



Request for Proposal (RFP)
RFP #COK 25-023
New ½ Ton Pickup Trucks

Issued by:
City of Kingsland, Georgia

Proposals must be submitted
No later than
2:00PM on Tuesday, August 5, 2025

To:
City of Kingsland

Mailing Address
City of Kingsland
Finance Department
Attn: Hannah Smith, Purchasing Agent
P.O. Box 250
Kingsland, Georgia 31548

Delivery Address
City of Kingsland
Finance Department
Attn: Hannah Smith, Purchasing Agent
105 West William Avenue
Kingsland, Georgia 31548

LATE PROPOSALS WILL BE REJECTED

Issued: 7/14/2024



Purpose

The City of Kingsland is seeking proposals to purchase of two (2) ½ ton pickup trucks.

Invitation

You are hereby invited to submit a sealed proposal by providing all information requested in the attached "Specifications" to the Finance Department to either address listed below:

Mailing Address:

City of Kingsland
Finance Department
Attn: Hannah Smith, Purchasing Agent
P.O. Box 250
Kingsland, Georgia 31548

Delivery Address:

City of Kingsland
Finance Department
Attn: Hannah Smith, Purchasing Agent
105 West William Avenue
Kingsland, Georgia 31548

Proposal Submission Process

All proposals shall be submitted in a sealed envelope. The Request for Proposal (RFP) number, title, opening date and name of bidder shall be clearly displayed on the outside of the sealed envelope. The delivery of said proposal to the prescribed delivery point on or before the specified opening date and time is solely and strictly the responsibility of the Proposer. Any proposal received at the prescribed delivery point after the specified date and time will **NOT** be accepted. Proposals must be submitted in writing and as prescribed by the City. No other forms will be accepted. No Proposal may be modified after opening.

All Responders shall submit one (1) original and two (2) copies of their documents in a **SEALED** envelope or package. Responders must submit their proposal no later than **Tuesday, August 5, 2025 at 2:00 PM.** Any proposal received after the time and date specified will NOT be considered. The bid opening will be held in the City Hall Council Chambers located at 107 South Lee St., Kingsland, GA.

Pre-Proposal Meeting

There will not be a pre-proposal meeting.



Specifications

New two (2) ½ Ton 4 Wheel Drive
(1) White exterior color
(1) Grey or Black exterior
(items listed are minimum requirements)

1/2 ton Pickup	4WD
Gas engine	Yes
Crew Cab	Yes
Standard bed/box	Yes
White Exterior Paint	Yes
A/C and Heat	Yes
Cruise Control, Power Door Locks	Yes
AM/FM Stereo	Yes
Bluetooth ready	Yes
Tow Hooks Front	Yes
Receiver Hitch Rear	Yes
Tow Package	Yes
Oil and Transmission Coolers	Yes
Vinyl Floor Mats, Front and Rear	Yes
Heavy Duty Alternator, if available	Yes
Full Size Spare Tire	Yes
Heavy Duty Rear Step Bumper, if available	Yes
Automatic Transmission	Yes
Backup Camera	Yes

Award

The City of Kingsland reserves the right to reject any or all proposals, or any part of any proposal, to award in part or in whole, to waive any informality in any submission, and to award a contract deemed to be in the best interest of the City of Kingsland. City of Kingsland reserves the right to accept or reject any and all responses, to waive irregularities, and to re-advertise as may be determined to be in the best interest of the City.



The City of Kingsland reserves the right, at any time, to modify, waive, or otherwise vary the terms and conditions of this RFP including, but not limited to, the deadlines for submissions and submission requirements. The City further reserves the right to cancel or withdraw this RFP at any time. The City also reserves the right to negotiate mutually acceptable contract terms with the successful proposer. (*City Purchasing Ordinance, Article IV, Division 2, Section 2-99*).

Local Vendor Preference

For purchases, bids, proposals or contracts less than \$100,000 the local vendor may be given an opportunity to match the lowest price proposal, if the quotation or bid of the local vendor is within 10% of the lowest price proposal by a non-local vendor. In the event a local vendor matches the lowest price proposal, including all other terms, quality, service and conditions, then the local vendor shall be awarded the contract. (*See City of Kingsland Purchasing Ordinance for complete guidance.*)

Hold Harmless

The Vendor will indemnify, defend, and hold harmless the City of Kingsland from loss for all suits, actions, or claims of any kind brought as a consequence of any negligent act or omission by the Vendor. The Vendor agrees that this clause shall include claims involving infringement of patent or copyright. For purposes of this document, "City" and "Vendor" includes their employees, officials, agents and representatives.

Payment

Unless otherwise stated, payment will be made within **thirty (30) days** of the completion of the Scope of Work and acceptance by the City of Kingsland. Bidder shall compute pricing less sales tax, of which the City of Kingsland is exempt, and documentation will be provided upon request.

General Instructions

Proposal must contain a manual signature of an authorized representative. Proposals must be typed or printed in ink. Use of erasable ink is not permitted. All corrections by Proposer to any Proposal entry must be initialed.

Any questions shall be directed as follows:

Specifications Technical Questions

Dallas Hodge, Fleet Director

PH: (912) 729-5148

Email: dhodges@kingslandgeorgia.com

Request for Proposal Questions or Submittals

Hannah Smith, Purchasing Agent

PH: (912) 729-8113

hsmith@kingslandgeorgia.com



Required Documents to Be Submitted

One (1) original and one (1) copies of documents which must include the following information:

1. Bid Proposal Form
2. Bid Proposal Signature Page
3. Acknowledgement of Addenda



Bid Proposal Form

1. Year _____ Make _____ Model _____ Cost \$ _____
2. Year _____ Make _____ Model _____ Cost \$ _____

Total Cost of all two (2) Vehicles \$ _____

Estimated Time of Delivery (in Days) _____

List any exceptions to specifications: _____

The following statement must be signed and submitted with bid. Failure to sign this statement will render bid invalid.

"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 materials, supplies, or equipment, and is in all respect 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 damage awards. I agree to abide by all conditions of this bid and certify that I am authorized to sign this bid for the bidder.

Company Name:

Person Authorized to Sign:

Name: _____

Name: _____

Address: _____

Title: _____

City: _____

Signature: _____

State: _____ Zip _____

Telephone Number: _____

Fax: _____

E-Mail: _____

This ____ Day of _____, 2025



Acknowledgement of Addenda

Proposer hereby acknowledges receipt of all Addenda.

Addendum No. _____, dated _____

Addendum No. _____, dated _____

Addendum No. _____, dated _____

Addendum No. _____, dated _____

Addendum No. _____, dated _____

Company: _____

Authorized Signature: _____

Print Name: _____