



HABERSHAM COUNTY  
GEORGIA | Est. 1818

**HABERSHAM COUNTY**  
**Office of County Commissioners**  
130 Jacobs Way, Suite 302, Clarkesville, GA 30523  
706-839-0200

[www.habershamga.com](http://www.habershamga.com)

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## REQUEST FOR PROPOSALS

Habersham County Office of County Commissioners is soliciting proposals for  
Aircraft Tug GPU

### PROPOSALS DUE:

March 13, 2024  
2:00 PM EST

### SUBMIT PROPOSALS TO:

Habersham County  
Purchasing, Finance Department  
“Aircraft Tug GPU”  
130 Jacobs Way, Suite 302  
Clarkesville, GA 30523  
[purchasing@habershamga.com](mailto:purchasing@habershamga.com)  
706-839-0200

## RFP Timetable

Description	Date
RFP released	<b>February 14, 2024</b>
Deadline for proposal questions	March 1, 2024 at 5:00 PM
<b>Submittal deadline</b>	<b>Wednesday March 13, 2024 at 2:00 PM EST</b>
Tentative award date	April 15, 2024

### Submittal Requirements

Each bidder must submit their proposal, enclosed in a sealed envelope or box, and marked with the bidders' name, address and labeled: "**Aircraft Tug GPU**" and addressed to:

Habersham County  
Purchasing, Finance Department  
130 Jacobs Way, Suite 302  
Clarkeville, GA 30523

Proposals shall be received no later than **2:00 PM, Wednesday March 13, 2024** at Habersham County's Administration Building at 130 Jacobs Way, Clarkeville, GA 30523, at which time and place all proposals will be publicly opened and acknowledged.

Hand delivered copies may be delivered to the above address ONLY between the hours of 8:00 AM and 5:00 PM, Monday through Friday, to the Board of Commissioners Office, Room No. 337 located on the top floor, excluding holidays observed by the Habersham County Board of Commissioners. For a complete listing of holidays, please visit <http://www.habershamga.com>.

### Qualifications and Experience

Proposals must provide the following information to establish the qualifications and experience of the Bidder:

1. Certification that the Bidder or its officers or any predecessor companies are not under any part of the Bankruptcy Act nor ever filed under the Bankruptcy Act within the previous seven years.

### Selection Criteria

Habersham County Board of Commission will select the vendor based upon the following criteria. HCBOC reserves the right to reject any or all bids, in whole or part, to waive technicalities and informalities or to select any bidder to complete the described Work. Award of Contract will not be solely based on low bid, but also on quality, references and other subjective criteria as the County may deem necessary and as the County may determine at its sole discretion. The Undersigned Bidder expressly understands that their proposal may be rejected by the County for any reason without liability on part of the County to the Undersigned Bidder.

#### **Price 60%**

- Total Price Comparison

#### **Specifications of Equipment 40%**

- Did Vendor meet or exceed the basic specifications –

### **Terms & Conditions**

1. The initial term of a contract awarded as a result of this RFP shall be from date of award through completion of purchase of specified vehicle.
2. Submittals received after the due date and time will not be considered. Modifications received after the due date will not be considered. Habersham County Government assumes no responsibility for the premature opening of a proposal not properly addressed and identified, and/or delivered to the improper designation.
3. Habersham County reserves the right to reject any and all proposals. The County will not discriminate against any vendor submitting a bid because of race, creed, color, national origin, or handicap. The County is an equal opportunity employer.
4. Habersham County encourages all proposers to promote opportunities for diverse business, including Minority Business Enterprises (“MBE”), Female Business Enterprises (“FBE”), and Small Business Enterprises (“SBE”) to be included as sub-consultants and/or bidders. However, nothing herein should be construed to indicate that a MBE, FBE, or SBE may not apply and be selected independently. MBEs, FBEs, and SBEs that meet qualifications of this RFP are encouraged to submit their proposals for consideration.
5. Habersham County reserves the right to exercise discretion and apply its judgement with respect to all bid proposals submitted. The County also reserves the right to reject all proposals, either in part or in its entirety, or to request and obtain, from one or more of consulting firms submitting proposals, supplementary information as may be necessary for County staff to analyze the bid proposals.
6. Habersham County may elect to award a contract in multiple phases, as is deemed to be in the County’s best interest. Should the County award projects in phases, the County reserves the right to award the phases to the same firm. All proposals submitted in response to the RFP become property of Habersham County and public records and will be subject to public view.
7. All proposals shall constitute, for a period of 90 calendar days, an irrevocable offer to provide the goods/services set forth in the specifications and proposal.
8. At no time shall the successful vendor reproduce Habersham County’s logo, return address or any other identifying or proprietary information for any other purpose. Also, the vendor shall not use Habersham County in any advertisements without the written consent of the County. Refer to [https://www.habershamga.com/document\\_center.cfm?fid=277&ysnDC=1](https://www.habershamga.com/document_center.cfm?fid=277&ysnDC=1); County Commissioners Documents and Information; to download a copy of the Application for Permission to Use County Logo.
9. Habersham County Government is tax exempt. The selected vendor will be provided with Habersham County’s Sales and Use Tax Certificate of Exemption number upon request.
10. All bidders will be required to provide a Certificate of Insurance as proof of insurance and Workman’s Compensation Insurance while under contract with Habersham County. Workman’s Compensation Insurance should be as required by the State of Georgia.

11. Information provided within the bidder's proposal are subject to open records request per Georgia Law. For more information, please visit <https://www.habershamga.com/open-records-request.cfm>.
12. Habersham County follows the purchasing policies and procedures adopted on December 14, 2015 through Habersham County Ordinance to Chapter 1; Article 4, Division 2. Refer to [http://www.habershamga.com/document\\_center.cfm?fid=339&synDC=1](http://www.habershamga.com/document_center.cfm?fid=339&synDC=1); Finance Department Policies; for complete document.

### **Insurance Coverage Requirements**

ALL BIDDERS MUST FURNISH PROOF OF LIABILITY INSURANCE, WORKER'S COMPENSATION LIABILITY INSURANCE, AND ANY OTHER INSURANCE REQUIRED BY APPLICABLE STATE, FEDERAL, AND ADMINISTRATIVE LAW.

Such proof shall be submitted with the bid/proposal and show evidence of insurability satisfactory to Habersham County as to form and content. If the bid is selected by the County, the Bidder must maintain, at a minimum, the insurance policies and minimums indicated in the selected bid. If the Bidder maintains broader coverage and/or higher limits than shown in the bid, Habersham County shall be entitled to coverage for the higher limits maintained by the Bidder.

Any and all Insurance Coverage(s) and Bonds required under the terms and conditions of the contract shall be maintained during the entire length of the contract, including any extensions or renewals thereto, and until all work has been completed to the satisfaction of Habersham County. Evidence of said insurance coverages shall be provided on or before the inception date of the Contract.

Bidder shall provide written notice to Habersham County immediately if it becomes aware of or receives notice from any insurance company that coverage afforded under such policy or policies shall expire, be cancelled or altered.

Certificates of Insurance are to list Habersham County Government, its' Officers, Officials and Employees as an Additional Insured (except for Workers' Compensation and Professional Liability). This insurance shall apply as Primary Insurance before any other insurance or self-insurance, including any deductible, non-contributory, and Waiver of Subrogation provided in favor of Habersham County. If Habersham County shall so request, the Bidder will furnish the County for its inspection and approval such policies of insurance with all endorsements, or confirmed specimens thereof certified by the insurance company to be true and correct copies.

The obligations for the Bidder to procure and maintain insurance shall not be constructed to waive or restrict other obligations. It is understood that neither failure to comply nor full compliance with the foregoing insurance requirements shall limit or relieve the Bidder from any liability incurred as a result of their activities/operations in conjunction with the Contract and/or Scope of Work.

### **Questions and Interpretations**

No inquiries or interpretation of meaning concerning this Request for Proposal will be made to any interested party orally. Every inquiry or request for interpretation should be made in writing via e-mail. All inquiries and requests for interpretation should be sent via e-mail to [purchasing@habershamga.com](mailto:purchasing@habershamga.com). All questions and all answers will be posted on the website [www.habershamga.com](http://www.habershamga.com). It will be the responsibility of interested parties to periodically check the website for any new information.

## Instructions to Bidders

### General Information

The Habersham County Board of County Commissioners is soliciting proposals for one (1) 2024 Lektro Model AP8650AX Aircraft Tug or *Equivalent*. Please indicate below if bid meets requirements. A complete bid must include this check list.

*Please provide a lease purchase option if available.*

<u>Requirements</u>	Yes	No
2024 Model Aircraft Tug	_____	_____
Make: _____		
Model: _____		
40,000 lb/18.143 kg Capacity	_____	_____
Electronic Speed Control w/ Reverse Direction Braking & On-Board Diagnostics	_____	_____
11.8 HP/36v DC Drive Motor	_____	_____
Key Lock Switch	_____	_____
Electronic Battery Monitor	_____	_____
Dual Forward LED Spotlights & a ft LED Spotlight	_____	_____
Four Flashing Amber LED Running Lights	_____	_____
36 VDC, 40 Amp, 120 50/60 Hz, 1-Ph, Fully Automatic Charger	_____	_____
Dual Passenger Operator's Platform w/ Side Restraints	_____	_____
Heavy-Duty Two-Speed Hand Winch w/ Nylon Belt	_____	_____
Four-Step Extension Ladder	_____	_____



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**Pricing Sheet  
Request for Proposal  
One (1) 2024 Lektro Model AP8650AX Aircraft Tug or Equivalent**

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

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

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

Company Phone Number: \_\_\_\_\_

**Please provide Price breakdown as indicated below:**

Aircraft Tug Price: \_\_\_\_\_

Other Equipment: \_\_\_\_\_

Deliver/Destination: \_\_\_\_\_

Less Discounts/Incentives: ( \_\_\_\_\_ )

Price: \_\_\_\_\_

**Alternate Lease Purchase Option:**

Please list pricing and leasing details as a separate alternative option

**I agree to all terms and expectations of the above quote specification and hereby submit this as our official bid.**

\_\_\_\_\_  
Signature of authorized company representative

\_\_\_\_\_  
Date