



# EMANUEL COUNTY

• BOARD OF COMMISSIONERS •

THE PLACE TO GROW

DATE: January 13, 2025

COMMODITY: Two Fire Engines

**Emanuel County Government is soliciting SEALED proposals for the purchase of two Fire Engines. Specifications for the equipment are detailed within this Request for Proposal (RFP) under Section II.**

Attached hereto are the general conditions, technical specifications, and submittal format.

The written requirements contained in this Request for Proposal (RFP) shall not be changed or superseded except by written addendum from Emanuel County Government. Failure to comply with the written requirements for this RFP may result in disqualification of the submittal by Emanuel County.

Submittals are to be sealed, marked with the vendor's name and address and labeled: **"2025 Fire Engines"** and hand-delivered to the below physical address or mailed to the below post office box:

Emanuel County Board of Commissioners  
Attention: County Fire Chief  
124 N. Main Street  
P.O. Box 787  
Swainsboro, GA 30401

No later than 5:00 PM **February 17, 2025**

Emanuel County reserves the right to reject any and all submittals, to waive any technicalities or irregularities and to award contracts based on the highest and best interest of Emanuel County. Due to the County's need for this equipment the timing of delivery will be considered in accepting the proposal.

**Inquiries regarding this document should be made to Courtney Terwilliger, County Public Safety Coordinator, via email [cterwilliger@emanuelco-ga.gov](mailto:cterwilliger@emanuelco-ga.gov)**

**EMANUEL COUNTY BOARD OF COMMISSIONERS**

**REQUEST OF PROPOSAL  
FOR**

**Two Fire Engines (Pumper/Tankers)**

**SUBMISSIONS ARE DUE AT THE ADDRESS SHOWN BELOW NO LATER THAN**

**Monday February 17 at 5:00 PM**

EMANUEL COUNTY BOARD OF COMMISSIONERS  
ATTENTION: COUNTY PUBLIC SAFETY COORDINATOR  
124 N. MAIN STREET  
P.O. BOX 787  
SWAINSBORO, GA 30401

**2025 Fire Engines**

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THE RESPONSIBILITY FOR SUBMITTING A RESPONSE TO THIS RFP ON OR BEFORE THE STATED DATE AND TIME WILL BE SOLELY AND STRICTLY THE RESPONSIBILITY OF THE OFFEROR.

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ISSUE DATE: January 9, 2025

**REQUEST FOR PROPOSAL  
FOR  
TWO FIRE ENGINES**

**SECTION I – GENERAL INSTRUCTIONS**

A. PURPOSE

Emanuel County Board of Commissioners are soliciting sealed proposals for the purchase of two Fire Engines. Specifications for these services are detailed within this Request for Proposal (RFP) under Section II.

B. INFORMATION TO VENDORS

1) TIMETABLE

The anticipated schedule for the RFP is as follows:

<b>Activity</b>	<b>Date</b>
<b>Release of Request for Proposal</b>	January 9, 2025
<b>Deadline for questions to be submitted to Emanuel County Fire Chief</b>	February 10, 2025 by 5:00 PM
<b>Addenda submitted to requesting bidders</b>	February 7, by 5:00 PM
<b>Submittal deadline</b>	February 17, 2025 by 5:00 PM
<b>Tentative Bid Opening Date</b>	February 18, at 10:00 AM

2) BID SUBMISSION:

One (1) original and five (5) copies of the complete signed submittal must be received by **5:00 PM February 17, 2025**. Proposal must be submitted in a sealed envelope stating on the outside, the vendor's name, address, the project name (**2025 Emanuel County Fire Engines**) to:

Emanuel County Board of Commissioners  
124 N. Main Street  
P.O. Box 787  
Swainsboro, GA 30401

Hand delivered copies may be delivered to the above address ONLY between the hours of 8:30 AM and 4:30 PM EST, Monday through Friday, excluding holidays observed by the Emanuel County Government.

Vendors are responsible for informing any commercial delivery service, if used, of all delivery requirements and for ensuring that the required address information appears on the outer wrapper or envelope used by such service.

Submission by U.S. Mail must be sent to the below address:

Emanuel County Board of Commissioners  
P.O. Box 787  
Swainsboro, GA 30401

The proposal must be signed by a company officer who is legally authorized to enter into a contractual relationship in the name of the vendor.

3) CONTACT PERSON:

Vendors are encouraged to contact Courtney Terwilliger, County Public Safety Coordinator, at (478) 494-4512, or email [cterwilliger@emanuelco-ga.gov](mailto:cterwilliger@emanuelco-ga.gov) to clarify any part of the RFP requirements. All questions that arise prior to the DEADLINE FOR QUESTIONS due date shall be directed to the contact person in writing via email. Any unauthorized contact shall not be used as a basis for responding to this RFP and also may result in the disqualification of the vendor's submittal.

Vendors may not contact any elected official or other county employee to discuss the bid process or bid opportunities except: 1) through the County Fire Chief named herein, or 2) as provided by existing work agreement(s). This policy shall be strictly enforced, and the County reserves the right to reject the submittal of any vendor violating this provision.

4) ADDITIONAL INFORMATION/ADDENDA

Emanuel County will issue responses to inquiries and any other corrections or amendments it deems necessary in written addenda issued prior to the due date reported in this RFP. Vendors should not rely on any representations, statements or explanations other than those made in this RFP or in any addenda to this RFP. Where there appears to be a conflict between the RFP and any addenda issued, the last addenda issued will prevail. The County will send the official addenda to anyone who requested a copy of the RFP.

**Vendors must acknowledge any issued addenda by including Attachment B-Addenda Acknowledgement with the submittal. Proposals which fail to acknowledge the vendor's receipt of any addendum will result in the rejection of the offer if the addendum contains information which functionally changes the County's requirements.**

5) LATE SUBMITTAL, LATE MODIFICATIONS AND LATE WITHDRAWALS

Submittals received after the due date and time will not be considered. Modifications received after the due date will not be considered. Emanuel County Government assumes no responsibility for the premature opening of a proposal not properly addressed and identified, and/or delivered to the proper designation.

6) REJECTION OF PROPOSALS/CANCELLATION

Emanuel County Government reserves the right to reject any and all bid submittals and reserves the right to waive any irregularities or informalities in any submittal or in the submittal procedure, when to do so would be to the advantage of Emanuel County. Emanuel County reserves the right to cancel this RFP at any time

7) MINIMUM RFP ACCEPTANCE PERIOD

Submittals shall be valid and may not be withdrawn for a period of 90 days from the date specified for receipt of submittals.

8) NON-COLLUSION AFFIDAVIT

By submitting a response to this RFP, the vendor represents and warrants that such proposal is genuine and not a sham or collusive or made in the interest or in behalf of any person not therein named and that the vendor has not directly or indirectly induced or solicited any other vendor to put in a false proposal, or any other person, firm or corporation to refrain from submitting and that the vendor has not in any manner sought by collusion to secure any advantage over any other vendor.

By submitting a bid, the vendor represents and warrants that no official or employee of Emanuel County Government has, in any manner, an interest, directly or indirectly in the proposal or in the contract which may be made under it, or in any expected profits to arise there from.

9) COST INCURRED BY VENDORS

All expenses involved with the preparation and submission of the RFP to Emanuel County Government, or any work performed in connection therewith is the responsibility of the vendor(s).

10) RFP OPENING

Only the names of the firms responding to this RFP will be read aloud publicly due to the fact that the proposals will be subject to an evaluation review for accurate qualifications. A list of names of firms responding to the RFP may be obtained from the County Public Safety Coordinator by request, after the RFP due date and time stated herein.

11) TAXES

Emanuel County Government is tax exempt. No sales tax will be charged on any products or services. Emanuel County cannot exempt any other person/vendor from applicable sales taxes that may be required of them in relation to this project. Selected vendor will be provided with the Emanuel County's Sales and Use Tax Certificate of Exemption number upon request.

12) VENDOR INFORMATION

All submissions shall include a completed vendor information form and current W-9. Vendors whose place of business is not located in the State of Georgia may be required to provide the Purchasing Director with copies of your state's regulations and/or laws concerning the applicable state. Failure to provide this information will result in the disqualification of the vendor from submitting a proposal.

13) INSURANCE

Selected vendor will be required to provide a Certificate of Insurance as proof of liability and workman's compensation insurance while under contract with Emanuel County. Workman's Compensation Insurance should be as required by the State of Georgia. General Liability at a minimum should cover \$1,000,000 per incident. Emanuel County Board of Commissioners shall be named as the certificate holder.

14) BONDS

*If required*, under SECTION II – SCOPE OF WORK/SPECIFICATIONS of this document any combination of the following bonds may be required by Emanuel County. A five percent (5%) bid bond, a one hundred percent (100%) performance bond. All bonds would be payable to Emanuel County Board of Commissioners. Failure to submit appropriate bonding will result in automatic rejection of bid. Bonding company must be authorized to do business in Georgia by the Georgia Insurance Commission, listed in the Department of Treasury’s publication of companies holding certificates of authority as acceptable surety on Federal bonds and as acceptable reinsuring companies, and have an A.M. Best rating.

15) OPEN RECORDS

All materials submitted in connection with this RFP will be public documents and subject to the Open Records Act and all other laws of the State of Georgia, the United States of America and the open records policies of the Emanuel County Board of Commissioners. All such materials shall remain the property of the Emanuel County Board of Commissioners.

16) GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT

Vendors submitting a bid package in response to this RFP must provide the following information in the package to indicate compliance with the Georgia Security and Immigration Compliance Act. The form is provided for completion.

- A. A statement that indicates the contractor will conduct itself in compliance with O.C.G.A §13-10-91 and Rule 300-10-.02 in the execution of the contract.
- B. By completing the affidavit that is provided with this solicitation, the vendor is attesting to the following:
  - a. The affiant has registered with and is authorized to use the federal work authorization program;
  - b. The user identification number and date of authorization for the affiant;
  - c. The affiant is using and will continue to use the federal work authorization program throughout the contract period;

d. Any employee, contractor, or subcontractor of such contractor or subcontractor shall also be required to satisfy the requirements set forth in this paragraph; and

C. Failure to provide the completed and notarized affidavit with the contractor's proposals will result in immediate disqualification as required by the Georgia Security and Immigration Compliance Act.

## 17) AWARD

Following review of all qualified proposals and selection of a suitable vendor, a recommendation will be made to the Emanuel County Board of Commissioners by the project representative. Following Commission approval, the County will complete contract negotiations. Emanuel County reserves the right to accept the proposal that is determined to be in the best interest of the County. Emanuel County reserves the right to reject any and or all proposals.

The winning vendor will be contacted via email or telephone by the County Fire Chief and arrangements will be made for signing the contractual agreement.

## **SECTION II – SCOPE OF WORK**

### 1) PURPOSE

Emanuel County Board of Commissioners are soliciting sealed proposals for the purchase of two Fire Engines. The Board of Commissioners are soliciting one option: Purchase of two Fire Engines.

### 2) CONTRACT TERMS:

The term of a contract awarded as a result of the Request for Proposal shall be from the time the bid is accepted until delivery and acceptance of the goods solicited by Emanuel County. All standard warranties shall apply.

### 3) SPECIFICATIONS:

The following specified herein shall apply to all vehicles purchased by Emanuel County. Bidders must comply with the specifications listed here and the Detailed Specification Response Form.

**A. Applicable Documents:** Reference to publications in the equipment specifications shall apply to those issues in effect on the date of the Request for Proposal, unless otherwise specified.

- C. **Design:** New models in current production, complete with all necessary operating components and accessories customarily furnished, together with such modifications as may be necessary to enable the equipment to function reliably and efficiently in sustained operation. Design to permit accessibility for maintenance purposes with minimal disturbance of other components or accessories.
  
- D. **Components, Assemblies and Accessories:** The equipment shall have all of its components, assemblies, and accessories installed and shall be delivered to the County, meeting or exceeding all applicable requirements of the Environmental Protection Agency Regulations, Industry Specifications, and Standards and Regulations that are in effect on the date of manufacture.
  
- E. **Fire Engine Specifications:** Please see the document “Specifications Emanuel County 3000 Gallon Pumper/Tanker 2025”
  
- F. **Materials:** New and quality conforming to current engineering and manufacturing practice. No defects are suitable for the intended service.
  
- G. **Service & Repairs:** Please see the document “Specifications Emanuel County 3000 Gallon Pumper/Tanker 2025”
  
- H. **Warranty:** Please see the document “Specifications Emanuel County 3000 Gallon Pumper/Tanker 2025”
  
- I. **Responsibility for Inspection:** Unless otherwise specified in the contract or purchase order, the supplier shall be responsible for the performance of all inspection and test requirements. This action does not preclude subsequent inspection and testing by the County to determine conformance with specification requirements for performance, quality standards of workmanship, material and construction techniques.

4) PRICING

Vendors must provide pricing on the **Bidder’s Response & Certification Form** included in this document.

5) BONDS

Bid Bonds:	<i>Not Required</i>
Payment Bonds:	<i>Not Required</i>

Performance Bonds: *Not Required*

6) DELIVERY REQUIREMENTS

All equipment must be ready for delivery by no later than May 17, 2025. Earlier availability is desired and equipment can be delivered anytime between the Award Date and Delivery Date.

7) DELIVERY POINT

F.O.B. Delivery address for all items:

**Emanuel County Emergency Operations Center  
Attn: Courtney Terwilliger Public Safety Coordinator  
110 East Moring Street  
Swainsboro, GA 30401**

8) PROCEDURES AND MISCELLANEOUS ITEMS:

- A. All questions shall be submitted in writing (e-mail is acceptable) and shall be communicated in the form of an addenda, if the scope specifications are to be affected, and relayed to all bidders.
- B. All materials submitted in connection with this RFP will be public documents and subject to the Open Records Act and all other laws of the State of Georgia, the United States of America and the open records policies of Emanuel County Board of Commissioners. All such material shall remain the property of the Emanuel County Board of Commissioners and will not be returned to the respondent.
- C. All respondents to the RFP shall hold harmless the Emanuel County Board of Commissioners, and any of their officers and employees from all suits and claims alleged to be a result of this RFP. The issuance of this RFP constitutes only an invitation to submit a proposal. The Emanuel County Board of Commissioners reserves the right to determine, at its sole discretion, whether any aspect of a respondent's submittal meets the criteria in the RFP. The Emanuel County Board of Commissioners also reserves the right to seek clarifications, to negotiate with any vendor submitting a response, to reject any and all responses with or without cause, and to modify the procurement process and schedule. In the event that this RFP is withdrawn or there is a need to cancel the contract services for any reason, the Emanuel County Board of Commissioners shall have no liability to any respondent for any costs or expenses incurred in connection with this RFP or otherwise.

- D. Failure to submit all the mandatory forms from this RFP package shall be just cause for the rejection of the bid package. However, Emanuel County reserves the right to decide, on a case by case basis, in its sole discretion, whether or not to reject such a bid as non-responsive.
- E. Emanuel County pays on Net 30; any payment terms requiring payment in less than 30 days will be regarded as requiring payment 30 days after invoice or delivery, whichever occurs last. This shall not affect offers of discounts for payment less than 30 day, however.
- F. In case of failure to deliver goods or services in accordance with the contract terms and conditions, Emanuel County, after due oral or written notice, may procure substitute goods or services from other sources and hold the contractor responsible for any resulting additional purchasing and administrative costs. This remedy shall be in addition to any other remedies which Emanuel County may have.
- G. By submitting a response package, the vendor is certifying that they are not currently debarred from bidding on contracts by any agency of the State of Georgia, nor are they an agent of any person or entity that is currently debarred from submitting bids on contracts by any agency of the State of Georgia
- H. Any contract resulting from this RFP shall be governed in all respects by the laws of the State of Georgia and any litigation with respect thereto shall be brought in the courts of the State of Georgia. Then contractor shall comply with the applicable federal, state, and local laws and regulations.
- I. It is understood and agreed between the parties herein that Emanuel County shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.

9) PROPOSAL CHECKLIST

The following checklist is provided to ensure all required documents are included in your proposal:

- Bidder Response Form
- Statement of Non-Collusion
- Addenda Acknowledgment Form (*required even if no addenda posted*)
- Vendor's Information Form & Completed W-9
- Contractor's Affidavit (*if applicable*)
- Proof of Insurances

**Bidder's Information Form**  
**RFP – Two Fire Engines**



Legal Name of Bidder: \_\_\_\_\_

1. Company Name _____
2. Street Address _____
3. City, State & Zip _____
4. Type of Business: (Corporation, Partnership, etc.) _____
5. Name & Title of Authorized Signer _____
6. Primary Contact _____
7. Phone: _____ FAX _____
8. Email _____
9. Company Website _____
10. Tax ID and State where issued _____

**THIS PAGE MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR PACKET.**



## **ADDENDA ACKNOWLEDGEMENT**

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The vendor has examined and carefully studied the RFP and the following Addenda, receipt of all of which is hereby acknowledged:

Addendum No. \_\_\_\_\_

Addendum No. \_\_\_\_\_

Addendum No. \_\_\_\_\_

Addendum No. \_\_\_\_\_

---

Authorized Representative/Title  
(Print or Type)

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Authorized Representative  
(Signature)

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(DATE)

**Vendors must acknowledge any issued addenda. Proposals which fail to acknowledge the vendor's receipt of any addendum will result in the rejection of the offer if the addendum contained information which substantively changes the County's requirements.**

**THIS PAGE MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR PACKET.**



## Emanuel County E-Verify Contractor Affidavit Under O.C.G.A. § 13-10-91(b)(1)

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 Emanuel County has registered with, 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 provision 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 contract 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 Contractor

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

Emanuel County  
\_\_\_\_\_  
Name of Public Employer

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

Executed on \_\_\_\_\_, \_\_\_\_\_, 201\_\_ in \_\_\_\_\_ (city), \_\_\_\_\_ (state).

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

\_\_\_\_\_  
Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON  
THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 201\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

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

This Affidavit is required by order of the **Georgia General Assembly**.

**Statement of Non-Collusion**  
**RFP – Two Fire Engines**



I \_\_\_\_\_ certify that this bid is made without prior understanding, agreement or connection with any corporation, firm or person submitting a bid for the same services and is in all respects fair and without collusion or fraud. I understand that collusive bidding is a violation of State and Federal law and can result in fines, prison sentences and civil damages awards.

I certify that this bid has been prepared independently and the price submitted will not be disclosed to another person.

I certify that there has been no contact or communication by the bidder or the bidder's associates with any County staff, or elected officials since the date this RFP was issued except: 1) through the Purchasing Department 2) at the Pre-Proposal Conference or 3) as provided by existing work agreement(s). **The County reserves the right to reject the proposal submitted by any proposer violating this provision.**

I agree to abide by all conditions of this bid and certify that I am authorized to sign for the bidder.

**COMPANY NAME:** \_\_\_\_\_

\_\_\_\_\_

Authorized Signature

\_\_\_\_\_

Title

\_\_\_\_\_

Print Name

\_\_\_\_\_

Date

**THIS PAGE MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR PACKET.**

**Emanuel County Bidder Response Form  
RFP- Two Fire Engines**



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

Cost of two new Fire Trucks	\$
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The above package has been read and accepted as completed.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

**THIS PAGE MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR PACKET**