



R.A. "Tony" Rojas
Executive Director & President

Macon Water Authority
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(478) 464-5600 * FAX (478) 750-2007
Visit Us @ www.maconwater.org

Members

Samuel F. Hart, Sr., Chairman
Frank Patterson, Vice-Chairman
Javors J. Lucas
Dorothy "Dot" C. Black
Dwight Jones
Bert Bivins, III
Gary Bechtel

March 10, 2017

Bid Department,

The Macon Water Authority has requested that sealed bids be received in the Purchasing Department for "Scrap Metal" in accordance with the attached specifications.

It is emphasized that sealed bids must be received by the Purchasing Department of the Macon Water Authority no later than 10:00 a.m., Thursday, April 20, 2017. Bids will be publicly opened and read in the Authority's Board Room, 790 Second Street, Macon, GA. at 10:00 a.m., Thursday, April 20, 2017. Your attendance is encouraged but not required.

It will not be sufficient to mail your sealed bid and depend upon the postal services for on time delivery. Bids received after 10:00 a.m., Thursday, April 20, 2017, will not be accepted. Your bid must be sealed and marked "Sealed Bid – Scrap Metal".

Please review the attached bid documents. All appurtenances must be fully executed for proper consideration, acceptance, and award by the Macon Water Authority. Those not responding to this sealed bid request may be removed from the List of Bidders for a period of 60 days.

Should any questions arise regarding this proposal, please feel free to contact me at (478) 464-5629.

Sincerely,

Mary Brezial
Buyer

Enclosures

<p>TO:</p>	<p align="center">*REMARKS</p> <p align="center">BID TITLE: SCRAP METAL</p> <p align="center">BID DUE: APRIL 20, 2017 @ 10:00 a.m.</p> <p align="center">THIS IS A FORMAL SEALED BID</p> <p align="center">YOU MUST SUBMIT TWO (2) COPIES OF EACH BID</p>
<p align="center">FOR TECHNICAL QUESTIONS CALL: MARY BREZIAL (478) 464-5629</p> <p align="center">SEND SEALED BIDS MARKED - "SEALED BID - "SCRAP METAL" MACON WATER AUTHORITY P.O. BOX 108 790 SECOND STREET MACON, GEORGIA 31202-0108 PURCHASING DEPARTMENT</p>	<p align="center">REQUEST FOR QUOTATION THIS IS NOT AN ORDER</p>

PLEASE QUOTE THE FOLLOWING ITEMS. WE WILL NOT CONSIDER SUBSTITUTE OFFERS.	DATE ISSUED March 10, 2017	DELIVERY WANTED PROMPTLY
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QTY.	UOM	DESCRIPTION	
1	LOT	<p align="center">SCRAP METAL BID SPECIFICATIONS</p> <p>1. Successful bidder will supply bins. 2. Successful bidder will provide free pick-up Scrap Metal from 918 Martin Luther King Jr. Blvd., Macon, GA 31201 as needed. 3. No monthly rental for scrap bin. 4. Successful bidder will pay the Macon Water Authority "x" percent of the American Metal Market rate for the #1 Heavy Melt, Birmingham. The percentage calculation will be based on the rate published on the first Friday of the month in which the scrap brass bin is dispatched for pick up.</p> <p>PLEASE PROVIDE A BID FOR THE FOLLOWING: 5. SCRAP METAL COST PER POUND <i>THIS IS AN ANNUAL CONTRACT TO TERMINATE 1 YEAR FROM BID AWARD DATE .</i></p> <p>TECHNICAL QUESTIONS CALL: MARY BREZIAL 478-464-5629</p> <p>MAIL SEALED BID LABELED: "SEALED BID - SCRAP METAL TO: MARY BREZIAL MACON WATER AUTHORITY 790 SECOND STREET P.O. BOX 108 MACON, GA 31202-0108</p>	

DATE _____

COMPANY QUOTING _____ OFFICIAL SIGN _____

PLEASE PRINT NAME OF SIGNEE _____

TELEPHONE NO. _____

RETURN THIS QUOTATION TO THE ABOVE ADDRESS — ATTENTION PURCHASING

PROPOSAL FORM

Date: _____

For: MACON WATER AUTHORITY
P. O. Box 108
790 Second Street
Macon, GA 31202-0108

Ladies and Gentlemen:

Having carefully examined the Specifications entitled:

Macon Water Authority:
Scrap Metal
And Addendum (a) No. (s)-If applicable

the undersigned proposes to furnish all services, labor and materials called for by them for the entire work, in accordance with said documents, for

the sum of: _____ Dollars per pound.

which sum is hereinafter called the "Base Bid". (\$ _____)

Name: _____

Address: _____

By: _____

Title: _____ Telephone No: _____

END OF SECTION

MACON WATER AUTHORITY

PURCHASING POLICY

Scope

This policy outlines the procurement practices for purchasing goods and service for the Macon Water Authority, except as noted below. The policy addresses competition and vendor selection, issuance of purchasing transactions, purchasing methods, authorizations, receipt of goods and services, required documentation, and ethical practices.

Purchases NOT Covered

Purchases not covered by this policy include such goods and services as noted below.

THIS IS NOT AN EXHAUSTIVE LIST

- Investment Management Services
- Consultant Services
- Insurance
- Employee Travel & Entertainment
- Legal Services
- Employee Benefit Programs
- Construction Contracts & Projects
- Engineering Services
- Maintenance Projects which may include:
 - Maintenance Supplies
 - Maintenance Services
 - Maintenance Equipment

Policy Statement

MWA personnel should purchase goods and services using practices that are compliant with all applicable Federal and State of Georgia Law and in the best interest of the MWA. Purchasing practices should be utilized that help leverage MWA contracts and maximize the purchasing power of the MWA.

Diversity and Bidders

Minority and Disadvantaged Business Enterprises

The MWA has had and continues to have in place a procedural protocol that supports a statement that, "The Authority makes every effort to reasonably adhere to providing Minority Owned Business Enterprises, Women Owned Business Enterprises & Disadvantaged Business Enterprises as defined by the Small business Administration, meaningful opportunities to bid and to be awarded service engagements with the Macon Water Authority by helping to ensure that:

- Invitations to bid are currently advertised in print with the *Macon Telegraph*, on-line at *Macon.com* and on-line at *MaconWater.org*. Bids are also advertised with the *Georgia Informer*, an MBE media organization that utilizes both print and on-line media to reach and inform the African American community as well as the public at large in Middle Georgia.
- In addition, a state-wide database of Public Notices maintained by *Georgia's Legal Organ Newspapers* pulls legal bid invitations from around the state and posts legal notices on <http://georgiapublicnotice.com>
- Invitations to bid are advertised in print over four (4) consecutive Saturdays in the *Macon Telegraph* and continually on-line at *MaconWater.org* until the bid closing date is reached.

In addition , the MWA has strived to provide an equal opportunity for MBE's, WBE's and DBE's to submit bids for contract services, materials, supplies and equipment as invitations to bid are posted. The following recommendation has recently been employed in an effort to offer additional opportunities for bid invitations for these types of organizations.

- MWA Purchasing reviews specific Georgia State directories for business enterprises that fit the above referenced classifications when inviting organizations to bid. This may provide some additional information

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for registered business enterprises that fit into these classifications and possible follow up with such organizations.

