



MEMORANDUM

TO: Prospective Bidders

FROM: William P. Gilliland, Purchasing Director

RE: Request for Bid - #049-15

DATE: October 20, 2015

Enclosed you will find the necessary information for preparing and submitting your bid for **Brick Repair Myrtle Hill Cemetery and City of Rome Filter Plant**, Rome Georgia 30161.

The deadline for submitting your bid is **November 12, 2015 at 3:30 p.m. Local time. A pre-bid meeting will be held at the City of Rome Purchasing Department at 601 Broad Street on October 27, 2015 at 10 a.m.**

If you have further questions, 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 **November 12, 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:

“BID #049-15 Brick repair Myrtle Hill Cemetery and City of Rome Filter Plant”

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. Prompt Payment Affidavit
- F. Drug-Free Workplace Certificate
- G. Request for Taxpayer I.D. Number
- H. E-Verify Compliance Affidavit Form
- I. SAVE Compliance Affidavit 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 **November 12, 2015 at 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 **November 12, 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.

Specifications

Brick and Mortar Repair---Myrtle Hill

Myrtle Hill Cemetery is a historic cemetery located in Historic South Rome. The Historic Cemetery is in need of some structural and cosmetic repair. Over time the brick retaining walls that border and support burial plots have come to a deteriorated condition. The City of Rome has developed a project for improvement of several areas. Photos are provided. The goal is to use all of the old brick currently in place, install recycled brick similar to the existing, maintain the historical integrity and appearance of the area. The improvement consists of demolition, repairing, cleaning, re-pouring of foundations, replacement of old materials, etc. This specification is intended to describe the work requested. However, any item not stated that is clearly required for successful completion of this project is expected to be included in the bid submittal.

1. The contractor must provide all labor, tools, equipment and materials as necessary. The work consist of demolition, brick laying, cleaning mortar joints, stabilizing existing retaining walls and all other task related and necessary for completing the described project.

Bidders Response: _____

2. Wall #1—Disassemble the existing wall as necessary, salvage all brick and limestone coping. Inspect footing for stability. Pour a suitable footing if necessary. Rebuild from salvaged materials the wall and reset the limestone coping. Any additional materials that may be necessary to satisfactorily complete the rebuilding of the wall must match, as much as possible, the original materials. Wall #1 is approximately 26 feet x 30 feet in length

Bidders Response: _____

3. Wall #2—Section-A consists of an approximate 25 ft. section of the wall. Section A, clean mortar joints that are broken and in need of repair, install new mortar and seal the joints to insure that water cannot infiltrate and that the wall is stable. RegROUT and seal the coping with new mortar. Section- B consists of an approximate 25 ft. section of the wall. Disassemble the existing brick wall salvaging all materials possible. Inspect the footing and replace if necessary. Rebuild the wall with the existing materials. Any additional materials needed must match, as much as possible, the original materials.

Bidders Response: _____

4. Wall #3—Disassemble the wall salvaging all materials possible. Inspect the footing and replace if necessary. Repair and replace coping. Any additional materials needed must match, as much as possible, the original materials. Wall #3 is approximately 26 ft. by 13 ft.

Bidders Response: _____

5. Wall-4—Disassemble existing wall salvaging all materials. Inspect the footing and replace if necessary. Reassemble the wall with the salvaged materials. Any additional materials needed must match, as much as possible, the original materials. Wall #4 is approximately 8 ft. by 5 ft.

Bidders Response_____

6. Wall#5—Disassemble the remaining wall salvaging all materials possible. Inspect the footing and replace if needed. Reassemble the wall with the salvaged materials, repair and replace the coping as needed. Any additional materials needed must match, as much as possible, the original materials. Wall #5 is approximately 20 ft.

Bidders Response_____

7. Wall #6—Disassemble the remaining parts of the wall. Inspect the footing and replace if needed.. Reassemble the wall with the salvaged materials and additional materials if needed. Replace and repair the coping as needed. Any additional materials must match, as much as possible, the original materials. Wall #6 is approximately 20 ft.

Bidders Response:_____

Specifications

Filter plant wall repair and stabilization

Provide all labor, tools, equipment and materials to repair cosmetically and structurally as outlined in the attached engineering report and sketch.

Bidders Response:_____

General Conditions

The Myrtle Hill Cemetery is a Historic Downtown location. The work areas adjoins city streets and it is imperative that extreme care be taken to insure the safety of pedestrians and visitors in the area. These general conditions apply to the filter plant as well.

1. All areas adjacent to the work areas must be kept free from litter and work debris at all times. The contractor is responsible for providing a receptacle for waste and debris if a one is needed and for the cost of disposal.

Bidders Response:_____

2. The contractor is responsible for all work materials and equipment left on the premises during the work period.

Bidders Response: _____

3. Progress payments are authorized for this job with 10% retainage at all times. Payment for the final invoice will be paid within 10 days after acceptance and approval of the work.

Bidders Response: _____

4. A certificate of insurance must be provided before any works begin. Insurance must be in the amount of \$2,000,000 dollars liability with the City of Rome Georgia as the additionally insured.

Bidders Response: _____

5. The contractor must have workers compensation in accordance with the laws of the State of Georgia.

Bidders Response: _____

6. This project is funded by the City of Rome Capital Maintenance Fund .

Bidders Response: _____

7. The contractor will be required to utilize all universally recognized safety equipment and comply with all work safety requirements.

Bidder Response: _____

8. The contractor will be responsible for the cost and acquisition of all permits required for this job and must be properly licensed.

Bidders Response: _____

9. It is the responsibility of the contractor to conduct all field measurements and the conditions of the worksite.

Bidders Response: _____

10. Any questions that arise must be e-mailed to Bill Gilliland, bgilliland@romea.us . Responses will be posted on the City website www.romefloyd.com

Bidders response: _____

11. All addenda will be posted on the City of Rome website www.romefloyd.com and it is the responsibility of the contractor to periodically check the website so as to be aware of such addenda.

Bidders Response: _____

12. It is requested that contractors use as many local sub-contractors, laborers and material suppliers as possible in the performance of this work.

Bidders Response: _____

13. Is your firm a qualified Minority Business Enterprise or do you intend to employ any minority sub contractor?

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. “049-15” – Brick Repair Myrtle Hill Cemetery and City of Rome Filter Plant.”

Quantity	Description	Unit Price	Total
1 Lot	Filter Plant Repair	_____	_____
1 Lot	Myrtle Hill Wall #1	_____	_____
1 Lot	Myrtle Hill Wall #2	_____	_____
1 Lot	Myrtle Hill Wall #3	_____	_____
1 Lot	Myrtle Hill Wall #4	_____	_____
1 Lot	Myrtle Hill Wall #5	_____	_____
1 Lot	Myrtle Hill Wall #6	_____	_____

TOTAL: _____

Expected time required for completion _____

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 12 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

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

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 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:

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: