

**INVITATION FOR BID**  
FOR  
**TRAFFIC SIGN BLANKS**

**BID NUMBER: 20-068-LS**

80-109



**MACON-BIBB COUNTY, GEORGIA**

ISSUED: April 27, 2020

**BIDS DUE NO LATER THAN 12:00 NOON ON THURSDAY, May 7<sup>th</sup> 2020**

Macon-Bibb County Procurement Department  
(Attn: Lauren N. Schultz)  
700 Poplar Street  
Suite 308

Macon, Georgia 31201

## I. GENERAL

### A. Invitation

1. Notice is hereby given that Macon-Bibb County will receive sealed bids in the Procurement Department, Macon-Bibb County Procurement Department, 700 Poplar Street, Suite 308, Macon, Georgia 31201, until **12:00 noon on Thursday, May 7<sup>th</sup> 2020 – “Traffic Sign Blanks” for Facilities Management, for the Macon-Bibb County Government.**

**NO BIDS WILL BE ACCEPTED AFTER THE ABOVE TIME.**

2. Bids will be publicly opened and read in the Procurement Department conference Room on May 7<sup>th</sup> 2020 starting at 2:00 p.m.
3. Minority, Women Owned and other Disadvantaged Business Enterprises are encouraged to participate in the solicitation process. Additionally, respondents are encouraged to use M/W/DBE subcontractors where possible. Small and other disadvantaged businesses requiring assistance with the competitive process can contact Sam Henderson, Small Business Affairs at (478) 751-7170 or [shenderson@maconbibb.us](mailto:shenderson@maconbibb.us).

### B. Bid Documents

4. Bid documents will be made available at the Macon-Bibb County Procurement Department, 700 Poplar Street. Suite 308, Macon, GA 31201, (478) 803-0554 or [www.maconbibb.us/purchasing/](http://www.maconbibb.us/purchasing/) under active solicitations.

Georgia Procurement Registry website

[http://ssl.doas.state.ga.us/PRSapp/PR\\_custom\\_index.jsp?agency=61100](http://ssl.doas.state.ga.us/PRSapp/PR_custom_index.jsp?agency=61100)

Macon-Bibb County Procurement Page [www.maconbibb.us/purchasing](http://www.maconbibb.us/purchasing)

### C. Sealed Bids

*SEALED Bids* shall be delivered or mailed to:

Macon-Bibb County Procurement Department  
(Attn: Lauren N. Schultz)  
700 Poplar Street  
Suite 308  
Macon, Georgia 31201  
478-803-0554  
[lschultz@maconbibb.us](mailto:lschultz@maconbibb.us)

**Mark the outside of the envelope “Bid # 20-068-LS –Traffic Sign Blanks”**

D. Forms

1. The enclosed Macon-Bibb County bid form shall be used. Use of other bid documents may deem the bid to be non-responsive.

E. Validity

1. No bid may be withdrawn for a period of sixty (60) days after time has been called on date of bid opening.
2. All prices shall be Delivered prices, FOB Destination, after deducting all non-applicable taxes, delivered to each requesting department or office. Vehicles shall be ready to use.

F. Forms

1. The enclosed Macon-Bibb County bid form shall be used; use of other documents may deem the bid non-responsive. Additionally all submission documents must be completed and included with the bid; failure to include completed, signed, and notarized forms (as applicable) may deem the bid non-responsive.

G. Local Preference

1. Macon-Bibb County reserves the right to award bids to County businesses and merchants whose bid is within 5% (five percent) of the lowest responsive and responsible bid which conforms to the Invitation to Bid.

H. Submittals

1. In order for bids to be considered, the complete bid document package shall be submitted including each of the following completed **Required Submission Documents** as Attachment "A".
  - a) Bid Form
  - b) Bidder Information Form
  - c) Bidder's Qualification Form
  - d) List of Sub-Contractors
  - e) Bidder Minority Participation Goal
  - f) Financial & Legal Stability Statement
  - g) Insurability Statement
  - h) E-Verify Affidavit
  - i) Title VI – Non-Discrimination Notice

Any questions related to this Invitation to Bid shall be directed to the following contact person. No contact is to be made to anyone other than the contact listed. Such contact may result in disqualification from the proposal process.

Email: [lschultz@maconbibb.us](mailto:lschultz@maconbibb.us)

**All questions or concerns regarding the RFP should be made via email only. The Deadline for questions is May 1, 2020 at 5:00 PM EDT.**

## I. Reservations

1. Macon-Bibb County reserves full freedom (in addition to the right to reject any and all bids) in awarding bids to consider all available factors including, but not limited to, price, the provision of needed and unneeded features, usefulness to the using department and prior Macon-Bibb County experience. Hence, Macon-Bibb County may award bids to other than the lowest bidder if in the judgment of the Board of Commissioners the interest of the County will be best served by award to another. Any required information not submitted with bids shall deem bid non-responsive.

- 2. Unless otherwise specified, manufacturer's names, trade names, brand names, information and/or catalog numbers listed herein are intended only to identify the quality level desired. They are not intended to limit competition. The bidder may offer any equivalent product that meets or exceeds the specification. If bids are based on equivalent products, the bidder shall indicate on the bid form the alternate manufacturer's name and catalog number and shall include complete descriptive literature and/or specifications along with proof that the proposed equivalent either meets or exceeds this specification. The County reserves the right to be the sole judge of what is equal and acceptable. If bidder fails to name a substitute, he shall furnish goods identical to the bid specifications.**

## BID FORM

Item	Description	Part #	Qty.	Unit Price	Ext. Price
1	080 x 30 x 10 RECT (punched)	0803010MS	300	\$	\$
2	080 x 42 x 10 RECT (punched)	0804210MS	300		
3	080 x 36 x 10 RECT (punched)	0803610MS	300		
4	080 x 48 x 10 RECT (punched)	0804810MS	200		
5	080 x 30" OCT (punched)	080300E	300		
6	080 x 24 x 30 RECT (punched)	0802430E	200		
<b>Total Bid Price</b>					\$

**Delivery will be within \_\_\_\_\_ weeks after receipt of order.**

Delivery Address:  
 Macon-Bibb County Facilities Management  
 1000 Seventh Street, Macon, Georgia 31206  
 Call Rob Ryals at (478) 751-9260 24 Hours prior to delivery

AUTHORIZED SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**ACKNOWLEDGMENT OF ADDENDUM**

The undersigned Bidder acknowledged receipt of the following addendum, if issued, to the Invitation for Bid. If none received, write "None Received."

Addendum No.	Dated:
Addendum No.	Dated:
Addendum No.	Dated:
Addendum No.	Dated:
Addendum No.	Dated:

Firm	
Signature	
Print Name	
Title	
Date	