



MEMORANDUM

TO: Prospective Bidders

FROM: **Johnna Allen**, Purchasing Director

RE: Request for Bid - #002-16 HOMEBuild Project

DATE: **May 16, 2016**

Enclosed you will find the necessary information for preparing and submitting your bid for **HOMEBuild Project** on behalf of **South Rome Redevelopment Corporation, SRRC**. This bid is for construction of three (3) houses with the possibility of two (2) additional houses being constructed provided each party is agreeable and the price does not change.

Funding for the homes is a combination of Federal, State and local funds. The City of Rome is acting in a bid management and administrative/advisory capacity only. The South Rome Redevelopment Corporation is the sole developer of this project and will be responsible for review of all bids, project management, contractor payments, etc.

The deadline for submitting your bid is **June 17, 2016 at 3:30 p.m. local time**. A **pre-bid meeting and site visit will be held at the City of Rome Purchasing Department on May 25, 2016 at 10 a.m.**

A bid bond in the amount of 5% of the highest amount bid for a single residence must accompany the bid submitted. A 100% performance and payment bond will be required before any work can begin.

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

Johnna Allen
Purchasing Director

INSTRUCTIONS FOR BIDDERS

I. Bids must be received by **June 17, 2016 at 3:30 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 #002-16 HOMEBuild Project”

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. Prompt Payment Affidavit
- F. Drug-Free Workplace Certificate
- G. Request for Taxpayer I.D. Number
- H. E-Verify Compliance Affidavit Form
- I. SAVE Compliance Affidavit Form
- J. MBE/DBE Participation
- K. Local Contractor & Material Suppliers

All bids submitted shall be subject to acceptance or rejection and the **South Rome Redevelopment Corporation** 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 **South Rome Redevelopment Corporation** and will not be returned to bidders unless a written request to withdraw is received prior to **June 3, 2016 at 3:30 p.m.**

V. Payments:

When contracts are awarded, payment by **South Rome Redevelopment Corporation** will be the normal 30-day cycle. However, SRRC 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 on behalf of the **South Rome Redevelopment Corporation** from interested parties until **June 3, 2016 at 3:30 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 HOMEBuild Project

The **South Rome Redevelopment Corporation** (a local 501-C-3 non-profit) seeks qualified bidders to construct three (3) homes in the South Rome Area. These home are ranch style and includes 3 bedrooms,2 bathrooms, living room, dining area, kitchen, laundry room, and a carport. The homes are estimated to have approximately 1138 sq. ft. of heated space.

The successful bidder will provide a bid price for each house individually and it must be turnkey pricing. There are a total of three (3) houses to be built in the initial phase. If it is agreeable to all parties the successful bidder may be awarded two (2) additional homes provided the bid price is maintained for each house. The initial phase will construct houses at three locations, 311 Wilson Ave, 315 Wilson Ave and 407 Wilson Ave. Phase two homes that will be built at a later date will be located in close proximity of Wilson Ave.

The contractor must provide all labor, tools, equipment and materials as described and shown on the drawings provided.

1. Each home must meet the State of Georgia "Visitability Requirements "of O.C.G.A 8-3-172. These include :
 - No step entry through a 36" in. door.
 - Each interior door is at least a standard 32 inch door, unless the door provides access only to a closet of less than 15 square feet in area.
 - Each hallway has a width of at least 36 inches and is level with ramped or bevel changes at each door threshold.
 - Each bathroom wall is reinforced for potential installation of grab bars.
 - Each electrical panel or breaker box(located on the first floor), light switch or thermostat is not higher than 48 inches above the floor.
 - Each electric plus or other receptacle is at least 15 inches above the floor

Bidders Response:_____

2. Each home must meet all applicable building codes which have been adopted locally and are enforced by the Rome/Floyd Building Inspection Department.

The following is included:

- 2013 International Building Code
- 2009 Energy Conservation Code
- 2009 National Electric Code
- 2014 International Plumbing Code

Bidders Response:_____

3. **The homes will be constructed on a concrete slab instead of a slab/partial crawl space as shown on the house plan. The City of Rome will do all preliminary site work to the lots in preparation for installation of the slab.**

Bidders Response: _____

4. **The plan shows brick and/or rock on the front façade. Please disregard this and just calculate the construction with hardi-siding (or equivalent).**

Bidders Response: _____

General Conditions

The South Rome area is in a period of revitalization and the new homes are part of the continuing process. The construction site adjoins city sidewalk and streets and it is imperative that extreme care be taken to insure the safety of pedestrians and visitors in the area.

1. All areas adjacent to the work areas must be kept free from litter and work debris at all times. The contractor is responsible for providing a receptacle for waste and debris and for the cost of disposal.

Bidders Response: _____

2. The contractor is responsible for all work materials and equipment left on the premises during the work period.

Bidders Response: _____

3. Progress payments are authorized for this job with 10% retainage at all times. Payment for the final invoice will be paid within 10 days after acceptance and approval of the work.

Bidders Response: _____

4. A certificate of insurance must be provided before any works begin. Insurance must be in the amount of \$2,000,000 dollars liability with the **South Rome Redevelopment Corporation** as the additionally insured.

Bidders Response: _____

5. The contractor must have workers compensation in accordance with the laws of the State of Georgia.

Bidders Response: _____

6. This project is partially funded with Grant funds from the Georgia Department of Community Affairs.

Bidders Response: _____

7. The contractor will be required to utilize all universally recognized safety equipment and comply with all work safety requirements.

Bidder Response: _____

8. The contractor will be responsible for the cost and acquisition of all permits required for this job and must be properly licensed for this type of construction.

Bidders Response: _____

9. It is the responsibility of the contractor to conduct all field measurements and the conditions of the worksite.

Bidders Response: _____

10. Any questions that arise may be e-mailed to jallen@romea.us or must be delivered in writing to the City of Rome Purchasing Department, 601 Broad Street, Rome, Georgia 30161.

Bidders response: _____

11. All addenda will be posted on the City of Rome website www.romefloyd.com and it is the responsibility of the contractor to periodically check the website so as to be aware of such addenda.

Bidders Response: _____

12. It is requested that contractors use as many local sub-contractors, laborers and material suppliers as possible in the performance of this work.

Bidders Response: _____

13. Is your firm a qualified Minority Business Enterprise or do you intend to employ any minority sub contractor?

Bidders Response: _____

14. What timeframe do you propose to do the work? Will all of the houses be started and completed simultaneously?

Bidders Response: _____

15. Does your firm have the financial ability to cash-flow all of the houses simultaneously?

Bidders Response: _____

BID FORM

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

BID PKG. “002-16” –HOMEBuild Project”

Quantity	Description	Unit Price	Total
1	311 Wilson Ave.	_____	_____
1	315 Wilson Ave.	_____	_____
1	407 Wilson Ave.	_____	_____

TOTAL PROJECT COST: _____

Expected time required for Completion: _____

All bids submitted shall be subject to acceptance or rejection and the **South Rome Redevelopment Corporation** 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 **South Rome Redevelopment Corporation**.

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 **June 17, 2016 at 3:30 PM** but may not be withdrawn after such date and time.

That the **South Rome Redevelopment Corporation** 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 South Rome Redevelopment Corporation** reserves the right to waive any technicalities and formalities in the bidding.

That by submission of this bid the bidder acknowledges that the **South Rome Redevelopment Corporation** 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 **South Rome Redevelopment Corporation**. The bidders may be declared, by the **SRRC**, ineligible for further contracts with the **SRRC** 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 **South Rome Redevelopment Corporation** 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 **SRRC** 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 BID

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

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 the tax classification of the single-member owner. <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) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
	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 <i>How to get a TIN</i> on page 3.											
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.	<table border="1" style="width: 100%;"><tr><td colspan="2" style="text-align: center;">Social security number</td></tr><tr><td style="width: 50px; text-align: center;"> _ _ - _ _ - _ _ _ _ </td><td style="width: 50px;"></td></tr><tr><td colspan="2" style="text-align: center;">or</td></tr><tr><td colspan="2" style="text-align: center;">Employer identification number</td></tr><tr><td style="width: 50px; text-align: center;"> _ _ - _ _ _ _ </td><td style="width: 50px;"></td></tr></table>	Social security number		_ _ - _ _ - _ _ _ _		or		Employer identification number		_ _ - _ _ _ _	
Social security number											
_ _ - _ _ - _ _ _ _											
or											
Employer identification number											
_ _ - _ _ _ _											

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 ▶ _____

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/fw9.

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:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- 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
- 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.

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/SOUTH ROME REDEVELOPMENT CORPORATION
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 **South Rome Redevelopment Corporation**, 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:

CITY OF ROME, GEORGIA/SOUTH ROME REDEVELOPMENT CORPORATION
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, SOUTH ROME REDEVELOPMENT CORPORATION 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
My Commission Expires:

LIST OF MBE/DBE SUBCONTRACTORS/SUPPLIERS

HomeBuild Project

The following is the list of MBE/DBE subcontractors referenced in the bid form submitted by:

(Bidder).....

Dated.....and which is an integral part of the Bid Form.

The following work will be performed (or provided) by MBE/DBE and coordinated by us:

WORK SUBJECT

NAME

.....
.....
.....
.....
.....

SUPPLIERS:

NAME

.....
.....
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.....
.....
.....

