

INVITATION TO BID  
Solicitation No. 10-A010

**COMPACT TRACK LOADER FOR CARROLL COUNTY GOVERNMENT**

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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 a COMPACT TRACK LOADER, on a one-time basis, to the Carroll County Maintenance Department.

Instructions to Bid

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

1. Bidders should prepare a detailed quote for the COMPACT TRACK LOADER they are willing to provide the County. Specific specifications for the Compact Track Loader are outlined in Section III. Bidders should include a full description, manufacturer and model numbers of the Compact Track Loader being offered. All prices should be FOB Destination. Delivery address is provided in Section II. Attachments 1 through 3 must be submitted with proposal.
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 Each bid constitutes an offer and may not be withdrawn except as provided herein.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 - COMPACT TRACK LOADER FOR CARROLL COUNTY GOVERNMENT, (SOLICITATION 10-A010), NOVEMBER 13, 2009”**
2. Mailed, Express Delivery or delivered as follows in sufficient time to ensure receipt by the Purchasing Manager on/before **1:00 P.M. FRIDAY, NOVEMBER 13, 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

3. No proposals will be received or accepted after 1:00 P.M. ET November 13, 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, misdirected or delayed deliveries. 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 No proposal may be withdrawn within thirty days after the proposal opening and shall remain firm through the period.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. **Pre-Bid Conference:** There will be a pre-bid conference on Wednesday, October 28, 2009 at 1:00 pm at the Purchasing Office, 423 College Street, Room 410, Carrollton, GA 30117. All bidders are strongly encouraged to attend.

D. **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. Oral objections may be presented at the Pre-Bid Conference or written objections may be submitted at least 2 days prior to the schedule conference
2. Written objections not addressed at the Pre-Bid Conference should be received at least 5 days prior to the opening of the bids.
3. Failure to object in accordance with the above procedure shall constitute a waiver on the part of the vendor to protest the solicitation.

E. **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.**

- F. 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:
- Carroll County Board of Commissioners  
423 College Street  
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.
- E. 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 sixty (60) days from opening date.
- F. Description of Equipment: Proposals for equipment should be accompanied by copies of detailed factory specifications, ratings, technical data, including accurate descriptions of the exact Compact Track Loaders and associated equipment on which bids are made.

- G. Completeness: All information required by Invitation to Bid must be completed and submitted to constitute a proper bid.
- H. Quality: All materials used for the manufacture or construction of Compact Track Loaders and associated equipment covered by this bid shall be new, of the best quality and highest grade workmanship. Compact Track Loaders and associated equipment shall be equipped with such necessary equipment complying with the Georgia State Law, but not including licensing. Also, materials must comply with all applicable Federal and State OSHA requirements in affect at the time of bid.
- I. Acceptance of Material: The material delivered under this proposal shall remain the property of the seller until a physical inspection and inventory of this material is made and therefore accepted to the satisfaction of the County.
- J. Guarantee/Warranty: The bidder shall state the warranty period in their proposal. Warranty will be taken into consideration during the bidder selection process. Extended warranty options may be listed as Options to the proposal.
- All warranty repairs and adjustments shall be made only at such time as will be least detrimental to the operation of County business.
- K. Manufacture or Dealer Advertisement: No manufacturer or dealer advertising attachments shall appear on products delivered to the County without prior approval by Carroll County
- L. Brand Name: If and whenever brand names, makes, name of manufacturers, trade names, vendor catalogs or model numbers are stated, they are for the purpose of establishing a grade or quality of material.
- M. “OR EQUAL” Interpretation: It is the vendor’s responsibility to prove to the County that each bid item is equal to the grade or quality of material specified.
- N. Award of Contract: The Purchase Order, if awarded, will be awarded to the most responsive and responsible bidder whose bid will be most advantageous to the County, price, estimated delivery, warranty and other factors considered. The County will make the determination.
- O. 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.
- P. 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.

- Q. 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.
  
- R. Invoices – Invoices should be mailed to the following address:
  - Carroll County Board of Commissioners
  - P.O. Box 338
  - Carrollton, GA 30112
  - Attn: Accounts Receivable
  
- S. Payment Terms- Net 30 Days.
  
- T. Point of Contact - Russ Benedict, Purchasing Manager (770) 830-5868.
  
- U. Previous model year equipment (new, never titled) is acceptable if available.
  
- V. Bids will be accepted from dealerships only. No bids from vehicle brokers will be considered.
  
- W. All equipment must be accompanied by a factory recommended preventative maintenance schedule including procedures, mileage intervals, replacement part numbers and fluid specifications.
  
- X. Firms submitting bids must ensure all property taxes owed Carroll County are current prior to award of purchase order or contract.

**III. EQUIPMENT REQUIRED BY THE COUNTY WITH SPECIFIC SPECIFICATIONS**

- A. The County requires one (1) each Compact Track Loader for its Maintenance Department.
  
- B. Specifications:

<b>Compact Track Loader</b>	
Open Canopy – w/std features, ROPS & FOPS Compliant	Open Canopy
<b>Engine</b>	
Fuel	Diesel
Tier III Certified	Yes

Net Horsepower	Min 80 HP
Engine Cylinders	4
Engine Displacement	Min 195 cu in
Stroke	4-cycle
Combustion	Direct Injection
Aspiration	Turbocharged
Cooling	Liquid Cooled
<b>Transmission</b>	
Type	Hydrostatic
Top Speed	6-9 mph
<b>Track</b>	
Type	Rubber, 18 in.
<b>Bucket</b>	
Smooth Bucket -Standard	Yes
<b>Weight</b>	
Rated Operating Cap: 50 % Tipping	Min 3,550 lb
Tipping Load	Min 6,200 lb
<b>Electrical</b>	
Type	12 Volt System
AMPS	Min 90 Amp
<b>Controls</b>	
Type	Joystick
<b>Lift Height</b>	
Range	120 – 125 in
<b>Required Options</b>	
Forklift Attachment	Yes

#### 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

**Attachment 1**

Bidder shall check  appropriate column for their specification. The actual specification should be annotated in the "Actual Column". Specifications which do not meet or exceed should be explained in the table below this form.

County Specifications		Vendor's Match to Specifications			
<b>Compact Track Loader</b>		Vendor's Model # -			
		Meets	Exceeds	Not Meet	Actual
Open Canopy – w/std features, ROPS & FOPS Compliant	Open Canopy				
<b>Engine</b>					
Fuel	Diesel				
Tier III Certified	Yes				
Net Horsepower	Min 80 HP				
Engine Cylinders	4				
Engine Displacement	Min 195 cu in				
Stroke	4-cycle				
Combustion	Direct Injection				
Aspiration	Turbocharged				
Cooling	Liquid Cooled				
<b>Transmission</b>					
Type	Hydrostatic				
Top Speed	6-9 mph				
<b>Track</b>					
Type	Rubber, 18in				
<b>Bucket</b>					
Smooth Bucket - Standard	Yes				
<b>Weight</b>					
Rated Operating Cap: 50 % Tipping	Min 3550 lb				
Tipping Load	Min 6,200 lb				
<b>Electrical</b>					
Type	12 Volt System				
AMPS	Min 90 Amp				
<b>Controls</b>					
Type	Joystick				
<b>Lift Range</b>					
Range	120 – 125 in				
<b>Required Options</b>					
Forklift Attachment	Yes				



CARROLL COUNTY BOARD OF COMMISSIONERS

SUMMARY SHEET

Vendor or Proprietor Name: \_\_\_\_\_

Ownership: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Number of years in existence: \_\_\_\_\_

Point of Contact (person responsible for direct contact with Carroll County for this Request for Proposal):

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

Telephone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Model Number: \_\_\_\_\_

Model Year: \_\_\_\_\_

Warranty: \_\_\_\_\_

Estimated Delivery Date: \_\_\_\_\_

**Bid Price:** \_\_\_\_\_

**CARROLL COUNTY BOARD OF COMMISSIONERS**

**CERTIFICATION OF QUALIFICATIONS**

1. The undersigned hereby submits its proposal and, by doing so, agrees to furnish Equipment to the County in accordance with the Request for Proposal (RFP), dated October 15, 2009, and to be bound by the terms and conditions of the RFP.
2. This vendor or proprietor has carefully reviewed its proposal and understands and agrees that the County is not responsible for any errors or omissions on the part of the proposer and that the proposer is responsible for them.
3. It is understood and agreed that the County reserves the right to accept or reject any or all proposals and to waive any informality or irregularity in any proposal received by the County.
4. The proposal includes all of the commentary, figures and data required by the Request for Proposal, dated October 15, 2009.
5. The proposal shall be valid for 60 days from November 13, 2009.

Vendor or Proprietor: \_\_\_\_\_

By: \_\_\_\_\_  
(Authorized Signature)

Type Name: \_\_\_\_\_

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

Date: \_\_\_\_\_