



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

**Macon Water Authority**  
790 Second Street \* P.O. Box 108  
Macon, GA 31202-0108  
(478) 464-5600 \* FAX (478) 750-2007  
Visit Us @ [www.maconwater.org](http://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 "(1) Three Fourth Extended Cab 4 Door Pick-Up Truck" 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 – (1) Three Fourth Extended Cab 4 Door Pick-Up Truck".

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

<b>TO:</b>		<b>*REMARKS</b>  <b>BID TITLE:</b> (1)THREE FOURTH EXTENDED CAB 4 DOOR PICK-UP TRUCK  <b>BID DUE: OCTOBER 19, 2017 @ 10:00 a.m.</b>  <b>THIS IS A FORMAL SEALED BID</b>  <b>YOU MUST SUBMIT TWO (2) COPIES OF EACH BID</b>			
<b>FOR TECHNICAL QUESTIONS CALL:</b> <b>MARY BREZIAL</b> <b>478-478-464-5629</b>  <b>SEND SEALED BIDS MARKED - "SEALED BID -</b> <b>"(1)THREE FOURTH EXTENDED CAB 4 DOOR PICK-UP TRUCK"</b> <b>MACON WATER AUTHORITY</b> <b>MARY BREZIAL</b> <b>PURCHASING DEPARTMENT</b> <b>790 SECOND STREET</b> <b>P.O. BOX 108</b> <b>MACON, GEORGIA 31202-0108</b>		<b>REQUEST FOR QUOTATION</b> <b>THIS IS NOT AN ORDER</b>			
<b>PLEASE QUOTE THE FOLLOWING ITEMS. WE WILL</b> <b>CONSIDER SUBSTITUTE OFFERS.</b>		<b>DATE ISSUED</b> September 22, 2017	<b>DELIVERY WANTED</b> <b>6 WEEKS</b>		
QTY.	UOM	DESCRIPTION	UNIT PRICE	LESS DISC	NET
1	EACH	<b>THREE FOURTH EXTENDED CAB 4 DOOR PICK-UP TRUCK</b>  <b>SEE ATTACHED SPECIFICATIONS</b>  <b>TECHNICAL QUESTIONS CALL:</b> <b>MARY BREZIAL</b> <b>478-464-5629</b>  <b>MAIL SEALED BID LABELED: "SEALED BID -</b> <b>"THREE FOURTH EXTENDED CAB 4 DOOR PICK-UP TRUCK"</b>  <b>MARY BREZIAL</b> <b>MACON WATER AUTHORITY</b> <b>P.O. BOX 108</b> <b>790 SECOND STREET</b> <b>MACON, GA 31202-0108</b>			
<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><b>RETURN THIS QUOTATION TO THE ABOVE ADDRESS — ATTENTION PURCHASING</b></p>					

## ¾ Ton Extended Cab 4 Door w/Tool Body

### 1.0 Power & Handling

- 1.1 Engine - 6.2L SOHC 2-valve Flex Fuel V8 engine
- 1.2 Transmission - TorqShift® Heavy-Duty 6-speed SelectShift™ Automatic
- 1.3 Alternator — Single, Extra Extra-Heavy-Duty, 240-amp
- 1.4 Axle - Mono-beam front axle with coil spring suspension – 4x4
- 1.5 Brakes – 4-wheel power disc brakes with Anti-lock Brake System (ABS); vacuum-boost
- 1.6 AdvanceTrac® with Roll Stability Control® (RSC)
- 1.7 48 Gallon Fuel Tank
- 1.8 Shock absorbers – heavy-duty gas
- 1.9 Stabilizer bar – front
- 1.10 Stationary Elevated Idle Control (SEIC)
- 1.11 Steering – power
- 1.12 Steering damper
- 1.13 Tire Pressure Monitoring System (excludes spare)
- 1.14 Integrated Trailer Brake Controller
- 1.15 Transfer Case - Electronic Shift-On-the-Fly (ESOF) 4-Wheel-Drive System
- 1.16 Wheels - 17" Argent-Painted Steel (SRW)
- 1.17 Wheelbase - 176"

