



**CITY OF GRIFFIN, GEORGIA**

**INVITATION TO BID**

**BID #15-007**

**FOR**

**TREE TRIMMING AND REMOVAL SERVICES**

**For all questions about this Bid contact:**

*Cindy Fay, Procurement Analyst*  
[cfay@cityofgriffin.com](mailto:cfay@cityofgriffin.com)

**Deadline:**  
**Tuesday, January 6, 2015 at 2:00 P.M.**

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**TREE TRIMMING AND REMOVAL SERVICES**

**1. SECTION I – BID INFORMATION**

Information in this section is bid-specific. Any conflicting information stipulated in this section shall supersede the General Terms & Conditions noted in Sections II - V.

**1.1. PURPOSE**

The City of Griffin (City) is seeking bids from qualified organizations for the contract pruning and tree removal as needed within the City.

**1.2. SCHEDULE & SUMMARY**

This Invitation to bid will be governed by the following schedule and criteria:

**DATES**

Release of Request	Tuesday, December 9, 2014
Pre-Bid Meeting	No
Questions due	Thursday, December 18, 2014
Bids due	Tuesday, January 6, 2015 by 2:00 PM
Copies of Bid Response Required	Three, <u>in addition</u> to one original and one company registration
Public opening	No
Bonds required	No
Project manager	Kreg Jenkins; <a href="mailto:kjenkins@cityofgriffin.com">kjenkins@cityofgriffin.com</a>

**1.3. SCOPE OF WORK**

The City is seeking bids for tree pruning and removal services throughout the City for the period beginning January 2015 with the potential of up to four (4) annual renewals. The supplier will furnish all of the necessary labor, supervision, tools, equipment, supplies, materials and expertise to accomplish the pruning or removal of such trees. Trees will vary in DBH (diameter at breast height), will be identified by the City and are located throughout the City’s right-of-ways.

Last year, over \$60,000 was disbursed just on the routine maintenance of the City’s trees. In addition to the routine pruning and occasional tree removal for the City’s maintenance needs, there is currently an extensive inventory of trees that have been marked for removal. The supplier will be given a listing of this inventory and can coordinate those assignments on a regular schedule.

- 1.1.1 All work must be completed to the satisfaction of the City Arborist or representative, and any questions as to proper procedures or quality of workmanship will be resolved by the same. Written notice will be given by the City for unsatisfactory work, giving the supplier the opportunity to make it acceptable. If unsatisfactory work continues after the cure notice, the City has the right to cancel the existing contract and award to the next lowest responsive and responsible supplier.
- 1.1.2 Supplier shall be aware of all the conditions concerning the site of the work, the obstacles that may be encountered and all other relevant matters concerning the work to be performed prior to the submission of the bid response.

- 1.1.3 Work shall be scheduled work between the hours of 7:00 a.m. and 6:00 p.m., Monday through Friday, unless authorized by the City Arborist or representative.
- 1.1.4 Work must be commenced within ten (10) days of assignment and completed in a timely manner. If such a delay happens for unapproved reasons, the City reserves the right to obtain services for the immediate need elsewhere. Two unapproved delays in assignments are cause for the City to cancel the existing contract and award to the next lowest responsive and responsible supplier.
- 1.1.5 Work shall be undertaken with all reasonable care and minimal disruption or damage to other trees, grounds, driveways, streets, and curbs, sidewalks, structures and utilities on or adjacent to work site.
- 1.1.6 No waste shall be left on work site overnight unless prior arrangements are made with City Arborist or representative. Organic waste generated by this work is the responsibility of the Supplier and must be disposed of properly (i.e. landfill).
- 1.1.7 Any damage to property as the result of the Supplier's operations shall be the responsibility of the Supplier.
- 1.1.8 Supplier must have a current occupational license with the City and maintain liability insurance in the minimum amount of \$2,000,000.00 per occurrence that includes liability for accidents occurring during contract or at the project site that are attributable to the supplier or its agents' conduct during the time period of the subsequent Agreement. This amount shall supersede any discrepancy of amount listed in Section V. The City, its agents, elected officials, and employees shall be included as additionally named insured with respect to all liability policies herein except the professional liability coverage and worker's compensation which shall be indicated on all applicable certificates of insurance. A Certificate of Insurance (COI) and any other documents required by the City must be submitted to the City prior to the commencement of any work.
- 1.1.9 All pruning will be consistent with ANSI-A300 Part 1, which includes the following:
  - 1.1.9.1 Trees are to be pruned in a manner to not endanger the health of the tree.
  - 1.1.9.2 To improve the appearance of trees pruned -
    - Attention is to be given to the eventual symmetrical appearance of the trees. Pruning shall be done in order to maintain a tree-like form typical of the species of the tree being pruned.
    - In lifting the bottom branches of trees for clearance, care should be given to the symmetrical appearance of the entire crown.
    - All final cuts shall be made sufficiently close to the trunk or parent limb, without cutting into the branch collar or leaving a protruding stub, so that closure can readily begin under normal conditions. Clean cuts shall be made at all times. All drop crotch pruning cuts will be made back to branches with a minimum of 1/3 the diameter of the parent branch.
- 1.1.10 All tree removal shall be consistent with the following:
  - 1.1.10.1 All tree removals will be complete including stump removal or grinding and disposal of all woody debris.
  - 1.1.10.2 Stumps must be ground to a minimum depth of 8 inches below normal ground level and cavities must be cleaned out. Cavities are to be back-filled with good quality fill and tamp holes up to existing grade.
  - 1.1.10.3 There may be occasions, such as a tree already downed or a tree removed by the City, when a stump needs to be ground. Circumstances such as those require separate/specific approval and pricing.
  - 1.1.10.4 City crews will maintain the vegetation and brush control within the Right-of-Way area.
- 1.1.11 Safety standards shall include, but not be limited to the following:
  - 1.1.11.1 No spikes are to be used in climbing any trees.

1.1.11.2 All equipment to be used and all work to be performed must be in full compliance with the most current revision of the American National Standards Institute Standard Z-133.1-1988, or as amended.

1.1.11.3 The blocking of public streets shall not be permitted unless prior arrangements have been made with the City and is coordinated with the appropriate City departments.

1.1.11.4 Supplier shall provide adequate barricades, flagmen, signs and/or public safety warning devices while working to protect and control motorists and pedestrians. Yellow flashing lights mounted on the vehicle shall not be deemed as sufficient or adequate protection. Questions of sufficiency shall be resolved to the satisfaction of the City Arborist or representative.

1.1.12 The City will reimburse the Supplier for the rental of a crane when needed, based on prior approval by the City Arborist and the submission of an authorized receipt. Rental of other necessary heavy equipment must have prior approval by the City Arborist and proper receipt in order to be reimbursed by the City.

1.1.13 A written report shall be prepared after each assignment and submitted to the City Arborist or representative within five (5) business days of completion. This report shall list the locations and numbers of trees pruned and/or removed, along with any supporting detail that is relevant.

1.1.14 The City reserves the right to inspect all work throughout the term of the resulting contract.

#### **1.4. PACKAGING/SUBMISSION REQUIREMENTS**

The following information and/or documents MUST be included with the supplier's response and in the order listed below:

- a. \_\_\_ Information/Cover Page (*supplied*)
- b. \_\_\_ Bid Response Acknowledgement sheet (*supplied*)
- c. \_\_\_ Pricing Sheet (*supplied*)
- d. \_\_\_ References Sheet (*supplied*)
- e. \_\_\_ Company Registration paperwork – one set only\*
  - Vendor Registration (*supplied*),
  - Vendor Affidavit (E-Verify) (*supplied*),
  - W-9 (*supplied*),

A checklist for your convenience has been provided at the end of this document. This checklist is for your convenience and not required to be returned with the submittal.

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**\* NOTE:** Only **ONE** original and no copies of the company registration paperwork is required. This should be submitted separately from but included with the original in order to maintain the security and privacy of the registration documents. Do not include additional copies of the registration paperwork with the bid copies; only the original is needed.

If a completed (and confirmed) registration has been submitted AFTER 1/1/12, you may include a statement that you have a completed registration on file. Fillable versions of the registration forms are also available online at <http://www.cityofgriffin.com/DoingBusiness/HowtodobusinesswiththeCity/tabid/594/Default.aspx>.

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#### **1.5. EVALUATION CRITERIA**

The basis of selection will be the best evaluated bid considering ability to meet the City's specifications and requirements in addition to price. Other considerations will include, but are not limited to:

- Ability to provide requested service
- Experience
- Quality of workmanship and products used
- Timeliness of project completion
- Additional costs to the City
- Prior supplier performance

- References
- Guarantees and warranties
- Value added services and/or options
- Financial solvency

At the City's discretion, a short list of the most qualified suppliers may be compiled during the evaluation process and additional information regarding their bids may be, either in writing or in a presentation and interview session. The City reserves the right to request product demonstrations or to conduct site visits to assess installations similar to the one proposed.



## CITY OF GRIFFIN, GEORGIA REQUESTS FOR PROPOSAL, INVITATIONS TO BID GENERAL PROVISIONS

Sections II - V review the general terms and conditions. **Any bid-specific information noted in Section I or in the Specifications & Response Section will take precedence.**

### 2. SECTION II – GENERAL TERMS AND CONDITIONS

All information, notices and addenda regarding this Bid shall be posted on the City’s website. It is the supplier’s responsibility to check the site on a regular basis in order to confirm they have the most current information prior to submitting a response. Subsequent to the bid opening, all status notices will also be posted on the City’s website.

#### 2.1. RESTRICTIONS ON COMMUNICATIONS WITH STAFF

All questions about this bid must be submitted in the following format:

Company Name

- Question

Citation of relevant section of the bid

All questions regarding specification/technical issues must be in writing to the Project Manager for this bid (with a ‘cc’ to Procurement). The Project Manager, contact email and deadline for questions is noted in section 1.2.

All questions regarding administrative issues must be in writing to the Procurement Analyst:

Address: Cindy Fay  
Procurement Analyst  
City of Griffin  
P. O. Box T, Griffin, GA 30224

Email: [cfay@cityofgriffin.com](mailto:cfay@cityofgriffin.com)

No questions other than written will be accepted. No response other than written will be binding upon the City. Questions will be combined into one list of questions and responses and will be posted as an addendum.

**From the issue date of this request until an award has either been made or deemed closed for other reasons, institutions or individuals providing submissions are not permitted to communicate with members of the commission, the evaluation team or City employees, other than Procurement, with regard to the purpose or intent of this document. The exception to this is the submission of written technical questions to the project manager. The City reserves the right to reject the submission of the offending supplier if this provision is violated.**

Any updates or changes to this and related documents will be posted on the City’s website (<http://www.cityofgriffin.com/Departments/AdministrativeServices/Purchasing/BidOpportunities.aspx>). The current status values are: OPEN (close date has not been reached); UNDER EVALUATON (under review by the evaluation committee); CANCELED (bids rejected); NOIA (“Notice of Intent to Award”, recommendation for the award) and AWARD (Tally of bid submissions or related documents will be published at this time). **It is the supplier’s responsibility to refer to the website for any addenda or other pertinent information before responding to this bid request.**

#### 2.2. PUBLIC DISCLOSURE AND PROPRIETARY INFORMATION

All bids and any other public record with respect to solicitation shall be subject to public inspection, upon request, after the posting of the Notice of Intent to Award (NOIA) or Notice of Award (NOA). This is being done in order to protect the integrity of the procurement process unless otherwise required by law. For any Open Records requests, the City may assess fees for the costs of producing these public records as permitted by the Georgia Open Records Act.

Exceptions to the availability of information include 1) bona fide trade secrets meeting confidentiality requirements that have been properly marked and documented; 2) matters involving individual safety as determined by the City; 3) company financial information requested by the City to determine supplier responsibility; and 4) other constitutional protections. All documents that are to be proprietary and confidential are to be clearly marked as such.

Information received in response to this request will become the property of the City and will not be returned. If a proposer feels that any information is confidential or proprietary in nature, the proposer must prominently mark and initial such information as "PROPRIETARY INFORMATION". The City will not release or divulge such information to third parties without the consent of the Proposer unless required to do so by applicable law or order a court of competent jurisdiction.

### **3. SECTION III –OVERVIEW AND PROCEDURES**

Sections II - V review the general terms and conditions. **Any bid-specific information noted in Section I or in the Specifications & Response Section will take precedence.**

#### **3.1. COMPANY BACKGROUND & EXPERIENCE**

Suppliers that have not contracted with the City in the past 2 years should provide a list of clients for whom similar services, as detailed in this bid, have been provided during the past 3-4 years. References must be for the organization or person submitting the bid. Subcontractor's references are not acceptable.

The list must include:

Dates of service

Name of contact person

Title of contact person

Phone number of contact person

The Supplier will also disclose any services terminated by the client(s) and the reason(s) for termination. Failure to provide this information will disqualify the bid submission.

#### **3.2. REFERENCES**

References should be for historical projects of similar size and scope. Details regarding these references are noted on the Reference page.

#### **3.3. BID REQUIREMENTS**

##### **3.3.1. SPECIAL CONDITIONS**

By submitting a bid response, Suppliers certify that their proposals are made without collusion or fraud and they have not offered or received any inducements in connection with their proposals. They further agree that this solicitation and any resulting contract shall be governed in all respects by the laws of the State of Georgia and they shall comply with applicable federal, state and local laws and regulations. Any contracts or leases resulting from the award of a Bid are to be for a period of not more than one year, with four renewal options for a total period not to exceed five years. Any exceptions to this policy must be noted and agreed to by both parties in writing, prior to the issuance of the Notice of Award. Pricing must remain firm for the duration of the initial term of the resulting contract; failure to hold firm pricing for the initial contract will be considered as sufficient cause for termination. Proposal submissions must remain valid for a minimum period of ninety (90) days after the submission due date unless otherwise stipulated.

The City reserves the right to reduce or increase the scope of the project if the lowest responsible and responsive supplier's submittal is not in line with the budgeted amount for the project. The City, at its sole discretion, reserves the right to increase or decrease the scope of work to facilitate an award. This scope reduction will be enacted only if it is in the best interest of the City and constitutes no guarantee of scope.

The City also reserves the right to add to the contract any future work or purchased goods, with the agreement of the contractor, at prices offered in this bid document. This option will be enacted during the contract or within six months subsequent to the end of the contract, if in the best interest of the City and with the agreement of both parties.

##### **3.3.2. RESPONSES**

In responding to a bid, ALL item numbers with appropriate formatting must show some type of acknowledgment in



order for the response to be properly evaluated. Failure to respond to all specification criteria items may be deemed as sufficient reason to reject a submission. If formatting is not provided for a response at the item level, any non-compliance must be clearly marked, detailed and included with the bid response. Any items not identified shall be deemed as in compliance. Suppliers must: 1) complete any/all required forms; 2) indicate agreement or disagreement on each mandatory requirement and, if requested, provide additional information on how the specifications will be exceeded or not met; and 3) provide complete and detailed responses to any and all non-mandatory requirement that can be fulfilled.

If determined to be in the City's best interests, a Best and Final Offer (BAFO) may be requested. A BAFO may be requested when:

- The prices for all responsive and responsible submittals exceed budget;
- No single responsive and responsible submittal meets all requirements;
- When all responses are unclear or deficient in one or more areas;
- When the grading scores of two or more submittals require additional evaluation;
- At the discretion of the evaluation team to clarify submittals or to negotiate costs or other deliverables.

### **3.3.3. PACKAGING OF BID**

Submissions must be by the following method:

No e-mail, fax or scanned submissions will be accepted. Hard copies are to be submitted in a sealed package containing an unbound original and the number of copies specified in Section I. The sealed package must be labeled on the outside as follows:

**(Supplier Name)  
BID # (Bid Number)  
(Bid Title)**

**Supplier response to this bid must consist of the following documents in addition to any bid-specific information requested:**

- **Pricing**
- **Schedule of proposed work (when applicable),**
- **Completion Schedule (when applicable),**
- **Company Registration paperwork – one set only\***
  - **Vendor Registration (*supplied*),**
  - **Vendor Affidavit (E-Verify) (*supplied*),**
  - **W-9 (*supplied*),**
    - *Company Registration forms also available on City's website,*
- **Tax Compliance form (required if over \$99,000) (*supplied if required*),**
- **Reference list of a minimum of three (3) references (*supplied*).**

### **3.3.4. SUBMISSION OF BID**

The original and specified copies of the bid response must be delivered to the Procurement Department no later than **the time and date specified in Section I. Any bid received after stated time or delivered to department other than Procurement will not be accepted. The City of Griffin will not be responsible for any responses not received by the Procurement Department prior to the deadline.**

Bids must be submitted to:

**City of Griffin  
Attention: Cindy Fay, Procurement Analyst  
P. O. Box T, Griffin, GA 30224**

Or delivered to:

**Attention: Cindy Fay, Procurement Analyst  
100 S Hill Street, 3<sup>rd</sup> Floor  
Griffin, GA 30223**

**\*Note: Notify Procurement via email ([cfay@cityofgriffin.com](mailto:cfay@cityofgriffin.com)) if submittal is mailed via Post Office (USPS).**

### **3.3.5. ALTERNATE BID DOCUMENTS**

Documents prepared by the City must be used for the submission of Bid Response. Alternate bids or bids that deviate from the requirements of this solicitation may not be considered. Suppliers shall not insert in their submission any written statement which will have the effect of making any material change or changes in the Scope of Services or in any contract between the parties covering the subject matter thereof.

### **3.3.6. ADDITIONAL INFORMATION/ADDENDA**

The City will issue responses to inquiries and any other corrections or amendments it deems necessary in written addenda issued prior to the bid opening date. Suppliers should not rely on any representations, statements, or explanations other than those made in this Invitation to Bid and its' addendums. Where there appears to be a conflict between the Invitation to bid and any addenda issued, the last addendum issued will prevail. It is the Supplier's responsibility to check for addendums (under Bid Opportunities) on the City's website.

***Suppliers must acknowledge any issued addenda. Bids which fail to acknowledge the supplier's receipt of any addendum will result in the rejection of the bid if the addendum contains information which substantively changes the Owner's requirements.***

### **3.3.7. PROPOSAL PRICING, ERRORS AND OMISSIONS**

- 3.3.7.1. In the event there is a discrepancy between a unit price submitted and the extended price, the unit price will prevail.
- 3.3.7.2. All corrections, changes or erasures to the proposal submission are to be initialed in ink.

### **3.3.8. WITHDRAWAL OF BID**

A supplier may withdraw his bid before the submittal deadline without prejudice to the supplier by submitting a written request of withdrawal to the Procurement Analyst.

### **3.3.9. LATE SUBMITTAL, LATE MODIFICATIONS & LATE WITHDRAWALS**

Bid submittals received after the bid opening date and time will not be accepted. Modifications received after the bid opening date will not be considered. The City assumes no responsibility for the premature opening of a bid not properly addressed and identified or not delivered to the proper designation.

### **3.3.10. MINIMUM BID ACCEPTANCE PERIOD**

Bids shall be valid and may not be withdrawn for a minimum period of 60 days from the date specified for receipt of bids. Suppliers will be asked for an 'expiration date' for the bid submitted, when appropriate. This does not impact the contract price once a bid has been awarded.

### **3.3.21. DISQUALIFICATION OF BIDS OR SUPPLIERS**

Suppliers may be disqualified from participation in the bid process for reasons which include, but are not limited to the following:

- 3.3.21.1. Evidence of collusion;
- 3.3.21.2. Attempting to manipulate the submittal pricing for its' own benefit (i.e. pricing resulting in a failure of the City's ability to enforce the Contract or impose the remedies intended following breach by Supplier);
- 3.3.21.3. Being in arrears on any of its existing contracts with the City or in litigation with the City or having defaulted on a previous contract with the City;
- 3.3.21.4. Being in arrears on taxes owed to the State of Georgia;
- 3.3.21.5. Poor, defective or otherwise unsatisfactory performance of work for the City or any other party on prior projects which, in the City's judgment and sole discretion, raises other party on prior projects which, in the City's judgment and sole discretion, raises party on prior projects which, in the City's judgment and sole discretion, raises doubts as to Supplier's ability to properly perform the work;
- 3.3.21.6. Any offering of gifts, unauthorized compensation or other unethical actions to City employees with respect to interest in any business activity; or

3.3.21.7. Any other cause which, in the City's judgment and sole discretion, is sufficient to justify disqualification of the supplier or the rejection of their submittal;

### **3.3.22. REJECTION/CANCELATION/AWARD OF BIDS**

The City reserves the right to:

- a) reject any and all submittals received outside the time/place stated in the notice;
- b) reject any submittals which show omissions, irregularities, alteration of forms or unsolicited responses;
- c) waive any technicalities, or formalities of the bids;
- d) reject any or all bids or any part thereof;
- e) obtain clarification on any point in a respondent submittal or obtain additional information;
- f) accept the bid that is in the best interest of the City, regardless of whether or not it is the lowest bid;
- g) award the bids received on the basis of individual items or on the entire list of items.

The City also reserves the right to cancel this bid at any time and will not be liable for any cost/losses incurred by the Supplier throughout this process.

Where applicable, the City reserves the right to make multiple awards or to award a contract by individual line items or alternatives, by group of line items or alternatives, or to make an aggregate award, whichever is deemed most advantageous to the City. If the City determines that an aggregate award to one supplier is not in the City's best interest, "all or none" offers will be rejected.

### **3.3.23. COST INCURRED BY SUPPLIERS**

All expenses involved with the preparation and submission of the bid to the City, or any work performed in connection therewith, is the responsibility of the supplier(s).

### **3.3.24. BID OPENING**

All bids will be opened on the pre-determined bid opening date. The bid details and related documents will not be publically announced or reviewed at the bid opening; they will be turned over to an evaluation committee. No awards will be made or implied at this time. The Status field on the City's website will be updated following any change in the Bid process. Refer to section 2.1 for details regarding this Status. **Any bid-specific exceptions to the 'non-public opening' will be noted in the Schedule (section 1.2).**

### **3.3.25. AWARD OF CONTRACT**

Award will be made to the responsible supplier whose bid is responsive to the terms of this bid request and is most advantageous to the City. The quality of the articles to be supplied, their conformity with the specifications, their suitability to the requirements of the City, the delivery terms and other criteria, as well as price, will be taken into consideration in making the award. The resulting contract shall not be binding upon the City nor should any action be started until it has been executed by both parties and a copy of the fully executed contract has been delivered to the supplier. The City reserves the option to prepare and negotiate its own contract, giving due consideration to the stipulations of the supplier's proposed contract and associated legal documents.

## **3.4. INSPECTION AND ACCEPTANCE OF EQUIPMENT (FOR PURCHASE)**

Where applicable, all items bid and furnished that are to be purchased must be completely new, free from defects and operate as intended unless otherwise specified in writing. Discontinued, remanufactured or demonstrator items will not be accepted unless specifically requested. The manufacturer's standard warranty shall be identified and copies of the warranties are to be presented upon request. In addition, all items supplied shall comply with all Federal and State regulations, applicable and effective on the date of acceptance. All items must meet or exceed all existing Federal, State and Local health, safety, lighting, emissions and noise standards.

The City reserves the right to inspect and test any equipment being offered in the bid prior to making any award. The City may also request a demonstration or site visit for evaluation purposes. The equipment delivered under this bid shall remain the property of the seller until a physical inspection of the equipment is made and accepted by the City. In the event that the equipment supplied to the City is found to be defective or does not conform to the City's specifications, the City reserves the right to cancel the order upon written notice to the seller and to return the equipment to the seller at the seller's expense.

## **3.5. STATEMENT OF EXPERIENCE AND QUALIFICATIONS**

The supplier may be required, upon request, to prove to the satisfaction of the City that he/she has the skill and experience and the necessary facilities and ample financial resources to perform the contract(s) in a satisfactory manner

and within the required time. If the available evidence of competency of any supplier is not satisfactory, the response of such supplier may be rejected. The City reserves the right to request clarifications of any response or to conduct discussions for the purpose of clarification. Any clarifications made as a result of these discussions are to be provided in writing.

### **3.6. NON-COLLUSION AFFIDAVIT**

By submitting a bid, the supplier represents and warrants that such bid is genuine and real and not made in the interest or on behalf of any person not therein named. It is further warranted that the supplier has not directly or indirectly solicited any other supplier to put in a sham bid, or any potential supplier to refrain from submitting and that the supplier has not in any manner sought by collusion to secure any advantage over any other supplier.

By submitting a bid, the supplier represents and warrants that no official or employee of City has, in any manner, an interest directly or indirectly in the bid or in the contract which may be made under it, or in any expected profits to arise therefrom. It is further warranted that the supplier is independent of the City.

### **3.7. HOLD HARMLESS AND INDEMNIFICATION**

The Supplier agrees, insofar as it legally may, to indemnify and hold harmless the City, its officers, employees and agents from and against all loss, costs, and expenses, including attorneys' fees, claims, suits and judgments in connection with injury to or death of any person or persons or loss of or damage to property resulting from any and all operations performed by Supplier, its officers, employees, and agents under any of the terms of this contract.

### **3.8. BID BONDS (Bid, Performance, Payment)**

For any bid as required and noted in Section 1 of this bid document, a one hundred ten percent (110%) Performance bond and a one hundred percent (100%) Payment bond shall be furnished payable to, in favor of, and for the protection of the City. When Bid bonds are required, they must be in a sum equal to five percent (5%) of the total amount of the supplier's response and may be in the form of a surety issued bond or cashier's check made payable to the City of Griffin. Bid bonds are returned to the unsuccessful suppliers when the Notice of Award has been issued or contract has been executed. When bonding is required, failure to submit appropriate bonding will result in automatic rejection of bid. Performance and/or Payment bonds must be presented within ten (10) days of the Notice of Intent to Award or prior to the award of contract, whichever is later. Surety companies executing bonds must appear on the Treasury Department's most current publication (Circular 570 as amended) and be authorized to do business in Georgia. Unless otherwise specified, bonds shall be in effect for a period of one year from the completion of the project. The bond amounts shall be increased as the contract amount is increased. No alternative securities are currently accepted in lieu of performance or payment surety bonds.

## **4. SECTION IV – OTHER GENERAL SPECIFICATIONS**

Sections II - V review the general terms and conditions. **Any bid-specific information noted in Section I or in the Specifications & Response Section will take precedence.**

### **4.1. FORCE MAJEURE**

The City and Supplier will be excused from the performance of their respective obligations under this Contract when and to the extent that their performance is delayed or prevented by any circumstances beyond their control including but not limited to, fire, flood, explosion, strikes or other labor disputes, act of God or public emergency, war, riot, order/act of any governmental authority, provided that:

- 4.1.1.** The non-performing party gives the other party prompt written notice within three (3) business days describing the particulars of the Force Majeure including, but not limited to, the nature of the occurrence and its expected duration, and continues to furnish timely reports with respect thereto during the period of the Force Majeure;
- 4.1.2.** The excuse of performance is of no greater scope and of no longer duration than is required by the Force Majeure;
- 4.1.3.** No obligations of either party that arose before the Force Majeure causing the excuse of performance are excused as a result of the Force Majeure;
- 4.1.4.** The non-performing party uses its best efforts to remedy its inability to perform. Economic hardship of the Provider will not constitute Force Majeure. The term of the Provider shall be extended by a period equal to that during which either party's performance is suspended under this Section.

The provisions of this section shall not preclude the City from canceling or terminating any resulting award (or any order for any goods or services included herein), or from revising the scope of the Work, as otherwise permitted under this RFP.

## **4.2. SUPPLIER'S INVOICE**

- 4.2.1.** The Supplier shall prepare and submit invoices to the attention of the project manager at: City of Griffin, Attn: *(insert project manager name)*, PO Box T, Griffin, GA 30224. A proper invoice must include the items listed below:
- (a) Name and address of the Supplier.
  - (b) Invoice date and invoice number. (The Supplier should date invoices as close as possible to the date of the mailing or transmission.)
  - (c) Purchase order number for supplies delivered or work completed.
  - (d) Description, quantity, unit of measure, unit price, and extended price of supplies delivered.
  - (e) Shipping and payment terms (e.g., shipment number and date of shipment, discount for prompt payment terms).
  - (f) Name and address to which payment is to be sent.
  - (g) Name (where practicable), title, phone number, and mailing address of person to notify in the event of a defective invoice.
  - (h) Any other information or documentation required by the contract (e.g., evidence of shipment).
- 4.2.2.** A summary invoice shall be provided for all deliveries made during a billing period, identifying the delivery tickets covered therein, stating their total dollar value. A summary invoice shall be supported by receipt copies of the delivery tickets. Delivery tickets or sales slips shall contain:
- (a) Name of supplier
  - (b) Purchase Order number
  - (c) Ship to Department and Address
  - (d) Description, Quantity, unit price, and extension of each item.
  - (e) Date of delivery or shipment.

