



## MEMORANDUM

TO: Prospective Bidders

FROM: Johnna M. Allen, Purchasing Director

RE: Request for Bid - #030-16

DATE: July 27, 2016

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Enclosed is the necessary information for preparing and submitting your bid for **One (1) Front Loader Maximum 35 yd. Refuse Collection Truck** for the City of Rome. All questions regarding this bid should be submitted via e-mail to Johnna Allen, [jallen@romea.us](mailto:jallen@romea.us). All questions and answer will be posted on the City of Rome website [www.romefloyd.com](http://www.romefloyd.com). It will be the responsibility of interested parties to visit the website often to receipt of any new information that may be made available.

The deadline for submitting your bid is **September 8, 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.

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Johnna M. Allen  
Purchasing Director

## INSTRUCTIONS FOR BIDDERS

I. Bids must be received by **September 8, 2016 at 3:00 p.m.**

II. Bids must be delivered to:

City of Rome – Purchasing Department  
Attention: Johnna M. Allen  
601 Broad Street  
P.O. Box 1433  
Rome, Georgia 30162

III. Bids must be sealed and marked:

**“030-16--Front Loader Refuse Truck”**

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 Payment Affidavit
- F. Request for Taxpayer I.D. Number
- G. Drug-Free Workplace Certification
- 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 **September 8, 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 **September 8, 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 be 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

**One (1) Cab and Chassis w/Front Loading Refuse Collection Body. The body to be provided should be equal to or better than a 33 - 34 yard Mammoth, Wittke or equal brands. The brands named do not indicate a preference for these brands. It is intended to represent a level of function, quality and performance expected of the equipment being bid.**

These specifications describe a hydraulically actuated partial pack Front Loader with a container hoisting device capable of handling 1 – 12 Cubic Yard Container with side pockets. The body shall be capable of compacting and transporting refuse to a landfill or transfer station and discharging the load by means of hydraulically ejecting the load from the body.

All equipment furnished under this contact shall be new, unused and the manufacturer's current production model. Accessories not specifically mentioned herein, but necessary to furnish complete unit ready for use, shall also be included. Unit shall conform to the best practice known to the body trade design, quality of material and inter-changeable throughout the entire quantity of units as specified in this invitation to bid. The equipment furnished shall conform to ANSI Safety Standards Z245.1-2007.

### Bidders Response

#### CAPACITY

1. The Partial Pack Front Loader Body shall have a minimum 34 cubic yard capacity, including the receiving hopper. The body and the hopper should be a maximum of 35 cubic yards. \_\_\_\_\_
  
2. The hopper should have a capacity of twelve (12) cubic yards. \_\_\_\_\_

#### CONSTRUCTION:

1. Packer Body will have flat hopper and body floor with curved roof and body sides and of overhead loading design. Hopper will be designed to properly handle containers from 1 - 12 cubic yard capacity. \_\_\_\_\_

#### ROOF:

1. Minimum 10 gauge high tensile steel sheet (80,000 PSI minimum yield). \_\_\_\_\_

#### SIDE WALLS:

1. Lower Hopper sides: minimum 3/16" RQC 321 abrasion resistant steel plate, 150,000 PSI minimum yield. \_\_\_\_\_

**Bidders  
Response**

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2. Upper Hopper sides: minimum 12 gauge high tensile steel sheet  
80,000 PSI minimum yield.

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3. Body Sides: minimum 10 gauge high tensile steel sheet, 80,000 PSI  
minimum yield.

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**FLOOR:**

1. Hopper Floor: Minimum 1/4" RQC 321, 150,000 PSI minimum yield.

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2. Body Floor: Minimum 3/16" RQC 321, 150,000 PSI minimum yield.

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3. Dual Hopper sump with sump doors on both sides to clean behind  
the packer without entering the body.

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**ROOF AND SIDE REINFORCING:**

1. Upper longitudinal corner brace shall be 11 gauge 80,000 PSI  
minimum yield 4" x 6" deep formed channel fully welded to  
the roof and body side sheets.

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2. Lower longitudinal corner brake shall be 11 gauge 80,000 PSI  
minimum yield 4" x 15" deep formed channel fully welded to the  
body side sheets.

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3. Forward vertical body side bolster shall be 3/16", 80,000 PSI  
minimum yield 6.72" x 7" deep formed channel conforming to  
the body sides.

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4. Rear vertical body side bolster shall be 3/16", 80,000 PSI  
minimum yield 6.7" x 5" deep formed channel conforming to the  
curved body sides and fully welded to the body sides.

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**HOPPER SIDE REINFORCING:**

1. The bottom side brace shall be 11 gauge formed 7 5/8" x 1 3/4" channel, 80,000 PSI minimum yield. 

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2. Lower and Intermediate Side Bracing: minimum of six (6) 11 gauge 80,000 PSI minimum yield 7 1/4" x 1 3/4" formed angles of lap construction. 

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3. Upper hopper side braces (2) shall be 11 gauge formed 5 3/4" x 1 7/8" channel, 80,000 PSI minimum yield. 

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4. All external welds of hopper side bracing shall be continuous full seam. 

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**FLOOR REINFORCING:**

1. Shall be 5" x 4" formed channel approximately 15" center. Cross members shall be full width, single piece construction. 

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2. Forward body area cross members shall be minimum 7 gauge 80,000 PSI minimum yield, all others 11 gauge 80,000 PSI minimum yield. 

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3. Cross members shall interlace with body longitudinally to fully support the floor. 

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**BODY LONGITUDINAL (LONG MEMBERS):**

1. Shall be minimum 3/16" 80,000 PSI minimum yield formed box section. 

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**SIDE ACCESS DOOR:**

1. The side access door shall be located at the front street side of the body with a minimum opening of 27" x 31" (837 sq. in.). Steps and grab handles shall be provided for ease of entry. An electrical inter-lock shall be provided to disable the pump whenever the side door is open. 

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**ROOF ACCESS LADDER:**

1. A ladder shall be provided on the rear of the tailgate for access to the body roof. Steps must be of "non-slip" material and bottom step must be no higher than 28" above ground.
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**SLIDING TOP DOOR:**

1. A hydraulically actuated sliding top door will be provided to cover the hopper for traveling to the discharge side.
  2. The top door cylinder shall be double acting and have minimum 2 1/2" bore x 90" stroke with a 1 1/2" diameter chrome plated rod.
  3. The top door cylinder must carry a five (5) year warranty.
  4. An in-cab mounted light will be provided to indicate when the top door is not fully open.
  5. Top door to be constructed of 12 gauge hot rolled sheet with 2" x 2" x 1/8" structural tube frame.
  6. The door hat channel guide track shall be constructed of a minimum 7 gauge 80,000 PSI minimum yield steel.
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**PACKING MECHANISM:**

1. A hydraulically actuated packer traversing a minimum of 83 1/2" into the body, from the front head, shall clear the hopper of material with a minimum cycle time of twenty-six (26) seconds.
  2. The lower packing panel face will be a minimum 3/16" RQC 321 150,000 PSI minimum yield, abrasion resistant steel plate. The upper vertical face will be a minimum 7 gauge, 80,000 PSI minimum yield. The packer will be reinforced with a combination of structural members for maximum rigidity. the body sides.
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**PACKING MECHANISM GUIDE RAILS:**

1. The hopper zone packer guide rails (2) in the side of the body shall be comprised 3/8" 50,000 PSI minimum yield formed channel welded to 3 1/2" x 3 1/2" x 3/16" ASTM A500 grade B structural tubing on each side of the body. The structural tubing shall be of a continuous piece the full length of the hopper, 128" long. 

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2. Abrasion resistant wear bars (145,000 minimum yield) shall be clad to the hopper zone guide rails, each side, in the following manner: 

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3. Bottom (Lower) Track Wear Bar, 1/4" thick x 3 1/2" wide located 3 1/2" above floor at corner. 

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4. Top (Upper Surface) track wear bar, 1/4" x 2 1/2" wide. 

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5. Outer (Vertical Surface) track wear bar, 1/4" thick x 2 1/2" wide. 

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6. The ejection zone guide rails shall be 1/4" 80,000 PSI minimum yield formed channel welded to the full length 3 1/2" x 3 1/2" x 3/16" ASTM A500 grade B structural tube. A 1/4" x 2 1/2" H.R.S. wear bar shall be welded to the inside vertical surface of the structural tube. 

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7. The packer panel shall be guided on each side of the body with 3" x 6" x 1/4" ASTM A500 Grade B structural tubing clad with 145,000 PSI minimum yield abrasion resistant wear bars in the following manner 

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8. Bottom (Lower) Packer Panel wear bar to be 3/8" thick x 3" wide x 41" long. 

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9. Top (Upper Surface) Packer Panel wear bar to be 1/4" thick x 3" wide x 41" long. 

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10. Vertical surface packer panel wear bars (2 each side) located below the structural tubing shall be 1/4" thick x 2" wide x 8" long. 

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**Bidders  
Response**

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11. The Packer Panel shall be provided with bolt-on lugs for each of the two (2) packing cylinders. The cylinders shall be attached to the packer panel lugs via two inch (2") diameter pins. Cylinder removal by removing the entire bolt-on lugs. The lugs shall be attached to the packing panel with six (6) 3/4" diameter bolts for each lug assembly.

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12. The body front head shall also be provided with bolt-on lugs for packing cylinders. The lugs shall retain cylinder pins with four (4) 3/4" diameter bolts.

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13. The packer will be hydraulically actuated by two (2) double acting telescopic cylinders with 5 1/2" bore x 182" stroke (151" stroke on 28 YD3 Units).

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14. Packer cylinders shall have spherical bearings both ends

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15. Packing Force: minimum cylinder compacting force shall be 105,000 pounds.

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16. Packer cylinders shall carry a full five (5) year warranty.

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**BUSTLE TAILGATE:**

1. Tailgate must be one piece, top hinged and shall open approximately 30 degrees above horizontal.

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2. The tailgate shall be constructed of a minimum 11 gauge 80,000 PSI minimum yields on rear and side walls.

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3. The tailgate shall be reinforced by a minimum 1/4" 80,000 PSI yield, horizontal boxed braces.

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4. The tailgate will be secured to the body by two (2) sets of hinges with 2" hinge pins at the roof line.

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5. A heavy duty rear door positive seal of rubberized gasket material will be installed the full length of the bottom and 68" up the sides of the tailgate to prevent leakage.

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**Bidders  
Response**

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6. The tailgate shall be secured in the closed position by means of a fully automatic latching mechanism actuated by a separate control in the cab.  

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7. The tailgate shall be raised and lowered hydraulically actuated by two (2) double acting cylinders with a minimum bore of 3" x 28 1/4" stroke with 1 1/2" diameter chrome plated rod cylinder design shall also include an orifice fitting in the base port which will prevent the rapid descent of the tailgate in the event of a hydraulic failure.  

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8. The tailgate raise cylinders shall carry a full five (5) year warranty.  

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9. The tailgate shall be locked by two (2) lock cylinders with a minimum bore of 3" x 3 5/8" stroke with 1 1/2" diameter hardened chrome plated rod. Lock and tailgate raise cylinders shall be actuated by separate controls in the cab.  

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10. The tailgate lock cylinders shall carry a full five (5) year warranty.  

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11. All lights will be recessed into the tailgate with the lens flush with the outer skin. Clearance, backup and directional lights shall be a Lexan Lens, shock mounted in a protective housing. The whole unit will be "pop-out" and replaceable. All vehicles will meet FMVSS #108 and State Lighting Reflector Requirements.  

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12. An in-cab light and audible alarm will be provided to indicate that the tailgate is not fully closed and locked.  

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**LIFT ARMS:**

1. The lift arms will be 3" x 8" box reinforced type construction rated and capable of lifting 8,000 pound gross container and payload.  

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**Bidders  
Response**

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2. Lift arms shall be capable of lifting a loaded container from a truck dock with 10' maximum pocket height. \_\_\_\_\_
  
3. Lift arm cycle time will be approximately 18-20 seconds. \_\_\_\_\_
  
4. Pick-up, Dump and Disengagement will be done without the need for assistance and without the driver leaving the cab. \_\_\_\_\_
  
5. The lift arms, during the dump cycle must not obstruct or interfere with the opening of the truck cab doors on either side. \_\_\_\_\_
  
6. Two (2) 3" x 8" rigidly constructed lift arms will be welded to a 4 1/2" diameter rear torque tube. \_\_\_\_\_
  
7. The arm torque tube will be mounted in four split bearing blocks with four replaceable split bronze bushings with grease provisions. The split bearing blocks will be rigidly. \_\_\_\_\_
  
8. The lift arms will be hydraulically actuated by two (2) double acting cylinders 4 1/2" bore x 41 1/2" stroke with a 2 1/2" diameter induction hardened and chrome plated rod. \_\_\_\_\_
  
9. The cylinders will be located outside the body at the body floor level and directly attached to the lift arms. \_\_\_\_\_
  
10. The arm cylinders shall carry a full five (5) year warranty. \_\_\_\_\_
  
11. Two (2) 1 1/2" high tensile, 50,000 PSI minimum yield forks shall be welded to a 4 1/2" O.D. x 3/8" wall C-1018 seamless tubing. Fork cross shaft assembly. \_\_\_\_\_
  
12. Fork Cross Shaft Assembly shall be attached to the arms with two (2) split bearing blocks with replaceable split bronze bushings fitted with grease provisions. \_\_\_\_\_

**Bidders  
Response**

13. The forks will be hydraulically actuated by two (20 double acting cylinders, 4" bore x 25" stroke with a 2" diameter induction hardened and chrome plated rod.

\_\_\_\_\_

14. The fork cylinders shall carry a full five (5) year warranty.

\_\_\_\_\_

15. The forks shall be designed to provide the necessary dump angle to assure complete discharge of materials from the refuse containers.

\_\_\_\_\_

16. The lift arms shall be brought to a smooth stop in the raised and lowered position by use of a cam operated deceleration valve. An acceleration valve shall be provided to control lowering of the arms to the pick-up position.

\_\_\_\_\_

17. Heavy duty bolt-on hard rubber arms stops located at the side of the body will cushion and prevent over travel of the lift arms.

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18. Maximum height with the lift arms raised in the full up and forks fully tucked position will be 13' 6" (based on a chassis rail height of 42").

\_\_\_\_\_

19. An in-cab mounted warning light will be provided to indicate when any part of the arms are raised above the body.

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**HYDRAULICS:**

1. The maximum operating pressure of the system will be 2500 PSI.

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2. A heavy duty gear pump shall be provided with a rated capacity of 50 GPM @ 1300 RPM mounted on the front of the truck and driven by the truck engine crank shaft. Pump to have dry valve and over speed protection and capable of operating hydraulic system while vehicle is moving at low speeds.

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3. All hydraulic tubes will be securely clamped to prevent vibration, abrasion and excessive noise.

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**Bidders  
Response**

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4. All hydraulic hoses shall conform to S.A. E. Standards for designed pressure. Bends shall not be less than recommended by S.A.E. Standards. Flat spots in hoses will not be acceptable.

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5. The hydraulic oil reservoir shall have a minimum capacity of 47 gallons filled with 41 gallons of hydraulic fluid.

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6. The tank shall be complete with a screened fill pipe and cap, filter breather, clean out cover, shut off valve and oil level sight and temperature gauge.

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7. The hydraulic system shall be protected by a ten (10) micron in tank, return line filter along with a 100 mesh (140 micron) reusable oil strainer in the suction line.

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8. The return line filter shall also include an in-cab filter by-pass monitor which shall alert the operator or service personnel when the filter is in need of replacement delivered. Unit shall have two (2) spares of each replaceable hydraulic filter needed by this unit.

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9. A hydraulic pump shut down system shall also be included which shall prohibit prolonged operation of the hydraulics when the filter is in the by-pass mode.

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10. The main control valve will be a six (6) section stack valve with relief to prevent overload damage. Valve capacity will be minimum 50 GPI @ 2500 PI and designed to properly operate all hydraulic components.

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**CONTROLS:**

1. Arm, Fork, Packer, Top Door and Tailgate raise controls shall be joy stick type either air or air over electric based on the body manufacturer recommends for best operator control. No manual levers or cable controls to valve body.

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2. All tail gate and top door functions shall have proper warning lights etc. for safe operation and operator's knowledge of equipment positioning.

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**ELECTRICAL:**

1. A PLC (Programmable Logic Controller) Electronic Controls Center shall be provided to monitor system functions. The PLC shall be installed inside the truck cab and shall possess self-diagnosing error codes which identify the trouble source. Both audio and LED outputs must be made available to aid in locating trouble source.  

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2. All electrical wiring connectors to be automotive double-seal, with wiring in split convoluted loom. All wiring connections to be soldered with rubber molded covering or crimp type connectors with shrink wrap. Unprotected wiring in any application is unacceptable.  

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3. All switches not manually operated shall be proximity in type. Mechanical switches are not acceptable.  

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**LIGHTING:**

1. Clearance, Back-up and Directional lights shall be Lexan Lens, shock mounted in a protective housing. The whole unit shall be "pop-out" and replaceable LED lighting. Dual hopper work lights. Dual flood lights on cab. Dual container work lights. Dual flashing 7" LED lights mounted high on tailgate.  

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2. All lights shall be provide in accordance with FMVSS #108, plus mid body turn signals on each side of the body and a center brake light on the rear.  

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**REAR UNDER RIDE GUARD:**

1. The body shall be equipped with a rear under ride guard as standard equipment. Must meet Federal Motor Carrier Safety Regulation (49CFR393.86).  

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**Bidders  
Response**

**PAINTING:**

1. The entire body shall be properly cleaned of all dirt, grease and weld slag. Cleaning shall be in keeping with accepted industry practices.
2. A liberal coat of Sikkens Washprimer Red Self Etching Primer is to be applied.
3. Top coat finish shall be Sikkens Autocryl, Acrylic Urethane Enamel. Truck Cab and Packer Body to be Kelly Green., Tailgate Hopper to International Orange.

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**CHASSIS:**

1. Chassis supplied with packer body must be new current model year. Packer vendor shall ensure the frame meets all their requirements for correct, safe operation of truck for the purpose it is intended.

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**CAB:**

1. Cab over type truck chassis must have the following to meet the requirements of the City of Rome Solid Waste Department.
2. Cab of Truck to be of current model year. New, no demo or used model.
3. Cab must be setup for front mounted hydraulic pump with dry valve and over speed protection.
4. Cab must be Air Conditioned and also have fresh air heater and ventilation.
5. Cab is to have full gauge package to include oil pressure, voltage or AMP meter, brake air pressure, transmission temp gauge and hour meter as well as AM/FM radio.

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**Bidders  
Response**

6. Cab to have Bostrom type driver's seat and a fixed passenger seat. Both in dark gray and black or charcoal vinyl material.
7. Both doors of cab to have roll up type glass; not sliding windows. External grab handles to facilitate entrance and egress.
8. Dual West Coast Mirrors.

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**ENGINE:**

1. Engine to be a Cummins ISX Series turbo charge in line 6 cyl. 12 Litre Diesel, liquid cooled or equal.
2. Minimum Horse Power 345 BHP
3. Must be capable of having front mounted hydraulic pump driven off of crank shaft.
4. Must have cold weather start aid.
5. Must be equipped with single element air cleaner with restriction indicator.
6. Must have Low Oil Engine Protection System.
7. Engine Manufacturer's parts book and service manual.

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**TRANSMISSION:**

1. Transmission to be an Allison Automatic Model HD 4560 capable of matching with a diesel engine of minimum 345 BHP.
2. Transmission to have external cooler if Allison recommends it.

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**REAR AXLE RATIO:**

1. Tandem Rear Axle ratio should be 4.17

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**Bidders  
Response**

**REAR AXLE CAPACITY:**

1. Tandem axles and springs rated at 46,000 lb. minimum.  
Bushings should be bronze. Multi Leaf Springs.

\_\_\_\_\_

**FRONT AXLE CAPACITY:**

1. Front Axle should be minimum 20,000 lb. Front springs should be Multi Leaf with 20,000 lb. capacity.

\_\_\_\_\_

**AIR BRAKES:**

1. All Wheels shall be equipped with Outboard mounted drums and Rockell "S" Cam Q brakes. Front brake shoes should be minimum 16.5" x 5" Q Brakes with Haldex Automatic slack adjusters. Rear Brake shoes 7" Q shoes and Aux Spring Brakes. Brake drums cast steel type and Outboard mounted. Heated Air Dryer. Pull Cord type drain valves on air tanks.

\_\_\_\_\_

**POWER STEERING:**

1. Variable ratio power steering.

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**TIRES AND WHEELS:**

1. 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 tires on BUDD type Steel Tubeless wheels. Rear tires to be 11R/22.5 Mudlug 16 ply rating tires on BUDD Type Wheels. All Wheels to be painted dark gray.

\_\_\_\_\_

**PAINT:**

1. Cab to be painted Kelly Green to match packer body.  
Frame to be painted black.

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**CAMERA SYSTEM:**

1. The vehicle should be equipped with a camera system that will allow views from the rear as well as views of the hopper.

\_\_\_\_\_

**Bidders  
Response**

**MANUALS AND WARRANTY:**

1. 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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**GUARANTEE:**

1. Bidder shall state their normal warranty and extended warranty where available.

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**PARTS MANUAL:**

1. Bidder shall furnish complete parts, maintenance and operator's manual with each body sold.

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**The trucks should be bid FOB Delivered to 200 Vaughn Rd., Rome GA 30161. The bidder must clearly state the brand name, model number and all supporting technical specifications of the chassis and the packer body to be provided. Any area that clearly does not meet the minimum must be indicated and explained.**

**BID FORM**

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

**BID PKG. “030-16 –Front Loader Refuse Collection Truck”**

Quantity	Description	Unit Price	Total
1	Front Loader Refuse Collection Trucks	_____	_____

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 8, 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.

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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

**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

# 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.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 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) ▶ _____	
	4 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>	
	5 Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

<b>Part I Taxpayer Identification Number (TIN)</b> 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 <i>How to get a TIN</i> on page 3. <b>Note.</b> 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>OR</b> <b>Employer identification number</b> [ ][ ][ ]-[ ][ ][ ][ ][ ][ ][ ][ ]
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<b>Part II Certification</b> 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 (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 3. I am a U.S. citizen or other U.S. person (defined below); and 4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct. <b>Certification instructions.</b> 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.
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<b>Sign Here</b>	Signature of U.S. person ▶ _____	Date ▶ _____
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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/fw9](http://www.irs.gov/fw9).

**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:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. 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
4. 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: