



## MEMORANDUM

TO: Prospective Bidders

FROM: William P. Gilliland, Purchasing Director

RE: Request for Bid – 007-16

DATE: February 17, 2016

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Enclosed you will find the necessary information for preparing and submitting your bid for **Etowah Raw Water Pump Station** for the City of Rome Water department.

The deadline for submitting your bid is **March 17, 2016 at 2:00 p.m. Local time. Bids will be opened in the City of Rome Purchasing Department Conference Room at 601 Broad Street, Rome, Georgia 30161.** A Bid Bond is required to be provided with the bid in the amount of 5% of the total amount bid. The successful bidder must provide a performance and payment bond in the amount of 100% of the total amount. The successful bidder will be required provide a Certificate of Insurance in the amount of \$2,000,000 million liability coverage with the City of Rome listed as the additionally insured. The successful bidder will be required to have workers compensation insurance as required by the State of Georgia.

**A Pre-bid meeting will be held to discuss components of the proposed project and to provide access to the project site. The meeting will take place at 2:00 p.m. on Thursday, March 3, 2016 in the conference room of the City of Rome Water and Sewer Division located at 100 Vaughn Road, Rome Georgia, 30161. A visit to the project site will follow.**

Interested parties may download all bidding information from the City of Rome website, [www.romefloyd.com](http://www.romefloyd.com) or complete sets of contract documents, construction specifications and drawings may be obtained at the office of Southern Engineering and Surveying at 201 Broad Street, Suite 300, Rome Georgia 30161 for a \$100.00 fee.

All questions should be submitted via e-mail simultaneously to Bill Gilliland at [bgilliland@rome.ga.us](mailto:bgilliland@rome.ga.us) and Chuck Hardin at [chardinses@bellsouth.net](mailto:chardinses@bellsouth.net). All questions and answer will be posted on our website.

Questions and answers not submitted in writing will be considered general commentary and not to serve as addenda nor as an official response.

The City of Rome Georgia reserves the right to delay the award of the contract for a period not to exceed sixty (60) days from the date of the bid opening, during which time bids shall remain open and not subject to withdrawal. The right is also reserved to reject any and all bids and to waive any and all technicalities or informalities.

William P. Gilliland

City of Rome Georgia  
Purchasing Director