## **4.3. TAX LIABILITY**

The supplier will be provided with the City's Sales and Use Tax Certificate of Exemption number upon request.

## **4.4. PAYMENT**

Payment will be made for items accepted by the City; standard terms are net 30.

## **4.5. ESTIMATED QUANTITIES**

The quantities of items specified in the Bid Schedule are estimates only and are not purchased by this contract. If the City's requirements do not result in orders in the quantities described as "estimated", that fact shall not constitute the basis for an equitable price adjustment. Delivery shall be made only as authorized by orders issued in accordance with the Ordering clause. Subject to any limitations in the Order clause or elsewhere in this contract, the Supplier shall furnish to the City all items specified in the Bid Schedule and called for by orders issued in accordance with the Ordering clause.

## **4.6. ASSIGNMENT OR NOVATION OF CONTRACT**

The Supplier shall not assign or transfer, whether by Assignment or Novation, any of its rights, duties, benefits, obligations, liabilities, or responsibilities under the Contract without the written consent of the City; provided, however, that assignments to banks, trust companies or other financial institutions for the purpose of securing a bond may be made without the consent of the City.

## **4.7. TERMINATION FOR CAUSE**

The City reserves the right to terminate the resulting contract, in whole or in part, for failure to comply with any provisions of the contract as outlined by providing a written notice to the Supplier at least thirty (30) days before the effective date of termination. The Supplier will not be relieved of any outstanding responsibilities or unfinished obligations under this contract. Receipt of items by the delivery date is critical to the terms of this contract. The City considers late delivery of contract items as reasonable cause to terminate the contract.

Prior to termination, a Cure Notice will be issued by the City. The Notice will identify the problems and deadlines that need to be met to remedy the problems to avoid termination for default. If the Supplier does not respond with an acceptable action plan to remedy the default or commence to remedy the default within a period of five (5) business days (or such longer period as the City may authorize in writing) after the issuance of notice, the City may issue termination for cause.

#### **4.8. TERMINATION FOR CONVENIENCE**

The City reserves the right to terminate the resulting contract, in whole or in part, in the event the City determines that such termination is in the best interest of the City, such as an unforeseen project cancellation. Any such termination shall be effected by the delivery of a notice specifying the extent to which performance of work under the contract is termination and the date upon which the termination becomes effective. The City will payment of deliverables satisfactorily executed according to industry standards or proven loss with respect to materials, etc.

#### **4.9. TERMINATION FOR FUND APPROPRIATION**

The City may unilaterally terminate this Agreement due to a lack of funding at any time by written notice to the Supplier. In the event of the City's termination of the resulting contract for fund appropriation, the Supplier will be paid for those services actually performed. Partially completed performance of the Agreement will be compensated based upon a signed statement of completion to be submitted by the Service Provider which shall itemize each element of performance

#### **4.10. CHANGES**

All work and materials furnished for this project shall be made in conformance with the contract documents. Changes in the scope of work or the terms and conditions of this contract may be made only by written agreement of the parties. Changes that involve an alteration to the payment amounts shall not commence until approved by the City and a Change Order has been issued.

#### **4.11. REPORTING DISPUTES**

The Supplier shall report any contract disputes and/or problems to the Procurement Analyst, both verbally and in writing within 48 hours of their occurrence.

### **5. SECTION V –INSURANCE REQUIREMENTS**

Sections II - V review the general terms and conditions. **Any bid-specific information noted in Section I or in the Specifications & Response Section will take precedence.**

Prior to commencing work, the Supplier shall procure and maintain at their own cost and expense for the duration of the agreement the following insurance against claims for injuries to person or damages to property which may arise from or in connection with the performance of the work or services hereunder by the Supplier, his agents, representatives, employees or Subcontractors. The cost of such insurance shall be included in the response submittal. A Certificate of Insurance (COI) and any other documents required by the City must be submitted to the City prior to the commencement of any work. In the event of failure to supply the required documentation, the City shall have the right to recover any costs or damages incurred.

The City of Griffin, its agents, elected officials, and employees shall be included as additionally named insured with respect to all liability policies herein except the professional liability coverage and worker's compensation which shall be indicated on all applicable certificates of insurance. The insurance Certificates indicated above shall carry a written notice of cancellation and shall be submitted in a reasonable period prior to the execution of any work under this contract. It shall be the responsibility of the Supplier to provide similar insurance for each subcontractor, or to provide evidence that each subcontractor carries his own insurance in like amounts, prior to the time such subcontractor proceeds to perform under

the contract. The Supplier's insurance policy shall be primary for the additional insured, and not excess over any policy held by the additional insured.

The information described below sets forth minimum amounts and coverage and is not to be construed in any way as a limitation on the Supplier's liability.

## **5.1. STANDARD INSURANCE REQUIREMENTS**

**5.1.1.** *Commercial General Liability Insurance* - \$1,000,000 limit per person, \$2,000,000 per occurrence for property damage and bodily injury. The Supplier should indicate in the proposal and on the insurance certificate that the coverage provided is occurrence based. The City of Griffin shall be named as "additional insured" as its interest may appear and "waiver of subrogation granted". The insurance shall include coverage for the following:

- Premise/Operations
- Explosion, Collapse and Underground Property Damage Hazard (only when applicable to the project)
- Products/Completed Operations
- Contractual
- Independent Contractors
- Broad Form Property Damage
- Personal Injury

**5.1.2.** *Automobile Insurance* - \$1,000,000 limit per person or \$2,000,000 combined single limit for property damage and personal injury.

- Owned/Leased Autos
- Non-owned Autos
- Hired Autos

**5.1.3.** *Umbrella Coverage*

5.1.3.1. *Workers' Compensation and Employers' Insurance* -- with benefits and monetary limits as set forth by Title 34, Chapter 9 of the O.C.G.A. Workers' Compensation coverage is required as a condition of performing work or services for the City whether or not the Supplier is otherwise required by law to provide such coverage.

5.1.3.2. *Professional Liability/Errors & Omissions Insurance* - \$2,000,000 or as per project (ultimate loss value per occurrence). Primarily E&O insurance is designed to protect the professional advice providers (i.e. consultants, financial services) or professional service-providing professionals (i.e. medical providers, lawyers).

## **5.2. OTHER INSURANCE PROVISIONS**

**5.2.1.** All Coverage

5.2.1.1. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled, reduced in coverage or in limits except after thirty (30) days prior written notice has been given to the City.

5.2.1.2. If the Supplier, for any reason, fails to maintain insurance coverage which is required pursuant to this Agreement, the same shall be deemed a material breach of contract. City, at its sole option, may terminate this Agreement and obtain damages from the Supplier resulting from said breach.

5.2.1.3. Alternatively, the City may purchase such required insurance coverage (but has no special obligation to do so), and without further notice to the Supplier, the City may deduct from sums due to the Supplier any premium costs advanced by City for such insurance.

**5.2.2.** Commercial General Liability and Automobile Liability Coverage

5.2.2.1. The City, members of its City Commission, boards, commissions and committees, officers, agents, employees and volunteers are to be covered as insured as respects: liability arising out of activities performed by or on behalf of the Supplier; products and completed operations of the Supplier; premises owned, leased or used by the Supplier or premises on which the Supplier is performing services on behalf of the City. The coverage shall contain no special limitations on the scope of

protection afforded to the City, members of the City Commission, boards, commissions and committees, officers, agents, employees and volunteers.

5.2.2.2. The Supplier's insurance coverage shall be primary insurance as respects the City, members of its City Commission, boards, commissions and committees, officers, agents, employees and volunteers. Any insurance or self-insurance maintained by the City, members of its City Commission, boards, commissions and committees, officers, agents, employees and volunteers shall be excess of the Supplier's insurance and shall not contribute with it.

5.2.2.3. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the City, members of its City Commission, boards, commissions and committees, officers, agents, employees and volunteers.

5.2.2.4. Coverage shall state that Supplier's insurance shall apply separately to each insured against to whom a claim is made or suit is brought, except with respect to the limits of the insurer's liability.

**5.2.3. Workers' Compensation and Employers' Liability and Property Coverage**

The insurer shall agree to waive all rights of subrogation against the City, member of its' City Commission, boards, commissions and committees, officers, agents, employees and volunteers for losses arising from activities and operations of the Supplier in the performance of services under this Agreement.

**5.2.4. Deductibles and Self-Insured Retention**

Any deductibles or self-insured retentions must be declared to the City.

**5.2.5. Acceptability of Insurer**

Insurance is to be placed with Georgia admitted A-rated carriers or better by A.M. Best's rating service.

**5.2.6. Verification of Coverage**

Supplier shall furnish the City with certificates of insurance and with original endorsements affecting coverage required by this clause. The certificates and endorsements for each policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates and endorsements are to be received and approved by the City before work commences.

**5.2.7. Subcontractors**

Subcontractors must also be insured under the policies of insurance required herein.

**6. REQUIRED IMMIGRATION/ENTITLEMENT AFFIDAVITS FOR GEORGIA**

For the suppliers contracting for physical labor or providing services with the City:

**6.1. VENDOR/CONTRACTOR AFFIDAVIT**

**6.1.1.** Pursuant to the Georgia Security and Immigration Compliance Act of 2006, the Contractor understands and agrees that compliance with the requirements of O.C.G.A. § 13-10-91 and Georgia Department of Labor Rule 300-10-1-.02 are conditions of this Agreement. The Contractor further agrees that such compliance shall be attested by the Contractor through execution of the contractor affidavit required by Georgia Department of Labor Rule 300-10-1-.07, or a substantially similar contractor affidavit. The Contractor's fully executed affidavit is attached hereto as an Exhibit and is incorporated into this Agreement by reference herein.

**6.2. SUBCONTRACTORS**

**6.2.1.** The Contractor understands and agrees that, in the event the Contractor employs or contracts with any subcontractor or subcontractors in connection with this Agreement, the Contractor shall:

6.2.1.1. Be responsible to the City for the acts and omissions of a sub-contractor or persons employed by said sub-contractor to the same extent that the Contractor is liable to the City.

6.2.1.2. Secure from each such subcontractor an indication of the employee number category as identified in O.C.G.A. § 13-10-91 that is applicable to the subcontractor;

6.2.1.3. Secure from each such subcontractor an attestation of the subcontractor's compliance with O.C.G.A. § 13-10-91 and Georgia Department of Labor Rule 300-10-1-.02 by causing each such



subcontractor to execute the subcontractor affidavit required by Georgia Department of Labor Rule 300-10-1-.08, or a substantially similar subcontractor affidavit. The Contractor further understands and agrees that the Contractor shall require the executed subcontractor affidavit to become a part of the agreement between the Contractor and each such subcontractor. The Contractor agrees to maintain records of each subcontractor attestation required hereunder for inspection by the Department at any time."

**7. TITLE VI –as applied through the Civil Rights Restoration Act of 1987**

The CITY OF GRIFFIN, GEORGIA, in accordance with Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d to 2000d-4, as amended by The Civil Rights Restoration Act of 1987, hereby notifies all suppliers that no person shall on the grounds of race, color, national origin, sex, age, and handicap/disability, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity conducted by the City regardless of whether those programs, services, and activities are federally-funded or not. Further, it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 23 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, sex, age, handicap/disabled in consideration for an award.

***Please separate and use the following pages with your response submittal.  
Additional pages may be used as needed. Thank you for your interest and  
participation in this opportunity.***



**CITY OF GRIFFIN, GEORGIA**

**RESPONSE SUBMITTAL**

**BID #15-007**

**For**

**TREE TRIMMING AND REMOVAL SERVICES**

**Submitted by:**

Name of Company:

Mailing Address:

City/State/Zip:

Phone (including area code):

E-mail:

**Submittal Deadline:  
Tuesday, January 6, 2015 at 2:00 P.M.**

FAILURE TO RETURN THIS PAGE AS PART OF YOUR BID DOCUMENT MAY RESULT IN REJECTION OF BID.

## BID 15-007 TREE TRIMMING AND REMOVAL SERVICES BID RESPONSE ACKNOWLEDGEMENT

The Supplier has examined, carefully studied and hereby acknowledges the Specifications and any Addenda and agrees to provide the required services in accordance with this proposal. **The Supplier agrees to all specification items listed unless specifically noted on the Exceptions page.** The Supplier further certifies that they are not currently debarred from submitting proposals by any agency of the State of Georgia or the federal government.

Specifications . . . . . Acknowledgement \_\_\_\_\_

Addendum No. \_\_\_\_\_ dated \_\_\_\_\_ Acknowledgement \_\_\_\_\_

Addendum No. \_\_\_\_\_ dated \_\_\_\_\_ Acknowledgement \_\_\_\_\_

Addendum No. \_\_\_\_\_ dated \_\_\_\_\_ Acknowledgement \_\_\_\_\_

**Suppliers must acknowledge the Specifications and any issued addenda. Bids which fail to acknowledge the Supplier's receipt of any addendum will result in the rejection of the bid if the addendum contained information which substantively changes the City's requirements.**

### BID RESPONSE SIGNATURE

Please indicate organization type:    \_\_\_ Individual           \_\_\_ Partnership           \_\_\_ Corporation

NAME OF COMPANY: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY /STATE/ZIP: \_\_\_\_\_

PHONE (including area code): \_\_\_\_\_

E-MAIL: \_\_\_\_\_

\_\_\_\_\_  
AUTHORIZED SIGNATURE

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
NAME (PRINTED)

\_\_\_\_\_  
TITLE (PRINTED)

\*\*\*\*\*

### RESPONDING WITH 'NO BID'

Our company has elected to submit a 'NO BID' response for the following reason: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
AUTHORIZED SIGNATURE

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
NAME (PRINTED)

\_\_\_\_\_  
TITLE (PRINTED)

*If you elect to submit a 'No Bid', you may email this page to [cfay@cityofgriffin.com](mailto:cfay@cityofgriffin.com) or fax to 678-692-0402 at any time prior to deadline.*

FAILURE TO RETURN THIS PAGE AS PART OF YOUR BID DOCUMENT MAY RESULT IN REJECTION OF BID.

### ITB 15-007

### PRICE SUBMITTAL: Tree Trimming & Removal

Company Name \_\_\_\_\_ Bid Price Valid Through \_\_\_\_\_ 90 days \_\_\_\_\_

**PRICE STRUCTURE** – Complete the following and include associated information specifics for the cost quoted.

**Tree Pruning:**

Groundsmen . . . . . \$ \_\_\_\_\_ /hr                      Foreman . . . . . \$ \_\_\_\_\_ /hr

Equipment . . . . . \$ \_\_\_\_\_ /hr                      Operator . . . . . \$ \_\_\_\_\_ /hr

*Note: the above classifications and rates are representative of the duties performed at the job site, not the crew member's title (if the equipment operator is filling in for a groundsman, that pay rate is to be that of a groundsman).*

**Tree Removal (including the grinding of stump)**

DIAMETER-BREAST-HEIGHT	UNIT PRICE A: (hazardous)	UNIT PRICE B: (standard)	COMMENT
2" and under	<i>Saplings with diameter of 2" or less when measured 54" (breast height) from ground are considered 'brush' and will be maintained by the City</i>		
3" to 15"			
16" to 24"			
25" to 36"			
37" to 48"			
49" to 60"			
61" to 72"			
Over 60" (per inch)			Price per caliper inch for inches over 60

*Note: A hazardous tree is defined as being in the immediate vicinity of power lines or proximity to houses. Standard refers to all other trees.*

Define your crew composition and identify conditions that require different crew make-up: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List the equipment to be used in the performance of these duties that is owned by your company (if listed below, check the equipment that you have and list all other equipment):

safety equipment: \_\_\_\_\_ rigging: \_\_\_\_\_ ladders: \_\_\_\_\_

hand/power tools: \_\_\_\_\_ chippers: \_\_\_\_\_ bucket truck (specify reach): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ITB 15-007

PRICE SUBMITTAL: Tree Trimming & Removal, page 2

Do you have a certified Arborist on staff? \_\_\_\_\_

Other fees not included in the above: . . . . . \$ \_\_\_\_\_

Other fees not included in the above: . . . . . \$ \_\_\_\_\_

Additional comments/recommendations: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*\*\*\*\*

*The City reserves the right to accept or reject any or all bids and to waive any technicalities and formalities in the bidding. The City reserves the right to accept the BEST-EVALUATED BID as deemed by the Evaluation Committee, which may or may not be the lowest monetary bid.*

*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 shall be considered at the discretion of the City.*

**COMPLETED BY:**

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_  
(Signature) (Printed Name)

**FAILURE TO RETURN THIS PAGE AS PART OF YOUR BID DOCUMENT MAY RESULT IN REJECTION OF BID. THIS FORM MUST BE COMPLETED FOR EACH BID SUBMITTAL EVEN IF YOU ARE CONSIDERED TO BE A CURRENT SUPPLIER.**

## **REFERENCES**

The City of Griffin requests a minimum of three references where work of a similar size and scope has been completed within the past 3-4 years.

**REFERENCE 1:**

Company Name: \_\_\_\_\_

Brief Description of Project: \_\_\_\_\_

Completion Date: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**REFERENCE 2:**

Company Name: \_\_\_\_\_

Brief Description of Project: \_\_\_\_\_

Completion Date: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**REFERENCE 3:**

Company Name: \_\_\_\_\_

Brief Description of Project: \_\_\_\_\_

Completion Date: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**COMPLETED BY:**

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

(Signature)

(Printed Name)



## SUPPLIER'S RFP/ITB CHECKLIST

- \_\_\_1 **Read the *entire* document**, paying close attention to critical items such as: supplies/services required; submittal dates; number of copies required for submittal; contract requirements (e.g. bonding and insurance requirements); etc. Note that all bid specific information noted in Section I or in a special Specification section, if there is one, take precedence over the general terms and conditions listed in Section II.
- \_\_\_2 **Note the Procurement Agent's name and e-mail address.** With the exception of written technical questions sent to the project manager, the Procurement agent is the only person you are allowed to communicate with regarding the RFP/ITB from inception until after award.
- \_\_\_3 **Attend the pre-proposal conference** if one is offered. These conferences provide a valuable opportunity to ask clarifying questions, obtain a better understanding of the project, or to notify the City of any ambiguities, inconsistencies, or errors in the RFP/ITB. Pre-bid conferences are not usually mandatory, but are a source of important information and attendance at them (as well as any other bid-related meetings) are considered part of the evaluation criteria.
- \_\_\_4 **Take advantage of the 'question / answer' period.** Submit your questions to the Procurement Agent (or Project Manager and copy the Procurement Agent) by the due date listed in the *Schedule of Events*. Even though you may get a direct response for questions you have asked, a formal addendum will be issued to address any substantive questions so all suppliers will have access to the additional pertinent information.
- \_\_\_5 **Follow the format required in the RFP/ITB** when answering questions and item details. Provide point-by-point responses to all sections in a clear, concise manner and in the order they were requested.
- \_\_\_6 **Provide complete answers/descriptions.** Read and answer **all** questions and requirements. Make sure all items have a response, even if it is a 'n/a'. Don't assume the City or evaluation committee will know what your company capabilities are or what items/services you can provide, even if you have previously contracted with the City. Proposal submissions are evaluated based solely on the information and materials provided in your response.
- \_\_\_7 **Use the forms provided**, e.g. cover page, cost proposal form, standard forms, registration, etc. Make sure to include all required forms (in the proper order) with your submission. You do not need to send a copy of the bid itself with your response.
- \_\_\_8 **Company registration.** Company registration includes both information needed by the City and affidavits/information required by the State of Georgia. The City cannot award to a supplier with incomplete registration. If you have registered in the past, you may confirm you have an approved registration by sending an email to [cogvendors@cityofgriffin.com](mailto:cogvendors@cityofgriffin.com). Include "please confirm registration" in the subject line. Only ONE set of the company registration paperwork needs to be submitted.
- \_\_\_9 **Check the City website for RFP/ITB addenda.** All addenda issued for the RFP/ITB are posted on the City's website under the associated bid posting. Do not assume that if you received an individual notification of the bid, you will receive all addenda. Notifications are a courtesy effort and the City cannot guarantee that an email notification will reach all of the intended recipients. Before submitting your response, check the website at <http://www.cityofgriffin.com> to confirm if any addenda were issued for the RFP/ITB. If so, you must acknowledge each addendum on the Response document.
- \_\_\_10 **Review and read the RFP/ITB document again** to make sure that you have addressed all requirements. Once the bid deadline has been met, you will be unable to make changes to your response. Your original response and the requested copies must be identical and complete. The copies are provided to the evaluation committee members and will be used to rank your response.
- \_\_\_11 **'Package' your response in the recommended order** of section 1.4. When response submittals are packaged in the same manner, evaluators are able to review them in a more timely, thorough and equitable manner.
- \_\_\_12 **Submit your response on time.** Note all the dates and times listed in the *Schedule of Events* and within the document, and be sure to submit all required items on time. Late submissions will not be accepted.

***This checklist is provided for assistance only and does not need to be submitted with the Supplier's Response.***



## COMPANY REGISTRATION

- **Company Registration with the City Of Griffin consists of the following:**
  - *(If you are already a registered supplier with the City, simply submit a statement that your registration is on file.)*
- **Company/Vendor Registration** – includes basic information about your company. Some of the key information needed are the NIGP Commodity Codes. They help the City identify the services or products you can provide. The City uses these codes to source suppliers for needed purchases. The City uses the email address you provide to send notices of bid opportunities (based on the NIGP code).
- **Vendor Affidavit** – This document is also referred to as the E-Verify affidavit and has been updated to reflect new laws that have recently gone into effect. An E-Verify (EV) number is REQUIRED by the State of Georgia (OCGA § 13-10-91) if you provide labor or services to the City that is valued in excess of \$2,499.99. In addition to the EV number and signature, the affidavit must be notarized. If you are a sole proprietor or your company provides only products, simply initial the statement that applies to your situation and sign. There is no need to notarize the affidavit unless you provide your EV number.
- **W-9** – This document supplies the Employer Identification Number (EIN) or the Social Security (SS) number of the supplier.

### NOTE:

- **S.A.V.E. Affidavit** – The new laws redefined 'public benefits' to exclude contracts (purchase orders, verbal commitments, etc). This change means that the SAVE affidavit and its supporting documentation are **no longer required for purchases of goods or services** by the City.

These forms can be found in a 'fillable' version, along with FAQ sheets and other helpful information on the City's website under the 'Doing Business' section ([www.cityofgriffin.com/doingbusiness](http://www.cityofgriffin.com/doingbusiness)). Registration forms may be submitted to the City at any time either by mail (City of Griffin/Vendor Registration, PO Box T, Griffin, GA 30224), email ([cogvendors@cityofgriffin.com](mailto:cogvendors@cityofgriffin.com)) or fax (678-692-0402).





**City of Griffin**  
**Accounting / Procurement**  
 100 South Hill Street  
 Griffin, Georgia 30224  
 Telephone (770-) 229-6401  
 Fax (678) 692-0402  
 email: cogvendors@cityofgriffin.com

COG use only	
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(please type responses)

## Company Registration

Name of Business:*		Date:		
Complete Street Address:*		Phone:*		
City/State/Zip:*		Alt#:		
Complete Mailing Address ( if different):		Fax:		
City/State/Zip:		Current Supplier (Y/N)*:		
E-mail:*	E-Verify ID #:*			
Corporate Website:				
Accounting contact ( name):*		Phone:*		
NIGP Commodity Codes (max of 3):*  <i>These NIGP codes will be used for bid notifications, governmental reporting and departmental sourcing and inquiries. A listing of NIGP codes is also available on our website.</i>		▼		
		▼		
		▼		
Federal Tax-ID* _____ <i>(digits only)</i>	-or-	Social Security No.* _____ <i>(digits only)</i>	Business License** _____	City/ST of license _____
Summary of Products/Services Offered:*				
Previous Client References (min 3):*				
Applicant Signature: <small>E-Verify affidavits will be recognized as the authorized signature; please note 'signature on file' in field</small>		Printed Name of Applicant:*		
* Required information		If completed with Bid submittal:		
** Applications should include copy of business license		Bid# _____		





**SUBCONTRACTOR AFFIDAVIT**

**COMES NOW** before me, the undersigned officer duly authorized to administer oaths, the undersigned subcontractor, who, after being duly sworn, states as follows:

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. § 13-10-91 and Georgia Department of Labor Rule 300-10-1-.02, stating affirmatively that the individual, firm, or corporation which is engaged in the performance of services under a contract between \_\_\_\_\_ (name of contractor) and the City has registered with and is participating in a federal work authorization program\* in accordance with the applicability provisions and deadlines established in O.C.G.A. § 13-10-91 and Georgia Department of Labor Rule 300-10-1-.02.

\_\_\_\_\_  
EEV / E-Verify (# issued by Homeland Security)

FURTHER AFFIANT SAYETH NOT.

\_\_\_\_\_  
BY: Authorized Officer or Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Company / Contractor Name

\_\_\_\_\_  
Subcontractor Name

\_\_\_\_\_  
Title of Authorized Officer or Agent of Contractor

\_\_\_\_\_  
Printed Name of Authorized Officer or Agent

Sworn to and subscribed before me  
This \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_

\_\_\_\_\_  
Notary Public  
My commission expires: \_\_\_\_\_

\* Any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603. As of the effective date of O.C.G.A. § 13-10-91, the applicable federal work authorization program is the "EEV / Basic Pilot Program" operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).

This form may be used only by a U.S. person, including a resident alien. Foreign persons should furnish us with the appropriate Form W-8.

The IRS defines a U.S. person as: "a U.S. citizen; \*an entity (company, corporation, trust, partnership, estate, etc.) created or organized in, or under the laws of, the United States; \*a U.S. resident (someone who has a "green card" or has passed the IRS "substantial-presence test." For an explanation of the substantial-presence test, please see IRS Pubs. 515 or 519.)

Please complete all three parts below.

**Part 1 - Tax Identification:**

1. Name: \_\_\_\_\_

2. Enter your Taxpayer Identification Number in the appropriate box.

*For individuals, this is your social security number (SSN). For other entities, it is your employer identification number (EIN).*

Social Security Number _____	OR	Employer Identification Number _____
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*IF you are a SOLE PROPRIETOR or SINGLE-OWNER LLC – whether payment is made to a personal name or to a doing business name, you must provide the following:*

Required: Personal name of owner of the business: \_\_\_\_\_

Optional: Business name if different from above: \_\_\_\_\_

*IF you assign payment to a third party – such as a factor – provide the following:*

Required: Your name: \_\_\_\_\_

**Part 2 - Exemption:** If exempt from Form 1099 reporting, check your qualifying reason below:

- |  |  |   |  |  |
|--|--|---|--|--|
| <input type="checkbox"/> Corporation<br>Note that there is <u>no</u> corporate exemption for medical and healthcare payments or payments for legal services. | <input type="checkbox"/> Tax Exempt Entity under 501(a) (includes 501(c)(3), or IRA. | <input type="checkbox"/> The United States or any of its agencies or instrumentalities. | <input type="checkbox"/> A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or agencies. | <input type="checkbox"/> A foreign government or any of its political subdivisions or an international organization in which the United States participates under a treaty or Act of Congress. |
|--|--|---|--|--|

**Part 3 - Certification/Signature:** Under penalties of perjury my signature certifies that:

1. I am a U.S. person (including a U.S. resident alien).
2. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me).
3. 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.

**Certification Instructions** – You must cross out item 3 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, number 3 above 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.

Person completing this form: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

**Instructions.** We are about to pay you an amount that may be reported to the **Internal Revenue Service (IRS)**. The IRS will match this amount to your tax return. In order to avoid additional IRS scrutiny, we must provide the IRS with your name and Taxpayer Identification Number. The name we need is **the name that you use on the tax return** that will report this amount. We are required by law to obtain this information from you.

**Penalties.** Your failure to provide a correct name and Taxpayer Identification Number may subject your payments to 28% federal income tax backup withholding. If you do not provide us with this information, you may be subject to a \$50 penalty imposed by IRS under section 6723. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 civil penalty. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

**Confidentiality.** If we disclose or use your Taxpayer Identification Number in violation of Federal law, we may be subject to civil and criminal penalties.