

CITY OF MONROE

INVITATION TO BID Diesel Powered Trailer-Mounted Pump

February 3, 2025



The City of Monroe is located between Atlanta and Athens metro areas with a diverse population of about 14,928 per the 2020 census, and serves as the county seat of Walton County. Monroe has a Council/Administrator form of government with a mayor elected at large and eight (8) councilmembers, who are elected by district or super-district. The mayor and members of the Council serve four-year terms, which are staggered by election.

The City of Monroe is currently seeking competitive bids for a trailer-mounted, diesel powered pump. The purpose of the pump will be to send water to our water treatment facility in the emergency that one of our primary pumps should go down. We are looking for a pump to provide the following:

Pump Details:

- Pump shall be trailer mounted.
- Pump is not required to be critically silenced.
- Pump shall have flanged connections for suction and discharge piping.
- Pump shall be capable of dry priming and run dry without causing damage to the pump.
- Pump must produce at least 7 million gallons per day at 230 total dynamic head and 6.5 million gallons per day at 300 total dynamic head.
- Pump must come with a minimum of 40' of discharge hose and 40' of suction hose to match the Inlet and Outlet side of the pump.
- One set of drawings and submittals (with Bid).
- One O&M manual covering required maintenance on the pump, controls and an O&M manual for the specific make and model of the engine.
- Must be supported by a factory certified service company/technician located in the Southeastern US.

When downloading this document, please notify the City of Monroe at purchase@monroega.gov of your company name and contact information, so that you may be copied on any additional addendums during the process. Any questions about this Invitation to Bid should be in writing only and directed to purchase@monroega.gov prior to **5:00 pm** on **February 19, 2025**, at which point no other questions will be allowed (*all times referenced are considered Eastern Standard Time*). A full list of questions and answers will be provided to companies of record and posted on the website as an addendum no later than **5:00 pm** on **February 21, 2025**.

BID SCHEDULE

The following outlines the timeline of dates to be followed for this specific bid process.

Invitation to Bid	February 3, 2025	9:00 am
Question Due Date (<i>EMAIL</i>)	February 19, 2025	5:00 pm
Answers	February 21, 2025	5:00 pm
Submission Deadline	March 7, 2025	2:00 pm
Contract Award	March 10, 2025	6:00 pm
Notice to Proceed	March 11, 2025	9:00 am

SUBMISSION

Provide two (2) copies of the bid submission, including one (1) original. Bids may be submitted in person to the City of Monroe or by mail, but must be received no later than **2:00 pm on March 7, 2025**. Sealed bids shall be submitted in a completely sealed envelope, and addressed to:

City of Monroe
Diesel Powered Trailer-Mounted Pump
 Attn: Mark Harrison
 215 North Broad Street
 Monroe, GA 30655

EVALUATION

Evaluation of submitted bids will be based on the lowest bid that, in its sole discretion, is the most responsive and responsible to the City of Monroe. The City of Monroe reserves the right to shortlist, interview, and negotiate with those submitting bids.

CONSIDERATIONS

The City of Monroe reserves the right to withdraw this Invitation to Bid, reject any or all responses, and to waive any irregularity, variance or informality whether technical or substantial in nature, in keeping with the best interests of the City of Monroe. This bid plus the resulting agreement, shall be consistent with all terms and conditions associated with contracts entered into by the City of Monroe. The City of Monroe is not liable or responsible for any cost(s) incurred during the preparation, presentation, or submission as a response to this bid request.

The submitted bid fee and structure shall remain effective for a period of no less than ninety (90) days.

Any unauthorized contact regarding the bid with staff or elected officials may result in disqualification. Any oral communications will be considered unofficial and non-binding on the City of Monroe.

We thank you in advance for your submission and welcome any questions you may have during the process.

Mark Harrison
 City of Monroe
 Central Services Supervisor
mharrison@monroega.gov
 770-266-5415

