



MEMORANDUM

TO: Prospective Bidders

FROM: Johnna M. Allen, Purchasing Director

RE: Request for Proposal - #022-16

DATE: August 04, 2016

The City of Rome, Georgia is requesting proposals from qualified firms to provide **The City of Rome's Historic Clock Tower Exterior Painting/Repairs**. The City of Rome reserves the right to accept, reject, and/or negotiate any or all proposals as determined by them to be in the City's best interest. The City intends that the successful firm be awarded a contract that includes providing all labor, tools equipment and materials in compliance with all local, state or federal environmental rules and guidelines.

Interested parties may receive a copy of the proposal package by logging on to the City of Rome Georgia Website at www.romefloyd.com or by contacting the City of Rome Purchasing Department at 706-236-4410. All questions regarding the proposal should be sent to Johnna Allen, jallen@rome.ga.us. All questions and answers will be posted on the City of Rome website. It is the responsibility of interested parties to visit the site regularly to insure receipt of any new information that may be provided.

Proposals shall be received until **3:00 p.m. on Thursday, September 1, 2016** in the City of Rome Purchasing Department, City Hall, 601 Broad Street, Rome, Georgia 30161, at which time and place all Proposals will be publicly opened and acknowledged.

Johnna M. Allen
Purchasing Director

INSTRUCTIONS FOR SUBMITTING FIRMS

I. Bids must be received by **September 1, 2016 at 3:00 p.m.**

II. Bids must be delivered to:

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

III. Bids must be sealed and marked:

“022-16 City of Rome Clock Tower Exterior Painting/Repairs”

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 1, 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 SUBMITTING FIRMS

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 1, 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 considered 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.

Pre-Bid Meeting

A Pre-Bid Meeting will be scheduled for August 18, 2016 at 9:00 AM. All interested parties should meet at the Clock Tower.

Scope of Services

The purpose of this specification is to provide a general outline the scope of work desired. The successful firm will furnish labor, materials and equipment to repair and/or replace all damaged, rotten and deteriorated wood on all exterior surfaces of the City Clock Tower and paint along with the wrought iron railing. This would include all walls, doors and vent louvers.

Time for Completion

The Contract time shall begin on a date specified in the Notice to Proceed which will be issued no later than September 15, 2016. Once the work has begun, the contractor will have 90 days to complete which will be no later than December 15, 2016.

If the Contractor shall fail to complete the work within the contract time, or extended contract time if authorized by change orders, then the contractor will pay to the Owner the amount of \$200.00 for each calendar day that he/she shall be in default of completing the work.

SPECIFICATIONS

**Bidders
Response**

1. The complete exterior must be prepared by manually scrapping all loose paint from the exterior of the building. Sandblasting and pressure washing are not allowed.
2. All damaged, rotted or deteriorated wood, including trim, fascia, soffit, must be replaced in a manner that would reflect positively on the historic nature of the building. Repaired areas must be primed properly before applying the finish coat.
3. All seams, joints, cracks, etc. must be caulked with a quality exterior caulking material suitable for the purpose intended.
4. All areas to be painted must have Sherwin Williams Duration Paint (Lifetime Warranty) applied to manufacturer's recommendation. The following colors are required:
 - A) B50NZ0006 - Universal Metal Primer Brown
 - B) B54Y00157 - Industrial Urethane Alkyd Enamel Black

**Bidders
Response**

C) K33W00251 - Exterior Latex Satin White

D) B51T00600 - Prime Rx Peel Bonding Primer

5. Any permitting that may be required is the responsibility of the contractor for both acquisition and payment.

6. All work to be done will be within the guidelines of the Rome/Floyd Building Inspection Department.

7. Because the area is frequented by occupants and visitors on a daily basis, extraordinary care should be exercised to insure those occupants, vehicles and any equipment are protected from injury or damage.

8. The contractor must provide a certificate of insurance in the amount of 1,000,000 million dollars Umbrella Liability coverage that includes vehicles. Contractors should have Workers Compensation Insurance in accordance with the laws of the State of Georgia.

9. Progress payments will not be allowed. When the work is completed an invoice may be presented for the full amount with a statement included that certifies that no materials lien will be placed against the building.

10. After completion an inspection by the appropriate City Personnel will be required before final payment is made.

11. The contractor will be responsible for providing receptacles for work debris and all cost associated with proper disposal.

Submittal Requirements

Each bidder must submit their Proposal, enclosed in a sealed envelope or box addressed to Johnna Allen, Purchasing Director, P.O. Box 1433, Rome, Georgia, 30162-1433, labeled "**022-16 - City Clock Tower Exterior Painting/Repairs**". Proposals shall be received until **3:00 p.m. on Thursday, September 1, 2016** in the City of Rome Purchasing Department at City Hall, 601 Broad Street, Rome, Georgia 30161, at which time and place all proposals will be publicly opened and acknowledged.

Insurance

A certificate of insurance in the amount of \$2,000,000 Liability with the City of Rome shown on the certificate as the additionally insured will be required. Worker's Compensation will also need to be provided.

Questions and Interpretations

No inquiries or interpretation of meaning concerning this Request for Proposal will be made to any interested party orally. Every inquiry or request for interpretation should be made in writing via e-mail. All inquiries and requests for interpretation should be sent via e-mail to Johnna Allen at jallen@romega.us. All questions and answers will be posted on the website www.romefloyd.com. It will be the responsibility of interested parties to periodically check the website for any new information.

Evaluation and Selection Process

It is the policy of the City of Rome to prohibit discrimination against any person or business in pursuit of business opportunities on the basis of race, color, sex, religion, national origin or geographic location and to conduct its contracting and conducting so as to prevent such discrimination. The submittal must describe the firm's plan to utilize disadvantaged, minority owned and woman owned business enterprises in the executing the project if the opportunity is present. Proposed staff and team members must be the actual project resources who will serve the City on this project.

PROPOSAL FORM

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

BID PKG. “022-16 - CITY CLOCK TOWER EXTERIOR PAINTING/REPAIRS”

Description	Total Cost
Painting/Repairs to Clock Tower	\$ _____

Estimated Completion Date: _____

All proposals 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 1, 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

Printed Name of Applicant

SUBSCRIBED AND SWORN

BEFORE ME ON THIS THE

_____ DAY OF _____, 20_____

NOTARY PUBLIC

My Commission Expires: