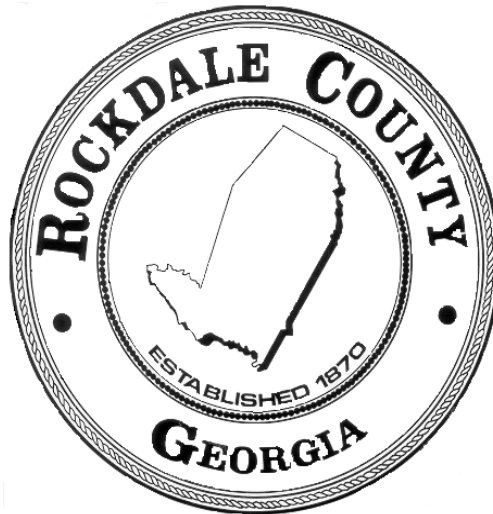


# **ROCKDALE COUNTY, GEORGIA**

**January 22, 2020**

## **Concrete On-Call Unit Price Contract**

**INVITATION TO BID  
No. 20-02**



**ROCKDALE COUNTY FINANCE DEPARTMENT  
PROCUREMENT DIVISION  
958 MILSTEAD AVENUE  
CONYERS, GA 30012  
770-278-7552**

**INTRODUCTION:**

This is an Invitation to Bid (ITB) for the purchase of **Concrete On-Call Unit Price Contract** in Rockdale County. Instructions for preparation and submission of a bid are contained in this packet. Bids must be typed or printed in ink.

Rockdale County provides equal opportunity for all businesses and does not discriminate against any person or business because of race, color, religion, sex, national origin, and handicap or veterans status. This policy ensures all segments of the business community have access to supplying the goods and services needed by Rockdale County.

**PURCHASING CONTACT FOR THIS REQUEST:**

All questions concerning this ITB and all questions arising subsequent to award are to be addressed to the Purchasing Division via email to Meagan Porch, Buyer, at [meagan.porch@rockdalecountyga.gov](mailto:meagan.porch@rockdalecountyga.gov) or the following address:

Rockdale County Finance Department  
Purchasing Division  
Attn: Meagan Porch  
958 Milstead Avenue  
Conyers, GA 30012  
Phone: (770) 278-7557, Fax (770) 278-8910  
E-mail: [meagan.porch@rockdalecountyga.gov](mailto:meagan.porch@rockdalecountyga.gov)

To maintain a "level playing field", and to assure that all bidders receive the same information, bidders are requested **NOT** to contact anyone other than the contact above until after the award of the contract. Doing so could result in disqualification of the bidder.

**BID COPIES FOR EVALUATION:**

Three (3) hard copies and one (1) original hard copy and one (1) Flash Drive in Adobe PDF format will be required for review purposes. *(Original must be clearly marked "Original" and the Copies clearly marked "Copies.")*. Flash Drives that are blank or have incorrect information on them will not be acceptable and may be justification for disqualification. Check your Flash Drive(s) to ensure that they have the appropriate material on it before submitting.

All bid materials must be completed and enclosed in a sealed envelope prior to submittal. The ITB number must be clearly written on the outside of the envelope. **Incomplete, incorrect, unsealed, unmarked, or improperly submitted bids may be rejected.**

**CONTRACT TERM:**

One (1) year with the option to renew two (2) additional one (1) year terms.

Because this contract contains three (3) renewal periods and the price of materials is subject to change from year to year, it is appropriate to allow the Contractor to offer price increases prior to the renewal of the contract for the following year. Therefore, 90 days prior to the end of the contract, the Contractor will advise the County in writing of their desire to renew the contract and will provide the County with an updated price list (this should be the same price list from the original bid with any necessary additions that became evident during the previous year's operations). The County will review the price increases and if necessary, negotiate with the Contractor to finalize pricing. Once both parties have agreed to the contract extension pricing, the County will prepare an Amendment to the original contract outlining the extension period, the new pricing that has been approved by both parties, and any other changes to the contract that become necessary to improve the operational effectiveness of the Agreement.

**DUE DATE:**

Sealed bids will be received at the Rockdale County Finance Department, Procurement Division, 958 Milstead Avenue, Conyers, GA 30012 no later than **2:00 P.M., local time, Thursday, February 13, 2020**. Bids received after this time will not be accepted. Bidders are not required to attend bid opening.

**PRE-BID CONFERENCE:**

N/A.

**QUESTIONS AND CLARIFICATIONS:**

All questions and/or requests for clarifications concerning this ITB must be submitted to the Purchasing Division via email to [meagan.porch@rockdalecountyga.gov](mailto:meagan.porch@rockdalecountyga.gov) or at the above address no later than **2:00 p.m., local time, on Thursday, February 6, 2020**. It shall be the Bidders responsibility to seek clarification as early as possible prior to the due date and time. Written responses from the County to the questions it receives will be in an addendum and posted to the County's website at [www.rockdalecountyga.gov](http://www.rockdalecountyga.gov), under Bid Opportunities. Questions or requests for clarifications received after this deadline will not receive a response.

**ADDENDA:**

Answers to questions submitted that materially change the conditions and specifications of this ITB will be issued in an addendum and posted to the County's website at [www.rockdalecountyga.gov](http://www.rockdalecountyga.gov) under Bid Opportunities. Any discussions or documents will be considered non-binding unless incorporated and issued in an addendum.

**It is the bidder's responsibility to check the Rockdale County website at [www.rockdalecountyga.gov](http://www.rockdalecountyga.gov), under Bid Opportunities for any addenda that may be issued, prior to submitting a bid for this ITB.**

**QUALIFICATIONS OF OFFERORS:**

Bidders must have a current business license from their home office jurisdiction and provide a copy of that license with the submittal of their bid response. Rockdale County vendors doing business in Rockdale County must have a current Rockdale County Business License.

Bids from any offeror that is in default on the payment of any taxes, license fees, or other monies due to Rockdale County will not be accepted.

Bidders are to submit at least **three (3) three references** from projects with similar experience using the materials and process in this Invitation to Bid.

**TORT IMMUNITY:**

No officer, employee, or agent of the County acting within the scope of his/her employment or function shall be held personally liable in tort or named as a defendant in any action for injury or damage suffered because of any act, event, or failure to act.

**PROPRIETARY INFORMATION:**

Careful consideration should be given before submitting confidential information to Rockdale County. The Georgia Open Records Act permits public scrutiny of most materials collected as part of this process. Please clearly mark any information that is considered a trade secret, as defined by the Georgia Trade Secrets Act of 1990, O.C.G.A. §10-1-760 et seq., as trade secrets are exempt from disclosure under the Open Records Act. Rockdale County does not guarantee the confidentiality of any information not clearly marked as a trade secret.

**AWARD OF CONTRACT:**

The Rockdale County Procurement Office and/or Evaluation Committee make a recommendation for award. The Board of Commissioners will make the actual award of the contract and has the authority to award the contract to a company different than the company recommended by the Procurement Office and/or Evaluation Committee. Rockdale County reserves the right to make no awards, multiple awards, one award for all items; or whatever the County deems to be in its best interest.

**QUANTITIES:**

The quantities listed in the Bidders Response Schedule are provided as an estimate for bid purposes. The County will not be obligated to quantities beyond actual needs.

**SELECTION PROCESS:**

The Rockdale County Procurement Office and/or Evaluation Committee make a recommendation for award. The Board of Commissioners will make the actual award of the contract and has the authority to award the contract to a company different than the company recommended by the Purchasing Department and/or Evaluation Committee.

This is a past performance/quality/price trade-off source selection in which competing offeror's past and present performance history and product quality will be evaluated on a basis approximately equal to price. Award will be made to the responsible offeror whose bid represents the best value after evaluation in accordance with the factors listed below. Rockdale County Board of Commissioners may reject any or all bids if such action is in the county's interest.

Rockdale County may evaluate bids and award a contract without discussions with offerors. Therefore, the offeror's initial bid should contain the offeror's best terms from a price and technical standpoint. The County reserves the right to conduct discussions if the County later determines them to be necessary.

**BONDS:**

N/A

**PERMITS:**

The awarded contractor will be responsible for acquiring any permits that are required for this project/purchase. Rockdale County will waive fees on all permits issued by Rockdale County.

**ILLEGAL IMMIGRATION REFORM AND ENFORCEMENT ACT OF 2011**

Vendors submitting a Qualification package in response to this ITB must complete the Contractor Affidavit under O.C.G.A. §13-10-91(b)(1) which is provided with the ITB package to verify compliance with the Illegal Immigration Reform and Enforcement Act of 2011.

- A. The form must be signed by an authorized officer of the contractor or their authorized agent.
- B. The form must be notarized.
- C. The contractor will be required to have all subcontractors and sub-subcontractors who are engaged to complete physical performance of services under the final contract executed between the County and the contractor complete the appropriate subcontractor and sub-subcontractor affidavits and return them to the County a minimum of five (5) days prior to any work being accomplished by said subcontractor or sub-subcontractor. Format for this affidavit can be provided to the contractor if necessary.

**GENERAL INFORMATION:****RECEIPT OF BID:**

No bids received after said time or at any place other than the time and place as stated in the notice shall be considered. No responsibility shall attach to Rockdale County for the premature opening of a bid not properly addressed and identified.

**WITHDRAWAL OF BID:**

A bidder may withdraw his bid before the bid due date, without prejudice to the bidder, by submitting a written request of withdrawal to the Rockdale County Procurement Office.

**REJECTION OF BID:**

Rockdale County may reject any and all bids and must reject a bid of any party who has been delinquent or unfaithful in any formal contract with Rockdale County. Also, the right is reserved to waive any irregularities or informalities in any bid in the proposing procedure. Rockdale County shall be the sole judge as to which bid is best, and in ascertaining this, will take into consideration the business integrity, financial resources, facilities for performing the work, and experience in similar operations of the various bidders.

**STATEMENT OF EXPERIENCE AND QUALIFICATIONS:**

The bidder may be required, upon request, to prove to the satisfaction of Rockdale County that he/she has the skill, experience, 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 bidder is not satisfactory, the bid of such bidder may be rejected. The successful bidder is required to comply with and abide by all applicable federal and state laws in effect at the time the contract is awarded.

**NON-COLLUSION AFFIDAVIT:**

By submitting a bid, the bidder represents and warrants that such bid is genuine and not sham or collusive or made in the interest or in behalf of any person not therein named, that the bidder has not directly or indirectly induced or solicited any other bidder to put in a sham bid, or any other person, firm or corporation to refrain from proposing and that the bidder has not in any manner sought by collusion to secure to that bidder any advantage over any other bidder.

**INTEREST OF:**

By submitting a bid, the bidder represents and warrants that a Commissioner, Administrator, employee, nor any other person employed by Rockdale County 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.

**DOCUMENTS DEEMED PART OF THE CONTRACT:**

The notice, invitation to bidders, general conditions, and instructions for bidders, special conditions, specifications, bid, and addenda, if any, will be deemed part of the contract.

**GOVERNING LAWS:**

This contract is made under and shall be governed and construed in accordance with the laws of the State of Georgia.

**ERRORS AND OMISSIONS:**

The vendor shall not take advantage of any errors or omissions in this Bid Request, and shall promptly notify Rockdale County of any omissions or errors found in this document.

**STANDARD INSTRUCTIONS:**

1. The instructions contained herein shall be construed as a part of any bid invitation and/or specifications issued by Rockdale County and must be followed by each bidder.
2. The written specifications contained in this bid shall not be changed or superseded except by written addendum from Rockdale County. Failure to comply with the written specifications for this bid may result in disqualification by Rockdale County.
3. All goods and materials shall be F.O.B. Destination Conyers, Georgia and no freight or postage charges will be paid by Rockdale County unless such charges are included in the bid price.
4. The following **ITB# 20-02** must be written clearly on the outside of each bid envelope in order to avoid prior opening in error.
5. All bids must be received and in-hand at bid due date and time. Each bidder assumes the responsibility for having his/her bid received at the designated time and place of bid due date. Bids received after the stated time and date may be subject to rejection without consideration, regardless of postmark. Rockdale County accepts no responsibility for mail delivery.
6. Unless otherwise stated, all bids submitted shall be valid and may not be withdrawn for a period of 120 days from the due date.
7. Each bid form submitted must include the name of the business, mailing address, the name, title and signature of the person submitting the bid. When submitting a bid to Rockdale County the first page of your bid package should be the bid form listing the price, delivery date, etc., unless the bid form is requested to be in a separate envelope.
8. Rockdale County reserves the right to accept a bid that is not the lowest price if, in the County's judgment, such bid is in the best interest of the County and the public. The County reserves the right to reject any and all bids.
9. Telephone, Emailed or Facsimile bids will not be accepted.
10. No sales tax will be charged on any orders except for contracts that include construction materials being purchased through a third party.

Federal I.D. #58-6000882  
Sales Tax Exempt #58-800068K
11. If applicable, completed questionnaires must be signed manually. Rockdale County reserves the right to accept or reject any bid on the basis of incomplete or inaccurate answers to the questionnaire.
12. If applicable, warranty information shall be provided.
13. Bidders shall state delivery time after receiving order.
14. Bidders shall identify any subcontractors, and include an explanation of the service or product that they may provide.

**BID SPECIFICATIONS:****A. Overview:**

Rockdale County requests proposals for an Indefinite Delivery/Indefinite Quantity contract for concrete work on various county projects. The successful bidder will provide concrete work on a per unit basis. The lowest, qualified firm will receive a negotiated unit rate contract and will be employed on an as needed basis on various projects. For each project a scope of services and not to exceed fee will be agreed upon between the firm and the County and executed through a Work Order type agreement (see example attached).

**B. General:**

1. The contractor's personnel shall have the qualifications, knowledge, and experience to properly and reliably perform the Services described herein.
2. The contractor shall always provide sufficient qualified personnel to perform the Services required in a timely, accurate, and professional manner.
3. The contractor shall perform all work in coordination with the County's schedule and/or other contractors engaged by the county.
4. Contractor shall take necessary precautions to protect any adjacent facilities and/or environment during the course of installation
5. Contractor must clean up site after completion of the work and must dispose of all trash, materials, packaging, etc.
6. Contractor shall prepare subgrade to required grade and cross section. Remove soft or spongy material 6 inches below subgrade elevation for curbs and 3 inches below subgrade elevation for sidewalks and curb ramps. Backfill with earth, sand, or gravel to produce a stable foundation and compact.
7. Contractor shall be allowed a maximum of 5 percent increase for all bid items for each year beyond the initial contract year.
8. Contractor shall provide a one year unconditional warranty for all material and labor performed with the exception of grassing where irrigation is not provided

**C. Services:**

1. Curb Removal and disposal
  - a. Provide pricing per the Bid Form
  - b. Saw cut and/or remove curbing at joints cleanly so that edges are prepared for additional work
  - c. Load and haul off site and dispose of legally
2. Curb installation
  - a. Provide pricing per the Bid Form
  - b. If curbs are constructed over existing pavement use steel dowels and reinforcing steel or adhesive to anchor the curb to the existing pavement.
  - c. If steel dowels and reinforcing are used, anchor steel dowels in drilled holes with mortar made from equal parts in volume of portland cement and sand. You may use anchor bolts instead of anchored steel dowels if authorized.
  - d. If adhesive is used, remove all dust, loose material, or oil from the surface of the existing pavement by either wire brushing or blast cleaning.
  - e. Construct contraction and expansion joints at right angles to the line of curbs. Space contraction joints at 20 foot intervals. For curbs adjacent to existing concrete, align curb joints with existing concrete pavement joints.
  - f. The top and face of the finished curb must be true and straight. The top surface of the curb must be uniform in width and free from humps, sags, or other irregularities. Check the top and face of curbs and surface of gutter for flatness with a 10 foot straightedge. No gaps greater than 0.01 feet are allowed except at grade changes or curves.
  - g. Clean any discolored concrete at your expense by abrasive blast cleaning or other



authorized method.

3. Pavement removal and disposal
  - a. Provide pricing per the Bid Form
  - b. Load and haul off site and dispose of legally
  
4. Concrete flatwork
  - a. Provide pricing per the Bid Form
  - b. All concrete to be cured at 28 days as indicated on Bid Form
  - c. Concrete testing to be by owner
  - d. Concrete work shall be inclusive of topsoil removal and grading work not to exceed 1ft vertical drop in grade over 12ft horizontal
  - e. Construct expansion joints at:
    - i. All returns and opposite of expansion joints in adjacent curb
    - ii. Sixty foot maximum intervals when no adjacent curb is present
  - f. Construct contraction joints to create 12 to 20 square foot rectangular patterns into the surface of sidewalks.
  - g. Construct contraction joints by scoring concrete with a grooving tool and rounding corners with an edger tool or saw cutting hardened concrete to a depth of at least 1 inch. Apply curing compound immediately to the exposed surfaces of sawcut joints.
  - h. Construct expansion joints at each side of a structure and at each end of a curb return using 1/4 inch thick preformed joint filler. Finish concrete adjacent to expansion joints with an edger tool. Do not construct expansion joints closer than 20 feet to an island nose. Shape preformed joint filler to match surface contour of concrete.
  - i. Construct expansion joints by saw cutting through the full depth of the concrete cross section. The width of the sawcut must provide for a tight fit of the preformed joint filler.
    - i. If joint is cut before concrete has hardened:
      - i. Protect adjacent surfaces with close fitting, firmly supported shields.
      - ii. Complete sawcut and insertion of the preformed joint filler before curing concrete.
    - ii. If joint is cut after concrete has hardened:
      - i. Mortar preformed joint filler in place using heavy trowel pressure.
      - ii. Cover exposed portions of concrete in the vicinity of sawcut with an additional application of curing compound.
  - j. After concrete has cured, check joint filler for tight fit. If any loose joints are found, mortar joint in place and check after mortar has cured. Repeat as necessary to achieve a tight fit.
  - k. Install prefabricated detectable warning surface under manufacturer's recommendations.
    - l. Broom finish surface of sidewalk, gutter depression, curb ramp and driveway. For surfaces used by pedestrians, apply broom finish perpendicular to the path of travel. You may apply water to the surface immediately before brooming.
  - m. The finished surface must not vary more than 0.02 foot from a 10 foot straightedge except at grade changes.
  - n. Clean any discolored concrete at your expense by abrasive blast cleaning or other authorized method.
  - o. Driveways in ROW to be constructed per Rockdale Transportation or GDOT specification as needed
  
5. Handicap detectables
  - a. Provide pricing per the Bid Form
  - b. Contractor shall install a prefabricated detectable warning surface under manufacturer's recommendations
  - c. For a prefabricated detectable warning surface, submit a 5-year manufacturer's warranty of replacement for defects in dome shape, color fastness, sound-on-cane acoustic quality, resilience, and attachment. The 5-year warranty period starts at Contract

acceptance.

6. Saw cutting – provide pricing per the Bid Form
7. Fill material, GAB
  - a. Provide pricing per the Bid Form
  - b. Haul in, place, and compact as needed for placement of concrete
  - c. GAB provided by contractor
8. Backfill material, topsoil
  - a. Provide pricing per the Bid Form
  - b. Haul in and place as needed
  - c. Topsoil provided by contractor
9. Landscaping material
  - a. Provide pricing per the Bid Form
  - b. Haul in and place as needed
  - c. Machine and hand till dirt as needed to provide loose subgrade for seed or sod
  - d. Fertilizer to be provided in proper mixture as needed per growing season of installation
  - e. Mulch to be installed a minimum of 4" to provide a depth of 3" compacted
10. Excavation of unsuitable soils
  - a. Provide pricing per the Bid Form
  - b. Remove, load, and haul off and dispose of legally
11. Reinforced Concrete retaining wall
  - a. Provide pricing per the Bid Form
  - b. Shall be less than 5ft high for landscape purposes only
  - c. Shall not require an engineer's seal
  - d. Shall include reinforcement using #4 rebar as needed
  - e. Design shall be determined by site conditions

**General:**

Purchase Price shall include delivery, F.O.B. Rockdale County, Conyers, GA 30012.

**BID FORM – ITB No. 20-02**

Instructions: Complete all THREE parts of this bid form.

**PART I: Bid Summary**

Complete the information below.

<b>1</b>	<b>Curb removal and disposal</b>		
A	6"x6" extruded	\$	/LF
B	6"x12"x24"	\$	/LF
C	6"x12"x30"	\$	/LF
<b>2</b>	<b>Curb installation</b>		
A	6"x6" extruded		
i	0 LF – 50 LF	\$	/LF
ii	50LF – 500LF	\$	/LF
iii	Over 500LF	\$	/LF
B	6"x12"x24		
i	0 LF – 50 LF	\$	/LF
ii	50LF – 500LF	\$	/LF
iii	Over 500LF	\$	/LF
C	6"x12"x30		
i	0 LF – 50 LF	\$	/LF
ii	50LF – 500LF	\$	/LF
iii	Over 500LF	\$	/LF
<b>3</b>	<b>Pavement removal and disposal</b>		
A	Asphalt pavement		\$ /SY
i	Less than 6" thick		\$ /SY
ii	6" or greater thickness		\$ /SY
ii	Removal of GAB		\$ /SY
B	Concrete pavement		\$ /SY
i	Less than 6" thick		\$ /SY
ii	6" or greater thickness		\$ /SY
ii	Removal of GAB		\$ /SY
<b>4</b>	<b>Concrete flatwork</b>		
A	4" concrete paving, 3000 psi		
i	0 SY – 100 SY	\$	/SY
ii	100 SY – 500 SY	\$	/SY
iii	Over 500 SY	\$	/SY
B	6" concrete paving		

