



2194 EMORY STREET N.W. * P.O. BOX 1527
COVINGTON, GEORGIA 30015

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Steve Horton, Mayor
Scott Andrews, City Manager

October 14, 2020

The City of Covington is accepting bids for the purchase of HAPCO light poles & arms. Sealed bids must be received by the Purchasing department, Attn: Scott Cromer in City Hall by Monday, October 26, 2020 at 10:00 am at which time the bids will be opened.

The City of Covington will consider the competency and responsibility of bidders in making the award. City of Covington reserves the right to reject any and all bids, to waive informalities and technicalities, to reject portions of the bids and to award contracts in a manner consistent with the City and laws governing the State of Georgia.

SCOPE AND SPECIFICATIONS

Vendors are invited to submit a bid for HAPCO lighting poles & arms as specified in Exhibit "A" for the City of Covington.

Bids are due to the City of Covington Purchasing Department attention Scott Cromer located at 2194 Emory Street NW, Covington, Georgia 30014, (If using FedEx, UPS or hand delivered), by 10:00 am on Monday, October 26, 2020. Late bids will not be accepted.

NOTE: If using **USPS**, please mail to P.O. Box 1527 Covington, Ga 30015.

Please submit an **original** and one (1) **copy** to:

City of Covington Purchasing Department

HAPCO Lighting Pole Bid #2020-21

Attention Scott Cromer

2194 Emory Street NW

Covington, Georgia 30014

This Invitation to Bid is for the purchase of lighting poles for the electric department.

SPECIAL TERMS AND CONDITIONS

I. Submission of Bids

Bids shall be enclosed in sealed envelopes, addressed to the City of Covington Purchasing Department with the name of the bidder, the date and hour of opening. Bids must be received in the Purchasing Department, **marked "HAPCO Lighting Pole Bid #2020-21"** no later than the date and time (determined by the date/time stamp in the department) set forth in the Invitation to Bid. It is the sole responsibility of the bidder to ensure that his or her bid reaches the Purchasing Department. Any addenda should be enclosed in the sealed envelopes as well. The bids will be publicly opened and read at the time and place set forth in the Invitation to Bid.

Items offered must meet required specifications and must be of quality, which will adequately serve the use and purpose for which intended. Full identification of each item bid upon, including brand name, model, catalog number, etc. must be furnished to identify exactly what the bidder is offering. The bidder must certify that items to be furnished are new and that the quality has not deteriorated so as to impair its usefulness.

Unsigned bids will not be considered except in cases where bid is enclosed with other documents, which have been signed. The City will determine this.

City of Covington is exempt from federal excise tax and Georgia sales tax with regards to goods and services purchased directly by City of Covington. Suppliers and contractors are responsible for federal excise tax and sales tax, including any taxes for materials incorporated in City construction projects. Suppliers and contractors should contact the State of Georgia Sales Tax Division for additional information. Tax Exemption Certificates will be furnished upon request.

Information submitted by a bidder in the bidding process shall be subject to disclosure after the public opening in accordance with the Georgia Open Records Act. Each page of proprietary information must be identified. Entire bid may not be deemed proprietary.

II. Award

Award will be made to the lowest responsive and responsible bidder. Conditional bids are not acceptable. The quality of articles to be supplied, their conformity with the specifications, their suitability to the requirements of the City, and the delivery terms will be taken into consideration in making the award. The City may make such investigations as it deems necessary to determine the ability of the bidder to perform, and the bidder shall furnish to the City all such information and data for this purpose as the City may request. The City reserves the right to reject any bid if the evidence submitted by, or investigation of such bidder fails to satisfy the City that such bidder is properly qualified to carry out the obligations of the contract. The City reserves the right to reject or accept any or all bids and to waive technicalities, informalities, and minor irregularities in bids received. The Bidder does not have the exclusive right to fill all of the City's requirements for the goods or services awarded nor will the City be obligated to purchase the estimated annual quantity or any quantity contained in the bid document.

The City reserves the right to make an award as deemed in its best interest, which may include awarding a bid to a single bidder or multiple bidders; or to award the whole bid, only part of the bid, or none of the bid to single or multiple bidders, based on its sole discretion of its best interest. In case of tie bid, the award will be made as follows:

1. The bid will be awarded to the in-City vendor.
2. The bid will be awarded to the in-State vendor.
3. The bid will be awarded to the in-Country vendor.
4. The bid will be awarded to the vendor with the lesser total dollar volume.

5000.03 - LOCAL VENDOR PREFERENCE

It shall be the policy of the City of Covington to give local vendors preference given that the quality, prior performance, availability of service, supplies and materials, delivery schedule and price are equal.

III. Joint Purchasing

The Newton County Shared Cost Initiative is an effort to lower the cost of goods and services purchased by public agencies in Newton County through use of shared resources and economies of scale. Accordingly, public agencies located in Newton County and participating in the shared cost initiative shall be allowed to purchase identical items and services at the same price and upon the same terms and conditions as established in this contract.

Participating agencies include the following: Newton County Board of Commissioners; Newton County Board of Education; Newton County Water and Sewerage Authority; the City of Covington; City of Oxford; City of Porterdale; Town of Mansfield; and Town of Newborn.



Exhibit "A"

SPECIFICATIONS:

Covington is requesting bids for the purchase of HAPCO Lighting Poles & Mounting Arms. The quantities stated for each pole is listed below, the manufacturer part number, along with the City of Covington part number for reference.

Should you have any questions, contact Freddy Morgan at (770) 385-2120 or fmorgan@cityofcovington.org

City of Covington Part #	Manufacturer Part #	Item Description	Estimated Qty.
EL00907	HAPCO/33046-01	Aluminum Pole, 33', Satin Finish, Direct Buried	33
EL00883	HAPCO/33074	Aluminum Satin Finish 6' Arm/Mounting Hardware	40
EL00882	HAPCO/38947	Aluminum Pole, 26', Satin Finish, Base Mounted 5"x9" Hand Hole	4

HAPCO POLE & ARM PRICING SHEET

COV #	Mfg. Part #	Item Description	Qty.	Unit Cost	Extended Cost
EL00907	HAPCO/33046-01	Aluminum Pole, 33', Satin Finish, Direct Buried	33	\$	\$
EL00883	HAPCO/33074	Aluminum Satin Finish 6' Arm/Mounting Hardware	40	\$	\$
EL00882	HAPCO/38947	Aluminum Pole, 26', Satin Finish, Base Mounted 5"x9" Hand Hole	4	\$	\$
GRAND TOTAL				\$	