



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

Macon Water Authority
790 Second Street * P.O. Box 108
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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

September 22, 2017

Bid Department,

The Macon Water Authority has requested that sealed bids be received in the Purchasing Department for 2 (Two) "Full Size Pick-Up Trucks" 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, October 19, 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 October 19, 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, October 19, 2017, will not be accepted. Your bid must be sealed and marked "Sealed Bid -(2) Two Full Size Pick-Up Trucks".

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

TO:		*REMARKS BID TITLE: (2) FULL SIZE PICK-UP TRUCKS BID DUE: OCTOBER 19, 2017 @ 10:00 a.m. THIS IS A FORMAL SEALED BID YOU MUST SUBMIT TWO (2) COPIES OF EACH BID			
FOR TECHNICAL QUESTIONS CALL: MARY BREZIAL 478-478-464-5629 SEND SEALED BIDS MARKED - "SEALED BID - "(2) FULL SIZE PICK-UP TRUCKS" MACON WATER AUTHORITY MARY BREZIAL PURCHASING DEPARTMENT 790 SECOND STREET P.O. BOX 108 MACON, GEORGIA 31202-0108		REQUEST FOR QUOTATION THIS IS NOT AN ORDER			
PLEASE QUOTE THE FOLLOWING ITEMS. WE WILL CONSIDER SUBSTITUTE OFFERS.		DATE ISSUED September 22, 2017	DELIVERY WANTED 6 WEEKS		
QTY.	UOM	DESCRIPTION	UNIT PRICE	LESS DISC	NET
2	EACH	FULL SIZE PICK-UP TRUCKS SEE ATTACHED SPECIFICATIONS TECHNICAL QUESTIONS CALL: MARY BREZIAL 478-464-5629 MAIL SEALED BID LABELED: "SEALED BID - "(2) FULL SIZE PICK-UP TRUCKS" MARY BREZIAL MACON WATER AUTHORITY P.O. BOX 108 790 SECOND STREET MACON, GA 31202-0108			
<p>WE QUOTE YOU AS ABOVE F.O.B. MACON. SHIPMENT CAN BE MADE IN _____ DAYS FROM RECEIPT OF ORDER. PAYMENT TERMS _____, DATE _____</p> <p>COMPANY QUOTING _____ OFFICIAL SIGN _____</p> <p>PLEASE PRINT NAME OF SIGNEE _____</p> <p style="text-align: center;">RETURN THIS QUOTATION TO THE ABOVE ADDRESS — ATTENTION PURCHASING</p>					

Full Size Pickup Truck Bid Specifications

- V8 Engine
- ½ ton 4 X 2
- Standard cab 2-door
- Transmission automatic/overdrive
- Air conditioning
- Seats – bench or split, Vinyl
- Driver and passenger outside mirrors
- Intermittent wipers
- Power package
 - Power Steering
 - Power anti-lock breaks
 - Power windows
 - Power locks
- Keyless entry
- Black rubber flooring
- Tires: all season steel belted radial
- Spare tire and trim
- Radio: AM/FM stereo, clock, seek-scan
- Front impact airbags
- Spare key
- Tinted glass
- Short bed
- Bed liner
- Color: WHTIE
- Basic warranty
- DELIVERED

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:
(2) Full Size Pick-Up Truck
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.
(\$ _____)

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

MACON WATER AUTHORITY

PURCHASING POLICY

Conflict of Interest (this section is verbatim from the Employee Personnel Manual Chapter VII, Sect. 8)

The basic guiding principle in conflict of interest regulations is that employees should avoid any activity, investment, or interest that might reflect unfavorably upon the integrity or good name of them-selves or of the Authority. Conflict between the private interests of the employee and the legitimate business interests of the Authority generally arises whenever the personal interests or investments of the employee run counter to the duties which employees owe the Authority. This means that employees should not engage in any activity which is detrimental to the employer or deprives it of a legitimate profit; and those employees should not improperly use their position in order to benefit themselves, relatives, friends or other businesses.

In the performance of their job, employees have the duty to act in the best interests of the Authority, rather than those of others. Employees should avoid obligations to, or relations with, any person or business with whom the Authority does business which might affect their judgment in performing their duties. It is inconsistent with this policy for a business decision to be made on any basis other than in the best interests of the Authority. An employee whose duties bring him or her into contact with an organization which employs a relative, for example, should take appropriate precautions to avoid a potential conflict of interest or the suspicion of preferential treatment. The employee should consult with his/her manager and, if necessary, remove himself from acting on behalf of the Authority.

Gifts, Gratuities and Payments (this section is verbatim from the Employee Personnel Manual Chapter VII, Sect. 9)

The Authority policy with regard to giving or receiving of gifts and gratuities by employees provides that: No Authority representative or members of his/her immediate family will give or accept any cash, gifts, special accommodations, favors, or use of property or facilities to or from anyone with whom the representative does business or is negotiating business on behalf of the Authority.

The intent of this policy is that the giving or accepting of anything of value by Authority employees to or from any of its suppliers, customers, or other employees in any form whatsoever is prohibited.

The policy is not intended to eliminate participation in business related functions and activities which occur in conjunction with seminars, exhibits, meetings, and presentations, which incorporate lunches, dinners and entertainment.

The policy also does not preclude gifts of items of nominal value (not in excess of \$25.00 per year). Gifts bearing a supplier logo, which are distributed generally and cost no more than \$4.00, may be excluded from the \$25.00 annual limitation.

Invitations to hunting, fishing, and golfing trips involving overnight stays can create feelings of obligation which are contrary to this policy. Under certain circumstances, however, such activities could be in the best interest of the Authority and contribute to good working relationships with suppliers. Employees should report any invitations to such functions to their manager. If it is mutually agreed that attendance at such a function will serve a useful business purpose, the invitation may be accepted.

Confidentiality has been added to this policy

When discussion arise between vendors and MWA departments, MWA personnel involved in the procurement process may only discuss the specifics of applicable policies and standard procedures as they impact specific orders.

Competing vendors must not be told the prices, terms, or conditions quoted by other vendors. All MWA personnel must respect confidentiality in all procurement actives.

MACON WATER AUTHORITY PURCHASING POLICY

\$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 make 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

