



MEMORANDUM

TO: Prospective Bidders

FROM: William P. Gilliland, Purchasing Director

RE: Request for Bid - #006-16

DATE: January 29, 2016

Enclosed you will find the necessary information for preparing and submitting your bid for **Five 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 **February 18, 2016 at 3:00 p.m.** Local time.

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

William P. Gilliland
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 **February 18, 2016 at 3:00 p.m.**

II. Bids must be delivered to:

City of Rome
601 Broad Street
P.O. Box 1433
Rome, Georgia 30162

III. Bids must be sealed and marked:

“Bid #006-16, Pick-up trucks for various departments”

IV. Bids must be complete and include:

- A. Completed Bid Proposal Form
- B. Executed Affidavit of Non-Collusion
- C. Executed Certificate of Non-Discrimination
- D. Executed Bidder’s Declaration
- E. Request for Taxpayer I.D. Number
- F. SAVE Affidavit
- G. E-Verify 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 **February 18, 2016 at 3:00 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 **February 18, 2016 at 3:00 p.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.

SPECIFICATIONS
Bid 006-16
Building Inspection Department
Two (2) 2016, F-150 XL Super Crew Cab, Four Wheel Drive, Pick-up Truck

The purpose of this specification is to describe a new, current production model, Four Wheel Drive, Super Crew Cab, Pick-up Truck. The Truck should be a Ford F-150 Super Crew XL 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.

Bidders Response

- | | |
|---|-------|
| 1. Color---White | _____ |
| 2. Body---Four Door Super Crew Cab | _____ |
| 3. Engine---5.0 Liter V8 or equal | _____ |
| 4. Transmission----Six (6) Speed Automatic | _____ |
| 5. Four (4) wheel Drive with shift-on the-fly feature | _____ |
| 6. Power Steering/Power Disc Brakes | _____ |
| 8. Air conditioning/ power door locks/ windows | _____ |
| 9. 40/20/40 Bench Type Cloth Seat | _____ |
| 10. 5-1/2 foot Pick-up box w/spray-in bed liner | _____ |
| 11. Power Left and Right outside Mirrors | _____ |
| 12. Hands free communications-SYNC or equal | _____ |
| 13. AM/FM Stereo w/single disk CD | _____ |
| 14. Black Vinyl Flooring | _____ |
| 15. All Terrain, LT235/70Rx17 Tires | _____ |
| 16. Black Platform step, front and rear, left right and left | _____ |
| 17. Trailer Hitch Receiver with seven pin plug | _____ |
| 18. Rear Camera w/sensing system | _____ |
| 198. All standard equipment must be provided unless replaced by optional equipment. | _____ |

SPECIFICATIONS
Bid 006-16
Fire Department
One (1) 2016, F-250 XL Super Crew Cab, Four Wheel Drive, Pick-up Truck

The purpose of this specification is to describe a new, current production model, Four Wheel Drive, Super Crew Cab, Pick-up Truck. The Truck should be a Ford F-250 Super Crew XL 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.

Bidders Response

1. Color---White _____
2. Body---Four Door Super Crew Cab, 9900 GVWR _____
3. Engine---6.7 Diesel, 440 Horse Power or equal _____
4. Transmission----Six (6) Speed Automatic _____
5. Four (4) wheel Drive with Electronic shift-on the-fly feature _____
6. Power Steering/Power Disc Brakes _____
8. Air conditioning/ power door locks/ windows _____
9. 40/20/40 Bench Type Cloth Seats _____
10. 6-3/4 foot Pick-up box w/ spray in bed liner _____
11. Power Left and Right outside Mirrors _____
12. Hands free communications-SYNC or equal _____
13. AM/FM Stereo w/single disk CD _____
14. Black Vinyl Flooring _____
15. All Terrain 265/70R-17 Tires _____
16. Black Platform step, front and rear, right and left _____
17. Trailer Hitch Receiver with seven (7) pin plug _____
18. Rear Camera w/sensing system _____
19. All standard equipment must be provided unless replaced by optional equipment. _____

SPECIFICATIONS
Bid 006-16
Engineering Department
One (1) 2016, F-250 XL Super Crew Cab, Four Wheel Drive, Pick-up Truck

The purpose of this specification is to describe a new, current production model, Four Wheel Drive, Super Crew Cab, Pick-up Truck. The Truck should be a Ford F-250 Super Crew XL 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.

Bidders Response

1. Color---White _____
2. Body---Four Door Super Crew Cab _____
3. Engine---6.2 Liter V8 or equal _____
4. Transmission----Six (6) Speed Automatic, skid plates _____
5. Four(4) wheel Drive with shift-on the-fly feature _____
6. Power Steering/Power Disc Brakes _____
8. Air conditioning/ power door locks/ windows _____
9. 40/20/40 Bench Type vinyl Seat _____
10. 6-3/4 foot Pick-up box w/ spray-in bed liner _____
11. Power Left and Right outside Mirrors _____
12. Hands free communications-SYNC or equal _____
13. AM/FM Stereo w/single disk CD _____
14. Black Vinyl Flooring _____
15. All Terrain P245/70Rx17 Tires _____
16. Black Platform step, front and rear, right and left _____
17. Trailer Hitch Receiver with seven pin plug _____
18. Rear Camera w/sensing system _____
19. All standard equipment must be provided unless replaced by optional equipment. _____

SPECIFICATIONS
Bid 006-16
Fire Department
One (1) 2016, F-150 XL Super Crew Cab, Four Wheel Drive, Pick-up Truck

The purpose of this specification is to describe a new, current production model, Four Wheel Drive, Super Crew Cab, Pick-up Truck. The Truck should be a Ford F-150 Super Crew XL 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.

Bidders Response

1. Color---White _____
2. Body---Four Door Super Crew Cab w/fog lights _____
3. Engine---5.0 Liter V8 or equal _____
4. Transmission----Six (6) Speed Automatic _____
5. Four (4) wheel Drive with shift-on the-fly feature _____
6. Power Steering/Power Disc Brakes _____
8. Air conditioning/ power door locks/ windows _____
9. 40/20/40 Bench Type Cloth Seat _____
10. 5-1/2 foot Pick-up box w/spray in bed liner _____
11. Power Left and Right outside Mirrors _____
12. Hands free communications-SYNC or equal _____
13. AM/FM Stereo w/single disk CD _____
14. Black Vinyl Flooring _____
15. All Terrain P235/75Rx17 Tires _____
16. Black Platform step, front and rear, right and left _____
17. Trailer Hitch Receiver with seven pin plug _____
18. Rear Camera w/sensing system _____
19. All standard equipment must be provided unless replaced by optional equipment. _____

BID FORM

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

BID PKG. “006-16----“Pick-up Trucks for various departments”

Quantity	Description	Unit Price	Total
2	F-150-XL Super Crew, Four Door 4 x 4 or equal, Building Inspection	_____	_____
1	F-250 XL Super Crew, four door, 4x4 or equal, Fire Department	_____	_____
1	F-250 XL, Super Crew, four door,4x4 or equal, Engineering Department.	_____	_____
1	F-150 XL, Super Crew Cab, four door,4 x 4, or equal, Fire Department	_____	_____

TOTAL COST: _____

Expected Delivery Date:_____ **ALL- FOB-Delivered Rome Georgia 30161**

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 _____

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 **February 18, 2016 at 3:00 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)

Request for Taxpayer Identification Number and Certification

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

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.		
	2 Business name/disregarded entity name, if different from above		
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for _____ <input type="checkbox"/> Other (see instructions) ▶ _____		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.)		Requester's name and address (optional)
	6 City, state, and ZIP code		
	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 Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number									

or

Employer identification number									

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 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 on page 3.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

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

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/tw9.

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? on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

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: