



MEMORANDUM

TO: Prospective Bidders

FROM: Johnna M. Allen, Purchasing Director

RE: Request for Bid - #004-17

DATE: February 2, 2017

Enclosed you will find the necessary information for preparing and submitting your bid for **One (1) Rubber Track Mini Excavator** for the City of Rome Water Department.

The deadline for submitting your bid is **February 23, 2017 @ 11:00 a.m.**

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 **February 23, 2017 @ 11:00 a.m.**

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:

“004-17 “ Rubber Track Mini Excavator”

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 **February 23, 2017 @ 11:00 a.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 **February 23, 2017 @ 11:00 a.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

Rubber Track Mini Excavator

The purpose of this specification is to describe a rubber track mini excavator with a proposed operating weight of 11,001 lbs. with the cab installed with specs that may be equal to Komatsu PC45MR-5. The use of a brand name is not intended to indicate a preference for that brand; it is intended to establish a level of quality, similar operational function, reliability, serviceability and value. The City of Rome reserves the right to evaluate each bid submitted based on value and suitability for the purposes intended by the City of Rome.

Other brands that may be equal are John Deere 50G or Caterpillar 305 E CR

**Bidders
Response**

Basic Specifications

1. Net horsepower at 2400 rpm should be no less than 38 h.p. according to ISO 9249. _____

2. SAE rated flywheel horsepower at 2300 rpm should be at least 38 h.p. _____

3. The machine should be compact radius in design with no more than 6 in. of the rear of the machine hanging over the tracks when rotating. Zero tail swing is preferred. _____

4. Operating weight with the cab should be approximately 11,001 lbs. with a cab. _____

5. Bucket reach should be at least 19 ft. 10 in. _____

6. Height to top of cab should be no more than 8 ft. 4 in. _____

Engine:

1. Engine shall meet US tier 4 interim emission requirements. _____

2. Machine should be a water cooled, 4 stroke, 4 cylinder diesel engine. _____

**Bidders
Response**

3. Engine should have automatic engine idle that automatically lowers engine revolutions when machine is not in use to save fuel.

4. Electrical system voltage should be 12 volt.

5. Alternator should not be rated at less than 50 amps.

6. The machine's electrical system should incorporate a re-settable circuit breaker switch.

7. All wire harnesses should be encased in nylon mesh bindings.

8. Machine should have sealed electrical connectors.

9. All wiring should utilize color coded wires.

10. The cooling system fan should incorporate a guard.

11. Water separator in fuel line should incorporate a guard.

12. The air cleaner should incorporate both primary and safety elements.

Powertrain/Transmission

1. Travel speed should be at least 1.6 mph (2.6 km/h) in low and 2.9 mph (4.6 km/h) in high.

2. Machine should have automatic 2 speed travel - travel speed should be automatically matched with the torque required to maintain smooth turning ability.

**Bidders
Response**

Hydraulic System:

1. Machine should have one variable displacement axial piston pump with an approximate output of 16.6 gpm (63 l/m).

2. All fitting should be of the O Ring Face Seal type for superior sealing against leaks.

3. The boom cylinder circuit should be fitted with a "boom drift reduction valve".

4. Machine should have end damping on both the boom and stick cylinders.

5. The bucket service should have a relief valve fitted to protect the cylinder against shock loading.

6. The machine should have a confluence valve fitted to maintain straight line travel during operation of other services.

7. A system of lowering the boom and stick to the ground in case of a dead engine should be provided.

8. The machines travel and throttle functions shall be pilot controlled to maintain modulation throughout the machine's life.

9. Hydraulic system should be closed center with load sensing hydraulics.

Undercarriage:

1. Track length should be approximately 8 ft. 6 in. (2580 mm).

2. Overall track width should be at least 6 ft. 5 in. (1960 mm).

3. Track shoe width should be 1 ft. 4 in. (400 mm).

**Bidders
Response**

4. Number of Track rollers each side should be 4.

Operator's Station:

1. A pattern control changer should be available with the ability to change from the cab and without a special tool.
2. Machine should have 100% pilot controls. All excavator services, machine travel and dozer should be pilot operated eliminating the loss of machine controllability associated with wear and tear in cables and linkages.
3. Proportional auxiliary control and proportional boom swing control should be on the joystick.
4. Joystick mounted controls give fine control at the operator's fingertips and eliminate foot pedals from the floor which gives greater operator legroom.
5. The throttle should be easily adjustable by means of a dial.
6. All controls should be isolated when the control consoles are raised for entrance or exit of the operator station.
7. The machine should not be able to start when any of the controls are "live".
8. The upper body swing lock should be automatically applied upon centering of the joystick.
9. Operator's manual for the machine should be permanently attached to the machine and stored in a lockable container.
10. Machine should have the windshield wiper mounted in such a way that the wires do not have to be disconnected.

**Bidders
Response**

11. The rear window should be able to be removed for escape in case of Emergency.

12. Lower front window should be able to be removed and secured within the cab.

13. The cab door should slide to maintain the compact radius concept upon opening.

14. The cab should have a polycarbonate skylight for visibility when loading at height.

15. Travel pedals should be available and removable for ease of operation.

16. A suspension seat should be standard and should be available in velour or vinyl. A high seat back should also be available.

17. Operator sound pressure level should be 82 approximately dB(A) for cab and 7 dB(A) for canopy builds when measured per ISO 6396 (dynamic).

18. Travel alarm should be standard.

19. Heater should have variable heat settings.

20. Machine should have multi-function capability of boom swing and upper body swing for extra machine versatility in tight areas.

21. Air conditioning should be included.

22. Boom swing and upper body swing should be able to be operated at the same time to maximize machine versatility and productivity.

**Bidders
Response**

Operational

1. Arm length should be at least 5 ft. 7 in. (1,695 mm).

2. Dig depth should be at least 11 ft. 11 in. (3,625 mm).

3. Dig Height should be at least 18 ft. 9.5 in. (5,730 mm).

4. Bucket width must be 3 ft.

5. Bucket reach should be at least 19 ft. 10 in. (6,040 mm) digging.

6. Bucket digging force should be at least 7,628 lbs. (3,460 kg).

7. Dump Height should be at least 13 ft. 2 in. (4,000 mm).

8. Boom Length should be at least 8 ft. 8 in. (2,640 mm).

9. Boom Swing angle should be 85° left and 50° right.

10. Tail Swing Radius should be at least 3 ft. 5 in. (1,040 mm).

Serviceability:

1. Track rollers and carrier rollers should be lifetime lubricated for increased service life.

2. Hood, compartments, fuel filler cap and the machine ignition should be operated by a single key.

3. Both the boom and dozer cylinder rods should be guarded against damage.

4. Fuse box should be openable without tools.

5. SOS points and pressure test points should be standard.

6. Side cover should provide access to main implement valve.

**Bidders
Response**

Minimum Service Fill Capacities:

1. Fuel tank capacity should not be less than 17.2 gal. (65L).
2. Cooling system should not hold less than 2.8 gal. (10.7 L).
3. Engine oil should not hold less than 2.2 gal (8.2 L).
4. Hydraulic tank capacity should not hold less than 5.28 gal. (20 L).

Owning and Operating Costs:

1. Engine oil and filter should have a recommended change interval of 500 hours.

Warranty:

1. Total machine coverage for 1 year or 2000 hours with no cost to the City of Rome for travel, repair or repair personnel.
2. 5 years or 5,000 hours for all powertrain with no cost to the City of Rome for travel, repair or repair personnel.
3. Optional total maintenance and repair warranty, 5 years or 5,000 hours with no cost to the City of Rome for travel, repair or repair personnel.

State the standard warranty of the machine being bid.

Bidder's Response: _____

Optional Equipment:

1. Trailer with dimensions adequate for hauling the Excavator to other job sites.

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. “004-17 – Rubber Track Mini Excavator”

Quantity	Description	Brand/Type	Price
1	Rubber Track Mini Excavator	_____	_____
	Optional Warranty:	_____	_____
1	Trailer	_____	_____

Total Cost: _____

Expected Delivery Date: _____

All items are to be priced FOB Rome Georgia 200 Vaughn Road

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 **February 23, 2017 @ 11:00 a.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: