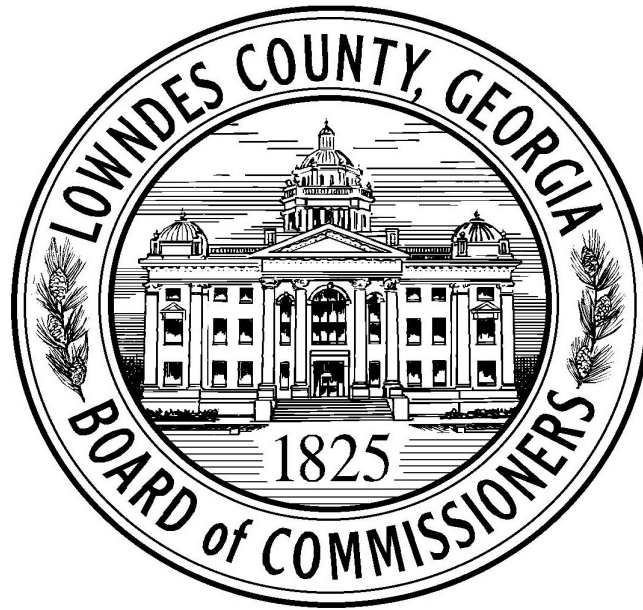


INVITATION TO BID



PURCHASING DEPARTMENT

P.O. BOX 1349
327 N ASHLEY ST.
VALDOSTA, GEORGIA 31601

[#LC-2018-401](#)

FOR: **Coffee Services**

OPENING DATE: April 10, 2018

TIME: 10:00 am

Amy Woods
PURCHASING AGENT
(229) 671-2527

GENERAL SPECIFICATIONS

It is the intent of these specifications to furnish Lowndes County with the following requisitioned equipment/service, according to the attached. It is clearly understood that the following are minimum specifications and are made in order to show the exact specifications of the equipment/service proposed.

The bidder agrees that Lowndes County reserves the right to waive technicalities and to reject any or all bids.

If you have any questions, please call the phone number listed on the cover page.

Depending upon the purchase price, the Purchasing Agent or Lowndes County Board of Commissioners will make the final decision of purchase.

All sealed bids must have the Bid Number and Name of Vendor submitting the bid located on the front of the envelope. Sealed bids are due and opened on the date and time listed on the front cover page.

NO BID WILL BE CONSIDERED IF RECEIVED AFTER THE DATE AND TIME SPECIFIED!

Any price(s) bid by dealer/vendor on any items offered to the Lowndes County shall be the price effective at the date of delivery.

No delivery date of "ASAP" (As Soon As Possible) shall be considered acceptable on items that have a maximum delivery date listed in the specifications.

Addendum(s) issued in a bid must be acknowledged and submitted with the original bid package.

All Shipping is to be FOB Valdosta, GA 31601 and included in the total price unless otherwise stated in the bid document.

INSTRUCTIONS TO BIDDERS

1. Bids must be made upon the form of the proposal if attached hereto. If there is not a form attached, please submit the proposal/bid on your company letterhead in a design/layout that will best suit the price and information that the County has requested. The following information should be listed legibly on the outside of the sealed envelope: 1. Name of vendor submitting the bid. 2. Bid number and Title located on the cover page of the Bid Package. Bids may be mailed or hand delivered to the Purchasing Department of Lowndes County, located at 327 N Ashley St., Valdosta, GA 31601. In the event you choose to mail your proposal, it should be mailed to Amy Woods, Purchasing Agent, P O BOX 1349, Valdosta, GA 31603.
2. No bidder will be allowed to withdraw his bid for any reason whatsoever after the bids have been opened unless otherwise stated in the specifications.
3. The following specifications represent the minimum general size, weight, capacity and performance characteristics desired in the equipment to be purchased. These requirements are not intended to prevent obtaining fair prices or to eliminate competition, but to insure, if possible, that all bids submitted would not be subject to correction or alteration after the bid has been filed, opened, and publicly read. In view of an unusual wide disparity in details of design and manufacture, complete descriptive literature and manufacturer's specifications must be submitted on each type of equipment offered. Lowndes County reserves the right to evaluate any or all bids, particularly where there is a range in specifications. Special consideration will be given to the ready availability of repair parts and service.
4. Federal or State taxes are not applicable to Georgia Municipalities under the United States Code Title 26 and Georgia Exemption Certificate Number 3-465-686-300-1.
5. The names of a certain brand, make, or definite specifications are to demote quality standard of the article desired. The County does not restrict bidders to be specific brand, make or manufacturer named; it is to set forth and convey to prospective bidders the general style, type, character and quality of the article desired.
6. The award of the contract will be awarded to the lowest responsible bidder taking into consideration quality performance , the time specified in the specifications for the performance of the contract, provision of needed and unneeded features, usefulness to the using department, whether bidder meets guidelines set forth in the specifications, and prior County experience.
7. Any item that the county has sent out for bid(s) must be NEW equipment with the latest technology available. No remanufactured item will be accepted unless stated otherwise in the bid specifications.

