



MEMORANDUM

TO: Prospective Bidders

FROM: Johnna M. Allen, Purchasing Director

RE: Request for Proposal - #025-18

DATE: May 30, 2018

Enclosed you will find the necessary information for preparing and submitting your proposal for One (1) – **LED Scoreboard for Barron Stadium** in Rome, GA.

The deadline for submitting your proposal is **June 19, 2018 at 10:00 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. Proposals must be received by **June 19, 2018 at 10:00 a.m.**

II. Proposals must be delivered to:

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

III. Proposals must be sealed and marked:

“025-18 – Barron Stadium Scoreboard”

IV. Proposals 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 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 proposals, to waive any technicalities and formalities in the proposal.

Participants shall submit all required forms and information simultaneously with sealed proposals, which forms and information become a part of the property of the City of Rome and will not be returned to participant unless a written request to withdraw is received prior to **June 19, 2018 @ 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 PARTICIPANTS

These items apply to and become a part of the terms and conditions of the participants proposal. Any exceptions must be in writing.

Notice is hereby given that the City of Rome will receive sealed proposals from interested parties until **June 19, 2018 at 10:00 a.m.** at its offices located at 601 Broad Street, Rome, Georgia 30161.

Any proposals received thereafter will not be considered.

Proposals 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 for any proposal in which there is an alteration of or departure from the proposal form hereto attached.

The participant to whom award is made will be notified at the earliest possible date. The purchaser reserves the right to reject the proposal of a participant who has previously failed to perform properly or complete on time, contracts of a similar nature, or the proposal of a participant 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.

Proposals may be withdrawn by written or faxed request, provided such withdrawals are received prior to proposal opening date.

NOTE: Unless stated on the bid form the proposal submitted will assume all specifications will be met. Please note on the proposal form all exceptions.

SCOPE

It is the intention of the City of Rome to accept proposals for an LED scoreboard for Barron Stadium located at 300 W. 3rd St. SW, Rome, GA 30161. The scope of work will include all materials and labor needed for removal of existing board, installation of new board, and training required for operation of new board. Vendors are encouraged to submit plans that include using existing structure if the existing structure will be compatible with the new boards stability and safety. The Scoreboard will need to be compatible with the current sound system (High Output – High Coherence End Zone Audio System) which is not included in this bid.

The contractor must provide a certificate of insurance in the amount of \$2,000,000 in General Liability Insurance and Georgia Law required Worker's Compensation Insurance with The City of Rome as the additionally insured. All necessary sign permits will be the responsibility of the vendor.

If awarded the project, the contractor will be required to furnish a Performance Bond and Payment Bond, each in the amount of 100% of the contract amount if exceeding \$100,000.00.

It is the City's desire to have the Scoreboard replaced and functional by August 15, 2018. This would include installation and training.

SPECIFICATIONS

The purpose of this specification is to describe a new, current production model LED Scoreboard for the City of Rome. 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. If quoting a comparable product, please list in the Bidder's Response area.

	<u>Bidder's Response</u>
1. Display area to be approximately 20'5" x 36'	_____
2. Outdoor Non-Backlit 4' x 36' Ad Panel below display.	_____
3. Video Display comparable to LVX-374x660-16MT	_____
4. Truss panel with stadium name and logo to be included in design.	_____
5. Play clocks to be included.	_____
6. Live Video capabilities.	_____

**Bidder's
Response**

7. Standard Video All Sport RTD Input Kit which displays Game-In-Progress Information.

8. Animations Package

9. Team Spirit Football Animations

10. School Logo still file - no movement capability

11. Fiber Optic Cable; 50 um Multimode; 12 Fiber with non-terminated ends

12. A Control Console Kit comparable to All Sport 5010

13. 120VAC Trumpet Horn Kit for Matrix Displays

14. I-Beam Mounting Method for all components of Scoreboard

15. Scoreboard to be comparable to PanaView Football Scoreboard which will include Time Outs Left option and Delay of Game option

16. Scoreboard color to be Red with Digit color as Amber.

17. Outdoor Scoreboard Radio Communication Transmitter
(2.4 GHz frequency preferred)

18. Radio Receiver (2.4 GHz frequency preferred)

19. Handheld Controller Kit with Charger, Case and Inserts included.

20. Scoreboard Receiver Kit

OPTIONS:

Please list any additional options that may be included which makes your product stand out above the rest. If the option is standard, please state that and if the option is not standard, please list the pricing along with the option:

FINANCING

This project is part of the 2019 Rome/Floyd SPLOST fund. Please list financing options available:

WARRANTY

Please list the terms of the Standard Warranty :

Please list any Optional Warranty that may be available:

PLEASE INCLUDE A PICTURE OF THE SCOREBOARD YOU ARE PROPOSING.

The current scoreboard is located at Barron Stadium. You may view the scoreboard at 300 W. 3rd St. SW Rome, GA 30161.

Please submit any questions in writing to:

Randy E. Self, City of Rome Purchasing Agent at rself@romega.us

BID FORM

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

“025-18 – Barron Stadium Scoreboard”

Quantity	Description	Brand/Model #	Total Price
1	LED Scoreboard	_____	\$ _____
	Optional Warranty		\$ _____

Expected Completion Date: _____

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 Company Contact’s Business Card:

BIDDERS DECLARATION

The participant understands, agrees and warrants:

- That the participant has carefully read and fully understands the full scope of the specifications.
- That the participant has the capability to successfully undertake and complete the responsibilities and obligations in said specifications.
- That the participant has liability insurance and a declaration of insurance form is included in the bid package.
- That this proposal may be withdrawn by requesting such withdrawal in writing at any time prior to **June 19, 2018 @ 10:00 AM** but may not be withdrawn after such date and time.
- That the City of Rome reserves the right to reject any or all proposals and to accept that proposal 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 proposal.
- That by submission of this bid the participant 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 participant.
- 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 proposal.

PARTICIPANT:

Name

Title

Name

Title

AFFIX CORPORATE SEAL (If Applicable)

CERTIFICATE OF NON-DISCRIMINATION

In connection with the performance of work under this contract, the participant agrees as follows:

The participant 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 ensure 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 participant's non-compliance with this non-discrimination clause, the contract may be canceled or terminated by the City of Rome. The participant 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 participant agrees to include this non-discrimination clause in any sub-contracts connected with the performance of this agreement.

PARTICIPANT

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 PROPOSAL

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: