



## MEMORANDUM

TO: Prospective Bidders

FROM: William P. Gilliland, Purchasing Director

RE: Request for Bid - 025-15

DATE: July 14, 2015

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Enclosed you will find the necessary information for preparing and submitting your bid for **One (1)- 25 Cubic Yard Rear Loading Garbage Truck for the City of Rome.**

The deadline for submitting your bid is **August 13, 2015 at 2:00 p.m. Local time.**

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

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William P. Gilliland  
Purchasing Director

## INSTRUCTIONS FOR BIDDERS

I. Bids must be received by **August 13, 2015 at 2:00 p.m.**

II. Bids must be delivered to:

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

III. Bids must be sealed and marked:

**“025-15- “25 Cubic Yard Rear Loader Garbage Truck”**

IV. Bids must be complete and include:

- A. Completed Bid Proposal Form
- B. Executed Affidavit of Non-Collusion
- C. Executed Certificate of Non-Discrimination
- D. Executed Bidder’s Declaration
- E. Request for Taxpayer I.D. Number
- F. E-Verify Compliance Affidavit Form
- G. SAVE Compliance Affidavit Form
- H. W-9 Form

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 **August 13, 2015 @ 2:00 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 **August 13, 2015 at 2:00 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 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

### **25 Cubic Yard High Compaction Rear Loading Body Equal to a Leach 2RIII and others that may be equal.**

**Note: The use of a specific brand name does not indicate a preference for that brand. It is intended to establish a level of function, quality and durability expected of products being submitted for consideration.**

It is the intent of these specifications to describe the minimum requirements for a refuse collection body of the rear loading design. The capacity of the refuse body shall be **25 cubic yards, inclusive of tailgate.**

The refuse body described shall meet the minimum specifications that follow. All bidders shall attach a statement that the unit offered meets exactly, or exceeds, these specifications, or list any exceptions fully and accurately.

The successful bidder shall supply features, which are regularly furnished as standard with this unit. The body shall conform in strength, quality of material and workmanship to that provided by the best manufacturing and engineering practices of the industry.

The bidder shall represent by his bid that all equipment bid is new and unused. It is required that the unit, as specified herein, shall be completely assembled, painted, and ready for operation.

#### **I. GENERAL:**

1. Refuse body to a minimum 25 cubic yards Capacity, exclusive of the hopper
2. Packer body capable of packing 1,000 pounds per Cubic Yard based on average household refuse.
3. Packer body must meet all applicable ANSI Z-245.1 safety standards.

**Bidders**

**Response:** \_\_\_\_\_

#### **II. BODY CONSTRUCTION:**

1. The roof and side sheets are to be one piece, 11 ga 80,000-PSI minimum yield strength steel throughout with no seams.
2. Roof and sides are to be joined together by one-piece formed corner ¼” 50,000-PSI minimum yield strength steel.
3. Body sides and roof must be curved design.
4. The floor sheets shall have a thickness of ¼” and be made out of 50,000-PSI minimum yield strength steel. The floor sheets are to have a formed flange, minimum 3” tall that ties into side sheet.
5. The floor support braces to be constructed of ½” x 6” steel bar 36000 PSI yield strength.
6. A poly side access door located at the left front corner of the body at floor level is to be provided. Opening is to be a minimum 30” x 32.5” and must slide rearward. Door to incorporate latch and locking mechanisms.

**Bidders**

**Response:** \_\_\_\_\_

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### III. BODY DIMENSIONS:

1. The overall height of body above the chassis frame is not to exceed 93<sup>1/2</sup>" (no mounting sills)
2. The maximum inside width is to be no less than 90"
3. The outside width is to be no more than 96"

**Bidders**

**Response:** \_\_\_\_\_

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### IV. EJECTION SYTEM:

1. Unloading by full ejection method only. Dumping or rising of the body is not acceptable. Control lever for ejection is to be located at the front, left side of the body.
2. The ejection cylinder shall be telescopic consisting of multiple stages: A variable (adjustable) externally piloted resistance valve, which controls packing density and cylinder retraction must be incorporated in the ejector panel/tailgate lift two spool valve assembly. No portion of the ejection forces shall be directed toward the body floor (downward)
3. The telescopic ejection system hydraulic cylinder must angle upward from its front mounting location to avoid forces being directed into the floor. Telescopic ejection cylinders mounted downward or horizontally are not acceptable. The case end of the cylinder must be attached to the ejection panel with full style bearing housing for easy removal and be secured approximately half way up the panel to counter the tipping forces applied to the ejection panel by the tailgate packing mechanism.
4. The ejector panel face sheet is to be minimum 3/16" thick, 50,000 PSI steel. The panel must withstand the packing mechanism forces and the ejection of highly compacted refuse.
5. The ejector panel is to travel the full length of the body and be equal in area to the cross section area of the body.
6. The ejector panel must be designed to act as a bulkhead against which refuse is compressed and incorporate a (diamond-shaped deflector structure" which enhances compaction by directing material entering from the packing mechanism toward the upper corner of the body.
7. The ejector panel shall travel on four 10 1/2" long poly shoes on the upper panel guide. These guide shoes must be replaceable without removing the ejection panel from body.
8. At no time may any portion of the ejector panel, when in its rearmost position, extend beyond the plane of the rear body opening.

**Bidders**

**Response:** \_\_\_\_\_

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### V. TAILGATE:

1. The tailgate is to be top hinged to the body at the roofline utilizing cast steel hinges. It is to be raised for load ejection by two, 4" bore, single acting "RAM style" cylinders mounted on the outside of the tailgate. Cylinders shall contain a restricting mechanism to prevent rapid descent of the tailgate and be manufactured with chrome-plated rods for added durability.
2. The tailgate is held in the closed position by two double lead thread screw clamps, one on each side of the tailgate. Clamps are to be equipped with a fast spin handle.

3. Two tailgate props (one each side) externally mounted shall be furnished. Tailgate to be open in the propped position a minimum of 24”.
4. An extruded rubber gasket is to be affixed to the tailgate to provide a watertight seal between the body and tailgate. Sealing must be effective up to a minimum of 49”.
5. Bolt-on riding steps are to be provided on each side of the tailgate, and 1” minimum diameter grab handles will be located in a convenient place for rider safety. The steps must be made of grip-strut open gate material and allow for a 4” vertical adjustment. Step must comply with ANSI standards.
6. The tailgate shall be equipped with a “tailgate ajar” switch with an indicator light in the cab. The purpose of this light is to indicate to the driver that the tailgate is not completely closed. The “tailgate ajar” switch with light must comply ANSI standards.
7. Tailgate top sheets are to be two-piece poly (for ease of removal no tools required) and secured by quick release type fasteners.
8. The tailgate loading sill must be 5” below the chassis frame after mounting.
9. Control lever for the tailgate lift is to be located at the front, left side of the body.

**Bidders**

**Response:** \_\_\_\_\_

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**VII. PACKING MECHANISM:**

1. The packer faceplate is to be a minimum of ¼” 80,000 PSI yield strength steel.
2. The carrier faceplate is to be minimum 3/16” 50,000 PSI yield strength steel.
3. Minimum two (2) double acting single stage, induction hardened, cushioned, 5.5” bore, carrier plate cylinders.
4. The packer and carrier plate cylinder must be mounted inside the tailgate.
5. The packing plate is to compact material into the body against the ejector panel and not into the forward portion of the hopper itself. Pre crushing of material in the hopper is not acceptable.
6. The upper carrier plate is to utilize rollers vs. slides for easy movement. Rollers are to be 5” diameter made from forged 415 steel inductions hardened to 57-60 “Rockwell C” and have greased fittings accessible from external roller access openings.
7. When the packing mechanism reaches the interrupt position, the packer plat must stop approximately 16” above the loading still to avoid a pinching action. The packing control handles must then be reactivated to complete the cycle. The packing control handles must be able to stop or reverse the packing mechanism at any position in the cycle.
8. The packing plate shall be protected from overload by an independent packer (load edge street sensing (circuit relief valve located the operating valve).

**Bidders**

**Response:** \_\_\_\_\_

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**VIII. HYDRAULIC SYSTEM:**

1. The hydraulic pump is to be a spur gear type with wear compensating side plates using hydraulic pressure to keep them properly tensioned and positioned to maintain a consistent fluid flow rate. Pump to be driven off engine crankshaft. Front mounted pump only. No trans PTO accepted.
2. The capacity of the pump must not be rated at less than 42 gallons per minute at 1200 rpm
3. A factory scaled relief valve is to be set a maximum of 2300 PSI.

4. There shall be an internally mounted 141 micron (100 mesh) suction strainer with built-in bypass.
5. A 10 micron filter with a visual indicator to show when the filter is in a bypass mode must be supplied.
6. The hydraulic oil reservoir to be located on the curbside, mounted on the body floor, and have an oil sight gauge located for easy viewing. Hydraulic lines to run on top of body from front to rear mounted on the lower part of roof crown, not making them the highest part of the unit.
7. The hydraulic oil reservoir to have a combination filler/breather cap the 10-micron air filtration.
8. The hydraulic oil reservoir shall supply adequate capacity to run all functions on the vehicle at a 15% grade.
9. The hydraulic system shall contain the following cylinders:
  - A. All cylinders to operate without direct contact with collected refuse.
  - B. All cylinders rods must be chrome plated to increase durability
  - C. Two packer plate and two carrier plate cylinders 5 1/2" bore, double acting, cushioned with a stroke of 30 5/16". These four cylinders must have fully welded hydraulic fittings. The cylinder rods must be induction hardened to a minimum 55 Rockwell "c" and chrome plated.
  - D. Two tailgate lift cylinders – 4" bore, single acting "RAM style" with a stroke of 32-11/16". Rods to be chrome plated.
  - E. Telescopic Ejection Cylinder  
25 yards = 6".5" x 4" Bore x 110" stroke.
  - F. 5 Year warranty on all cylinders
10. Hydraulic hose construction to be SAE approved with a burst pressure at least four times working pressure. All hydraulic connections to have o-ring face seals. No "JIC" or pipe fittings in high pressure or return lines.
11. All hydraulic tubing to be zinc and yellow chromate plated. Must pass 100-hour salt spray.
12. A manually operated control valve assembly utilizing direct mounted handles for ejection and tailgate lift is to be provided. This valve is to be located at the left front corner of the body. The valve is to incorporate the main system relief valve, which is set and sealed at the maximum pressure of 2300 PSI.
13. At no time shall control handles be inaccessible due to chassis components or configurations.
14. The packing mechanism-operating valve shall be a two-spool stack style hydraulic valve and incorporate self-contained pressure release detent end cap assemblies.
15. For ease of access, the valve assembly is to be located at the right hand side of the tailgate. The hydraulic valve work ports must point upward for ease of service. Also all hydraulic lines going to the main valve must be isolated by bulkhead style connections from all moving hydraulic lines.

**Bidders**

**Response:** \_\_\_\_\_

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**IX. CONTROLS:**

1. The manually operated controls for the packing mechanism are to be located curbside at the rear of the tailgate. An automatic throttle advance must be provided. The dual lever controls must have the capability of stopping, starting and reversing the packing mechanism. To avoid possible damage from rubbish, the dual lever control rods must be located outside the hopper.
2. A push-button switch that activates a buzzer in the cab is to be provided on both sides of the tailgate to signal the driver.
3. The tailgate lift and ejector controls, complete with a manually operated engine speed-up switch are to be located at the left front corner of the body.
4. PTO/pump controls are to be mounted inside the cab.

**Bidders**

**Response:** \_\_\_\_\_

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**X. LIGHTING & ELECTRICAL:**

1. Body lighting must comply with FMVSS#108 regulations.
2. For maximum visibility, a light panel above the hopper must also be provided, consisting of two 4" red stop/tail lights, two 4" amber turn signal lights, three individual ID lights, and one license plate bracket with light. All lights to be grommet mounted except utility and license plate lights. All lighting should be LED lighting.
3. Wiring to be enclosed in a pre-assembled sealed harness to meet SAE spec, J22223-1-2-3.
4. All electrical junction locations are to be within the body structure and must be weatherproof. Meeting SAE spec. J2202. All junction locations are to be located so no overhead access is required.
5. All wiring to be color-coded and labeled
6. A back-up alarm conforming to current ANSI standards must be provided. The alarm must also sound when the tailgate is not closed.
7. The unit should be equipped front (Cab & Chassis) and rear with Amber and White strobes; LED and flush mounted in body.

**Bidders**

**Response:** \_\_\_\_\_

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**XI. PAINTING:**

1. All metal burrs, weld residue and rough areas are to be ground off to a clean, smooth surface.
2. All body surfaces to be thoroughly washed with an iron-phosphate-based steam cleaning solution.
3. A coat of two-part epoxy rust-inhibiting primer is to be applied to all metal surfaces.
4. A high gloss two part polyurethane topcoat is to be applied. Color is to be **KELLEY GREEN W/ORANGE TAILGATE**
5. Top finish coat is to be baked on.

**Bidders**

**Response:** \_\_\_\_\_



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**XII. MOUNTING:**

1. Mounting is to be done at the factory of the body manufacturer.
2. Factory mounting to incorporate rear mounts, spring supported front mounts, with integral lateral restraints.

**Bidders**

**Response:** \_\_\_\_\_

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**XIII. DUAL CART TIPPERS**

1. 1 each mounted to each side of hopper capable of dumping all popular brands of cart. should be Baynes model MBTL180 that is low profile mounted, installs without cutting or weakening hopper sill, and has “breakaway” feature to prevent destruction of tipper in event of dragging if vehicle bottoms out on high ground or uneven roadways.

**Bidders**

**Response:** \_\_\_\_\_

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**XIV REAR MOUNTED CAMERA**

1. Vehicle must be equipped with an Intec single camera with heater, shutter and black and white monitor mounted in the cab.

**XV. WARRANTY:**

1. State all warranty

**Bidders**

**Response:** \_\_\_\_\_

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**SPECIFICATIONS**

**CAB AND CHASSIS**

The purpose of this specification is to describe the minimum requirements of a Cab and Chassis for the purpose of being used for the mounting and operation of a 25 yard high compaction refuse collection body and the requirements for the body to be mounted on the chassis. The components specified should be delivered as required as a complete unit ready for daily operation.

Truck must be diesel engine powered; new and of current model year. Chassis should be equal to a Freightliner M2 106 or others that may be equal. **Current published literature for the cab and chassis and collection body must be provided with the bid.**

- Conventional cab with tilt fiber glass front end. Cab must be setup for front mounted hydraulic pump with dry valve and over speed protection.
- No transmission mounted PTO unit will be acceptable.
- Cab must be factory air conditioned and also have fresh air heater and ventilation. It is to have full gauge package to include oil pressure, voltage or amp meter, brake air pressure, transmission temp gauge, and hour meter, AM/FM radio.
- Cab to have Bostrom type driver’s seat and a fixed passenger seat. Both in Dark Gray and Black or Charcoal vinyl material. Must have approved seat belts. A two passenger jump seat is required for middle.
- Both doors of Cab to have roll-up type glass not sliding windows. External grab handles to facilitate entrance and egress.
- Dual West Coast mirrors with spot mirrors.

**Bidders**

**Response:** \_\_\_\_\_  
\_\_\_\_\_

**Bidders Response**

**ENGINE:**

- Engine to be turbo charged **in-line 6 cyl. Diesel only**, liquid cooled, Min. Cummins ISL or Equal \_\_\_\_\_
- Minimum horse power 355 BHP \_\_\_\_\_
- Must be capable of having front mounted hydraulic pump driven off of crankshaft. \_\_\_\_\_
- Must have cold weather start aid \_\_\_\_\_
- Must be equipped with single element air cleaner with restriction indicator. \_\_\_\_\_

**Bidders Response**

- Must have low oil engine protection system
- Must be equipped with a minimum 80 gallon fuel capacity
- Engine manufacture's parts book and service manual

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**TRANSMISSION:**

- Transmission to be an Allison automatic 4560P

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**FUEL TANKS:**

- 80 Gallon Min.

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**FRONT AXLE:**

- Min. 18000 LBS
- Multi Leaf Springs

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**REAR AXLE RATIO:**

- Tandem rear axle.

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**REAR AXLE CAPACITY:**

- Tandem axles and springs rated at 44,000 lb. minimum
- Bushing should be Bronze
- Multi-leaf springs.

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**REAR SUSPENSION:**

- Hendrickson RT/RE type
- Refuse Service
- 54" Spacing

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**AIR BRAKES:**

- All wheels shall be equipped with outboard mounted drums and Rockwell "S" cam brakes
- Front brake shoes should be minimum 16.5" x 5" Q brakes with Haldex automatic slack adjusters or equal

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**Bidders Response**

- Rear brakes shoes 7” Q shoes and AUX spring brakes
- Brake drums Casteel type and outboard mounted
- Heated air dryer

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**POWER STEERING:**

- Variable ratio power either Sheppard or Bendix

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**TIRES AND WHEELS:**

- All tires to be tubeless
- All wheels to be Budd type rims for tubeless tires
- Front tires to be 315/80R,22.5 minimum 20 ply rating on Bud type **steel** tubeless wheels
- Rear tire to be 11r22.5 mud-lug 20 ply rating tubeless on **steel** Budd type wheels

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**PAINT:**

- Cab to be painted Kelly Green to match packer body
- Frame painted Black

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**MANUALS AND WARRANTY:**

- Shop manual and parts book must be delivered with unit
- All warranties and Optional extended warranties should be stated at the time of bid.

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Delivery of the complete unit to the City of Rome should be within 150 days after the order is placed. The cab and chassis/packer body must be prepped by an authorized factory dealership and documentation of that service must be presented upon delivery. Unit is to be FOB Delivered 200 Vaughn Road Rome, Georgia.

**BID FORM**

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

**BID PKG. “025-15----25 Cubic Yard Rear Loader”**

Quantity	Description	Unit Price	Total
1	Cab and Chassis w/ 25 Cubic Yard Rear Loader	_____	_____

TOTAL COST: \_\_\_\_\_

Expected Delivery Date----FOB Rome Georgia: \_\_\_\_\_

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 **August 13, 2015 at 2:00 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.

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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



**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.	<b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.		
	<b>2</b> Business name/disregarded entity name, if different from above		
	<b>3</b> Check appropriate box for federal tax classification; check only <b>one</b> 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) ▶ _____ <b>Note.</b> 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. <input type="checkbox"/> Other (see instructions) ▶ _____	<b>4</b> 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) _____ <i>(Applies to accounts maintained outside the U.S.)</i>	<b>5</b> Address (number, street, and apt. or suite no.)
	<b>6</b> City, state, and ZIP code	Requester's name and address (optional)	
	<b>7</b> 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.

<b>Social security number</b>									
-					-				
<b>Employer identification number</b>									
-					-				

**Part II Certification**

Under penalties of perjury, I certify that:

- 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
- 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
- I am a U.S. citizen or other U.S. person (defined below); and
- 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.

<b>Sign Here</b>	Signature of U.S. person ▶	<b>Date ▶</b>
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**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/w9](http://www.irs.gov/w9).

**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:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- 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
- 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**

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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: