

City of Statesboro  
Invitation to Bid: 1 Truck Stormwater Division  
Bid Due Date: Thursday, October 23, 2025, 3:00 PM EST

Central Services Office  
22 West Grady Street  
Statesboro, GA 30458

Please address any questions to: Central Services Director, by email at  
[darren.prather@statesboroga.gov](mailto:darren.prather@statesboroga.gov)

Company: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Authorized Representative (Print): \_\_\_\_\_

Title: \_\_\_\_\_

Authorized Signature/Date: \_\_\_\_\_

## Desired Specifications F250

F 250 4x4 Crew Cab Pickup/160

160-inch Wheelbase

Oxford White

Vinyl 40/20/40 Seats

Medium Dark Slate

Preferred Equipment PKG .600A

XL Trim

Air Conditioning

AM/FM Stereo MP3/CLK

6.8 DEVCT NA PFI V8 Engine

10 Speed Auto TORQSHIFT-G

LT245/75R17E BSW All-Season

3.73 Electronic Locking Axle

Ford Fleet Special Adjustment

Front License Plate Bracket

Platform Running Boards

10000#GVWR Package

5 State Emissions

Spare Tire and Wheel

Trailer Brake Controller

Roof Clearance Lights

Jack

Upfitter Switches

190AMP(GAS)/250AMP(6.7L)ALTR

CONN PKG: 1yr INCL w/ Ford App

XL Driver Assist PKG

XL Chrome PKG

Fog Lamps

City of Statesboro  
Department of Central Services  
22 West Grady Street  
Statesboro, GA 30458

Darren Prather, Director  
[darren.prather@statesboroga.gov](mailto:darren.prather@statesboroga.gov)  
912-531-8294

BID DOCUMENT CHECKLIST  
BID # / PROJECT NAME: 1 Truck for Stormwater Division  
Bid Deadline: October 23<sup>rd</sup>, 2025 at 3:00pm

Items Required:	Bidders Initials
_____ Bid Proposal (Complete & Signed)	_____
_____ Request for Qualifications (Complete & Signed)	_____
_____ Acknowledgement of receipt of addenda	_____
_____ No Addenda were received	_____
_____ E-Verify (if required)	_____
_____ Copies of Proposal (if required)	_____

Bidder Contact Information:

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

THE UNDERSIGNED BIDDER HERewith SUBMITS THE ABOVE REQUIRED DOCUMENTS.

PRINT OFFICIAL COMPANY NAME: \_\_\_\_\_

SIGNED BY: \_\_\_\_\_

PRINT NAME AND TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

THIS CHECKLIST SHOULD BE INITIALED AND SIGNED  
WHERE INDICATED AND RETURNED WITH ALL DOCUMENTS

CITY OF STATESBORO  
NOTICE

These are the “boiler-plate” rules and requirements  
of the City of Statesboro in regards to submitting sealed  
bids, proposals and qualifications.

(Please sign where required and adhere to the requirements that  
pertain to this Bid)

**Also, please submit one copy with each Bid/RFP/RFQ response.**

Only one copy per vendor submittal—If sending five copies of bid, only send one of these  
signed—both areas signed (agreement and non-collusion affidavit)

All applicable terms and conditions contained herein shall apply unless  
otherwise altered in the body of the bid package.

It shall be the sole right of the City of Statesboro to determine  
the applicability of any condition in question.

## INSTRUCTIONS TO BIDDER

BID FORMS. Unless otherwise specified, vendor may submit individual bid forms.

BID OPENING AND BID RESULTS. Bids are opened publicly in the City of Statesboro Purchasing Office. Interested parties are invited to attend the bid opening. A tabulation of bids received will be available within a reasonable time after the bid opening. Bid results will be faxed or mailed to interested parties upon request.

BID WITHDRAWAL. Bidders' authorized representatives may withdraw bids only by written request received by the City of Statesboro prior to the submittal deadline. After the bid deadline has past, vendors shall not be allowed to withdraw their bids for a period of (90) days. The determined successful bidder shall not be allowed to withdraw their bid at any time.

INFORMED BIDDERS. Before submitting bids, Bidders must fully inform themselves of the conditions, requirements and specifications of the work or materials to be furnished. Failure to do so will be at Bidders' own risk and they cannot secure relief on the plea of error.

LATE BIDS. Bids not received by the Bid Submittal Deadline are late. Late bids will be returned to Bidders unopened.

PRICES, NOTATIONS, AND MISTAKES. All prices and notations must be in ink or typewritten. Mistakes may be crossed out and corrections typed or printed adjacent to the mistake and initialed in ink by the person who signs bid. Prices shall be stated in units and quotations made separately on each item. In case of conflict, unit prices will govern. Where there is a conflict between words and figures, words will govern.

OFFERS OF MORE THAN ONE PRICE. Bidders are allowed to submit more than one bid but not more than four bids. Bidders may submit one Base Bid and up to three Alternate Bids. Where Bidder submits more than one bid, one bid shall be marked "Base Bid" and the others shall be marked "Alternate Bid". Each Base Bid and each Alternate Bid shall be submitted in accordance with the terms and conditions of this bid solicitation. Bidders may reproduce this bid package to submit alternate bids. Additional bid packages will not be furnished by the City of Statesboro. Also, if both parties agree, additional units may be purchase within a twelve (12) month calendar year from the original award of this contract with all terms and conditions of the original bid/contracting process being in effect.

## INSTRUCTIONS TO BIDDER - Continued

QUESTIONS, INTERPRETATION, OR CORRECTION OF QUOTE DOCUMENTS. Bidders shall notify the City of Statesboro Purchasing Department of any inconsistency found during the examination of the solicitation. Any clarification shall be made, in writing to the COS Purchasing Agent. *Questions regarding this solicitation must be submitted by email*, to COS Purchasing Agent and shall arrive at least one week prior to Submittal Deadline. Questions received after the deadline will not be addressed. Bidder's company name, address, phone and fax number, and contact person must be included with the questions or comments.

*Clarification, corrections, or changes to specifications.* All clarifications, corrections, or changes, to the solicitation documents will be made by Addendum *only*. Bidders shall not rely upon interpretations, corrections, or changes made in any other manner, whether by telephone, in person, or at a pre-bid conference. Interpretations, corrections, and changes shall not be binding unless made by Addendum. All Addenda issued shall become part of the Agreement documents. Addendum will be sent to all known solicitation holders by email. It is the Bidders sole responsibility to ascertain that it has received all Addenda issued for this solicitation. All Addenda must be acknowledged and returned on or before the Submittal Deadline, unless otherwise directed by an Addendum.

TERMS OF THE OFFER. COS's acceptance of Bidder's offer shall be limited to the terms herein unless expressly agreed in writing by the COS. Bids offering terms other than those shown herein will be declared non-responsive and will not be considered.

## TERMS AND CONDITIONS

BID MUST INCLUDE VIN #s. Vehicle must be delivered within 60 days of Bid Award and MUST include all relevant paperwork. Payment will not be issued until MSO and Title have been received by the City of Statesboro.

ATTORNEY FEES. In the event a suit or action is instituted in connection with any controversy arising out of this contract, the prevailing party shall be entitled to receive, in addition to its costs, such sum as the court may adjudge reasonable as to attorney's fees and costs.

BIDDER AGREEMENT TO TERMS AND CONDITIONS. Submission of a signed bid will be interpreted to mean Bidder has agreed to all the terms and conditions set forth in the pages of this solicitation.

CANCELLATION OF CONTRACT. The City of Statesboro shall reserve the right to cancel this contract by giving (30) days written notice to the vendor. The City of Statesboro (COS) may cancel this contract with cause anytime by giving (10) days written notice to the supplier/contractor. Cancellation for cause shall be at the discretion of the City of Statesboro (COS) and shall include but not limited to: failure to supply materials or service specified within the time allowed or within the terms, conditions or provisions of this contract. The successful Bidder may not cancel this contract without prior written consent of the City of Statesboro (COS).

COMPLIANCE OR DEVIATION TO SPECIFICATIONS. Bidder hereby agrees that the material, equipment or services offered will meet all the requirements of the specifications in this solicitation unless deviations from them are clearly indicated in the Bidder's response. Bidder may submit an attachment entitled "Exceptions to Specifications", which must be signed by Bidder's authorized representative. An explanation must be made for each item to which an exception is taken, giving in detail the extent of the exception and the reason for which it is taken. Bids failing to comply with this requirement will be considered non-responsive. Submittal of brochure or other manufacturer literature is desirable but shall not be an acceptable substitution for this requirement.

COMPLIANCE WITH LAWS. All bids shall comply with current federal, state, local and other laws relative thereto.

FORCE MAJEURE. If execution of this contract shall be delayed or suspended and if such failure arises out of causes beyond the control of and without fault or negligence of the Contractor, the Contractor shall notify the COS, in writing, within twenty-four (24) hours, after the delay. Such causes may include but are not limited to acts of God, war, acts of a public enemy, acts of any governmental entity in its sovereign or contractual capacity, fires, floods, epidemics, strikes and unusually severe weather.

FORMATION OF CONTRACT. Bidder's signed bid and COS's written acceptance shall constitute a binding contract.

## TERMS AND CONDITIONS - Continued

LAWS GOVERNING CONTRACT. This contract shall be in accordance with the laws of the state of Georgia. The parties stipulate that this contract was entered into in the county of Bulloch, in state of Georgia. The parties further stipulate that the county of Bulloch, GA, is the only appropriate forum for any litigation resulting from a breach hereof or any questions risen here from.

NOMENCLATURES. The terms Successful Bidder, supplier, vendor, and contractor may be used interchangeably in this solicitation and shall refer exclusively to the person, company, or corporation with whom the COS enters into a contract as a result of this solicitation.

REJECTION OF BIDS. The COS reserves the right to reject any bids, all bids, or any part of a bid. The COS reserves the right to reject the bid of any Bidder who previously failed to perform adequately for the COS or any other governmental agency. The COS expressly reserves the right to reject the bid of any Bidder who is in default on the payment of taxes, licenses, or other monies due the City of Statesboro (COS).

SAFETY. All articles delivered under this contract must conform to the Safety Orders of the State of Georgia, Division of Industrial Safety.

SELL OR ASSIGN. The successful Bidder shall not have the right to sell, assign, or transfer, any rights or duties under this contract without the specific written consent of the COS.

SEVERABILITY. If any provisions, or portions of any provisions, of this contract are held invalid, illegal, or unenforceable, they shall be severed from the contract and the remaining provisions shall be valid and enforceable.

TAXES, FEDERAL EXCISE. The COS is exempt from Federal Excise Tax.

TAXES, SALES. (State) Sales Tax should be shown separately on the Bid Form, when and where indicated.

WAIVER OF INFORMALITIES. The COS reserves the right to waive informalities or technicalities in bids.

## SPECIAL PROVISIONS FOR MATERIALS & EQUIPMENT

AUTHORIZED DISTRIBUTOR. Successful Bidder must be an authorized distributor for the product he offers, or with his bid he must submit documentation from an authorized distributor that he has purchased the specified product/equipment from that distributor and that the distributor will honor all of the manufacturer's warranties.

BRAND NAMES. Manufacturers names, trade names, brand names, model and catalog numbers used in these specifications are for the purpose of describing and establishing general quality levels. Such references are not intended to be restrictive. Bids will be considered for alternative brands that meet or exceed the quality of the specifications listed for any item.

BRAND SUBSTITUTIONS. Bids will be considered for items complying substantially with specifications, provided deviations to the specifications are stated and items are described in detail. When offering alternate products, it is the responsibility of the bidder to indicate the brand names and model/catalog numbers, and to provide evidence of the equality of the items to the products specified in the solicitation. Standard catalog sheets or technical data will not be accepted in lieu of this requirement. The City of Statesboro shall be the sole judge if equivalents are equal to the items specified. The City of Statesboro reserves the right to waive brand specific requirements.

COMPLIANCE WITH OSHA. Bidder agrees that all item(s) offered comply with all applicable Federal and the State Occupational Safety and Health Act, laws, standards and regulations, and that Bidder will indemnify and hold the COS harmless for any failure to so conform.

DELIVERY HOURS. See restrictions in the scope of proposal.

DELIVERY TIME. Please list when work can begin and a completion date.

DEMONSTRATION OF PRODUCT. A demonstration of the item(s) offered may be required. If the demonstration cannot not to be performed at a (Agency) facility, the demonstration must be performed within a 60-mile radius of the COS Purchasing Office. Bidders shall indicate on their bid the location of the demonstration site. Bids for item(s) that do not perform to the COS's satisfaction during the demonstration will be declared non-responsive and will not be considered for award of bid.

SPECIAL PROVISIONS  
FOR MATERIALS & EQUIPMENT - Continued

F.O.B. POINT & SHIPPING CHARGES. All prices shall be quoted F.O.B. destination, City of Statesboro. All shipping and freight charges shall be shown separately on the bid form.

HOLD HARMLESS. Successful Bidder agrees to indemnify, defend, and hold harmless the City of Statesboro and all employees, insurance carriers connected with COS from all losses, claims, suits, demands, expenses, subrogation, attorneys' fees, or actions of any kind in nature resulting from personal injury to any person (including bodily injury and death), or damage to any property, arising or alleged to have arisen out of Bidder's negligent acts, errors, omissions, for provision of the products specified under the contract. The amount and type of insurance coverage requirements set forth herein, or lack thereof, will in no way be construed as limiting the scope of indemnity in this paragraph.

MANUFACTURER & MODEL NUMBER. On his Bid Form, Bidder must state the manufacturer name and model number of each item proposed.

NEW AND UNUSED. Unless specifically provided to the contrary, all materials and equipment shall be new and unused and of the current production year. Bids that are received for other than the current production year or for items and materials that have been previously used will be rejected.

SAMPLES. For evaluation purposes, samples may be requested from any Bidder. Samples shall be provided at no charge unless Bidder indicates on his bid the exact charge for samples. The COS reserves the right to consume samples for testing. The COS may retain sample until delivery and acceptance of contracted items and vendor shall remove samples at their expense at the request of COS.

TESTING. After delivery, random samples may be submitted to a commercial laboratory, or other inspection agency, for testing to determine if they conform to the specifications. In cases where tests indicate the samples do not meet specifications, the cost of the testing shall be borne by the contractor. When tests indicate the materials do not meet specifications, the COS reserves the right to cancel the award and to purchase the goods in the open market at the expensed of the vendor.

Bidder further agrees, in addition to the terms and conditions specified herein the following terms and conditions that are a part of this bid and any resulting contract:

F.O.B. Point. All shipments shall be made F.O.B. destination, City of Statesboro, GA). F.O.B. destination indicates that the *seller* is responsible for shipment until it is tendered to the City

of Statesboro, even if the COS agrees to pay for shipping and handling. The COS will allow freight charges, but only if they are indicated on this form. Freight shall be shown separately on the lines provided.

Award. Bid award will be based on the lowest responsible bid price including any transportation charges, as well as any other criteria indicated in these specifications.

Signatures. All information submitted by Bidder, including signatures, must be original. Copies will not be accepted.

Taxes. The COS is exempt from Federal Excise Tax. The COS is exempt from state sales tax in Georgia.

## Non-Collusion Affidavit

State of (Georgia)  
County of Bulloch

\_\_\_\_\_, being first duly sworn, deposes and says that he or she is Owner of \_\_\_\_\_ the party making the foregoing bid that the bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the bid is genuine and not collusive or sham; that the Bidder has not directly or indirectly induced or solicited any other Bidder to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any Bidder or anyone else to put in a sham bid, or that anyone shall refrain from bidding; that the Bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the Bidder or any other Bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other Bidder, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the bid are true; and further, that the Bidder has not , directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid."

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\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signed )

\_\_\_\_\_  
Bidder Name  
(Person, Firm, Corp.)

\_\_\_\_\_  
Authorized Representative

\_\_\_\_\_  
Address

\_\_\_\_\_  
Representative's Name

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Representative's Title

Vendor Name: \_\_\_\_\_

Representative: \_\_\_\_\_/

Title:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\*By signing this form, I agree to the terms and conditions contained in this bid package and if my company is awarded the contract, I agree that this signed bid response shall serve as the legal binding document concerning this contract.

Contractor Affidavit Under O.C.G.A. § 13-10-91(b)(l)

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of City of Statesboro has registered with it, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

\_\_\_\_\_  
Federal Work Authorization User Identification Number

\_\_\_\_\_  
Date of Authorization

\_\_\_\_\_  
Name of Contract or

\_\_\_\_\_  
Name of Project

Name of Public Employer City of Statesboro

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on \_\_\_\_\_ 2024 \_\_\_\_\_ (city), \_\_\_\_\_ (state).

\_\_\_\_\_  
Signature of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2025

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
My Commission Expires