



**REQUEST FOR PROPOSALS (No. 042-15)**

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**WATER AND SEWER UTILITY RATE STUDY  
FOR  
WATER & SEWER DIVISION  
PUBLIC SERVICES DEPARTMENT**

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The City of Rome, Georgia is requesting proposals from qualified consultants to perform a study of the existing rate structure for customers of the Water and Sewer Utility and to prepare a recommendation for future rates and/or rate structure that will generate sufficient revenue that will continue to sustain service delivery and preserve the stability of the enterprise fund on which it depends. The scope of services should include, but is not limited to, an evaluation of the costs of service delivery, an analysis of the customer base and their demand/usage of services, an evaluation of the needs for future funding of capital improvements and maintenance, and the commitments to debt service. The City of Rome reserves the right to accept, reject, and/or negotiate any or all proposals as determined by them to be in the City's best interest.

Proposals shall be received until **4:00 p.m. on Tuesday, August 4, 2015** in the Purchasing Department of City Hall, 601 Broad Street, Rome, Georgia 30161, at which time and place all Proposals will be publicly opened and acknowledged.

To obtain more detailed instructions concerning the scope of work, and information to be included in Proposals submitted in response to this Request visit the City of Rome website at <http://www.romefloyd.com>. Also, you may request the 'Instructions to Bidders for the Water and Sewer Utility Rate Study (RFP No. 042-15)' by e-mail to [bgilliland@romega.us](mailto:bgilliland@romega.us) or [Johnna Allen, jallen@romega.us](mailto:Johnna.Allen.jallen@romega.us) being sure to include your company name and mailing address.

CITY OF ROME, GEORGIA

By: William P. Gilliland  
Purchasing Director

## INSTRUCTIONS FOR BIDDERS

I. Proposals must be received by **August 4, 2015 at 4:00 p.m.**

II. Proposals must be delivered to:

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

III. Proposals must be sealed and marked:

**“Proposal for Water and Sewer Utility Rate Study – (RFP 042-15)”**

IV. Proposals must be complete and include:

- A. Completed Proposal Submittal as described in the Special Instructions
- B. Executed Affidavit of Non-Collusion
- C. Executed Certificate of Non-Discrimination
- D. Executed Bidder’s Declaration
- E. Executed Drug-Free Workplace Certificate
- F. Request for Taxpayer I.D. Number
- G. E-Verify Affidavit
- H. SAVE Affidavit

All Proposals submitted shall be subject to acceptance or rejection and the City of Rome specifically reserves the right to accept, reject, and/or negotiate any or all Proposals as determined by them to be in the City’s best interest.

Bidder shall submit all required forms and information simultaneously with sealed Proposals, 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 **August 4, 2015 at 4:00 p.m.**

## REQUIREMENTS FOR BIDDERS

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

Notice is hereby given that the City of Rome will receive sealed Proposals from interested parties until **August 4, 2015 at 4:00 p.m.** at its offices located at 601 Broad Street, Rome, Georgia 30162-1433.

Any Proposals received thereafter will not be considered.

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

The Bidder may be considered non-responsive if there is any alteration of, or departure from, the Proposal submittal as required by these Instructions or the Special Instructions, hereto attached.

The bidder to whom award is made will be notified at the earliest possible date. The City of Rome 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 City of Rome is not in a position to perform the contract, or whose name appears on the United States Comptroller General's list of ineligible contractors.

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

NOTE: Unless stated in the Proposal clearly to the contrary, it is assumed all provisions or specifications of these Instructions and Special Instructions will be met. Please note in the Proposal all exceptions.

BIDDERS DECLARATION

The Bidder understands, agrees and warrants:

That the Bidder has carefully read and fully understands the full scope of the Instructions to Bidders and/or 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 Proposal package.

That this Proposal may be withdrawn by requesting such withdrawal in writing at any time prior to **August 4, 2015 at 4:00 p.m.** but may not be withdrawn after such date and time.

That the City of Rome reserves the right to reject and/or negotiate any or all Proposals and to accept that Proposal 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 Proposal 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 Proposal.

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.

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BIDDER

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SIGNATURE

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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**

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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 AFFADAVIT

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: