



MEMORANDUM

TO: Prospective Bidders

FROM: William P. Gilliland, Purchasing Director

RE: Request for Bid - #044-15

DATE: August 13, 2015

Enclosed you will find the necessary information for preparing and submitting your bid for **Cab & Chassis w/ Sewer Jetter Body** for the City of Rome Street Department.

The deadline for submitting your bid is **September 8, 2015 at 3:30 p.m. Local time.** Any questions regarding this bid must submit questions in writing via e-mail to Bill Gilliland, bgilliland@romea.us. All questions and answers will be posted on line at www.romefloyd.com. It is the responsibility of interested parties to visit the site regularly to obtain any new information that may be provided.

If you need general information, please do not hesitate to call my office at 706-236-4410.

William P. Gilliland
Purchasing Director

INSTRUCTIONS FOR BIDDERS

I. Bids must be received by **September 8, 2015 at 3:30 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:

“044-15- Cab & Chassis/ Sewer Jetter 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 Form
- G. SAVE Compliance 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 **September 08, 2015 @ 3:30 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 **September 08, 2015 at 3:30 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.

Specification for Cab and Chassis with Sewer/Jetter System

The purpose of this specification is to establish minimum guidelines for a current production model cab and chassis with a combination sewer/jetter system mounted on the cab and chassis as a complete unit with accessories. The cab and chassis must be suitable and capable of transporting all equipment as specified. The chassis should be an Conventional Cab, International Dura Star or equal. The sewer jetter system must be of a similar/equal quality and function as the Vactor Ramjet with all accessories requested. The identification of a specific brand name does not indicate a preference for the brand. This reference is used only to establish a level of quality, function and reliability expected 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.

CAB AND CHASSIS SPECIFICATIONS:

1. The model of the cab and chassis shall be a 2015 or current production model International 4300 conventional cab or equal.

Bidders Response _____

2. The wheel base measurement, cab to axle and rear overhang will be determined by the bidder based on the proper mounting of the sewer/jetter unit for the cab and chassis.

Bidders Response _____

3. The engine for the cab and chassis should be an Inline six (6) Cyl, Cummins ISB series, 300 Horsepower. V-8's will not be accepted.

Bidders Response _____

4. The transmission for this cab and chassis shall be an Allison 2500 RDS, five (5) speed electronic transmission.

Bidders Response _____

5. The front axle for this cab and chassis should be a 12000 lb Dana Spicer or equal.

Bidders Response _____

6. The rear axle for this cab and chassis should be a minimum 22,000 lb. Dana Spicer or equal.

Bidders Response _____

7. The cab and chassis should have air brakes with appropriate CFM for proper operation with the equipment installed.

Bidders Response _____

8. This cab and chassis should have an air dryer appropriate to the system.

Bidders Response _____

9. The interior trim for this cab and chassis shall be of the vocational trim level, medium grey.

Bidders Response _____

10. The grille for this cab and chassis should be base model finish or better.

Bidders Response _____

11. The hood for this cab and chassis shall be of the forward tilting front-end type with the easy tilt and hood prop type.

Bidders Response _____

12. The horn for this cab and chassis shall be of the single electric type.

Bidders Response _____

13. The mirrors for this cab and chassis shall be of the dual West Coast type with a spot mirror and shall be painted white.

Bidders Response _____

14. This cab and chassis shall have factory tinted glass all around.

Bidders Response _____

15. The windshield wipers for this cab and chassis shall be of the two (2) speed intermittent electric type or better.

Bidders Response _____

16. This cab and chassis shall have an internal ventilation system.

Bidders Response _____

17. The front and rear tires for this cab and chassis shall be of the following:
Michelin—11R/22.5 Tubeless Steel Belted Radial Tires.

Bidders Response _____

18. The front and rear hubs for this cab and chassis shall be of the following:

- A. Two (2) Ten (10) hole steel 22.5 x 8.25 ISO Piloted Disc
- B. Four (4) Ten (10) hole steel 22.5 x 8.25 ISO Piloted Disc.

Bidders Response _____

19. This cab and chassis shall have the following standard equipment:

- Fresh air heater with all-weather ventilation.
- Electronic AM/FM stereo radio
- Left hand and right hand sun visors.
- Lap and shoulder seat belts.
- Drivers side national suspension LO-Back easy air seat or equal.
- Passenger side national non-suspension LO-Back easy air seat or equal.
- Ammeter, Air cleaner restriction gauge, Oil pressure, coolant temperature, fuel, speedometer and tachometer gauges, shall be of the electric type.
- Steering column mounted turn signal switch.
- Warning lights for the low oil pressure and high water temperature.
- Circuit protector fuses.
- Emergency Flashers.
- Two (2) rectangular halogen headlights.
- Five (5) Cab marker lights.
- Two (2) Taillights.
- Turn signal and side marker bombo lamps.
- 140 AMP internally regulated alternator.
- Two (2) 64 AMP batteries with a minimum of 1300 CCA.
- Vertical muffler system on the right hand side with exhaust rain cap(s)
- Electronic fuel pump.
- Fleetguard non-htd fuel/water separator.
- Twelve (12) Volt Delco starter or equal
- Electronic throttle.
- Steel fifty (50) Gallon L.H. step tank, mounted under cab.
- Full width front bumper
- Two (2) Mud Flaps.
- Factory Installed Air Conditioning
- Tow Hooks
- Air Horn
- Uni-Mount Wheels
- All other standard equipment not stated

Bidders Response: _____

SPECIFICATIONS

Cab and Chassis Mounted Sewer/Jetter System

This machine is designed for and capable of simultaneous high pressure jetting for removal of sand, grit, stones and other materials from storm sewers and catch basins. The machine will have a self-contained, 1500 gallon, water supply for use with a high pressure cleaner for breaking of blockages and removal of material.

The machine will be designed for ease of maintenance and be fully operational by one man and all controls will be located at an operator's station in front of the truck for convenience and safety. The will comply with all federal, state and local laws binding upon this type of equipment. The machine should be current production model of **Vector RamJet**.

Note: Bidders must note their compliance to the specifications in the space provided using the words "**YES**" or "**NO**". Deviations or changes must be noted and explained in detail on a separate sheet at the end of each section. The use of words such as "**exceeds, equal to or not required**" will not be acceptable in lieu of a detailed explanation.

Water Pump

Bidders Response

- High Performance Jetter Pump _____
- Three (3) Inch (3) "Y" strainer _____
- Water relief valve _____
- Engage/Disengage at the operator station _____

Water Tank

- The vessel shall be 304 Stainless Steel _____
- High Strength Elliptical Design _____
- Stainless steel baffles _____
- 24 inch inspection port _____
- 4 inch air gap with anti-splash valve _____
- 25 feet of water fill hose with couplers _____
- Water level sight gauge _____
- Two (2) inch drain valve at the rear of the unit _____
- Curbside ladder on the tank _____

Storage

- Tool tray curbside _____
- Weather Proof tool box _____

Washdown Equipment

Handgun with 35 feet of hose and coupler _____

Rear handgun connection _____

Middle connect for front hose reel _____

Standard Accessories

All standard accessories must be provided unless replaced by an optional item

30 degree sanitary nozzle _____

15 degree sand nozzle _____

Nozzle pipe assembly _____

Flexible hose guide _____

Jetter operations and parts manual _____

Hydrant Wrench _____

3- Fire Extinguisher _____

Lighting and Paint

D.O.T. Lighting System _____

White Enamel _____

Optional items to be included in the base price

1500 gallon stainless steel tank _____

Auto wind Hose Guide _____

Dual fill system _____

Front Mounted Reel System with 600 feet of 1 inch hose _____

100 GPM Pump _____

Additional Strobes front and rear _____

Rear Mounted, Cab operated Directional Arrow Board _____

Training

Product training will be provided upon delivery of new unit.
The purpose shall be to train operating and maintenance personnel
on the proper O & M procedures. _____

WARRANTY

The Provider shall state all of the warranties and the terms and conditions of the Warranties. The jetter unit should at least one-year warranty against defects in material and workmanship. The warranty will cover both parts and labor. All other warranties that exceed one year shall apply. State the physical location that warranty repairs occur.

Bidders Response _____

PARTS AND REPAIR

To ensure adequate availability of parts and competent service from experienced suppliers, the bidder must state the nearest location for service and parts. Provide the physical location address and location. Please note the approximate value of the spare parts at this location.

Bidders Response: _____

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. “044-15-Cab & Chassis/ Sewer Jetter Truck”

Quantity	Description	Unit Price	Total
1	Cab & Chassis/ Jetter Truck	_____	_____

TOTAL COST: _____

Expected Delivery Date: _____

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 **September 08, 2015 at 3:30 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

Request for Taxpayer Identification Number and Certification

Give this form to
the requester. Do
NOT send to IRS.

Please print or type	Name (If joint names, list first and circle the name of the person or entity whose number you enter in Part I below. See instructions on page 2 if your name has changed.)	
	Business name (Sole proprietors see instructions on page 2.) (If you are exempt from backup withholding, complete this form and enter "EXEMPT" in Part II below.)	
	Address (number and street)	List account number(s) here (optional)
	City, state, and ZIP code	

Part I Taxpayer Identification Number (TIN)	Part II For Payees Exempt From Backup Withholding (See Exempt Payees and Payments on page 2)																								
<p>Enter your TIN in the appropriate box. For individuals, this is your social security number (SSN). For sole proprietors, see the instructions on page 2. For other entities, it is your employer identification number (EIN). If you do not have a number, see How To Obtain a TIN below.</p> <p><i>Note: If the account is in more than one name, see the chart on page 2 for guidelines on whose number to enter.</i></p>	<p>Requester's name and address (optional)</p>																								
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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 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.

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 of underreporting interest or dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, the acquisition or abandonment of secured property, 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. (Also see Signing the Certification on page 2.)

Sign Here	Signature ►	Date ►
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Section references are to the Internal Revenue Code.

Purpose of Form.—A person who is required to file an information return with the IRS must obtain your correct TIN to report income paid to you, real estate transactions, mortgage interest you paid, the acquisition or abandonment of secured property, or contributions you made to an IRA. Use Form W-9 to furnish your correct TIN to the requester (the person asking you to furnish your TIN) and, when applicable, (1) to certify that the TIN you are furnishing is correct (or that you are waiting for a number to be issued), (2) to certify that you are not subject to backup withholding, and (3) to claim exemption from backup withholding if you are an exempt payee. Furnishing your correct TIN and making the appropriate certifications will prevent certain payments from being subject to backup withholding.

Note: If a requester gives you a form other than a W-9 to request your TIN, you must use the requester's form.

How To Obtain a TIN.—If you do not have a TIN, apply for one immediately. To apply, get Form SS-5, Application for a Social Security Card (for individuals), from your local office of the Social Security Administration, or Form SS-4, Application for Employer Identification Number (for businesses and all other entities), from your local IRS office.

To complete Form W-9 if you do not have a TIN, write "Applied for" in the space for the TIN in Part I, sign and date the form, and give it to the requester. Generally, you will then have 60 days to obtain a TIN and furnish it to the requester. If the requester does not receive your TIN within 60 days, backup withholding, if applicable, will begin and continue until you furnish your TIN to the requester. For reportable interest or dividend payments, the payer must exercise one of the following options concerning backup withholding during this 60-day period. Under option (1), a payer must backup withhold on any withdrawals you make from your account after 7 business days after the requester receives this form back from you. Under option (2), the payer must backup withhold on any reportable interest or dividend payments made to your account, regardless of whether you make any withdrawals. The backup withholding under option (2) must begin no later than 7 business days after the requester receives this form back. Under option (2), the payer is required to refund the amounts withheld if your certified TIN is received within the 60-day period and you were not subject to backup withholding during that period.

Note: Writing "Applied for" on the form means that you have already applied for a TIN OR that you intend to apply for one in the near future.

As soon as you receive your TIN, complete another Form W-9, include your TIN, sign and date the form, and give it to the requester.

What is Backup Withholding?—Persons making certain payments to you after 1992 are required to withhold and pay to the IRS 31% of such payments under certain conditions. This is called "backup withholding." Payments that could be subject to backup withholding include interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee compensation, and certain payments from fishing boat operators, but do not include real estate transactions.

If you give the requester your correct TIN, make the appropriate certifications, and report all your taxable interest and dividends on your tax return, your payments will not be subject to backup withholding. Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester, or
2. The IRS notifies the requester that you furnished an incorrect TIN, or
3. You are notified by the IRS that you are subject to backup withholding because you failed to report all your interest and dividends on your tax return (for reportable interest and dividends only), or
4. You do not certify to the requester that you are not subject to backup withholding under 3 above (for reportable interest and dividend accounts opened after 1983 only), or
5. You do not certify your TIN. This applies only to reportable interest, dividend, broker, or barter exchange accounts opened after 1983, or broker accounts considered inactive in 1983.

Except as explained in 5 above, other reportable payments are subject to backup withholding only if 1 or 2 above applies. Certain payees and payments are exempt from backup withholding and information reporting. See **Payees and Payments Exempt From**

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
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

Printed Name of Applicant

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

NOTARY PUBLIC
My Commission Expires

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/Company

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: