



## MEMORANDUM

TO: Prospective Firms

FROM: Johnna Allen, Purchasing Director

RE: Request for Bid - #019-16 "Fort Norton Project"

DATE: April 27, 2015

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Enclosed you will find the necessary information for preparing and submitting your Bid for the **Fort Norton Project for the City of Rome Georgia. The site is located at Vaughn Road, Rome Georgia, 30161.**

The deadline for submitting your Bid is **June 9, 2016 at 3:00 p.m. local time.** Once awarded, the winning bidder will need to provide the City of Rome with a 100% performance and payment bond before proceeding with any work onsite.

**A pre-bid meeting will be held on the site location at Vaughn Road on May 11, 2016 at 10:00 a.m. All attendees are asked to meet at 402 Civic Center Drive, Rome Georgia 30161. This pre-bid meeting is required in order to submit a bid.**

If you have further questions, please do not hesitate to call my office at 706-236-4410.

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Johnna M. Allen  
Purchasing Director

## INSTRUCTIONS FOR BIDDERS

I. Bids must be received by **June 9, 2016 at 3:00 p.m.**

II. Bids must be delivered to:

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

III. Bids must be sealed and marked:

**“Bid 019-16 – Fort Norton Project.”**

IV. Bids must be complete and include:

- A. Completed Bid Proposal Form
- B. Executed Certificate of Non-Discrimination
- C. Executed Affidavit of Non-Collusion
- D. Prompt Payment Affidavit
- E. Request for Taxpayer I.D. Number
- F. Drug-Free Workplace Compliance Affidavit
- 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 **June 9, 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.