



## MEMORANDUM

TO: Prospective Bidders

FROM: Johnna M. Allen, Purchasing Director

RE: Request for Bid - #010-17

DATE: February 13, 2017

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Enclosed you will find the necessary information for preparing and submitting your bid for a **F-350 Ford Cab and Chassis with a One (1) Ton, Dump Bed or equal** for the City of Rome's Street Department.

The deadline for submitting your bid is **March 16, 2017 at 11:00 a.m.**

If you have further questions, please e-mail any inquiries to Johnna Allen at [jallen@romea.us](mailto:jallen@romea.us). All questions and answers will be posted on the website [www.romefloyd.com](http://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.

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Johnna M. Allen  
Purchasing Director

## INSTRUCTIONS FOR BIDDERS

I. Bids must be received by **March 16, 2017** at **11:00 a.m.**

II. Bids must be delivered to:

City of Rome  
Attn: JOHNNNA M. ALLEN  
601 Broad Street  
P.O. Box 1433  
Rome, Georgia 30162

III. Bids must be sealed and marked:

**“010-17 – F-350 Ford Cab and Chassis with a One (1) Ton, Dump Bed”**

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 **March 16, 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 **March 16, 2017 at 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**

**FORD F-350, STANDARD CAB AND CHASSIS w/ 9 ft. DUMP BODY**

**2017 or Current Production Model**

The purpose of this specification is to describe a new Ford F-350 XL or equal, standard cab and chassis equipped with a nine (9) ft. dump bed as described. It is required that this unit will be delivered FOB City of Rome Public Works Garage, 200 Vaughn Road ready to operate. The use of a brand name does not indicate a preference for that brand. It is intended to establish a level of quality, function and reliability.

**Bidders  
Response**

**BASIC REQUIREMENTS:**

- 1. Ford F-350 or equal
- 2. Dual Rear Wheels
- 3. Two-Wheel Drive

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**DIMENSIONS:**

- 1. Cab to axle - Minimum 60 inches or as required for the body as specified. Wheelbase and CA to be confirmed at the time of the order.
- 2. Wheelbase 141: approximately
- 3. GVWR-12,500 lbs.
- 4. Frame - 36,000 PSI yield strength steel
- 5. GAWR - 5940 lbs.
- 6. Heavy Duty Shock Absorbers
- 7. Rear Stabilizer Bar

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**Bidders  
Response**

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**REAR AXLE:**

1. GAWR - 9,750 lbs.
2. Auxiliary springs for stabilization.
3. Full floating axle with dual rear wheels.
4. H.D. Shock Absorbers
5. Rear Stabilizer Bar
6. Standard rear axle ratio

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**TIRES:**

1. Manufacturer's Standard Steel Belted Radials for 12,500 lbs.  
GVWR all terrain tread (no heavy lug).

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**WHEELS:**

1. 17" budd type wheels

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**SPARE:**

1. Full size tire mounted on wheel.

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**ENGINE:**

1. Gasoline --- V8 --- 6.2 litre

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**TOOLS:**

1. Jack and Lug Wrench

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**COOLANT SYSTEM:**

1. Heavy Duty or increased cooling system with recovery tank.

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**Bidders  
Response**

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**TRANSMISSION:**

1. 5 speed Automatic with Heavy Duty, auxiliary transmission cooler.
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**STEERING:**

1. Power assisted
- 

**BRAKES:**

1. Power assisted
  2. Antilock
  3. Mechanical parking brake
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**ELECTRICAL SYSTEM:**

1. 12 volt battery
  2. 130 Amp alternator minimum
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**FUEL TANK:**

1. 30 Gallon minimum capacity
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**CAB FEATURES:**

1. Tan color bench seat-upholstery vinyl
  2. Air conditioner, heater and fresh air ventilation.
  3. Tinted windshield
  4. AM/FM Radio
  5. Intermediate wiper washer
  6. Camper/trailer towing mirrors (left and right)
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**Bidders  
Response**

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7. Dual sun visors

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8. Dome light

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9. Rubber floor mats

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**LIGHTING:**

1. Manufacturer's standard to include cab marker lamps.

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2. Headlights equipped with Wigwag control.

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3. Strobe lights front and rear

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4. When TAD8AA Arrow Board mounted on the bulkhead of the body with TAD-CTL controller in the cab.

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**BACK-UP ALARM:**

1. Manufacturer's standard back-up alarm

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**COLOR:**

1. White

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**MANUALS:**

1. Manufacturer's standard manual

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**WARRANTY:**

1. Manufacturer's standard warranty

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# Specifications

## Dump Body

The purpose of this specification is to describe a 9 ft. dump body, **Rugby Eliminator LP** or equal. The use of a brand name is not intended to indicate a preference for that brand. It is intended to demonstrate the level of quality, durability and serviceability expected.

### Bidders Response

1. Body Capacity 2-3 yards

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2. Body length --- 9 ft. 3 in. inside measurement

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3. Side Height --- 12 in.

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4. Rear Height --- 18 in.

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5. 1450 lbs. approximate body weight

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6. 10 gauge All Steel Construction

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7. Fully boxed and tapered dirt shedding top rail

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8. 1/4 cab shield with expanded metal window

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9. Pocket for 6 inch side board extensions

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10. Floor should be seamless sheet

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11. Coat the top of the bed with spray on bed liner

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12. Low mount hoist

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13. Tailgate bumpers

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14. Poly fenders

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15. Military style Pintle receiver hitch

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**Bidders  
Response**

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16. LED Lights

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17. Double Action Tailgate

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18. Tarp with manual operation

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**BID FORM**

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

**“010-17 – F-350 Ford Cab and Chassis with a One (1) Ton, Dump Bed”**

Quantity	Description	Unit Price
1	Cab and Chassis	_____
1	One (1) Ton Dump Bed	_____

Grand Total: \$ \_\_\_\_\_

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

Please Attach Contact’s Business Card:

BIDDERS DECLARATION

The bidder understands, agrees and warrants:

That the bidder has carefully read and fully understands the full scope of the specifications.

That the bidder has the capability to successfully undertake and complete the responsibilities and obligations in said specifications.

That the bidder has liability insurance and a declaration of insurance form is included in the bid package.

That this bid may be withdrawn by requesting such withdrawal in writing at any time prior to **March 16, 2017 @ 11:00 AM** 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



**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 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: