



MEMORANDUM

TO: Prospective Bidders

FROM: Johnna M. Allen, Assistant Purchasing Director

RE: Request for Bid - #015-16

DATE: March 28, 2016

Enclosed you will find the necessary information for preparing and submitting your bid for **One (1) Hydraulic Excavator** for the Walker Mountain Landfill;.

The deadline for submitting your bid is **April 21, 2016 at 3:00 p.m. Local time.**

If you have further questions, please e-mail any inquiries to Johnna Allen at jallen@romea.us. All questions and answers will be posted on the website www.romefloyd.com. It will be the responsibility of interested parties to visit the website frequently to insure receipt of any new information that may be made available.

Johnna Allen
Assistant Purchasing Director

INSTRUCTIONS FOR BIDDERS

- I. Bids must be received by **April 21, 2016 at 3:00 p.m.**
- II. Bids must be delivered to:

City of Rome Purchasing Department
601 Broad Street
P.O. Box 1433
Rome, Georgia 30162

- III. Bids must be sealed and marked:

015-16 "Hydraulic Excavator"

- IV. Bids must be complete and include:

- A. Completed Bid Form
- B. Executed Bidder's Declaration
- C. Executed Certificate of Non-Discrimination
- D. Executed Affidavit of Non-Collusion
- E. Request for Taxpayer I.D. Number
- F. Drug-Free Workplace Certificate
- G. E-Verify Compliance Affidavit
- H. SAVE Compliance Affidavit.

All bids submitted shall be subject to acceptance or rejection and the City of Rome specifically reserves the right to accept or reject any or all bids, to waive any technicalities and formalities in the bidding.

Bidder shall submit all required forms and information simultaneously with sealed bids, which forms and information become a part of the property of the City of Rome and will not be returned to bidders unless a written request to withdraw is received prior to **April 21, 2016 @ 3:00 p.m.**

- V. Payment:

When contracts are awarded, payment by the City of Rome will be the normal 30-day cycle. However, the City does make every effort to honor all discounts.

REQUIREMENTS FOR BIDDERS

These items apply to and become a part of the terms and conditions of the bidders bid. Any exceptions must be in writing.

Notice is hereby given that the City of Rome will receive sealed bids from interested parties until **April 21, 2016 at 3:00 p.m.** at its offices located at 601 Broad Street, Rome, Georgia 30162-1433.

Any bids received thereafter will not be considered.

Bids will be publicly opened and read at the City of Rome Purchasing Department located at 601 Broad Street on the day and at the hour specified.

The purchaser may be consider as non-responsive, any bid in which there is an alteration of, or departure from the bid form hereto attached.

The bid will be awarded to the lowest reliable bidder complying with the conditions of the invitation for bid. The bidder to whom award is made will be notified at the earliest possible date. The purchaser reserves the right to reject the bid of a bidder who has previously failed to perform properly or complete on time, contracts of a similar nature, or the bid of a bidder who, in the sole opinion and discretion of the purchaser is not in a position to perform the contract, or whose name appears on the United States Comptroller General's list of ineligible contractors.

Bids may be withdrawn by written or faxed request, provided such withdrawals are received prior to bid opening date.

NOTE: Unless stated on the bid form the bid submitted will assume all specifications will be met. Please note on the bid form all exceptions.

SPECIFICATIONS

Long Undercarriage, Hydraulically Operated, Track Mounted Excavator, 78,000 Pound Minimum Operating Weight

GENERAL

Bidder shall furnish a minimum 270 horsepower, 4 cycle, inline 6 cylinder diesel engine powered hydraulically operated, track mounted excavator. This unit shall be new, current standard production model and will be prepared for customer delivery through service by an established franchised distributor. Unit must be current model built for the U.S. market, sold and serviced by an established authorized dealer. This unit is to be delivered FOB, City of Rome Georgia, Walker Mountain Landfill. **Ready to Operate.**

Bidders Response: _____

WARRANTY:

Unit purchased under this specification shall be warranted by the successful bidder for a period of not less than twelve (12) months or 1500 hours against materials and workmanship that fail under normal use. Warranty shall include all parts, labor and transportation cost for repair of the equipment. All standard warranties that exceed the stated requirement must be submitted as part of this bid. An extended warranty of five years/ ten thousand hours on complete machine shall be bid as a separate item. We ask that vendors include a full five year service package for the machine; so that all service except for daily maintenance will be done by vendor's service personal. This includes all fluids and filters changed and necessary periodic adjustments and oil samplings. Landfill operators will be responsible for daily greasing, oil checking; etc. on a daily basis. Cost of travel by service personnel will be the responsibility of service provider and not the City of Rome. The City of Rome will not pay for travel, time, mileage or other related costs due to warranty related repairs.

Bidders Response: _____

ENGINE:

Shall be liquid cooled, turbo charged, 4 cycle, in line 6 cylinder, approximately 270 horsepower. Shall be equipped with full flow oil filter with spin on element, dry type air cleaner, pre-cleaner, fuel filter with replaceable elements and all fittings, muffler and rain cap. Fuel tank shall have a locking cap. The engine should also have automatic engine shut down for low oil pressure and engine shut down if coolant temperature exceeds safe operating range.

Bidders Response: _____

HYDRAULIC SYSTEM:

Unit shall automatically adjust the pump output to deliver only the amount of oil needed at the attachment. System shall have two (2) variable displacements axial piston type pumps to power the attachments, travel, and swing. All systems are to have adjustable pressure relief valves. Hydraulic tank shall be equipped with lockable cap, sight glass, and shutoff valves on suction and return lines. Excavator must be able to perform all functions simultaneously; swing, operate the attachments, and travel.

Bidders Response: _____

ELECTRICAL SYSTEM:

Unit shall have a 24 volt starting system with a minimum 80 amp alternator. Work lights and LED warning/strobe lights should consist of a minimum of (2) two sealed beam headlights, one mounted on the machinery housing and another mounted on the boom. There shall be a rear working light, a reflector and a swing flasher mounted on each of the rear corners of the machine that automatically flash when the swing circuit is activated. Severe service maintenance free batteries should be provided.

Bidders Response: _____

HYDRAULIC EXCAVATOR SPECIFICATIONS:

HYDRAULIC EXCAVATOR:

Excavator Manufacture/Model:

- Operating weight: Minimum 78,000 lbs.

Bidders Response: _____

Engine:

- Six cylinder diesel
- 270 Horsepower minimum
- Turbo-Charged
- Direct Injection
- Heavy-Duty Air Cleaner with Restriction Indicator
- 24-Volt Starting System
- 50-Amp Alternator minimum
- Starting Aid for Cold weather starts
- Tier 4 compliant

Bidders Response: _____

Working Range:

- Digging Depth: 26 feet min
- Digging Reach at Ground Level – 38 feet min
- Digging Height – 34 feet min
- Dumping Height – 24 feet min

Bidders Response: _____

HYDRAULIC EXCAVATOR SPECIFICATIONS :

Performance:

- Overall Height – 12 feet 4 inches approximately
- Overall length – 37 feet approximately
- Overall Width – 11 feet 3 inches approximately
- Track Gauge – 8 feet 6 inches approximately
- Overall Track Length – 16 feet approximately
- Track Shoe Width – 33 inches approximately
- Boom Length – 21 feet approximately
- Arm Length 13 feet 2 inch approximately
- Grease Sealed Tracks

Bidders Response: _____

Hydraulic System:

- Variable Displacement, Load Sensing Pump System
- Relief Pressure – Implement and Travel 5,400 PSI +/-
- Pilot system – Gear Pump- 595 PSI +/-
- Hydraulic Filters on both inline and return
- Two Boom Settings allowing for smooth mode and power mode.

Bidders Response: _____

Attachments:

- 2.25 yd. heavy duty bucket with teeth and side cutters.
- 2 sets of teeth and side cutters and 2 sets of rock/teeth in addition to the ones that come on buckets.
- Bucket must be standard equipment type, first line products of quality manufacture and replacement teeth readily available. State the brand name provided.

Bidders Response: _____

Miscellaneous:

- Air Conditioned/ ROPS
- Heater/Defroster
- AM/FM Radio
- Floor Mat
- Instrument panel with LCD gauges
- Fully adjustable suspension seat

- Retractable seat belts
- Lights: LED Lights and Strobes visible from front and rear of machine. Work lights mounted front and back.
- Windshield wipers and washers
- Vandalism protection
- Mirrors, left and right
- 8 roller track frame
- Heavy duty bottom guard
- Travel warning alarm
- Fire suppression system
- Parts books and shop manuals must be included at delivery

Bidders Response: _____

Disclaimer

The purpose of this specification is to establish minimum guidelines for a *Hydraulically Operated Track Mounted Excavator*. This excavator must be of similar quality and function as the following with all accessories requested. The excavator must be suitable and capable of operating comparably to the brands identified. The identification of specific brands does not imply a preference for those brands. The is reference is used only to establish a level of quality, function, reliability and service expected and to establish weight and horsepower parameters of the equipment that is submitted in regard to this bid solicitation. Major differences in material specifications, function or operation must be identified and explained.

Komatsu-PC360LC-11, Caterpillar Model 336D, John Deere 350G LC or other equal products

Provide the Company name and physical address of the nearest service and parts location that will be responsible for product support.

Bidders Response: _____

BID FORM

TO: City of Rome – Purchasing Department
P.O. Box 1433
601 Broad Street
Rome, Georgia 30162-1433
ATTN: JOHNNNA ALLEN

BID PKG. 015-16 – “Hydraulic Excavator”

Quantity	Description	Unit Price	Total
1	Hydraulic Excavator	_____	_____
1	Cost for extended warranty	_____	_____

Expected Delivery Date: _____

All items are to be priced FOB Rome Georgia , Walker Mountain Landfill

All bids submitted shall be subject to acceptance or rejection and the City of Rome specifically reserves the right to accept or reject any or all bids, to waive any technicalities and formalities in the bidding.

The undersigned understands that any conditions stated above, clarifications made to the above or information other than that requested should be under separate cover and to be considered only at the discretion of the Purchasing Department.

Name of Individual, Partner
or Corporation

Company

Title

Address

Authorized Signature

City, State, Zip Code

Company phone number

BIDDERS DECLARATION

The bidder understands, agrees and warrants:

That the bidder has carefully read and fully understands the full scope of the specifications.

That the bidder has the capability to successfully undertake and complete the responsibilities and obligations in said specifications.

That the bidder has liability insurance and a declaration of insurance form is included in the bid package.

That this bid may be withdrawn by requesting such withdrawal in writing at any time prior to **April 21, 2016 at 3:00 p.m.** but may not be withdrawn after such date and time.

That the City of Rome reserves the right to reject any or all bids and to accept that bid which will, in its opinion, best serve the public interest. The City of Rome reserves the right to waive any technicalities and formalities in the bidding.

That by submission of this bid the bidder acknowledges that the City of Rome has the right to make any inquiry or investigation it deems appropriate to substantiate or supplement information supplied by the bidder.

If a partnership, a general partner must sign.

If a corporation, the authorized corporate officer(s) must sign and the corporate seal must be affixed to this bid.

BIDDER:

Name

Title

Name

Title

AFFIX CORPORATE SEAL (If Applicable)

CERTIFICATE OF NON-DISCRIMINATION

In connection with the performance of work under this contract, the bidder agrees as follows:

The bidder agrees not to discriminate against any employee or applicant for employment because of race, creed, color, sex, national origin, ancestry or disability. The vendor shall take affirmative action to insure that employees are treated without regard to their race, creed, color, sex, national origin, ancestry or disability. Such action shall include, but not be limited to the following: employment, upgrading, demotion, transfer, recruiting or recruitment, advertising, lay-off or termination, rates of pay or other compensation and selection for training, including apprenticeship.

