



MEMORANDUM

TO: Prospective Bidders

FROM: Johnna Allen, Purchasing Director

RE: Request for Bid - #019-16

DATE: September 06, 2017

Enclosed you will find the necessary information for preparing and submitting your bid for **Fort Norton Project for the City of Rome Georgia. The site is located at Vaughn Road, Rome, Georgia 30161.**

The deadline for submitting your bid is **October 10, 2017 at 10:00 a.m.** Once awarded, the winning bidder will need to provide the City of Rome with a 100% performance and payment bond before proceeding with any work onsite.

A pre-bid meeting will be held on the site location at Vaughn Road on September 12, 2017 at 9:00a.m. All attendees are asked to meet at 402 Civic Center Drive, Rome, Georgia 30161.

If you have further questions, please do not hesitate to call my office at 706-236-4410.

Johnna Allen
Purchasing Director

INSTRUCTIONS FOR BIDDERS

I. Bids must be received by **October 10, 2017 at 10:00 a.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:

“019-16 – Fort Norton Project”

IV. Bids must be complete and include:

- A. Completed Bid Proposal Form
- B. Executed Certificate of Non-Discrimination
- C. Executed Affidavit of Non-Collusion
- D. Prompt Pay Act Affidavit
- E. Request for Taxpayer I.D. Number
- F. Drug Free Workplace Certificate
- G. E-Verify Compliance Form
- H. SAVE Compliance Form

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 **October 10, 2017 @ 10:00 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 **October 10, 2017 at 10:00 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 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.