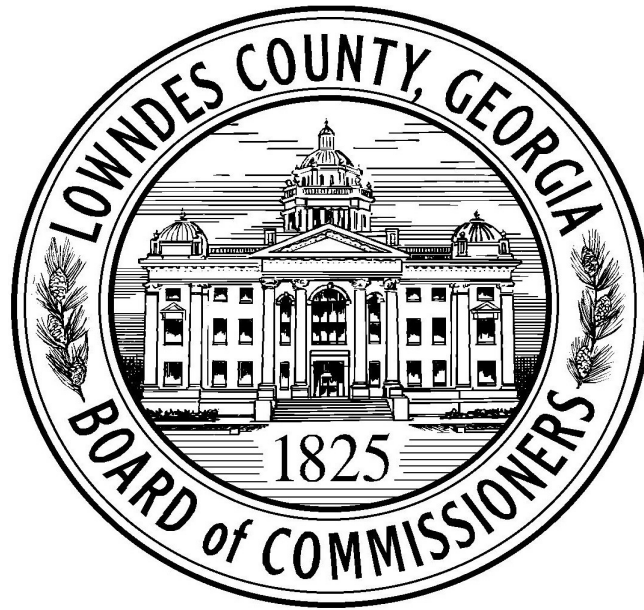


INVITATION TO BID



PURCHASING DEPARTMENT

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

[#LC- 2021-430](#)

FOR: **Bottled Water Service**

OPENING DATE: Tuesday, April 26, 2021

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 North Ashley St., Valdosta, GA 31601. In the event you choose to mail your proposal, it should be mailed to Lisa Burton, 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 is soliciting bids for bottled water service at County Buildings. A list of the County buildings and their location follows.

I. SPECIFICATIONS

- DISPENSER MUST PROVIDE COLD & ROOM TERATURE WATER.
- AT LEAST 4 CONTAINERS OF WATER MUST BE AT EACH SITE.
- BI-WEEKLY DELIVERY OF 5 GALLON CONTAINERS OR WITHIN 48 HOURS IF SITE HAS NO WATER.
- WATER MUST BE NANTZE SPRINGS OR EQUAL BRAND

II. PRICING—list any deviations on a separate sheet of paper

1.	MONTHLY RENTAL FEE OF EACH DISPENSER	\$ _____
2.	SET-UP/DEPOSIT FEE OF EACH DISPENSER	\$ _____
3.	ONE – 5 GALLON DRINKING WATER CONTAINER BRAND NAME OF WATER _____	\$ _____
4.	DELIVERY FEE OF CONTAINERS, if any -	\$ _____
5.	BOTTLE DEPOSIT FEE, if any, for each 5 gallon container	\$ _____
	ADDITIONAL FEES (if any) please itemize below _____ _____	\$ _____
	TOTAL PRICE	\$ _____

1st year renewal percentage of increase (if applicable) _____%

2nd year renewal percentage of increase (if applicable) _____%

BID WILL BE AWARDED TO THE VENDOR WITH THE LOWEST TOTAL PRICE.

III. QUESTIONS & ANSWERS

Questions will be accepted via email at amy.woods@lowndescounty.com until April 12, 2021. Answers will be given to vendors as soon as possible.

IV. 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, 2021** and ends on **May 31, 2022**.

The first-year renewal is **June 1, 2022** through **May 31, 2023**.

The second-year renewal is **June 1, 2023** through **May 31, 2024**.

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 timeliness of deliveries plays a role in the effectiveness of this contract.

V. Locations of Buildings (successful bidder will be notified of any additional buildings or location changes as soon as possible)

1. LOWNDES COUNTY GOVERNMENTAL BUILDING
TAX COMMISSIONER (*Offices on 1st and 2nd floors*) (3 DISPENSERS)
TAX ASSESSORS (*Offices on 1st and 2nd floors*)
300 N. PATTERSON ST.
VALDOSTA, GA 31601
2. LOWNDES COUNTY JUDICIAL & ADMINISTRATIVE COMPLEX—COURT SIDE
CLERK OF COURT *1ST FLOOR*
MAGISTRATE COURT *2nd floor*
PROBATE COURT *2nd floor*
STATE COURT JUDGES OFFICE *4th floor*
SOLICITOR *3rd floor*
SUPERIOR COURT JURY *4th floor & 5th Floor*
327 NORTH ASHLEY STREET
3. LOWNDES COUNTY JUDICIAL & ADMINISTRATIVE
COMPLEX—COMMISSIONERS SIDE
HR/UTILITIES BREAKROOM---*1ST FLOOR*
ENGINEERING BREAKROOM—*2ND FLOOR*
COMMISSIONERS BREAKROOM---*3RD FLOOR*
327 N ASHLEY STREET
4. LOWNDES COUNTY PUBLIC WORKS(4 dispensers)
550 GIL HARBIN IND. BLVD
VALDOSTA, GA 31601
5. LOWNDES COUNTY BOARD OF ELECTIONS

Tax ID Number _____

VI. BUSINESS LICENSE

Attach a copy of your current Occupational Tax License/Business License. If you don't have one, attach a current business license from your current location. If you win this bid, you may have to get a Lowndes County Business License before you can begin the contract with Lowndes County.

VII. EVERIFY

The Georgia Security and Immigration Compliance Act requires any contractor or subcontractor contracting with a public employer to provide labor or services register and participate in the federal work authorization program EVerify. EVerify is an internet based system operated by the Department of Homeland Security which verifies the employment eligibility of all newly hired employees. The State of Georgia Department of Audits and Accounts requires Lowndes County to submit a report by December 31 of each year listing all contractors doing business with the County during the calendar year along with their EVerify numbers.

If your business does not currently have an EVerify number, please go to www.dhs.gov/e-verify to obtain one. There is no charge to do so. Lowndes County cannot enter into future agreements with your company if you do not have an EVerify number.

The following document must be completed and returned with your bid. If not, your bid will not be eligible for consideration.

VIII. BID DEADLINE

Sealed bids will be accepted until **April 26, 2021 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.

**STATE OF GEORGIA
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

Water Service _____
Name of Project

Date of Authorization

Lowndes County
Board of Commissioners
Name of Public Employer