



MEMORANDUM

TO: Prospective Bidders

FROM: William P. Gilliland, Purchasing Director

RE: Request for Bid - #005-16

DATE: February 08, 2016

Enclosed you will find the necessary information for preparing and submitting your bid for **One (1) Cab and Chassis w/ Bucket Lift** for the City of Rome Traffic Department.

The deadline for submitting your bid is **March 03, 2016 at 3:00 p.m. Local time.**

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 **March 03, 2016 at 3:00 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:

“#005-16, CAB and CHASSIS w/BUCKET LIFT”

IV. Bids must be complete and include:

- A. Completed Bid Proposal Form
- B. Executed Bidder's Declaration
- C. Executed Certificate of Non-Discrimination
- D. Executed Affidavit of Non-Collusion
- E. Prompt Pay Act Affidavit
- F. W-9 Tax Identification
- G. Drug Free Work Place
- H. E-Verify Compliance Affidavit
- I. SAVE Compliance Affidavit

All bids submitted shall be subject to acceptance or rejection and the City of Rome specifically reserves the right to accept or reject any or all bids, to waive any technicalities and formalities in the bidding.

Bidder shall submit all required forms and information simultaneously with sealed bids, which forms and information become a part of the property of the City of Rome and will not be returned to bidders unless a written request to withdraw is received prior to **March 03, 2016 @ 3:00 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 **March 03, 2016 at 3:00 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
Bid 005-16
Traffic Department
One (1) 2016 Ford F-550, Cab and Chassis with Bucket Lift
Equal to a Altec Model AT37-G

The purpose of this specification is to describe a new, current model Ford F-550 cab and chassis, service body and an Altec Model AT37-G, Bucket lift. The use of a brand name does not indicate a preference for that brand. It is intended to establish a level of quality, function and reliability. The vehicle should be delivered ready to operate.

Bucket Lift Unit

Telescoping/articulating aerial device with compensated articulating arm, an insulated ISO-Grip system at the boom tip and continuous rotation, installed behind the cab.

- A. Hydraulic platform leveling system
- B. Hydraulic tool circuit at platform and tailshelf
- C. Emergency lowering valve at platform
- D. Single handle control at platform with safety interlock
- E. Two (2) operators and maintenance/parts manuals

Bidders Response: _____

ISO-Grip System:

The patented Altec ISO-Grip System (or equal) includes the following boom tip components that can provide an additional layer of secondary electrical contact protection. This is not a primary protection system.

1. **Control Handle:** An insulated single handle controller that is dielectrically tested to 40 kV AC with no more than 400 microamperes of leakage. The control handle is green in color to differentiate it from other non-tested controllers. The handle also includes an interlock guard that reduces the potential for inadvertent boom operation.
2. **Auxiliary Controls Covers:** Non-tested blue silicon covers for auxiliary controls.
3. **Control Console:** Non-tested non-metallic control console plate. **Boom Tip Cover:** Non-tested non-metallic boom tip covers. The covers are not dielectrically tested, but they may provide some protection against electrical hazards.
4. **Function,** single handle control system installed at the upper controls.

5. **Single, one-man platform** with 180 degree Rotator - End-mounted, 24" x 30" x 42", platform is rated at 350 pounds without liner. Platform rotates 180 degrees about boom tip.
6. **Reservoir**, 7-gallon capacity, installed on the pedestal with sight gauge on the reservoir.
7. **Engine**, Stop/Start, captive air located on the platform.

Bidders Response: _____

Unit and Hydraulic Accessories

Platform liner, 24" x 30" x 42"

Platform cover, 24" x 30", foam filled

Hydraulic oil, lubricants and filter installed

Pump, vane type, mounted to Power Take-off on chassis transmission

Cab Controlled heavy duty SAE power take-off, electrical shift installed with indicator light in cab, for automatic transmission. **Engaging power take-off will raise engine to proper RPM's to ensure proper pump operation.**

Bidders Response: _____

Service Body

Model LGS-108-60 or equal, Reading or Knap Heide may be an equal. Universal Low Profile General Service Body, suitable for installing on dual rear wheel chassis with as 60" VCA dimension, built with the following:

A. Body – Fabricated from hot zinc-dipped galvanized steel with 100% iron-zinc alloy coating.

1. 20 gauge double panel doors
2. 16 gauge outside panels
3. 16 gauge end panels
4. 18 gauge shelving
5. 12 gauge steel floor, formed treadplate

B. Body Dimensions:

1. 108" overall length
2. 94" outside width
3. 40" body height
4. 20" compartment depth
5. 54" floor width

Body (Cont.)

C. Compartmentation – Curbside:

First Vertical – Five (5) swivel material hooks all swivel type.

Horizontal – Vacant with exception of through shelf

Rear Vertical – Two (2) adjustable shelves with removable divider on 4” centers

Through Shelf – Full length fixed shelf with hotstick brackets and rear access door

D. Compartmentation – StreetSide:

First Vertical- Two (2) adjustable shelves with removable dividers on 4” centers

Horizontal – One (1) removable shelf with removable divider on 8” centers

Rear Vertical- Four (4) swivel material hooks.

Additional items:

- Hotstick compartment built in body, opening from rear, curbside, including access door and two (2) hotstick brackets
- 5” drop in metal tailgate
- Master body locking system

Bidders Response: _____

Body Accessories

94” long 29” wide x 8” tall treadplate tailshelf with wheel chock holders, one each side, installed at rear of body.

Combination 2” ball and pintle hook installed on the frame extension. To also include two (2) safety chain eyes installed one each side of pintle hook

Grab handle installed at curbside rear corner of tailshelf and rear vertical surface of body

Nu step installed at curbside rear corner of tailshelf

Splash aprons (mud flaps) installed behind rear tires. One each side of body.

Boom storage support installed at streetside rear of cargo area. Installed as close to streetside cargo area wall as feasible to maximize access to cargo areas.

Platform rest, rubber tube type, Installed directly on tailshelf, bolted and positioned under platform for support of platform during transit.

Body Accessories (Cont.)

Torsion bar installed in conjunction with rear axle

Torsion bar installed in conjunction with front axle.

(Note: Ford Chassis only) If the chassis is a 4x4, then a torsion bar cannot be used in conjunction with the front axles for stability. Appropriate counter weight will be added to achieve stability.

Bidders Response: _____

Electrical Accessories

650-40211 Start/stop control module installed in conjunction with the unit and chassis.

Lights and reflectors in accordance with FMVSS #108 lighting package.

6-way trailer plug installed at rear of body. Plug receptacle is mounted streetside top of frame extension and to include protective covering.

Amber strobe light with brush guard, installed on vertical post on streetside behind cab, visible above cab roof, with master switch and indicator light in cab.

97 Db back-up alarm installed between chassis frame rails. Back up alarm to activate when chassis is in reverse, or when outriggers are in motion.

Bidders Response: _____

Final Assembly

Paint accessories one color white to match chassis cab.

Five pound fire extinguisher with mounting bracket. Shipped loose in rear vertical curbside compartment

Triangular reflector kit shipped behind bench seat in chassis cab.

Fall Protection System to include one extra large body harness and six foot fixed length decelerating type lanyard. Harness has tongue buckle type strap for leg, waist and shoulder. Decelerating lanyard has 1" nylon webbing with rip-stop decelerating device.

Final Assembly (Cont.)

Wheel Chocks, pair, rubber, 10" L x 8" W x 5 3/4" H

Safety and Instructional signs installed. To comply with all ANSI and OSHA standards.

Apply black non-skid coating to top of tailshelf, cargo area floor and any open treadplate area.

Bidders Response: _____

SPECIFICATIONS

Bid 005-16

One (1) 2016, F-550 XL, Two Wheel Drive, Standard Cab with Lift Bucket

The purpose of this specification is to describe a cab and chassis suitable for mounting a bucket lift. The chassis should be equal to a current production model Ford F-550, Standard Cab. The use of a brand name does not indicate a preference for that brand. It is intended to establish a level of quality, function, and reliability.

Bidders Response

300 Horsepower, 6.7 L, Power Stroke Turbo Diesel Engine w/block heater _____

Automatic (Ford Electronic Overdrive Five-Speed transmission)
w/PT) provision _____

141" Wheelbase w/60" CA _____

19,500 GVWR _____

7,000lb Mono-Beam front axle w/6,500lb front coil springs _____

11,500 single-speed, full floating, rear axle w/4.88 ratio _____

13,000lb rear-leaf suspension, including 900lb auxiliary _____

Hydraulic Disc Brakes w/4 Wheel ABS _____

Power Steering w/Super Engine Cooling package _____

Driver and passenger side air bags _____

Oxford White Exterior w/HD vinyl bench seat (Medium Stone)
Folding seat _____

Trailer Tow Mirrors _____

Full Instrumentation including tachometer and Interval Wipers _____

Dual batteries 78 AMP alternator _____

Six LT225/70R19.5G Tires (Traction tread in rear only) _____

10H steel disc wheels 19.5" x 6.0" _____

40 gallon fuel tank, Aft-Axle Tank _____

Air conditioning _____

AM/FM stereo _____

XL Décor Package _____

UNIT TO BE DELIVERED FOB CITY OF ROME, GEORGIA, 100 VAUGHN ROAD, PUBLIC WORKS DIVISION

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. “005-16 – Cab and Chassis with bucket lift”

Quantity	Description	Unit Price	Total
1	Cab and Chassis. w/Bucket Lift	_____	_____

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 **March 03, 2016 at 3:00 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.

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 AFFIDAVIT

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of the City of Rome, Georgia has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A, § 13-10-91 (b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification number
(Not Required if Less than 10 Employees)

Signature (if less than 10 employees)

Date of Authorization

Name of Contractor

Name of Project

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, _____, 20____ in _____(city) _____ (state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

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

NOTARY PUBLIC
My Commission Expires:

CITY OF ROME, GEORGIA

SAVE COMPLIANCE AFFIDAVIT

O.C.G.A § 50-36-1(e) (2) Affidavit

By executing this affidavit under oath, as an applicant for a (n) Contract or Services, as referenced O.C.G.A. C. § 50-36-1, from the City of Rome, Georgia, the undersigned applicant verifies one of the following with respect to my application for a public benefit:

- 1) _____ I am a United State citizen.
- 2) _____ I am a legal permanent resident of the United States
- 3) _____ I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act with an alien number issued by the Department of Homeland Security or other federal immigration agency.
My alien number issued by the Department of Homeland Security or other federal immigration agency is: _____.

The undersigned applicant also hereby verifies that he or she is 18 years of age or older and has provided at least one secure and verifiable document, as required by O.C.G.A. § 50-36-1(e) (1), with this affidavit. The secure and verifiable document provided with this affidavit can best be classified as:

_____.

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. § 16-10-20, and face criminal penalties as allowed by such criminal statute.

Executed in _____ (city), _____ (state).

Signature of Applicant

Name of Applicant Printed

SUBSCRIBED AND SWORN

BEFORE ME ON THIS THE

_____ DAY OF _____, 20_____

NOTARY PUBLIC

My Commission Expires: