



Public Works Department

WAREHOUSE

337 BLACKS BLUFF RD • ROME, GEORGIA 30161
PHONE: 706.236.2488 • FAX: 706.291.5283 • www.romefloyd.com

Date: 10/9/19

To: Who It May Concern

Request for Quote: RFQ 19-1028 OCC Materials (Baled Cardboard)

Floyd County is requesting contractors provide pricing on Baled Cardboard to be purchased from the Rome Floyd Recycling Center.

All pricing will be submitted on the attached bid sheet. Additional information may be submitted with quote.

Quotes are due no later than **2pm 28 October 2019**. Quotes may be submitted by Email, Fax, US Mail or hand delivered to the Public Works Warehouse. Fax 706 291-5283 – Email: Graye@floydcountyga.org Quotes are to remain valid for a period of 30 days from the date of quote.

Questions regarding this RFQ will be faxed 706 291-5283 or Email: Graye@floydcountyga.org **Do not contact the Recycle Center directly.** All questions will be answered by Everett Gray

Typically award notification will be by email. Tabulations will be posted to the Floyd County Website and the Georgia Procurement Registry approximately 24hrs after the due date/time.

Payment Terms and Conditions

- **Payment will be made in accordance with the terms and conditions in this contract**
- **Payment in the form of a check will be made to Rome Floyd Recycling Center**
- **Mailing Address: 412 Lavender Dr. Rome Ga. 30161**
- **Rome Floyd Recycling Center operates under Floyd County Georgia. Provided within these documents is Floyd Counties W-9 and Tax Exemption Certificate for reference only**

BOARD OF COMMISSIONERS

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MICHAEL SKEEN, *DIRECTOR* 706.236-2476
EVERETT GRAY, WAREHOUSE MANAGER, 706.236-2489
MICHAEL BENNETT, ASST WAREHOUSE MGR 706 236-2488

SCOPE OF WORK - TERMS & CONDITIONS
RFQ 19-1028 OCC Materials (Baled Cardboard)

Due 2pm 28 October 2019

1. **General:** Floyd County Georgia, here after referred to as “Rome Floyd Recycling Center” or ” Recycle Center” is requesting contractors bid on the sale of Baled Cardboard. The Recycle Center cannot guarantee any quantities on a weekly, monthly or annual basis. Typically, operations are known to produce up to 3 Trailer loads per month. Currently the Recycle Center has approximately 7 trailer loads to go out immediately.

2. **Contract: Terms and Conditions:** Contractors may bid pricing at a 1, 2 or 3-year contract period from the date of award. Contractors may bid all 3 years if desired. Payment terms are defined on the bid sheet. Awarded contractor will be notified within 2 days of the bid deadline. Services are expected to begin in November of 2019.

3. **Pricing in this contract will be calculated using the following:**

FASTMARKETS RISI PPI PULP & PAPER WEEK “YELLOW SHEET” + or – the contractors premium as of the most recent RISI published date. The + or – premium price shall be fixed throughout the term of the contract. The variable price in the RISI YELLOW SHEET is for Brown Grades OCC (11) - OMB for the SOUTHEAST at **HIGH YELLOW PRICING**.

4. **AGREEMENT**

THE COUNTY WILL

- Provide a secure area for the selected contractors trailer when on site.
- Weigh each cardboard bale individually as it is loaded onto the contractor’s trailer
- Notify the awarded contractor when the trailer is ready for pickup
- Provide a Bill of Lading and Loading Weight Sheet to the driver
- **Contact Information** - Rome Floyd Recycling Center 412 Lavender Dr. Rome Ga 30161. Ph# 706 291-5266 Tom Benefield, Recycling Manager Email benefieldt@floydcountyga.org or Kenny Woodard, Assistant Recycling Manager Email woodardk@floydcountyga.org

THE AWARDED CONTRACTOR WILL

- Provide a coordinator name and contact information on the Bid Sheet.
- Provide or use a 53’ trailer on site or do live loading at the Rome Floyd Recycling Center.
- Trailer(s) will be loaded with a minimum of 40,000 lbs. of baled cardboard.
- Live loading will require a 48-hour response from notification. Live loads are done 8am-2pm Monday-Thursday.
- Onsite Trailer(s) will be removed within 72 hours of notification.

Termination and conflict resolution: Should either party wish to terminate this contract a 30 day written notice shall be provided to the other party. Should either party have a conflict, a written notice shall be provided with 15 days. The conflict and its resolution shall be addressed in writing within 15 days. Should an agreement not be reached the contract will automatically terminate. If terminated Floyd County may re-award contract to another bidder.

RFQ 19-1028 OCC Materials

Due 2pm 28 October 2019

Bid Sheet

CONTRACT TERM RISI MARKET PRICE (+ or -) CONTRACTORS PREMIUM

1 YEAR CONTRACT PLUS _____ MINUS _____

2 YEAR CONTRACT PLUS _____ MINUS _____

3 YEAR CONTRACT PLUS _____ MINUS _____

The contractor will provide Live Loading or an Onsite Trailer? _____

We the undersigned agree to make payment within _____ days of the pickup date.
Cannot exceed 90 days from the Date of Pickup. Consideration will be given to each contract
period and payment terms as submitted and make an award in the best interest of the County.

Any changes to this bid document must be initialed in ink by the person signing below

**We the undersigned, have provided a guaranteed fix price buyer's premium for OCC
Baled Cardboard, in accordance with the specifications, terms and conditions issued for the
same.**

Contact Coordinator: _____

Telephone Number(s): _____

Email Address _____

Company Name _____

Billing Address _____

Printed Name and Title of person with authority to contract.

Name _____ Title _____

Signature _____ Date _____

Submission Requirements:

- A current W-9 of the company making payment to Rome Floyd Recycling Center
- Completed Contract Affidavit and Agreement (AKA E-Verify)
- Bid Page and any addendum(s) issued
- All documents must be received prior to 2PM 28 October 2019

Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1)

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 Floyd County 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

Date of Authorization

Name of Contractor

Address of Contractor

RFQ 19-1028 OCC Materials
Name of Project

FLOYD COUNTY GEORGIA – Rome Floyd County Recycling Center
Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.
Executed on _____, ____ in 201__ 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 _____, 201__.

NOTARY PUBLIC
My Commission Expires: _____ (Notary Seal or Stamp Required)



**STATE OF GEORGIA
DEPARTMENT OF REVENUE
SALES TAX CERTIFICATE OF EXEMPTION
GEORGIA PURCHASER**

To: _____
 SUPPLIER _____ DATE _____

 SUPPLIER'S ADDRESS _____ CITY _____ STATE _____ ZIP CODE _____

THE UNDERSIGNED HEREBY CERTIFIES that all tangible personal property purchased or leased after this date will qualify for tax-free or tax exempt treatment as indicated below. (Check the Applicable Box)

1. Purchases or leases of tangible personal property or services for **RESALE ONLY**. O.C.G.A. § 48-8-30. A sales and use tax number is required unless the purchaser is one of the following: church, qualifying tax exempt child caring institution, tax exempt parent-teacher organization or association, private school (grades K-12), nonprofit entity raising funds for a public library, member councils of the Boys Scouts of America or Girl Scouts of the U.S.A. **TAX-FREE TREATMENT DOES NOT EXTEND TO ANY PURCHASE TO BE USED BY THE PURCHASER, INCLUDING ITEMS THE PURCHASER WILL DONATE.** O.C.G.A. §§ 48-8-3(15), (39), (41), (56), (59), (71).
2. Purchases or leases of tangible personal property or services made by the United States government, the state of Georgia, any county or municipality of this state, fire districts which have elected governing bodies and are supported in whole or in part by ad valorem taxes, or any bona fide department of such governments when paid for directly to the seller by warrant on appropriated government funds. A sales and use tax number is not required for this exemption. O.C.G.A. § 48-8-3(1).
3. Sales of tangible personal property and services made to the University System of Georgia and its educational units, the American Red Cross, a Community Service Board located in this state, Georgia Department of Community Affairs Regional Commissions, or specific qualified authorities provided with a sales tax exemption under Georgia law. A sales and use tax number is not required for this exemption. O.C.G.A. §§ 37-2-6.1(d), 48-8-3(8), 50-8-44.
4. The sale, use, consumption, or storage of materials, containers, labels, sacks, or bags used for packaging tangible personal property for shipment or sale. Materials purchased at a retail establishment for consumer use are not exempt. A sales and use tax number is not required for this exemption. O.C.G.A. § 48-8-3(94).
5. Aircraft, watercraft, motor vehicles, and other transportation equipment manufactured or assembled in this state when sold by the manufacturer or assembler for use exclusively outside this state and when possession is taken from the manufacturer or assembler by the purchaser within this state for the sole purpose of removing the property from this state under its own power when the equipment does not lend itself more reasonably to removal by other means. A sales and use tax number is not required for this exemption. O.C.G.A. § 48-8-3(32).
6. The sale of aircraft, watercraft, railroad locomotives and rolling stock, motor vehicles, and major components of each, that will be used principally to cross the borders of this state in the service of transporting passengers or cargo by common carriers and by carriers who hold common carrier and contract carrier authority in interstate or foreign commerce under authority granted by the United States Government. Replacement parts installed by carriers in such aircraft, watercraft, railroad locomotives and rolling stock, and motor vehicles that become an integral part of the craft, equipment, or vehicle are also exempt. The exemption does not extend to private or contract carriers. O.C.G.A. § 48-8-3(33)(A).
7. Purchases or leases of tangible personal property or services made by the Federal Reserve Bank, a federally chartered credit union, or a credit union organized under the laws of this state. A sales and use tax number is not required for this exemption. 12 U.S.C. §§ 531, 1768 § 1768; O.C.G.A. § 48-6-97.

Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, this certificate is true and correct and made in good faith, pursuant to the sales and use tax laws of the State of Georgia. Further, I understand that any tangible personal property obtained under this certificate is subject to sales and use tax if the purchaser uses or consumes the property in any manner other than indicated above.

Purchaser's Name: Floyd County Board of Commissioners Sales Tax Number: 58-6000827
 (IF REQUIRED)

Purchaser's Type of Business: County Government

Purchaser's Address: 12 East 4th Avenue, PO Box 946, Rome, GA 30161

Printed Name and Signature: Susie Gass  Title: Finance Director

Telephone Number: 706-291-5225 Email: gasss@floydcountyga.org

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type.
 See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Floyd County Board of Commissioners	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input checked="" type="checkbox"/> Other (see instructions) ▶ County Government	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
5 Address (number, street, and apt. or suite no.) See instructions. 12 East 4th Avenue, PO Box 946	Requester's name and address (optional)
6 City, state, and ZIP code Rome, GA 30162	
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Social security number									

or

Employer identification number									
5	8	-	6	0	0	0	8	2	7

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person ▶ *Junie Gaw* Date ▶ **2-7-19**

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)
 Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.