024), FEBRUARY 20, 2009”**

2. Mailed, Express Delivery or delivered as follows in sufficient time to ensure receipt by the Purchasing Manager on/before **5:00 P.M. FRIDAY, FEBRUARY 20, 2009.**

(a) Mailing Address: Carroll County Board of Commissioners  
P.O. Box 338  
Carrollton, GA 30112  
Attn: Purchasing Manager

(b) Hand or Express Delivery Address:

Carroll County Board of Commissioners  
423 College Street, Room 410  
Carrollton, GA 30117  
Attn: Purchasing Manager

(c) No proposals will be received or accepted after 5:00 P.M. ET February 20, 2009. Proposals submitted after the designated date and time will be deemed invalid and returned unopened to the proponent. Carroll County is not responsible for lost or misdirected mail. It is the bidder's responsibility to ensure no late bid is submitted. No proposal may be withdrawn within thirty days after the proposal opening and shall remain firm through the period.

C. How to Submit an Objection: Objections from bidders to the invitation to bid and/or these specifications should be brought to the attention of the Purchasing Manager in the following manner.

1. Written objections should be received at least 5 days prior to the opening of the bids.
2. Failure to object in accordance with the above procedure shall constitute a waiver on the part of the vendor to protest the solicitation.

D. Standards for Acceptance of Bid for Awarded Contract: Carroll County reserves the right to waive any informality, to reject any and all bids, to evaluate all bids, to accept portions of any bid and to accept any bid which in its opinion may be in the best interest of the County. **The County reserves the right to modify the contract after its award.**

E. Compliance with laws: The bidder shall obtain and maintain all licenses, permits, liability insurance, workman's compensation insurance and comply with any and all other standards or regulations required by federal, state or County statute, ordinances and rules during the performance of any contract between the bidder and the County. Any such requirement specifically set forth in any contract document between the bidder and the County shall be supplementary to this section and not in substitution thereof.

## II. General Terms and Conditions

- A. Specifications: Any obvious error or omission in specifications shall not inure to the benefit of the bidder but shall put the bidder on notice to inquire of or identify the same from the County. Whenever mention is made of any article, material, or workmanship to be in accordance with laws, ordinances, building codes, underwriter's codes, A.S.T.M. regulations or similar expressions, the requirements of these laws, ordinances, etc., shall be construed to be the minimum requirements of these specifications.
- B. Delivery Point: All items shall be quoted and delivered F.O.B. Destination to the Carroll County Public Works Department, 502 Old Newnan Road, Carrollton, GA 30117. Delivery cost and charges (if any) will be included in bid price.
- C. Delivery Time: Estimated delivery dates should be stated on the bids. Delivery time may be considered by the County when selecting most responsive and responsible bidder.
- D. Bids for All or Part: Unless otherwise specified by the County or by the bidder, **CARROLL COUNTY RESERVES THE RIGHT TO MAKE AWARD ON ALL ITEMS, OR ON ANY OF THE ITEMS ACCORDING TO THE BEST INTEREST OF THE COUNTY.** Bidder may restrict his bid consideration in the aggregate by so stating, but must name a unit price on each item bid upon.
- F. Prices to be Firm: Bidder warrants that bid prices, terms and conditions quoted in their bid will be firm for acceptance for a period of thirty (30) days from opening date.
- G. Description of Equipment: Proposals for equipment should be accompanied by copies of detailed factory specifications, ratings, technical data, including accurate descriptions of the exact equipment on which bids are made..
- H. Completeness: All information required by Invitation to Bid must be completed and submitted to constitute a proper bid.
- I. Inspection: The County reserves the right to inspect all equipment prior to awarding the contract. The result of this inspection maybe used in determining award of the contract.
- J. Training: Bidder should be able to provide operator training to County personnel on equipment provided.
- K. Warranty: All equipment must come with a minimum 2 year or 2,000 hour powertrain warranty.

Bidder shall provide closest parts and service provider who is capable of handling warranty issues. Bidder shall state normal response time for warranty field service issues. Travel time and mileage for warranty work will be at no charge to the County.

All warranty repairs and adjustments shall be made only at such time as will be least detrimental to the operation of County business.

- L. Award of Contract: The contract, if awarded, will be awarded to the most responsive and responsible bidder whose bid will be most advantageous to the County, price, delivery, hours, warranty and other factors considered. The County will make the determination.
- M. Qualified Vendor: A “Qualified Vendor” is defined for this purpose as one who meets, or by the date of bid acceptance can meet, all requirements for licensing, insurance and service contained within these specifications.
- N. Compliance with Specifications – Terms and Conditions: The Invitation to Bid, Legal Advertisement, General Conditions and Instructions to Bidder, Specifications, Special Conditions, Vendor’s Bid, Addendum, and/or any other pertinent documents form a part of this proposal and by reference are made a part hereof.
- O. Signed Bid Considered Offer: The signed bid shall be considered an offer on the part of the bidder, which offer shall be deemed accepted upon approval by the Carroll County Board of Commissioners. In case of a default on the part of the bidder after such acceptance, Carroll County Board of Commissioners may take such actions as it deems appropriate including legal action for damages or specific performance.
- P. Invoices – Invoices should be mailed to the following address:

Carroll County Board of Commissioners  
P.O. Box 338  
Carrollton, GA 30112  
Attn: Accounts Receivable
- Q. Payment Terms- Net 30 Days.
- R. Point of Contact - Russ Benedict, Purchasing Manager (770) 830-5868.
- S. All equipment must be accompanied by a factory recommended preventative maintenance schedule including procedures, mileage intervals, pre-placement part numbers and fluid specifications.
- T. Maintenance history records will also be provided.

**III. Listing of Pre-Owned Caterpillar Equipment required by the Public Works Department:**

Model	Description	Quantity
930H	Wheel Loader	1
621G	Wheeled Tractor Scraper Open Bowl	2
963D	Track Loader	1
AP1000	Asphalt Paver	1
140M	Motor Grader	2
140H	Motor Grader	2
D8T w/Ripper	Large Track Type Tractor w/Ripper	1
D6N XL	Track Type Tractor	1
CS54	Vibratory Soil Compactor	1
48" TRENCHER	48" Ride on Trencher	1

**IV. Bid Acceptance**

Bids shall be reviewed and evaluated by the Carroll County Board of Commissioners. An award, if made, will be made to the responsible bidder whose proposal is most advantageous to the County while meeting the above specifications and delivery.

R. Benedict  
Purchasing Manager  
(770) 830-5868  
rbenedict@carrollcountyga.com