Examples include:

- o www.doas.georgia.gov
- o www.dot.state.ga.us/construction/contracsadm/document/dbe/deb_dir.pdf
- o www.sbdc.uga.edu

Responsibilities and Authorities (General)

The following roles may be fulfilled by multiple positions

Initiator(s) (often a director, manager, supervisor or planner)

- Requests goods or services to be purchased
- Determines that costs of requested goods and services are in line with department budget and documents where funds are budgeted

Preparer(s)

- Prepares and places orders for goods and services based on direction from initiator

Approver(s)

- Approves purchases of goods and services by the MWA
- Acknowledges that procurement practices used to acquire goods and services are in compliance with MWA procedures
- Provides receipt/tracking documentation for goods and services

Buyer(s)/Purchasing Agent(s)

- Performs analysis of vendors seeking to do business with the MWA
- Obtains bids and quotes
- Supports user/vendor customer service functions
- Approves purchase orders based on MWA approval limits

Accounting Manager/Purchasing Manager

- Oversees various operations within the purchasing/procurement department

Ethical Practices & Standards

MWA employees involved in the purchasing process must follow the requirements set forth in the MWA Employee Personnel Manual section 8: Conflict of Interest and section 9: Gifts, Gratuities and Payments. Any situation that compromises, or appears to compromise, any personnel involved in the procurement process must be reported immediately to the Chief Financial Officer or the Executive Director. Violation of the requirements in these sections may lead to disciplinary action, up to and including termination of employment. In general, ethical practices include, but are not limited to, observing the guidelines in this section. A confidentiality section has been added to this purchasing policy as noted below.

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Separation of Duties

Departments should separate the duties of purchasing, receiving, and authorizing payment for goods and services by distributing the duties among two or more persons. If and when this separation of duties is difficult to comply with due to staff limitations, a supervisor or manager should be responsible for monitoring and verifying transactions as an alternative means of mitigating risk.

MWA Purchasing Card

Individuals authorized to use an MWA Purchasing Card (P-Card) may pay for travel and entertainment expenses in accordance with their transaction limit and authorization levels. All P-Card transactions must be processed and approved in a timely manner, generally within a 30 day time period of the time the charge was incurred. Refer to the Purchasing Card Policy for more details on the P-Card Policy and Procedures for Usage.

Competition and Vendor Selection

The MWA encourages competition among vendors in providing goods and services to the MWA. Competition assures a mix of quality, service, and price that matches the stated needs of the MWA. Accordingly, those involved in recommending vendor selection have a responsibility to help identify viable vendors.

MWA Purchases

The MWA purchases supplies, materials, equipment, and personal property such as office equipment. Examples of purchases include materials for water and sewer systems, inventory and supplies, office supplies, technical equipment, vehicles, services and general use items.

MWA goods and services are purchased under a system that promotes procedures that help ensure a level, fair, economical and competitive environment. The goods and services that the MWA procures are needed to ensure that customers are provided with a service level that provides an uninterrupted delivery of clean drinking water and sewer conveyance services in the MWA service area. In order to provide an exceptional level of customer service and product quality while meeting or exceeding all state and federal quality and compliance regulations the MWA purchases many goods and services through a competitive bidding process.

The Macon Water Authority reserves the right to make some purchases based on the immediate needs of the business and our customers.

The Authority reserves the right NOT to purchase proprietary products and systems.

Policy for Purchasing by Quotes

Quotes are permissible for items valued up to and including \$10,000. Quotes need not follow the formal policy that governs the SEALED BID process. Quotes are considered a good faith response from a vendor of the cost of an item. Quotes must follow the following limit guidelines

\$0.00 - \$5,000

Items valued at less than \$5,000 are purchased from the lowest of three quotations obtained verbally or in writing and communicated via fax, email, phone or standard mail. If quotes are received verbally either in person or by phone, a permanent record of the conversation and quotes will be kept that follows the record retention section of this policy.

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\$5,001 - \$10,000

Items valued at between \$5,001 and \$10,000 are purchased from the lowest of three written quotations and must be in writing and received by fax, email, or standard mail. Verbal quotes are not acceptable for items over \$5,001.

Policy for Purchasing by BID

\$10,001 & Over

Items valued over \$10,001 are purchased through a SEALED BID process. Quotes are NOT an acceptable procurement alternative to a formal SEALED BID for items in excess of \$10,001.

A formal SEALED BID opening time and date will be communicated to vendors. Notification will be in writing and may be communicated via email, www.maconwater.org, in the bid package, standard mail or by advertisement in the local paper.

