



MEMORANDUM

TO: Prospective Bidders

FROM: Johnna M. Allen, Purchasing Director

RE: Request for Bid - #039-16

DATE: December 1, 2016

Enclosed you will find the necessary information for preparing and submitting your bid for **Pest & Termite Control Services Contract** for the City of Rome.

The deadline for submitting your bid is **December 20, 2016 at 3:00 p.m. Local time.**

If you have further questions, please e-mail any inquiries to Johnna Allen at jallen@romea.us. All questions and answers will be posted on the website www.romefloyd.com. It will be the responsibility of interested parties to visit the website frequently to insure receipt of any new information that may be made available.

Johnna M. Allen
Purchasing Director

INSTRUCTIONS FOR BIDDERS

- I. Bids must be received by **December 20, 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:

“039-16 – Pest & Termite Control Services Contract”

- IV. Bids must be complete and include:

- A. Completed Bid Form
- B. Executed Bidder’s Declaration
- C. Executed Certificate of Non-Discrimination
- D. Executed Affidavit of Non-Collusion
- E. Request for Taxpayer I.D. Number
- F. Drug-Free Workplace Certificate
- G. E-Verify Compliance Affidavit
- H. 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 **December 20, 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

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.

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 **December 20, 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

Pest & Termite Control Services Contract

This proposal is for complete pest control services for all the City of Rome's buildings. The successful bidder will be required to furnish all that is involved in pest control treatment for pests that may infiltrate our buildings. The successful bidder will perform monthly inspections of said buildings and provide the purchasing department with a detailed copy of the inspection sheet on each building.

The service agreement will be for a period of one (1) year which will begin January 1, 2017 and conclude on December 31, 2017. The Service Agreement will provide for an additional two (2) one (1) year options provided both parties agree and the terms and conditions do not change. Additionally, either party will have the right to terminate the agreement by submitting a letter in writing to the other party at least 30 days prior to the beginning of the next annual cycle.

SCOPE OF WORK

Standard Pest Control Services:

All buildings noted on attached list are to be treated for ants, roaches, silverfish, mice, rats, fleas, wasps, spiders, gnats and any other pest observed to be present. A monthly inspection slip indicating what services were provided at each building should be presented for a City of Rome Employee's signature. A copy of the inspection slip should be presented to the Purchasing Department each month along with invoicing.

Termite Services:

All buildings noted on attached list will need to be set up on a termite maintenance schedule. Termite Maintenance will be documented by building in the inspection report and submitted with the invoice request for payment on a monthly basis. Termite inspections should be noted and signed by a City of Rome Employee with a copy of inspection presented to the Purchasing Department.

BID FORM

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

BID PKG. 039-16 “Pest & Termite Control Services Contract”

	Monthly Amount	Annual Amount
Pest Control Services	\$ _____	\$ _____
Termite Control Services	\$ _____	\$ _____

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 **December 20, 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

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

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:

CURRENT MONTHLY PEST CONTROL SERVICE

Dept Acct No.	Dept Name	Address
3002	Police Training Center	2680 Callier Springs Rd
4001	Public Works Office	200 Vaughn Rd
4010	Traffic & Electrical	200 Vaughn Rd
4016	Cemetary	905 Kingston Ave
4020	Garage	200 Vaughn Rd.
6001	City Hall/Auditorium	601 Broad St
6002	Civic Center	200 Civic Center Dr
6003	Rome History Museum	Broad St.
6005	Senior Citizens Center	406 Riverside Parkway
6006	Carnegie Building	607 Broad St
5410	Operations & Warehouse	100 Vaughn Rd.
5610	Water Filtering	1 Blossom Hill Rd.
5630	Tanks & Pumps	Various Locations
5710	Waste Treatment	212 Blacks Bluff Rd.
2500-503035	Transit Department	168 North Ave
8006	Tourism	200 Civic Center Dr
9100	Fire Department	409 East 12th St
1801	Golf Club	525 Stonebridge Dr. NW
4006	Landfill	433 Walker Mountain Rd
2400-209	DFACS	450 Riverside Parkway

CURRENT TERMITE INSPECTION SERVICE

Dept Acct No.	Dept Name	Address
3002	Police Training Center	2680 Callier Springs Rd
6003	Rome History Museum	Broad St.
6005	Senior Citizens Center	406 Riverside Parkway
6006	Carnegie Building	607 Broad St
2500-504050	Mainline Service (Transit)	168 North Ave
9100	Fire Department	409 East 12th St
1801	Golf Club	525 Stonebridge Dr. NW
2400-237	DFACS	450 Riverside Parkway