



MEMORANDUM

TO: Prospective Bidders

FROM: Becky Smyth, Purchasing Director

RE: Request for Bid - #005-20 – F-150 or Equal Pick-Up Trucks for Various Departments

DATE: March 19, 2020

Enclosed you will find the necessary information for preparing and submitting your bid for **F-150 or Equal pick-up trucks for various departments**. Each specification will be identified by the user department and each vehicle will be listed separately on the bid sheet.

The deadline for submitting your bid is **April 14, 2020 at 2:00 p.m.** All questions regarding this bid should be sent to Jackson Abercrombie via e-mail jabercrombie@romegeorgia.us . All questions and answers will be posted on the City website www.romegeorgia.us. It is the responsibility of the vendor to visit the site often to insure receipt of any new information that may be posted.

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

Becky Smyth
Purchasing Director

601 Broad Street • PO Box 1433 • Rome, Georgia 30162-1433
phone: 706/236-4410 • fax: 706/236-4549

www.romegeorgia.us

INSTRUCTIONS FOR BIDDERS

I. Bids must be received by **April 14, 2020 at 2:00 p.m.**

II. Bids must be delivered to:

City of Rome – Purchasing Department
Attention: Becky Smyth
601 Broad Street
Rome, Georgia 30161

III. Bids must be sealed and marked:

“Bid #005-20, “F-150 or Equal Pick-up Trucks for Various Departments””

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 **April 14, 2020 at 2:00 p.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 **April 14, 2020 at 2:00 p.m.** at its offices located at 601 Broad Street, Rome, Georgia 30161.

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, Rome, Georgia 30161 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.

SPECIFICATIONS

Bid 005-20

2020, F-150 Regular Cab, Four Wheel Drive, Pick-up Truck or Equal

The purpose of this specification is to describe a new, current production model, Four Wheel Drive, Pick-up Truck. The Truck should be a Ford F-150, 2-Door Regular Cab or equal. 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. Vehicle should be delivered complete and ready to operate. Please note: The City requests Factory Options when possible.

**Bidder's
Response**

STANDARD EQUIPMENT:

- 1. Body: F-150 or Equal Regular Cab (2-Door) _____
- 2. Color: Oxford White _____
- 3. 3.3L V6 Flex Fuel Engine _____
- 4. Transmission: Six (6) Speed Automatic _____
- 5. 4 X 4 System Shift-on-Fly _____
- 6. Power Steering _____
- 7. ABS Brakes _____
- 8. Air Conditioning _____
- 9. 6 1/2 Foot Bed _____
- 10. Black Rubber Floor Covering _____
- 11. Rear Camera System _____
- 12. Tires: P265/70R17 OWL (AS/AT) _____
- 13. Seats: 40/20/40 Vinyl Seats _____
- 14. No Identifying Logos/Decals on vehicle _____

SPECIFICATIONS

Bid 005-20

2020, F-150 Super Cab, Four Wheel Drive, Pick-up Truck or Equal

The purpose of this specification is to describe a new, current production model, Four Wheel Drive, Pick-up Truck. The Truck should be a Ford F-150, 2-Door Super Cab or equal. 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. Vehicle should be delivered complete and ready to operate. Please note: The City requests Factory Options when possible.

**Bidder's
Response**

STANDARD EQUIPMENT:

- 1. Body: F-150 or Equal Extended Cab (2-Door) _____
- 2. Color: Oxford White _____
- 3. 3.3L V6 Flex Fuel Engine _____
- 4. Transmission: Six (6) Speed Automatic _____
- 5. 4 X 4 System Shift-on-Fly _____
- 6. Power Steering _____
- 7. ABS Brakes _____
- 8. Air Conditioning _____
- 9. 6 1/2 Foot Bed _____
- 10. Black Rubber Floor Covering _____
- 11. Rear Camera System _____
- 12. Tires: P265/70R17 OWL (AS/AT) _____
- 13. Seats: 40/20/40 Vinyl Seats _____
- 14. No Identifying Logos/Decals on vehicle _____

SPECIFICATIONS

Bid 005-20

2020, F-150 Crew Cab, Four Wheel Drive, Pick-up Truck or Equal

The purpose of this specification is to describe a new, current production model, Four Wheel Drive, F-150, 4-Door Crew Cab, Pick-up Truck or equal. 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. Vehicle should be delivered complete and ready to operate. Please note: The City requests Factory Options when possible.

**Bidder's
Response**

STANDARD EQUIPMENT:

- 1. Body: F-150 or Equal Crew Cab (4-Door) _____
- 2. Color: Oxford White _____
- 3. 3.3L V6 Flex Fuel Engine _____
- 4. Transmission: Six (6) Speed Automatic _____
- 5. 4 X 4 System Shift-on-Fly _____
- 6. Power Steering _____
- 7. ABS Brakes _____
- 8. Air Conditioning _____
- 9. 6 1/2 Foot Bed _____
- 10. Black Rubber Floor Covering _____
- 11. Rear Camera System _____
- 12. Tires: P265/70R17 OWL (AS/AT) _____
- 13. Seats: 40/20/40 Vinyl Seats _____
- 14. No Identifying Logos/Decals on vehicle _____

SPECIFICATIONS
Bid 005-20
2020, F-150 XL, Four Wheel Drive, Pick-up Truck or Equal

The purpose of this specification is to describe a new, current production model, Four Wheel Drive, F-150 XL, 2-Door, Pick-up Truck or equal. 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. Vehicle should be delivered complete and ready to operate. Please note: The City requests Factory Options when possible.

**Bidder's
Response**

STANDARD EQUIPMENT:

- | | |
|--|-------|
| 1. Body: F-150 XL or Equal (2-Door) | _____ |
| 2. Color: Oxford White | _____ |
| 3. 3.3L V6 Flex Fuel Engine | _____ |
| 4. Transmission: Six (6) Speed Automatic | _____ |
| 5. 4 X 4 System Shift-on-Fly | _____ |
| 6. Power Steering | _____ |
| 7. ABS Brakes | _____ |
| 8. Air Conditioning | _____ |
| 9. 6 1/2 Foot Bed | _____ |
| 10. Black Rubber Floor Covering | _____ |
| 11. Rear Camera System | _____ |
| 12. Tires: P265/70R17 OWL (AS/AT) | _____ |
| 13. Seats: 40/20/40 Vinyl Seats | _____ |
| 14. No Identifying Logos/Decals on Vehicle | _____ |

**Bidder's
Response**

OPTIONAL EQUIPMENT:

1. Engine: 5.0 Liter V-8

2. Black Platform Running Boards (Right & Left)

3. Speed Control

4. Sync- Blue Tooth Phone Connectivity

5. Trailer Tow Pkg. w/ 7 pin plugs

6. AM/FM Single CD

7. Rear Sensing System

8. Power Equipment Pkg. (Power Windows, Locks, and Mirrors)

9. Remote Keyless Entry

10. Remote Start

11. Spray in Bed Liner

12. Rear Tailgate Step

13. Back-Up Alarm

14. Weather Guard Single lid -Deep Well Tool Box
White

Diamond Chrome

15. Weather Guard Double lid -Deep Well Tool Box
White

Diamond Chrome

**Bidder's
Response**

16. Weather Guard Single lid - Low Profile Tool Box

White

Diamond Chrome

17. Weather Guard Double lid - Low Profile Tool Box

White

Diamond Chrome

18. Jotto Desk Console 20" widebody w/locking lid (model #425-6445)
(brand specific). Includes Jotto Desk upper structure armrest
(425-6260) and Jotto Desk Internal Cupholder (425-3704).

19. UWS (or equal) Side Toolbox

20. Fog Lights

21. Chrome Step Rails (Right & Left)

22. 40 / 20 / 40 Cloth Seats

23. 4 X 4 Off Road Package

24. Skid Plates

25. Tinted Windows

BID FORM

TO: City of Rome – Purchasing Department
ATTN: BECKY SMYTH
601 Broad Street
Rome, Georgia 30161

BID PKG. “005-20 ----“F-150 or Equal Pick-up Trucks for various departments”

Base Pricing w/Standard Features

Qty	Description	Unit Price	Total	Brand
1	F-150 Regular Cab, Four Wheel Drive or equal	\$_____	\$_____	_____
1	F-150 Super Cab, Four Wheel Drive or equal	\$_____	\$_____	_____
1	F-150 Crew Cab, Four Wheel Drive or equal	\$_____	\$_____	_____
1	F-150 XL, Four Wheel Drive or equal or equal	\$_____	\$_____	_____
1	F-150 XLT, Four Wheel Drive or equal	\$_____	\$_____	_____

TOTAL COST: \$_____

The City of Rome intends to purchase several of these vehicles. We would like to reserve the option to purchase additional vehicles from this bid solicitation using the same quoted prices. This option must be exercised within 12 months of the date of issue of the original purchase order.

BIDDER’S RESPONSE:_____

Expected Delivery Date: _____
(after purchase order is received per truck)

ALL- FOB-Delivered: 200 Vaughn Rd., Rome Georgia 30161

PLEASE NOTE: Exact annual number of trucks and options are not available at this time. We will notify winning bidder of siren and radio selection if the Jotto Console option is selected. Please make sure all option costs include labor costs and remember all installations should be completed before delivery.

Optional Prices

- | | |
|---|----------|
| 1. Engine: 5.0 Liter V-8 | \$ _____ |
| 2. Black Platform Running Boards (Right & Left) | \$ _____ |
| 3. Speed Control | \$ _____ |
| 4. Sync- Blue Tooth Phone Connectivity | \$ _____ |
| 5. Trailer Tow Pkg. w/ 7 pin plugs | \$ _____ |
| 6. AM/FM Single CD | \$ _____ |
| 7. Rear Sensing System | \$ _____ |
| 8. Power Equipment Pkg. (Power Windows, Locks, and Mirrors) | \$ _____ |
| 9. Remote Keyless Entry | \$ _____ |
| 10. Remote Start | \$ _____ |
| 11. Spray in Bed Liner | \$ _____ |
| 12. Rear Tailgate Step | \$ _____ |
| 13. Back-Up Alarm | \$ _____ |
| 14. Weather Guard Single lid -Deep Well Tool Box | |
| White | \$ _____ |
| Diamond Chrome | \$ _____ |
| 15. Weather Guard Double lid -Deep Well Tool Box | |
| White | \$ _____ |
| Diamond Chrome | \$ _____ |
| 16. Weather Guard Single lid - Low Profile Tool Box | |
| White | \$ _____ |
| Diamond Chrome | \$ _____ |
| 17. Weather Guard Double lid - Low Profile Tool Box | |
| White | \$ _____ |
| Diamond Chrome | \$ _____ |

- 18. Jotto Desk Console 20" widebody w/locking lid (model #425-6445)
(brand specific). Includes Jotto Desk upper structure armrest
(425-6260) and Jotto Desk Internal Cupholder (425-3704). \$ _____
- 19. UWS (or equal) Side Toolbox \$ _____
- 20. Fog Lights \$ _____
- 21. Chrome Step Rails (Right & Left) \$ _____
- 22. 40/20/40 Cloth Seats \$ _____
- 23. 4X4 Off Road Package \$ _____
- 24. Skid Plates \$ _____
- 25. Tinted Windows \$ _____

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 **April 14, 2020 at 2:00 p.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

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
SAVE COMPLIANCE AFFADAVIT
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
CITY OF ROME, GEORGIA

E-VERIFY COMPLIANCE AFFADAVIT

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/Company

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:
Commission Expires: