

CITY OF BRUNSWICK GEORGIA

December 2021

COMPACT TRACTOR

REQUEST FOR PROPOSAL



CITY OF BRUNSWICK GEORGIA

Engineering & Public Works

City of Brunswick

525 Lakewood Ave

Brunswick, Georgia 31520

galberson@cityofbrunswick-ga.gov

**COMPACT UTILITY TRACTOR
FOR
THE CITY OF BRUNSWICK**

INVITATION TO PROPOSERS

The City of Brunswick, Georgia (the City) will receive proposals for a Compact Utility Tractor until Thursday, January 13, 2022, at 10:30 a.m. EST. The City invites vendors to submit proposals responsive to the specific requirements set forth in this request for proposals (RFP). The envelopes containing the proposal **must be sealed**, and addressed to:

Garrow Alberson
Director of Engineering & Public Works
City of Brunswick
525 Lakewood Ave
Brunswick, Georgia 31520
galberson@cityofbrunswick-ga.gov

All proposals must be marked **“Compact Tractor RFP.”** The envelope must bear on the outside the name and address of the vendor. No proposal may be withdrawn or modified in any way after the deadline for proposal openings, and no faxed proposals will be accepted. Proposals received after the scheduled opening time and date will remain unopened and will not be considered.

Questions regarding this request for proposals should be submitted in writing to Karen Rogers, Department of Engineering & Public Works, at krogers@cityofbrunswick-ga.gov, prior to 12:00 noon on Friday, December 31, 2021. Responses to any questions will be posted to the City of Brunswick website by Wednesday, January 5, 2022.

The City of Brunswick provides equal opportunity for all businesses and does not discriminate against any person or business because of race, color, religion, sex, national origin, and handicap or veteran’s status. This policy ensures all segments of the business community have access to supplying the goods and services needed by The City of Brunswick.

**THE BOARD OF COMMISSIONERS, CITY OF BRUNSWICK, GEORGIA
RESERVES THE RIGHT TO REJECT ANY OR ALL PROPOSALS,
WAIVE TECHNICALITIES AND MAKE THE AWARD IN THE BEST
INTEREST OF THE CITY.**

-End of This Section-

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- 1. Project Description:** The City of Brunswick is interested in purchasing a Compact Utility Tractor with front-end loader and backhoe attachments for the purpose of sidewalk and driveway repair projects and other minor excavating and grading projects.

- 2. Minimum Specifications:** The following, at a minimum, will be included in the bid price. If **substituting specifications make note in the proposal:**

- Tier 4 Diesel Engine, minimum 24 hP
- Hydrostatic Transmission
- Four-Wheel Drive
- Power Steering
- Category 1 Hitch
- Roll Over Protective Structure
- Industrial Tires
- Front End Loader with 60” bucket
- Backhoe attachment with 16” bucket
- Backhoe boom and swing locks
- Manufacturer’s warranty on tractor, loader, and backhoe
- Delivery to City of Brunswick Public Works facility
- On-site operating and maintenance instruction

Alternate Items

Vendor may also choose to bid and price separately any additions for additional warranties, maintenance agreements, maintenance equipment, mechanical/electronic/hydraulic systems, or support equipment (such as safety features, implements, etc.) that will be beneficial. Vendor shall list and describe any variations or differences from minimum specifications listed above.

3. Addenda: If the City determines that an amendment is required to this RFP, the City Representative will post a written addendum on the City Website at <http://www.brunswickga.org> (the "City Website") and upon posting will be deemed to form part of this RFP. No amendment of any kind to the RFP is effective unless it is posted in a formal written addendum on the City Website. Upon submitting a Proposal, Proponents will be deemed to have received notice of all addenda that are posted on the City Website.

4. Proposal Requirements:

- All proposals shall include vendor's full specifications and total costs including shipping and any applicable fees.
- Vendor shall include service and maintenance schedule of equipment, as well as any vendor-provided service and maintenance options.
- Proposals shall include the cost of the proposed equipment and any accessories or add-ons deemed important by the vendor. These shall all be itemized and listed separately.
- Proposals shall also include a tentative date of product delivery.
- Submittals shall also include references of three previous customers who have purchased similar vehicles or equipment.

Proposals will be evaluated on:

- Conformance to minimum requirements listed in this RFP;
- Value added accessories, warranties, or other items in addition to the base equipment;
- Cost of the equipment plus accessories, warranties, etc.;
- Date of delivery;
- References from previous customers.

5. Conflict of Interest:

Vendors shall disclose any potential conflicts of interest and existing business relationships they may have with the City. If requested by the City, vendors should provide all pertinent information regarding ownership of their company at the City's request.

6. Negotiations and Contract award:

The City is under no obligation to accept any Proposal submitted. The City reserves the right in its sole discretion to waive informalities in, or reject any or all Proposals, or to accept any Proposal deemed most favorable in the interest of the City or cancel the competition at any time without award. Thereafter, the City may issue a new Invitation Request, sole source or do nothing.

-End of This Section-