In the event of the bidder's non-compliance with this non-discrimination clause, the contract may be canceled or terminated by the City of Rome. The bidders may be declared, by the City of Rome, ineligible for further contracts with the City of Rome until satisfactory proof of intent to comply shall be made by the vendor.

The bidder agrees to include this non-discrimination clause in any sub-contracts connected with the performance of this agreement.

BIDDER

SIGNATURE

TITLE

NON-COLLUSION AFFIDAVIT

The following affidavit is to accompany the bid:

STATE OF

COUNTY OF

Owner, Partner or Officer of Firm

Company Name, Address, City and State

Being of lawful age, being first duly sworn, on oath says that he/she is the agent authorized by the bidder to submit the attached bid. Affidavit further states as bidder, that they have not been a party to any collusion among bidders in restraint of competition by agreement to bid at a fixed price or to refrain from bidding; or with any office of the City of Rome or any of their employees as to quantity, quality or price in the prospective contract; or any discussion between bidders and any official of the City of Rome or any of their employees concerning exchange of money or other things of value for special consideration in submitting a sealed bid for:

FIRM NAME _____

SIGNATURE _____

TITLE _____

Subscribed and sworn to before me this _____ day of _____ 20__

NOTARY PUBLIC

CITY OF ROME

DRUG-FREE WORKPLACE CERTIFICATE

By signature on this certificate, the Bidder certifies that the provisions of O.C.G.A. Section 50-24-1 through 50-24-6 related to the "Drug-Free Workplace Act" will be complied with in full. The Bidder further certifies that:

1. A drug-free workplace will be provided for the Bidder's employees during the performance of the contract; and
2. Each contractor who hires a subcontractor to work in a drug-free workplace shall secure from that subcontractor the following written certification: "As part of the subcontracting agreement with (contractor's name), (subcontractor's name) certifies to the contractor that a drug-free workplace will be provided for the subcontractor's employees during the performance of this contract pursuant to O.C.G.A. Section 50-24-3(b)(7)."

By signature on this certificate, the Bidder further certifies that it will not engage in the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana during the performance of the contract.

Bidder: _____

By: _____

Name Printed: _____

Title: _____

Date: _____

CITY OF ROME, GEORGIA

E-VERIFY COMPLIANCE AFFADAVIT

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 the City of Rome, Georgia 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 provisions 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
(Not Required if Less than 10 Employees)

Signature (if less than 10 employees)

Date of Authorization

Name of Contractor

Name of Project

Name of Public Employer

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

Executed on _____, _____, 20____ 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 _____, 20____

NOTARY PUBLIC
My Commission Expires:

CITY OF ROME, GEORGIA

SAVE COMPLIANCE AFFIDAVIT

O.C.G.A § 50-36-1(e)(2) Affidavit

By executing this affidavit under oath, as an applicant for a (n) Contract or Services, as referenced O.C.G.A. C. § 50-36-1, from the City of Rome, Georgia, the undersigned applicant verifies one of the following with respect to my application for a public benefit:

- 1) _____ I am a United State citizen.
- 2) _____ I am a legal permanent resident of the United States
- 3) _____ I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act with an alien number issued by the Department of Homeland Security or other federal immigration agency. My alien number issued by the Department of Homeland Security or other federal immigration agency is: _____.

The undersigned applicant also hereby verifies that he or she is 18 years of age or older and has provided at least one secure and verifiable document, as required by O.C.G.A. § 50-36-1(e)(1), with this affidavit.

The secure and verifiable document provided with this affidavit can best be classified as: _____.

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. § 16-10-20, and face criminal penalties as allowed by such criminal statute.

Executed in _____(city), _____ (state).

Signature of Applicant

Printed Name of Applicant

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
_____ DAY OF _____, 20____

NOTARY PUBLIC
My Commission Expires: