

INSTRUCTIONS TO BIDDERS

1. Bids must be made upon the form of the proposal if attached hereto. If there is not a form attached, please submit the proposal/bid on your company letterhead in a design/layout that will best suit the price and information that the County has requested. The following information should be listed legibly on the outside of the sealed envelope: **1. Name of vendor submitting the bid. 2. Bid number and Title located on the cover page of the Bid Package.** Bids may be mailed or hand delivered **ONLY** to the Purchasing Department of Lowndes County, located at, 327 North Ashley Street, 3rd floor, Valdosta, GA 31601. In the event you choose to mail your proposal, it should be mailed to Amy Woods, Finance Department, 327 North Ashley Street, Valdosta, GA 31601. Emailed or faxed bids will not be accepted. No Exceptions!
2. No bidder will be allowed to withdraw his bid for any reason whatsoever after the bids have been opened unless otherwise stated in the specifications.
3. The following specifications represent the minimum general size, weight, capacity and performance characteristics desired in the equipment to be purchased. These requirements are not intended to prevent obtaining fair prices or to eliminate competition, but to insure, if possible, that all bids submitted would not be subject to correction or alteration after the bid has been filed, opened, and publicly read. In view of an unusual wide disparity in details of design and manufacture, complete descriptive literature and manufacturer's specifications must be submitted on each type of equipment offered. Lowndes County reserves the right to evaluate any or all bids, particularly where there is a range in specifications. Special consideration will be given to the ready availability of repair parts and service.
4. Federal or State taxes are not applicable to Georgia Counties under the United States Code Title 26 and Georgia Exemption Certificate Number 3-465-686-300-1.
5. The names of a certain brand, make, or definite specifications are to demote quality standard of the article desired. The County does not restrict bidders to be specific brand, make or manufacturer named; it is to set forth and convey to prospective bidders the general style, type, character and quality of the article desired.
6. The award of the contract will be awarded to the lowest responsible bidder taking into consideration quality performance, the time specified in the specifications for the performance of the contract, provision of needed and unneeded features, usefulness to the using department, whether bidder meets guidelines set forth in the specifications, and prior County experience.
7. Unless otherwise specifically stated in the SPECIFICATIONS, any item that the county has sent out for bid(s) must be NEW equipment with the latest technology available. No remanufactured item will be accepted unless stated otherwise in the bid specifications.