SEALED BID's will be opened in the presence of at least two (2) Macon Water Authority employees. Vendors that have submitted sealed bids are invited to attend the BID openings. Members of the MWA Finance Committee or Engineering Committee are invited and encouraged to attend sealed bid openings.

Authorization limits for Purchase Orders & Purchases

Executive Director - \$10,000 and over

Asst. Executive Director - \$10,000*

Chief Financial Officer - \$10,000

Department Directors - \$7,500

Department Managers - \$2,500

*May be adjusted upward during an absence of the Executive Director

The Macon Water Authority reserves the right to select bids from vendors that sell and/or produce American made and American assembled goods.

Sole Source Purchases

The Authority reserves the right to purchase products and services from a sole source provider. Sole source providers may be selected based on "sole source product(s) or supplies", a "sole source service" or a quality or service advantage to the Authority. A sole source purchase is one where it is beneficial for the MWA to purchase a service or product from a single source without going through the competitive bid process. Some purchase situations makes it impractical or impossible to obtain bids from competing organizations. The requisitioner shall furnish documentation to justify why the technical characteristics inherent in the item or service make it essential to purchase the particular good or service from a sole source. Sole sourcing may occur in any department and area of the MWA system. Justification for sole sourcing may include BUT IS NOT limited to such reasons as, standardization, compatibility with other system components, time sensitivity, regulatory demand, cost, complexity or familiarity. Written documentation of some form of price or cost analysis is required on sole source purchases. Appropriate documentation may include copies of published price lists, advertised pricing in established magazines, journals, and newspapers, and similar indices. Final responsibility in determining whether an item may be purchased from a sole source rests with the Executive Director, the Assistant Executive Director, and the Chief Financial Officer. The Executive Director may seek approval of the Authority Board for sole source purchases if deemed prudent to do so.

Tabulation of Bids

Bids received are tabulated by a Buyer/Purchasing Agent and forwarded to the Chief Financial Officer (CFO) for review. All bids are evaluated based on the guidelines presented in the bid documents that were supplied by the MWA to the vendor(s) to determine compliance. A final report and summary of all bids received will be compiled

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by the Finance or Engineering departments for presentation to the Executive Director of the MWA. This compilation will include:

- Compilation of submitted bids
- Compliant and non-compliant bids with an explanation as to why any vendors bid is considered non-compliant
- Budget for BID items
- Explanation if BID item is not an approved budget item
- Staff recommendation for awarding bid

Recommendation of award of bid(s) will be presented to the finance committee at the next scheduled finance committee meeting for bid items over \$10,001.

How the Formal Bid Process Works: Refer to detailed information in the BID package documents.

Right to Reject or Purchase

The MWA retains the right to make immediate purchases in order to meet immediate demands of the business, our customers or to comply with regulatory agency requirements. The MWA also reserves the right to reject all bids on a product or service if such a rejection would be in the best interest of the MWA.

Record Retainage

The Buyer/Purchasing agent with guidance from the Accounting/Purchasing Manager is responsible for maintaining copies of all bid packages in a safe and secure location for a minimum of seven (7) years from the date that any bid is approved by the Finance Committee. These records may be viewed by the general public given proper notification.

Violation of Policy

The MWA Purchasing Policy is intended to maximize buying power, streamline business practices and reduce potential risks associated with contracting and other procurement activities.

If any MWA employee believes that his/her actions have, or may have, violated an MWA purchasing/procurement policy either in substance or spirit, he/she is advised to disclose the policy violation to their immediate supervisor and department head. The department head is then further advised to consult with the Chief Financial Officer or the Executive Director.

DEVIATIONS

Bidder must itemize all deviations to the specifications here. If this is not sufficient space, DUPLICATE THIS SHEET AS NECESSARY.

COMPANY NAME _____

Unless otherwise stated by the bidder in the space provided above, the proposal will be considered as being in strict accordance with the specifications outlined herein, even through the manufacturer's literature indicated deviations from the Macon Water Authority's specification.