### 2.0 Seats

- 2.1 Front, Vinyl 40/20/40 Split Bench
- 2.2 Rear, Vinyl 60/40 Fold-Up Bench Seat (Super Cab)

### 3.0 Comfort and Convenience

- 3.1 Air Conditioning – Manual Temperature Control
- 3.2 AM/FM radio w/Bluetooth capability(hands free phone operation) and reversing camera
- 3.3 Dash-top tray
- 3.4 Dome Lamp – door-activated instrument panel switch operated with delay
- 3.5 Floor Covering - black vinyl
- 3.6 Grab handles – driver and front passenger and roof ride handles; front passenger (also over rear doors with Crew Cab)
- 3.7 Headliner – color coordinated cloth
- 3.8 Instrumentation with tachometer and Message Center including odometer, trip odometer, distance-to-empty, average fuel economy, engine hour meter and warning messages
- 3.9 Instrument Cluster - 2.3" Productivity Screen
- 3.10 Powerpoint - 12v, two instrument panel mounted
- 3.11 Powerpoint, 12v - Rear
- 3.12 Powerpoint - auxiliary, 1 in media bin
- 3.13 Steering Wheel - Black Molded Polyurethane

- 3.14 Storage – secondary glove box
- 3.15 Visors with passenger-side mirror
- 3.16 Tilt/telescoping steering wheel
- 3.17 Windshield wipers – interval control
- 3.18 Power Equipment - Power door locks and windows
- 3.19 Powerpoint - auxiliary, 110-volt/400-watt inverter outlet
- 3.20 Rear View Camera - Tailgate mounted
- 3.21 Exterior Backup Alarm

#### 4.0 Exterior

- 4.1 White in color
- 4.2 Bumpers, front and rear - chrome steel with front grained top cover and black lower air dam
- 4.3 Door Handles - black
- 4.4 Grille - Black bar-style
- 4.5 Headlamps - Quad-Dual beam halogen
- 4.6 Tow hooks – (2) front, black
- 4.7 Step bars for entry to cab

#### 5.0 Windows/Glass

- 5.1 Power Windows
- 5.2 Rear - Fixed glass with solar tint
- 5.3 Tinted glass – sides and rear

#### 6.0 Safety

- 6.1 Airbags — front seat front with passenger side deactivation switch
- 6.2 Airbags — front seat side
- 6.3 Airbags — Safety Canopy® System with roll-fold side-curtain airbags
- 6.4 Seat Belt-Minder , chime and flashing warning light on instrument cluster if belts not buckled
- 6.5 Seat Belts All passenger seating areas
- 6.6 SOS Post Crash Alert System

#### 7.0 Security

- 7.1 Anti-Theft Ignition
- 7.2 Remote keyless entry and perimeter anti-theft alarm

#### 8.0 Packages

- 8.1 Heavy Service Front Suspension Package
- 8.2 Heavy Service Suspension Package for Pickup Box Delete
- 8.3 11,400 GVWR Package
- 8.4 Power Equipment Group

## 9.0 Service body

- 9.1 Body painted to color match vehicle
- 9.2 Body to fit length of body of truck from cab to rear.
- 9.3 Master Locking System allows you to lock all compartments on one side with a single move.
- 9.4 Mechanics Vise Bracket
- 9.5 Aluminum Mechanics Drawers on both side of body door nearest cab
  - 9.5.1 Constructed of lightweight, durable aluminum alloy
  - 9.5.2 7" drawers w/dividers
  - 9.5.3 Drawers slide on ball bearings and are rated for a maximum of 250 lbs
  - 9.5.4 Drawers lock in place, unlock with drawer handle lifted.
- 9.6 Spare Tire Retainer
- 9.7 Service Body Receiver Hitch with a Class V rating w/tri ball reciever
- 9.8 LED Light option S/T/T & B/U
- 9.9 LED Compartment Lighting
- 9.10 Grab Handles to assist in bed entering
- 9.11 Tie-Down rated at 2,000 lbs. and zinc plated for corrosion resistance
- 9.12 Ladder rack with a 1,000 lb. load capacity

**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:**  
**(1)Three Fourth Extended Cab 4 Door 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](http://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