Lowndes County wishes to contract coffee service for one year for county buildings (list of buildings follows) with one vendor. We are asking that you bid two (2) brands of coffee, Maxwell House and your most comparable house brand. We will purchase the caffeinated and decaffeinated coffee that is the lower of the two brands.

I. SPECIFICATIONS:

PLEASE PROVIDE PRICING ON THE FOLLOWING ITEMS; LIST ANY DEVIATIONS ON A SEPARATE SHEET. MACHINES MUST BE CLEANED ON A MONTHLY BASIS AND POTS ROTATED REGULARLY. VENDOR MUST RESPOND TO EMERGENCIES WITHIN 24 HOURS OF BEING CONTACTED. WE WANT GLASS COFFEE POTS AT EACH LOCATION.

1. MONTHLY RENTAL FEE OF ONE COFFEE MACHINE & TWO COFFEE POTS PER LOCATION \$ _____

2. SET-UP/DEPOSIT FEE OF MACHINES/POTS \$ _____

3. MAXWELL HOUSE MASTER BLEND COFFEE
CAFFEINATED PRICE PER BOX \$ _____

Packet Size _____

Number of packets per box _____

4. MAXWELL HOUSE MASTER BLEND COFFEE
DECAFFEINATED PRICE PER BOX \$ _____

Packet size _____

Number of packets per box _____

5. COMPARABLE HOUSE BLEND COFFEE
CAFFEINATED PRICE PER BOX \$ _____

NAME OF HOUSE BRAND _____

Packet Size _____

- Number of packets per box _____
6. COMPARABLE HOUSE BLEND COFFEE
 DECAFFEINATED PRICE PER BOX \$ _____
- NAME OF HOUSE BRAND DECAF _____
- Packet size _____
- Number of packets per box _____
7. ONE (1) BOX – FILTERS - _____/box = \$ _____ each
8. ONE (1) BOX – STIRRERS - _____/box = \$ _____ each
9. ONE (1) CANNISTER PURE SUGAR- ____/oz= \$ _____ each
9. ONE (1) BOX SWEET-N-LOW (PINK) ____PKS/BX \$ _____ each
10. ONE (1) CANNISTER NON-DAIRY CREAMER-____/oz \$ _____ each
11. ONE (1) BOX 12 OZ. FLAT STYRO CUPS- _____/box \$ _____ each
12. DELIVERY CHARGES OF COFFEE & ALL
 OTHER ITEMS BI-WEEKLY OR AS NEEDED \$ _____
13. OTHER FEES/CHARGES, PLEASE ITEMIZE \$ _____
- _____
- _____
- 1st year renewal percentage of increase (if any) _____%
- 2nd year renewal percentage of increase (if any) _____%

II. QUESTIONS & ANSWERS

Questions will be accepted via email amy.woods@lowndescounty.com until March 26, 2018. Answers will be issued to all vendors as soon as possible. All questions must be in writing.

III. TERMS AND CONDITIONS

This is a one (1) year contract with the option to renew for two (2) additional one (1) year terms.

This contract begins on June 1, 2018 and ends on May 31, 2019. The first year renewal is June 1, 2019 through May 31, 2020.

The second year renewal is June 1, 2020 through May 31, 2021.

If either party wishes to cancel this contract before the above dates, a minimum 60 day written notice must be submitted by the cancelling party. Please note that quality and timeliness of deliveries play a role in the effectiveness of this contract.

IV. LOCATION OF MACHINES—successful bidder will be notified as soon as possible of any additional locations or address changes.

1. LOWNDES COUNTY 911 CENTER
1515 MADISON HWY
2. LOWNDES COUNTY ANIMAL SHELTER
337 GIL HARBIN BLVD
3. LOWNDES COUNTY GOVERNMENTAL BUILDING—
TAX COMMISSIONER (*OFFICES ON 1ST & 2ND FLOORS*)
TAX ASSESSOR (*OFFICES ON 1ST & 2ND FLOORS*)
300 N. PATTERSON ST.
4. LOWNDES COUNTY JUDICIAL AND ADMINISTRATIVE COMPLEX—COURT
SIDE
CLERK OF COURT *1ST FLOOR*
MAGISTRATE COURT *2ND FLOOR*
PROBATE COURT *2ND FLOOR*
SOLICITOR *3RD FLOOR*
STATE COURT *4TH FLOOR*
SUPERIOR COURT-JURY *4TH FLOOR & 5TH FLOOR*
327 NORTH ASHLEY STREET
5. LOWNDES COUNTY JUDICIAL AND ADMINISTRATIVE
COMPLEX—COMMISSIONERS SIDE

HR/UTILITIES BREAKROOM *1ST FLOOR*
ENGINEERING BREAKROOM *2ND FLOOR*
COMMISSIONERS BREAKROOM *3RD FLOOR*
UTILITIES LAKE PARK—ORDER WILL BE LEFT WITH UTILITIES DEPT IN
JUDICIAL COMPLEX

6. LOWNDES COUNTY PUBLIC WORKS
550 GIL HARBIN IND. BLVD

7. LOWNDES COUNTY BOARD OF ELECTIONS
2808 NORTH OAK STREET EXTENSION

8. LOWNDES COUNTY FIRE DEPARTMENT
2981 HWY 84 EAST

9. SHERIFF'S OFFICE
LOWNDES COUNTY JAIL
120 PRISON FARM ROAD

10. SHERIFF'S OFFICE ANNEX
562 GIL HARBIN INDUSTRIAL BLVD

11. LOWNDES COUNTY EMA
250 DOUGLAS ST

V. AWARD

Bid will be awarded based on the lowest priced caffeinated and decaffeinated coffee and all other unit prices listed except the Styrofoam cups.

*Sealed bids will be accepted until **April 10, 2018 at 10:00 am**. The bid opening will be in the Purchasing Office, located on the 3rd floor of the Lowndes County Judicial and Administrative Complex, 327 North Ashley Street.

VI. INVOICES

Signed Original Invoices must be turned into Purchasing at the beginning of the month for the previous month's service by the vendor. Do NOT leave the invoice with the requesting department.

LOWNDES COUNTY

CONTRACTOR AFFIDAVIT AND AGREEMENT

The undersigned, who, after being duly sworn, states under oath and agrees to for and on behalf of the Contractor as follows:

1.

By executing this Affidavit, the undersigned verifies the compliance of the Contractor with the Georgia Illegal Immigration Reform and Enforcement Act of 2011, Sections 2 and 3, as amended (O.C.G.A. § 13-10-90 et seq., the “Act”) and Georgia Department of Labor Rules 300-10-1-.01 et seq. (and, for a contract or agreement relating to public transportation, with the rules regarding the Act of the Georgia Department of Transportation; the “GDOT Rules”), stating affirmatively that the individual, firm, or corporation which is contracting with the Board of Commissioners of Lowndes County, Georgia (“Lowndes County”) has registered with, is authorized to use, is using, and will continue to use throughout the contract period, a Federal Work Authorization Program* in accordance with the applicable provisions and deadlines established in the Act and Georgia Department of Labor Rule 300-10-1-.02 (and, for a contract or agreement relating to public transportation, established in the GDOT Rules).

2.

The undersigned Contractor further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to the Contract with Lowndes County of which this Affidavit is a part, the undersigned Contractor will secure from such subcontractor(s) similar verification of compliance with the Act and Georgia Department of Labor Rules 300-10-1-.01 et seq. (and, for a contract or agreement relating to public transportation, verification of compliance with the GDOT Rules) through the subcontractor’s execution of the subcontractor affidavit the Act and the rules and regulations thereunder. The undersigned Contractor further agrees to maintain records of such compliance and provide a copy of each such Affidavit and verification to Lowndes County within five (5) business days after the subcontractor(s) is retained to perform such service. The Affidavit from each subsequent contractor shall include the subcontractor’s (or sub-subcontractor’s) name and address, E-verify/Federal Work Authorization Program user identification number and date of authorization to use the Federal Work Authorization Program, the name of the project, and the name of the public employer for the project.

Contractor’s E-verify/Federal Work Authorization
Program User Identification Number

COFFEE SERVICE

Name of Project

Date of Authorization

Lowndes County

Board of Commissioners

Name of Public Employer