i	3000 psi	\$	/SY
ii	4000 psi	\$	/SY
C	8" concrete paving		
i	3000 psi	\$	/SY
ii	4000 psi	\$	/SY
D	Reinforced concrete slabs, 3000 psi		
i	Steel reinforcement in place	\$	/lbs
ii	Steel wire mesh, WWF in place	\$	/SF
iii	Driveways, 6" Reinforced	\$	/SF
ii	Driveways, 8"	\$	/SF
5	<b>Handicap detectables</b>		
A	24x48 Yellow	\$	/EA
B	24x60 Yellow	\$	/EA
6	<b>Saw cutting</b>	\$	/LF
7	<b>Fill material, GAB</b>	\$	/TN
8	<b>Backfill material, topsoil</b>		
A	0 CY to 100 CY	\$	/CY
B	Over 100 CY	\$	/CY
9	<b>Landscaping material</b>		
A	Bermuda sod	\$	/SY
B	Fescue sod	\$	/SY
C	Pine bark mulch	\$	/SY
D	Fertilizer	\$	/TN
E	Bermuda seed	\$	/SY
F	Fescue seed	\$	/SY
10	<b>Excavation of Unsuitable Material</b>		
A	0 CY to 100 CY	\$	/CY
B	Over 100 CY	\$	/CY
11	<b>Reinforced Concrete Retaining Wall</b>		
	0 to 5 ft high	\$	/CY

**PART II: Addenda Acknowledgements (if applicable)**

Each vendor is responsible for determining that all addenda issued by the Rockdale County Finance Department – Purchasing Division have been received before submitting a bid.

Addenda	Date Vendor Received	Initials
"1"		
"2"		
"3"		
"4"		
"5"		
"6"		

**PART III: Vendor Information:**

Vendor Name	
Address	
Telephone	
E-Mail	
Representative (print name)	
Signature of Representative	
Date Submitted	

## Contractor Affidavit under O.C.G.A. §13-10-91(b)(1)

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 (name of public employer) 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

\_\_\_\_\_  
Date of Authorization

\_\_\_\_\_  
Name of Contractor

\_\_\_\_\_  
Name of Project

\_\_\_\_\_  
Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on \_\_\_\_\_, \_\_\_\_, 202\_\_ 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 \_\_\_\_\_, 202\_\_.

\_\_\_\_\_  
NOTARY PUBLIC  
My Commission Expires:  
\_\_\_\_\_

### Subcontractor Affidavit under O.C.G.A. § 13-10-91(b)(3)

By executing this affidavit, the undersigned subcontractor 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 under a contract with (name of contractor) on behalf of (name of public employer) 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 subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the subcontractor with the information required by O.C.G.A. § 13-10-91(b). Additionally, the undersigned subcontractor will forward notice of the receipt of an affidavit from a sub-subcontractor to the contractor within five business days of receipt. If the undersigned subcontractor receives notice that a sub-subcontractor has received an affidavit from any other contracted sub-subcontractor, the undersigned subcontractor must forward, within five business days of receipt, a copy of the notice to the contractor. Subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

\_\_\_\_\_  
Federal Work Authorization User Identification Number

\_\_\_\_\_  
Date of Authorization

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

\_\_\_\_\_  
Name of Project

\_\_\_\_\_  
Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on \_\_\_\_\_, \_\_\_\_, 202\_\_ 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 \_\_\_\_\_, 202\_\_.

\_\_\_\_\_  
NOTARY PUBLIC  
My Commission Expires:  
\_\_\_\_\_

### Sub-subcontractor Affidavit under O.C.G.A. §13-10-91(b)(4)

By executing this affidavit, the undersigned sub-subcontractor 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 under a contract for (name of subcontractor or sub-subcontractor with whom such sub-subcontractor has privity of contract) and (name of contractor) on behalf of (name of public employer) 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 sub-subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned sub-subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the sub-subcontractor with the information required by O.C.G.A. §13-10-91(b). The undersigned sub-subcontractor shall submit, at the time of such contract, this affidavit to (name of subcontractor or sub-subcontractor with whom such sub-subcontractor has privity of contract). Additionally, the undersigned sub-subcontractor will forward notice of the receipt of any affidavit from a sub-subcontractor to (name of subcontractor or sub-subcontractor with whom such sub-subcontractor has privity of contract). Sub-subcontractors hereby attest that its federal work authorization user identification number and date of authorization are as follows:

\_\_\_\_\_  
Federal Work Authorization User Identification Number

\_\_\_\_\_  
Date of Authorization

\_\_\_\_\_  
Name of Sub-Subcontractor

\_\_\_\_\_  
Name of Project

\_\_\_\_\_  
Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on \_\_\_\_\_, \_\_\_\_, 202\_\_ 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 \_\_\_\_\_, 202\_\_.

\_\_\_\_\_  
NOTARY PUBLIC  
My Commission Expires: \_\_\_\_\_



### Affidavit Verifying Status for County Public Benefit Application

By executing this affidavit under oath, as an applicant for the award of a contract with Rockdale, County Georgia, I \_\_\_\_\_ . [Name of natural person applying on behalf of individual, business, corporation, partnership, or other private entity] am stating the following as required by O.C.G.A. Section 50-36-1:

1) \_\_\_\_\_ I am a United States citizen

**OR**

2) \_\_\_\_\_ I am a legal permanent resident 18 years of age or older or I am an otherwise qualified alien or non-immigrant under the Federal Immigration and Nationality Act 18 years of age or older and lawfully present in the United States.\*

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 Code Section 16-10-20 of the Official Code of Georgia.

\_\_\_\_\_  
Signature of Applicant:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name:

\* \_\_\_\_\_  
Alien Registration number for non-citizens

SUBSCRIBED AND SWORN  
BEFORE ME ON THIS THE  
\_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public  
My commission Expires:

**\*Note:** O.C.G.A. § 50-36-1(e)(2) requires that aliens under the federal Immigration and Nationality Act, Title 8 U.S.C., as amended, provide their registration number. Because legal permanent residents are included in the federal definition of "alien", legal permanent residents must also provide their alien registration number. Qualified aliens that do not have an alien registration number may supply another identifying number below.

\_\_\_\_\_

**CONTRACTOR’S QUALIFICATION STATEMENT AND QUESTIONNAIRE**  
**USE THIS FORM AS NEEDED PER ITB scope of work**

**NAME OF PROPOSED CONTRACTOR:** \_\_\_\_\_

**I. INSTRUCTIONS**

- A. All questions are to be answered in full. If copies of other documents will answer the question completely, they may be attached and clearly labeled. If additional space is needed, additional pages may be attached and clearly labeled.
- B. The owner, Rockdale County, Georgia, its agents and representatives, shall be entitled to contact each and every reference listed in response to this questionnaire, and each entity referenced in any response to any question in this questionnaire. By completing this questionnaire, the contractor expressly agrees that any information concerning the contractor in possession of said entities and references may be made available to the owner.
- C. Only complete and accurate information shall be provided by the contractor. The contractor hereby warrants that, to the best of its knowledge and belief, the responses contained herein are true, accurate, and complete. The contractor also acknowledges that the owner is relying on the truth and accuracy of the responses contained herein. If it is later discovered that any material information given in response to a question was provided by the contractor, knowing it was false, it shall constitute grounds for immediate termination or rescission by the owner of any subsequent agreement between the owner and the contractor. The owner shall also have and retain any other remedies provided by law.
- D. The completed form shall be submitted with contractor’s proposals.
- E. This form, its completion by the contractor, and its use by the contractor, and its use by the owner, shall not give rise to any liability on the part of the owner to the contractor or any third party or person.

**II. GENERAL BACKGROUND**

- A. Current address of contractor: \_\_\_\_\_  
\_\_\_\_\_
- B. Previous Name or address of contractor: \_\_\_\_\_  
\_\_\_\_\_
- C. Current president or CEO and years in position: \_\_\_\_\_
- D. Number of permanent employees: \_\_\_\_\_
- E. Name and address of affiliated companies: \_\_\_\_\_  
\_\_\_\_\_

**III. FINANCIAL STATUS**

- A. Please attach financial statements for the past three years for which they are complete. If such statements are not available, please furnish the following information:

1. LAST COMPLETE FISCAL YEAR:

- |    |                          |  |
|----|--------------------------|--|
| A. | Revenues (Gross)         |  |
| B. | Expenditures (Gross)     |  |
| C. | Overhead & Admin (Gross) |  |
| D. | Profit (Gross)           |  |

2. YEAR PRIOR TO "1" ABOVE:

- |    |                          |  |
|----|--------------------------|--|
| A. | Revenues (Gross)         |  |
| B. | Expenditures (Gross)     |  |
| C. | Overhead & Admin (Gross) |  |
| D. | Profit (Gross)           |  |

3. YEAR PRIOR TO "2" ABOVE:

- |    |                          |  |
|----|--------------------------|--|
| A. | Revenues (Gross)         |  |
| B. | Expenditures (Gross)     |  |
| C. | Overhead & Admin (Gross) |  |
| D. | Profit (Gross)           |  |

**B. BANKRUPTCIES**

1. Has the Contractor, or any of its parents or subsidiaries, ever had a Bankruptcy Petition filed in its name, voluntarily or involuntarily? (If yes, specify date, circumstances, and resolution).

\_\_\_\_\_

\_\_\_\_\_

2. Has any Majority Shareholder ever had a Bankruptcy Petition filed in his/her name, voluntarily or involuntarily? (If yes, specify date, circumstances, and resolution).

\_\_\_\_\_

\_\_\_\_\_

**C. BONDING**

1. What is the Contractor's current bonding capacity? \_\_\_\_\_
2. What is the value of the Contractor's work currently under contract? \_\_\_\_\_

**IV. COMPANY EXPERIENCE – SIMILAR PROJECTS**

- A. List three projects of reasonably similar nature, scope, and duration performed by your company in the last five years, specifying, where possible, the name and last known address of each owner of those projects:

**Reference/Project #1:**

Name and Address: \_\_\_\_\_

Date of Construction/Project:

---

---

---

Type of Construction/Project:

---

Contract Price:

---

Owner contact info:

---

---

---

Architect/Engineer contact info:  
(if applicable)

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---

**Reference/Project #2:**

Name and Address:

---

---

---

Date of Construction/Project:

---

Type of Construction/Project:

---

Contract Price:

---

Owner contact info:

---

---

---

Architect/Engineer contact info:  
(if applicable)

---

---

---

**Reference/Project #3:**

Name and Address:

---

---

---

Date of Construction/Project:

---

Type of Construction/Project:

---

Contract Price:

---

Owner contact info: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Architect/Engineer contact info: \_\_\_\_\_  
(if applicable) \_\_\_\_\_  
\_\_\_\_\_

**V. ARBITRATIONS, LITIGATIONS, AND OTHER PROCEEDINGS**

Has your company been involved in any construction \_\_\_\_\_  
arbitration demands filed by, or against, you in the last five years?

Has your company been involved in any construction-related \_\_\_\_\_  
lawsuits (other than labor or personal injury litigation) filed by, or against, you  
in the last five years?

Has your company been involved in any lawsuits, \_\_\_\_\_  
proceedings, or hearings initiated by the National Labor Relations Board or  
similar state agency in the past seven years?

Has your company been involved in any lawsuits, proceedings, \_\_\_\_\_  
or hearings initiated by the Occupational Safety and Health Administration  
concerning the project safety practices of the Contractor in the last seven years?

Has your company be involved in any lawsuits, proceedings, \_\_\_\_\_  
or hearings initiated by the Internal Revenue Service, or any state revenue  
department, concerning the tax liability of the Contractor (other than audits) in  
the last seven years?

Have any criminal proceedings or investigations been brought \_\_\_\_\_  
against the Contractor in the last ten years?

If you answered yes to any of the questions above, please identify the nature of the claim, the amount in  
dispute, the parties, and the ultimate resolution of the proceeding (attach documentation if needed):

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

**VI. COMMENTS**

Please list any additional information that you believe would assist the Owner in evaluating the possibility of using  
the Contractor on this Project. You may attach such additional information as an Exhibit to this Statement and  
Questionnaire.

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

I certify to the Owner that the information and responses provided on this Questionnaire are true, accurate and complete. The Owner, or its designated representative, may contact any entity or reference listed in this Questionnaire. Each entity or reference may make any information concerning the Contractor available to the Owner, or its designated representative.

Contractor:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

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

\_\_\_\_\_  
Signature

Notary Public

My Commission Expires:

# Work Order (Sample)

## ID / IQ CONCRETE WORK UNIT PRICE CONTRACT

**Rockdale County Contract Number: C-2020-**

Date: \_\_\_\_\_ Project Name: \_\_\_\_\_

Work Order No.: \_\_\_\_\_ Work Order Amount: \$\_\_\_\_\_

**SCOPE OF SERVICES:**

- Set forth in the attached scope for \_\_\_\_\_
- 

**SCHEDULE:**

Time to complete performance of the Service is the date for completion.

**COMPENSATION:**

Owner's payment obligation under this Work Order is as follows:

The Firm Fixed Price for the Services is \_\_\_\_\_ Dollars (\$ \_\_\_\_\_).

The Estimated Cost for the Services is \_\_\_\_\_ Dollars (\$ \_\_\_\_\_). Applicable billing rates are set forth in the contract documents or as follows:

<u>Labor Category(ies)</u>	<u>Rate</u>
----------------------------	-------------

**OTHER:** {Insert info here}

By the signature below, the parties acknowledge that they shall be bound by the terms of this Work Order, including the attachments hereto, and that the undersigned are authorized to enter into this Work Order.

Rockdale County, Georgia  
 Date: \_\_\_\_\_  
 By: \_\_\_\_\_  
           (Signature)  
 Name: \_\_\_\_\_  
           (Print Name)  
 Title: \_\_\_\_\_

Contractor.  
 Date: \_\_\_\_\_  
 By: \_\_\_\_\_  
           (Signature)  
 Name: \_\_\_\_\_  
           (Print Name)  
 Title: \_\_\_\_\_