



# City of Summerville

P. O. Box 180, Summerville, GA 30747

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**CITY OF SUMMERVILLE  
REQUEST FOR PROPOSAL  
New Vacuum Excavator Trailer  
RFP# 2024-001-Vacuum Excavator Trailer**

Sealed proposals will be received by the City of Summerville, 120 Georgia Ave., Summerville, Georgia 30747 until **2:00 p.m.** on **3/01/2024** for a New Vacuum Excavator Trailer. All proposals are subject to the provisions of the conditions outlined in this document. Proposals shall be opened promptly the same day at the City Hall, Council Room, and their contents will be made public for the information of the Respondents, and others properly interested. The proposal will not be awarded until the applicable designated city officials have had ample time to review each proposal. Proposals must be submitted in sealed envelopes with "RFP# 2024-001-Vacuum Excavator Trailer" clearly marked on the outside of the envelope for easy identification by the City of Summerville. Any proposals received later than the specified time will not be accepted/considered. The City will not be responsible for late submissions caused by the postal service, other carriers, or any other delivery problems regardless of the reason. Proposals submitted by USPS should be addressed to:

**City of Summerville  
PO Box 180  
Summerville, GA 30747  
ATTN: PURCHASING AGENT**

Proposal submitted by Federal Express, United Parcel Services, etc. and should be addressed to:

**City of Summerville  
120 Georgia Ave  
Summerville, GA 30747  
ATTN: PURCHASING AGENT**

The City of Summerville reserves the right to engage in discussions with or request additional information from any or all responsible Respondents who submit proposals

which appear to be eligible for the award, for the purpose of clarification to assure full understanding of and responsiveness to the RFP requirements herein. The RFP (Request for Proposal) is **not a bid**. In the event the City elects to negotiate a contract with the successful vendor, any contract shall contain, at a minimum, the term and conditions (or substantially the same term and conditions) as hereinafter stated. The City reserves the right, in its sole discretion, to reject all submissions, reissue a subsequent RFP, terminate, restructure or amend this procurement process at any time. The final selection and contract negotiation rest solely with the City. This solicitation does not commit the City of Summerville to award a contract/purchase order, to pay any costs incurred in the preparations of a proposal, or to procure or contract for services. The City of Summerville reserves the rights to reject any and all responses, to cancel this solicitation, and to make an award deemed in its own best interest.

## **INSTRUCTIONS FOR PROPOSERS:**

### **All Proposals must include:**

1. Signed Proposal
2. Request for Taxpayer I.D. Number (W-9)

### **Signed Proposal**

All proposals must be signed by an authorized officer or agent of the company submitting the proposal and delivered in sealed envelopes to City Hall no later than the time and dates indicated above. Proposals received after the time and date indicated above will not be considered. Faxed proposals will not be accepted under any circumstances. The City will assume no responsibility for oral instructions or suggestions. All official correspondences in regard to the specifications should be directed to and will be issued by the designated City official. No oral statement of any person shall modify or otherwise change, or affect the terms, conditions or specifications stated in the resulting contract. The City of Summerville shall not be legally bound by any amendment or interpretation that is not in writing. The City will rank, based upon the evaluation criteria, all responsible and responsive vendors.

The City will begin negotiations with the top-ranked vendors and will continue with negotiation down the ranking until a satisfactory contract with the City is finalized if any. The terms and conditions of the contract will be no less advantageous than the provisions of the RFP or the Vendor's proposal. The City reserves the right to make a partial award or to split the award at its sole discretion. The City recommends that all prospective

respondents visit the applicable site in order to verify field measurements before submitting proposals.

**DEFINITIONS:**

Responsible Respondent means a respondent who has the capability in all respects to fully perform contract requirements and the integrity and reliability, which will assure good faith performance.

Responsive Respondent means a respondent who has submitted a proposal, which conforms in all material respects to the Request for Proposal.

**CHANGES:**

Any changes in this request for proposal after the purchase order/contract agreement has been awarded must be with the written consent of the designed city official or the City Manager; otherwise, the responsibility for such changes lies with the vendor. Any changes to the specifications in this request for proposal package shall be in writing and an addendum will be distributed to all prospective respondents so each respondent can compete equitably.

**INQUIRIES:**

Questions concerning this Request for Proposal (RFP) should be directed to the Public Works Director by email at [ttnney@summervillega.org](mailto:ttnney@summervillega.org) the deadline for the submission of all inquiries is 2/23/2024. Any changes to the specifications in the proposal package shall be in writing and an addendum will go out to all prospective respondents so each vendor can compete equitably.

**AWARD OF CONTRACT:**

Selection shall be made of one or more Respondents deemed fully qualified and best performing among those submitting proposals on the basis of the evaluation factors listed below. Negotiations shall be conducted with the Respondents so selected. Price shall be considered, but may not be the sole determining factor. After negotiations have been conducted with each Respondent so selected, the City shall select the Respondent(s),

which in its opinion, has made the best proposal, and recommend that a contract(s) be awarded to the Respondent.

All contracts shall be in accordance with the laws of the State of Georgia. The City of Summerville may cancel this RFP; reject proposals or any portion thereof at any time prior to an award, and is not required to furnish a statement of the reason why a particular proposal was not deemed to be the most advantageous.

### **EVALUATION PROCEDURE:**

All proposals will be evaluated and ranked by the City of Summerville. Negotiations and/or award of a contract may be initiated without further contact with the other Respondents.

### **BASIS FOR AWARD:**

A committee consisting of the City of Summerville City Manager, Finance Director and Public Works Director will review RFP submittals and will make its recommendation. The Committee may make such reasonable investigation, as it deems proper and necessary to determine the ability of the Respondent to perform the work/services.

### **SELECTION PROCESS:**

The City shall select the most qualified Respondent. Each response shall be subject to the same review and evaluation process.

### **EXCEPTIONS**

The following apparatus specifications are considered minimum design and construction standards against which the apparatus will be inspected. It is the intent to receive proposals on equipment/apparatus meeting the Scope of Services in their entirety. Any proposals being submitted, without "Full Compliance" with these specifications shall so state on the bid proposal page, followed by a detailed "Letter of Exceptions" listing the areas of non-compliance. The reference must include the exact nature of the exception.

Failure to follow this format, provided for the convenience of the Purchaser, will render the vendor's proposal non-responsive and ineligible for award of contract.

The Purchaser may add the statement "No Exception" to a component or design feature in these specifications. In the interest of fleet conformity or specific performance requirements, the Purchaser will not permit exceptions taken to these item(s). The Purchaser reserves the right to reject any or all bid proposals and purchase the equipment it deems most suitable to its needs. The Purchaser does not, in any way, obligate itself to accept the lowest or any bid. Any bidder taking total exception to the complete specification or a major element will result in immediate rejection of the proposal.

## **SCOPE OF SERVICES:**

City of Summerville seeks to purchase one (1) trailer-mounted vacuum excavator, with specifications as described below. While these specifications are the minimum requirements sought, the City of Summerville reserves the right to select the quoted product that, if not meeting all requirements, best meets the needs of the City of Summerville based on intended use.

### Minimum Specifications Sought:

- 49 Horse Power Diesel Engine
- Spoil Tank Capacity of 800 Gallons
- Water Tank Capacity 200 Gallons
- 50 feet High Pressure Water Hose
- 1,000 CFM Vacuum
- Reverse Pressure
- 3000 PSI 4 GPM Water System
- Water Knife
- Clean-Up Wand
- 4" Hose and Tooling
- Air Gap
- 14,000 lbs GVWR Trailer
- Electric Brakes
- Strong Arm
- Trailer Lights
- Hydraulic Jack
- Lead Time
- Shipping/Freight/Prep
- Warranty, Service and Training