



MEMORANDUM

TO: Prospective Bidders

FROM: Johnna M. Allen, Purchasing Director

RE: Request for Bid - #026-16 (Re-Bid)

DATE: October 10, 2016

Enclosed you will find the necessary information for preparing and submitting your bid for **One (1) 30 Ton or Larger Articulated Dump Truck** for the City of Rome.

The deadline for submitting your bid is **November 3, 2016 at 11:00 a.m. Local time.**

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

Johnna M. Allen
Purchasing Director

INSTRUCTIONS FOR BIDDERS

I. Bids must be received by **November 3, 2016 @ 11:00 a.m.**

II. Bids must be delivered to:

City of Rome – Purchasing Department
Attention: Johnna M. Allen
601 Broad Street
P.O. Box 1433
Rome, Georgia 30162

III. Bids must be sealed and marked:

“026-16 - Articulated Dump Truck”

IV. Bids must be complete and include:

- A. Completed Bid Proposal Form
- B. Executed Bidder’s Declaration
- C. Executed Certificate of Non-Discrimination
- D. Executed Affidavit of Non-Collusion
- E. Prompt Payment Affidavit
- F. Request for Taxpayer I.D. Number
- G. Drug-Free Workplace Certification
- H. E-Verify Compliance Affidavit
- I. 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 **November 3, 2016 @ 11:00 a.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 **November 3, 2016 @ 11:00 a.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 considered 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.

30 TON OR LARGER 2016 ARTICULATED DUMP TRUCK

The machine bid must be new, current year model and be equipped with all features necessary to perform safely and efficiently the tasks of hauling cover material inside the Walker Mountain Landfill. The truck must meet all standard safety requirements set down by Federal Guidelines for articulated construction equipment, included but not limited to ROPS safety cab with sealed cab heated and cooled to protect operator from dust, heat and cold; to allow safe healthy operation of this equipment. This must be production model truck with only modifications necessary to be used in and around landfill and earth digging environment. All standard equipment as shown in manufacture's printed brochures and any options deemed necessary to insure proper and safe operation of this machine. **The Machine being bid must be equal to or greater than a Volvo A30G, Caterpillar 730C, Bell B30D, Komatsu HM 300-5 and possibly others. Any items requested that are not standard equipment must be included with the lump sum cost of the equipment.**

Bidders Response

ENGINE:

Diesel Engine Cooled Turbo Charged

EPA Tier 4 Emissions Certified Minimum

Radiator of Size to provide adequate cooling under extreme operating conditions

Mesabi Radiator or Equal

Hydraulic driven fan (reversible)

Low Oil Pressure and High Coolant Temperature shut down systems.

24 Volt to 12 Volt Converter in the Cab

24 Volt Electrical System with Minimum Rated Alternator of 100 AMPS

Batteries required must have at least 900 cold cranking AMPS each

Drainable Fuel/Water Separator

Minimum Gross 320 Horsepower

Retarder Brakes (Type)

**Bidders
Response**

TRANSMISSION:

Fully Automatic 6 Forward Speeds and 2 Revers Speed
Minimum

Power Shift Computer Controlled

Include all Coolers Necessary and Recommended by
Transmission
Manufacturer for Controlled Temperature at all load levels of
operation

Collers must have sufficient guards to protect coolers and
transmission under Landfill Operations

CAB ROPS/FOPS LEVEL 2:

Single or Dual Entry with Safety Grab Handles for Door(s)

Sun Visors

All Glass must be Laminated Safety Glass and Tinted

AM/FM Radio with Speakers and exterior Antenna

Air Conditioning and Heater/Defroster with Multispeed Blower

Operator's Seat to be Air Ride Adjustable Seat Covered in
Sturdy
Washable Material.

Fixed Observer/Passenger Seat covered in same type and color
material.

Low noise seals and air tight doors and windows to provide
quiet work area

Inside Cab Mirrors plus minimum 4 rear view mirrors to ensure
good rear sight

**Bidders
Response**

Minimum 2 Front and 2 Rear Work lights in addition to head lights, tail and brake lights

Wipers for Front Windshield and Rear Windows

Air Horns and Electrical Horn

Reverse Activated Back-Up Alarm minimum DB rated at 103 DB

Tilt and Telescoping Steering Wheel

Seat Belts Retractable and on both operator's and passenger/observer seat

Cab tilt for easy service

All Engine and Transmission functions shown on gauges and/or digital display

Warning lights and alarms for brakes, dump bed raised oils and coolant temperatures and oil pressure

Battery Charging

Fire Extinguishers Mounted: (1) Mounted Inside Cab and (1) mounted outside by Operator's Door.

BED AND MISCELLANOUS ITEMS:

Machine to have complete fire suppression system

Centralized greasing system/automatic greasing system

Bed must be able to carry a payload of 30 Tons or more without a tailgate.

**Bidders
Response**

Tailgate (Optional) State the cost

In-House training for operators and mechanic for Routing Service and day-to-day servicing

Service, parts and operating manual

WIRELESS MONITORING AND GPS SYSTEM:

The truck must be equipped with a Wireless Monitoring System to show vendor and owner all pertinent information on machine. Including but not limited to: Fuel Usage, Error Codes, Maintenance Items, Fuel Levels, Machine Status, GPS, Etc.

Bidder's Response: _____

All service information should be able to be received by at least Four (4) separate computer stations. This service to be provided for a minimum of 5 years at no cost to the City of Rome. Access should be available 24/7.

Bidder's Response: _____

All cost of any sort should be included in price of machine. No subscription fees, no pinging fees, etc. All costs for 5 years must be stated with purchase price of the machine.

Bidder's Response: _____

TIRES:

6 Low Profile Lugged Industrial Earthmover Radial Tires. Tires mounted on factory rims and suitable for rough terrain. Size and type radial tires is left to the vendor, but must be what is featured in manufacturer's catalog and is guaranteed to be what is safe and adequate to do the job for which the machine is purchased. Bidder must state the tire sizes to be provided.

Bidder's Response: _____

WARRANTY AND SERVICE REQUIREMENTS:

Five (5) year whole machine warranty. Less normal wear items such as brakes, wiper blades, light bulbs, and paint. Full power train components, adjustments, electronics and hydraulics. Whole machine warranty can run concurrent with basic warranty, shall be priced with 5 year service contract. Warranty work and service work to be done during regular working hours at the landfill job site. No Charges for travel time, mileages, standby fees, or other charges will be acceptable. Warranty should not contain deductibles or additional charges. Work to be done in a timely manner with minimal down time. Service contract to include vendor providing all oils and lubricants and filters to do all scheduled maintenance on the machine. The City of Rome will do any day-to-day routine maintenance and will use oils and lubricants as recommended by the vendor. Maintenance schedules to be worked out between landfill staff and vendor's shop personnel to comply with running times between services with the vendor's website keeping both vendor and the City of Rome informed of hours and service needs. All Warranty and service work is to be included in price of machine and the City of Rome should not be billed for any service or warranty work during covered period. All parts used in warranty repairs must be original equipment manufacturer parts. The bidder must provide an actual specimen of a warranty document.

Bidder's Response: _____

Request pricing of a guaranteed repurchased program after 5 years or 10,000 hours. If the City of Rome were to choose to sell or replace the machine—please provide estimate range of the value of the machine at that time.

Bidder's Response: _____

If machine is out of service due to warranty repairs or parts not available for more than 7 calendar days the vendor must provide a loaner truck at no charge.

Bidder's Response: _____

BID FORM

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

BID PKG. “026-16 –ARTICULATED DUMP TRUCK”

Quantity	Description	Unit Price
1	30 Ton Articulated Truck as specified	_____
1	5 year maintenance contract	_____

TOTAL COST: New Truck and 5 Year Maintenance Contract _____

Expected Delivery Date: _____

FOB delivery to: City of Rome Garage, 200 Vaughn Rd., Rome, GA 30161

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 **November 3, 2016 @ 11:00 a.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

STATE OF GEORGIA PROMPT PAY ACT AFFIDAVIT

THIS AFFIDAVIT IS TO ACCOMPANY THE BID

GEORGIA PROMPT PAY ACT: The Georgia Prompt Pay Act was enacted by the General Assembly in 1994 and took effect January 1, 1995. This act requires owners to pay contractors within 15 days of receipt of a pay request by the owner or the owner's representative. If payment is not made the owner shall pay the contractor 1% per month interest on the delayed payment. Additionally, the contractor must pay subcontractors within 15 days of receipt of payment from the owner.

This Act is Code Section 13-11-1 (Georgia Laws of 1994, p. 1398 par. 4)

Firm Name: _____

Signature: _____

Title: _____

Subscribed and Sworn to before me this _____ day of _____, 20 _____

Notary Public

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <small>Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.</small> <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
	5 Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number					
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 2%; border: 1px solid black; text-align: center;">-</td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 2%; border: 1px solid black; text-align: center;">-</td> <td style="width: 46%; border: 1px solid black; height: 20px;"></td> </tr> </table>		-		-	
	-		-		
OR					
Employer identification number					
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 2%; border: 1px solid black; text-align: center;">-</td> <td style="width: 73%; border: 1px solid black; height: 20px;"></td> </tr> </table>		-			
	-				

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here Signature of U.S. person ▶

Date ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

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 AFFIDAVIT

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

Name of Applicant Printed

SUBSCRIBED AND SWORN

BEFORE ME ON THIS THE

_____ DAY OF _____, 20_____

NOTARY PUBLIC
My Commission Expires: